

St. Joseph's College of Commerce (Autonomous)

163, Brigade Road, Bangalore – 560 025

**Assessed and Re-Accredited with 'A' Grade by the
National Assessment and Accreditation Council**

**Recognized by the UGC as
'College with Potential for Excellence'**



**EXAM DEPARTMENT AUDIT
2018-2019**

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Audit and Action Taken Report

Introduction

The institution conducted Exam Department Audit on 8th June 2018, external audit team comprised of Dr. D Lazar, Dean of Student Welfare, Pondicherry Central University, Pondicherry and Dr. Jerome E. Principal, Indian Academy Degree College, Bangalore with the objectives of providing transparency and developing better standard in evaluation and assessment process. Actions were initiated on the basis of the suggestions given by the panel members.

Sl. No.	Recommendations	Action Taken
1.	Documental Evidences for CIA (10 Marks) component should have different schemes of evaluation (rubrics) by the concerned subject faculty.	Teachers were made aware of the importance of rubrics and hence each faculty were advised to have a proper format of evaluation of CIA component (10 Marks) based on their mode of assessment (debate, Group Discussions, quiz, snap test, open book test etc.)
2	The correlation between CIA marks and End Sem Exams in few subjects were found to be high and hence clarification was sought.	After conducting discussion with the staff, it was found that students were extremely good in few modalities of assessment especially in Group Assignments which helped them score better marks in CIA in comparison with End Semester exams, as this is completely a written mode of testing.
3	Reviewers were advised not to be with the evaluators during the initial discussion of evaluation scheme before beginning the central evaluation.	The reviewers were asked to join the evaluation board only after the completion of evaluation.
4	There were more internal question paper setters than external.	* 70:30 ratio of internal and external question paper setters is practiced for question paper setting. * Out of that 70% there are 35% internal staff who do not teach the subject, hence can be considered as internal-external.

		Final selection of question papers is based on BOE suggestions and feedback.
5	The Mid Term Question Papers were found to be very challenging especially taking into consideration the short one-hour duration. Hence, an increase in the midterm test duration was suggested.	The suggestion made by the auditors were looked into. No grievances were reported from students regarding lack of time for the completion of mid-term test. Hence, it was validated that students were able to finish the exams without any difficulty.
6	The Grievances of malpractice committee modality was checked and was advised to have more power for the committee to decide and take action independently.	The Grievance Committee actually looks into the malpractices and decides the quantum of corrective measures mostly based on the set of rules in the Examination Manual. However, the Grievance Committee is completely independent to decide and advise the COE about the corrective measures.
7	The team suggested to conduct a workshop on creating question bank.	The process been initiated as per the recommendations.
8.	Suggestion were made to conduct random checks on answer scripts and to derive information from verifiers and those who do the totalling of marks.	The process has already been initiated where a few staff members conducts a random check on reviewed answer scripts of ESE before finalizing the results. The COE generally informs the concerned staff who have made errors in valuation and totalling on a personal basis.
9	Result Analysis needs to be done.	Result Analysis is done during staff meeting. The forum also discusses student performance on a regular basis.

Conclusion: Thus, suitable actions were taken based on the suggestions given. Most of these are already practised as regular process, to promote credibility, flexibility and transparency in the examination and evaluation process.


 Dr. Daniel Fernandes SJ
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