

A.S.D. Government Degree College for Women, Kakinada

An Autonomous institution



EXAMINATION EVALUATION POLICY

2022-2023

(Focused on Authenticity, Transparency, and Internal Audit)

1. Introduction

The purpose of this policy is to ensure **fair, consistent, transparent, and authentic evaluation** of student performance at all levels of the examination process. It is designed in alignment with the **UGC guidelines for Autonomous Colleges**, the **NEP 2020**, and the **college's core values** of integrity and academic excellence.

2. Objectives

- To ensure **transparent and unbiased evaluation** practices.
- To strengthen **internal checks and balances** through an Internal Audit mechanism.
- To uphold the **academic credibility and autonomy** of the college.
- To integrate **Information Technology** for error-free and tamper-proof examination practices.
- To provide a framework for **redressal of evaluation-related grievances**.

3. Key Principles of Evaluation

3.1 Authenticity

- **Confidential Coding System:** Answer scripts are coded using a **double-seal system** to conceal student identity during valuation.
- **External Valuation:** All theory papers are evaluated by **external examiners** to ensure impartiality.
- **Strict Scrutiny Process:** Every valued script is subject to a **secondary scrutiny** for totalling errors and unvalued answers by a designated scrutiny board.
- **Central Valuation System:** Valuation is conducted under **supervised and controlled environments**.

3.2 Transparency

- **Digital Integration:** The **SPES/SPRS software** (in collaboration with Manasa Software Solutions) is used for real-time processing, CIA mark entry, and automated report generation.
- **Evaluation Rubrics:** All examiners are provided with a **detailed scheme of valuation and model answers** to ensure uniform marking standards.
- **Grievance Redressal:** Students can apply for **revaluation or re-totalling** within 15 days of result declaration. Copies of answer scripts can be provided under transparent procedures for verification.
- **Result Analysis Reports:** Teacher-wise, paper-wise, and department-wise result analytics are generated for internal quality improvement.

4. Internal Audit for Evaluation Transparency

4.1 Constitution of Internal Audit Committee

An **Internal Audit Committee for Examination Evaluation** shall consist of:

- Controller of Examinations (Chairperson)
- Deputy Controller of Examinations
- One Senior Faculty Member (rotational basis)
- IQAC Coordinator
- Convener of the Examination

4.2 Functions of the Audit Committee

- **Audit the evaluation process** (random checking of scripts post-valuation).
- Ensure **compliance with guidelines** on coding, sealing, dispatch, and custody of answer scripts.
- Conduct **surprise inspections** during Scrutiny of the answer scripts.
- Validate data integrity in **marks entry and tabulation**.
- Examine grievances received and recommend corrective actions.
- Prepare an **Annual Internal Audit Report** for the Academic cell and IQAC.

5. Monitoring and Evaluation

- **Monthly Meetings:** Internal review meetings on examination processes will be conducted monthly by the Examination Cell.
- **Annual Review:** An annual report on exam-related activities, including evaluation audits and grievances, will be submitted to the **Academic Council**.

6. Integration with IT & Security Features

- **CIA Marks Entry through Faculty Portal** (with audit trail).
- **Digital locking of CIA & SEE scores** after final approval.
- **Web-based Hall Tickets & Result Portals** to reduce manual errors.
- **Future Integration Plan** includes:
 - ✓ OMR-based evaluation for selected papers
 - ✓ AI-based anomaly detection in mark distributions
 - ✓ Online mid-exams and digital audit dashboards

7. Compliance and Confidentiality

- ✓ All examiners and evaluators shall sign **confidentiality and compliance declarations**.
- ✓ Breaches of protocol will be addressed under the college's **disciplinary guidelines** and reported to the Governing Body.

8. CIA Evaluation

8.1. Rubrics for Mid Semester Examinations

Mid Semester Examination (30 Marks)

Duration: 1.00 hours

Objective: To test initial understanding of core concepts and application skills.

Criterion	Marks	Description
Conceptual Understanding	14	Clarity on key terms, theories, and principles covered in Units I & II
Application of Knowledge	8	Ability to apply concepts to case studies, numerical problems, or real-life scenarios
Logical Organization & Coherence	5	Proper structuring of answers; introduction, body, conclusion
Presentation and Language	2	Neatness, grammar, flow of writing
Attempt and Completion	1	Attempted all required questions; completeness
Total	30	

Each Mid Semester is Conducted for 30 marks, First Mid Semester will be Scaled down to 20 marks and Second mid Semester Examination will be scaled down to 15 marks by covering all the Course outcomes of the specific Course.

- **Evaluation registers** are maintained by faculty and subject to random verification by the **Internal Audit Committee**.
- Model answers and **scheme of valuation** are shared within departments to ensure consistency.

8.2. Assignment Assessment

Total Marks: 5

Submission Format: Handwritten hard copy

Rubric for Evaluation:

Criterion	Marks	Description
Content Accuracy	2	Alignment with syllabus and relevance of information
Research & References	1	Use of proper examples, citations, or data sources
Presentation & Format	1	Neatness, and timely submission
Originality	1	Evidence of student's own work (Hand Writing Comparison)

Faculty will retain assignment copies for random audit and record.

8.3. Seminar

Total Marks: 5

Mode: Oral Presentation (Individual)

Rubric for Evaluation:

Criterion	Marks	Description
Subject Knowledge	2	Depth of understanding of the topic
Communication Skills	1	Verbal clarity, articulation, and confidence
Use of Aids/Visuals	1	Use of PPTs/ charts/ models (where applicable)
Peer Interaction	1	Participation in Q&A or group discussions

Faculty are advised to maintain a logbook of performance for each seminar.

8.4. Clean and Green Activity Assessment

Total Marks: 5 (assessed in 2 cycles of 2.5 marks each per semester)

Mode: Practical Participation during scheduled Clean & Green period

Assessment Frequency: Twice a semester (once before Mid-I, once after Mid-II)

Logbook Maintained by: Respective faculty handling Clean & Green periods

Rubric for Evaluation:

Criterion	Marks	Description
Participation	1	Regularity and physical participation in Clean and Green activities
Initiative and Leadership	0.5	Willingness to initiate, lead, or organize tasks
Discipline and Teamwork	0.5	Cooperation, behavior, and adherence to rules
Impact and Effectiveness	0.5	Contribution to visible outcomes – e.g., cleaning zones, planting, etc.

Faculty will upload attendance and performance on the CIA portal. Surprise monitoring may be conducted by IQAC or ECO Club Coordinators.

8.5 CIA Consolidation Guidelines

Component	Maximum Marks	Assessed By
Mid Sem Exams	35	Subject faculty
Assignments	5	Subject faculty
Seminar	5	Subject faculty
Clean & Green	5	Subject faculty
Total	50	—

Marks are **scaled down to 40**, depending on the academic regulation (2022 batch onwards).

8. Conclusion

This Examination Evaluation Policy ensures **rigor, transparency, and trust** in academic assessment and promotes a culture of **academic integrity and continuous improvement**. By implementing a robust **Internal Audit Mechanism**, this institution reinforces its commitment to **student success and institutional accountability**.