

MINUTES OF THE MEETING HELD ON 30 JANUARY 2019 AT 3.00 PM IN THE OFFICE OF THE CONTROLLER OF EXAMINATIONS TO DISCUSS ON 'FEASIBILITY OF MAKING ANSWER BOOKLETS AVAILABLE TO THE STUDENTS' AFTER EXAMINATIONS.

Present:

- 1) Prof. Syed Mohammed Haseebuddin Quadri, Director, IQAC
- 2) Prof. Sajid Jamal, Controller of Examinations
- 3) Prof. Abdul Kalam, Department of Urdu
- 4) Prof. S. K. Naqvi, Director, Director, CIT (Co-opted Member)
- 5) Dr Mohd. Yousuf Khan, Principal, Polytechnic, Hyd
- 6) Mr S Z Hussaini, Asst. Registrar, Exams (Co-opted Member).

Agenda

The Academic Council in its 32nd Meeting held on 4.10.2018 resolved under Item No. 32.5.07(10) to constitute a Committee to examine the feasibility of making answer booklets available to the students as part of Examination Reforms.

Minutes

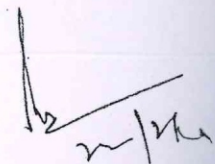
At the outset the Controller of Examinations welcomed all the Members and briefed the agenda to be discussed.

The Committee in principle agreed to show and discuss the answer booklets to the students after each semester examination. This course of action is recommended to bring transparency in evaluation system, by providing opportunity to the students to see their answer booklets after the evaluation, discuss their answers with the teachers, and if they commit any mistakes, know about them and find out the ways to fix and rectify them from their teachers.

This course of action is also recommended by the IQAC to measure and enhance the quality of teaching, learning and evaluation.

This step should not be considered in anyway 'an inspection of the answer booklets/scripts by the student' but should be treated as an 'opportunity' provided to the student by the University to raise and rectify his/her learning experience.

The practice of showing answer booklets shall be implemented in all the programmes (except Polytechnics) of the regular mode. Considering the maturity level of polytechnic students this shall be implemented in Polytechnic in phased manner.



In order to materialise this plan, the University is required to arrange for evaluation wherever the examination is conducted simultaneously (Headquarter, all Satellite/Off-Campuses, CTEs.)

Since the examination and the evaluation shall be conducted at the same place, observers must be sent to each examination centre till the completion of the examination and evaluation process.

All examination and evaluation process must be brought under electronic surveillance.

The Academic Calendar of the University shall clearly mention along with the dates of semester examinations, the dates of showing and discussing the answer booklets and so on.

In order to bring uniformity in evaluation, the examiner preparing question paper shall also prepare the outline of the answers, carrying broad points to be covered in the answers by the student. However, in Sciences/Maths/CS, specific answer/solution shall be prepared.

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The Committee laid down the following procedure to be adopted for the discussion of the answer booklets by the students with the teachers.

Procedure

- 1) After each semester examination, the centre superintendent (Head/Dean/Principal/In-charge) shall handover the answer booklets to the teacher who taught the course/subject for evaluation.
- 2) The teacher shall evaluate the answer booklets and invite the students to discuss their answer booklets.
- 3) After the discussion, each student is required to sign his/her answer booklet and write the name and enrolment number over it and return it to the teacher.
- 4) After receiving the answer booklet, the teacher must feed marks on his/her IUMS.

Guidelines

- 1) This shall be applicable to semester/yearly theory examinations only.
- 2) This shall not be applicable to practical tests / viva voce / projects/ entrance test, etc.
- 3) The answer booklet shall be shown to the student only once as per the schedule declared by the Examination Branch.
- 4) The unused pages of the answer booklet shall be struck off by the student after the exam, i.e., before submitting the script to the invigilator. If the student fails to strike off the empty pages, the teacher/examiner shall strike it off to avoid any manipulation further.

- 5) Since the teacher shall be discussing the errors with the students, there shall be no coding before evaluation.
- 6) The answer booklets shall have a margin for comments of the evaluator. The evaluator shall write, if required, his/her observations/remarks in the margin of the answer booklet, in red ink to discuss these with the student.
- 7) The Examination Branch shall declare the schedule for showing the answer booklets to the students.
- 8) The booklets of Malpractice cases shall not be shown to the students.
- 9) The answer booklets shall not be shown to the student against whom any disciplinary case is pending.
- 10) The University shall have all the rights to declare the results even if the student disagrees with the marks/grade awarded.
- 11) If the student is absent during the schedule allocated for seeing and discussing his/her answer booklets, he/she shall have no right to demand later, displaying and discussing of his/her answer booklets or the marks/grade awarded thereof.
- 12) The teacher, if required, can have common discussion in the class.
- 13) The student shall not manipulate the answer booklet in any form. If any such case is found, the student shall not be entitled to see his/her scripts in future, till the completion of the programme.
- 14) If the student tries to damage the answer booklet in any form, he shall be deprived of the facility in seeing his answer script till the completion of the programme.
- 15) The student shall not be permitted in any circumstances to take the answer script out of the room of the teacher/evaluator. If he/she does so, his/her marks/grade shall not be entered in the IUMS by the teacher/evaluator.
- 16) The answer booklet shall be shown to the student concerned and discussed with him/her alone. It shall not be shown to any person whether relative or classmate etc.
- 17) The student shall follow the code of discipline and shall not use any unparliamentarily / derogatory remarks during discussion.

Matters to be Noted

- 1) When the answer booklet is shown to the student, it does not mean that the marks/grade shall be validated only if the student agrees to the evaluation.

2) If the student has any concern in respect of evaluation, the matter can be brought to the Evaluation Grievance Redressal Committee (EGRC), which shall comprise HoD, one senior teacher and the teacher concerned who evaluated/ taught the subject/paper. The decision of the Committee shall be binding on the student.

4) The student can apply for re-evaluation by payment of Rs 300/- per script, which shall be non-refundable. The marks/grade awarded in the re-evaluation shall be final and it will be displayed on the memorandum of marks/grade card. The Controller of Examinations shall arrange for evaluation on his discretion.

3) All the answer booklets that carry marks/grade of distinction or fail shall be subjected to moderation by the Departmental Moderation Board/Committee before they are entered on IUMS.

Training

In order to implement this plan, the Examination Branch shall organize Workshop(s) to sensitize faculty members with the new procedure and also invite eminent speakers Online or in person to apprise faculty members about other related important aspects such as Setting up of Quality Question Papers, Fair Evaluation etc. Such workshops may be recorded by Instructional Media Centre for archival and future access.

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