Activities in Evaluation Division

1. Question Bank Development
2. Question paper setting
3. Programme Evaluation
4. Examination/Evaluation Reforms
5. Evaluation Pattern development

Role and Responsibility of Academic staff in Evaluation Division

1. To prepare a list of Paper Setter, Item writer, Translator, Examiner, Moderator and Editord
2. To organize the paper setting meetings for all programmes.
3. To develop the Class Tests, Home Assignments, Term papers, Practical Tests and End Exam question papers.
4. To organize the Question Bank Development workshops to give the training paper setter and Item writers.
5. To prepare Training material for Item writing/Paper Setters.
6. To develop a Blueprint for Question paper and Question bank development.
7. To develop the Evaluation pattern with concern School for newly developing programme.
8. To prepare Academic and financial proposal for various programmes.
9. Item analysis
10. To define scrambling strategy and add the Item in Question Bank for enhancing the quality.
11. To verify the printed question paper and MSS.
12. To provide the post examination material for quality assessment.
13. To take the research project for Evaluation of various programmes.

Question Bank Development

The question bank development process includes the Course wise Blue print development, Orientation/Training to the Course Experts-Item Writer/ Item Translator/Item Editor, Item preparation as per Question Paper pattern, Item Analysis and Modification of Items, Computersation of QB and generate question paper.

Activity-
- Preparation panel of Experts -Fourth month before the Workshop
- Proposal of Question Bank development workshop-3.5 month before the Workshop
- Correspondence to Experts- Two month before the Workshop.
- Pre work of Question Bank development workshop - Two month before the Workshop
- Follow up with experts -Up to 15 days before the Workshop
- Conduct Question Bank development workshop – for three days duration
- Organization Editing workshop-after two months of these workshop
- Computerization of Question Bank

Organization of Paper Setting Meeting

The paper setting meeting includes Course wise Blue print development as per paper pattern, Orientation/Training to the Course Experts, Item preparation as per Question Paper pattern, Question paper editing, Computer generated the question paper and sealed the question paper with Sign.

Activity:
- Planning of paper setting-four month before the Exam.
- Proposal of paper setting meeting -5.5 month before the Exam.
- Correspondence to Paper Setters -three month before the Exam.
- Pre Planning of paper setting Meeting -3.5 months before the Exam.
- Conduct Paper setting meeting-three month before the Exam.
- Question Paper selection & sending for Multi copy printing -two month before the Exam.

Programme Evaluation activity

Programme evaluation is the very important activity which helps to the various school and University to enhance the academic quality and implementation of various programmes. Our division takes the research projects for this purpose. Conducting research as approved, predetermined research designs, Analysis and feedback and suggestions for improvement and modifications in various aspects of the academic Programmed consider.

Research process will be- 1) Title & the Project 2) Statement of the problem 3) Overview of the literature 4) The conceptual framework 5) Objective of the study 6) Hypothesis 7) Research issues during completions of the Project 8) Sampling 9) Data collection, 10) Data processing 11) Time Budgeting 12) Organizational Framework and 13) Cost Estimation.