REFORMS IN THE EXAMINATION PROCEDURES

The Examination system followed at TSM is designed to be fair and transparent with the following features:

Question paper request will be sent to course faculty at least a month before examination commencement. Course faculty will prepare two sets of End-term Question papers and Evaluation templates and send it 10 working days before examination commencement. For the core courses, Endterm examination ordinarily can be conducted for two to three hours duration. For Elective courses, Question paper format may be left to the course faculty to accommodate the variations in the nature of the course and pedagogy. A Question Paper Scrutiny Board Committee consisting of the Course faculty, Deans and preferably one External expert will be constituted to review the question papers during each Trimester and to suggest corrective measures.

Examinations will be conducted under stringent conditions and the whole procedure will be monitored via CCTV. One invigilator shall be assigned for every 60 students. Additionally, on rotation, CoE or Principal or Deans shall visit the Examination hall atleast once during the Examination duration.

Course faculty will evaluate the End-Term answer scripts ordinarily within 21 working days from the date of the last examination and the marks (and evaluated answer scripts) will be sent to the CoE office on or before the cut-off date. CoE office will call for an instructors meeting to discuss the consolidated results with the Faculty instructors who taught various courses in that Trimester. After this CoE office will arrange a transparency session in which students are allowed to see their evaluated answer scripts along with the attached evaluation template indicating marks scored by the student against each question. Any discrepancies to be sorted out during the session itself or subsequently if so warranted. Any grievances that the students has is addressed immediately and so there is no separate revaluation procedure. Mid-term answer papers amd marks are shared with students in class and therefore any grievences in Mid-term performance are also addressed immediately.

 Principal will convene a Programme Executive Committee (PEC) meeting to discuss and approve the total marks and grades (both end-term and CA marks), after which the results are presented to the Faculty Council. Then the results will be published. Results will be announced to the students only after the approval by the PEC and the Faculty Council and will be announced ordinarily within six weeks from the date of the last examination. IT integration: The pandemic situation paved way to bring ICT based reforms in the examination system and sensing students' needs, examinations were conducted via online mode using an exclusive software called METTL purchased exclusively for the effective conduct of Examinations.

 "Moodle" is an ICT enabled platform used extensively in Teaching, Learning, and Evaluation to deliver quality learning experiences for the enrolled course. The free open - source learning management system provides a single robust,secure and integrated system creating personalized learning environments. MOODLE is used in the assessment process for submitting assignments, online quizzes, conduct of Mid-term and End-term exams as per requirement etc.

The institute has an ERP system with a dedicated module for examination by which following activities are conducted and monitored online – course-wise students attendance, results and grades of each student for each Trimester, generation of Trimester and Consolidated gradecards, etc. Results can be viewed by students through their students login on the institute web portal and students can take print of their grade sheets through the ERP portal.