

SNDT Women's University

Shreemati Nathibai Damodar Thackersey Women's University



AQAR 2020-21

Criterion VI

Supporting documents
For

6.2.3- Institution Implements e-governance in its areas of operations

6.2.3 e-governance is implemented covering following areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

The following are the supporting documents attached for the below mentioned points.

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1. Institutional Expenditure Statements for budget heads of e-governance implementation

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A- Grade (CGPA 3.08)

श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग, न्यु मरिन लाईन,
चर्चगेट, मुंबई - ४०००२०.

Telegram : UNIWOMEN
Website : sndt.ac.in

Institutional expenditure statements for the budget heads of e-governance implementation For the year 2020-21

Sr. No.	Budget Heads of e-Governance	Amount in Rs.
1	Unisuite	1,343,430.00
2	MKCL	1,668,255.00
3	Google Cloud	501,066.00
4	Moodle LMS	N. A.
5	Any other, Please specify	N. A.

Shari
9/5/22
Registrar (Addl. Charge)
SNDT Women's University
Mumbai - 20.

2. UniSuite is a complete customized Finance ERP to fulfill every specific need of University's Finance Department.



S.N.D.T. Women's University

(Finance & Accounts)

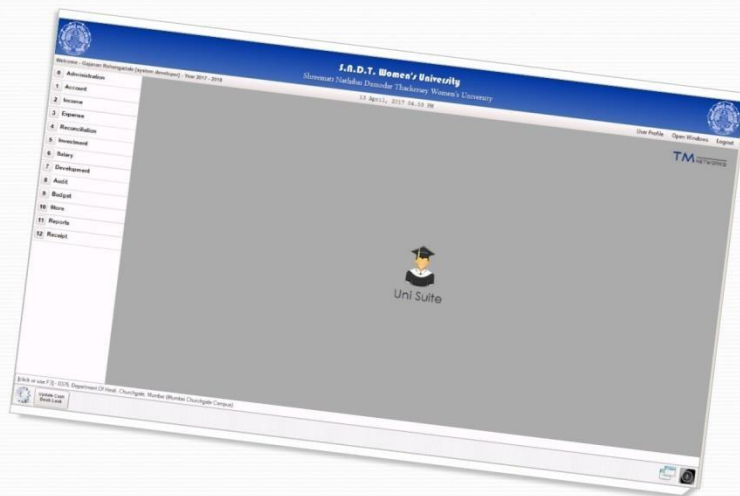
UniSuite – Major Modules & Work Flow to be used for Centralized Accounting Practice



NOTE : This presentation covers only Higher Level of Work Flow, however there are other minor processes which needs to be followed by the Users, which will be covered in the training session.

Introduction

- What are Sections & there Grouping
- How Centralize accounting works in distributed environment
- How data is processed
- How data is displayed (filtered)
- Ledger Coding & Alias
- Searching & Selection



3. E-Governance: Student Admission and Support:

Admission process refer the below link

<https://sndt.digitaluniversity.ac>

4. Examination Process refer the below link

<https://sndt.digitaluniversity.ac>

5. Designing meaningful objective assessments for technology enabled evaluation.

Guidelines for Question Bank Creation – MKCL OES

Designing meaningful objective assessments for technology enabled evaluation.

Meaningful objective assessments can be designed using MKCL's Online Evaluation System (OES).

Questions can be designed to assess learning objectives at different levels. With specific reference to Bloom's Taxonomy (*Original or Revised*), the learning objectives can be assessed at six levels viz: *Knowledge/ Remember, Comprehension/ Understand, Application, Analysis, Synthesis and Evaluation/ Creation*. These can be grouped and categorized into difficulty levels such as low, medium and high. Further, various question types along with different media types such as text, audio, video, image can be used.

While designing questions using MKCL's OES, such attributes of a question mentioned above are stored in the question repository for each and every question, i.e. assessment item. Based on these attributes, the system generates personalized data about attainment of specific learning objective for every student appearing for the exam.

Detailed description of what type of questions can be designed for technology enabled evaluation is furnished herewith.

Attributes of a question:

1. Ability
2. Bloom's Taxonomy level
3. Learning Objective
4. Subject – Unit – Chapter
5. Difficulty level
6. Type of a question

Bloom's Taxonomy Levels and objectives for assessment:

1. **Knowledge**
 - a. Knowledge of specifics: Knowledge of terminology, Fact
 - b. Knowledge of ways and means of dealing with specifics: Knowledge of conventions, trends and sequences, classifications and categories, criteria, methodology
 - c. Knowledge of universals and abstractions in a field: Knowledge of principles and generalizations, theories and structures
2. **Comprehension**
 - a. Translation
 - b. Interpretation
 - c. Extrapolation
3. **Application**
4. **Analysis**
 - a. Analysis of elements
 - b. Analysis of principles
 - c. Analysis of organizational elements
5. **Synthesis**

- a. Production of a unique communication
 - b. Production of a plan, or proposed set of operations
 - c. Derivation of a set of abstract relations
- 6. Evaluation**
- a. Evaluation in terms of internal evidence
 - b. Judgments in terms of external criteria

Question designing strategies for using these question types:

1. Definition of learning objective
2. Selection of question type based on available media and level of learning objective
3. Designing not-so obvious options
4. Designing incorrect options as conceptual distractors
5. Designing questions for more than one levels of learning objectives, i.e. few questions may cut across levels and fall in both the levels such as knowledge and comprehension

Following are the basic guidelines to create a question bank for Online examination conduction through MKCL's Online Evaluation System.

Qualitative Guidelines:

Following are the details present in the import template. The subject wise template can be downloaded from the question bank creator (item bank) login.

1. Difficulty Level
2. Author (it's optional)
3. No. of Options in the Questions
4. Question text (without any special character, image, formula, subscript or superscript as they are to be created in image form as per guidelines given below)
5. Option wise Text
6. Correct Option No.

Guidelines for Question Bank Creation – MKCL OES

1. Fill Difficulty Level of the question. The difficulty level should be in number 1,2,3 for low, Medium & High simultaneously.

[illegible]

Fill Difficulty Level

Figure 1. Difficulty Level in OES Template

2. Create Multiple Choice Single Correct questions having 4 options (Max 6 options)

[illegible]

Fill No. of Option

Figure 2. MCQ Questions with 4 Options

Guidelines for Question Bank Creation – MKCL OES

3. Enter the Question text in the Column.

[illegible]

Fill the column with Question text

Figure 3. Question Text in OES Template

4. The questions should follow principle of "Conceptual Distraction". It means all four options must look correct unless the concept is absolutely clear.

Consider the following equation.

$$\square \times 4 = \square \times 8 \div 2$$

Which value of \square makes the equation true?

- a) Only 1
- b) Only 10
- c) Either 1 or 10
- d) Any number

Figure 4. Example for Conceptual Distractor Options in Question

Guidelines for Question Bank Creation – MKCL OES

5. Fill the Option text in the Option Text 1,2,3,4 columns. If the questions in having only 2 options then option text 3,4,5,6 columns should be empty. Do not fill the cells with space, “-“ or any special character.

Option Text 1	Option Image 1	Reference for Option 1	Justification for Option 1	Justification Image for Option 1	Option Text 2	Option Image 2	Reference for Option 2	Justification for Option 2	Justification Image for Option 2
transitions					effects				
Hourly					Weekly				
No changes are ever saved.					Google Drive uses autosave, which automatically and immediately				
Taking notes					Asking questions				
Layout					Theme				
4					1				
URL					Google Menu				
Share					Collaborator				

Fill Option 1 Text

Fill Option 2 Text

Figure 5. Filling the Option Texts for Option 1 & 2

Option Text 3	Option Image 3	Reference for Option 3	Justification for Option 3	Justification Image for Option 3	Option Text 4	Option Image 4	Reference for Option 4	Justification for Option 4	Justification Image for Option 4
custom animations					annotations				
Monthly					Daily				
The Save button is in the “File” submenu.					You “Right-Click” to get the Save function.				
Chatting					Responding to questions				
Format					Presentation Play				
15					2				
File Menu					Google it				
Color Change					Archive				

Fill Option 3 Text

Fill Option 4 Text

Figure 6. Filling the Option Texts for Option 3 & 4

Guidelines for Question Bank Creation – MKCL OES

Option Text 5	Option Image 5	Reference for Option 5	Justification for Option 5	Justification Image for Option 5	Option Text 6	Option Image 6	Reference for Option 6	Justification for Option 6	Justification Image for Option 6	Correct Option
										1
										2
										2
										2
										2
										2
										2
										2
										2

Option 5 & 6 are kept empty as these questions is having only 4 options

Figure 7. Blank Option for Option 5 & 6

6. Avoid options stating “None of the Above” and “All of the Above”. If option randomisation is used in the exam then these options will be confusing if they come first in the option sequence.

Option Text 3	Option Image 3	Reference for Option 3	Justification for Option 3	Justification Image for Option 3	Option Text 4	Option Image 4	Reference for Option 4	Justification for Option 4	Justification Image for Option 4
custom animations					annotations				
Monthly					Daily				
The Save button is in the "File" submenu.					You "Right-Click" to get the Save function.				
Chatting					Responding to questions				
Format					Presentation Slap				
15					All of the Above				
File Menu					None of the Above				
Color Change									

Avoid using All/None of the Above as Option

Figure 8. Avoid these Option

7. Correct Option must be filled with correct option number. Please ensure that correct option number should be entered and not the option text. This field should not contain any text or should be blank.

Option Text 5	Option Image 5	Reference for Option 5	Justification for Option 5	Justification Image for Option 5	Option Text 6	Option Image 6	Reference for Option 6	Justification for Option 6	Justification Image for Option 6	Correct Option
										1
										2
										2
										2
										2
										2
										2
										2
										2

Enter the Correct Option Number in this column

Figure 9. Example for Conceptual Distractor Options in Question

Guidelines for Question Bank Creation – MKCL OES

- A proper hierarchy of the syllabus on whom questions are to be made is to be created first. Generally it goes like, Standard-Subject-Unit-Chapter-Topic. You may skip any node as per your syllabus, but try to segregate the questions based on lowest possible node (over here its topic).

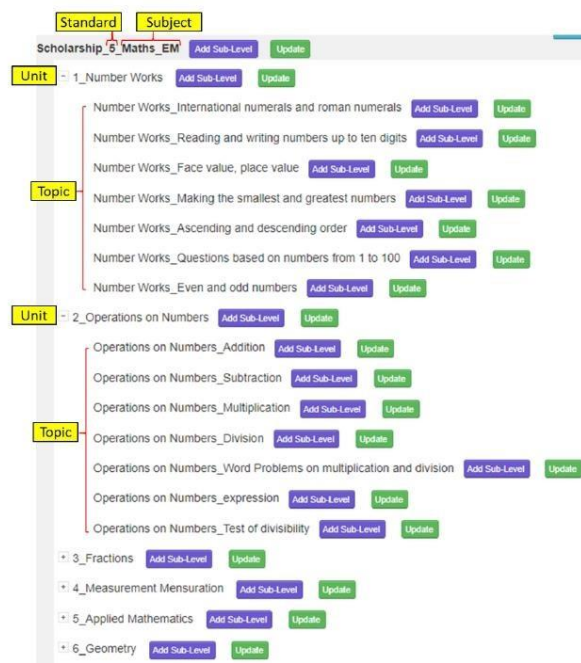


Figure 10. Question Bank Hierarchy

Technical Guidelines:

The question sample attached is of the question type Multiple Choice Single Correct, wherein the questions can be in the form of Images or text. The samples as well as the templates provided will guide you in creating the question bank. Also some of the basic instructions are given below, please follow them while creating the question bank.

Some basic Instructions-

For textual type questions:

- Type the questions in the excel file directly. Copy paste from other file is also possible, but utmost care should be taken to ensure the format of the text as numbers and date formatting does not change after copy paste.
- Use separate excel (.xlsx) files for different topics.

Guidelines for Question Bank Creation – MKCL OES

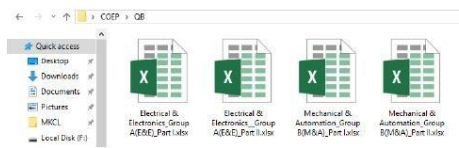


Figure 12. Topic wise QB excels files (.xlsx)

3. Do not create multiple sheets in a single Excel file.

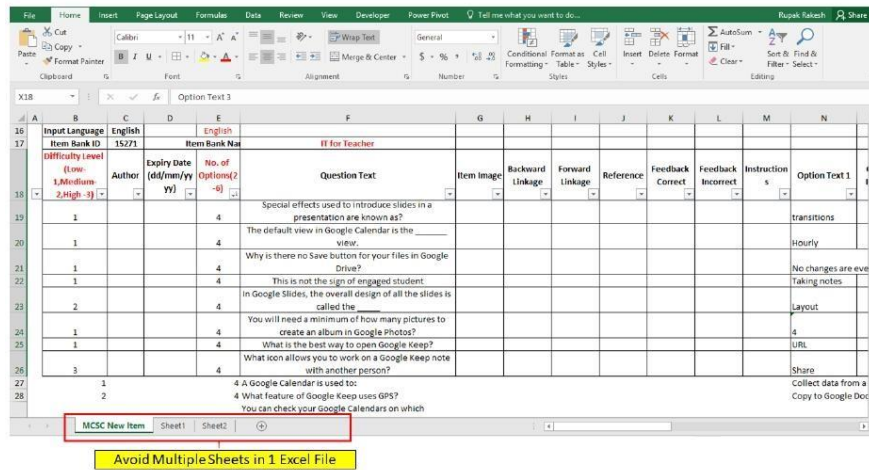


Figure 13. Avoid Multiple Sheets in 1 Excel

- Do not add special characters, images, symbols, formula, subscript or superscript in the Question text or Option text.

Avoid

Superscript: $x^2 + y^2 = z^2$ Subscript: $C_6H_{12}O_6$ Formula: $x^3 - 5$
 $(7x - 4)^3 - 5$

Figure 14. Avoid in Question/Option Text

- If you come across such type of questions/options then, please add those in Picture Type questions.
- Questions where underlined or **bold** or *italics* text is present should be included in Picture Type questions only.

Avoid

Find the meaning of the underlined word(s).

When he was challenged, the salesman stood up for his product.

Find the meaning of the Highlighted word(s).

This book is about a man who **deserted** his family and went to live in the Himalayas.

Figure 15. Avoid Bold/Underline words in Question Text

- As we provide multilingual support for following languages: English, Hindi, Marathi the questions should be provided only in **Unicode** font only. (If bilingual questions bank is to be created, please contact MKCL for further assistance)

For Image type questions:

- Create the complete question bank in MS-Word only for the questions which have figures, diagrams, chemical equations, special symbols or characters, subscript or superscript as a part of the question or Option. Font size should be minimum 12 and maximum 14.

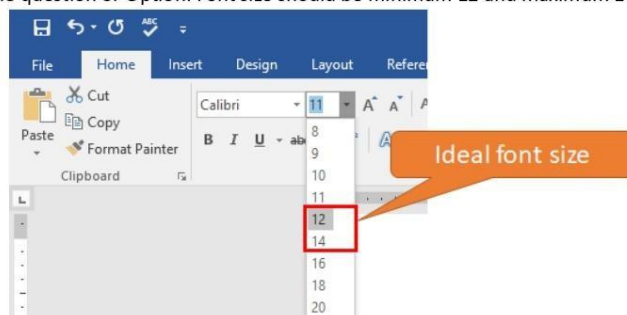


Figure 16. Font Size for Question & Option Text

Guidelines for Question Bank Creation – MKCL OES

2. Create images of the word file by Print Screen option, crop them with the help of any image editor utility and save the files in .jpg format as per the samples attached. E.g. **q1.jpg**, **q1o1.jpg**, **q1o2.jpg**, **q1o3.jpg**, **q1o4.jpg**.

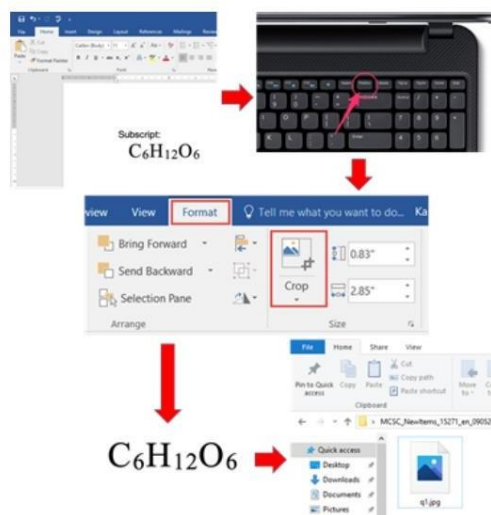


Figure 17. Use Print Screen to create Image based question

3. Please ensure the image resolutions should be not more than: horizontal – 700 pixels; vertical – 300 pixels

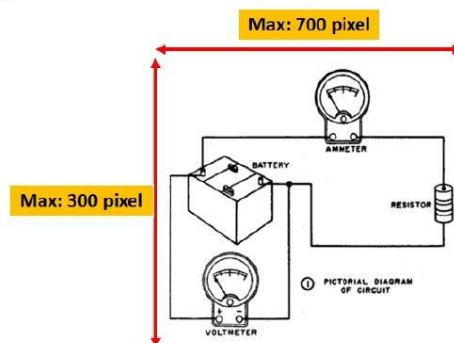


Figure 18. Image Dimensions for Question/Option

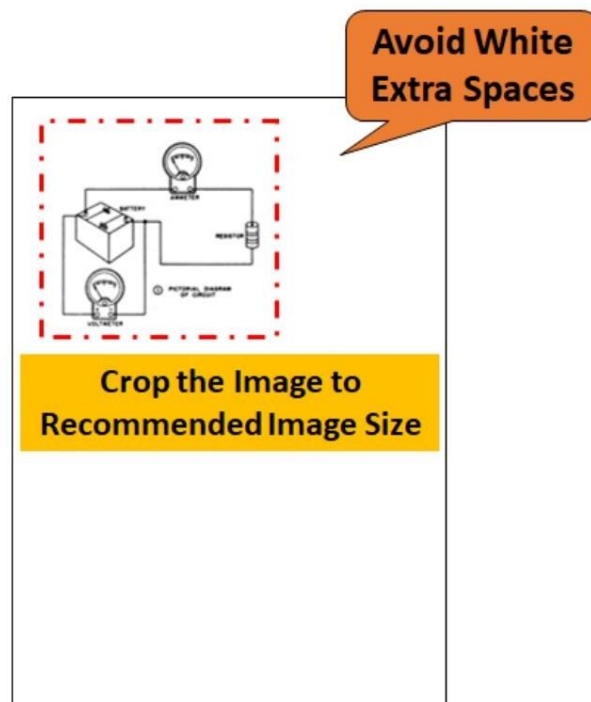


Figure 19. Tips for Cropping Image

4. You can then write the name of the image in excel in the image column(the image names should be in small case and avoid any kind of special characters and spaces in the image names)

Item Image												
A	B	C	D	E	F	G	H	I	J	K	L	M
16	Input Language	English		English								
17	Item Bank ID	15275		Item Bank Name	IT for Teacher							
18	Difficulty Level	(Low-1, Medium-2, High-3)	Author	Expiry Date (dd/mm/yy)	No. of Options (4)	Question Text	Item Image	Backward Linkage	Forward Linkage	Reference	Feedback Correct	Feedback Incorrect
19	1				4	Special effects used to introduce slides in a presentation are known as?	q1.jpg					
20	1				4	The default view in Google Calendar is the _____ view.						
21	1				4	Why is there no Save button for your files in Google Drive?						
22	1				4	This is not the sign of engaged student						
23	2				4	In Google Slides, the overall design of all the slides is called the _____						
24	1				4	You will need a minimum of how many pictures to create an album in Google Photos?						
25	1				4	What is the best way to open Google Keep?						
26	3				4	What icon allows you to work on a Google Keep note with another person?						

Figure 20. Image name in Item Image Column

Guidelines for Question Bank Creation – MKCL OES

5. Create separate folders for each topic or subject.
6. To reduce the size of the images you can use any of the freely available image compression software. E.g. IrfanView

OES Template Validator:

Once the excel file is ready in the prescribed OES format. The file can be validated using OES - MCSC Checker -v 1.1.1. Following is the step to follow:

Download the file from the following link:

<https://fileshare.mkcl.org/index.php/s/KAkq3wPbf8wvejv>

Step 1: Open the file **“OES - MCSC Checker -v 1.1.xlsm”**

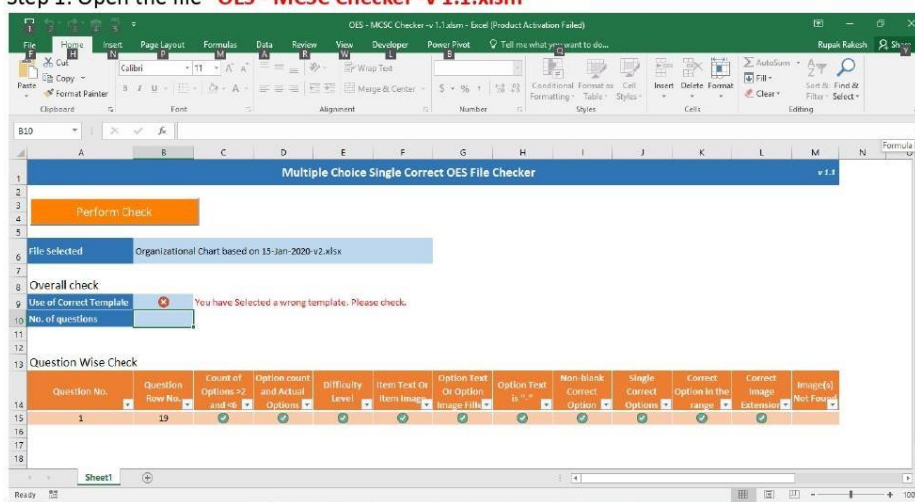


Figure 21. OES Excel File Validator

Step 2: Click on **“Perform Check”** button.

Guidelines for Question Bank Creation – MKCL OES

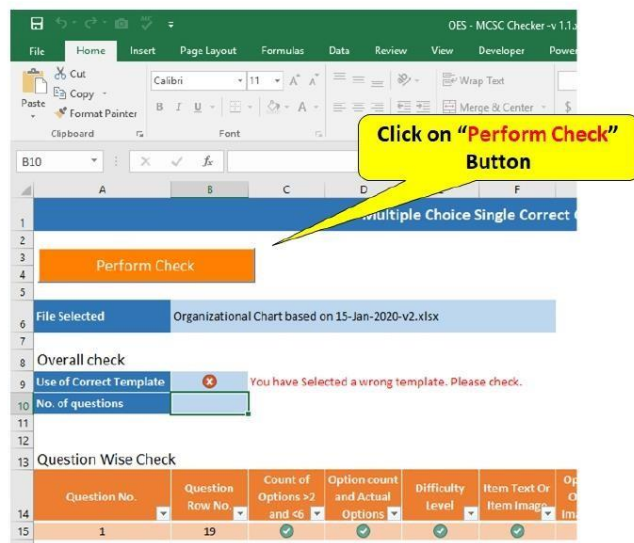


Figure 22. Step 2 - Template Validator

Step 3: Browse & Select the Question excel file prepared by you.

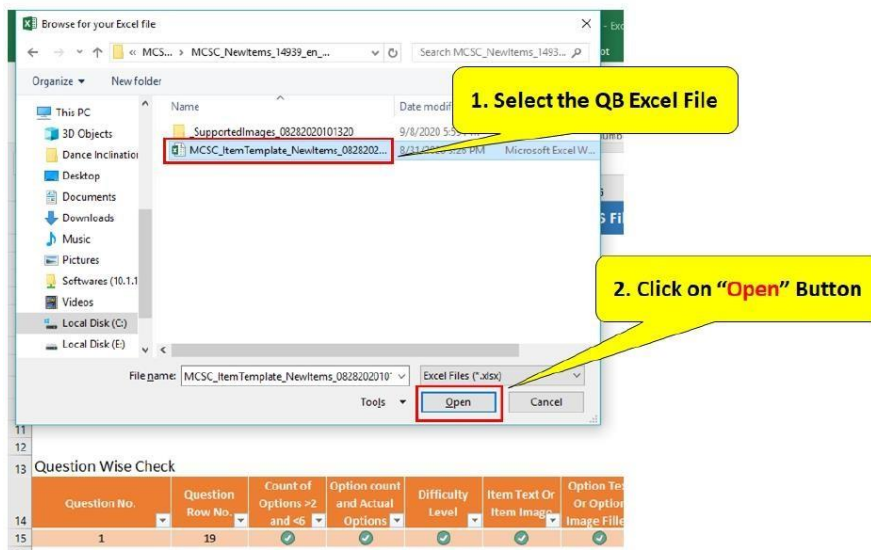


Figure 23. Step 3 - Browse & Select the QB Excel

Guidelines for Question Bank Creation – MKCL OES

Step 4: Read the Feedback. “x” indicates, the issue in the question number.

Figure 24. Step 4 - Check the Issues

Question No.	Question Row No.	Count of Options >2 and <6	Option count and Actual Options	Difficulty Level	Item Text Or Item Image	Option Text Or Option Image Fill	Option Text Is '...'	Non-blank Correct Option	Single Correct Options	Correct Option in the range	Correct Image Extension	Image(s) Not Found
1	19	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
2	20	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	Item Option2
3	21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	

This indicates that the question is not having correct extension or the image file name is missing in the image column in question or option

Figure 25. Step 4 - Feedback 1

Question No.	Question Row No.	Count of Options >2 and <6	Option count and Actual Options	Difficulty Level	Item Text Or Item Image	Option Text Or Option Image Fill	Option Text Is '...'	Non-blank Correct Option	Single Correct Options	Correct Option in the range	Correct Image Extension	Image(s) Not Found
1	19	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
2	20	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	Item Option2
3	21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	
4	22	✗	✗	✓	✓	✓	✓	✓	✓	✓	✓	
5	23	✗	✗	✓	✓	✓	✓	✓	✓	✓	✓	
6	24	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

This indicates:
1. “No. of Option” cell is blank or
2. “No. of Option” cell is having value <2 or >6

Figure 26. Step 4 - Feedback 2

So make the necessary changes in Original excel file as per the feedback provided by the OES Template Validator. Once all the questions are validated the excel file is ready to be uploaded in OES.

Guidelines for Question Bank Creation – MKCL OES

Sample user interface of the question screen appeared to the candidate.

Multiple Choice Single Correct

MKCL OES

AIIMixPaper2

Time Remaining

09:25

User: devendrach

Number of questions: 2

0 Answered

2 Not Answered

Question No. 1

which of the following is the last step in aerobic respiration in which water is formed and energy is released ?

Options:

☐ Glycolysis
 ☐ Acetylation
 ☐ Krebs cycle
 ☐ Electron transfer

Save & Next

Mark for Review

Skip

Reset

View QP

Profile

Instructions

End Test

Multiple Choice Single Correct with image in question

MKCL OES

General Science Practice Test

Time Remaining

58:24

User: msuddev16

Number of main questions: 21

Number of questions: 25

Question No. 11

What does the given images show?

☐ DC Generator
 ☐ AC Generator
 ☐ Alternator
 ☐ None of the option

Save & Next

www.mkcl.org

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6. An Excel Template was prepared and shared online for uploading MCQ based questions through the SNTD Digital University portal.

MULTIPLE CHOICE SINGLE CORRECT ITEM TEMPLATE

- Instructions
1. Column with red header indicates mandatory fields.
 2. Item Text and Item Image both should not be empty.Fill at least one column details.
 3. No of option specified in No of Options(2-6) column should match with no of filled option detail
 4. Option text and Option Image both should not be empty .Fill at least one column details.
 5. Fill Difficulty Level number.
 6. Fill Expiry Date in (dd/mm/yyyy) format.
 7. For all image columns write the respective image name in the column(for eg. sample.jpg) and ke
 8. use ****text**** for bold text.
 9. use **text** for italic text.
 10. use ++text++ for underline text.if underline text to be used in very first word then use '+text+
 11. use ~text~ for put a line through text.
 12. use ~text~ for subscript text.
 13. use ^text^ for superscript text.



Input Language	English			
Item Bank ID	13872	Item Bank Name		MSU Baroda//.../Journalism
Difficulty Level (Low-1,Medium-2,High -3)	Author	Expiry Date (dd/mm/yyyy)	No. of Options(2-6)	Item Text
				A player can run at an average speed of 36 km/hr. How much time will he take to cover 300
	2 Devendra C			4 metre ?
	1 Devendra C			4

7. Adequate training was given to all the paper setters and whatsapp groups were formed for addressing the queries of the paper setters




**BOARD OF EXAMINATIONS AND EVALUATION
AND
USHA MITTAL INSTITUTE OF TECHNOLOGY
HOSTS TWO DAY WORKSHOP
ON**


**Writing Better MCQ's based on Bloom's
Taxonomy**

SESSIONS	DATE
<ul style="list-style-type: none">• Inauguration of the workshop by Hon. Vice-Chancellor Prof. Shashikala Wanjari• Brief introduction to relationship between outcome based learning and Bloom's Taxonomy.• Introduction to Bloom's Taxonomy and its applications in teaching-learning process and evaluation	<p>7 Jan 2021 10:30 a.m - 11:00 p.m 11:00 a.m to 1:00 p.m</p> <p> YouTube https://www.youtube.com/watch?v=H9Ex7_4Z0jk</p>
<ul style="list-style-type: none">• Characteristics and types of multiple choice questions (MCQ)• Writing multiple choice questions to test higher order thinking based on Bloom's Taxonomy	<p>8 Jan 2021 11:00 am to 1:00 pm</p> <p> YouTube https://www.youtube.com/watch?v=BGYO9YxoffM</p>

Speaker



Dr. Chitra Sohani
Patrons



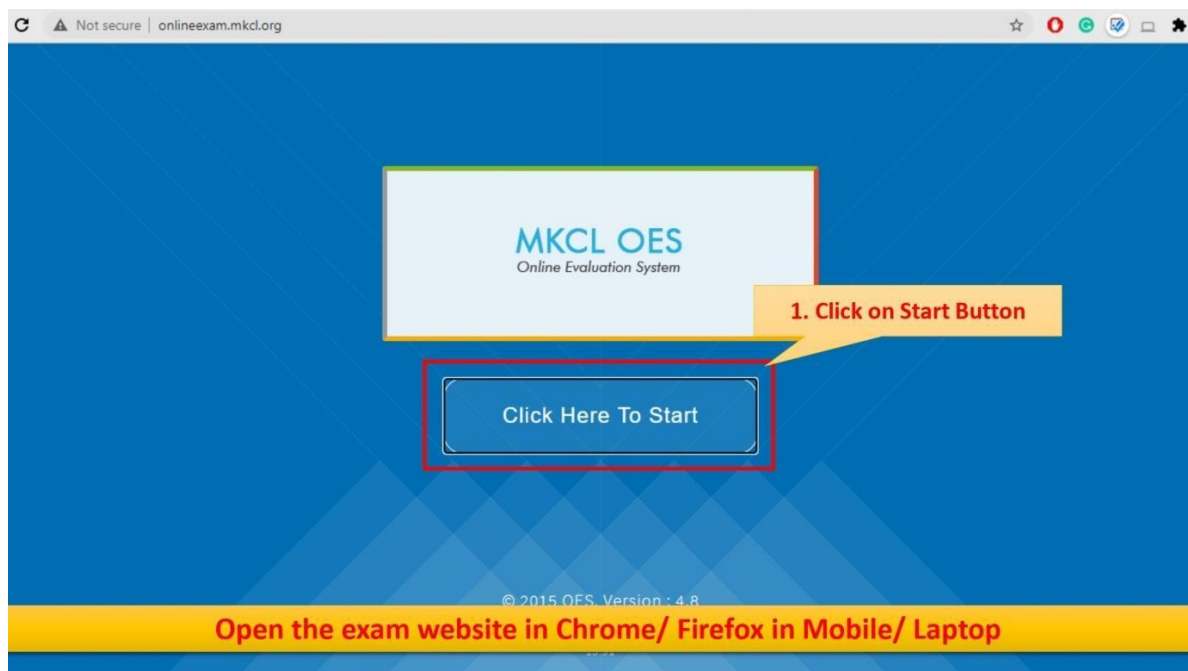
Prof. Shashikala Wanjari
Vice-Chancellor, SNDTWU

Dr. Subhas Waghmare
Director, Board of Examinations and Evaluation

Dr. Sanjay Pawar
Principal, UMIT, SNDT

8. Student manual for enable them to appear for online exams

Student OES Guide



Online Exam Demo @ Universities



Candidate Login

Login

2. Enter Username & Password

3. Click on "Login"

[Back](#)

Version : 4.8

[Administrator Login](#)

- Dashboard
- View Activity Calendar
- Academic Summary Report
- Live Notifications

Dashboard

Candidate Information



Devendra C .

This shows the Paper Name

ACTIVE TESTS

Online Exam Demo @ Universities

Main Paper

Closes On

General Science Test

Attempt #1

Now

30-Sep-2020

Take A Test

TEST HISTORY : Currently No Recent Test(s) History Available

4. Click on "Take a Test"



Instructions

Please read the following instructions carefully.

- The clock displayed has been set as per our server time. There is a countdown timer at the top right corner of the screen which will display the time you have to complete the exam.
- Click one answer from the options (radio buttons) to select your answer.
- To change an answer selection, simply click the desired option radio button.
- Click on **SAVE & NEXT** to save the answer before moving to the next question. The next question will automatically be displayed.
- Make sure you click on **SAVE & NEXT** button every time you want to save your answer. **The answer once saved cannot be changed. You can not even review the question which is answered.**
- To go to a question, click on the question number in the Question Palette on the right-hand side of the screen.
- The color-coded diagram on the right side of the screen shows the status of the questions:
 - White - you have not visited the question
 - Red - you have not answered the question
 - Green - you have answered the question
- When the stipulated time gets over (counter shows 0) then your assessment will be submitted automatically, and you will not be able to make any changes.
- Answer Once saved cannot be changed**
- The candidate cannot view the next question without saving the current question i.e. if the candidate is on Q10 and want to skip and go to Q11 then the candidate have to answer the question and then only move to the next question.**
- If there is a power failure or network problem while you are attempting the exam, you may log in again after the problem is resolved and continue the exam. You will be allocated the remaining time and the remaining un-attempted questions.
- After this scenario, once you log in again, then your visited question will get automatically changed.
- After you start the examination it will end automatically after the stipulated time elapses provided you are logged in to the exam portal during the time elapses.
- If you close the exam window without ending the test or before time is up, your result will NOT be considered.**
- Once the examination time is up, you will not be able to attempt it again.
- You need to complete the exam in mentioned time only. Extension in time is not allowed.
- Using a Web camera is mandatory to attempt the online exam which the exam is being attempted and it should be always in ON state.
- Candidate should position him/herself in front web camera app should ensure that s/he is being properly recorded by the web camera throughout the exam.
- Please ensure that the face is clearly visible in the webcam.

5. Read the instructions and Click on Next

Next >>



Instructions

Other Important Instructions

- There will be 30 questions and 60 minutes duration will be given to attempt these questions.
- Each question is allocated 1 (One) marks for each correct response.
- There is no negative marking for an incorrect response.

6. Select the Language

Choose default Language

English

Please note all questions will appear in your default language. This language can be changed for a particular question later on.

7. Tick the Disclaimer

You can click on "I am ready to begin" to start the exam only if the above mentioned device(s) are working properly.

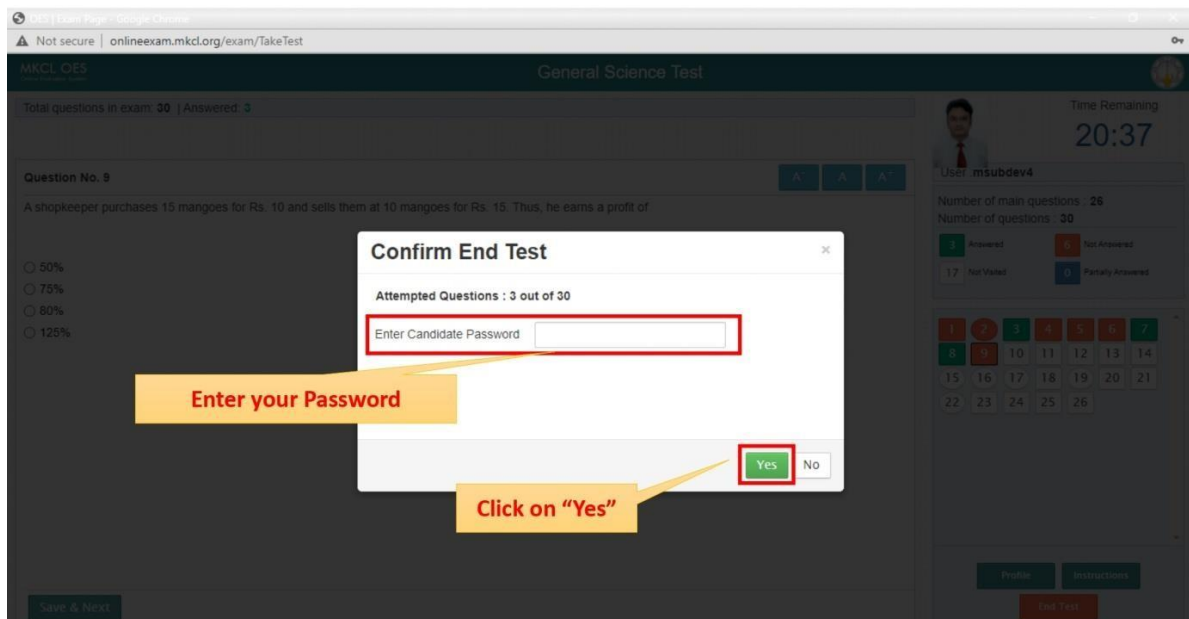
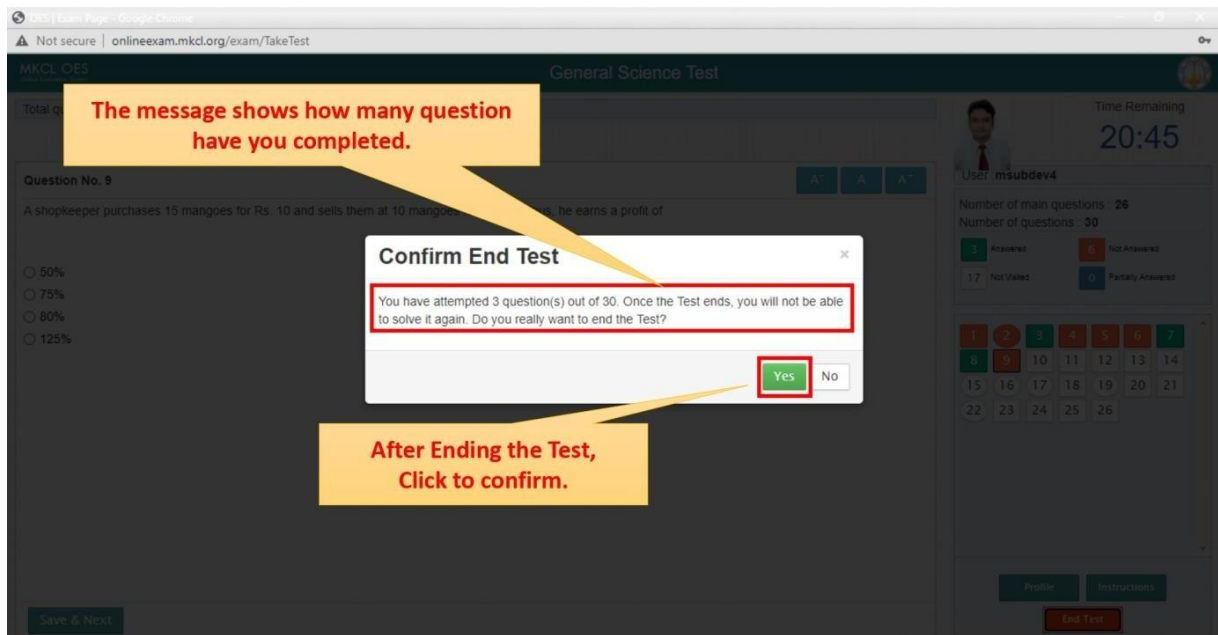
☐ I am ready to begin

8. Click on "I am ready to begin" to start the test. Timer will start this step.

I am ready to begin

Cancel

<< Previous



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Dear Devendra C . (Username: msubdev4)

You have completed the exam for *General Science Test* on 16-Sep-2020 : 11:23 AM. Your Score is 0/30.

Devendra C .

Logout

You have completed the test

9. Policy Document on e-Governance

<https://docs.google.com/document/d/1hsvv-WNKIEPkGCXGpdePRprg4dC18Rvd/edit?usp=sharing&ouid=107824228800188893892&rtpof=true&sd=true>