

THE INSTITUTIONAL STRATEGIC/ PERSPECTIVE PLAN

In order to handle the challenging situation of conducting examinations online during the COVID-19 pandemic, the examination committee, in consultation with the Principal and the IQAC, strategically planned the online examinations of all the semesters.

- In keeping with the directives from the affiliating University, the college hired online examination software.
- Meetings were conducted from time to time with the Heads of Departments and with the teaching staff to convey their roles as question paper setters.
- Question banks of 250 MCQs were prepared for each course by the concerned paper setters as per the directives of the affiliating University.
- Students were informed and duly educated and counseled regarding the mode of online examination well in advanced by conducting online meetings.
- Necessary operational procedures like conducting a survey of students requirement for their readiness to appear for online examination were followed as per the directives from the University.
- A special technical committee functioned for pre and during examination activities and grievances to be resolved online.
- Students were also shown videos relating to the procedure of appearing for online examination.
- Students were encouraged to take mock test before the actual online examination.
- Sample questions (MCQs) were shared on the website for students.
- Log-in ID, password was communicated to the students through e-mail and SMS to avoid inconvenience.
- Apart from this, all academic coordinators and HOD's with the online helpline procedure.