Dr. B.C. Roy College of Pharmacy and Allied Health Sciences

Ph. : (0343) 243 2678/79
e-mail : bcrcp_dgp@yahoo.co.in
: www.bcrcp.ac.in

Approved by PCI & Affiliated to MAKAUT, WB and WBSCT&VE&SD
Dr. Meghnad Saha Sarani, Bidhannagar, Durgapur-713206, West Bengal (India)

2.1.6: Continuous AssessmentProcess

MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL
(FORMERLY KNOWN AS WEST BENGAL UNIVERSITY OF TECHNOLOGY)
Main Campus Haringhata, Nadia, Pin-741249
Kolkata Campus BF 142, SECTOR-I, SALTLAKE CITY, KOLKATA 700 064 (INDIA)
Website www.wbut.ac.in

Ref. No :   Date

Ref.No. COE/MAKAUT,WB/24/2022   **Date: 20/07/2022**

<u>NOTIFICATION</u>
<u>Continuous Assessment process in 2022-23</u>

Based on the appropriate process and approval of the appropriate authority, the process of continuous assessment in the academic year 2022-23 would be as per following.

All round development of a student is the prime motive of the University through the academic contents and other activities. Skill of presentation, group discussion, quiz and report writing are some of the major skill need to be focused. In order to practice such skills during learning courses of the curriculum, the process of continuous assessment (CA) could be designed in such a way so that skill of presentation and report writing is achieved in a systematic way. The continuous assessment for the students of the University would be conducted in the following manner:

Continuous Assessment 1 (CA1): CA1 would be based on presentation, Quiz, Group Discussion etc skill of a student. Faculties would advice students to make ppt presentation based on the some contents/assignments of the courses taught in the semester and also assess students on Quiz, Group Discussion etc. During setting the strategies of content/topics of presentation, components of outcome based education (OBE) and Bloom's Level (BL) of taxonomy should be considered. Appropriate assessment rubrics to be developed and followed during this evaluation. The pdf version of the presentation would be uploaded in the University portal during submission of marks of the CA1. This would help students to enhance their presentation, group activity etc skills.

Continuous Assessment 2 (CA2): CA2 would be based on report writing skill of a student. Faculties would advice students to submit report based on the contents/exercise and assignments of the courses taught in the semester. During setting the strategies of content/topics of presentation, components of outcome based education (OBE) and Bloom's Level (BL) of taxonomy should be considered. Appropriate assessment rubrics to be developed and followed during this evaluation. The pdf version of the report would be uploaded in the University portal during submission of marks of the CA2. This would help students to enhance their report writing skill.

The following document link may be referred during mapping OBE, BL, assessment rubrics etc https://www.aicte-india.org/sites/default/files/ExaminationReforms.pdf .

Continuous Assessment 3 (CA3): CA3 would be based on class test in pen and paper mode. The process of CA4 of the last semester would be followed in this matter. After the internal examinations conducted at college level, the scripts are to be uploaded in the University portal and assessment to be done online in the University portal. Marks would be automatically transferred to the CA3 panel. During setting the question papers, appropriate strategies of OBE and BL to be followed. This would help students to enhance their offline examination skill.

Continuous Assessment 4 (CA4): CA4 would be based on centralized online test to be arranged by the University. The process of online examinations used in the end semester examinations in last academic year would be followed. Students would appear on online MCQ based questions in the proctored environment. The CA4 would be based on the entire syllabus of the curriculum and would be conducted at the completion of the semester. This would help students to enhance their online examinations skill.

In case of any clarification/ support, please contact with the office of the undersigned.

(Dr. Subhashis Datta)
Controller of Examinations

Prof. (Dr.) Sanku Kumar Samanta
M. Pharm., Ph.D (J.U.)
Principal
Dr. B. C. Roy College of Pharmacy & AHS
Durgapur, West Bengal-713206

Dr. B.C. Roy College of
Pharmacy and Allied
Health Sciences

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Website : www.wbut.ac.in

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NOTIFICATION

Assessment of CA 3 of Odd Semester 2022-23 in central DVS system of University

University has developed one central digital assessment facility for affiliating colleges to maintain assessment databases in a systematic manner in order to take quality measures in delivery of academics and assessment process. The facility is available through one mobile application viz. 'UCanEvaluate' (to scan and upload documents) and one online digital evaluation system (DVS) portal solution (to evaluate uploaded answer scripts).

The following would be the steps for the central CA3 evaluation during odd semester 2022-23.

1. **Preparation of question papers:** Continuous Assessments (CAs) are conducted through different methods to ensure development of different skills among the students to test different levels of Bloom's Taxonomy and other components of OBE as per notification of the University in this regard. The CA3 would be a pen and paper offline examination. There would be 5 numbers of 1 mark question (maximum questions could be upto 7 out of which 5 need to be answered) and 4 numbers of 5 marks question (maximum questions could be upto 6 out of which 4 need to be answered) to make it a 25 marks assessment. Giving alternative questions (i.e. more than five 1 mark questions and more than four 5 marks questions) would be the policy decision of individual colleges/teachers.

2. **Conduction of Examinations:** The examinations would be held at the college level as usual based on the schedule and strategies of the individual colleges. However, the schedule should be planned in such a way that evaluation in the University DVS portal could be completed within 20th October 2022.
   The examinations would be preferably conducted in A4 size paper or scripts normally used by the colleges. All the pages used by the students to answer the questions need to be uploaded (there would not be compulsorily 8 pages uploading in this semester). In order to maintain transparency, number of pages uploaded (only number of pages, not the scanned pages) against each students would be made available to the student's login, so that any dispute regarding number of pages used by the students is resolved before completion of evaluation.

3. **Uploading answer scripts in DVS using mobile app:** After the examinations are held, the answer scripts need to be uploaded using the mobile app viz. 'UCanEvaluate' available in Google play store. Login credentials of all the faculties who are tagged with the theory courses would be similar with that of the university examinations portal. After logging in, the list of enrolled students with their details against each of the courses tagged against one teacher would be available in the mobile app. On clicking the name/ roll number of a student against a course, the scanning screen would be opened with the facility to scan and upload

Prof. (Dr.) Sumit Kumar Samanta
M. Pharm., Ph.D (J.U.)
Principal
Dr. B. C. Roy College of Pharmacy & AHS
Durgapur, West Bengal-713206

Dr. B.C. Roy College of
Pharmacy and Allied
Health Sciences

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Dr. Meghnad Saha Sarani, Bidhannagar, Durgapur-713206, West Bengal (India)

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answer scripts (including front page). Only the pages used by the students of the CA3 answer scripts need to be scanned uploaded (blank pages need not to be uploaded). There would be provision to re-upload the scripts in case of any improper upload.

Apart from uploading facility through the mobile app, scanned scripts could also be uploaded in examinations portal through the teacher's login/ college login, in case they are scanned through some other scanning devise.

4. **Evaluation in DVS system:** Once the answer scripts are uploaded through the mobile app/ uploading through examination portal, they would be available in the tagged teacher's login in the examination portal. However, before starting evaluation in the DVS, pdf form of the question paper, model answer and assessment rubrics need to be uploaded in the DVS system through the link available in the teacher's login/mobile app. The answer scripts now could be evacuated in DVS and marks entry panel would be available as per format of question papers explained above. Evaluators need to evaluate all the answers given by the students (including excess answers in case of alternatives available in the question paper) and the system would take care to consider the maximum marks possible against one answer script. Before final submission of one the scripts after evacuation, the synopsis of evaluation would be available. The complete details of evaluation would also be available to download in teacher's login. Once all the scripts are evaluated, the marks would be automatically transferred to the CA3 submission portal and teachers need not re-upload the marks in CA3 submission portal. The evacuated scripts which would not be available against the enrolled students would be considered absent for CA3.

5. **Sharing of assessment data:** After the evaluation is over, the complete details of evaluation data including marks against each question would be made available in individual teacher's login and the complete list in the college login. The micro data would help the colleges to calculate attainment and implement OBE at college level. The pdf copy all evaluated answer scripts with annotations would be made available to the colleges in soft form from the office of the Controller of Examinations on demand.

The process would be made open for all teachers from 12th September 2022 and would remain open till 17th October 2022 for uploading of answer scripts and other documents and till 20th October 2022 for completion of evaluation in the DVS portal. The schedule of examinations of CA3 may be planned by the individual colleges accordingly.

One manual for the entire process would be made available for ease of the teachers and colleges. Helpline would also be available for support.

This is issued with the approval of the competent authority.

(Dr. Subhashis Datta)
Controller of Examinations

Prof. (Dr.) Samir Kumar Samanta
M. Pharm., Ph.D (J.U.)
Principal
Dr. B. C. Roy College of Pharmacy & AHS
Durgapur, West Bengal-713206

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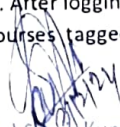Date: 07/05/2022

NOTIFICATION

Assessment of CA 4 in central DVS system of University

Creation of central digital assessment facility for affiliating colleges to maintain assessment database in a systematic manner has been the intension of the University in order to take quality measures in delivery of academics and assessment process. In order to achieve such goal, one mobile application viz. 'UCanEvaluate' (to scan answer scripts) and digital evaluation system (DVS) portal solution (to evaluate uploaded answer scripts) has been developed.

Before deploying such solution in subsequent end semester examinations, this would be used during the continuous assessment (CA4) process in this current semester. To keep the process simple in the initial stage, mode of CA4 assessment is kept common for all courses. The following would be the steps for the central CA4 evaluation during even semester 2021-22.

1. **Preparation of question papers:** Though CAs are conducted through different methods to test different levels of Bloom's Taxonomy and other components of OBE, the CA4 in the current semester would be conducted in pen and paper mode. There would be 5 numbers of 1 mark question (maximum questions could be upto 7 out of which 5 need to be answered) and 4 numbers of 5 marks question (maximum questions could be upto 6 out of which 4 need to be answered) to make it a 25 marks assessment. Giving alternative questions (i.e. more than five 1 mark question and more than four 5 marks question) would be the policy decision of individual colleges/teachers.

2. **Conduction of Examinations:** The examinations would be held at the college level as usual based on the schedule and strategies of the individual colleges. However, the schedule should be planned in such a way that evaluation in the University DVS portal could be completed within 31st May 2022. In order to create a common scripts uploading facility, this is to be ensured that examinations to be held in scripts (preferably A4 size paper or scripts normally used by the colleges) containing 8 pages (including front page). Scanning of all 8 pages of the scripts, whether utilized by the candidates or not, are to be the part of the full scripts in this examinations.

3. **Uploading answer scripts in DVS using mobile app:** After the examinations are held, the answer scripts need to be uploaded using the mobile app viz. 'UCanEvaluate' available in Google play store. Login credentials would be provided to all the faculties who are tagged with the theory courses in the university examinations portal. After logging in, the list of enrolled students with their details against each of the courses tagged against one

Prof. (Dr.) Sumir Kumar Samanta
M. Pharm., Ph.D (J.U.)
Principal
Dr. B. C. Roy College of Pharmacy & AHS
Durgapur, West Bengal-713206

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Dr. B.C. Roy College of Pharmacy and Allied Health Sciences

Ph. : (0343) 243 2678/79
e-mail : bcrcp_dgp@yahoo.co.in
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teacher would be available in the mobile app. On clicking the name/ roll number of a student against a course, the scanning screen would be opened with the facility to scan and upload 8 numbers of pages (including front page). All 8 pages of the CA4 answer scripts need to be scanned uploaded (even if some pages are blank). There would be provision to re-upload the scripts in case of any improper upload.

4. **Evaluation in DVS system:** Once the answer scripts are uploaded through the mobile app, they would be available in the tagged teacher's login in the examination portal. However, before starting evaluation in the DVS, pdf form of the question paper need to be uploaded in the DVS system through the link available in the teacher's login. The answer scripts now could be evaluated in DVS and marks entry panel would be available as per format of question papers explained above. Evaluators need to evaluate all the answers given by the students (including excess answers in case of alternatives available in the question paper) and the system would take care to consider the maximum marks possible against one answer script. Before final submission of the scripts after evaluation, the synopsis of evaluation would be available. The complete details of evaluation would also be available to download in teacher's login. Once all the scripts are evaluated, the marks would be automatically transferred to the CA4 submission portal and teachers need not re-upload the marks in CA4 submission portal. The evaluated scripts which would not be available against the enrolled students would be considered absent for CA4.

5. **Sharing of assessment data:** After the evaluation is over, the complete details of evaluation data including marks against each question would be made available in individual teacher's login and the complete list in the college login. The micro data would help the colleges to calculate attainment and implement OBE at college level.

The process would be made open for all teachers from 16th May 2022 and would remain open till 31st May 2022. The schedule of examinations of CA4 would be as per calendar of the individual colleges but uploading and evaluation would be done during 16-31 May 2022.

One manual for the entire process would be made available for ease of the teachers and colleges. Helpline would also be available for support.

All concerned are informed to do the needful in this regard and support for successful implementation of the process.

(Dr. Subhashis Datta)
Controller of Examinations

Prof. (Dr.) Sanir Kumar Samanta
M. Pharm., Ph.D (J.U.)
Principal
Dr. B. C. Roy College of Pharmacy & AHS
Durgapur, West Bengal-713206