

**SRI KRISHNA ARTS AND SCIENCE COLLEGE  
KUNIAMUTHUR, COIMBATORE - 641008**

**BEST PRACTICES**

**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

**- ADHERENCE OF ACADEMIC CALENDAR**

The Examination Calendar for every academic year is scheduled and notified in the beginning of the year/Semester and dates are strictly followed.

**- SCRIBE FOR DISABLED STUDENTS**

- Special Provisions for differently abled students have been created for their benefits. They are given **separate room in library** with adequate facilities for writing exam.
- **Additional time of one hour** is given for differently abled students.
- Scribe assistants are offered individually for all exams written by differently abled.

**- SECURED AND NON-TEARABLE MARKSHEET:**

Security features are embedded in the Marksheet to avoid tampering.

**- AUTOMATED EXAMINATION SYSTEM – MYCLASSROOM (ERP):**

- Student Centralized Database
- Student Subject Subscription
- End Semester Examination Application
- Additional Credit Examination Application
- Internal & External Marks Entry
- DIA & Online Test for Final Years
- Hall Ticket & Results Release

**- QUESTION BANK IN COLLEGE WEBSITE:**

All previous year's question papers are made available in the college library.

**- (SoP) STANDARD OPERATING PROCEDURES FOR ALL EXAMINATION AND EVALUATION:**

1. Online Assessments and CIA Mark Calculations
2. Practical Examinations
3. Viva – Voce Examinations
4. Google Classroom Portal:
  - a. Mock test
  - b. Guidelines for students
  - c. Guidelines for HOD and Invigilators
  - d. Online valuation

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5. Examly Portal:
  - a. Practice test
  - b. Guidelines for students
  - c. Guidelines for Invigilators
6. Transparency
7. Revaluation
8. Additional Credit Examinations

**- RANK CERTIFICATE**

Rank Certificate with Shield is given for all **First Rank holder** on the Graduation Day.

**- TRANSCRIPT CERTIFICATE**

- A Transcript Certificate is a document that acts as proof of your educational qualifications.
- It includes the complete record of all the subjects studied by the students in his/her academic session along with marks or grades respectively.

**- ADDITIONAL CREDITS:**

**Additional Credit Examinations**

- ❖ A student who desires to earn additional credits can opt for any core course offered by any Department for UG/PG programmes.
- ❖ The course will be self-study and there is no continuous internal assessment for the course.

**- Additional Credits for Online Certificate Courses**

- ❖ Additional credits will be awarded on completion of online certificate offered by MOOC (Massive Open Online Courses), Coursera and NPTEL.
- ❖ The students will attain totally 4 additional credits will be awarded.

**- VALUE ADDED COURSES:**

- ❖ The College offers wide variety value added courses to help the students in adding their credentials as well as marketable in terms of employment. The main objective of the value-added courses is
- ❖ To prepare industry relevant graduates
- ❖ To develop multi-disciplinary skills and provide an opportunity for the students to explore beyond the curriculum.
- ❖ To create entrepreneurial skills among the graduates.

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**- OBE IMPLEMENTATION AND SKILL CARD**

- The Outcome Based Education is implemented by defining the Bloom's Taxonomy verbs and Course Outcomes mapped in the syllabi of each course.
- Then the question papers are set with Bloom's taxonomy verbs mapped for each question.
- During answer scripts evaluation, OMR score cards for individual students are given to the evaluators, and the evaluators shade the marks that the student receives for each question.
- It helps in the analysis of student's performance for each skill and facilitates us to provide each student with the OBE Assessment card.

**- DIGITAL INTERNAL ASSESSMENT – DIA :**

- An innovative Assessment Module introduced before Pandemic as a part of the CIA pattern.
- Digitalization is a cutting-edge process that enhances the growth of an institution to the next level.
- Reduces the working time and makes it smarter but also downsizes the usage of papers to protect the environment.
- Sri Krishna Arts and Science College initiates paper-free campus as much as possible by considering the global warming issues.
- Conducted through MyKlassroom portal.

**- ONLINE END SEMESTER EXAMINATIONS (2019 - 2020 ):**

- Due to pandemic, Final Semester Examinations for 2020 Passed out students was held in Online Using Google Platform.
- Standard Operating Procedure to conduct Examinations in Online was designed and intimated to students and Staffs.

**- PROCTORED EXAMINATION (2020– 2021):**

- The Examinations were conducted through Examly Software in Proctored Mode.
- It is an AI based Authentication Software.
- It supports in automatic recording of Students activities.
- Evaluation process is Reliable and User-friendly.

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**- GREEN PRACTICES BY COE OFFICE:**

1. Only paper and cloth bags are used for examination purposes.
2. All notices are sent through online, thereby reducing use of papers.
3. Single page used sheets are reused for printing purposes.
4. The number of sheets in the answer booklets has been restricted thereby minimizing damage to the nature.
5. All examination applications are made only through online.

**- FEEDBACK SYSTEM:**

- Feedback on Question Paper.
  - By External Expert.
  - By Course handling Faculty.
- Feedback on Examination.
- Feedback on Invigilation.