St. Joseph's College of Arts & Science
(Autonomous)
Affiliated to Annamalai University, Annamalai Nagar.
Recognised under section 2(f) and 12(B) of the UGC Act, 1956 | A Christian Minority Institution.
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PERSPECTIVE PLAN OF THE OFFICE OF THE CONTROLLER OF EXAMINATIONS (COE)

Objective:

To continuously improve and adapt the examination processes for quality assurance, aligning with the principles of Outcome-Based Education (OBE) and meeting institutional goals.

SHORT-TERM PLAN

1. **Strengthening Online Examination and Assessment Tools**
   - *Plan:* Update the ERP and other digital platforms to streamline online assessments and proctoring features.
   - *Action Items:* Regularly update software to enhance system stability, implement enhanced proctoring tools, and create a detailed guide for faculty and students on using these tools effectively.

2. **Increasing Transparency and Efficiency in the Result Processing System**
   - *Plan:* Enhance the result analysis module for detailed and easily accessible department-wise, subject-wise, and class-wise reports.
   - *Action Items:* Implement updates that allow for automatic generation of summaries and analytical reports for use by both administrative and academic staff.

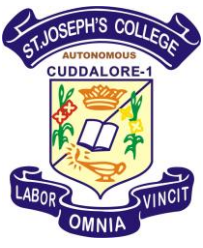3. **Revamping Malpractice Prevention Strategies**
   - *Plan:* Appoint dedicated personnel and reinforce policies to prevent exam-related malpractices.
   - *Action Items:* Set up a malpractice prevention squad and refine procedures for investigating and addressing malpractice cases. Ensure clear guidelines are communicated to students and staff.

4. **Implementing a Comprehensive Hall Ticket System**
   - *Plan:* Modify the hall ticket system to reflect students' eligibility status based on internal performance.
   - *Action Items:* Collaborate with the ERP team to display eligibility for each subject on the hall ticket, indicating any internal arrears.

5. **Conducting Instant Exams to Support Continuous Improvement**
   - *Plan:* Expand the instant exam provision for students who need additional support in their internal assessments.
   - *Action Items:* Facilitate additional instant exams to cover multiple subjects as opposed to just one subject, helping students improve their academic standing within the same semester.

MEDIUM-TERM PLAN

1. **Transitioning Fully to OBE-Aligned Assessment Criteria**
   - *Plan:* Refine question paper setting and evaluation to align with Bloom's Taxonomy and OBE standards.
   - *Action Items:* Train faculty members on creating OBE-compliant question papers and establish guidelines for consistent adherence to Bloom's Taxonomy.
2. **Encouraging and Accrediting Online Learning (MOOC and SWAYAM)**
   - *Plan:* Incorporate online courses as part of the official curriculum to support lifelong learning and additional skill acquisition.
   - *Action Items:* Formalize registration and evaluation of MOOC and SWAYAM courses, printing additional credits earned by students on their grade cards.
3. **Enhancing Practical Learning through Credits for Industrial Exposure**
   - *Plan:* Award academic credits for industrial visits and internships as a means to enhance practical learning.
   - *Action Items:* Create structured rubrics for evaluating field visits and internships, integrating these experiences into the overall academic credit system.
4. **Introducing New Roles for Exam Conduct**
   - *Plan:* Appoint dedicated invigilation roles to streamline exam supervision and management.
   - *Action Items:* Form a list of standby invigilators, assign specific duties to staff, and ensure that roles such as Additional Chief and malpractice squads are well-supported.

LONG-TERM PLAN

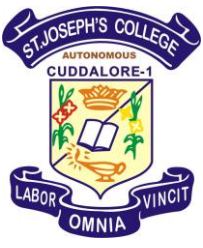1. **Developing a Fully Automated and Contact-Less Examination System**
   - *Plan:* Implement a hybrid or fully online examination system with the potential for remote submission and evaluation of answer scripts.
   - *Action Items:* Develop processes for both online and offline assessment submission, improving document scanning and digital storage capacities for assessments.
2. **Continuous Improvement in Evaluation Techniques**
   - *Plan:* Conduct periodic reviews of evaluation processes, emphasizing fairness and accuracy in grading.
   - *Action Items:* Institute a committee that revises evaluation methodologies regularly, incorporating feedback from faculty and students.
3. **Establishing National Benchmark Standards for Assessments**
   - *Plan:* Develop exam and assessment guidelines that align with national standards, making the college a model for effective examination practices.
   - *Action Items:* Regularly Benchmark College practices with national and international examination standards.

ACTION TAKEN REPORT (2019–2024)

Actions Completed from 2019-2020

- *Outcome-Based Education (OBE):* Integrated Bloom's Taxonomy into question paper scrutiny and OBE guidelines were established.
- *Mandatory Projects:* Project guidelines and evaluation systems were implemented.
- *COVID-19 Adjustments:* Guidelines were followed for online assessment and evaluation.

Actions Completed from 2020-2021

- *Online Exams:* Conducted fully online exams, utilizing the college ERP for both internal and external assessments.
- *Guideline Formation:* Issued examination and assessment guidelines specific to online formats.

Actions Completed from 2021-2022

- *ERP Utilization:* Leveraged ERP for exam management, conducted November exams online with proctoring.
- *Contact-less Valuation:* Enabled scanned answer script submissions.
- *Credits for Practical Exposure:* Initiated credits for industrial visits and internships.

Actions Completed from 2022-2023

- *Additional Credit System:* Introduced extra credits through SWAYAM and MOOC courses, printing earned credits on grade cards.
- *Encouragement of Online Learning:* Mandated registration for online learning courses.

Actions Completed from 2023-2024

- *Software Updates in CoE:* Enhanced ERP modules for results analysis and seating arrangements.
- *Instant Exams for CIA:* Allowed for retakes on multiple internal assessments.
- *Revised Invigilation and Malpractice Policies:* Appointed additional roles and a malpractice squad, and revised the invigilation protocol.
- *Hall Ticket Modifications:* Updated hall tickets to reflect internal eligibility per subject.

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