LINGAYA'S VIDYAPEETH, FARIDABAD

NATIONAL ASSESSMENT ACCREDITATION COUNCIL
SSR (2nd CYCLE)

INDEX

Key Indicator – 2.5 Evaluation Process and Reforms

Metric	Particular	
2.5.3	Status of automation of Examination division along with approved Examination Manual/ordinance. A. 100% automation of entire division & implementation of Examination Management System (EMS) B. Only student registration, Hall ticket issue & Result Processing C. Only student registration and result processing D. Only result processing E. Only manual methodology	
S.No	**Relevant Document**	**Page No**
1	The report on the present status of automation of examination division including screenshots of various modules of the software.	3-15

2.5.3 IT integration and reforms in the examination procedures and processes (continuous internal assessment and end-semester assessment) have brought in considerable improvement in examination management system of the institution

Response:

Lingayas Vidyapeeth has progressively developed a well-established, automated and centralized process for the continuous-internal and end-semester assessment, conduct of examinations and its associated activities, declaration of results and award of degrees.

IT Integration for Examination Processes and evaluation of student performance:

Lingayas Vidyapeeth has subscribed to a comprehensive Cloud based EMS (Education Management System) which provides integrated solution to automate the examination processes in pre-examination, examination and post - examination phases.

Starting from admission application submission to online course registration and approval, continuous internal assessment, hall ticket generation, display of seating plan on EMS, end semester marks uploading, submission of application form for re-appearing and Course/Program outcome attainment calculation & subsequent report generation are done on EMS in a complete transparent manner.

The photographs of candidates are embedded on their degree certificate to nullify the possibility of forging of degree certificate; all degrees are being uploaded on NAD.

Examinations during Pandemic were conducted in a completely proctored and online manner using MS-Teams and Google meet platforms.

Improvement in the design of transcript by making it compact in single sheet/page.

Digitalization of Question paper management: The question paper management was done paperless. The course wise question bank is invited from the departments in digital formats and the question papers are framed at the Examination Branch in a very transparent manner without the intervention of any faulty member.

Automation of examination processes has led towards efficient functioning of examination processes, maintenance and reproduction of examination records and minimalistic manual intervention.

Impact of Examination Reforms and processes:

Various reforms have been undertaken progressively which have resulted in more transparent, efficacious and efficient examination management system.

Timely declaration of final results ensures that the students are not deprived of career and progression opportunities.

Both cumulative internal assessment and end-semester-examinations adopted to monitor the progress of students provide ample opportunities to take effective remedial measures throughout the semester.

Supporting document enclosed:
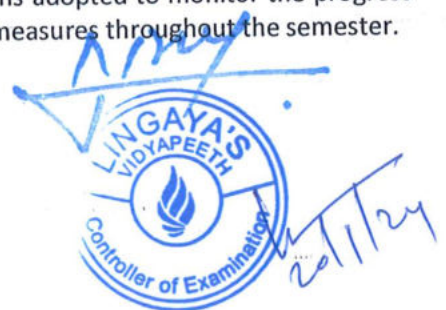
2.5.3 Evaluation Process and Reforms

In the COVID-19 Pandemic the Examination Department has been integrating the information processing reforms into the examination management system. The examination measures and developments (continuous internal assessments like as ABQ, Mid Semester and End-Semester Assessment) require fetching a substantial progress in examination management system.

Examination Procedures

Lingaya's Vidyapeeth is having engrained and well-organized continuous evaluation system with various kinds of assessments extending through the duration of each semester.

The whole process is similar to conduct of online examinations; evaluation, result declaration and award of degrees are precise and monitored by the Examination Department of the University/Vidyapeeth together with the Faculty.

In the View of "COVID-19 Pandemic and Subsequent Lockdown" the examination department has made the evaluation reforms according to the online examination management system.

Online Examination Processes and IT Integration:

- Lingaya's Vidyapeeth education system is adopting semester wise pattern system for examination with a continuous evaluation system for all the departments.

- Lingaya's Vidyapeeth also follow digital evaluation system and has successfully implemented for UG, PG and Ph.D. examinations.

- In addition to that, Assignments, Practical, Seminar presentation, Projects etc are also considered for the evaluation.

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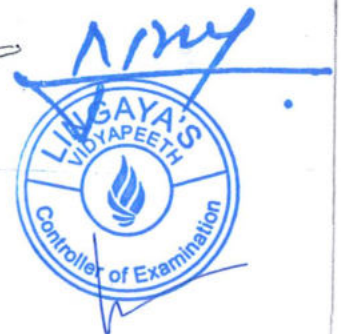
Lingaya's Vidyapeeth made Instructions to Students and Invigilators for smooth & fair conduction of online examinations.

(A). The Following instructions are strictly adhered to by students during ONLINE EXAMINATION: -

1. Students are required to find and occupy the seat at his/her residence at least 20 minutes before the commencement of Examination with better internet speed. Student should log to GOOGLE MEET. It is mandatory for him /her to be present on google meet with live video during the examination time.

2. Student needs to check Class/ Exam WhatsApp Group on same day 20 minutes before the commencement of scheduled examination **for Google Meet link**. In case, student is not able to get the Google Meet link/ code, he/she should contact Class Coordinator/ HOD immediately.

3. **For Question Paper link**, students are required to check again their Class/ Exam WhatsApp group 05 minutes before the commencement of scheduled examination. In case, student is not able to get the link, he/she should contact Class Coordinator/ HOD immediately.

4. During the examination student **is required to be** alone **at his / her seat in the** room. In case, **any** other person **has been found** / is visible, examination is liable to be cancelled.

5. Student will not be allowed to appear in Online Examination after 05 minutes of the commencement of Examination. Therefore, all students are advised to be present online at least 10 minutes before commencement of Examination.

6. Only A-4 sheets are allowed for writing answer(s) of given question(s). **On top of every page** students are required to mention their Roll No, Sub-Code, Subject Name, Date of examination and Invigilator(s) Name in the following format:

Roll No.......................... Sub code.....................................
Subject Name .... Date of examination................
Invigilator(s) Name (s)..
Page No.: ....

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7. Students are NOT ALLOWED to leave Examination area during scheduled ONLINE EXAMINATION under any circumstances. Excuses for Washroom/ Urinal during the Online Examination time will not be entertained.

8. Student(s) are required to use **only blue/** royal blue ball point/ gel/ fountain pen for the examination. Refrain from using Pencil for drawing diagram(s) because after scanning said diagram/ picture will not be visible in PDF.

9. **Only Colored scanned PDF*/ JPEG Answer Sheet(s) shall be accepted.**

10. Student(s) are required to adjust his/ her mobile/ laptop in front of him/ her and login on Google Meet for the purpose of watching their activities during the examination time by appointed Invigilator(s)/ Concerned HOD(s)/ COE and/ or by any competent authority during examination time.

11. Only non-programmable calculators are allowed. Programmable watches are strictly prohibited during Examination.

12. Duration of Examination shall be total **TWO HOURS ONLY**.

13. As per design of syllabus, each Question Paper shall be delivered in 4/ 5 parts in TWO HOURS. In Each part there will be **TWO Questions, you have to attempt ANY ONE** from them. For Example:-

    (a) If There are FOUR PARTS (only for Pharmacy) then time slots shall be as follow: -

    For Each Part = 25 Minute of writing of Answer +05 Minutes of scanning your solution in PDF and submit to provided EMAIL ADDRESS= 30 Minutes

    Total Time = 30 * 4 = 120 Minutes

    (b) If There are FIVE PARTS then time slots shall be as follow: -

    For Each Part = 20 Minute of writing of Answer +04 Minutes of scanning your solution in PDF and submit to provided EMAIL ADDRESS= 24 Minutes

    Total Time = 24 * 5 = 120 Minutes.

14. Student(s) can upload their answer sheet only once. (if they don't submit, the form will be closed automatically after the stipulated time).

15. Please note all answer sheet should be in a same hand writing incase hand writing doesn't match it will be consider as UMC case, which is liable to cancellation of examination besides disciplinary action against the student/ students.

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16. **All the answer sheets shall be screened by Plagiarism check** (Turn tin or any UGC approved Plagiarism checker software) for the purpose of prevention of cheating/ stop copying from other sources.

17. If whole or a part of answer sheet(s) matched with Internet data or from answer sheet(s) of other student(s), said answer sheet(s)/all matched shall be cancelled and strict action shall be taken against student/ students by COE /Centre Supdt./ Competent authority as per rules and regulation of LV UFM (ie. – debarred from whole examination, cancellation of candidature etc.).

18. During Examination for any issue(s) Invigilator(s)/ Examination Section/ concerned HOD/ Centre Supdt./ COE will be available for your assistance.

19. It is mandatory the hardcopy of answer sheet written by the student during the examination should kept safely, which has to be submitted after the examination physically at University or at Delhi Head office (Address: Kh.No- 261, Lane No-5, Westened Marg, Saidulajab, Near Saket Metro Station, New Delhi – 110030). Please note hand written answer sheet(s) should reach Examination Cell within 3 days of opening the University.

20. **Students are not required to write their name in any page/ part of ANSWER SHEET. In case of found, the said answer sheet(s) stands cancelled.**

Requirements for the Online Examination:

1. **Android Phone**

2. **A valid GMAIL account.**

3. **Google Chrome app**

4. **Google Meet app (for monitoring and attendance purposes) and**

5. **CamScanner app**

The undertaking form link having all the instructions will be send to all the students on their Exam/ Class WhatsApp group. It is mandatory for all the students to submit the undertaking form 2 days before the commencement of examinations.
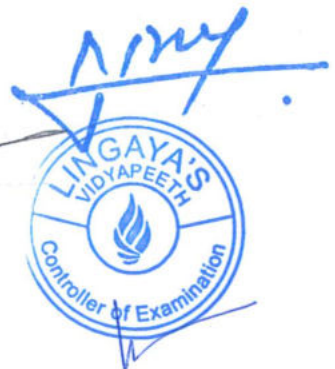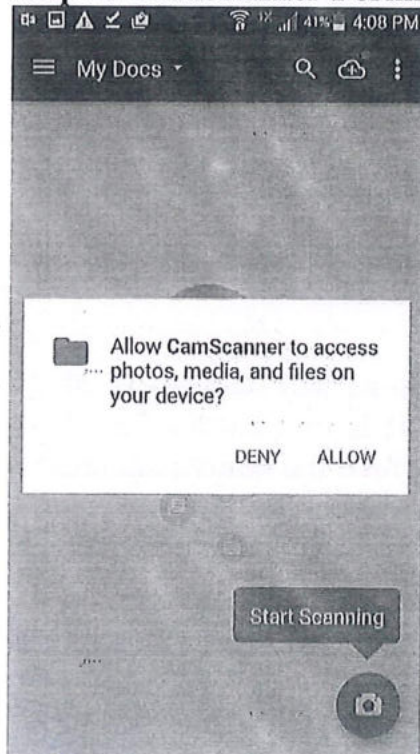
*Process for Uploading Answer sheets in PDF format

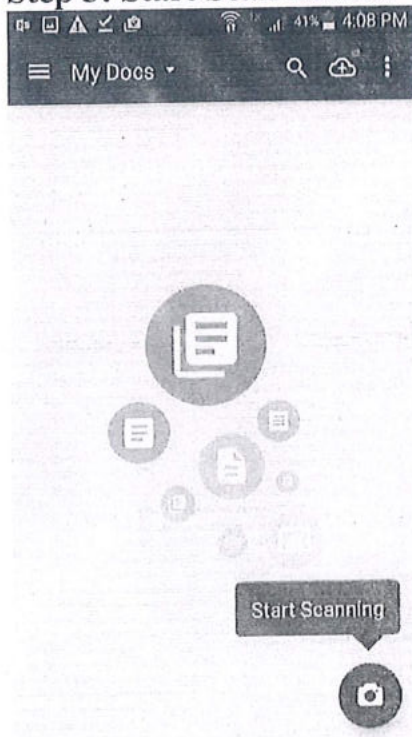## Step 1: Scanning and Email Using CamScanner

Welcome to CamScanner Splash Page.
Touch ' Use Now' on the Bottom-Right corner.
DO NOT TOUCH 'SIGN IN' OR 'REGISTER'

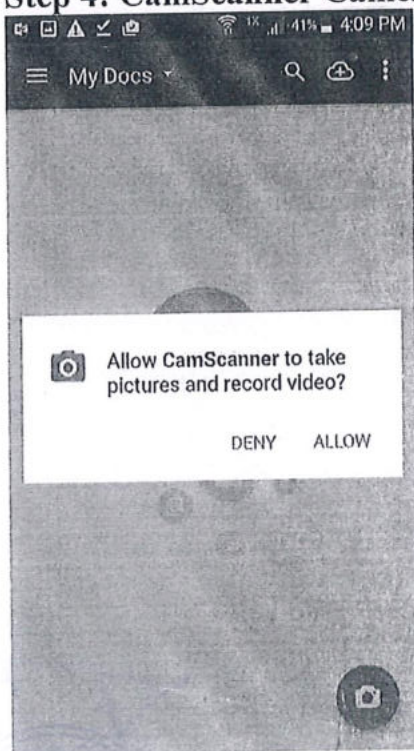## Step 2: CamScanner Permissions

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Click ALLOW to 'Allow CamScanner to access photos, media, and files on your device?'

Step 3: Start Scan Button
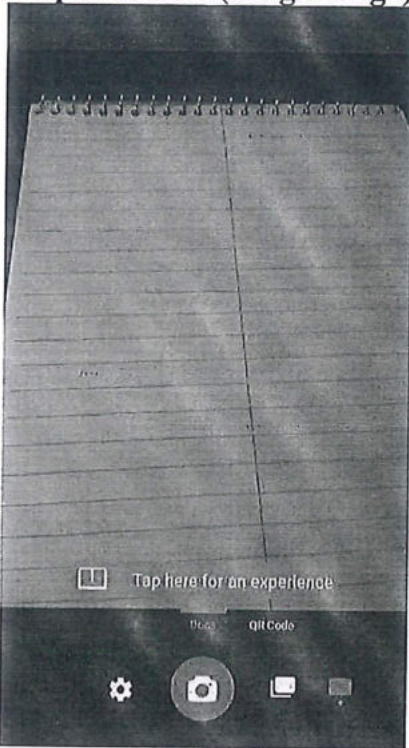

Press the Camera Scan Icon on Bottom-Right corner

Step 4: CamScanner Camera Permissions

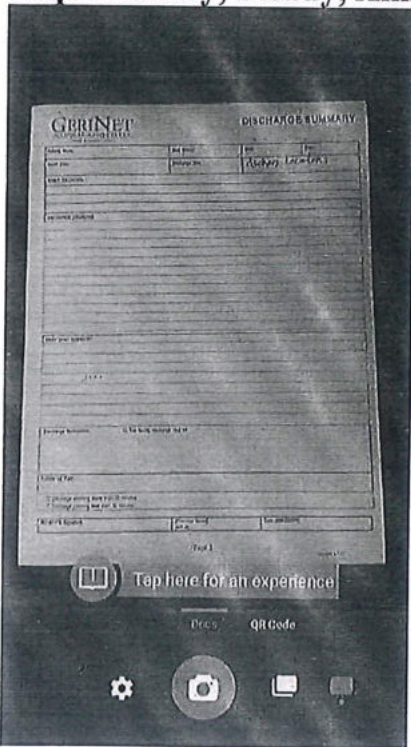TOUCH "ALLOW"' to 'Alow CamScanner to take pictures and record video?'

Step 5: Select (Single Page) or (Multiple Page) Document Scan

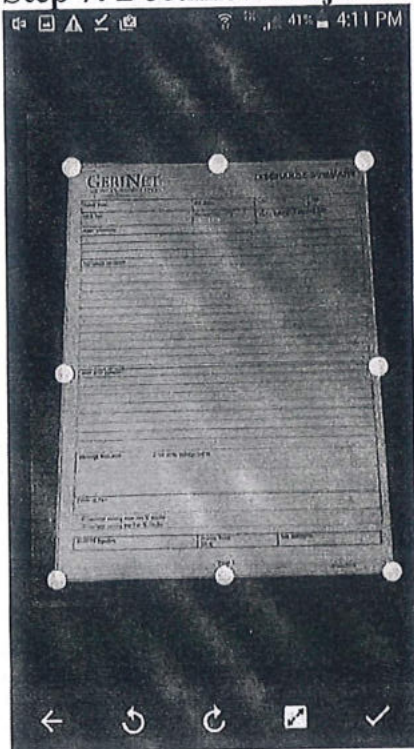Bottom Right ->> Single Page Mode is automatically selected.

Step 6: Ready, Steady, Aim!

Try your best to capture the entire document under good lighting conditions.
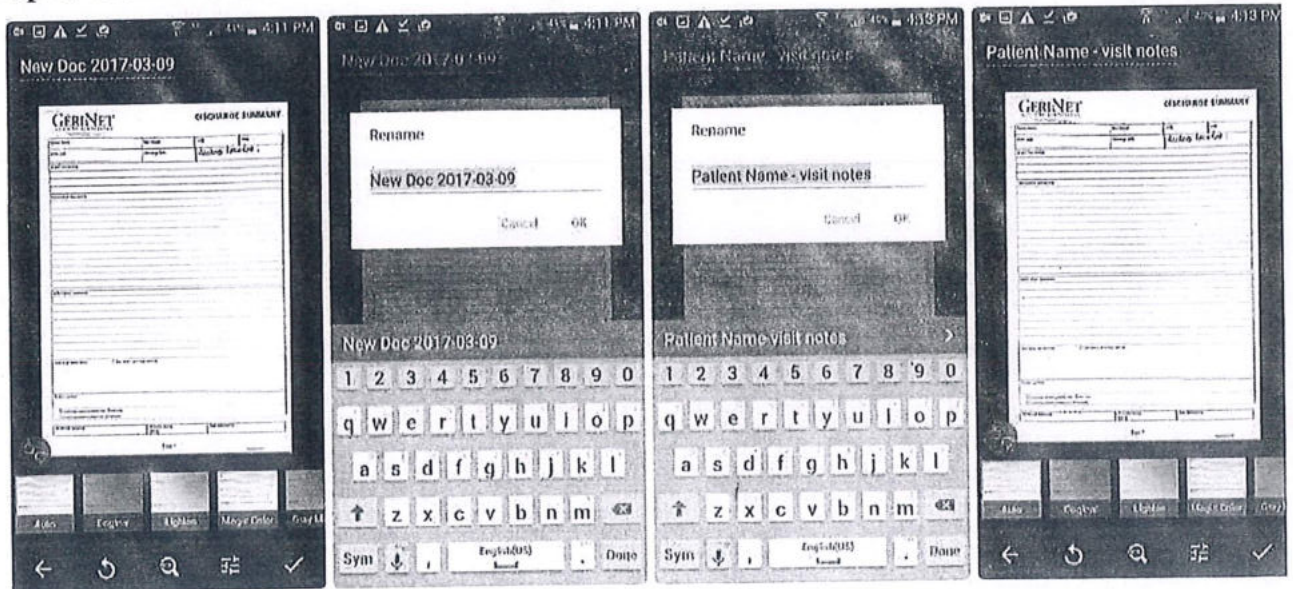Press the Camera Button to take a CamScan.

Step 7: Document Adjustment

CamScanner will automatically scan the document for adjustments. TOUCH the CHECK-MARK on the Bottom-Right to apply adjustments automatically.
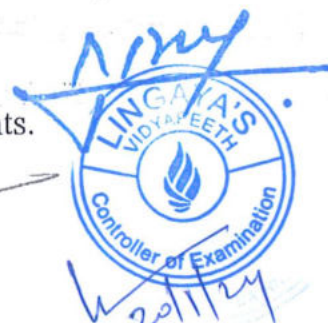
Step 8: Rename the Scan

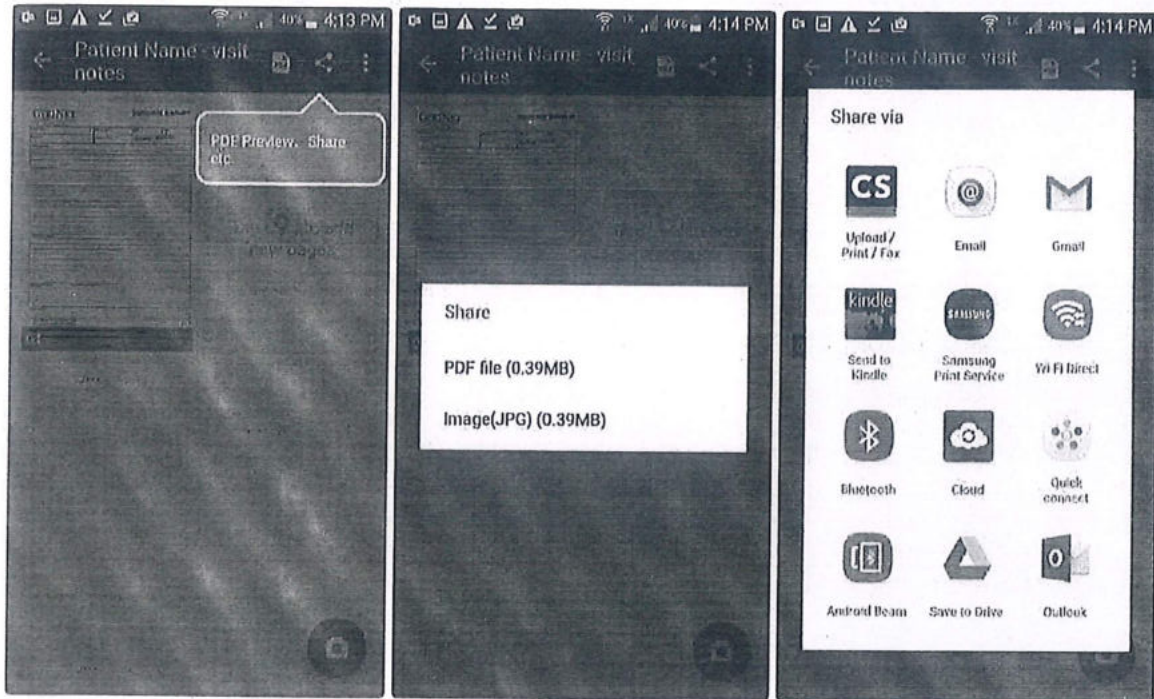Click on the TOP-LEFT "New Doc" to rename the file.

After renaming, Touch 'OK' to rename the file.

'Auto' should be selected as a filter preset.

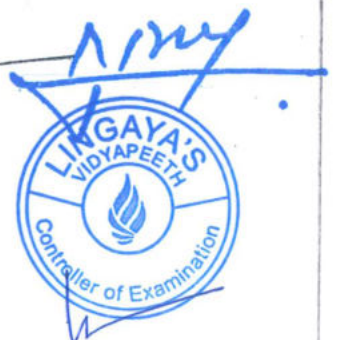Click on the BOTTOM-RIGHT CHECK MARK to complete adjustments.
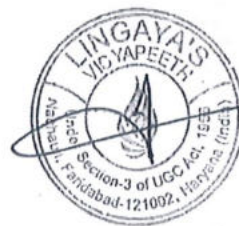
Step 9:

TOUCH on the PDF Preview/Share Button shown.

SELECT "PDF file (0.3MB)"

Select "Save to drive"

Then, Upload your answer sheet in PDF format directly from Google drive.

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(B). The Instructions to Invigilator(s)/ Class Coordinator(s)/ Faculty members for ONLINE EXAMINATION

The Following instructions to be followed by Invigilator(s)/Class Coordinator (s)/ Concerned faculty members during ONLINE EXAMINATION: -

1. All Invigilators/ Class Coordinator(s) are required to report in the examination section 30 minutes before commencement of Examination. If University remains closed due to Covid-19, class coordinator(s) are required to create Google Meet ID and share with examination section 01 day before the commencement of the examination.

2. Please implement the code of conduct for students during examination. Invigilators/Class Coordinator(s) should insure the conduct of ONLINE EXAMINATION in a fair and impartial manner. They should be active and vigil enough to insure that no impersonation take place.

3. Examination duty is compulsory. In case of emergency, alternative arrangement to be made themselves and intimate to Examination Section one day before of Examination.

4. Invigilator(s)/ Class Coordinator(s) are required to share Google Meet link/ ID with assigned class exam WhatsApp group of students 10 minutes before the commencement of examinations.

5. Invigilator(s)/ Class Coordinator(s) will be responsible for monitoring the students through GOOGLE MEET and check whether appeared students are eligible or not.

6. Class-wise attendance sheet will be shared by Exam Section for the purpose of filling and checking attendance of all appeared students.

7. Ask for Hall Ticket(s)/ admit card(s) of the students and check the correctness (face identification) of the student(s) using GOOGLE MEET.

8. After 05 minutes commencement of examination, students are not allowed to appear.

9. Invigilators are required to announce through Google Meet that students are NOT ALLOWED to leave Examination area during scheduled ONLINE EXAMINATION.

10. In entire duration of examination, invigilators are required to monitor the activities of students (ie- motion, rotation, changing of location etc.). In case of any unavoidable circumstances, immediately report to Centre Supdt./COE/Exam Section.
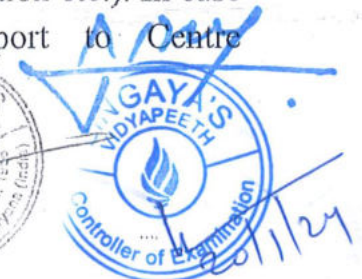
11. **Kindly instruct to students that only coloured scanned PDF answer sheet(s) shall be accepted and hand written answer sheet(s) should reach Examination Cell within 3 days of opening the University.**

12. Duration of Examination shall be **TWO HOURS ONLY**.

13. As per design of syllabus, each Question Paper shall be delivered to students in 4/5 parts in TWO HOURS. In Each part there will be **TWO Questions, they have to attempt ANY ONE**. For Example:-

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    For Each Part = 20 Minute of writing of Answer +04 Minutes of scanning your solution in PDF and submit to provided EMAIL ADDRESS= 24 Minutes
    Total Time = 24 * 5 = 120 Minutes.

14. During Examination, for any issue(s) Invigilator(s)/ Class Coordinator(s) are required to contact Centre Supdt./COE/Examination Section.

Online Evaluation System:

After successful completion of the examination, the examination department sends their CSV file (Answer Sheet) of students to the concerned Head of the department for evaluation work. After evaluation of answer sheets, the concerned faculty/evaluator enters the marks into the LMS/Scoofi portal and then examination department processes the preparation of final result. Subsequently approval of final result is obtained from the Competent Authority, there after the result is displayed on the official website of the University.

"UGC Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown"

The scheme of "Carry forward" (for the subjects in which the student has failed) will be allowed for the current academic year in the universities and every student will be promoted to next semester/year. However, such students may clear the examination for the course in which he/ she has failed/ remained absent, whenever the examination is held next.

The students may be allowed to improve their grades by offering one additional opportunity to appear for the current semester course(s) in succeeding semesters/ years or through supplementary examinations scheme of "Carry forward" (for the subjects in which the student has failed) will be allowed for the current academic year in the universities and every student will be promoted to next semester/year. However, such students may clear the examination for the course in which he/ she has failed/ remained absent, whenever the examination is held next."

Keeping in view, the accessibility of internet to the students, especially in remote areas, it is not feasible to uniformly adopt the online mode of examination at this point, if eligible students are not able to appear for exam due to internet connectivity, students registered for odd semester 2020 will be promoted to next semester but they have to appear for current semester examination with next semester examination to be held in Dec 2020/Jan 2021.