

# *St. Ann's College for Women*

(Autonomous), Affiliated to Osmania University  
Accredited by NAAC with A<sup>+</sup> Grade (3<sup>rd</sup> cycle), CPE by UGC

Mehdipatnam, Hyderabad.



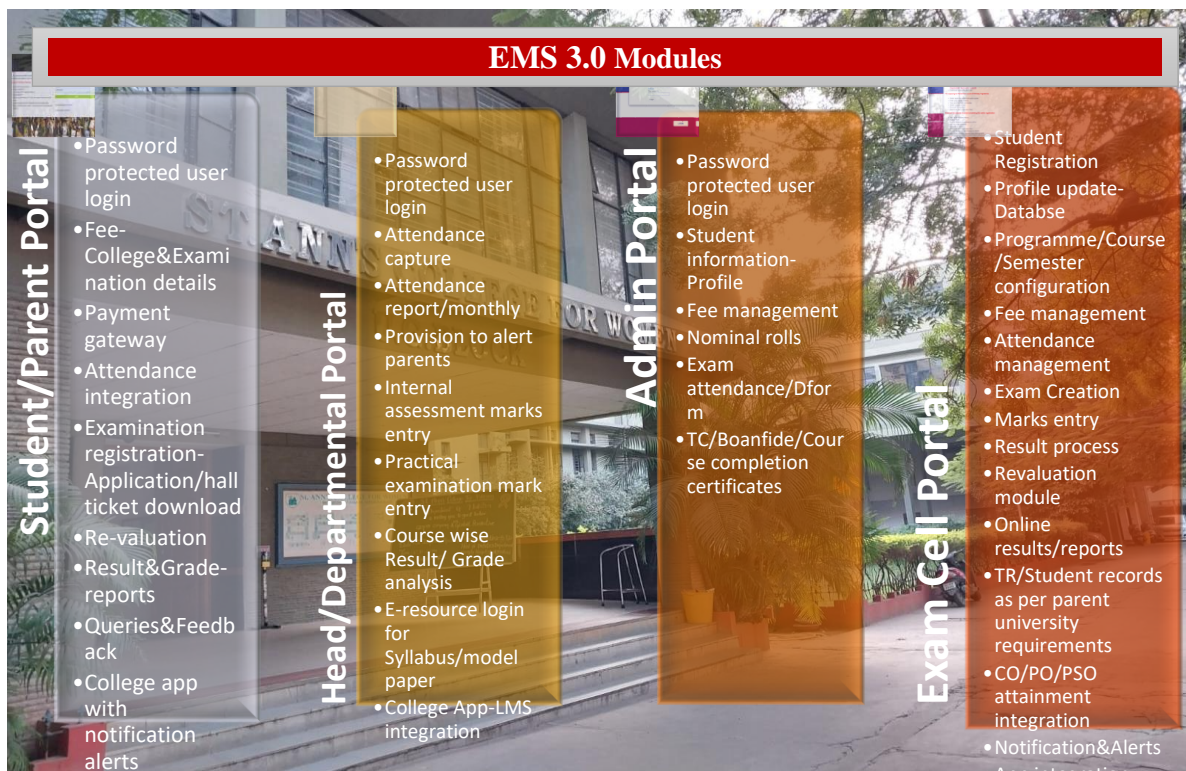
## **CRITERION – II** **Teaching Learning & Evaluation**

### **2.5.3 IT Integration & Examination Reforms**

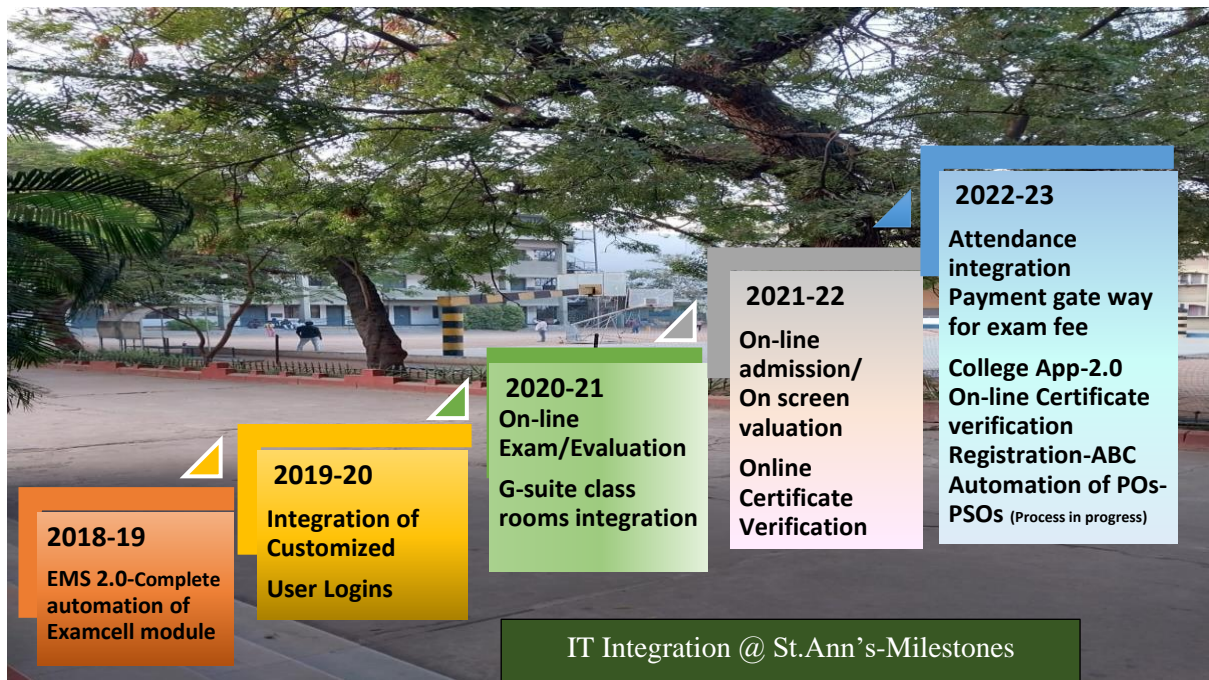
## Criterion-II Teaching Learning & Evaluation

### 2.5.3 Additional Information

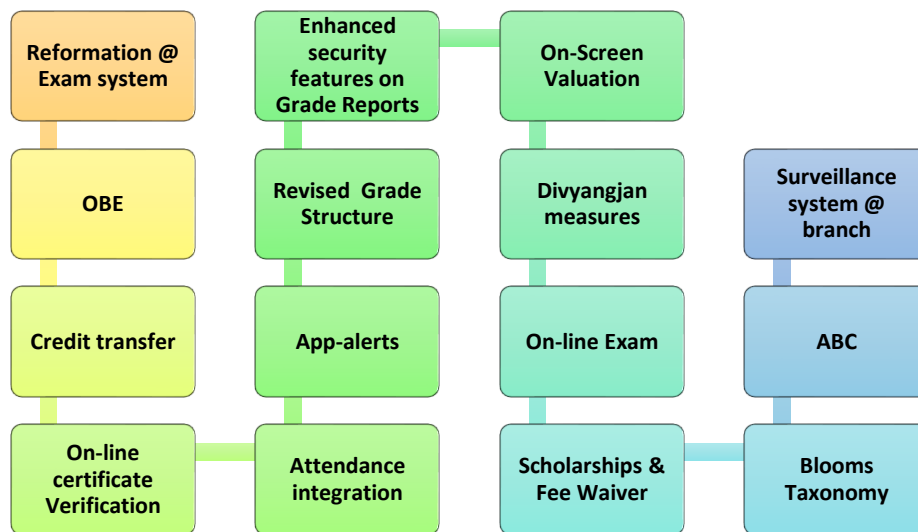
#### IT integration in Examination Procedures



**Institution has integrated technology at various levels of exam process**



### Reforms & the impact including CIA



The latest version of the automation software-EMS 3.0 has got various modules towards all pre & post examination process. It is designed to have different self-supportive portals for its stakeholders automating all the following process.

## Reforms in Exam Procedures

### Pre-Exam Process-Online

- Exam Schedule/Fee/Timetable notification
- Exam application form
- Payment of Fees
- Fee paid summary
- Integration of attendance
- Nominal rolls
- Seating plan
- Hall tickets
- D-form & Attendance sheet
- Seating plan on College APP

### During Exams

- Proctored On-line Exam
- CCTV Surveillance of control room/Exam room
- Flying Squad

### Post Exam Process

- Generation of automatic Code to mask hall ticket number
- On-screen Valuation
- Spot/Off-screen valuation
- Double valuation
- Scrutiny
- Marks Entry
- Moderation
- Result process
- Result approval
- Declaration of ResultsGrade/Consolidated Reports
- Provisional certificates/TR
- TC/Bonafied
- Grievances

## SOFTWARE @ EXAMCELL Login page

The screenshot displays the EXAMCELL login interface. A central login window contains the following elements:

- User Name: stexamcell
- Password: [Redacted]
- CAPTCHA: 5038
- Refresh button
- The answer is: [Input field]
- Login button

The page footer includes the text: (Autonomous), Affiliated To Osmania University NAAC Reaccredited with 'A+' Grade, College with Potential for Excellence by UGC Mehdiapatnam, Hyderabad -500 028. Navigation buttons for LOGIN and Employee Login are visible.

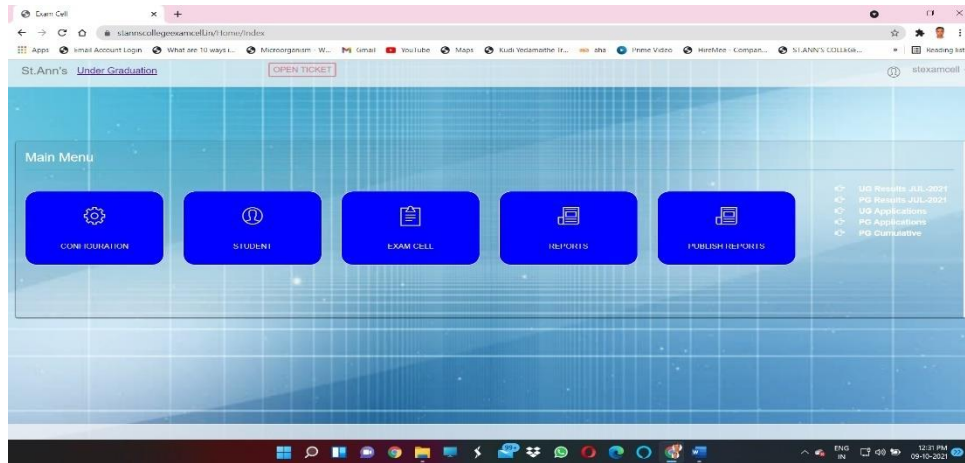
## Select program UG/PG

### Main Menu:

The main menu contains the following tasks.

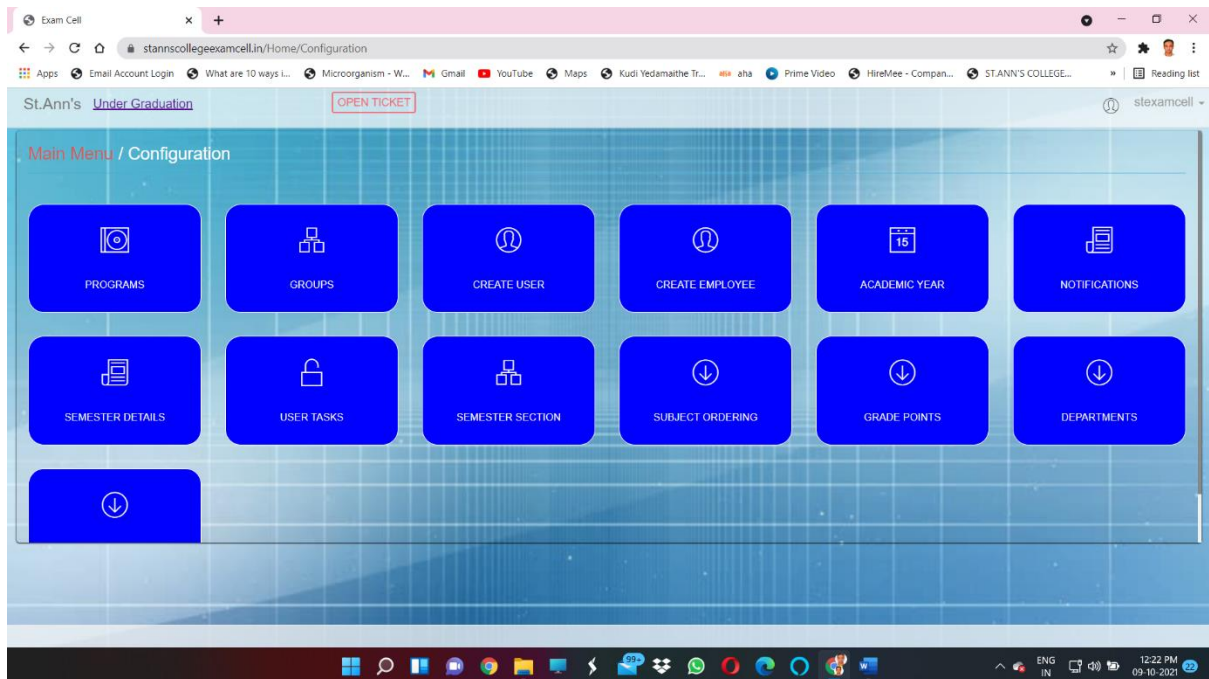
- Configuration – Academic details
- Student – Maintain student database.
- Exam cell- Student marks register.
- Reports – Academic and administrative reports.

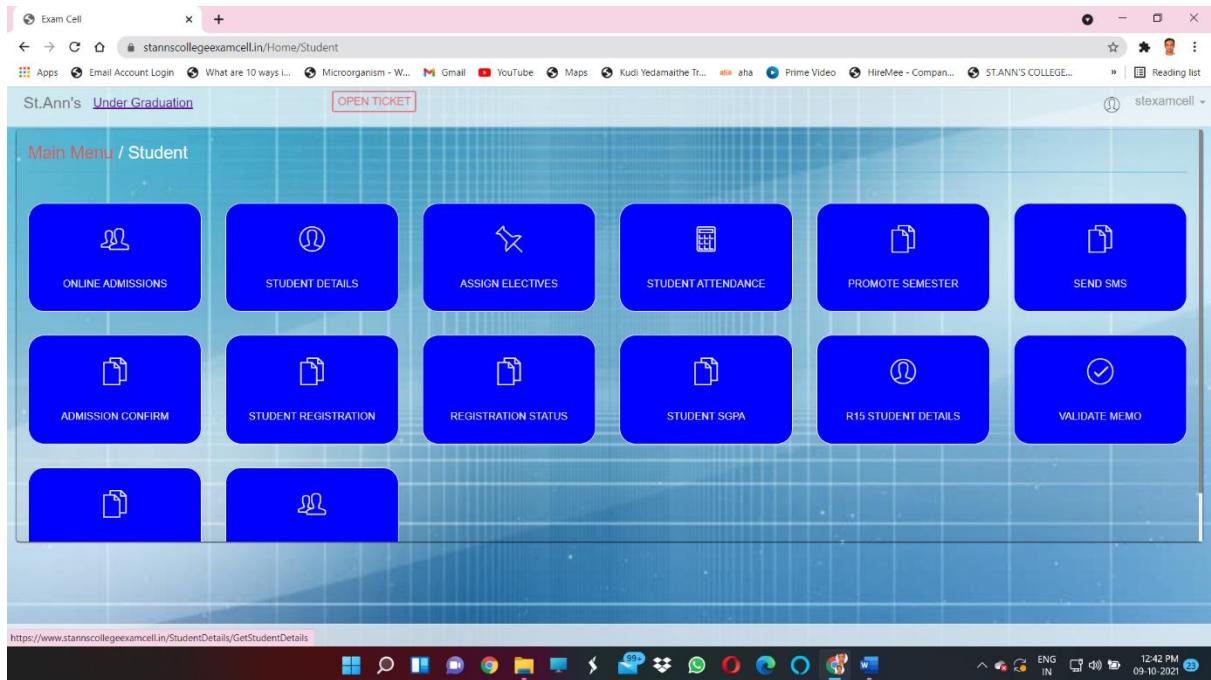
- Publish reports – online reports



**Configuration:** This option is used to create the following

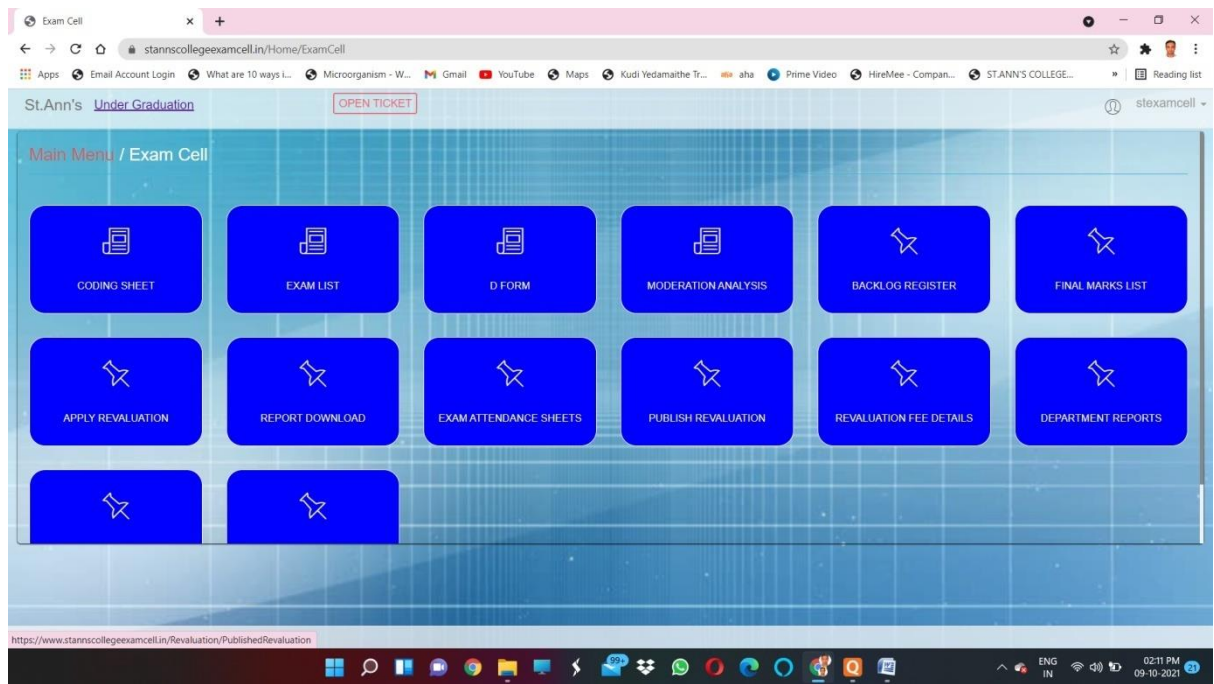
- Creation of Academic years.
- Creating all types of users.
- Creation of Departments.
- Creation of Programs.
- Creation of Courses.
- Creation of Semesters.
- Creation of Subjects.
- Assigning subjects to department logins.





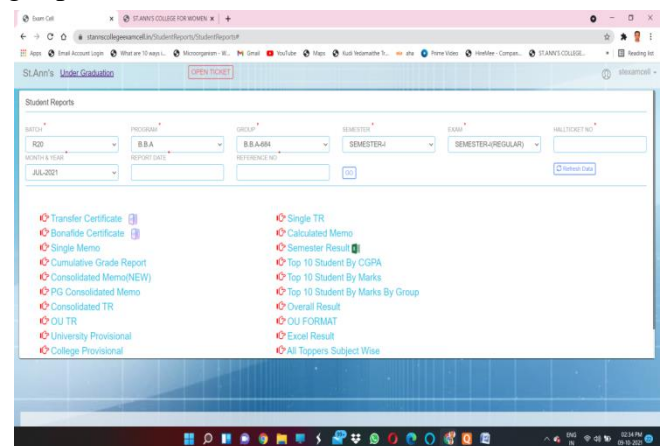
**Exam list:** This option is used to access the following

- Generating codes for ESE exam answer scripts.
- Generation of D form's for all exams.
- Generation of nominal rolls.
- Generation of Backlog Register.
- Moderation Analysis.
- Student grace Analysis.
- Revaluation student's details.
- Rejoin student details.
- Marks entry for internal and external exams.



**Reports:** This option is used to access the following reports.

- Student semester wise memo.
- Student cumulative grade report.
- Student consolidate memo.
- Online result report.
- Tabulation report to be submitted in OU.
- Student provisional certificate.
- Student Bonafide certificate
- Student transfer certificate.
- Student toppers list subject wise.
- Result sheets.



SEM-I MECs.pdf - Adobe Reader

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**ST. ANN'S COLLEGE FOR WOMEN**  
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 "College with Potential for Excellence" by UGC  
 Mehdiplatanam, Hyderabad - 500 028, Telangana State.

**SEMESTER GRADE REPORT**  
(CHOICE BASED CREDIT SYSTEM)

NAME: Ananya Vahayil ROLL NO.: 120415474-001  
 FATHER'S NAME: Raviindran V PROGRAMME: B.Sc. M.E.C.G.  
 MOTHER'S NAME: Suma V EXAMINATION: SEMESTER - I  
 DATE: 17.12.2015 MONTH & YEAR: November-2015

COURSE STRUCTURE	COURSE TITLE	COURSE CODE	COURSE CREDITS	GRADE AWARDED
PART I: LANGUAGE COURSES	English - 1	ENG 101	3	A+
	Second Language	SAN101	3	A
PART II: CORE COURSES	Maths - 1	MAT 101	4	A
	Electronics - 1	ELE 101	4	A+
	Computer Science - 1	CSC 101	4	O
	Maths Ph - 1	MAT 111	1	A+
	Electronics Ph-I	ELE 111	1	O
	Computer Science Ph-I	CSC 111	1	O
PART III: ABILITY ENHANCEMENT COURSES	AEC	AEC301	1	A+

Credits earned in the Semester: **22**  
 Semester Grade Point Average - SGPA in Part-I: **7.5**  
 Part-II: **7.92**  
 Semester Result: **PASS**

Controller of Examinations Principal

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BBM ProvisionalReport (11.10.09.2018).pdf - Adobe Reader

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**OSMANIA UNIVERSITY**  
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**PROVISIONAL CERTIFICATE**  
(CHOICE BASED CREDIT SYSTEM)

Ref. No.: 1518685001 Roll No.: 120415685001

This is to certify that **MANISHA BOSE**  
 daughter of **PRASHANT KUMAR BOSE** & **APARNA BOSE**  
 is declared to have passed the **B.B.M.**  
 Examination held in **May-2018** with  
 Part-I: **6.93** CGPA  
 Part-II: **7.7** CGPA

Controller of Examinations Principal  
 St. Ann's College Controller of Examinations  
 Hyderabad Osmania University  
 Date :

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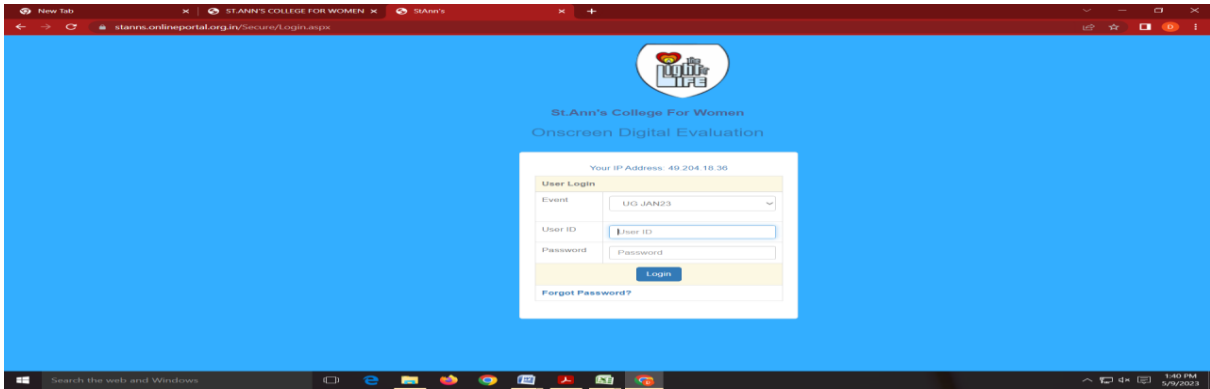
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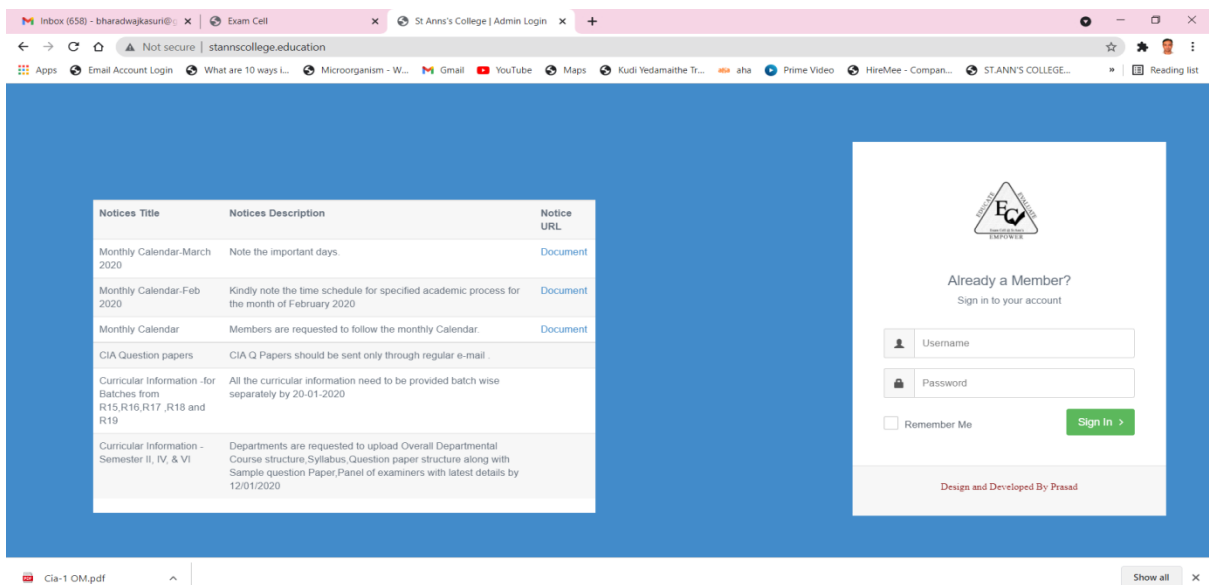
On screen Valuation



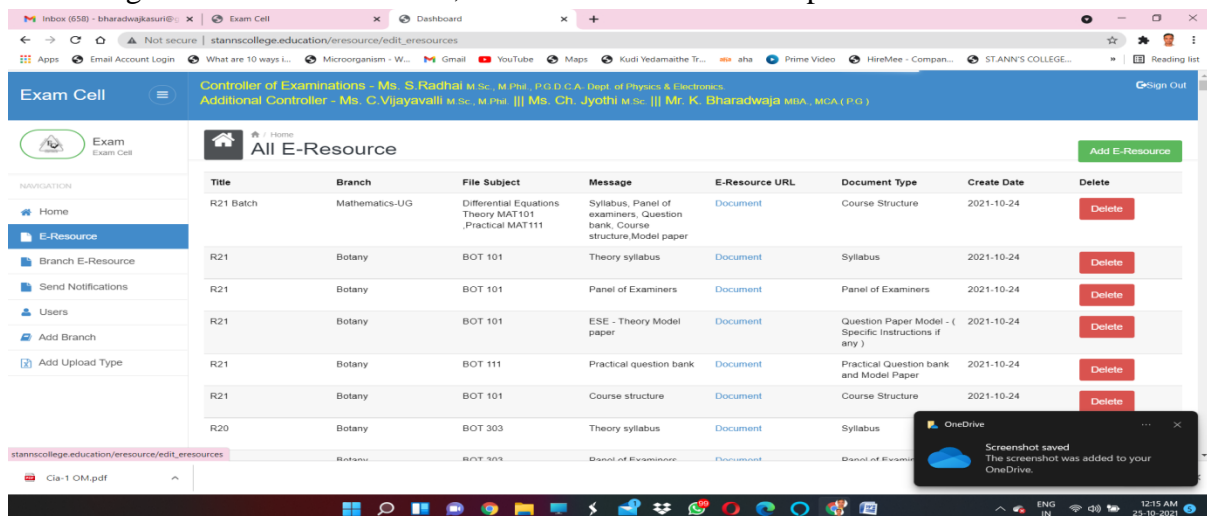


## e-Resource Module

The following is used to upload Question banks and syllabus of various courses department wise



## Admin login - Access all resources, send notifications to all departments.



Details of Automaton Modules :		I-Pre-examination Process automated on-line
Exam Schedule/Fee/Timetable notification	Website /CollegeApp/Class groups/ Examcell Portal apart from class-room announcements	
Exam application form	Downloadable under Student portal	
Payment of Fees	On-line (Credit/Debit card/UP payment/Wallet)	
Fee paid summary	Day wise /Group wise report @exam cell portal	
Integration of attendance	Subjects eligibility on hallticket as per institution policy	
Nominal rolls	as per student registration	
Seating plan	Available on College App of day to day basis	
Hall tickets	Downladable@ student login	
II-Process During Exam		
D-form & Attendance sheet	Day wise candidates & attendance list under Admin Portal	
On-line Examination	Failsafe & time tested software customized to conduct on-line examination on descriptive type model during Covid situation	
Proctoring & backup	Proctoring and Video recording Soft/Hard copies of the answer scripts stored backup	
Duplicate Hall tickets	Student who lost/forgot the admit cards procure duplicate hallticket from exam cell	
III- Post Exam Process		
Coding	Masking of Hallticket number on answerscripts with an automatic generated code for off-line & QR code for on-screen valuation	
On-screen Valuation	Scanned copies of answer scripts available at examiners logins which are password protected, OTP based Provision for posting of marks question wise and automatic summing	

Spot/Off-screen valuation	Coded scripts are confidentially handed over and manual evaluation is carried out under the supervision of ACOEs
Double valuation	Post graduate courses will undergo double valuation; third valuation for courses where the difference in the first two valuation exceeds 20%.
Scrutiny	Team of Senior faculty are nominated by the head of the institution and do the scrutiny of answer scripts either on-line or manually as per the valuation
Marks Entry	Module for mark entry for all theory papers is available at Examcell portal, For practical exam is made available @ Departmental portal
Moderation	Entire process of moderation is automated as per parent university rules
Result process	<ul style="list-style-type: none"> <li>• Allocation of Grade, Calculation of SGPA/CGPA are precisely automated</li> <li>• Pass/Promoted/Detained/Fail are declared automatically according to the devised policy</li> </ul>
Result approval	All reports are presented & gets verified by COE and ACOEs' of Parent University and only upon approval result declaration is planned.
Declaration of Results	On-line
IV- Post declaration of Result	
Grade/Consolidated Reports	All grade reports are made available at the respective stakeholders' portal
Provisional certificates/TR	Generated automatically
TC/Bonafied	Automatically generated and available @admin potal
Grievances	<p>Students approach Convenor Conduct Committee during examination or HODs'/Dean Student Affairs/COE wrt valuation the internal assessment.</p> <p>On-line provision is available for students to post queries apply for revaluation if not satisfied with ESE valuation Students/Parents can Meet COE in person and give any representation</p>
V-Other process	
Certificate verification	
Conduct of Exam	<p>Conduct committee takes care of</p> <p>Conduction of all examination</p> <p>Allotment of invigilation /Squad duties</p> <p>Deals with malpractice cases</p>

	Collection and Dispatch of answer scripts to COE office
University Records/Reports	Automatic report -Tabulation register containing complete record of passed out students of final year along with the PC are being submitted within the stipulated time

### Introduction of Online examination during the Pandemic situation

- Customized Hiermee software according to the institutional need
- Identified members and trained them to be an Control room faculty to interface with students and exam cell to trouble shoot during examination
- Identified and trained faculty members as On-screen coordinators to handle certain confidential responsibilities (Coding/Decoding)

Backup process-Possible backup process were planned in place incase of any difficulties faced during upload of answer scripts

- G-suite account was procured and configured with domain-based emails
- G-suite exam room ids' created for backup uploads
- Every student was given a domain-based email id to receive exam related information-Test pin etc...
- Hardcopies of answer scripts were also collected after the last exam for verification if required.

**Examination procedures during Covid-19 :**The global impact of COVID-19, the disease caused by the novel coronavirus, and the state of affairs during March 2020 did put a pause to the regular academic schedule all over. But the exam cell team of St. Ann's had utilised this pause time to think ahead and plan to face the unprecedented challenges.

- Organized an Interactive session on conduct of Examination U.G/P.G. (Covid-19)with Prof.Sriram Venkatesh-the Controller of Examination Osmania University and invited the COEs' from all the autonomous colleges in twin cities.
- When examination under regular mode became impossible the institution planned to conduct examinations for terminal semester regular batch students and passed out students using online platform.

S.No	Questions	Responses (In %)	
		Yes	No
<b>I. Examinations</b>			
1	My parents are very concerned to send me to College for examination in the current circumstances	60	40
2	I prefer online examinations during this situation and I can manage comfortably	70	30
3	I have Laptop/ Smartphone/ access to Internet at my place of residence	83	17
4	I have good skill to use technology namely scanning/typing/downloading/uploading	76	24
5	I can express better with descriptive questions than MCQs.	60	40
6	I don't have computer but I can arrange for online examination	51	49
7	I need training/ practice sessions to take examinations online	75	25
8	I will be ready to take up examinations with two weeks of preparation time.	51	49
9	I will assure you of my integrity and honesty if the exam is held online	93	7

- Conducted a survey to understand the students' preparedness for on-line examinations
- The college examined many software and ultimately opted to sign MOU with Hiremee software as the platform could support descriptive pattern of examination using either laptop or mobile version.
- Deliberated to conduct on-line examination adhering to the guidelines of UGC/TSCHE/OU
- Conducted various training sessions to Faculty and students to familiarize them with the software
- Organized mock test to faculty and students and made sure the students are well trained to upload the answer scripts

### Conduct of Examination- Online mode

•Adhering to guidelines of Higher Education department – TS, during Covid19

•The Institution Planned to Conduct Final year examinations Regular and Backlogs using online platform to avoid adverse effects of the pandemic situation.



### Highlights:

- Provision for physically challenged students to appear for the exam offline in the college campus following COVID protocols (Invigilator & Scribe arrangements as required was taken care)
- Provision/Arrangement for students for writing exams offline in the college campus incase of network issues/problems
- Students staying abroad were also able to download and complete examinations using Hiremee App
- Revaluation application on line
- Fee payment on line
- Application for transcripts
- Exam cell has made arrangements to send transcripts to WES on line. This facility is found to be very much encouraging for students as the process has reduced their time and efforts involved in the conventional version
- Certificate verification online