Best practices – 2

1. **Title of the Practice :-** Bridging the gap of digital divide – ERP based exams

2. **Objectives of the Practice**

    1. To automate and systematize the examination and result processes using technology.
    2. To make the process efficiently paperless.
    3. To vitalize the spirit of accountability and transparency in the process of conducting the exams

3. **The Context**

    The most crucial part of the educational curriculum is the process of conducting the exams in a transparent manner. The fraudulent and dishonest practices in the examination may surface despite instituting a stringent system of administrative vigilance. Colleges have to deal with excessive paperwork to carry out exam-related activities. Besides, the process of result preparation was a lengthy one.In view of this problem, our institution has decided to automate the exam and result procedures through an ERP system. This has not only eased the drudgery of excessive paperwork but has also been very expedient in the matter of conducting exams on time and declaring the results within the stipulated time.

4. **The Practice**

    In the year 2018 the MasterSoft system of ERP was incorporated. The college used the examination module of the system. The management arranged several rounds of training sessions for teaching and non-teaching staff who were involved in the examination and result process. This process is extremely user friendly and suited to the changing times. All pre-exam activities like preparing student exam schedules, hall tickets, room allocation, question papers, etc., and post-exam activities like result generation and declaration, mark sheets/grade card creation and printing, MIS reports on students´ performance, etc. are carried out seamlessly. The ERP system had been immensely beneficial during the period of the Covid-19 pandemic. The system sends text messages to students about all exam related information.

5. **Evidence of Success**

    Our institution has been successful in conducting the exams in a transparent manner and in addition errors have reduced substantially. Malpractices by students during exams have also been curtailed significantly as the system automatically detects it, which enables us to apprehend the wrong doers. We conduct a thorough training session for students in the form of mock tests to familiarize them with the system and call attention to non-indulgence in any malpractices. The orientation has paid

dividends as very negligent cases of malpractice are caught. The most important part of this practice is the considerable reduction of the time between the conduct of exams and the declaration of results. We are now in a position to immediately declare our exam results within the stipulated period of 45 days effortlessly.

6. Problems Encountered and Resources Required

ERP system has to be customized according to the needs of the institution. Requirements have to be passed from staff to the vendor through examination committee as rectification occurs only at the vendors end. This can be troublesome due to time constraints. There is insufficient staff to execute the ERP modules. The existing staff are overburdened with the extensive work in ERP..

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ERP AND EXAMINATIONS

SIGNING IN

OPENING PAGE

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EXAM SELECTION FOR COURSE/SUBJECT

TYPE OF EXAM FOR COURSE/SUBJECT SELECTION

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QUESTION BANK FOR COURSE/SUBJECT