**Criteria 2.5.3**

***IT Integration and reforms in the examination procedure***

As mentioned before, each course offered at IMI Bhubaneswar must have a minimum of four evaluation components. Out of these components – midterm and end term – are arranged by the examination department and the remaining components are to be conducted by the faculty in charge of the course.

The **examination department** schedules the examination as per the academic calendar. About a month before the examination, it sends out an email asking for question paper from the concerned faculty members. Faculty members are expected to make two (2) sets of question papers and mail the same back to examination department. For facilitation of communication, the examination department has a separate email id and IT infrastructure. Once the question papers are received by the examination department it calls for moderation of the question paper. The **moderation committee** evaluates the question paper and suggest changes as they may deem fit. These changes are incorporated into the question paper. Two distinct types of end term examination take place at IMI Bhubaneswar – the traditional (**pen and paper based**) and the analytical (**software and computer based**). The exam room allocation schedule and the invigilation schedules are generated by the examination department, and it changes for every examination. The exam room allocation schedule is communicated to the students directly by examination department. The invigilation schedule is communicated to the faculty members via the secured email id of the examination department. For analytical examination, the examination department is responsible for ensuring availability of software and the dataset. Students take the **analytical examination in the computer labs** and **each student is given a fresh system**. IT department ensures that the systems are wiped clean before the start of any analytical examination. The files are shared with the faculty members, who evaluate the paper and send in the evaluated sheet to the examination department. The anonymity of the students is ensured by using a coding system. Examination department decodes the answer scripts and sends the marks back to the faculty members for uploading on the **Online Learning and Teaching (OLT) platform**. Similar process is followed for traditional examinations.

For the remaining evaluation components like class participation, quizzes, project presentations, case study discussions etc. the concerned faculty member is responsible for ensuring that the evaluation takes place, and the marks are uploaded on to the OLT platform. The **OLT platform** has an **integrated MCQ section** where the faculty members can make a question bank, schedule quizzes and the evaluation are automatically done by the software. The software ensures that the quiz marks are automatically and instantaneously entered into the records of the concerned class which the students can see. For other components faculty members must manually enter the marks into the OLT platform.

Once all the marks are uploaded on to the OLT platform, the faculty members need to assign grades to the evaluated group of students. IMI Bhubaneswar follows the concept of **relative grading**. The OLT software is intelligent enough to the relative grading on its own but is also flexible enough to ensure that faculty members have a final say in the grades of all the students. The relative grades once submitted are then shown in the faculty council meeting and if approval of all the faculty members is present then are passed as the final grades in the subject. The faculty council can ask a faculty member to re-grade the overall marks should it feel that the marks are not in line with the grading policy that follows a normal distribution of grades.

IMI Bhubaneswar believes in continuous evaluation process. A minimum of two components needs to be done before the middle of the term and remaining components needs to be done by the end of the term. This ensures that the students are given ample chance to improve their grading and standing in the subject.