

Annual Report of Examinations

(Academic Session 2022-2023)



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

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1. Introduction:

The Examination Department of SRI GURU GRANTH SAHIB WORLD UNIVERSITY is governed by University Ordinances to conduct Examinations, Evaluation of student's performance and declaration of results throughout the year under the Headship of Deputy Registrar (Examinations). The Examination Branch is headed by the Deputy Registrar (Examinations), who works under the directions of Vice-Chancellor.

2. Examination Calendar for the Session 2022-2023

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

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

- Odd Semester
- Even Semester

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



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

Examination Calendar for Session 2022-2023	
Exam Schedule for Odd Semester	
Event	Duration of Examination
End Semester Examinations	All Semesters of All Courses – 17.11.2022 to 23.12.2022
Exam Schedule for Even Semester	
Event	Duration of Examination
End Semester Examinations	All Semester of All Courses – 17.04.2023 to 27.05.2023

All the Odd and Even Semester Examinations were conducted in offline mode successfully.

3. Preparation of Question Papers:

The process of the preparation of the question papers is a challenging task and involves various steps:

- The format and instructions for setting of question paper are developed in such a way that it ensures that each question addresses one or more course objective mapped with the students learning outcomes.
- For Odd and Even Semester Examinations, question papers will be set by the teacher, teaching a particular subject as per the amendments made in the University Examination ordinances.



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

Sr. No.	Particulars	Numbers
1.	Total question papers prepared for Odd Semester	526
2.	Total number of paper setter for Odd Semester	198
3.	Total question papers prepared for Even Semester	596
4.	Total number of paper setters for Even Semester	203

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 the Examination process. During 2022-2023, the process of filling the Examination Forms through ERP started one and a half month before the commencement of Examinations. The following functions related to Examination process were completed through ERP:

- Filling of Examination forms by the candidate.
- Verification of Examination form as per University rules, by the HODs.
- Receiving of Examination forms through HODs.
- Verification & Admit Cards generation etc., by the HODs.
- Allotted Examination Centers provided essential stationary for the conduct of offline Examinations.
- Date sheets & notices for Odd and Even Semester Examinations were prepared & circulated by faculties / HODs to all their respective course students.



5. Attendance Criterion for appearing in Examinations

- For **Odd and Even Semesters**, classes were conducted in offline mode successfully. As per the University Ordinances, all students should maintain a minimum of 75% attendance in each course to appear in the End term Examinations with a 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 the competent authority.
- If a student's attendance falls below the prescribed overall attendance in any or all subjects, he / she will be termed as 'Detained' in the respective subject / subjects and will not be allowed to appear in the End Semester Examinations and will get 'F' grade. However such students will be entitled for Special Summer Examinations if he / she satisfies the eligibility criterion of Special Summer Examinations.
- A student is required to complete both the Semesters of the year in the same Academic Session with minimum 50% credits. If a student is eligible for promotion to subsequent year even after considering the Special Summer Examinations, he / she is required to repeat the complete year and shall be termed as 'Fail'.

6. Evaluation Process

- The Answer Books of the End Semester Examination were evaluated by the teacher teaching that subject, within one week of the end of Examinations of that class. Provided that if any teacher teaching a subject proceeds on long leave/resigns, the Head of Department will appoint another teacher from the Department as the paper setter / evaluator for that subject.
- Training / Project Reports submitted by the candidate after completion of his / her training in an Industry / Organization were evaluated by a Committee consisting of Head of Department, and one teacher of the concerned area of specialization, nominated by the Head of Department and an external expert appointed by the Dean Academic Affairs.



7. Result Declaration

After all the awards of a particular class are uploaded by the concerned subject teachers, the Head of the Department took a printout of the Awards, got the signatures of all the teachers teaching that particular class and sent it in a sealed cover to the Examination Branch after signing the same with the seal of the Department. The Examination Branch declared the results and circulated it to all the HODs.

On the basis of conduct of Examinations, Final Year Students were awarded Degrees who had no 'F' grades and had 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	926
2	No. of Students Passed	713
3.	Pass percentage	77.00%

8. Re-Checking and Re-Evaluation Process

After Evaluation of Answer Books, the concerned teacher intimated the students about the date and time to show the Evaluated Answer Books to them within one week of the end of Examinations of that class. The teacher got the signatures of the students present on their respective Answer Books. The students, who did not turn up to see the Evaluated Answer Books, were deemed to have seen the Answer Books. After showing the Answer Books to the students, the teacher will upload the awards on the ERP system of the University.



The Summary of the Grievances Raised during 2022-2023 is given below in table:

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

