

Distinctive Practice

Transparent Evaluation System:

Building fairness and credibility in assessment system requires transparency. We do it through the Transparent Evaluation System. Students comprehend how they are being evaluated if grading standards, assessment procedures, and performance goals are communicated clearly to them. Giving students timely feedback also enables them to monitor their development and correct any issues. Transparency is further promoted by open communication between teachers and students, which helps in creating an accountable learning environment.

To serve the above purpose, we believe in copy viewing practice to promote transparency in the evaluation process and hold valuers accountable for their markings. Also, to facilitate a learning opportunity for students by offering insights into their strengths and areas for improvement based on the feedback provided on their exam copies. This enables students to seek clarification on marking discrepancies and resolve any grievances or concerns related to the evaluation of their exam copies. It helps to motivate students to strive for academic excellence and take ownership of their learning by providing a clear understanding of the expectations and standards set in the examination.

Having practice of showing answer books of MST (Mid Semester Test) and End Semester Examination strengthen the transparency in the academic system.

- It results in students' satisfaction with the marking system adopted in the university and develops faith towards the result generation process.
- Students learn to attempt the answers in the required manner.
- Copy viewing session helps students to know the systematic way of giving answer.
- The evaluators check answer copies very strictly. Answer copy checking and copy viewing are done in the scheduled time, so that the result will be declared timely.
- Copy viewing is scheduled immediately after the completion of all theory and practical end semester examinations. Copy viewing dates are mentioned in the academic calendar of the University.
- Timetable of copy viewing is released one week prior to the scheduled dates. Copy viewing conduction team is formulated to process, control and monitor the copy viewing session under the observation of the Controller of Examinations.
- All the duties are assigned properly which include corridor invigilator, control room Table in-charge (TI), Permanent Invigilators (PI), Course Teacher and Course Expert.

- Answer copies collected from the valuation cell are arranged by faculty members of respective branches in the control room under the observation of the conduction team.
- The end semester examinations evaluated answer copies are shown to the students under strict vigilance to get them know their course wise marks earned.
- On the day of copy viewing, the programme / branch wise answer copies are arranged on the table and the Table In-Charge (TI) issues the answer copies to the respective course teacher.
- Copy viewing room is equipped with CCTV cameras. Students are made to occupy seats, enrolment number wise, by the Permanent Invigilator (PI) as per the seating plan displayed on the room door.
- The course teacher collects students' checked answer sheets, pens (pink/purple colour pens only), grievance form, attendance sheet from the copy viewing control room for showing to the students in allotted rooms.
- Permanent Invigilator (PI) admits the student inside the classroom after verifying the student's University ID card and confirming that the student is not carrying any mobile phone, pen/pencil, or any other stationery item.
- Students get a chance to know their mistakes made in the answer copy and the approach they must follow while attempting answers, like marks may be deducted for missing/inappropriate/un-labelled diagrams or incomplete answers. Students can report about the total mistake or allotted marks related issue by filling the grievance form.
- Under the strict observance of Permanent Invigilator (PI), the course teacher shows copies to the students. After viewing answer sheets, students either enter 'seen and satisfied' or 'seen and grievance' form filled on the answer sheet with the pen provided by the course teacher. Students having grievances, fill the grievance form and submit it to the course teacher.
- Similarly, other course teachers also show answer sheets one by one to the students. The course teacher re-counts answer sheets and submits them back to the Table In-Charge (TI) in the copy viewing control room. The grievance forms along with grievance copies are separately submitted in the control room.
- The course expert re-evaluates the copies in presence of the grieved student and re-submits the copies in the control room with his/her recommendations.
- A grievance session is conducted on the same day where students can discuss with course experts, if not satisfied with the marks awarded. After checking, answer copies are kept in locked and sealed almirahs. The grievance copies are separately submitted to Controller of Examinations (COE) with grievance forms having recommendation from course experts. As per the instructions of Hon'ble Vice-Chancellor, Controller of Examinations (COE) verifies the comments of course experts and if found appropriate considers the updates in marks.
- Answer copy viewing sessions are conducted after the completion of all the examinations and still most of the students attend the answer copy viewing session instead of going to their hometown.
- After result declaration, there are very few re-totalling, revaluation or persuasion cases registered. This shows that students are satisfied with the marks obtained,

as most of the grievances are resolved during the copy viewing session. No complaints are registered regarding unfair evaluation till date.

- The seating arrangement is done according to the branch and section wise. So, a separate arrangement needs to be made to show the answer copies to the students having backlogs or open elective.

Thus, maintaining transparency in the evaluation process is a distinctive area where the university performs its best. To conclude with, we do not charge any fee for the purpose of copy viewing. Our aim is to develop a sense of improvement amongst the students and showcase our transparency in evaluation system.