

Jaipur National University Jaipur

EXAMINATION CELL



ANNUAL REPORT 2017-18

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Controller of Examinations
Jaipur National University
Jaipur, JAPUR-302017 (Reg.)

Additional Registrar
Jaipur National University

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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 JNU, Jaipur is governed by University Regulation "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. The Examination Cell administers open and secured processes and systems and work in close collaboration with institutions, external organizations and individuals.

Jaipur National University was established in October 2007 and the first Sem-End-Examination 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 & two Dy. COEs/ ARs

3. Academic Calendar for 2017-18

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 the Academic Calendar.

The Schedule of examination including practical for academic session 2017-18 is given below:

S. No.	Examination	Last Teaching Date	Block of Examination including Practical
1	Odd Semester Dec. 2017	23 November 2017	02 December 2017 to 25 December 2017
2	Even Semester May 2018	19 April 2018	01 May 2018 to 09 June 2018

The Examination Cell undertakes a number of different activities throughout the academic session. Examination Cell prepares 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 2017-18 was as under:

Composition	Designation	Name of Nominated Person
Vice Chancellor	Chairperson	Prof. H. N. Verma
Directors of Schools / HODs / Teachers of Department / Constituent	Members	1. Prof. Divya Srivastava

Units not exceeding eight, nominated by the Vice Chancellor		2. Prof. Kamla Vasisth 3. Prof. Rajesh Mehrotra 4. Prof. D. S. Bhatia 5. Prof. Prumina 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 respective Stream coordinator and recommended by Director of Schools for the approval of Hon'ble Vice Chancellor through Controller of Examination.

Summary of the question papers set during academic session 2017-18 :

S. No.	Examination	No. of Domains	No. of Courses	No. of Paper setters	Total No of Sets of Question papers
1	Odd Semester: Dec. 2017	14	88	2994	1086
2	Even Semester: May 2018	14	92	2621	907


7. Duration of Examination

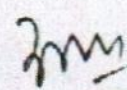
A question paper for theory examinations of a course unit of any Programme is of 3 hours duration with maximum marks 80/70/60/50/35 as applicable.

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 unit. 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: The questions in this section include short numerical problems or theory questions to assess students' understanding of concepts and framework. This section has multiple questions as per guidelines and students have to attempt as per 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: The 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 also has 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 as under:

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 2017-18, 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. 2017	88	2994	1086	1908
2	Even Semester: May 2018	92	2621	907	1714

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

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 -->	Dec 2017	May 2018
Total No. of Enrolled Students	3768	4570
Total No. of Appeared Students	3768	4570
No. of Institutions/Schools	14	14
No. of Centre Superintendents	9	10
No. of Addl. Centre Superintendents	0	0
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.

Enroll No.	Name	Father's Name	Mother's Name	Date	Sex
JNU-2017/00001	Aashish Sharma	Shantanu Singh	Sharda Sharma	01/01/2017	M
JNU-2017/00002	Aashika Sharma	Shantanu Singh	Sharda Sharma	01/01/2017	F
JNU-2017/00003	Aashish Sharma	Shantanu Singh	Sharda Sharma	01/01/2017	M
JNU-2017/00004	Aashika Sharma	Shantanu Singh	Sharda Sharma	01/01/2017	F
JNU-2017/00005	Aashish Sharma	Shantanu Singh	Sharda Sharma	01/01/2017	M
JNU-2017/00006	Aashika Sharma	Shantanu Singh	Sharda Sharma	01/01/2017	F
JNU-2017/00007	Aashish Sharma	Shantanu Singh	Sharda Sharma	01/01/2017	M
JNU-2017/00008	Aashika Sharma	Shantanu Singh	Sharda Sharma	01/01/2017	F
JNU-2017/00009	Aashish Sharma	Shantanu Singh	Sharda Sharma	01/01/2017	M
JNU-2017/00010	Aashika Sharma	Shantanu Singh	Sharda Sharma	01/01/2017	F

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

[illegible]

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

Time Table Entry Form

Course Name:

Semester:

Code	Course Name	Date	Time	Day
101 T	English	02/12/2017	09.00 am to 10.00 am	Tuesday
102 T	Engineering Mathematics - 1	05/12/2017	01.30 pm to 3.00 pm	Tuesday
103 T	Engineering Physics - 1	07/12/2017	01.00 pm to 3.00 pm	Tuesday
104 T	Engineering Chemistry - 1	09/12/2017	01.00 pm to 3.00 pm	Tuesday
105 T	Engineering Mathematics - 2	11/12/2017	01.00 pm to 3.00 pm	Tuesday
106 T	Engineering Physics - 2	13/12/2017	01.00 pm to 3.00 pm	Tuesday
107 T	Engineering Chemistry - 2	15/12/2017	01.00 pm to 3.00 pm	Tuesday
108 T	Engineering Mathematics - 3	17/12/2017	01.00 pm to 3.00 pm	Tuesday
109 T	Engineering Physics - 3	19/12/2017	01.00 pm to 3.00 pm	Tuesday
110 T	Engineering Chemistry - 3	21/12/2017	01.00 pm to 3.00 pm	Tuesday
111 T	Engineering Mathematics - 4	23/12/2017	01.00 pm to 3.00 pm	Tuesday
112 T	Engineering Physics - 4	25/12/2017	01.00 pm to 3.00 pm	Tuesday
113 T	Engineering Chemistry - 4	27/12/2017	01.00 pm to 3.00 pm	Tuesday
114 T	Engineering Mathematics - 5	29/12/2017	01.00 pm to 3.00 pm	Tuesday
115 T	Engineering Physics - 5	31/12/2017	01.00 pm to 3.00 pm	Tuesday
116 T	Engineering Chemistry - 5	02/01/2018	01.00 pm to 3.00 pm	Tuesday
117 T	Engineering Mathematics - 6	04/01/2018	01.00 pm to 3.00 pm	Tuesday
118 T	Engineering Physics - 6	06/01/2018	01.00 pm to 3.00 pm	Tuesday
119 T	Engineering Chemistry - 6	08/01/2018	01.00 pm to 3.00 pm	Tuesday
120 T	Engineering Mathematics - 7	10/01/2018	01.00 pm to 3.00 pm	Tuesday
121 T	Engineering Physics - 7	12/01/2018	01.00 pm to 3.00 pm	Tuesday
122 T	Engineering Chemistry - 7	14/01/2018	01.00 pm to 3.00 pm	Tuesday
123 T	Engineering Mathematics - 8	16/01/2018	01.00 pm to 3.00 pm	Tuesday
124 T	Engineering Physics - 8	18/01/2018	01.00 pm to 3.00 pm	Tuesday
125 T	Engineering Chemistry - 8	20/01/2018	01.00 pm to 3.00 pm	Tuesday
126 T	Engineering Mathematics - 9	22/01/2018	01.00 pm to 3.00 pm	Tuesday
127 T	Engineering Physics - 9	24/01/2018	01.00 pm to 3.00 pm	Tuesday
128 T	Engineering Chemistry - 9	26/01/2018	01.00 pm to 3.00 pm	Tuesday
129 T	Engineering Mathematics - 10	28/01/2018	01.00 pm to 3.00 pm	Tuesday
130 T	Engineering Physics - 10	30/01/2018	01.00 pm to 3.00 pm	Tuesday
131 T	Engineering Chemistry - 10	31/01/2018	01.00 pm to 3.00 pm	Tuesday

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

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ADMIT CARD
 Semester: KOD Examination Dec 2017

Roll No.: 201701200001
 Exam Name: KOD
 Exam Date: 12/12/2017
 Exam Time: 10:30 am to 1:30 pm

S.No.	CODE	TITLE	DAY	DATE	TIME
1	101 T	English	Monday	12/12/2017	10:30 am to 1:30 pm
2	102 T	Engineering Mathematics I	Tuesday	13/12/2017	10:30 am to 1:30 pm
3	103 T	Engineering Mathematics II	Wednesday	14/12/2017	10:30 am to 1:30 pm
4	104 T	Engineering Mathematics III	Thursday	15/12/2017	10:30 am to 1:30 pm
5	105 T	Engineering Mathematics IV	Friday	16/12/2017	10:30 am to 1:30 pm
6	106 T	Engineering Mathematics V	Saturday	17/12/2017	10:30 am to 1:30 pm

Signature of Candidate: _____
 Controller of Examinations: _____

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ADMIT CARD
 Semester: KOD Examination Dec 2017

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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ADMIT CARD
 Semester: KOD Examination Dec 2017

Roll No.: 201701200001
 Exam Name: KOD
 Exam Date: 12/12/2017
 Exam Time: 10:30 am to 1:30 pm

S.No.	CODE	TITLE	DAY	DATE	TIME
1	101 T	English	Monday	12/12/2017	10:30 am to 1:30 pm
2	102 T	Engineering Mathematics I	Tuesday	13/12/2017	10:30 am to 1:30 pm
3	103 T	Engineering Mathematics II	Wednesday	14/12/2017	10:30 am to 1:30 pm
4	104 T	Engineering Mathematics III	Thursday	15/12/2017	10:30 am to 1:30 pm
5	105 T	Engineering Mathematics IV	Friday	16/12/2017	10:30 am to 1:30 pm
6	106 T	Engineering Mathematics V	Saturday	17/12/2017	10:30 am to 1:30 pm

Signature of Candidate: _____
 Controller of Examinations: _____

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ADMIT CARD
 Semester: KOD Examination Dec 2017

[Signature]
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[Signature]
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Marks Punching : After evaluation, the process of marks punching use to be done.

Roll No.	Student Name	Father's Name	Marks
101712	Akshita Sarawat	Puneet Sarawat	25
101714	Aryan Bhatia	V. S. Prakash Bhatia	24
101716	Avinash	Purande Singh	23
101718	Ayushi	Anil Kumar	22
101720	Shruti Shri Trivedi	Dinesh Trivedi	21
101722	Shubh Sharma	ANU SHARMA	20
101724	Chandrayee Chatak	Pinky Kishore Chatak	19
101726	Rishi Jhalani	Pawan Kumar Jhalani	18
101728	Rishi Sharma	Deepa Kumar Sharma	17
101730	Rishi Gupta	Lakhan Lal Gupta	16
101732	Rishi Singh	Sanjay Singh	15
101734	Rishi Singh	Sanjay Singh	14

Result Calculation : After Punching of marks, final result to be calculated.

S.N.	Enrolment No.	Roll No.	NAME	Father's Name	Mother's Name	Course	School	Subj.
1	01710002	101710002	Akshita Sarawat	Puneet Sarawat	Shruti Sarawat			
2	01710003	101710003	Aryan Bhatia	V. S. Prakash Bhatia	Rupashree Bhatia			
3	01710004	101710004	Avinash	Suresh Singh	Sarita Devi			
4	01710005	101710005	Ayushi	Anil Kumar	Alka			
5	01710006	101710006	Shruti Shri Trivedi	Dinesh Trivedi	Shruti Trivedi			
6	01710007	101710007	Shubh Sharma	Anu Sharma	Sumita Sharma			
7	01710008	101710008	Chandrayee Chatak	Rishi Krishna Chatak	Tripti Chatak			
8	01710009	101710009	Rishi Jhalani	Pawan Kumar Jhalani	Pinky Jhalani			
9	01710010	101710010	Rishi Sharma	Deepa Kumar Sharma	Deepa Sharma			
10	01710011	101710011	Rishi Gupta	Lakhan Lal Gupta	Samita Gupta			
11	01710012	101710012	Rishi Singh	Sanjay Singh	Sanjay Singh			
12	01710013	101710013	Rishi Singh	Sanjay Singh	Sanjay Singh			
13	01710014	101710014	Rishi Singh	Sanjay Singh	Sanjay Singh			
14	01710015	101710015	Rishi Singh	Sanjay Singh	Sanjay Singh			
15	01710016	101710016	Rishi Singh	Sanjay Singh	Sanjay Singh			
16	01710017	101710017	Rishi Singh	Sanjay Singh	Sanjay Singh			
17	01710018	101710018	Rishi Singh	Sanjay Singh	Sanjay Singh			
18	01710019	101710019	Rishi Singh	Sanjay Singh	Sanjay Singh			
19	01710020	101710020	Rishi Singh	Sanjay Singh	Sanjay Singh			
20	01710021	101710021	Rishi Singh	Sanjay Singh	Sanjay Singh			
21	01710022	101710022	Rishi Singh	Sanjay Singh	Sanjay Singh			

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TR Report : After calculation of final result of individual student, we used to generate final Tabulation Report.

[illegible]

Marksheet Printing : Using JNU Software we use to Print the marksheet of the student after result declaration.

[illegible]

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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 as under during academic session 2017 - 18:

S. No.	Academic Session 2017 - 18	Block of Examination
1	Odd Semester : Dec. 2017	01 December 2017 to 28 December 2017
2	Even Semester : May. 2018	01 May 2018 to 09 June 2018
3	Special Back Examinations 2018	23 July 2018 to 31 August 2018 (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 Cell. Status of the Admit Cards issued to the students during academic session 2017-18 was as under:

S. No.	Academic Session 2017 - 18	Examination Forms Submitted	Admit Cards Generated
1	Odd Semester : Dec. 2017	3768	3768
2	Even Semester : May 2018	4570	4570

In case of loss of Admit Card, duplicate Admit Cards are issued only by the Examination Cell as per norms of the University. Status of Duplicate Admit Cards issued to the students during academic session 2017-18 was as under:

S. No.	Academic Session 2017-18	No. of Duplicate Admit Cards Issued
1	Odd Semester : Dec. 2017	31
2	Even Semester : May 2018	24

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 2017 - 18	Teams	Observers
1	Odd Semester : Dec. 2017	2	14

2	Even Semester: May 2018	2	14
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Any discrepancy and deviation from the Regulation and Guidelines are reported by observers to Controller of Examination.

16. Conduct of Examinations

Examination Cell conducted following examinations during academic session 2017-18:

S. No.	Session	Block of Examination	No. of Programmes	No. of Courses	Total No. of Students
1	Odd Semester Dec. 2017	01-12-2017 to 28-12-2017	88	88	3768
2	Even Semester May. 2018	01-05-2018 to 09-06-2018	89	89	4570

17. Examination Discipline Committee

Examination Discipline Committee is constituted by the Vice Chancellor at the University level to consider the cases of misconduct, misbehaviour 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 2017-18 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	Odd Sem. 2017	Even Sem. 2018
Incriminating Material (Handwritten/ Printed Paper)	45	21
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	45	21

Summary of the unfair means adopted by the students and penalties given to the students during academic session 2017-18 is as under:

Examination □	Dec. 2017	May 2018
Total No. of Student Appeared	3768	4270
No. of UFM cases registered	45	21
% of UFM cases registered	1.19%	0.49%
No. of Exonerated cases	30	11
% of Exonerated cases	66.66%	52.38%
Strict Warning	30	11
% of Strict Warning cases	66.66%	52.38%
Examination of the paper cancelled	15	10
% Examination of the paper cancelled	33.33%	47.61%
Appeal Made by the students	30	11
% Appeal Made by the students	66.66%	52.38%

18. Opening of Question Papers

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 Answer Books after the examinations are submitted by the different Institutions at Centralised 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 Centralised 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. Dec 2017	1086	24423
Even Sem. May 2018	907	27949

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

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 borderline 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
2017-2018	Odd	3768	93
	Even	4570	106

23. Promotion Status of the Students appeared in the examinations during academic session 2017-18 :

(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, student 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. 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/ MJMC and 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 2017-18 is 1295.

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. 400 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 within 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 Cell is as under:

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

Summary of Grievances related to rechecking during Academic Session 2017-2018 is as under :-

Examination →	Odd Sem. Dec 2017	Even Sem. May 2018
Number of students appeared in exam	3768	4570
Number of applications received for revaluation	241	159
% of application received for revaluation	6.39%	3.48%
Number of revaluation cases where marks changed	215	155
% of changes	89.21%	97.48%

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 60 % 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.

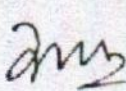
35. Award of Degree/Diploma at the Convocation

Degrees / Diplomas are awarded at the convocation to the students who have successfully completed all 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 2018 as per given below :

Diploma Certificates	UG	PG	Ph.D.	Total
26	1053	327	76	1482


Controller of Examinations
Jaipur National University
Jagatpura, J22, Jaipur-302017 (Raj.)


Additional Registrar
Jaipur National University