7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best Practice - 1

1. Title of the practice

"Online Examination System"

2. Goal

True education is to inculcate a thirst to apply all learned knowledge in their day to day life. It will improve the quality of education among the students. Indeed, The quality of education is reflected in the End Semester Examinations. The End Semester Examinations have been conducted through Proctored Online Mode in our college in association with e-NOVA Software Solutions, Coimbatore. It enhances the perception of the students' thirst for education and broadens their horizons in the challenging and changing world. It also helps the Institution to maintain the quality of its educational Programmes.

3. The Context

Educational Systems and Methodology are growing at a rapid rate. Simultaneously, the quality of Education is nurtured in the institution by conducting examinations during the lockdown period. The conduction of End Semester Examinations simplifies through the system which was adopted in the college for carrying out the activities of the examination. An online proctored examination enhances the quality of education.

4. The Practice

The best Practices in this system are listed below

- Username and Password for the mock examination and End Semester Examination shared to the students' through their official email. Once a user logs into the system with Username and Password, it takes the students to take a photograph with their details. If the student does not give access to any of these, the student cannot be able to appear for the examination or the remote proctor can disable the examination in due course of time.
- The system uses Artificial intelligence (AI) to detect and record face emotions, eye movements and all activities, without any hindrance to the examinations.
- In addition to auto proctoring by the online examination system, Manual Proctors (Invigilators) continuously watch and monitor the students during the entire duration of the examination.
- The proctor with the help of the system can issue regular warnings on the screen of the student device. The examination is auto submitted after the completion of the total duration of the examination However; students facing any technical issue during the examination can continue upto 15 minutes after the scheduled session time.
- All the actions were closely monitored by the remote proctors during the examination.
- All the Activities were automatically recorded

- Capture of facial photo. During the examination, the AI tool constantly monitors the picture of the student taking the examination with the facial photo captured initially for any mismatch. In case of any mismatch, the system captures the anomaly and a notification to the student / live proctor was also instantly displayed.

5. Evidence of Success

The Evidence for success is seen in the feedback received from the students regarding the examination. Some of their comments are given below:

- The main satisfaction is any technical issues the students can contact the Class Advisor immediately to solve it.
- Overall performance of the students in their written exam is satisfactory

6. Problems Encountered

Mock examination is mandatory. It is intended to familiarize the students to the examination environment and validate the compatibility of their Desktop/Laptop/Smart-Phone/Tablet or other devices. Further, Problems Encountered during the mock examinations and few technical problems were solved by the technicians before the End Semester Examinations.

Best Practice - 2

1. Title of the practice

"**Learning Management System**"

2. Goal

A true education is to inculcate a thirst to apply all learned knowledge in their day today life. It will promote Research attitude among the students. The Learning Management System is introduced in this Institution to promote students' worldly wisdom. It gradually changes the perceptions of the students and broadens their horizon in the challenging and changing world. When the learning practice is simplified, it would enhance the interest in all the arenas. Learning Management System would help the students to get a clear perspective to select their Post Graduate career Program and Doctoral Degree program.

LMS software helps to plan, implement, facilitate, assess, and monitor students' learning. It also helps the Institution to maintain the integrity of their educational Programmes. It enables faculty members to effectively and efficiently develop Courses, deliver instruction, facilitate Communication, foster collaboration and assess students. LMS can be used to support traditional face-to-face instruction, as well as blended and online educational environments.

3. The Context

Educational Systems and Methodology are growing at a rapid rate. This system simplifies and attracts the learners to learn new techniques in their respective field. LMS fulfills and enhances knowledge of students' thirst.

4. The Practice

The Institution had introduced innovative SEC LMS developed by the faculty members. The LMS provides a new world of possibilities to take the learning to a new level.

- Faculties create their Courses/Lessons in the LMS Software.
- Faculty members create their assignments and tests and students can take the tests as many times to practice until they become perfect.
- The Interactive White Board is used to make both teaching and learning more effective, clear, fun and engaging. Its whiteboard is a super portable system. Capture devices also allow users to capture all of the ink strokes that are written on the whiteboard. When used in conjunction with a video projector it turns the ordinary whiteboard surface into a fully interactive whiteboard.

5. Evidence of Success

The Evidence for success is seen in the feedback received from the students and staff members. Some of their comments are given below:

- LMS has improved the performance of the faculty members and teaching quality and their integrity.
- Overall performance of the students in their written exam is satisfactory which exhibits the effective and innovative teaching methodology of the faculty members.
- Most of the students have performed well taking care of the minute details of the English Grammar. The students can demonstrate their creative skills.

6. Problems Encountered

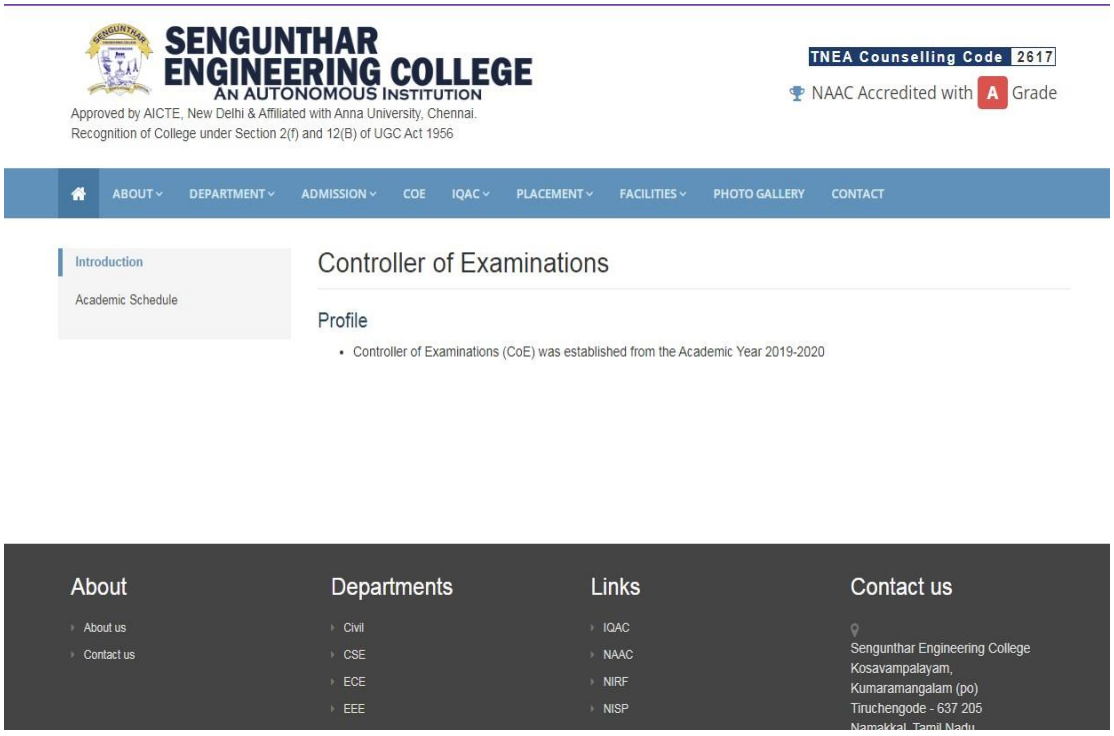
Few technical problems encountered in the LMS and which were solved by the technicians.

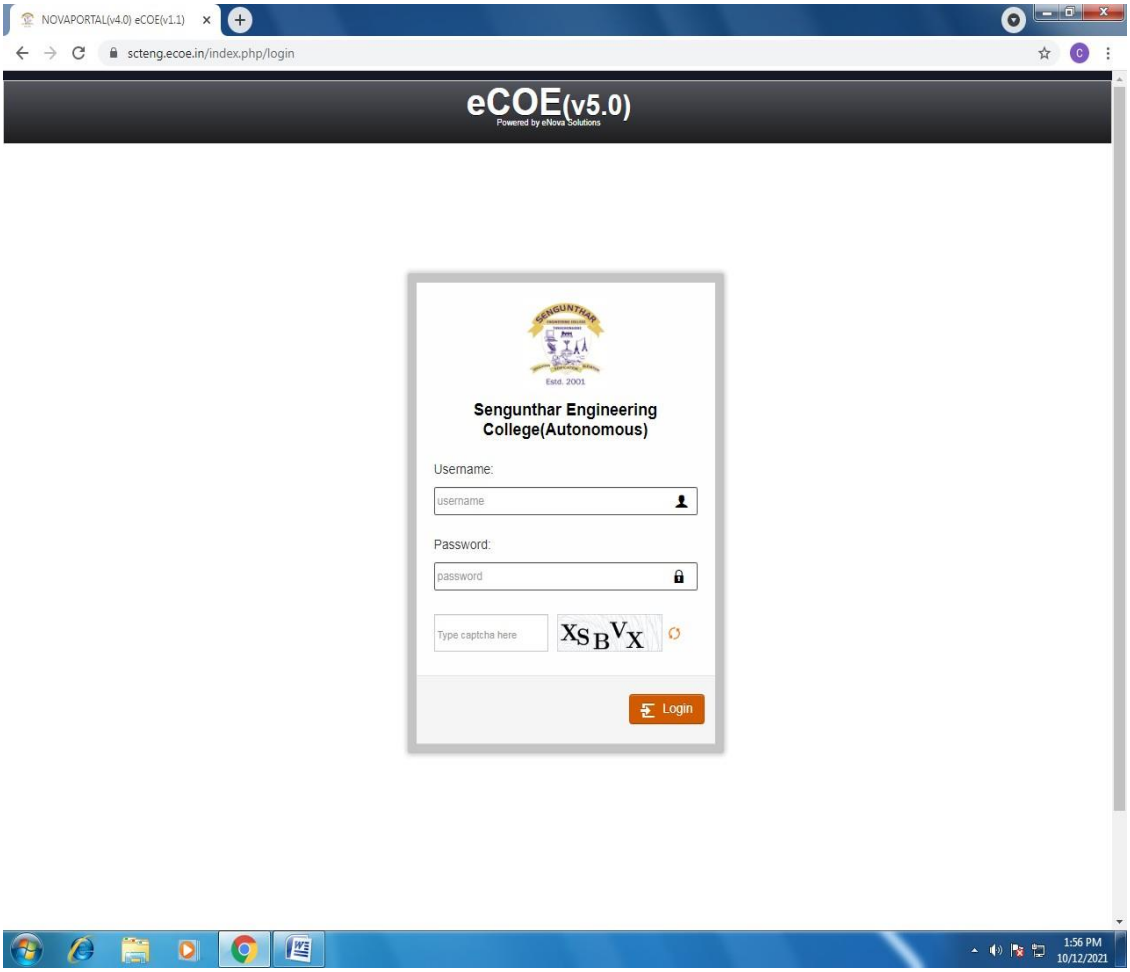
6.2.3 - Implementation of e-governance in areas of operation

4. Examination:

- Examination Process are handled through ERP software
- Filling of examination forms, obtaining admit cards, uploading of marks etc. everything is done in online manner. CoE cell of College Examination oversees the complete process of examination under the guidance of the examination controller of the institution

COE-Portal:





Internal Assessment Test and Mark Entry Portal:

Ref: SEC/ INTERNAL EXAM-II /EVEN/2020-2021/02 Date: 02.03.2021

INTERNAL EXAM CELL

CIRCULAR

For the Attention of Final Year B.E. Subject Handling Faculty Members & Students :

It is hereby informed that the Internal Assessment Test - II (03.00 p.m. to 04.30 p.m.) for IV Year B.E. course will be conducted on 05.03.2021 & 06.03.2021 through online. The detailed time table will be circulated by the department in due course. In this connection the following points are brought out to the attention of students.

1. The Internal marks will be awarded strictly based on the performance of Internal Assessment Test.
2. Portion : 1.5 Units.
3. All the faculty members are requested to send **Google form** link of **Part A & B questions** to the respective Google **Classroom**, further send the same link to intqp@scteng.co.in.
4. Question Pattern:

   Part A: 20 x 1 = 20 Marks (MCQ Pattern using Level 2&3)
   Part B: 15 x 2 = 30 Marks (MCQ Pattern using Level 4&5)
   Total = 50 Marks
5. Students are instructed to prepare well for Internal Exams, since these internal marks will be accounted for continuous internal assessment and the same will be submitted to Controller of Examination/SEC.
6. The **Second Review** will be conducted at physical mode. It is common for all the Final Year Students. The following schedule to be followed:

IV CIVIL	**: 08.03.2021**
IV ECE	**: 09.03.2021**
IV EEE	**: 10.03.2021**
IV CSE	**: 11.02.2021**
IV MECH	**: 12.03.2021**

7. If any student is involved in malpractice, he/she will be punished severely.

02/03/21 02/03/2021 02/03/2021

IEC COORDINATOR **DEAN (Academics)** **PRINCIPAL**

To:
1. All Test Coordinators through HoDs concerned
2. IEC Coordinator
3. Controller of Examination
4. File
5. IQAC

Copy submitted to the Correspondent, SEC.

SENGUNTHAR ENGINEERING COLLEGE

(AUTONOMOUS)
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
Recognized Under Section 2(f) & 12(B) of the UGC Act. 1956
NAAC Accredited with 'A' Grade
TIRUCHENGODE - 637 205 NAMAKKAL (Dt) TAMILNADU

Ref: SEC/ INTERNAL EXAM-II /EVEN/2020-2021/02 Date: 16.03.2021

INTERNAL EXAM CELL

CIRCULAR

For the Attention of Second and Third Year B.E. Students &Subject Handling Faculty Members:

It is hereby informed that the Internal Assessment Test - II (03.00 p.m. to 04.30 p.m.) for II and III Year B.E. Course will be conducted from 24.03.2021 to 30.03.2021 at **Physical mode.** The detailed time table will be circulated by the department in due course. In this connection the following points are brought out to the attention of students.

1. The Internal marks will be awarded strictly based on the performance of Internal Assessment Test.
2. The Portions for **Internal test - II: -** 1.5 Units.
3. Question Pattern:

   Part A : 30 x 1 = 30 Marks (MCQ Pattern using Level 2&3)
   Part B : 10 x 2 = 20 Marks (MCQ Pattern using Level 4&5)
   Total = 50 Marks
4. All the faculty members are requested to send **Google form** link of **Part A** and **Part B** to the respective **Google Classroom** and also send the same link to intgp@scteng.co.in.
5. Students are instructed to prepare well for Internal Exams, since these internal marks will be accounted for continuous internal assessment and the same will be submitted to Controller of Examination/SEC.
6. If any student is involved in malpractice, he/she will be punished severely.

16/3/21
IEC COORDINATOR

16/03/2021
DEAN (Academics)

16/03/2021
PRINCIPAL

To: 1. All Test Coordinators through HoDs concerned
2. IEC Coordinator
2. Controller of Examination
3. IQAC
4. File

Copy submitted to the Correspondent, SEC.

SENGUNTHAR ENGINEERING COLLEGE

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TIRUCHENGODE - 637 205 NAMAKKAL (Dt) TAMILNADU

Ref: SEC/ INTERNAL EXAM-III /EVEN/2020-2021/03

Date: 16.03.2021

INTERNAL EXAM CELL

CIRCULAR

For the Attention of Final Year B.E. Students & Subject Handling Faculty Members:

It is hereby informed that the Internal Assessment Test - III (10.00 a.m. to 11.30 a.m.) for IV Year B.E. course will be conducted on 22.03.2021 & 23.03.2021 at **Physical mode**. The detailed time table will be circulated by the department in due course. In this connection the following points are brought out to the attention of students.

1. The Internal marks will be awarded strictly based on the performance of Internal Assessment Test.
2. **Portion**: 2 Units.
3. All the faculty members are requested to send the question paper to intqp@scteng.co.in.
4. Question Pattern:

   Part A: 5 x 2 = 10 Marks

   Part B: 8 x 5 = 40 Marks

   Total = 50 Marks
5. Students are instructed to prepare well for Internal Exams, since these internal marks will be accounted for continuous internal assessment and the same will be submitted to Controller of Examination/SEC.
6. The **Third Review** will be conducted at **Physical mode**. It is common for all the Final Year Students. The following dates to be followed for conducting third review:

   25.03.2021

   26.03.2021

   The date should be finalized by department concerned.
7. If any student is involved in malpractice, he/she will be punished severely.

IEC COORDINATOR

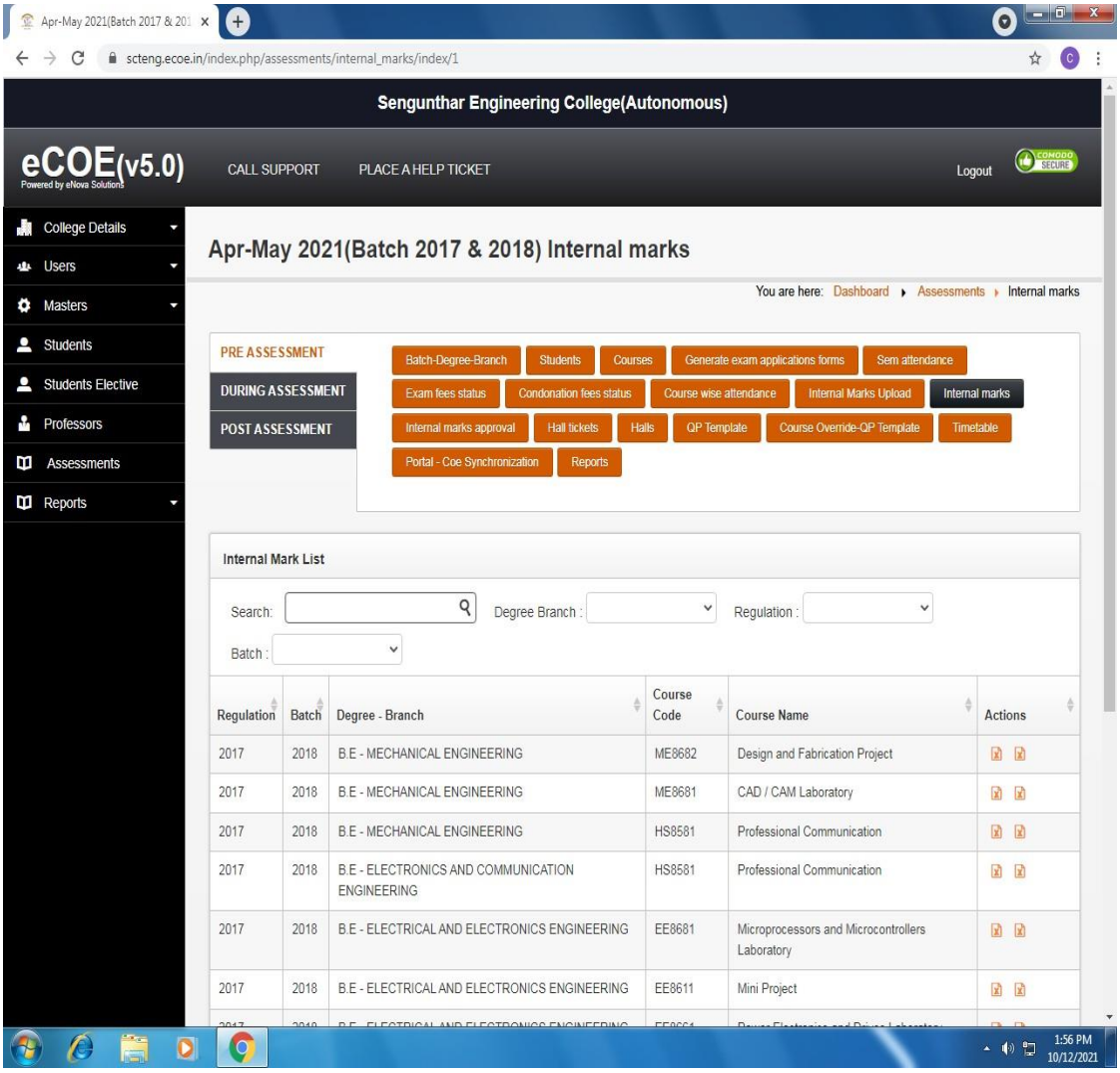
DEAN (Academics)

PRINCIPAL

To:
1. All Test Coordinators through HoDs concerned
2. IEC Coordinator
3. Controller of Examination
4. File
5. IQAC

Copy submitted to the Correspondent, SEC.

Internal Assessment Test Mark Entry Portal:



Examination:

SENGUNTHAR ENGINEERING COLLEGE

(AUTONOMOUS)

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Recognized Under Section 2(f) & 12(B) of the UGC Act, 1956
NAAC Accredited with 'A' Grade
TIRUCHENGODE - 637 205 NAMAKKAL (Dt) TAMILNADU

EXAMINATION COMMITTEE

SL.NO.	NAME	DESIGNATION	POSITION
1	DR.C.VENKATESH	PRINCIPAL	CHAIRMAN
2	DR.B.SUJATHA	DEAN (ACADEMICS)	CONVENER
3	DR.K.VIGNESH	AP/PHYSICS	MEMBER
4	MR.P.THANGARASU	ASP/CHEMISTRY	MEMBER
5	MR.M.SIVASANKARAN	AP/ECE	MEMBER
6	TEST CO-ORDINATORS		MEMBER

31/03/2021
PRINCIPAL

31.3.2021
CORRESPONDENT

Examination Portal:

Estd. 2001

Steps to download and run the tool on Windows Operating System. This is mandatory for Laptop and Desktop users

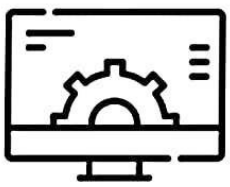
Instructions for Laptop/Desktop users:

Basic Infrastructure

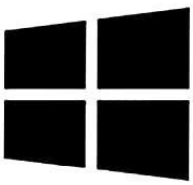
- **Latest Version of Google Chrome (update and keep it ready in advance)**
- **Internet connection with 2 MBPS speed**
- **Functioning Webcam and laptop microphone (audio)**

1. Computer, Browser and connectivity Requirements

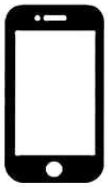
The remote proctoring module needs the following system configuration and requirements.



System Configuration
Processor: Core 2 Duo & above
Processor Speed: 1.5 GHz & above
RAM: Minimum 1 GB



Operating System (Windows)
Minimum: Windows 7
Recommended: Windows 10



Mobile
Google Chrome is up to date
Version 83.0.4103.61 or Above

The remote proctoring software streams exam data, including audio and video, directly to the cloud as you take the exam. In order to allow the continuous transfer of exam data, you need to maintain a minimum connection speed of 1 Mbps. We recommend you to verify your connection speed using an internet speed test before starting an exam. Go to the following link for Speed Test: https://www.speedtest.net/

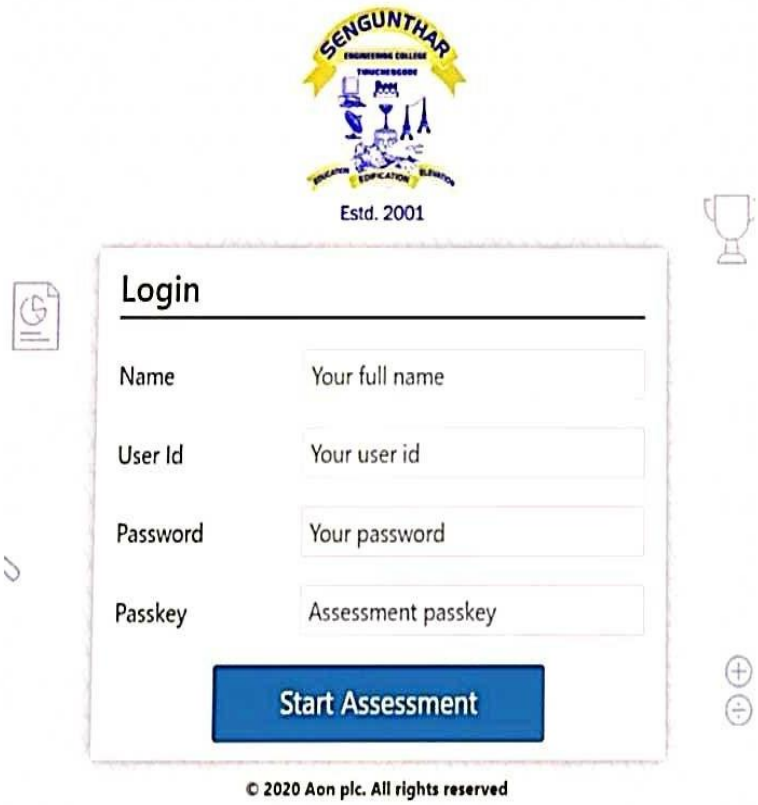
Estd. 2001

Steps to start the assessment

On google chrome (latest Version) please enter the URL -

http://cocubes.in/sec2020

Enter the following details as per the college records



Estd. 2001

A pop up will open and give your consent for the use of Webcam by clicking on "Accept" button

Please ensure your front camera and Microphone are in proper working condition

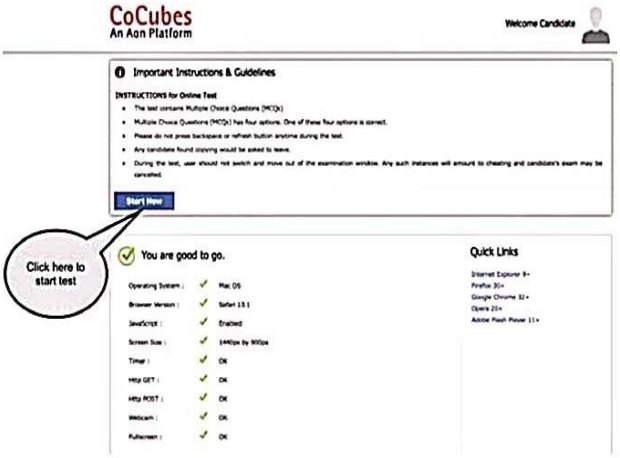
To Check the working functionality of your **Webcam and Microphone**, use the following links

https://webcamtests.com/ (To test your webcam/camera)

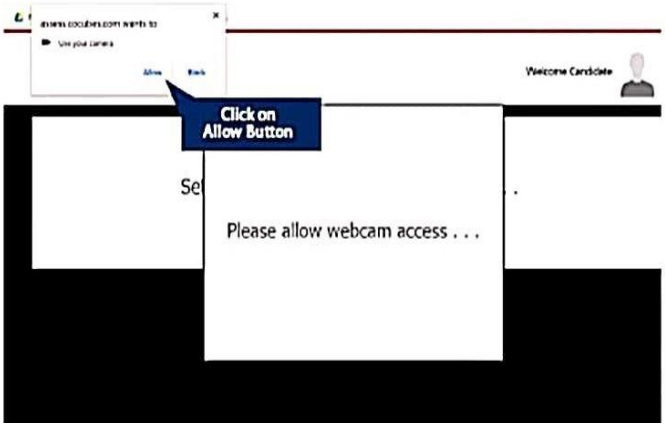
https://www.onlinemictest.com/ (To test your microphone)

Estd. 2001

The platform will check your system specifications. Read the instructions carefully and click on "Start Now" button to proceed.



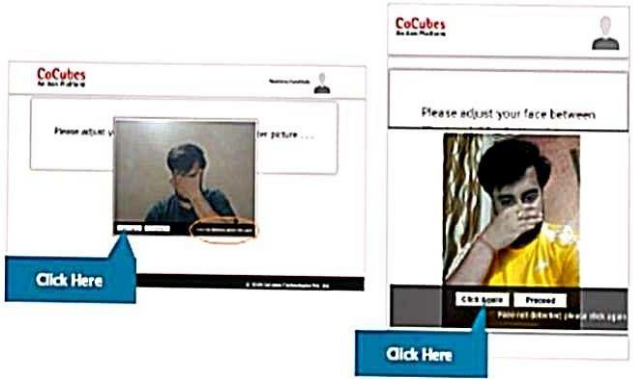
Allow popup if occurs



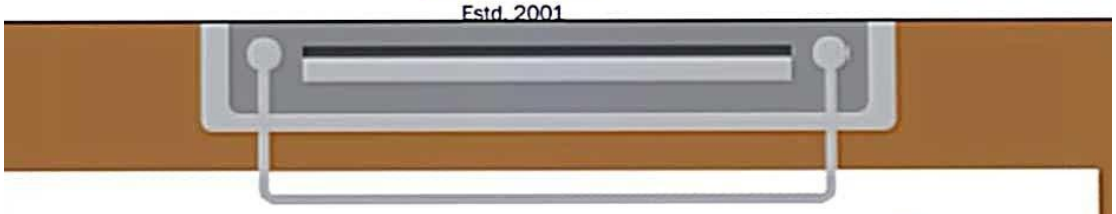
Sit in front of your Webcam. Your photo will be auto captured after 5 seconds timer. In case photo is not captured properly, you can re-click photo by clicking the button "Click Again" as shown below. *This step is very important as your photo will use for verification purpose at the time of admission.*

If your face is not clear in the clicked image, it will give an error "Face not detected" and you have click again.

Once your photo is captured properly, click on "Start test" button.



Estd. 2001



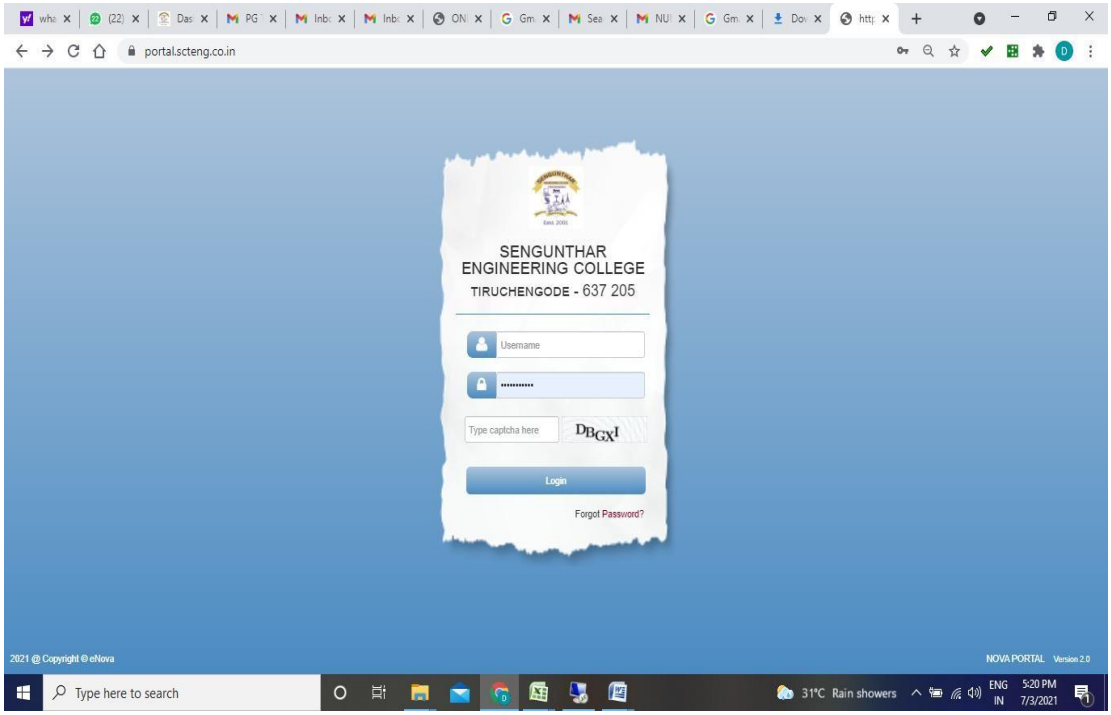
DO'S

- Charge the laptop or mobile well in advance to last for at least 2 hours.
- Student to be seated using a wall as the background.
- Ensure proper lighting in the room so that the pictures captured during the exam are not blurred.
- Photograph clicked must of good quality.
- Check the power plugs.
- You should ensure proper internet connectivity is available on your laptop/ desktop/mobile.
- You must make sure webcam and mic of your system is working properly.
- After setting up audio setup with the help of headphones or earphones, you don't need to plug them in ears, you can put them on the keyboard or on the table.
- You will be under constant observation during the entire duration of the test via artificial intelligence tools and live monitoring by the proctors.
- Blank sheets are allowed for the rough work.
- Any suspected activity will lead to the immediate termination of the exam. The room must be as quiet as possible.
- You should have your water bottle at your table before start of exam as you are not allowed to leave the test screen during exam.

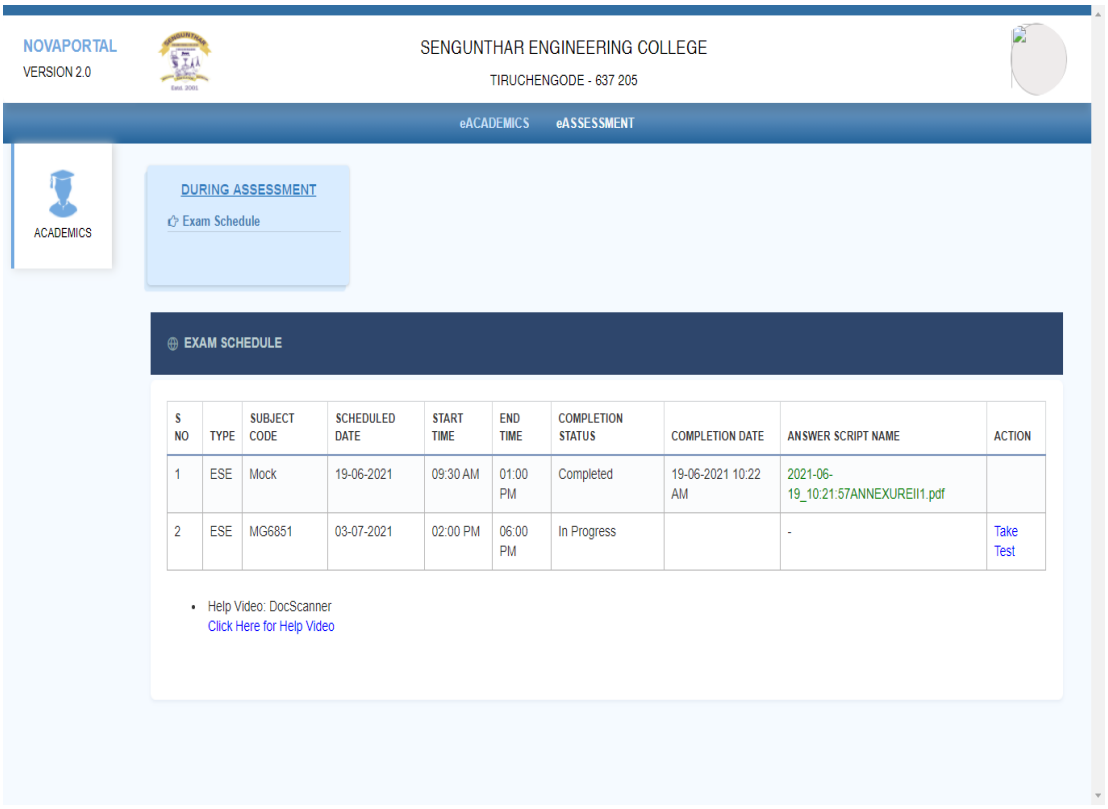
DON'TS

- Do not share your passkey with anyone.
- Do not try to navigate from the main screen. Doing so will automatically terminate your exam.
- You are not allowed to talk to anyone while your exam is being conducted, as Real Time Monitoring is being done.
- You are not allowed to use device other than the one used for the exam,electronic gadgets or any other material on the day of exam. If found then it will be considered for the cancellation of your exam by the Proctor.
- Do not move away from the frame being captured by the camera.
- Do not try to cover your camera or unplug the external camera from the system.
- You are not allowed to touch the key board while you are attempting your test, you are only allowed to scroll cursor or with mouse to answer the question.
- Use a single device for the exam. Login from multiple device can lead to cancellation of your exam.
- There should be no disturbance in the surroundings.
- Reading questions loudly or talking are not permitted.
- You must not plugged in headphones, ear buds, or any other type of listening equipment.
- You must not leave the room for any reason during exam.
- You must not communicate with any person by any means during the exam.
- Sounds such as music or television are not permitted.

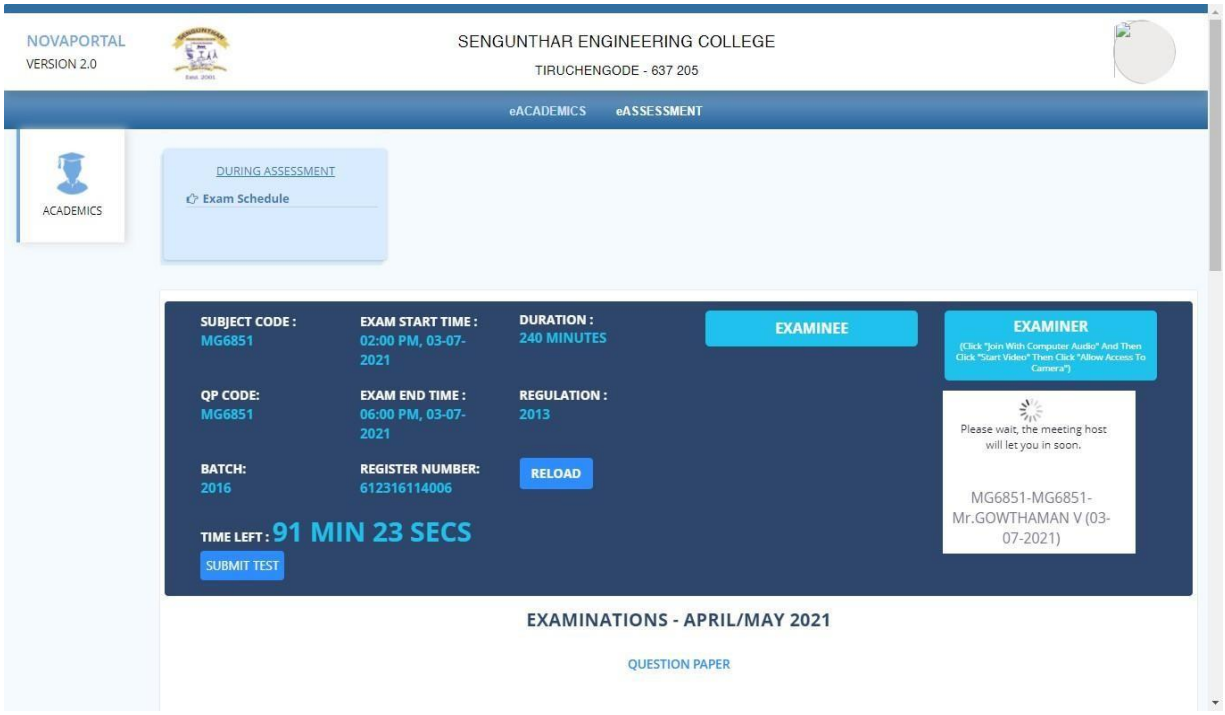
Student Login:

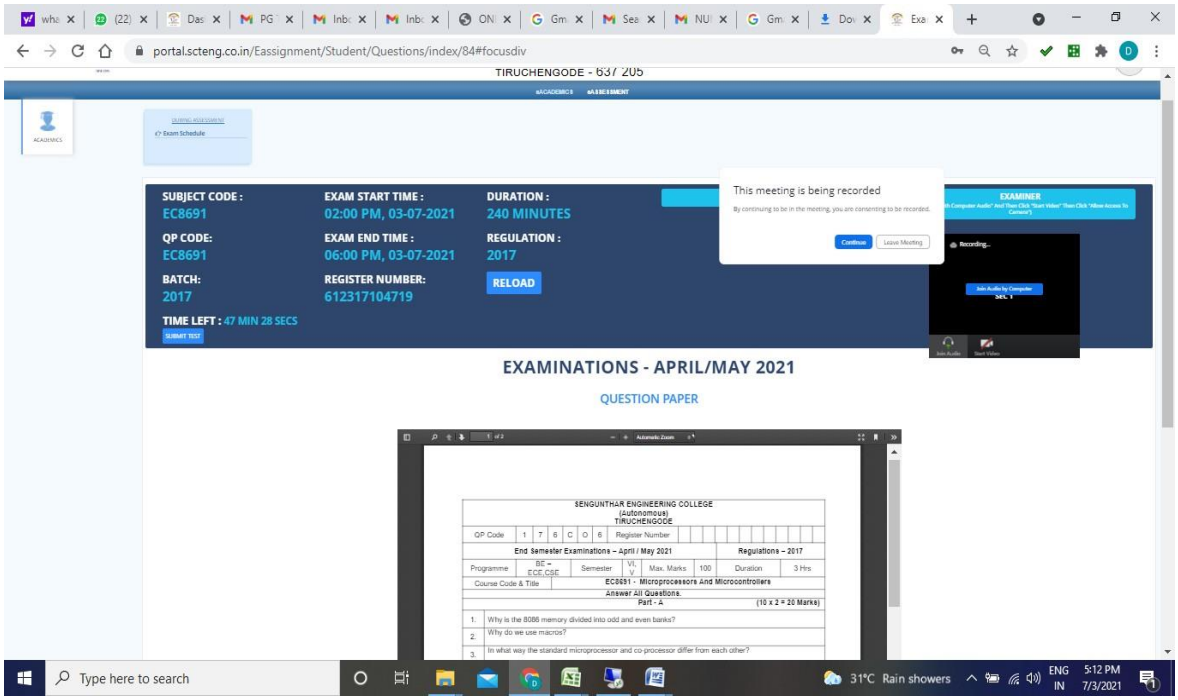


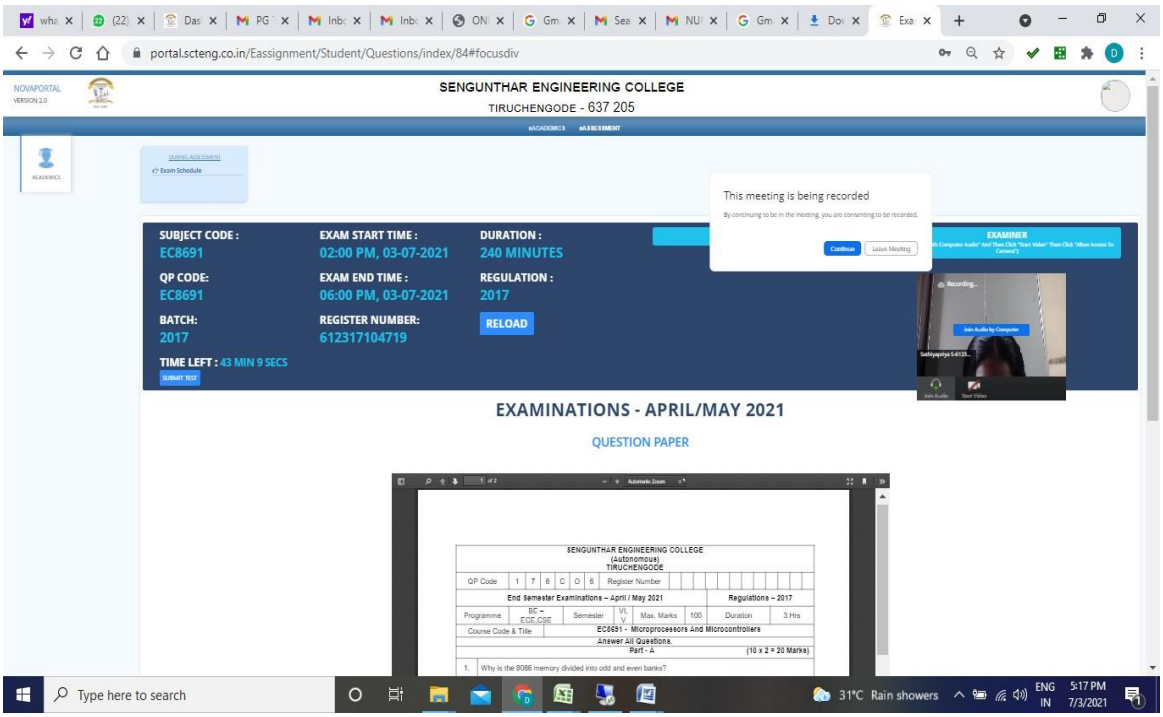
Exam schedule timetable screen:



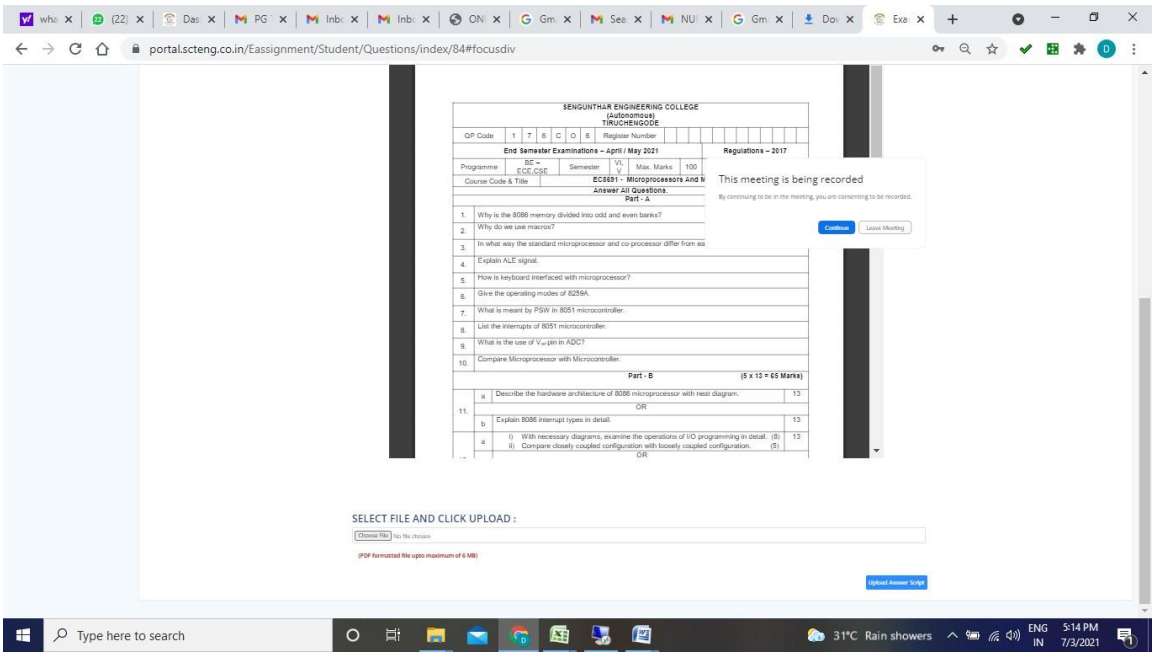
Student Exam Screen:







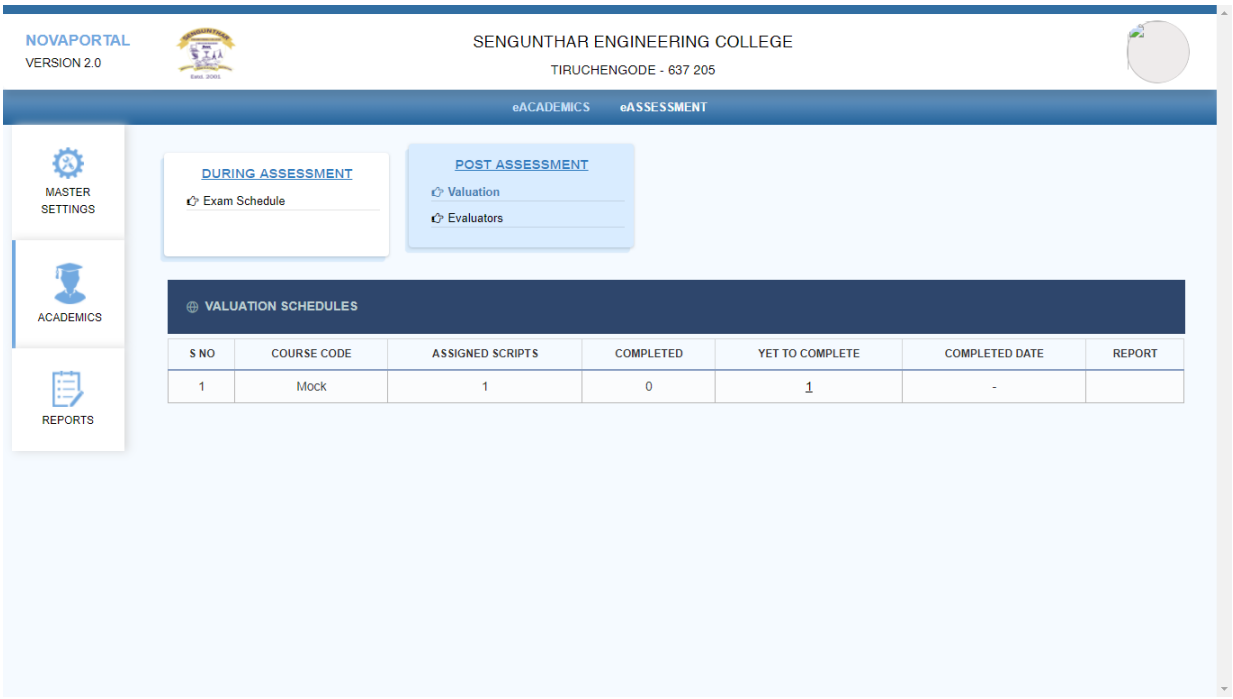
View of Question Paper:



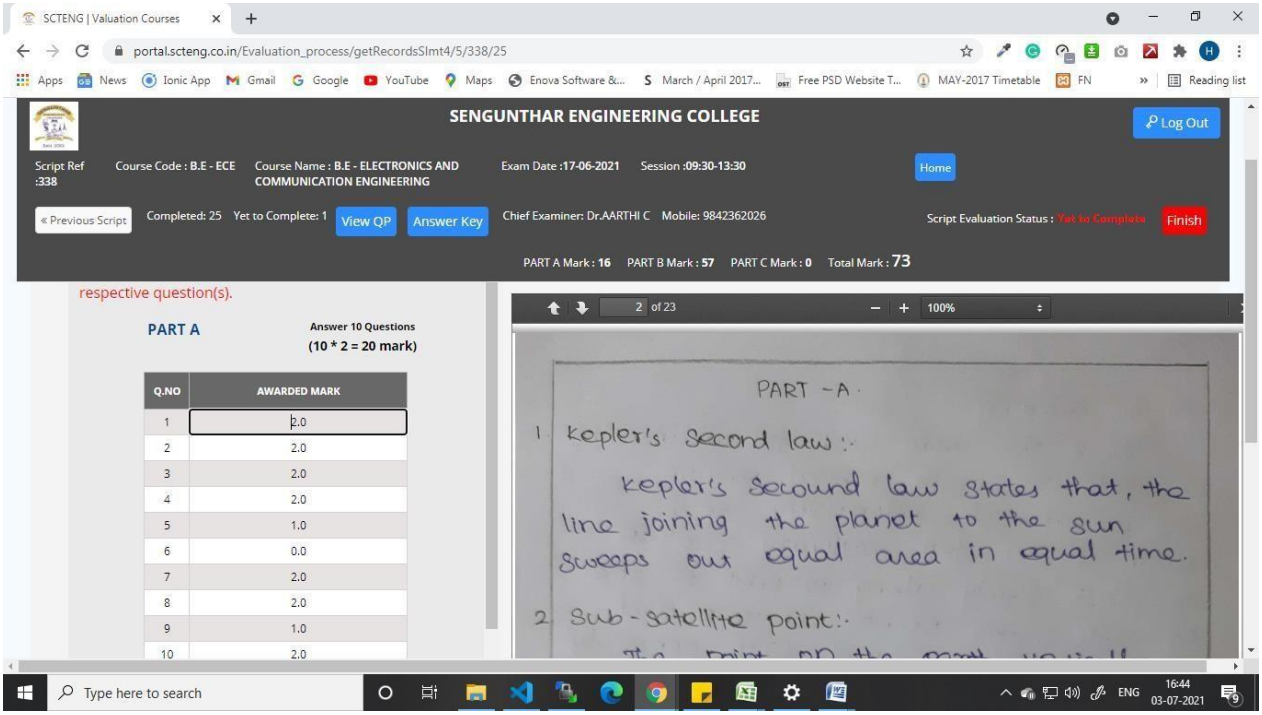
Evaluation Portal:

Evaluator login:

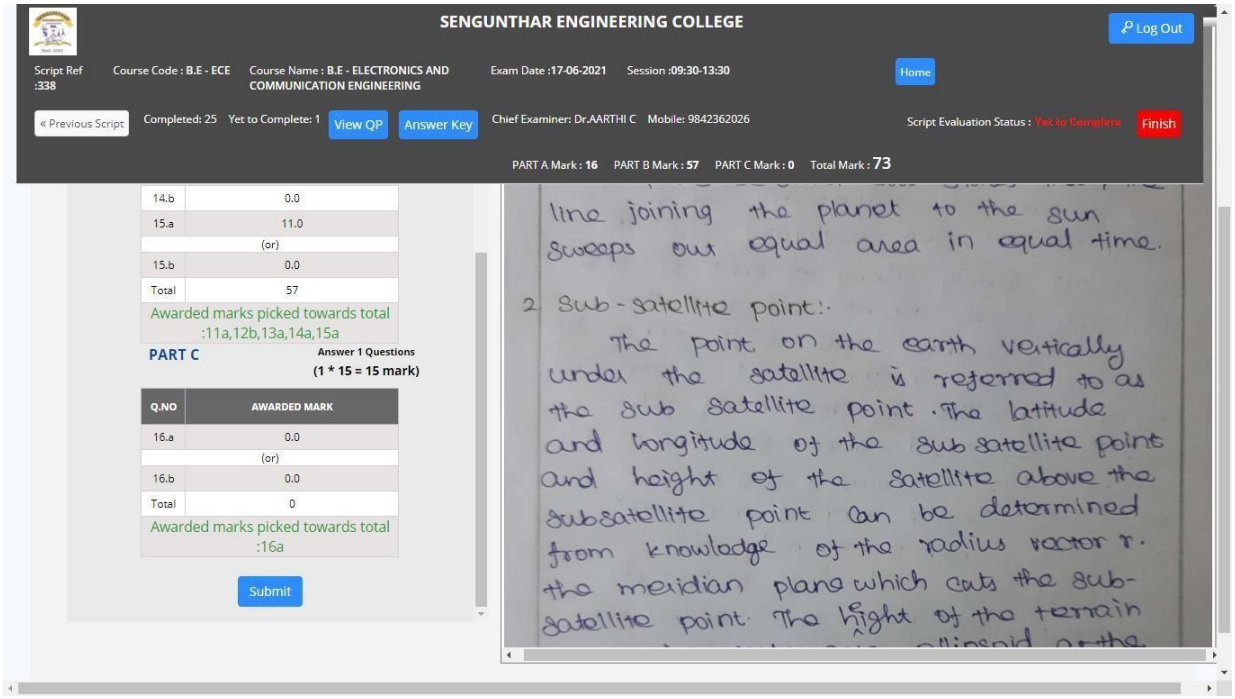
Evaluator evaluation schedule screen:



Evaluation page:



View question paper and answer key:



Redirecting User - CoCubes.co | Assessment Report - Manju S | Assessment Report - Manju S

https://www.cocubes.com/candidate-aplus-report?testid=60430&candidateid=21018538&combine=fa

Sengunthar Engineering College (Autonomous)

Choice Based Assessment Report

Manju S

612318106020

Assessed on **30 December, 2020**

Profile Pic

ID Card

Overall Result

Medium

Overall Snapshot | Eye in the Sky™ | Competency Result | About the Report | Print Report

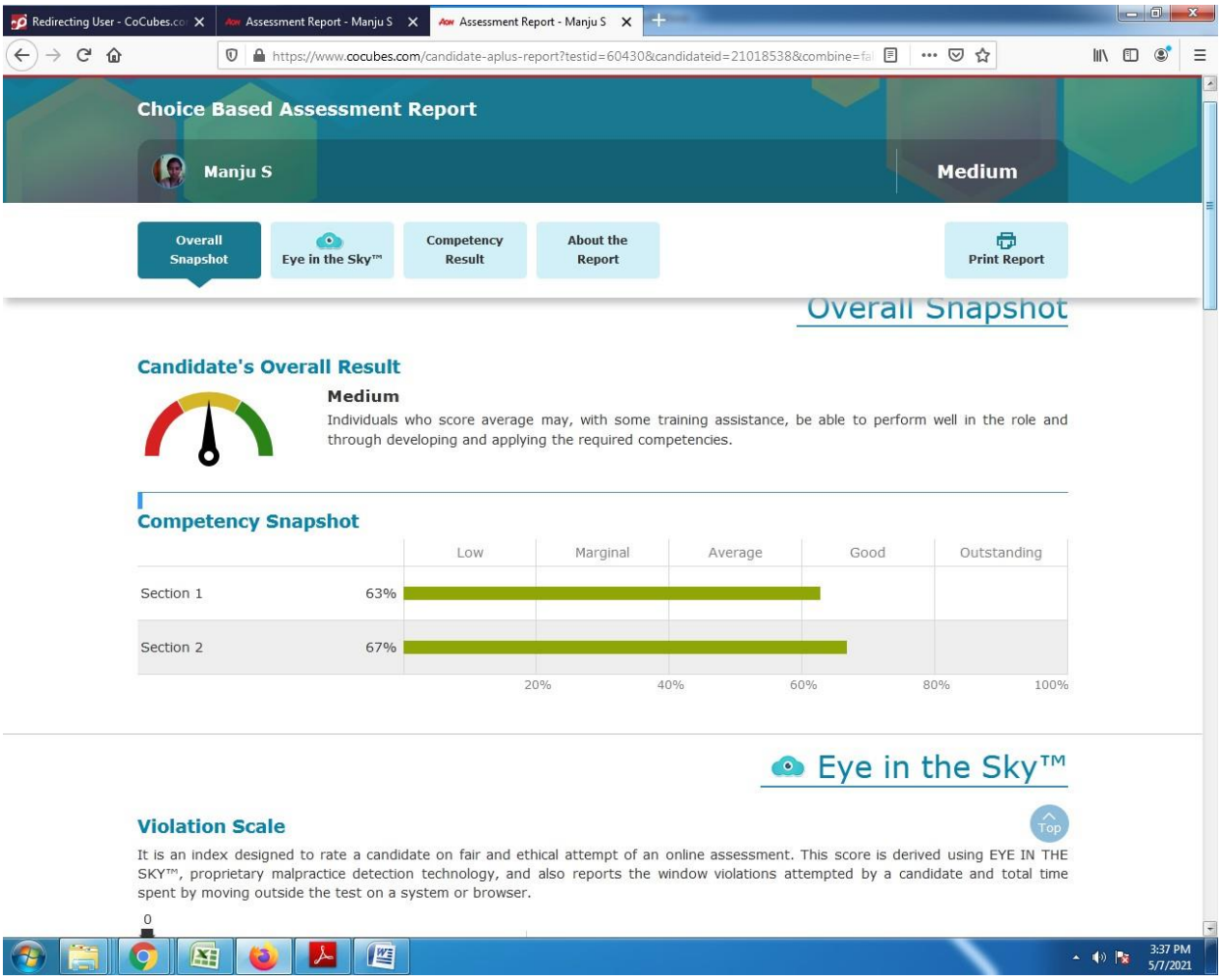
Overall Snapshot

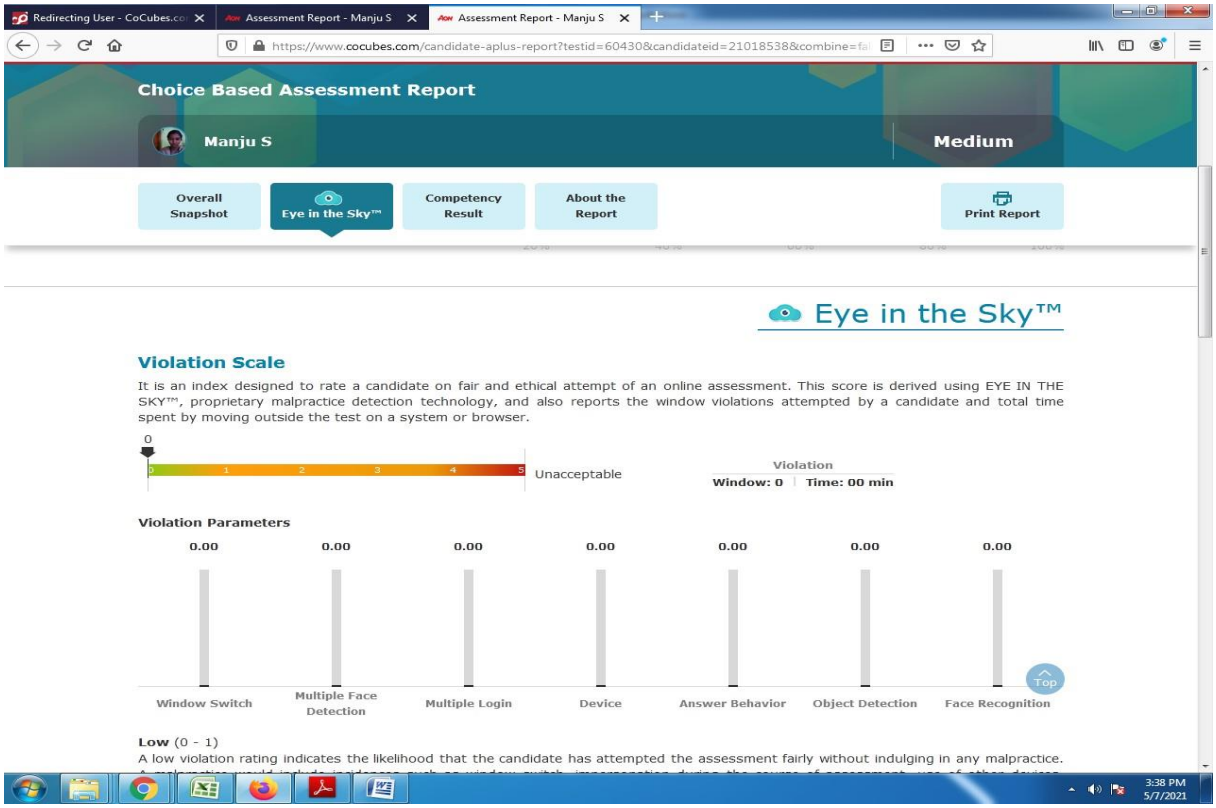
Candidate's Overall Result

Medium

Individuals who score average may, with some training assistance, be able to perform well in the role and through developing and applying the required competencies.

3:36 PM
5/7/2021


Redirecting User - CoCubes.com
Assessment Report - Manju S
Assessment Report - Manju S
https://www.cocubes.com/candidate-aplus-report?testid=60430&candidateid=21018538&combine=fal
Choice Based Assessment Report
Manju S
Medium
Overall Snapshot
Eye in the Sky™
Competency Result
About the Report
Print Report
Overall Snapshot
Candidate's Overall Result
Medium
Individuals who score average may, with some training assistance, be able to perform well in the role and through developing and applying the required competencies.
Competency Snapshot
Low
Marginal
Average
Good
Outstanding
Section 1
63%
Section 2
67%
20%
40%
60%
80%
100%
Eye in the Sky™
Violation Scale
Top
It is an index designed to rate a candidate on fair and ethical attempt of an online assessment. This score is derived using EYE IN THE SKY™, proprietary malpractice detection technology, and also reports the window violations attempted by a candidate and total time spent by moving outside the test on a system or browser.
0
3:37 PM
5/7/2021


Redirecting User - CoCubes.com
Assessment Report - Manju S
Assessment Report - Manju S
https://www.cocubes.com/candidate-aplus-report?testid=60430&candidateid=21018538&combine=fal
Choice Based Assessment Report
Manju S
Medium
Overall Snapshot
Eye in the Sky™
Competency Result
About the Report
Print Report
Eye in the Sky™
Violation Scale
It is an index designed to rate a candidate on fair and ethical attempt of an online assessment. This score is derived using EYE IN THE SKY™, proprietary malpractice detection technology, and also reports the window violations attempted by a candidate and total time spent by moving outside the test on a system or browser.
0
1
2
3
4
5
Unacceptable
Violation
Window: 0
Time: 00 min
Violation Parameters
0.00
0.00
0.00
0.00
0.00
0.00
0.00
Window Switch
Multiple Face Detection
Multiple Login
Device
Answer Behavior
Object Detection
Face Recognition
Top
Low (0 - 1)
A low violation rating indicates the likelihood that the candidate has attempted the assessment fairly without indulging in any malpractice.
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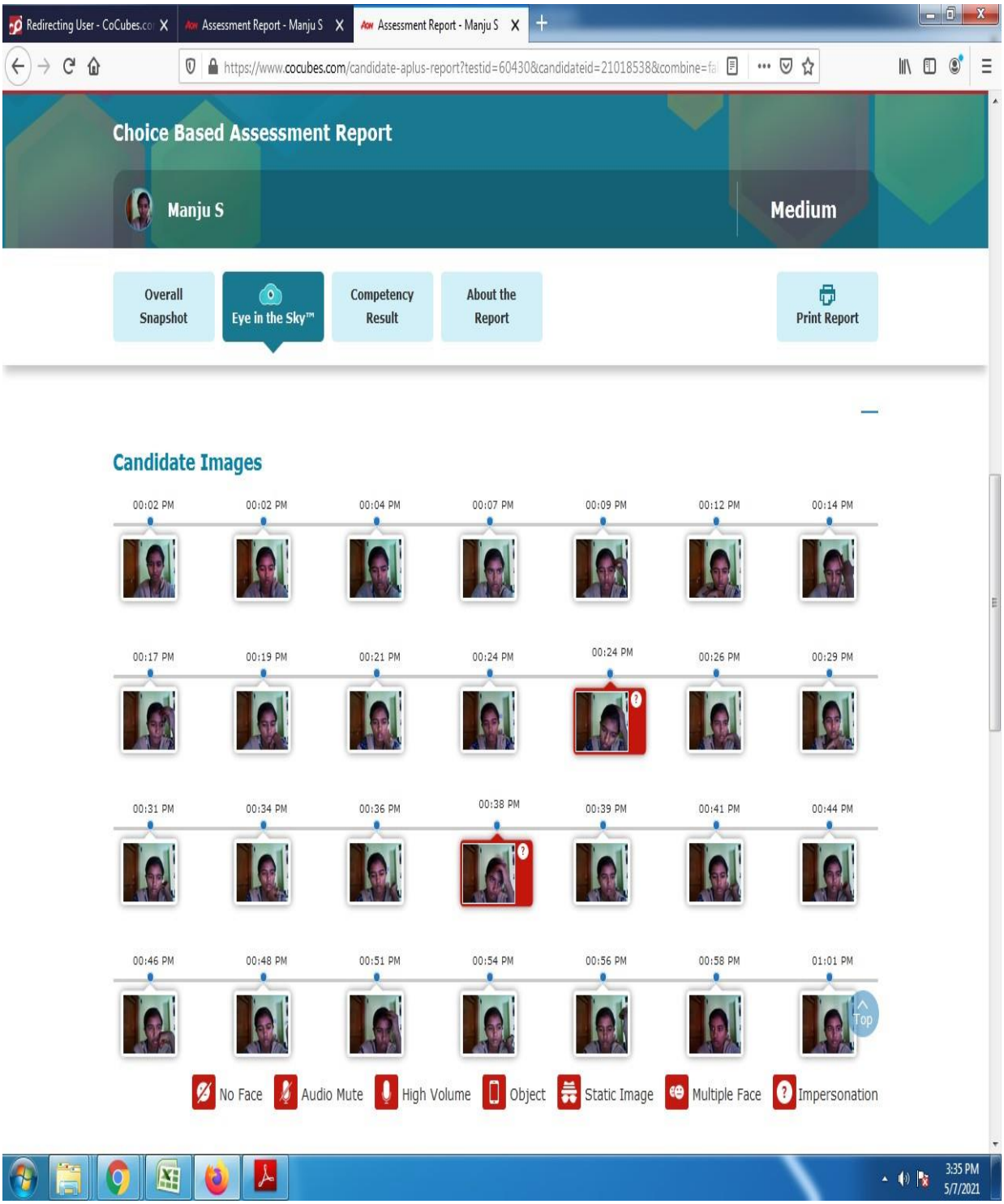
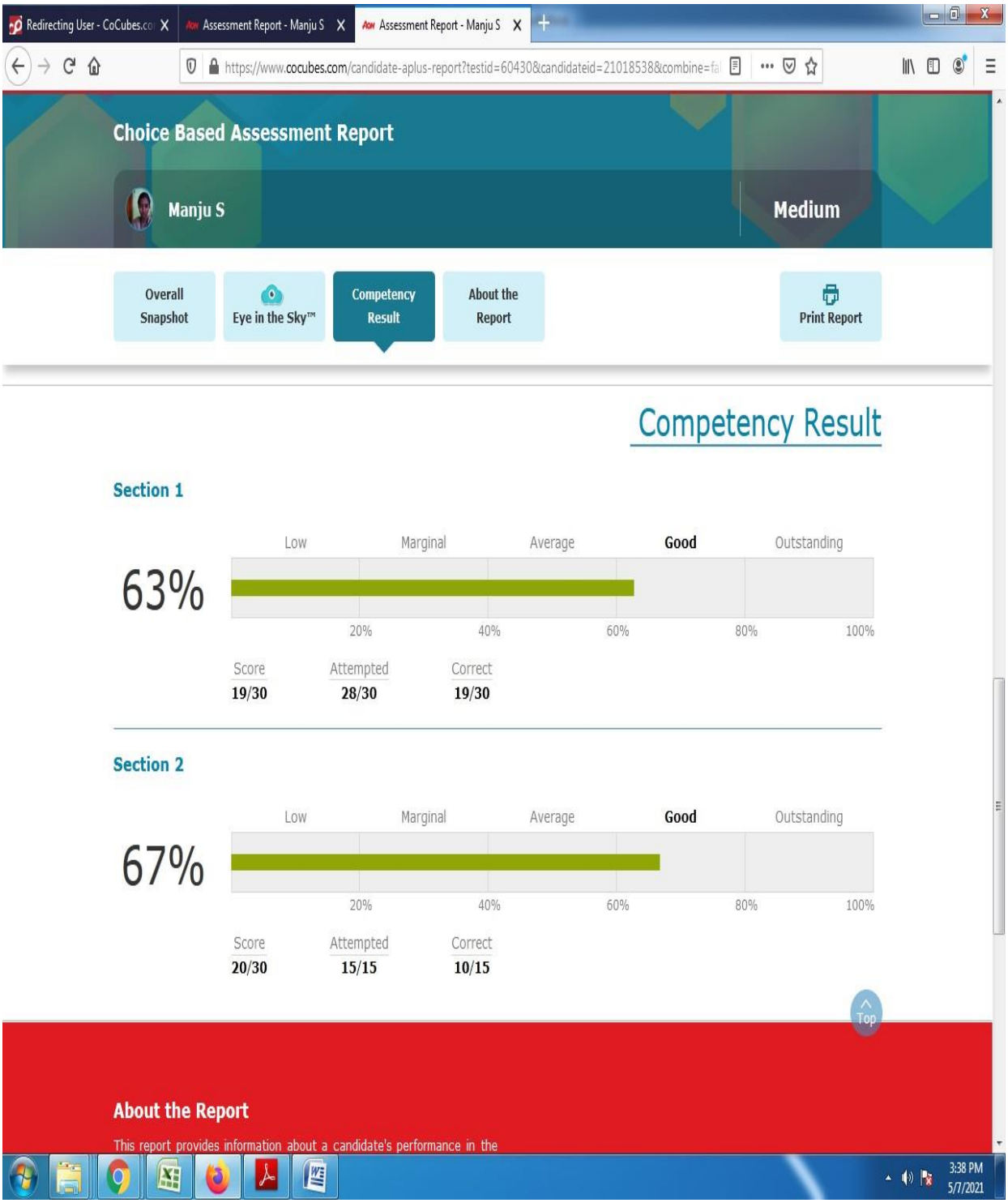
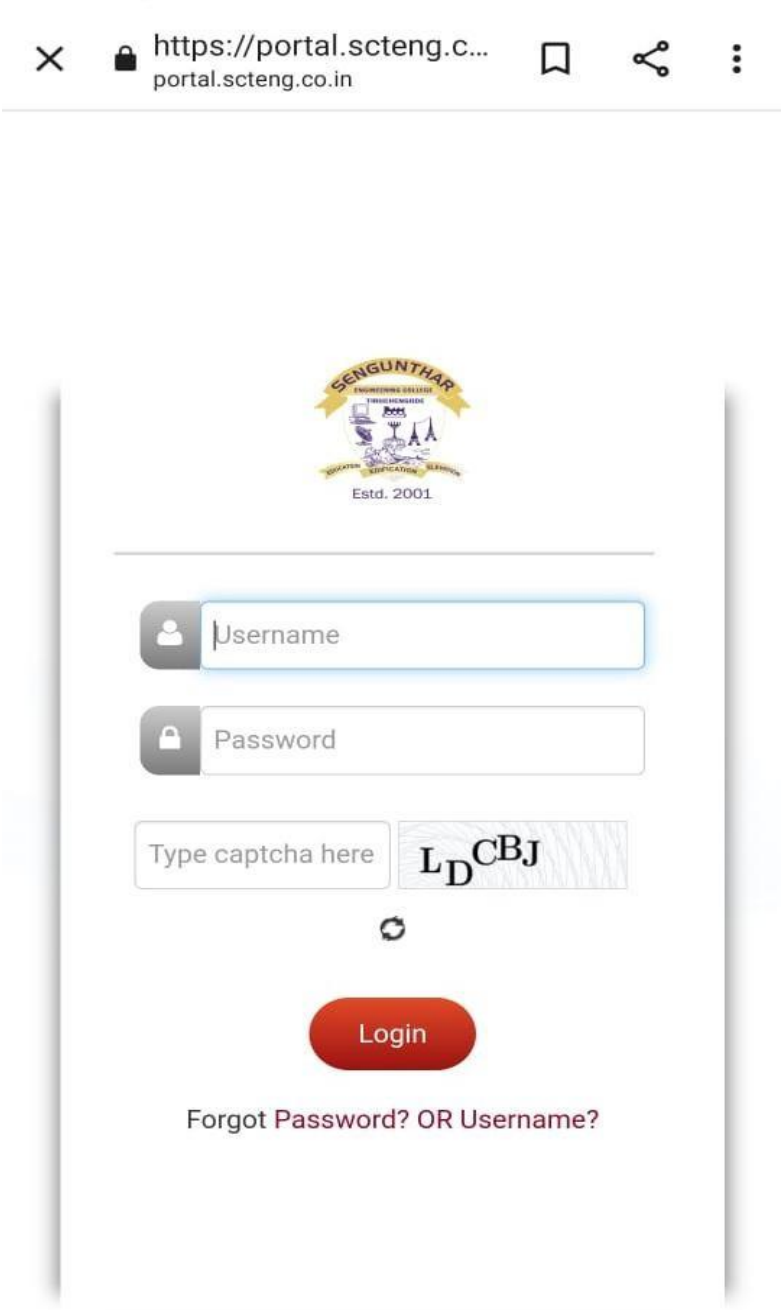

Redirecting User - CoCubes.co
Assessment Report - Manju S
Assessment Report - Manju S
https://www.cocubes.com/candidate-aplus-report?testid=60430&candidateid=21018538&combine=fa
Choice Based Assessment Report
Manju S
Medium
Overall Snapshot
Eye in the Sky™
Competency Result
About the Report
Print Report
Candidate Images
00:02 PM
00:02 PM
00:04 PM
00:07 PM
00:09 PM
00:12 PM
00:14 PM
00:17 PM
00:19 PM
00:21 PM
00:24 PM
00:24 PM
00:26 PM
00:29 PM
00:31 PM
00:34 PM
00:36 PM
00:38 PM
00:39 PM
00:41 PM
00:44 PM
00:46 PM
00:48 PM
00:51 PM
00:54 PM
00:56 PM
00:58 PM
01:01 PM
Top
No Face
Audio Mute
High Volume
Object
Static Image
Multiple Face
Impersonation
3:35 PM
5/7/2021


Redirecting User - CoCubes.co
Assessment Report - Manju S
Assessment Report - Manju S
https://www.cocubes.com/candidate-aplus-report?testid=60430&candidateid=21018538&combine=fa
Choice Based Assessment Report
Manju S
Medium
Overall Snapshot
Eye in the Sky™
Competency Result
About the Report
Print Report
Competency Result
Section 1
63%
Low
Marginal
Average
Good
Outstanding
20%
40%
60%
80%
100%
Score
19/30
Attempted
28/30
Correct
19/30
Section 2
67%
Low
Marginal
Average
Good
Outstanding
20%
40%
60%
80%
100%
Score
20/30
Attempted
15/15
Correct
10/15
Top
About the Report
This report provides information about a candidate's performance in the
3:38 PM
5/7/2021

Result Portal:

Student Login:



Student Result: