Annual Report of Examinations

(Academic Session 2018-2019)

SRI GURU GRANTH SAHIB WORLD UNIVERSITY
FATEHGARH SAHIB – 140406 (PUNJAB)

Contents of Annual Report

1. Introduction:

The Examination Department of SRI GURU GRANTH SAHIB WORLD UNIVERSITY is governed by University Regulations to conduct Examinations, evaluation of student's performance and declaration of results throughout the year under the headship of Professor In-charge (Examinations). The Examination branch is headed by the Professor In-charge (Examinations), who works under the directions of Vice-Chancellor.

2. Examination Calendar for the Session 2018-2019:

The Examination branch prepares the Examination schedule as per Academic Calendar released by Dean Academic Affairs and disseminates it to all the Faculty / Departments and later on notifies all the exam activities on the University Notice Boards.

Examination Calendar is released at onset of academic session for Examinations plan throughout the year for all exams i.e.

- Odd Semester
- Even Semester

The University follows the Semester System of Examinations, as decided the Syndicate of the University for all the Programmes. SGGSWU follows Choice Based Credit System (CBCS) and UGC guidelines to conduct Examinations with specific course codes allotted to each Programme, whereas for the courses running under the preview the curriculum of the statutory bodies like BCI, ICAR, NCTE, etc. the rules & regulations of the respective apex body are followed in addition to the University Rules and regulations.

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The University's Examination calendar for Odd & Even Semesters is as per the below given schedule:

EXAMINATION SCHEDULE FOR ODD SEMESTER	
EVENT	DURATION OF THE EXAMINATION
End semester Examination	December 03 2018 to December 24 2018
EXAMINATION SCHEDULE FOR EVEN SEMESTER	
End semester Examination	MAY 6 2019 to July 8 2019

➤ For programmes where no end semester theory examination were to be held, the viva voce of the candidates were conducted on submission of the thesis/ project Report

All the Odd / Even Semesters Examinations were conducted in offline mode successfully as per the above schedule.

3. Preparation of Question Papers

The processes of preparation of the question papers is a challenging task followed by various steps as mentioned below:

- Process to prepare question papers was started two months before the commencement of Off-line exams.

- Name of the paper setters proposed by respective BOS / HODs is sent for the approval of Vice Chancellor through Professor In-charge (Examinations).

- The format and instructions for setting of question paper is developed in such a way that it ensures that each question addresses one or more course objective mapped with the students learning outcomes.

- As per the University norms, set of two question papers on prescribed format are prepared. The second set of question paper may be utilized for Re-appear / Special Examinations.

- To maintain the confidentiality, the whole process of receiving the question paper is done through e-mail. Paper setters sent question papers on email given by the University from their own login Ids.

- The summary of the question papers only for regular exams is as follows-

Sr. No.	Particulars	Numbers
1.	Total question papers prepared for Odd Semester	547
2.	Total number of paper setters for Odd Semester	338
3.	Total sets of question paper	02 Sets of each QP
4.	Total question papers prepared for Even Semester	607
5.	Total number of paper setters for Even Semester	357

4. Conduct of Examinations

Examination Branch releases the Timeline twice in an academic year for the smooth conduct of Examinations. Timeline specifies all the steps involved in Examination process. During 2018-19, the process of filling the Examination Forms through ERP started one and a half month before the commencement of Examination. The following functions related to Examination process completed through ERP:

- Filling of Examination forms by the candidates.

- Verification of examination form as per university rules, by the respective HODs.

- Receiving of Examination forms through HODs.

- Verification sheet & admit cards generation etc., by the HODs.

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- Allotted Examination centers were provided the essential stationery for the conductof offline Examinations.

- Date sheets, notices had been sent through e-mail to all the faculties / HODs for circulation among the students.

- As per the Examination policy, the teams of flying squads appointed to supervise the fair conduct of offline Examinations, made surprise inspection of Examination centers, so as to eliminate the possibilities of use of unfair means by candidates, to hold the Examination in a fair, impartial and smooth manner and to maintain credibility of Examinations.

- Flying Squad team reports to the office of the Professor In-charge (Examinations) if any discrepancy and deviation from the Regulations and Guidelines are found at the Centre.

5. Attendance Criterion for appearing in Examinations

- As per the University Ordinances, all students should maintain a minimum of 75% attendance (overall) in each course to appear in the End term Examinations with further relaxation up to 10% (i.e. 65%) in extraordinary situations including medical or participation in other activities like sports, extra-curricular activities etc. with prior permission of competent authority.

- If a student's attendance falls below the prescribed attendance in any or all subjects, he / she will be termed as 'Detained' in those respective subject / subjects and will not be allowed to appear in the end Semester Examinations and get 'F' grade. However such students will be entitled for Special Summer Examinations if he / she satisfies the eligibility criterion of Special Summer Examinations.

- Both the Semesters of the year are required to be completed in the same Academic Session with minimum 50% credits. If a student is not eligible for promotion to subsequent year even if after considering the Special Summer Examinations, he / she will be required to repeat the complete year and shall be termed as 'Fail'.

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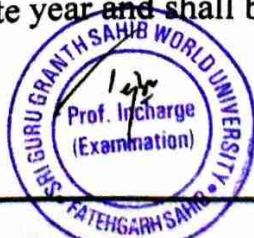
6. Evaluation Process:

In the end Semester Examinations, on the same day after Examinations, Answer Sheets were submitted by the Centre Superintendent duly codified to hide the identity of the students at Centralized Evaluation Centre. Answer Sheets were made available for evaluation on next day and were issued to concerned evaluators only after receipt of solution of question paper. All Answer Sheets were evaluated at Centralized Evaluation Centre only. No one was permitted to carry any answer sheets outside the evaluation center.

- Approved evaluators from the panel, completed the evaluation work within scheduled time, as per Timeline. Evaluators prepared the Award Lists of the evaluated answer sheets after checking and verification. The result section received the Award Lists for further processing. Answer scripts were decoded and kept for record.

7. Result Declaration

On the basis of conduct of Examinations final year students were awarded degrees who have no 'F' grades and have qualified all the Non-Credit subjects during the study period.

The summary of results is as follows:

Sr. No.	Particulars	Numbers
1.	Students appeared for Final Semester Examinations to complete their Degree	754
2	No. of Students Passed	585
3.	Pass percentage	77.59%

8. Re-Checking and Re-Evaluation Process

There is a process of Re-Checking as well as Re-Evaluation for ensuring the students satisfaction level after the declaration of results. Within fifteen days, students can raise their issues related to results on a prescribed format of Re-Checking / Re-Evaluation.

The Summary of the Grievances Raised during 2018-19 is given below in table:

S. No.	Particulars	Numbers
1.	Number of applications received for Re-Checking / Re-Evaluation regarding Odd Semester Examinations	165
2.	Number of applications received for Re-Checking / Re-Evaluation regarding Even Semester Examinations	62

Required changes in the result of students made on ERP by the Result Section with the information to the HODs of concerned Departments.

9. Examination Reforms during 2018-2019

The implementation of Examination reforms as listed below have resulted in integration, real-time processing, automation and security in all major functions of Examination eco-system of the university:

a. Online Application Portal

b. Online availability of Roll No. / Admit Card, Confidential List, Student Strength etc. reports

c. Fees Deposit module

d. University / Administrative Logins for Management and Reporting

e. Automated Result Processing

f. Availability of Course Syllabi, Date sheets, Merit Lists, Gazettes, Result Branch Contact Information, Examination Notifications etc. on University ERP.