✉ : principal@srivasaviengg.ac.in
svec.a8@gmail.com

☎: 08818- 284344, 355

SRI VASAVI ENGINEERING COLLEGE (AUTONOMOUS)
(Sponsored by Sri Vasavi Educational Society)
(Approved by AICTE, New Delhi & Permanently affiliated to JNTUK, Kakinada)
(Accredited by NAAC with 'A' Grade ,Recognized by UGC under section 2(f) & 12(B))
(**NBA** Accreditation to B.Tech., EEE,CSE, ME and ECE Branches for 3 Years)
Pedatadepalli, **TADEPALLIGUDEM – 534 101.** W.G.Dist**. (A.P)**

Examination Process and IT integration

Details of Software
1. We are using ECAP software for our autonomous examination cell, which is provided by Webpros Solutions Pvt. Ltd. Visakhapatnam.
2. Domain/web address of our software is https://sves.org.in/autnomous

External Examinations
Pre-Examinations:
1. At the end of every semester, an examination registration notification will be issued.
2. Eligible students can apply for external examinations by login into ECAP software.
3. Here for regular students, all courses will be shown. For supplementary candidates, only failed courses will be shown.
4. For regular examinations students must registered for all courses. For supplementary examinations, student can register for failed courses only. Then fee amount will be auto populated and forwarded the payment particulars to Payment gateway (Atom Technologies) for payment of fee.
5. Exam schedules will be configured as per the notifications issued.
6. After completion of registrations, booklet data will be generated with encoded data for printing examination booklets.
7. Hall Tickets will be generated based on the students' registrations and printed. These printed hall tickets will be issued to student concerned by affixing the signature of Controller of Examinations.

One day prior to exam:
8. Day before the examinations, a seating plan will be generated. In the seating plan we will do mixing of different branches and regulations.
9. Concerned DEOs will take a printouts of seating plans and nominal rolls and make arrangements for booklets distribution and benches arrangement in examination halls.

During The examination:
10. As per the seating plans, no. of question papers required report will be generated. The ACEs concerned will take sufficient question papers and arranged them for distribution in examinations halls.
11. After completion of 30 mins from the commencement of examinations, absentees' details will be collected from examination halls and these details are entered in ECAP. If in case any malpractice cases are identified will also be noted in the software.

After completion of Examinations:

12. After completion of examination, D-Form will be generated based on attendance particulars of that day. In the D-Form, examinations details and students' attendance are will be mentioned.
13. All booklets are must tallied with D-Forms. At this stage attendance particulars are freeze for further modifications.
14. The bundle data will be generated with 25 no.of scripts in each bundle.
15. From the generated bundle data, bundle slips are printed for pasting on bundle.
16. Bundle evaluation sheets are also printed and these reports are utilized in evaluation process.

Evaluation:

17. Identified chief valuators, valuators, scrutinizers and data entry operator details will be posted in the software.
18. Issuing of Bundle will be done in ECAP. After completion of evaluation, bundle number will be marked as returned in the software.
19. All returned bundles are enabled for issuing to scrutinizers. Here all scrutinizer will verify the evaluated booklet whether the all questions are evaluated or not.
20. After completion of scrutiny, bundle will be handover to co-ordinator and that bundles will be marked scrutiny completed.
21. All scrutinized bundles will issue to DEOs for entry in ECAP. All bundle will be entered twice for minimising the data entry mistakes. During the entry process question wise marks will be posted. So that we can find out the calculation errors and rectify them.
22. In case difference is there, it will be notified to ACEs/CoE. Here, by picking up the script and finalize the which one is correct. In case both entries are correct, then that bundle will be freeze by ACE/CoE for restricting the further modifications.
23. After completion all entries, an analysis will be done like course wise, branch wise, internal marks & external marks etc.

Laboratory Examinations:

24. Before commencement or at the end of semester examinations, laboratory examinations will be conducted.
25. Identified internal and external examiners details will be uploaded in ECAP.
26. For every laboratory exam, an internal and external examiners details are entered. Hence the assigned faculty can post the evaluated marks directly in ECAP. After completion of entry concerned faculty can freeze the marks. These marks are visible for concerned ACEs for verification. After that ACEs are also freeze the data.
27. The finalized lab external marks will be transferred to results process.

Results & Revaluations:

28. After verification of all levels in examinations and evaluation, Results with different analysis are to be presented to Results Committee for approving. After approval, results will be declared through ECAP.
29. Students can directly check their results in ECAP.
30. In the meanwhile, a notification will be issued for revaluation. If any student is not satisfied with the declared results can apply for revaluation.
31. After this process, booklets will be picked up for 2nd evaluation.

32. Evaluated script marks are entered in ECAP.
33. Again, by approval of Results Committee members, revaluation results are declared in ECAP.

Internal Examinations:
34. In the faculty logins, every faculty will post the internal examination marks after completion of Mid/Quiz examinations.
35. Examination seating and conduction will be done as like external examination.
36. Before commencement of examinations, all the finalized internal marks are verified by the concerned faculty and displayed for students through ECAP.

Controller of Examinations