2023-24

Criterion 2- Teaching Learning and Evaluation

Metric 2.5.3

IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA)/Formative Assessment have brought in considerable improvement in the Examination Management System (EMS) of the Institution.

Describe the examination reforms with reference to the following within a minimum of 500 words

- **Examination procedures**
- **Processes integrating IT**
- **Continuous internal assessment system**

The institution has integrated Information Technology in the examination procedures and processes including Continuous Internal Assessment and Formative Assessment as follows:

Examination procedures:

- The Examination Committee constituted as per the University norms, is a statutory body. Principal is the Chief controller of examinations. The committee comprises of the Controller of Examinations, deputy controllers streamwise and at least 10 senior teachers representing all streams.
- The committee prepares an examination calendar in the beginning of each semester, which is conveyed to the teachers and students.
- The examination room is equipped with sufficient photocopiers, printers, and computers. The facility is secured under CCTV surveillance. Admission to the facility is restricted to maintain confidentiality.

Examination Reforms under Autonomy:

- Under Autonomy, the examination pattern was revised as 40% Continuous Internal Assessment and 60% External Assessment.
- Continuous Internal Assessment (CIA): It is a Formative Assessment to provide ongoing feedback to monitor student learning,
- Summative assessment: The objective of summative assessment is to assess student learning at the end of an instructional unit. It involves conducting semester end examinations involving descriptive type of questions.
- The Examination Committee assigns supervision duties to teachers, makes seating arrangement for the students, decides deadlines for submission of assessed answer books, mark sheets and declaration of results within the stipulated time.
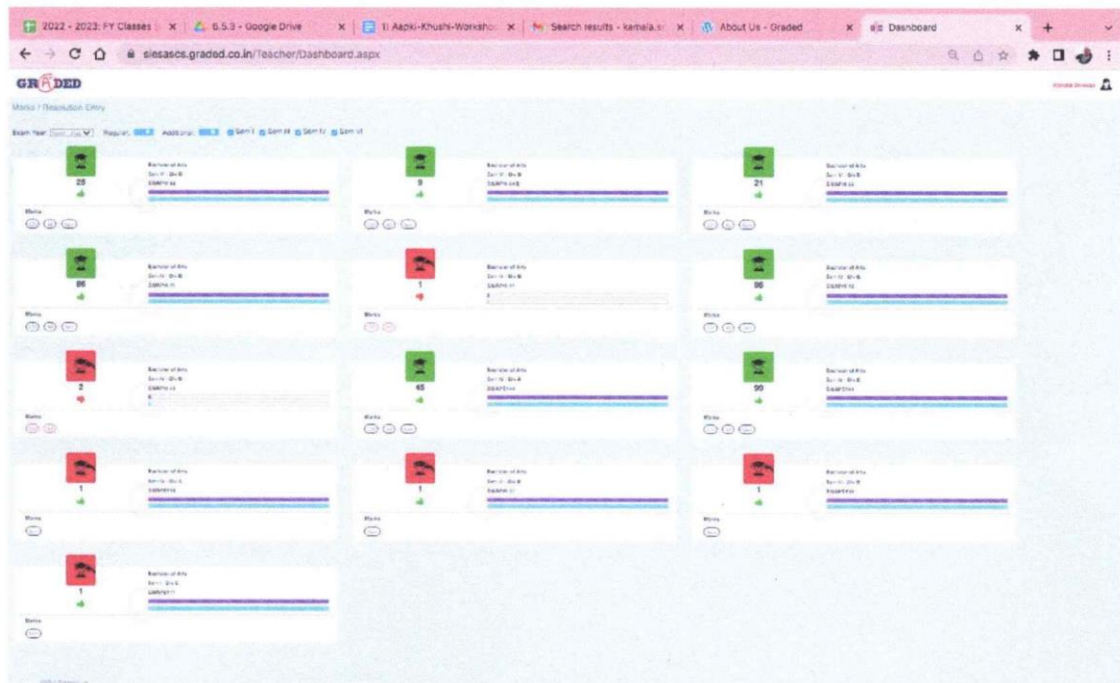
2.5.3 IT Integration in Examination Process

1

Principal
SIES College of Arts, Science &
Commerce (Autonomous)
Sion (West), Mumbai - 400 022.

SIES COLLEGE OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS) Sion (West), Mumbai - 400 022.
Tel: 2407 2729 • E-mail: siesascs@sies.edu.in • www.siesascs.edu.in

1

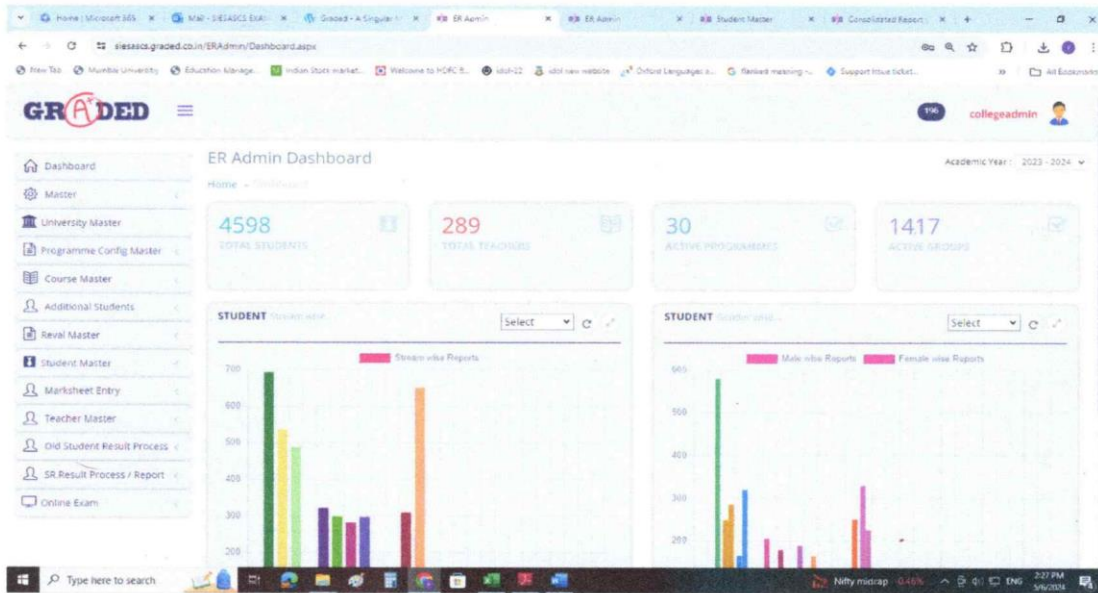**IT Integration in Continuous Internal Assessment:**

- The CIA comprises of a compulsory mid semester examination involving class-tests and various assessment tools like Presentations, Projects, Report writing, reel making, Case studies, seminars.
- A dedicated **LMS- MS Teams** is used to form student teams. Periodical assignments are uploaded in MS teams for students. They **upload their presentations and assignment in team for evaluation.**
- MS Teams meetings and **breakout rooms** are used to conduct student seminars and discussions.
- **Online class tests are scheduled in teams** using Microsoft forms/ google forms, as a part of CIA.
- **The online tools like** Quizziz, Mentimeter are used to get an instant feedback of students in classroom. It helps students to develop critical thinking and analytical reasoning besides improving their communication skills.

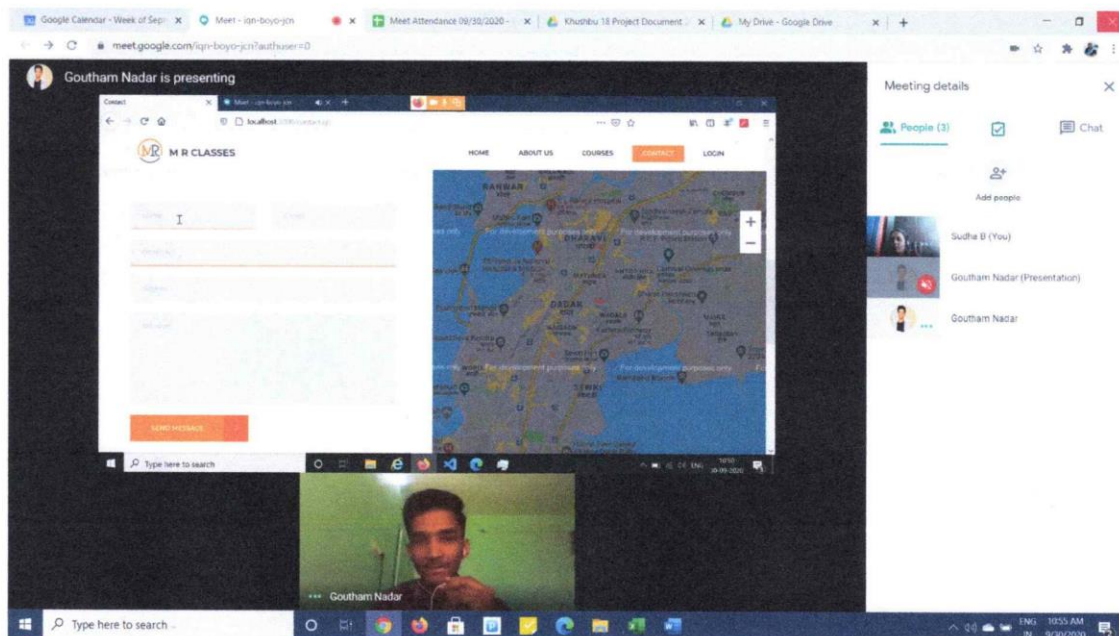*Screenshots of IT Integration in Examination Processes*
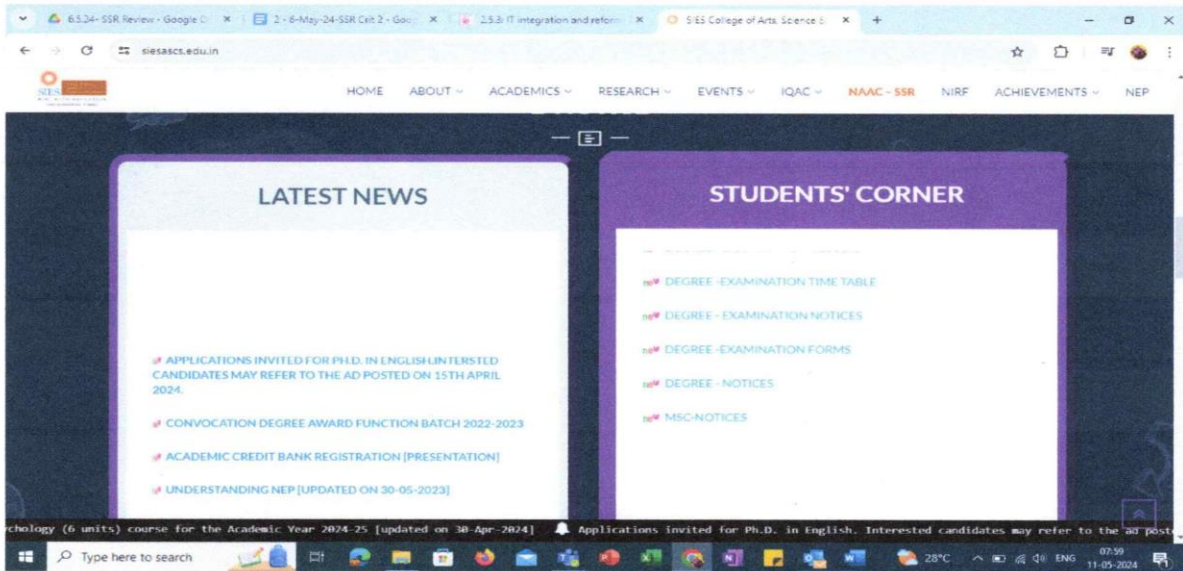
Teacher Login - GRADED
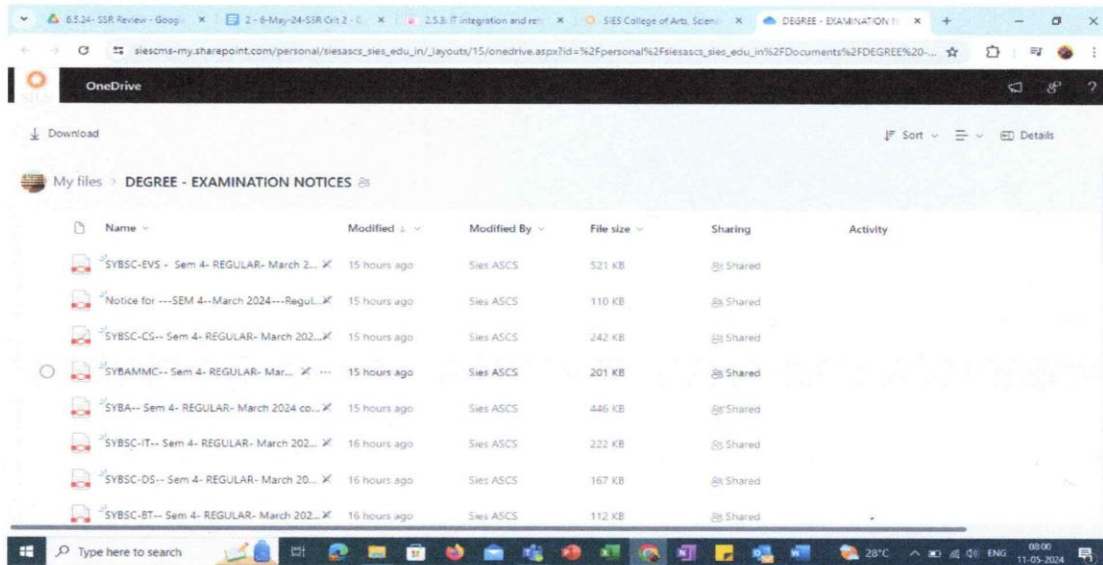
Admin Login - GRADED

Project assessment through Google Meet

Students Corner on Institutional website used to convey Examination related notices

Examination Related Notices available to students on Institutional website

2.5.3 IT Integration in Examination Process

Principal
SIES College of Arts, Science &
Commerce (Autonomous)
Sion (West), Mumbai - 400 022.