



G. H. RAISONI COLLEGE OF ENGINEERING

(An Autonomous Institute affiliated to Rashtrasant Tukdoji Maharaj Nagpur University,
Nagpur)

Dual Accreditations NAAC "A+" Grade & NBA (Tier-I)

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Policies for Online/Activity/Project Based Examinations

Phase-1 : Preparation for Online Examination

1. Heads to give information of the courses applicable for term to be conducted in
 - a. Activity based learning
 - b. Project Based learning/Skills workshop/online mode/case study
 - c. Exam to be conducted through Hackathon/ unconventional mode/ case study/ seminar/ paper presentation / some other.
2. Group of faculty dealing with examiners (might be from different department).
3. Examiners shall be from outside only.
4. Multiple sets of question papers to be prepared (1:20 ratio).
5. In case there are more than one course teacher, then number of sets by each course teacher can be prepared and it can be up to maximum of 16 sets.
6. Examination coordinator can suggest industry/outside expert who can be examiner.
7. Letter shall be sent to external examiners by CoE.
8. Invigilator and flying squad shall be from CoE
9. Initially presentation shall be given by Head in front of CoE/Director and shall take necessary action for security issue and support of IT team.
10. List of possible courses, way and security to be followed.
11. Exam shall be as far as possible Moodle based/Hardware.
12. Hackathon Hardware / Software required in any lab, that lab shall not be pre decided in advance. Requirement of which exam coordinator shall give in advance by email to the concern HoD.
13. Rubric for evaluation shall be shared in advance with students.
14. Level of difficulty shall be as per blooms taxonomy in particular for design and application cognitive levels.
15. Answers shall be stored on cloud for Software/Hackathon based examinations.
16. Copy of all documents like question paper used, sample answer sheets along with one page report and copy of marks to be submitted to CoE office within 24 hours of the examination.
17. Marks to be entered in MIS and print copy of save with external/internal signature shall be submitted to CoE office.
18. Honorium to be given as per the norms of practical.

Phase-2: Conduction of Online Exam

1. The lab in charge is responsible for preparation of lab for examination
 - a. The checks required for lab preparation should be
 - i. Number of computers should be in working condition with appropriate software and hardware – Required number of system and students in one batch
 - ii. Availability of required system in labs / hardware and software.
2. In case the hardware is not in working condition, it should be repaired or if budgets permit the hardware should be purchased.
3. The availability of the required computer with required software install should be ensured before the commencement of examination
4. The back-up options should also be available in case the computer stops working in due course of examination
5. One invigilator for a batch of 20 students
6. A cloud account for each lab should be set up for each exam wherein a separate session with different passwords for question paper downloading and answer sheet uploading should be created.
7. 4 sets of question paper per batch should be uploaded on the cloud for each lab.
8. The students should be allowed access cloud only after the start of examination.
9. The answer sheets for the examination should be uploaded on the cloud immediately after the examination by the invigilator. The department examination coordinator should ensure that all answer papers are uploaded as per format required.
10. As far as possible external industry evaluator must be called
11. “Online Mark Sheet” should be prepared by the department coordinator for CoE record purpose
 - i. Online examination marks
 - ii. Viva examination marks
12. The marks for online examination should be recorded on the “Online Marks Sheet”
13. Students signature should be taken once his answers are evaluated and marks recorded by the examiner. No grievances will be entertained later
14. Once the viva is complete the online marks and viva marks should be entered into MIS. A copy of print out should be taken and signature should be put by internal and external examiner
15. The Online marks should be entered into the MIS on the same day as the completion of the examination
16. The total marks for the online exam component should be submitted to the Controller of Examination on the same day of completion of the examination. The print out of the marks sheet should be taken from MIS and signed by the examiners. The envelope should also be generated from MIS and should contain the list of students appeared for examination. The envelope should be sealed and signed and submitted to Controller of Examination.