


Jaipur National University Jaipur

EXAMINATION CELL



ANNUAL REPORT 2016-17


Controller of Examinations
Jaipur National University
Jogajpura, JAIPUR-302017 (Raj.)



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1. Vision and Mission of the University

Vision

Jaipur National University seeks to provide a transformative educational experience to develop knowledgeable contributors, career-ready learners and global citizens for an ever changing, challenging world. The University aims at being a leader in creating unique and exclusive learning opportunities in all disciplines of study that ultimately lead to the advancement of learning and creation of a sustainable society and environment.

Mission

- To provide students with global opportunities of learning through broad and balanced academic Programmes and to provide opportunities to explore and hone their potential to develop their human and intellectual capacities to the fullest.
- To create and maintain a level of excellence and high standard in all Programmes and all University driven activities that give them universal significance and acknowledgement.
- To keep track of the current trends and finest practices in Education so that the University is constantly growing and evolving.
- To leverage diversity of thoughts, ideas and perspectives to enrich students and all University stake holders.

2. Introduction

The Examination Cell of the University is governed by University Regulations, Conduct of Examinations, Scheme of Evaluation of Student's Performance and Discipline among Students".

Advancing towards the mission to offer credible high quality examination services, Examination Cell ensures transparency in all its activities that adequately support all students and institutions. It administers secured processes and systems.

Jaipur National University was established in October 2007 and the first Sem-End-Examinations were conducted in December 2007.

Examination Cell is headed by the Controller of Examinations who reports to the Vice Chancellor. All the Examination & Evaluation related Operations are carried under the supervision of COE & Dy. COEs. / ARs

3. Academic Calendar for 2016-17

Academic Calendar is issued by the University before the commencement of academic session. Examination schedule is notified through the Academic Calendar for both Odd and Even semesters. A detailed Examination Calendar is prepared by the Examination Cell based on the Academic Calendar.

The Schedule of Examination including practical for the academic session 2016-17 is given below:

S. No.	Examination	Last Teaching Date	Block of Examination including Practical
1	Odd Semester Dec. 2016	19 November 2016	01 December to 24 December 2016
2	Even Semester May 2017	22 April 2017	04 May 2017 to 31 May 2017

The Examination Cell undertakes a number of different activities throughout the academic session –such as preparing the Calendar of Examination Activities and all examination activities are monitored for compliance.

4. Committee

To devise detailed procedure for efficient, transparent, and fair evaluation of students' performance, including coordination of activities relating to conduct of examinations, various statutory committees are constituted as under:

1. Examination Committee
2. Moderation Boards (For moderation of Question Papers)
3. Examination Discipline Committee
4. Result Review Committee

5. Examination Committee

Examination Committee is constituted by the Academic Council at University level to frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of students' performance and conduct of examinations. Composition of the Examination Committee for academic session 2016-17 was as under:

Composition	Designation	Name of Nominated Person
Vice Chancellor	President	Prof. H. N. Verma


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Directors of Schools / HODs/ Teachers of Department / Constituent Units not exceeding eight, nominated by the Vice Chancellor	Members	1. Prof. Divya Srivastava 2. Prof. Kamla Vashisth 3. Prof. Rajesh Mehrotra 4. Prof. D. S. Bhatia 5. Prof. Prumima Nag 6. Prof. D. K. Mathur
Controller of Examinations	Member Secretary	Prof. K. K. Gautam

This committee supervises all examination related activities of the University and review the results of the University examinations. It appoints a number of Examination Sub-committees at Institutional level to deal with examination matters.

6. Setting of Question Papers

Names of Paper setters are proposed by the Directors/HODs of the respective Schools for the approval of Vice Chancellor/President through the Controller of Examination.

Summary of the question papers set during academic session 2016-17:

S.No.	Examination	No.of Domains	No.of Courses	No.of Paper setters	Total No of Sets of Question papers
1	Odd Semester: Dec. 2016	12	79	2424	808
2	Even Semester: May 2017	13	80	2583	861

7. Duration of Examination

A question paper for theory examinations of a course unit of any Programme is of 3 hours duration with maximum marks 80/70/60/50/35 as applicable.

8. Format of Question Paper

The question papers for the End-Semester-Examinations shall be set in such a manner as to ensure that they cover the entire syllabus as per the weightage of the modules of the concerned course units. The questions are framed in such a way that the Student Learning Outcomes (SLOs) of the course is assessed properly and also weightage given to each module of instruction is properly reflected in questions. Question Paper has 2 sections:

Section A: Questions in this section are intended to assess students' understanding of the concepts and textual facts. This section has multiple questions as per the prescribed guidelines and students have to attempt as per the instructions given in the question paper. Marks are given as per the weightage given to the Section in overall marking scheme.

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Section B: Questions in this section may include long theory questions or numerical problems requiring students to apply the concepts to a given situation or in a given context. This section may also have multiple questions and marks are given as per the weightage given to the Section in overall marking scheme.

9. Moderation Boards for Moderation of Question Papers

School wise Moderation Boards are constituted by the Vice Chancellor to moderate the question papers. Composition of the Moderation Board is asunder:

A	Director/principal/ Head of Department	Chairperson
B	Senior faculty members and Teachers associated with the teaching of the concerned papers.	Members
C	Subject specialists one of whom may be external	Members
D	Controller of Examinations	Member Secretary

The Moderation Boards (School wise) ensure that question papers are strictly in accordance with the guidelines for setting of question papers, remove ambiguity in the language of questions, if any; proper coverage of course contents and indicate weightage/ marks for each question or part/parts thereof, time prescribed, display of instructions and to correct errors, if any and moderate/reframe the questions so as to give opportunities to students of varying abilities.

During academic session 2016-17, status of moderation of question papers was as under:

S. No.	Examination	Total No. of Courses	Total No of Question Papers Moderated	Total No. of sets Accepted	Total No. of sets Rejected
1	Odd Semester: Dec. 2016	79	2424	808	1616
2	Even Semester: May. 2017	80	2583	861	1722

10. Selection & Printing of Question Papers

Out of the two / three moderated question papers for each course/Paper, one question paper is selected by the Vice-Chancellor for the Examination.

11. Appointment of Centre Superintendent/Dy. Centre Superintendent of Examinations

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[Signature]



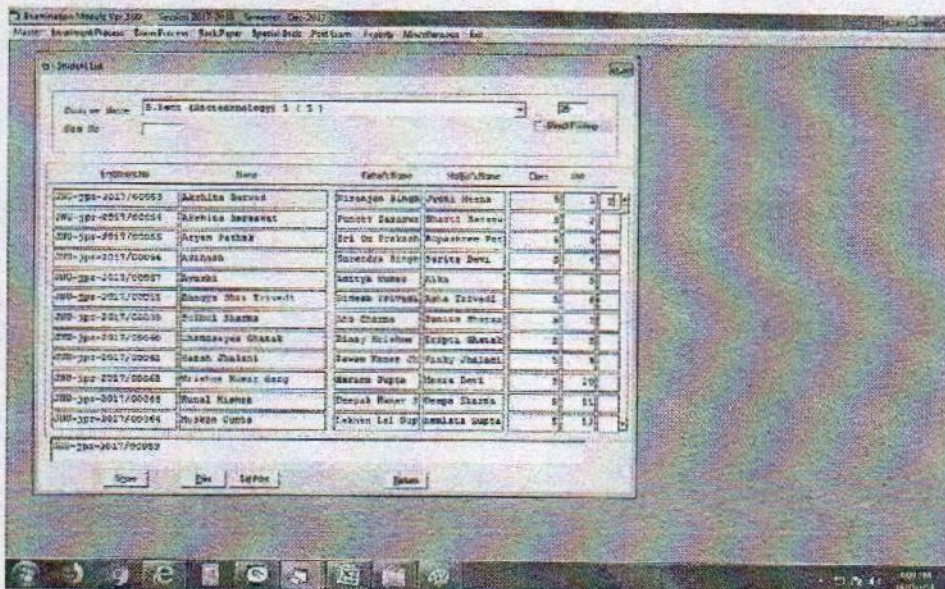
Their responsibility is to ensure smooth & fair Conduction of Examinations and monitor proper invigilation. Appointment of Addl. Superintendent is applicable if strength of Institution is more than 1000.

Examination-->	Dec2016	May/July2017
Total No. of Enrolled Students	4027	4339
Total No. Of Appeared Students	4027	4339
No. of Institutions/Schools	14	14
No. of Centre Superintendents	9	10
No. of Dy. Centre Superintendents	9	10

12. JNU Software for Examination (Online Exam Module)

JNU Examination Software is used to plan and manage all the activities related with the examination through Fee Submission, Enrolment Generation, Date Sheet Punching, Roll No. Generation, Admit Card, Answer Sheet E-coding, Marks Punching, Result Calculation, TR Report Generation, Declaration of Result Online, Marksheet Generation.

Enrollment Generation: Here we use the software to generate the Enrollment of the student to the respective course.



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Roll Number generation: Here we use the software to generate the Roll Number of the student to the respective course.

CAUTION NATIONAL UNIVERSITY
Roll List for Academic Year 2017-2018 and Semester Dec-2017
Course: B.Tech (Microtechnology) I (A)

Roll No	Enrollment No	Name	Parent's Name	Enrollment No	Subject
0010017010001	001-100-2017/00001	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00001	1. 111 P, 112 P, 113 P, 114 P
0010017010002	001-100-2017/00002	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00002	2. 111 P, 112 P, 113 P, 114 P
0010017010003	001-100-2017/00003	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00003	3. 111 P, 112 P, 113 P, 114 P
0010017010004	001-100-2017/00004	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00004	4. 111 P, 112 P, 113 P, 114 P
0010017010005	001-100-2017/00005	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00005	5. 111 P, 112 P, 113 P, 114 P
0010017010006	001-100-2017/00006	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00006	6. 111 P, 112 P, 113 P, 114 P
0010017010007	001-100-2017/00007	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00007	7. 111 P, 112 P, 113 P, 114 P
0010017010008	001-100-2017/00008	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00008	8. 111 P, 112 P, 113 P, 114 P
0010017010009	001-100-2017/00009	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00009	9. 111 P, 112 P, 113 P, 114 P
0010017010010	001-100-2017/00010	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00010	10. 111 P, 112 P, 113 P, 114 P
0010017010011	001-100-2017/00011	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00011	11. 111 P, 112 P, 113 P, 114 P
0010017010012	001-100-2017/00012	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00012	12. 111 P, 112 P, 113 P, 114 P
0010017010013	001-100-2017/00013	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00013	13. 111 P, 112 P, 113 P, 114 P
0010017010014	001-100-2017/00014	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00014	14. 111 P, 112 P, 113 P, 114 P
0010017010015	001-100-2017/00015	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00015	15. 111 P, 112 P, 113 P, 114 P
0010017010016	001-100-2017/00016	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00016	16. 111 P, 112 P, 113 P, 114 P
0010017010017	001-100-2017/00017	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00017	17. 111 P, 112 P, 113 P, 114 P
0010017010018	001-100-2017/00018	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00018	18. 111 P, 112 P, 113 P, 114 P
0010017010019	001-100-2017/00019	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00019	19. 111 P, 112 P, 113 P, 114 P
0010017010020	001-100-2017/00020	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00020	20. 111 P, 112 P, 113 P, 114 P
0010017010021	001-100-2017/00021	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00021	21. 111 P, 112 P, 113 P, 114 P
0010017010022	001-100-2017/00022	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00022	22. 111 P, 112 P, 113 P, 114 P
0010017010023	001-100-2017/00023	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00023	23. 111 P, 112 P, 113 P, 114 P
0010017010024	001-100-2017/00024	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00024	24. 111 P, 112 P, 113 P, 114 P
0010017010025	001-100-2017/00025	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00025	25. 111 P, 112 P, 113 P, 114 P
0010017010026	001-100-2017/00026	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00026	26. 111 P, 112 P, 113 P, 114 P
0010017010027	001-100-2017/00027	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00027	27. 111 P, 112 P, 113 P, 114 P
0010017010028	001-100-2017/00028	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00028	28. 111 P, 112 P, 113 P, 114 P
0010017010029	001-100-2017/00029	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00029	29. 111 P, 112 P, 113 P, 114 P
0010017010030	001-100-2017/00030	Amita Jaiswal	Dr. Jaiswal	001-100-2017/00030	30. 111 P, 112 P, 113 P, 114 P

Date Sheet Punching: For the smooth conduction of examination here we use JNU software as date sheet punching tool.

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Time Table Entry Form

Course Name: Section: (Max: 100)

Examination Date:

Sl. No.	Course Name	Date	Time	Day
101	English	02/12/2017	01.30 pm to 4.30 pm	Monday
102	Engineering Mathematics - I	04/12/2017	01.30 pm to 4.30 pm	Tuesday
103	Engineering Physics - I	07/12/2017	01.30 pm to 4.30 pm	Thursday
104	Engineering Chemistry - I	09/12/2017	01.30 pm to 4.30 pm	Wednesday
105	Introduction to IT	13/02/2017	01.30 pm to 4.30 pm	Monday
106	Fundamentals of Electrical Science	15/12/2017	01.30 pm to 4.30 pm	Wednesday
107	Language Lab			
108	Engineering Physics Lab - I			

Buttons:

Admit Card Generation : Here we use the software to generate the Admit Card of the student to the respective course.

JAIPUR NATIONAL UNIVERSITY, JAIPUR

Examination Date: JANUARY-10-2017

ADMIT CARD

Student Name: Roll No:

Course Name: Section:

Examination Date:

Signature of Candidate:

Signature of Controller of Examinations:

Stamp of Controller of Examinations:

Sl. No.	Course	Time	Day	Date	Time
1	English	01.30 pm to 4.30 pm	Monday	02/12/2017	01.30 pm to 4.30 pm
2	Engineering Mathematics - I	01.30 pm to 4.30 pm	Tuesday	04/12/2017	01.30 pm to 4.30 pm
3	Engineering Physics - I	01.30 pm to 4.30 pm	Thursday	07/12/2017	01.30 pm to 4.30 pm
4	Engineering Chemistry - I	01.30 pm to 4.30 pm	Wednesday	09/12/2017	01.30 pm to 4.30 pm
5	Introduction to IT	01.30 pm to 4.30 pm	Monday	13/02/2017	01.30 pm to 4.30 pm
6	Fundamentals of Electrical Science	01.30 pm to 4.30 pm	Wednesday	15/12/2017	01.30 pm to 4.30 pm
7	Language Lab				

Director / Principal: Full Signature of Candidate: Controller of Examinations:

JAIPUR NATIONAL UNIVERSITY, JAIPUR

Examination Date: JANUARY-10-2017

ADMIT CARD

Student Name: Roll No:

Course Name: Section:

Examination Date:

Signature of Candidate:

Signature of Controller of Examinations:

Stamp of Controller of Examinations:

Answer Sheet E-coding: Punching of e-code in the JNU Software on the coding slip of answer sheets of the students.

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D Tech (Information Technology)									
December 2016									
Maha Saraswati									
Punjab University									
Bachelors in Engineering and Technology									
Regular									
101	English	10	11	25	22	68	33	P	A
102	Engineering Mathematics - I	20	20	20	17	100	47	P	A
103	Engineering Physics - I	33	17	20	12	100	48	P	A
104	Engineering Chemistry - I	10	20	20	12	100	52	P	A
105	Introduction to IT	20	20	20	12	100	57	P	A
106	Environmental Engineering	30	12	20	20	100	61	P	A
107	Environmental Studies	20	24	20	12	100	51	P	A
270									
108	Language Lab	20	20	20	12	100	50	P	A
109	Engineering Physics Lab - I	20	20	20	12	100	50	P	A
110	Engineering Chemistry Lab - I	20	20	20	12	100	50	P	A

13. Preparation and Notification of Examination Schedule

Examinations are conducted only on the basis of the course codes and accordingly Examination Cell prepares the Examination schedule and publishes for students and Schools respectively.

Block of End Semester Examinations was a sunder during academic session 2016- 17:

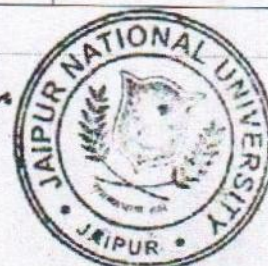
S. No.	AcademicSession2016-17	Block of Examination
1	Odd Semester: Dec. 2016	01 December to 24 December 2016
2	Even Semester: May, 2017	04 May 2017 to 31 May 2017
3	Special Back Examinations2017	25 July 2017 to 12 September 2017 (For the Courses of Odd/Even Semester)

14. Status of Examination Forms submitted and Admit Cards generated:

No student is permitted to appear in the examination without valid Admit Card issued by the Examination Department. Status of the Admit Cards issued to the students during academic session 2016-17was as under:

S. No.	AcademicSession2016-17	Examination Forms Submitted	Admit Cards Generated
1	Odd Semester: Dec. 2016	4027	4027

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2	Even Semester : May/July 2017	4339	4339
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In case of loss of Admit Card, duplicate Admit Cards are issued only by the Examination Department as per norms of the University. Status of Duplicate Admit Cards issued to the students during academic session 2016-17 was as under:

S. No.	Academic Session 2016-17	No. of Duplicate Admit Cards issued
1	Odd Semester: Dec. 2016	26
2	Even Semester : May 2017	19

15. Appointment of Observers / Flying Squad :

Observers/ Flying Squad were appointed to visit different examination centers as per allotment during the course of examination and check that the examinations are being conducted properly according to the Regulations.

S. No.	Academic Session 2016-17	Teams	Observers
1	Odd Semester: Dec. 2016	2	12
2	Even Semester: May 2017	2	12

Any discrepancy and deviation from the Regulation and Guidelines are reported by observers to Controller of Examination.

16. Conduct of Examinations

Examination Department conducted following examinations during academic session 2016- 17:

S. No.	Session	Block of Examination	No. of Programmes	No. of Courses	Total No. of Students
1	Odd Semester Dec. 2016	01-12-2016 to 24-12-2017	77	77	4027
2	Even Semester May. 2017	04-05-2017 to 31-05-2017	81	81	4339

17. Examination Discipline Committee

Examination Discipline Committee is constituted by the Vice Chancellor at the University level to consider the cases of misconduct, misbehavior of students and their use of unfair means in examinations and disorderly conduct of examinations. The constitution of the Examination Discipline Committee during academic session 2016-17 was as under:

Composition	Designation	Nominated Person
Pro Vice Chancellor/Director /Principal/Head of Inst.	Chairperson	Vice-Chancellor
Two Heads Departments /Constituent Units	Member	Director/Principal
	Member	Director/Principal
One Senior Officer of the University	Member	Registrar
Controller of Examinations	Member Secretary	Dy. CoE/ AR

The Chairperson may co-opt any Head of Department/Constituent Unit for particular meeting of the Examination Discipline Committee. Mode of unfair means adopted by the students is as under:-

Mode	OddSem.2016	EvenSem.2017
Incriminating Material (Handwritten/ Printed Paper)	17	31
Possession of Mobile	0	0
Misbehave	0	0
Without Admit Card	0	0
During Evaluation (request for passing marks/ disclosing identity)	0	0
Total Cases	17	31

Summary of the unfair means adopted by the students and penalties given to the students during academic session 2016-17 is as under:

Examination	Dec.2016	May2017
Total No. of Student Appeared	4027	4339
No. of UFM cases registered	17	31
% of UFM cases registered	0.42%	0.71%
No. of Exonerated cases	0	0
% of Exonerated cases	0	0
Strict Warning	0	0
% of Strict Warning cases	0	0
Examination of the paper cancelled	17	31
% Examination of the paper cancelled	100%	100%
Appeal Made by the students	0	0
% Appeal Made by the students	0	0

18. Opening of Question Papers

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The question papers are opened by the Centre Superintendent half-an-hour before the scheduled time in the presence of one or two senior faculty members of the School.

19. Collection of Answer-Books

After the Examination is over, the Answer-Books are collected from the Examination Centers by the Examination Cell staff in sealed Packets on the same day. The answer-books are shuffled around for allotting secrecy codes.

20. Evaluation of Answer Sheets

Day/ Date-wise wise Answer Books after the examinations are submitted by the different Institutions at Centralized Evaluation Centre. Each Answer-Book is allotted a Secrecy Code before it is evaluated. The half-page detachable slips carrying information about the identity of the examinees are removed from the main answer-scripts and are kept in sealed envelopes under the custody of Dy. COE/AR until the start of decoding process.

Answer Books are made available for evaluation on the third day of the Exam and are issued to the concerned Evaluators. All answer books are evaluated only at Centralized Evaluation Centre. No one is permitted to carry any answer sheet outside the evaluation Centre. Then there is system of random checking of the evaluated answer-books by Directors / Sr. Faculty members

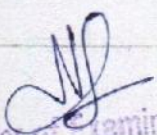
Examination	No. of Evaluators	Answer Books Evaluated
Odd Sem. Dec2016	808	24421
Even Sem. May/July2017	841	27366

21. Preparing Results

The results are prepared on the basis of the Awards of Theory papers, Semester-End-Exams, Internal Evaluation Practical Exams / Project etc.

The examination results thus prepared are presented before the Examination Committee headed by Vice-Chancellor / Pro-Vice- Chancellor for approval. After due approval, the results are declared and put on the Website. The results are declared within 30 days from the date of the last examination of the course

22. Result Review Committee


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Result Review Committee is constituted to scrutinize the results prepared by the Exam Cell and if need be, moderate the same after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards before declaration of results

- (i) Pro Vice Chancellor/Director/Principal/ Head of Department – Chairperson
- (ii) One Senior Faculty member from each discipline.
- (iii) Controller of Examinations

Considering the time requirement for moderation of large number of Programmes and students, on approval from Hon'ble Vice Chancellor, where 5 marks are to be awarded in border line cases, the results are moderated by Controller of Examination and approved by the Hon'ble Vice Chancellor. However, the provision of moderation of marks is not permissible in Ph.D Programmes.

Academic Session	Sem. Type	Total Students Appeared	Total no. of students whose results were moderated/Review
2016-2017	Odd	4027	167
	Even	4339	86

23. Promotion Status of the Students appeared in the examinations during academic session 2016-17:

(a) Promotion Rules for 4-year Programmes:

B.Tech, BHMCT and B.Pharm

>>Promotion Rules from 1st to 2nd year

A student shall be promoted from 1st year to 2nd year, if he/she clears 25 % of Theory and Practical papers of the 1st and 2nd semesters combined together. For example if there are in total 24 papers (12 Theory and 12 Practicals) in the B.Tech 1st & 2nd Semesters combined together, he/she shall be required to clear at least 6 of them.

>>Promotion Rules from 2nd to 3rd year

Similarly, for promotion from 2nd year to 3rd year, he/she shall be required to pass minimum 25 % of the Theory and Practical papers of the 2nd year papers (i.e. 3rd and 4th Semesters combined together).

(b) Promotion Rules for 4-year Programmes:

B.Tech, BHMCT & B.Pharm.....

>>Promotion Rules from 3rd to 4th year

However, for promotion from 3rd to 4th year, students shall have to pass

- (i) All the papers of the 1st year (i.e. both Theory and Practical papers of the 1st & 2nd sem), and
- (ii) 25 % of the Theory and Practical papers (combined together) of the 2nd year courses (i.e.

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- papers of 3rd and 4th Semesters combined together), and
- (iii) 25 % of the Theory and Practical papers (combined together) of the 3rd year courses (i.e. papers of 5th and 6th Semesters combined together).

(c) Promotion Rules for 5-year BA/BBA-LL.B. Programmes

>> Promotion Rules from 1st to 2nd year

A student shall be promoted from 1st year to 2nd year, if he/she clears 25 % of Theory and Practical papers of the 1st and 2nd semesters combined together. For example if there are in total 16 papers in the BA-LLB 1st & 2nd Semesters combined together, he/she shall be required to clear at least 4 of them.

>> Promotion Rules from 2nd to 3rd year

Similarly, for promotion from 2nd year to 3rd year, he/she shall be required to pass minimum 25% of the Theory and Practical papers of the 2nd year papers (i.e. 3rd and 4th Semesters combined together).

(d) Promotion Rules for 5-year Law Programmes...

>> Promotion Rules from 3rd to 4th year

Similarly, a student shall be promoted from 3rd to 4th year, if he/she clears 25% of Theory and Practical papers of the 5th and 6th semesters combined together.

>> Promotion Rules from 4th to 5th year

However, for promotion from 4th to 5th year, students shall have to pass

- (i) all the papers of the 1st year (i.e. both Theory and Practical papers of the 1st & 2nd semesters),
- (ii) all the papers of the 2nd year (i.e. both Theory and Practical papers of the 3rd & 4th semesters),
- (iii) 25% of the Theory and Practical papers (combined together) of the 3rd year courses (i.e. papers of 5th & 6th Semesters combined together),
- (iv) 25% of the Theory and Practical papers (combined together) of the 4th year courses (i.e. papers of 7th & 8th Semesters combined together)

(e) Promotion Rules for 3-year Programmes

B.Com, BBA, B.A., B.Sc., BCA, MCA, LLB

>> Promotion Rules from 1st to 2nd year

A student shall be promoted from 1st year to 2nd year, if he/she clears 25% of Theory and Practical papers of the 1st and 2nd semesters combined together. For example, if there are in total 16 papers in the B.Com 1st & 2nd Semesters combined together, he/she shall be required to clear at least four of them.

>> Promotion Rules from 2nd to 3rd year



- (i) Similarly, for promotion from 2nd year to 3rd year, he/she shall be required to pass minimum 25% of the Theory and Practical papers of the 2nd year (i.e. 3rd and 4th Semesters combined together), and in addition
- (ii) he/she must have cleared 50% of the theory and practical papers of 1st year papers (i.e. 1st and 2nd semesters).

(f) **Promotion Rules for 2-year Programmes:**

M.Tech/M.Sc./M.Pharm/M.A./ MSW/ MBA/MJM Cand MCA

>>Promotion Rules from 1st to 2nd year

A student shall be promoted from 1st year to 2nd year, if he/she clears 25 % of Theory and Practical papers of the 1st and 2nd semesters combined together. For example, if there are in total 20 papers in MBA 1st & 2nd semesters combined together, he/she shall be required to clear at least 5 of them.

(g) **Promotion Rules for 5-year Programmes:**

MBBS

- o No more than four attempts shall be allowed for a candidate to pass the first Professional examination. The total period for successful completion of first Professional course shall not exceed four (4) years. Partial attendance of examination in any subject shall be counted as an attempt.
- o A learner, who fails in the second Professional examination, shall not be allowed to appear in third Professional Part I examination unless she/he passes all subjects of second Professional examination.
- o Passing in third Professional (Part I) examination is not compulsory before starting part II training, however, passing of third Professional (Part I) is compulsory for being eligible for third Professional (Part II) examination.

24. Details of Outgoing/Final Year Students

The total number of outgoing/Final years students in the session 2016-17 is 1492.

25. Issuing Statement of Marks

The Statement of Marks are prepared through software and after manual checking from the Tabulation Registers, the same are sent to the concerned Schools for distribution to the students

26. Re-Evaluation



There is a provision for Re-Evaluation. However, the Re-Evaluation is permissible in up to 25 % of the theory papers of the examination. Re-Evaluation is not permissible in Practical or Internal Assessment /Project or Mid-Sem-Tests and results of Back paper examinations. 358 applications received from students for the revaluation in the current session.

27. Detail of Grievances posted online by the students:

The students grievance looks into complaints lodged by students and judges each case on its merit. The Exam Cell look into academic matters.



1. Scope of Grievance :
 - (a) Facilitating a fair and just evaluation of student's complaints.
 - (b) Developing a student support system based on feedback / grievance / complaints.
 - (c) Encouraging a student friendly, learner centric system.
2. Functions :
 - (a) Each case is attended to promptly on receipt of written grievances from the students.
 - (b) The Exam Cell gives an action plan to the Director / Principal of respective school for re-evaluation / rechecking / retotaling of the answer sheets.
 - (c) Exam Cell will ensure that the grievances are redressed with in the stipulated time period.

Grievances related to examinations and results are posted by the students. Grievances raised by the students and action taken by the Examination Department is as under:

S.No.	Title	No. of Students
1	Grievances Raised	1
2	Grievances resolved	1
3	Grievances sent for clarification	1
4	No. of Grievances escalated	1

Summary of Grievances related to rechecking during Academic Session 2015 – 2016 is as under:-

Examination-->	OddSem.Dec2015	EvenSem.May2016
Number of students appeared in exam	4027	4189
Number of applications received for revaluation	238	120
% of application received for revaluation	5.91	2.86
Number of revaluation cases where marks changed	197	80


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% of changes	82.77%	66.06%
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28. Grievance Committee

A Grievance Committee has also been constituted to look into and settle the complaints received from the students regarding question papers & evaluation of answer-books etc. The committee is headed by the Vice-Chancellor/ Pro-Vice-Chancellor with Director of the concerned School and one subject specialist.

29. Unfair Means Committee

There is one Unfair Means Committee also constituted under the chairmanship of the Vice-Chancellor for disposal of unfair means cases reported by the Invigilators / Centre Superintendents or the Flying Squad members.

30. Back Log / Due Paper(s)

A student is allowed up to maximum three chances to clear Back / Due paper(s) within the maximum permissible time-frame.

31. Special Back Paper Examination

The University holds Special Back paper Examinations for those students who have appeared in the last & the final semester examinations of their respective Programmes, but still have one or more Back paper(s) in the previous odd/even semester examination(s).

However, students are not allowed to appear in more than 25% of the total no. of papers prescribed in all the semesters combined together.

32. Rules regarding Pass/Fail

32.1 Pass % in the following Programmes is 35 % marks in Theory Papers and 50 % marks in Practicals (wherever applicable) and the overall aggregate pass % is 45%

B.Tech (all branches)

Bachelor of Hotel Management & Catering Technology

M.Sc.- Biotechnology / Biochemistry / Microbiology / Bioinformatics / Chemistry /Physics / Mathematics

B.Sc.-M.Sc.(5year-Int.) - Bioinformatics / Biotechnology / Microbial Technology / B.Sc. -
Bioinformatics / Biotechnology / Biochemistry
BCA / MCA / B.Sc.-IT
BJMC / B.Sc. Animation

- 32.2 Pass % in the following Programmes is 40 % marks in Theory Papers and 50 % marks in Project Work or any Practical work (wherever applicable) and the overall aggregate is 45%

MBA(Pass) / MBA(Dual)/MBA(HHM)/MBAFM/ PGDM

BBA / B.Com

B.Ed. / M.Ed. / M.Phil in Education

BA(Hons)English/MA English / M.Phil English

M.Tech.- CSP / ES /CS / PSE/PIE

>>However in MJMC the Pass % is 45 %

- 32.3 Pass % in B.Pharm / M.Pharm / BA-LLB / BBA-LLB / LLB / LLM is 50 % marks in Theory Papers and 50 % marks in Project Work or any Practical Work

- 32.4 Pass % in MBBS is 50 % marks aggregate with a minimum of 50% marks in theory (Oral & Internal Assessment combined together) & Minimum 50% Marks in Practical (Including Internal Assessment) separately.

33. Minimum pass % in Internal & External Evaluation Separately


The University has made it mandatory for each student to obtain minimum 20% marks in both Internal and External evaluation separately and over all prescribed pass % in the aggregate of each Theory and Practical paper.

34. Award of Gold Medals

Gold medals are awarded to the students who have obtained highest marks in the aggregate of all the Sem- End-Exams and have secured 80 % or more marks (i.e. First Division) in a Programme of study subject to fulfillment of the eligibility conditions as laid down by the University.

35. Award of Degree/Diploma at the Convocation

Degrees / Diplomas are awarded at the convocation to the students who have successfully completed all




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the required eligibility conditions prescribed for the award of degree / diploma. Convocation is held every year, generally in the month of February. Degrees / Diplomas are awarded at the convocation to the students who have successfully completed all the courses of the chosen Programme of study and fulfill all the required eligibility conditions prescribed for the award of degree / diploma.

Degrees were awarded to the students who have successfully completed the Programme in the year 2017 as per given below :

Diploma Certificates	UG	PG	Ph.D.	Total
54	897	317	66	1334


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