

ACTION TAKEN REPORT
For
EXAM DEPARTMENT AUDIT 2020

Introduction

The IQAC Department arranged for an External Audit of the examination department on **January 23rd, 2021** with the objective of providing inputs in view of the upcoming NAAC PEER TEAM visit of the 4th Cycle of Accreditation. The external audit panel member was **Dr. MohanaDas. C, Former Controller of Examinations, St. Joseph's College, Bengaluru-560027.**

The valuable suggestions given by the external auditor were scrutinized, studied and the necessary actions were initiated, the details of which is given below.

| Sl.No | Recommendations | Action Taken |
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| 1. | List of malpractice prevention committee members and number of malpractice cases detected and corrective measures taken can be mentioned in the presentation. | The Malpractice prevention committee of the College already have a recording of cases detected with corrective action taken recorded. The COE informed that the actions taken will be made as process flow and will be displayed in charts during PEER Visit. |
| 2. | The total marks are barcoded on the answer script by the teacher for scanning and so there is zero possibility of error in entering the marks. This can be explicitly mentioned. Random checking of marks after printing the marks card with original paper is a good practice. | The COE noted down the suggestion to explicitly explain the process of barcoding. |
| 3 | Auditing of Semester Examination question papers after the examination is a good practice. | Documented records were available to substantiate this process which is one of the best practice of the dept. |
| 4. | One semester result analysis with rural-urban, boys-girls, income based can be maintained. | The suggestions were looked into, after deliberation and discussion with exam staff, it was found that the student's database could be examined for the suggested classifications and analysis would be incorporated in the forthcoming result analysis. |
| 5. | Information about student dropout is missing. May be included in the Principal's report. | The suggestion was deliberated and it was decided that a system with a proper information of students who drop out would be maintained in the department. A |

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| | | detailed report of the same would be incorporated in the annual examination report. |
| 6. | To add the average number of courses (papers) in one semester for which examinations are conducted. | This suggestions was duly noted and incorporated in the examination report for the PEER TEAM VISIT. |
| 7. | All details about invigilation duty external, internal etc., is not needed | This suggestion was duly noted and the reference to the same was toned down in the examination report for the PEER TEAM VISIT. |
| 8. | Facility to take photocopy is missing in the presentation which is very important as it explains the transparency | This process has been added in the COE presentation for the PEER TEAM VISIT as per the suggestion. |

Conclusion:

Some of the suggestions were already practiced in the examination department. Suitable actions were taken from the suggestion given and necessary actions were implemented.

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