

# Technology Supported University Evaluation System for an Affiliated University Administration

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**Abstract:** Any affiliating university in India has a number of teaching and research departments as well as a number of affiliating institutions offering undergraduate and/or postgraduate programs with some of them having research centers approved by the university. Universities may have a number of non-teaching departments offering different types of services to the university community. An affiliated University in Kerala state has teaching departments both in the regular and self-financing streams and affiliated colleges including professional colleges in the aided and unaided sectors.

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## 1. Introduction

In a University administration, information systems handle sensitive data about students, faculty and staff and other stakeholders. The efficiency of a university administration depends on the capability of retrieving and sharing information by the related departments. Joshi, M. A., and Kulkarni, R.V., (2001) explored the possibilities of organizing a Management Information System to efficiently manage a University administration. Goldstein, P.J., and Katz, R.N., (2005) of Educause Centre for Applied Research has found that most academic institutions rely on their enterprise transaction processing systems for their information needs.

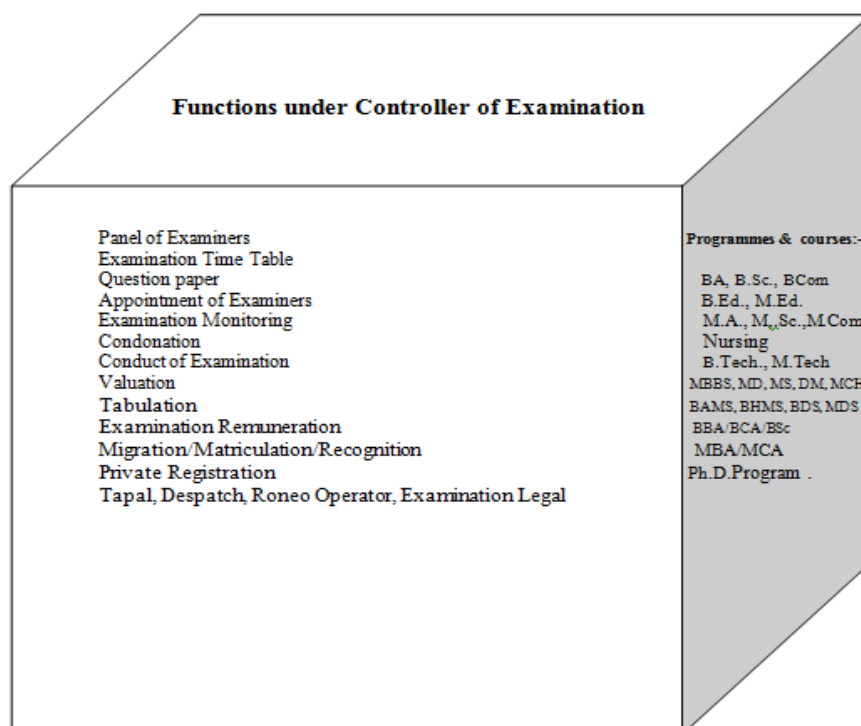
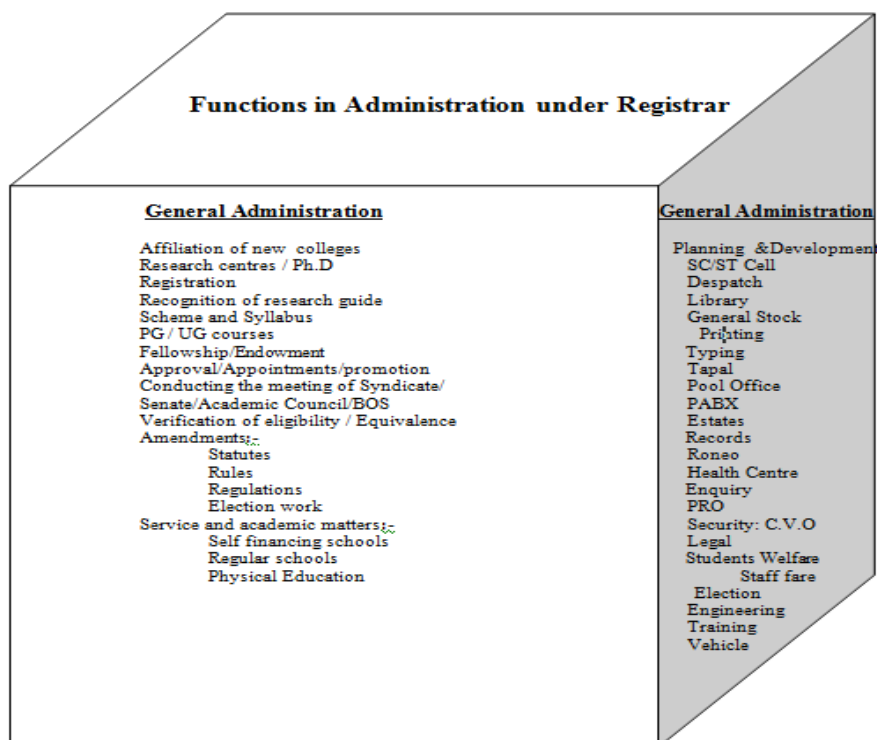
The factors considered below prompted the formal aspects of discussion of the paper describing a technology supported evaluation system as a part of an ERP solution for the University.

1. Increase in the number of affiliated arts/science/commerce institutions in aided / unaided / self-financing streams.
2. Widely dispersed location of university teaching departments.
3. Changes in evaluation system of university –annual, semester, credit & semester etc.

4. Starting of new technical (professional institutions) in the aided / unaided / self-financing sectors.
5. Increase in number of students in the different institutions.
6. Introduction of new academic programs by the University after the curriculum restructuring and vocationalization of the first degree programmes
7. Implementing the various academic programmes and others, supported by the University Grants Commission (UGC) and other funding agencies.
8. Difficulty of administering the University due to the geographic locations of the affiliated institutions
9. Increase in the number of examinations to be held by the University for the very large number of programmes.

## 2.1 Development of an Information System for the University

An Information System of the University which includes all its functions can be developed for its efficient management.



## 2.2 Academic Units of the University

### A. Regular Schools

### B. Self-financing Institutions

### C. Affiliated Institutions:

- Affiliated colleges under aided and unaided streams

- Affiliated professional colleges under aided and unaided streams – Engineering, Medical, Dental, Pharmacy, Nursing, Management colleges

### **3.1 FUNCTIONING AT THE UNIVERSITY**

#### **3.1.1 Admission process**

##### **Admission and Registration at the Institutions**

##### **Registration at the University**

The admissions to various programmes in the institutions of the University and the affiliated institutions are conducted as per norms of the University. The envisaged online system is to have a wireless network of the institutions supported by necessary hardware and software systems at the University and its Schools, institutions and affiliated institutions. The respective institutions record this data into an online system which is verified and approved by the appropriate university authorities with regard to their entry level qualifications, eligibility and equivalence. The system will have all the particulars in respective fields as being practiced on the formats submitted as hard copies to the University from the academic units which is the student database of the University - programme-wise, year-wise, institution-wise. The concerned departments of the University will process the various aspects such as matriculation, eligibility, recognition, migration, equivalence and remittance of fees. The database would be available for respective institutions only to view and to make hard copies after the verification and approval by the University and thereafter no changes can be made by the academic units.

All the documents such as academic calendar, records of attendance, internal assessment records, university examination applications, and related submissions can all be recorded and processed through the proposed system. At the levels of Schools/Institutions/Colleges, individual faculty members record the attendance, internal assessment marks/grades of students which will in turn be reviewed by the concerned heads of departments and the administrative sections of the Schools/Institutions/ Colleges who will consolidate the attendance and internal assessment marks/grades of the students. The institutions will submit these details online to the University to consolidate the same with the marks/grade obtained by the students at the Semester/Annual University examinations. Award of grace marks/grade for sports/NCC/NSS/cultural performance can be made at the University level as per norms/policies of the University.

#### **3.1.2 Teaching-Learning Process**

The statutory bodies of the University evolve the curriculum and the syllabus for its academic Units – Schools, Institutions and affiliated colleges. The academic units have to function on the following areas as per work load and norms of the University: Syllabus based on curriculum, Academic calendar, Time Table, Class room Teaching, monitoring of attendance, Internal Assessment :

Tests/Assignments/Seminars, Use of library, Use of laboratories for practicals, Industrial/On the job training, Projects, Invited lectures, Seminars/ Conferences, Extra curricular activities and other mandatory requirements.

#### **3.2 Evaluation Process**

1. Continuous Internal Assessment under the Credit Semester System
2. Conduct of University Examination
3. Evaluation and Publication of Results
4. Issue of Mark/Score/Grade Sheet and Certificates

##### **3.2.1 Evaluation Process at the academic unit level – Continuous Internal Assessment:**

The award of marks/grade for the different components of internal assessment such as assignments, seminar, attendance, test papers is by concerned teachers who make periodic online submissions as per academic calendar. The monitoring and consolidation of marks/grades is done at appropriate levels and the same is uploaded to the University database as per schedule. Formats are provided on the online system for making the entries of internal assessment marks/grades with appropriate weightages. The formats will provide the assigned weightages for the different academic programmes such as UG/PG, Arts/Science/Commerce, job-oriented and vocational courses, professional courses to facilitate the online submission. The system will have provision for review at different levels at the academic units to address the grievances of the students as per norms of the University.

##### **3.2.2 Evaluation Process at the academic unit level – University Examination:**

Databases related to submission of application forms along with the remittance of fees, appointments of Chief Superintendent, Additional Chief Superintendent, Invigilators, Examination halls and seating, Issue of hall tickets, conduct of examinations, attendance statements, Dispatch of answer books to University are to be updated at the academic units level.

It has to manage functions such as receipt of mark/grade list of its candidates from the University, issue of mark/grade list to students and promotion/issue of Transfer Certificate to its students.

##### **3.2.3 Evaluation Process at the University level – University Examination:**

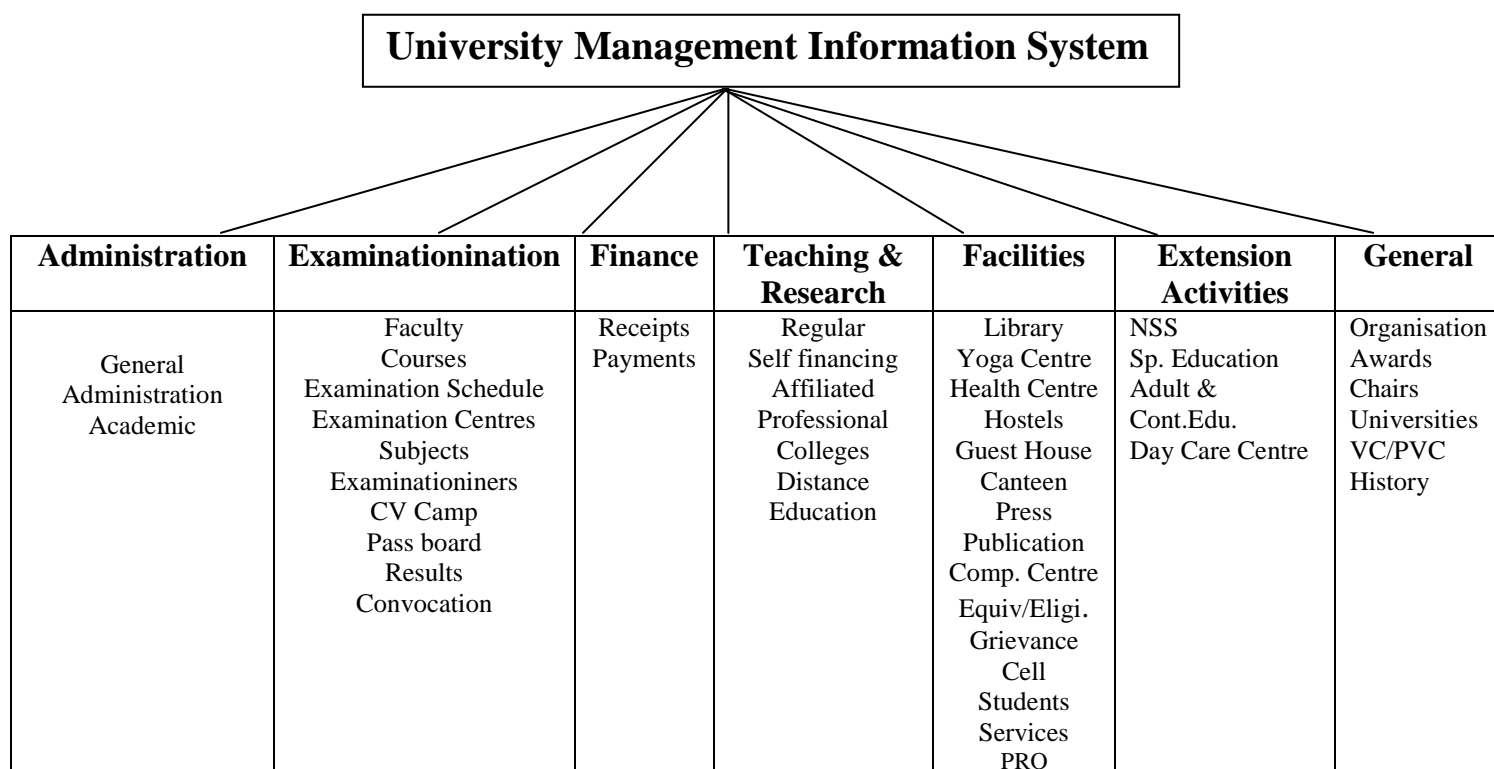
The records of functions at the Controller of Examinations to be made in the database will include notification of examination, acceptance of students examination applications along with fees, monitoring of attendance, monitoring and matching of admission records

to assess the number applicants programme/subject/Year/paper wise in each of the centres of examination, preparing the nominal roll and register numbers, admission tickets, Question Paper setting and printing, dispatch of question papers to academic units, bundling the question papers, consolidation of internal assessment score, dispatch of question papers to academic units, monitoring of conduct of examinations, approval of appointment of Chief Superintendent and conduct of examinations, collecting the answer scripts at the University, appointing examiners including Chairman, Chief, additional examiners, Valuation – centralized valuation camps and home valuation, dispatch of answer scripts to centralized valuation camps and for home valuation, monitoring and collecting mark lists/evaluation sheets from chairman and examiners, maintenance of tabulation registers, checking of tabulation registers, pass board meetings, compilation of

final results, publication of results, preparation of statistics of results, receiving application for scrutiny/revaluation,, preparation of mark/grade sheets, dispatch of mark/grade sheets to the academic units, receiving application for provisional certificates (for some courses fee for provisional certificates are also submitted along with the examination form), awarding the degree by the syndicate, issuing the degree certificates, application for migration (if necessary), issue of course completion/transfer certificate by the academic units subject to clearance of due to the University/academic units.

Databases of Programmes, Faculty, Courses, Examinations, Examination centers, Subjects, Admissions, Students, Examination schedule, Examinations, Centralized Valuation Camps, Pass Boards, Examination Monitoring cell, Results and Convocation

#### 4.1 An Overview of University Management Information System



#### 4.2 Impact of use of Technology for MIS in University System

1. Better co-ordination
2. Documentation
3. Reduction in redundancy
4. Communication
5. On-line administration
6. Data Archive and possibilities of efficient use of data mining.
7. Information sharing

8. Supporting the government for preparation of :-  
Operational documents  
Planning or policy documents  
Audit and review report of government and judicial bodies and outside agencies

### 4.3 Use of an Information System for University

#### Examination

1. Schedule- how many question paper setters, how many courses/subjects run by the university.
2. Number of examiners- subject wise examiners list, number of labs available- department/college wise
3. Number of students appearing examination- total number of teaching staff and non teaching staff available for university examination.
4. Number of camp directors

On notification of examination, examination application forms can be made available on line and submission of applications can be made after an appropriate entry by candidates/officials of schools/affiliated institutions. In built mechanism to check and accept the fee payments through agreed upon sources is to be developed. The acknowledgment and allocation of register numbers and issue of hall ticket also can be made online. After the evaluation of answer papers, marks can be entered and the system can give the information to appropriate levels.

#### References:

- [1] *Goldstein, P.J., and Katz, R.N.*, (2005), Academic Analytics: The use of Management Information and Technology in Higher Education, ECAR, Vol.8, Research Study from the EDUCAUSE Centre for Applied Research.
- [2] *Joshi, M.A., and Kulkarni, R.V.*, (2001), Management Information System for University Administration, University News, 39 (44), Oct. 29- Nov. 4.