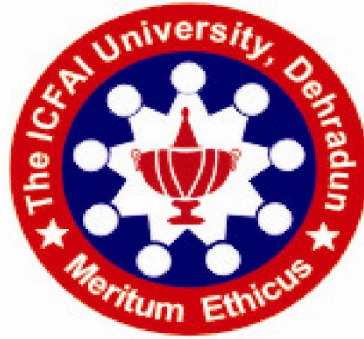


The ICFAI University, Dehradun



EXAMINATION DEPARTMENT

EXAMINATION ANNUAL REPORT 2017 - 18

TABLE OF CONTENTS

Vision and Mission of the University	1
Introduction	2
Academic Calendar	2
Committees	2
Board of Examination	3
Setting of Question Papers	3
Moderation Boards (For Moderation of Q. Papers)	4
Preparation and Notification of Examination Schedule	5
Borderline Debarred Category	5
Status of Examination Forms Submitted and Admit Cards Generated	6
Conduct of Examinations	6
Examination Discipline Committee	7
Evaluation of Answer Sheets	8
Grading of Marks	8
Grievances of Students	9
Degree Awarded	9
Automation	9
Examination Process	10

VISION AND MISSION OF THE UNIVERSITY

VISION

The vision of the University is to inculcate an approach through continuous and proactive endeavors, in acquiring domain knowledge, professional skills and positive attitude and to promote amongst faculty member a strong culture of creation of knowledge through higher learning and research.

MISSION

The mission of the University is to offer world class, innovative, career-oriented professional post graduate and undergraduate programs through inclusive technology-aided pedagogies to equip students with the requisite professional and life skills as well as social sensitivity and high sense of ethics. The University will strive to create an intellectually stimulating environment for research, particularly into areas bearing on the socio-economic and cultural development of the state and the nation.

1. Introduction

The Examination Department of the IUD is governed by University **Regulation**. Advancing towards the mission to offer high quality examination services, Examination department ensures transparency in all its activities that adequately support all students and institutions. The Examination Department administers open and secured processes and systems and work in close collaboration with institutions, external organizations and individuals.

Examination department is headed by the Controller of Examinations who reports to the Board of Examination (BOE), Vice Chancellor is the Chairman of BOE.

2. Academic Calendar for 2017-18

Block Academic Calendar is issued by the University right before the commencement of academic session. Block of Examination is notified through Block Academic Calendar for both odd and even semesters. A detailed Examination Calendar is prepared by the Examination Department based on the Block Academic Calendar.

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

S. No.	Examination	Last Teaching Date		Block of Examination including Practical	
		MBA	Others	MBA	Others
1	Odd Semester	31 st September 2017	30 th November 2017	3 rd October To 9 th October 2017	4 th December To 18 th December 2017
2	Even Semester	2 nd February 2018	26 st April 2018	5 th February To 9 th February 2018	30 th April To 15 th May 2018

The Examination Department has number of different activities throughout the academic session. Examination Department prepares Calendar of Examination Activities and all examination activities are monitored for compliance.

3. Committee

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

1. School Examination Committee
2. Moderation Boards (For moderation of Question Papers)
3. Borderline Debarred Committee
4. Examination Discipline Committee
5. Result Moderation Committee

4. Board of Examination

As per the Regulations, Board of Examination 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	Dr. Pawan K. Aggarwal
Pro Vice Chancellor	Member	Dr. Muddu Vinay
Registrar	Member	Brig. Rajiv Sethi (Retd.)
Dean/ In-charge of Schools	Member	1. Dr. Muddu Vinay, Dean (IBS) 2. Dr. Sandip Vijay, Associate Dean ITS 3. Mrs. Monika Kharola, In-charge, ILS 4. Mrs. Sarita Negi, In-Charge, IEdS
School Examination Coordinators	Members	1. Mr. Vipin Patait (ITS) 2. Mr. Aseem Paliwal (ILS) 3. Mr. Alok Kumar (ILS) 4. Mr. Punnet Garg (IBS) 5. Ms. Atulya Verma (IEdS)
Controller of Examinations	Member Secretary	Dr. Rakesh Pandey

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

5. Setting of Question Papers

Two set of Question Papers need to be submitted for each Course. By Default Course In-charge is the Paper Setter. The 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 student learning outcomes.

Summary of the question papers set during academic session 2017 – 18 was asunder:

S. No.	Examination	No. of Programs	No. of Courses	No. of Paper setters	Total No of Sets of Question papers
1	Odd Semester:	15	188	56	376
2	Even Semester:	15	165	64	330

Duration of Examination

A question paper for theory examinations of a course unit of any program is of 2 or 3 hours duration, depending upon the associated credit unit, with maximum marks 50 as applicable.

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 3 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 may have 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.

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.

Section C: This section is compulsory without any choice and questions in this section are generally case study based, a hypothetical problem or a situation seeking a possible solution(s), students' response to a situation based on general awareness of the broad discipline of study etc.

6. Moderation Boards (For moderation of Question Papers)

As per Regulations, Domain wise Moderation Boards are constituted by the Controller of Examination to moderate the question papers. Composition of the Moderation Board is as under:

- | | |
|--|------------------|
| (a) Dean/Head of Department/Institution | Chairperson |
| (b) Senior most Professor/ senior most teacher and the teaching faculty of the discipline concerned. | Member |
| (c) Two experts in the discipline/specialization of whom one may be external | Members |
| (d) Controller of Examinations | Member Secretary |

There is a provision to co-opt other experts not exceeding two in one discipline/ specialization, if required by the Heads of Institution / Department.

The Moderation Boards (Domain 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 :	188	376	188	188
2	Even Semester :	165	330	165	165

7. Preparation and Notification of Examination Schedule:

Examinations are conducted only on the basis of course code and accordingly Examination Department prepares the Examination schedule and publishes for students and HoIs.

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 : MBS Program	3 rd October To 9 th October 2017
	Odd Semester : Others	4 th December to 18 th December 2017
2	Even Semester: MBS Program	5 th February To 9 th February 2018
	Even Semester: Others	30 th April To 15 th May 2018
3	Supplementary Examinations 2018	14 th July to 26 th July 2018

8. Borderline Debarred Category

As per Regulations, A student whose attendance is greater than equal to (>=) 70% but less than 75% are allowed to appear in the End Semester Examination after obtaining approval of HoI.

Summary of Borderline Debarred cases during Academic Session 2017 – 2018 is as under:-

Examination -->	Odd Sem	Even Sem
No. of students applied for Examination	1136	1075

No. of students permitted for Examination	1087	1038
No. of students not permitted for Examination	49	37

9. Status of Examination Forms submitted and Admit Card generated:

As per the Regulations, 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 2017 – 18 was as under:

S. No.	Academic Session 2017 - 18	Examination Forms Submitted	Admit Cards Generated
1	Odd Semester :	1136	1087
2	Even Semester:	1075	1038

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 2017 – 18 was as under:

S. No.	Academic Session 2017 - 18	No. of Duplicate Admit Cards issued
1	Odd Semester :	NIL
2	Even Semester:	6

10. Conduct of Examinations

Examination Department conducted following examinations during academic session 2017 – 18:

S. No.	Session	Block of Examination	No. of Programs	No. of Courses	Total No. of Students
1	Odd Semester	4 th December To 18 th December 2017	15	188	1136
2	Even Semester	30 th April To 15 th May 2018	15	165	1075
3	Supplementary Examination	1July To 25 July 2018	11	47	256

11. Examination Discipline Committee (Flying Squad)

As per Regulations (para 5), 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 / Dean	Chairperson	Dr. Muddu Vinay
Two Heads Departments / Constituent Units	Member	Dr. Sandip Vijay (ITS)
	Member	Mrs. Sarita Negi (IEDS)
One Senior Officer of the University	Member	Brig. Rajiv Sethi (Retd), Registrar, IUD
Controller of Examinations	Member Secretary	Dr Rakesh Pandey, COE

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)	5	3
Possession of Mobile	0	0
Misbehave	1	1
Without Admit Card	NIL	NIL
During Evaluation (request for passing marks/ disclosing identity)	0	0
Total Cases	6	4

Summary of the unfair means adopted by the students and penalties given (para 29 (8) (A)) to the students during academic session 2016-17 is as under:

Examination →	Dec., 2017	April/ May, 2018
Total No. of Student Appeared	1136	1075
No. of UFM cased registered	6	4
% of UFM cased registered	0.053	0.037
No. of Exonerated cases	6	3
% of Exonerated cases	0.053	0.037
Strict Warning	0	0
% of Strict Warning cases	0	0
Examination of the paper cancelled	0	0
% Examination of the paper cancelled	0	0
Appeal Made by the students	0	0
% Appeal Made by the students	0	0

12. Evaluation of Answer Sheets

Day wise Answer Books after the examinations are issued to the examiner after that Answer books are codified to hide the identity of students.

Answer Books are made available for evaluation on next day and are issued to concerned Evaluators only after uploading of model answers for respective course.

All answer books are evaluated only at Centralised Evaluation Centre. No one is permitted to carry any answer sheet outside the evaluation centre.

Examination	No. of Evaluators	Answer Books Evaluated
Odd Sem. Dec 2017	68	7365
Even Sem. April-May 2018	69	6331

13. Grading of Marks

Subject-wise grading is an academic process which will be finalized by the Committee involving the School Examination Committee member(s), Dean/In-charge of respective Schools, along with the team of course faculty members.

Academic Session	Sem. Type	Total Students Appeared	Total Courses Graded
2017-2018	Odd	1136	188
	Even	1075	165

14. Detail of Grievances posted online by the students:

Grievances raised by the students and actions taken by the Examination Department are as under:

S. No.	Title	No. of Students
1	Grievances Raised	2
2	Grievances resolved	2
3	Grievances sent for clarification	0
4	No. of Grievances escalated	0

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

Examination →	Odd Sem. Dec 2017	Even Sem. April/ May 2018
Number of students appeared in final exam	1087	1038
Number of applications received for revaluation	0	0
% of application received for revaluation	0	0
Number of revaluation cases where marks changed	0	0
% of changes	0	0

15. Degree Awarded

Student who meets the qualifying criteria as laid down in the Regulations, are awarded degree. Total 236 Degrees were awarded to the students who have successfully completed the programme in year 2017-18. Summary is as under:

UG	PG	Ph. D	Total
155	79	2	236

16. Automation of the processes during Academic Session 2017 – 18:

University has completely automated examination system wherein the whole process from setting of question papers to the declaration of final results is online. Examination department strives to review and improve all the examination related processes for better learning experience of the students and smooth functioning of institution.

Following processes have been automated recently:

S. No	Activity	Previous	Automation	Advantages
1	Model Answers	Model answer submitted to Examination Department by concern paper setter/ Institution in hard copy.	Model answer uploaded on IUD / Faculty Website.	Standardization in evaluation
2	Examination Online Form	Previously the students used to apply manually for examination form.	Student can apply online for examination form and fee for backlog courses.	a) Proved very helpful for the students and has reduced wastage of paper and time. b) Easy to procure the student Data for future reference.
3	Generation of Admit Cards and verification Cards	Previously Admit cards need to filled by the students and submitted to Examination cell along with Examination form.	Based on Examination Online form Examination cell generates Admit and Verification Cards	Proved very helpful for the students and can be generated anytime.
4	Grading		Course-wise Grading is to be done by IUD Grading Software. Calculation of CGPA is also done by IUD Software.	Calculation of Grads and CGPA is totally automated.

Examination Process at IUD

S.No	Activity	Exam Process	Responsibility
1	Internal Tests <ul style="list-style-type: none"> • Mid Term • Quizzes • Lab Exam 	<ul style="list-style-type: none"> • Preparation of examination schedule for the Mid-Term • Preparation of invigilation schedule for the Mid-Term • Submission of 2 sets of Question papers to Centralized Examination Cell • Printing of the question Papers 24 hrs prior to the subject exam by Centralized Examination Cell • Exams are conducted as per schedule • Coding of Examination Answer Scripts • Evaluation of answer papers will be completed by team of instructors within 7 working days • Decoding of Answer Scripts • Evaluated Answer sheets will be shown to the students • Recording the students marks subject wise after addressing the rechecking requests given by the students • Mid-term Result will be announced and displayed to the students subject wise to inform where they stand 	Centralized Examination Cell
2	End Semester Exam	<ul style="list-style-type: none"> • Preparation of Schedule for the End semester Exam 	

		<ul style="list-style-type: none"> • Submission of 2 sets of Question papers to Centralized Examination Cell • Moderation of Question papers by the subject expert committee • Selection of 1 set of question papers for final printing by the Controller of Examination (COE) • Preparation of Invigilation schedule for the End semester Exam • Printing of the question papers 24 hrs prior to the subject exam by the Centralized Examination Cell • Exams are conducted as per schedule • Coding of Examination Answer Scripts (as per UGC Examination Reform regulation) • Evaluation of answer papers will be completed by team of instructors within 7 working days • Decoding of Examination Answer Scripts • Evaluated Answer sheets will be shown to the students • Recording the students marks subject-wise after addressing the rechecking requests given by the students • Sending of Answer Scripts to external evaluator if request is made by student (as per the policy of IUD) • Implementation 	Centralized Examination Cell
3	Final Grading	Subject-wise grading is an academic process which will be finalized by the Committee involving the School Examination Committee member(s), Dean/In-charge of respective Schools, along with the team of course faculty members	Centralized Examination Cell
4	Approval of Exam Grades	Necessary documents for approval of the semester-wise examination results will be prepared by the team of Centralized Examination Cell. The signatories on these approvals include School Examination Committee Member(s), Dean/In-Charge of respective Schools, Controller of Examinations, Registrar and Vice Chancellor.	Centralized Examination Cell
5	Result Announcement	A tabulated result will be prepared and displayed on School Notice Board for the students once the grades are approved.	Centralized Examination Cell
6	Printing of Grade Sheets	Copy of approvals will be sent to the Examination Department, Hyderabad for printing of Grade Sheets, Transcripts, CGPA Conversion certificates etc	Examination Department, Hyderabad
7	Examination Material	Exam material like main answer sheets, additional answer sheets are received from Examination Department, Hyderabad	Examination Department, Hyderabad
		Exam material like graphs sheets, threads, envelopes etc are procured at IUD	IUD