

Process to be followed in the Departments for improvement in quality of Question Papers and
Quality of Assessment Evaluation

Question Paper Quality Analysis

1. Question paper quality is reviewed by Pre question paper and Post question paper analysis for MID examinations and by Post Question Paper analysis for Day to Day Assessments and End Examinations (JNTUK).
2. Course coordinator submit at least six questions for each course outcome to be assessed in the MID examination one week in advance of the examination meeting in respective BT level of the CO attainment.
3. Assessment committee conduct quality review of the questions submitted and accepts the list. If any deviation shall be requested for correction and then review.
4. From the approved questions course coordinator prepare two sets of question papers meeting the CO's contribution and BT levels and hand over to HOD in sealed cover.
5. If two different teachers teach two sections common paper to be given including the set of questions with mutual contribution and acceptance.
6. HODs on the day of exam select one paper from the sealed cover and forward for conduct of examination.
7. After exam teacher submit post question paper analysis for the assessment committee for the set received in MID examination and day to day assessments question papers conducted along with scheme of evaluation conducted till date.
8. The above procedure is to be followed for the second mid examination.
9. After end examination post question paper analysis need to be submitted by the course coordinators and to be verified by the assessment committee within one week after completion of set of examinations.
10. Assessment committee records the data as per the process and maintains all corresponding data in file no-83 regarding the same year wise and shall produce for IQAC whenever insisted for verification during audit.
11. Quality of question analysis pre- examination to be conducted in the proforma attached and to be maintained as a single set in F-83 at department level.
12. Post Question paper analysis need to be conducted in the proforma already existing in the course file and a copy along with question paper and scheme of evaluation in duplicate has to be maintained in F-83.
13. While conducting the institution level audit on question paper quality analysis respective auditors collect one set of data for institutional requirements and hand over to the principal for further process.
14. The total process is carried out to improve the quality in the assessments so the people involved in the process should be genuine while conducting the audit or review.
15. Assessment committee of the department may play a key role in sustaining the quality in examinations and evaluation by educating all the faculty regarding the procedures and hence everyone becomes part in continuous improvement of teaching learning process.

