

IMPORTANCE OF ICT ENABLED EVALUATION SYSTEM IN ACADEMIC AUDITS

Sampat Dada Jagdale, Ph. D.

Associate Professor, Department of Geography,

Waghire Mahavidhyalaya, Saswad, Tal: Purandhar Dist: Pune.

Email: nachiket.jagdale98@gmail.com

Abstract

The use of ICT in almost all fields of life is a very common phenomenon nowadays. The examination-related work done at the college level is not an exception. The problems generated and inconvenience faced by students and parents is one of the major causes of unrest in the higher education system. The intensity of the problem can be reduced to a great extent if we use modern tools of ICT in the examination system. The ICT-enabled evaluation system can be the best supportive aspect of academic audit.

Keywords: *ICT, Evaluation systems, College evaluation model.*



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Introduction: Nowadays, higher education is facing extraordinary challenges, due to rapid growth of profitable institutes and on the other hand more expectations of students from colleges, what type of services they provide to students and society? The society demands skill-based courses with capabilities. In the past half century new trends are being included in the education for more knowledgeable and development-oriented ability of self-motivation than the traditional education. For that purpose the information and communication technology (ICT) is being used in the modern education. The teaching, learning and evaluation are the basis of college-level education. In that process, if we use the ICT, it is more effective than the traditional method. For the teaching and learning processes more sources are available. The present paper focuses on how to conduct the college-level examination work with use of ICT as per the directives of Savitribai Phule Pune University (SPPU) examination pattern.

Examination work: In SPPU the undergraduate program is of three years while postgraduate (PG) level it is of two years for arts, commerce and science faculty. The first year's UG entrance examination work and internal exams of PG classes are conducted at college level. The work of examination of college level is sensitive as well as confidential. To collect the question papers from the examiner, to do the needful copies of that, conduct the exam, assess the answer papers, to print the mark list of those classes and prepare the first year result. For

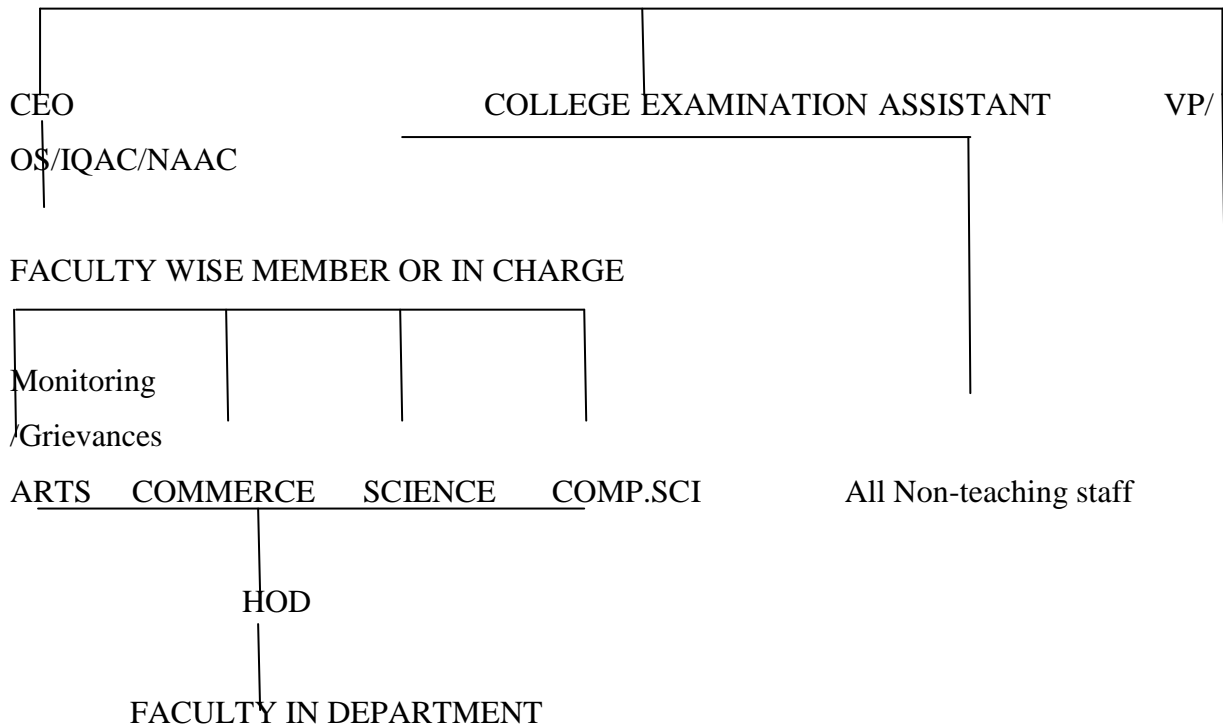
efficient and effective work, we can use the tools of ICT for college level exam work. It contains all types of communication media, software and hardware.

Use of ICT in Evaluation system: We can do following stages for college level exam work with use of ICT to make paperless.

1. To create an e-mail account of each examiner, head of the department, coordinator, faculty in charge, chairman of the examination department and principal as well as chairman of IQAC and NAAC. The chairman of the examination department is college examination officer (CEO).
2. CEO can notify to all HODs for a meeting of finalize the schedules for college level exams of each term through e-mail.
3. The finalized schedules can be display on college web for students information as well as to be sent a copy to HOD, IQAC, NAAC and Principal by e-mail.
4. To collect the question papers form concern examiner by e-mail in pdf format with password (the password to be separately as per set of QP) to respective HOD.
5. After receiving the QP from HOD to faculty in charge, he selects a one QP and sends it through e-mail to CEO with same set password it makes confidential.
6. Download the QP paper by CEO and print out the number of copies as per candidates appeared for exam of respective subject/paper.
7. Conduct the exam as per schedules by order of Principal and following rules and regulations of university.
8. After masking the answer paper, arrange the center assessment program or it can be scanned and send to respective examiner through e-mail for evaluation.
9. After receiving concerned faculty will assess or evaluate answer paper enter the subject/paper wise marks in suitable software for preparing the result.
10. Create the summary sheet of result with subject/paper wise as well as percentage wise through software.
11. The final result and summary can display on college web for students information as well as send a copy to HOD, IQAC, NAAC and Principal through e-mail.
12. If we can receive the exam forms from students through college website then the soft copy of result will be send through e-mail to student.

COLLEGE EVALUATION MODEL

PRINCIPAL



Functions of college examination model:

Principal:

1. To work as a presiding officer of examination related work.
2. To nominate a College Examination Officer (CEO) and faculty wise examination committee members.
3. To appoint a Coordinator of mediatory course and faculty wise assistant Coordinators.
4. To monitoring the examination work, and guide about it.
5. To solve the problems and guide for smooth conduct of examination.
6. To supply the requirements for needs of examination department time to time.

CEO:

- o Organize a meeting of examination committee each half of the academic year
- o To prepare the schedule at college level of examination, each half of the academic year.
- o Prepare Programmes (Detailed Time-Table) of various examination at college level and send it to various departments.

- Actually participate in conduct of College and SPPU theory examination.
- To monitoring the examination schedule.
- To slow the problems against examination as well as time to time during examination.
- To do the work as a custodian for theory examination.

Faculty member or in charge of the examination committee:

- To convene the meetings of Section 32 (5)(a) of Maharashtra Universities Act, 1994, for appointment of paper setters and examiners.
- Notify to the paper-setters and examiners, if necessary convene the faculty wise meetings of Section 32 (5)(a) of Maharashtra Universities Act, 1994, for appointment of paper setters and examiners.
- To make substitute appointment of paper-setters and examiners
- Prepare Programmes (Detailed Time-Table) of various examination at college level and send it to various departments.
- Receiving manuscript of Question Papers from Paper-setters and fixation of confidential for printing of question papers
- To help for conducting the examination and acutely participate in conduct of theory examination.
- To arrange proper distributing the answer paper to examiner.
- Notify to examiners for online submission of marks in college as well as SPPU website.
- To fix duration of Central Assessment Programme at FY level exam.
- To arrange the graduation day ceremony Activity.

HoD and faculty:

- To do a work as an internal flaying squid, senior supervision and junior supervision.
- To fallow the order as per instruction of the Principal, Vice-Principal and senior supervisor about examination work.
- To work as a paper setters and examiner, as per notify by examination committee member and HOD.
- To work as an examiner and submit the online internal/ term- end /oral marks of respective subject/paper with help of college examination assistant.

- Coordinator of mediatory course appoints faculty wise assistance coordinator and arranges the respective course examination.
- Coordinator are appoints the paper-setters and examiners of various mediatory course, as well as monitoring the work of examiner.

College examination assistant:

Part (A)

1. Notify the various (faculty) dates of start examination application forms.
2. Verify **online** the examination forms of student.
3. Collection of examination forms from the college office, Scrutiny and inward to college and to university portal for processing.
4. Distribution of name lists, summary, admit cards (Hall ticket).which are create in college and receive from university
5. Deal with the queries, if any, regarding the admit cards, seat nos. etc.
6. Notify the dates of various dates of start the online submission of internal /practical and oral marks.
7. To help for Online submission of internal/ term- end /oral marks in college and SPPU web portal.

Part (B)

1. To make the arrangement of advances required for the conduct of examination.
2. To make seating arrangement of the students.
3. Manage Answer book collection and dispatch between exam centers and CAP centers.
4. Printing of Question Papers and making arrangement for sending it to the various faculty examinations.
5. To arrange for the printing of the examination stationery
6. To maintain accounts of blank answer-books etc.
7. To arrange the used answer-books in the godown faculty wise and examination & subject wise
8. To make Results of college level, verification, Publishing and distribution to student.
9. To receive applications from students for verification and revaluation of answer books.

10. To send the answer-books for revaluation or make the arrangement for the Central Assessment Programme for the revaluation

11. To collect the mark lists after revaluation.

12. To communicate the revaluation results to the concerned student.

Conclusion: In a short time we can do all college exam work through use of ICT. It can be made with paperless work with the help of SMS or e-mail. To save the environment we do this work together to the help of new techniques and buildup nation. Save trees save environment save the Earth for good health of livelihood. The academic audit of college can be made more effective and stakeholder friendly.

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