

The ICFAI University, Dehradun
Minutes of Meeting of Centralized Examination Cell

A meeting of Board of Examination (BOE) was held on December 20, 2017 at VC Board Room.

The following members attended the meeting:

- Prof. (Dr.) Pawan K. Aggarwal (Vice Chancellor, IUD) – Chairman
- Prof. (Dr.) H. M. Mittal (Dean, ILS) – Member
- Prof. (Dr.) Sandip Vijay (Associate Dean, ITS) – Member
- Prof. Sarita Negi (In-charge, IEdS) – Member
- Mr. Vipin Patait (Examination Coordinator, ITS) – Member
- Mr. Aseem Paliwal (Examination Coordinator, ILS) – Member
- Dr. Rakesh Pandey (COE-In-charge) – Member Secretary

The following points were discussed in the meeting:

- Feedback on Comprehensive Examination December, 2017.
 - Discussion on UFM cases of Comprehensive Examination December, 2017.
 - Review the Examination process.
 - Review the policy of Make-Up Examination.
 - Planning of Examination for Next semester.
 - Any other item with the permission of Chair.
1. The members of BOE were welcomed by the Chairman.
 2. Members of Flying squad informed that during Comprehensive examination in December 2017, students were coming to invigilators to collect supplementary sheets whereas the invigilators were instructed that they should distribute answer scripts on the table of students. Further, it was pointed out that some of the invigilators were using mobile phones, which is strictly prohibited during invigilation duty. BOE took note of these points and instructed In-charge, COE to issue a notice to all the invigilators to adhere to the code of conduct of examination.
 3. BOE decided to depute floor in-charges during the examination period to prevent interaction among the students.


22/12/17

1/4

4. BOE discussed on the recommendations of the Complaint Redressal Committee regarding six UFM cases of Comprehensive examination held in December, 2017, and the following decision were taken:

Case No	Student's Detail	Date	Case Report	Recommendation of Complaint Redressal Committee	Decision of BOE
1	Divyanshu Suman (ID No. 17FLICDD N01044) – BBA LLB (Hons.) 1st Year	December 08, 2017; I shift	Student was caught with bunch of notes in the washroom and notes were related with exam question paper (LL 151, Law of General Contract).	Dr. Sandip Vijay and Prof. Sarita Negi recommend to cancel the registration of respective students in all courses of current semester. While Dr. H. M. Mittal has recommended canceling their registration in respective course only in which the student was caught using Unfair Means.	BOE decided to cancel the registration of the student in the same subject and one more subject in which he will score minimum marks/grade.
2	Saumajit Gorai (ID No. 17FLICDD N 02133) – BA LLB (Hons.)	December 08, 2017; I shift	Student was caught with bunch of notes along with bag in the washroom and notes were related with exam question paper (Legal and Constitutional History, LL 161).	Dr. Sandip Vijay and Prof. Sarita Negi recommend to cancel the registration of respective students in all courses of current semester. While Dr. H. M. Mittal has recommended canceling their registration in respective course only in which the student was caught using Unfair Means.	BOE decided to cancel the registration of the student in the same subject and one more subject in which he will score minimum marks/grade.
3	Makshida Prabhakar (ID No. 17FLICDD N 02076) – BA LLB (Hons.) 1st Year	December 08, 2017; I shift	Student was caught doing cheating with a piece of paper in the examination room and matter of paper was related with exam question paper (Legal and Constitutional History, LL 161).	Dr. Sandip Vijay and Prof. Sarita Negi recommend to cancel the registration of respective students in all courses of current semester. While Dr. H. M. Mittal has recommended canceling their registration in respective course only in which the student was caught using Unfair Means.	BOE decided to cancel the registration of the student in the same subject and one more subject in which he will score minimum marks/grade.
4	Abu Bakar Mokarim (ID No. 17FLCDDN 01007) – BBA LLB (Hons.)	December 11, 2017; I shift	Student was asking answer from his batch mate while going to washroom during the examination of Legal and Constitutional History, LL 161.	Committee did not find any substantial evidence to completely prove the charge on Mr. Abu Bakar Mokarim, therefore committee granted benefit of doubt and recommend to issue a warning letter to him	The BOE took note of the fact that the students in the first two hours of examination had written only 8 pages before interaction with the other student while had written in the last one hour 16 pages after the interaction and the student had written answers on his Question Paper. Accordingly, the BOE decided to cancel his registration in the same course only.
5	Prashant Pushkar (ID No. 16STUCDD N01013) –	December 13, 2017; II shift	Student was caught with a piece of paper in the examination room and the text on this paper was related with exam	Dr. Sandip Vijay and Prof. Sarita Negi recommend canceling the registration of respective students in all courses of current semester. While Dr. H. M. Mittal has	BOE decided to cancel student's registration in the same subject only

 22/12/17

2/4

	B. Tech (CSE) 2nd Year		question paper (CST 2104, Discrete Mathematics)	recommended canceling their registration in respective course only in which the student was caught using Unfair Means.	
6	Abhishek Kumar (ID No. 121MC00048) – B. Tech (ME) Backlog	December 15, 2017; I shift	Student was caught with a piece of paper in the examination room and the text on this paper was related with exam question paper (ME 407, Refrigeration and Air Conditioning)	Committee found the charge correct and recommends canceling the registration of the student in the same subject only.	BOE decided to cancel student's registration in the same subject only.

- BoE clarified that a student who has appeared for the examination of a subject but has fallen under the Registration Cancel (RC) category; he/she need not register for that subject again. The student should do self-study and appear in examination, when offered, after paying the requisite fee.
- It was brought to the notice of the BOE that ILS faculty members, overtime, have deviated from the Academic Regulation in the evaluation process of the students. They are doing internal evaluation only for 5% marks whereas in the regulation they are required to do internal evaluation for 20% marks in general. The board has taken the decision to implement the regulation in letter and spirit. Accordingly the academic regulation for the distribution of marks, for all the schools, will be as follows:

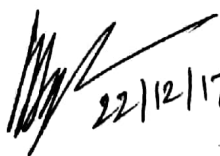
S. No	Evaluation Component	Weightage	To be conducted
1	Internal Assessments*	20%	Minimum 2 and Maximum of 4 assessments per semester
*Internal Assessments can be Quizzes/Assignments/Presentations, Projects /Viva Voce / Class room Participation, based upon the nature of the course.			
2	Mid Semester Exam	30%	Normally, in the 8 th week from the Commencement of classes
3	End Semester Exam	50%	Normally, in the 17 th & 18 th week from the Commencement of classes
The End semester examination question paper must have 60 % of the paper from the syllabus covered after Mid-Term Exam and 40 % of the paper from syllabus covered before Mid-Term Exam.			
Total		100%	

 22/12/17

3/4

7. Further it has been noted that some of the schools are conducting the mid- term examination for 3 hrs and the board has been taken the decision that all the schools should conduct the Mid-Term exam for 2 hrs:
8. BoE instructed COE to collect 2 sets of Question papers for each subject and it is decided that there will be two moderators of Examination Question Papers (one Internal and one external). COE can invite additional experts for moderation depending upon the need.
9. In-Charge COE had drawn the attention of BOE to the fact that there is a serious need of dedicated Photocopier and scanner machine in Centralized Examination Department and it should be procured on priority basis to maintain the secrecy of Examination Material/ Question Papers which are required to be reproduce at short notice. The administration may explore the possibility of hiring the heavy-duty photocopier machine instead of buying, that will be more economical.
10. BOE decided that there will be no Makeup Examination for Mid-Semester and End-Semester Examination in any circumstances.
11. The BOE observed that the Academic Regulations available at IUD are outdated and these should immediately be updated / revised and get approved by the competent authority. After the due approvals, the Updated Regulations should be communicated to all the concerned officials of University for information. In the process of updating the Academic Regulations consistency should be maintained with the Academic Regulations being adopted by IFHE Hyderabad.
12. It was decided that Answer Scripts should be promptly evaluated, evaluated answer scripts should be shown to the students so that they can see that all their answers are evaluated and marks have been added correctly. The answer scripts should be immediately collected back and submitted in the CED.
13. In case a student requests for reevaluation of his/her answers script, he/she would be required to pay a charge of Rs 1000/- per answer scripts along with written application for reevaluation that should be submitted to the COE. The answer scripts should be sent to an external evaluator (Outside the University) for reevaluation. No change of marks will take place if the increase in marks is less than 10%.
14. It was brought to the notice of BOE that students misuse the additional sheets by writing only few lines in a page. In order to control the misuse of Additional sheets, the BOE decided that, in Mid-Semester examination maximum '3' and in End-Semester Examination maximum '6' Additional sheets (each sheet containing of 4 pages) may be issued to the student.

The meeting ended with a vote of thanks to the chair.


22/12/17

4/4

The ICFAI University, Dehradun
Minutes of Meeting of Board of Examination

A meeting of Board of Examination (BOE) was held on April 25, 2018 at VC Board Room. The following members attended the meeting:

- Prof. (Dr.) Pawan K. Aggarwal (Vice Chancellor, IUD) – Chairman
- Brig (Retd.) Rajeev Sethi (Registrar, IUD) – Member
- Prof. (Dr.) Sandip Vijay (Associate Dean, ITS) – Member
- Prof. Sarita Negi (In-charge, IEdS) – Member
- Prof. Puneet Garg (Examination Coordinator, IBS) – Member
- Mr. Vipin Patait (Examination Coordinator, ITS) – Member
- Mr. Aseem Paliwal (Examination Coordinator, ILS) – Member
- Mr Amit Das (Assistant Professor, ITS) – Invitee
- Dr. Rakesh Pandey (COE-In-charge) – Member Secretary

Agenda of the meeting:

1. Planning of Comprehensive Examination II Sem 2017-18.
2. Discussion on 1 UFM case of Mid Term Examination.
3. Discussion on Policy of Summer Examination.
5. Review of Grading Process.
6. Any other item, with the permission of Chair.

Minutes:

1. The members of BOE were welcomed by the Chairman.
2. The board felt, instructions for examinee need to be displayed at school notice boards as well as uploaded to University website.
3. During Examination Uniform must be checked at University Gate and student without uniform must take permission from Registrar to sit in examination.
4. BoE discussed one UFM case of Mid Term examination held in February-March, 2018, and the following decision was taken:

Case No.	Student's Detail	Date of Examination	Case Report	Decision of BOE
1	Aman Kashyap (ID No. 1405C00014) – BBA LLB (Hons.) 4 th Year	February 27, 2018; II shift	During the Examination of Law of Poverty (LL 432), while asking to show the admit card student misbehaved with invigilator and flying squad members. In the argument with flying squad member, he used the words “Bachiyega nahi” and “abey oh”.	BOE decided to warn the student to not to repeat this type of behavior in future. In this regard Registrar, IUD will issue him a warning letter. Student is also required to call his parent and an undertaking must be taken from his parents for not repeating such act. BoE also decided that his ‘A’ sheet be cancelled and only ‘B’ answer script evaluated.

5. The Board decided that the faculty be addressed in regard to instructions for invigilators to follow the rules and regulations in letter and spirit.
6. The board discussed the fee structure relating to NC, GI, RRA & RC during the summer term/ regular semester and decided the following fee structure to be implemented w.e.f. June 01, 2018.

S. No	School Name	Category of Student	School wise existing Fee	Fee recommended by BoE	Class Attendance Requirement
1	IBS	NC & GI	2500	2000	By Self Study
		RRA	---	5000	By Attending classes with 75% attendance
		RC1	---	5000	By Attending classes with 75% attendance
		RC2	---	2000	By Self Study
2	ITS	NC & GI	1500	2000	By Self Study
		RRA	7500	5000	By Attending classes with 75% attendance
		RC1	7500	5000	By Attending classes with 75% attendance
		RC2	7500	2000	By Self Study
3	ILS	NC & GI	1000	2000	By Self Study
		RRA	4000	5000	By Attending classes with 75% attendance
		RC1	4000	5000	By Attending classes with 75% attendance
		RC2	4000	2000	By Self Study
4	IEdS	NC & GI	---	2000	By Self Study
		RRA	---	5000	By Attending classes with 75% attendance
		RC1	---	5000	By Attending classes with 75% attendance
		RC2	---	2000	By Self Study

* NC: Not Cleared, GI: Grade Improvement, RRA: Re-Register Again, RC1: Registration Cancelled due to Disciplinary Action during Semester, RC2: Registration Cancelled due to caught under UFM during Examination.

Note: Wherever the student is registered to appear for examination by attending classes the fee per subject will be Rs 5000/-.

7. The Board decided to request the sponsors to consider the batter of the existing grade and the grade on improvement, if a student repeats a course again to improve his/her grade.
8. The Board decided that a student will be allowed to register only up-to four back/improvement papers in summer term/ regular Semester.
9. During the Examination, the housekeeping staff should be deputed to washrooms and they should clean and clear the washrooms of any objectionable materials after every 30 minutes.
10. The Board proposed that absolute grading may be adopted wherever there are less than 30 students in a course. The members suggested the following range for absolute grading:

Grade	Marks range
A	≥ 80
B	$\geq 60 \text{ \& } < 80$
C	$\geq 40 \text{ \& } < 60$
D	$\geq 20 \text{ \& } < 40$

11. Prof. Puneet Garg informed the Board that there are guidelines for relative grading which may be shared with the concerned officials so that all the schools can follow a uniform policy in the case of relative grading. He was requested to send the guidelines to the CoE and the Registrar with a copy to the VC.
12. Mr. Aseem Paliwal informed the Board that there is a heavy duty printer cum photocopier kept in ILS in non-working condition and it was decided that the same should be repaired and handed over to CEC.
13. Dr. Rakesh Pandey requested for one additional room for Centralized examination cell. It was decided that Room No. C-205 adjacent to the CEC should be given to CEC. Also, a strong room should be constructed within C-205.

The meeting ended with a vote of thanks to the chair.



Dr. Pawan K. Aggarwal

Chairman

The ICFAI University, Dehradun
Minutes of Meeting of Board of Examination

A meeting of Board of Examination (BOE) was held on May 22, 2018 at VC Conference Room.

The following members attended the meeting:

- Prof. (Dr.) Pawan K. Aggarwal (Vice Chancellor, IUD) – Chairman
- Prof. (Dr.) Muddu Vinay (Pro VC & Dean, IBS) - Member
- Brig (Retd.) Rajeev Sethi (Registrar, IUD) – Member
- Prof. (Dr.) Sandip Vijay (Associate Dean, ITS) – Member
- Prof. Sarita Negi (In-charge, IEdS) – Member
- Mr. Vipin Patait (Examination Coordinator, ITS) – Member
- Mr. Aseem Paliwal (Examination Coordinator, ILS) – Member
- Mr Amit Das (Assistant Professor, ITS) – Invitee
- Dr. Rakesh Pandey (COE-In-charge) – Member Secretary

Agenda of the meeting:

1. Report of Comprehensive Examination Even Sem 2017-18.
2. To take a decision on three UFM cases of Comprehensive Examination Even Sem 2017-18.
3. To take a decision on summer term Examination Policy.
4. Confirmation of minutes of the previous meeting of BOE held on April 25, 2018.
5. Any other item, with the permission of Chair.

Minutes:

The Chairman welcomed the members of BOE and invitee, and presided over the meeting. The following business was conducted.

1. Dr. Rakesh Pandey (COE, In-charge) presented the report of Comprehensive Examination, Even Semester 2017-18 that was received and noted.
2. BoE discussed the UFM cases of Comprehensive examination held during April-May, 2018, and the following decisions were taken:

Case No.	Student's Detail	Date of Examination	Case Report	Decision of BOE
2.1	Prakrity Kumari (ID No. 15EC00212) B. Tech (ECE) 3 rd Year	April 30, 2017 (1 st shift)	During the Examination of Computer Organization and Architecture (EC 321), the student was caught with a written chit and the chit was related to the subject.	BOE decided to cancel the registration of the student in the same subject.
2.2	Shambhavi (ID No. 1405C00091) BBA-LLB (Hons.) 4 th Year	April 30, 2017 (2 nd Shift)	During the Examination of Law Relating to Right to Information (LL 422), the student was caught with written words on her left palm and the written material was related to the subject.	BOE decided to cancel the registration of the student in the same subject.
2.3	Kartikay Kumar (ID No. 17FLICDDN01058) BBA-LLB (Hons.) 1 st Year	May 08, 2018 (1 st Shift)	During the Examination of Business Statistics (MG 122), the student was caught with a written chit and the chit was related to the subject.	BOE decided to cancel the registration of the student in the same subject.

3. The Board clarified the following relating to Summer term/ Regular Examination policy:

- 3.1 If a student has already met the attendance criterion for appearing in the comprehensive exam then he/she will not be required to attend classes to re-appear in the comprehensive examination for grade improvement or for any other reason. The student can take exam by self study. In this case, his internal marks and mid-term marks obtained in the first registration will remain unchanged. Accordingly, NC/GI/RC2 (RC2: Registration cancelled due to using UFM during Examination) cases would fall in this category.
- 3.2 A student who has not satisfied the criterion of attendance for appearing in comprehensive exam would be required to attend the Summer/Regular term classes, and meet the attendance requirement to appear in Mid-Term and Comprehensive Examination. In this case, the student will be evaluated fresh in terms of his/her internal marks, Mid-Term marks and End-Term marks. Accordingly, RRA/RC1 (RC1: Registration cancelled and attendance has not met the attendance criteria for appearing in End-Term Examination) cases would fall in this category.
- 3.3 In case, a student appears for End-Term exam for improvement of grade, better of the previous and current grades will be retained.

4. It was brought to the notice of the Board that there is a Circular of UGC regarding punishment relating to case of Unfair Means. The board decided that the current policy on UFM cases should be reviewed in the light of the UGC circular, and constituted the committee for the same comprising of the following officials:

- Prof. (Dr.) Muddu Vinay (Pro VC & Dean, IBS) – Chairmen
- Brig. (Retd.) Rajeev Sethi (Registrar, IUD) – Member
- Prof. (Dr.) Sandip Vijay (Associate Dean, ITS) – Member
- Prof Amit Das (Assistant Professor, ITS) – Coordinator

The committee should submit its report to the BOE by June 11, 2018.

5. The Board discussed the need for minimum passing marks in comprehensive examination. The Board constituted a committee comprising of the following officials to review the current grading policy of IUD.

- Prof. (Dr.) Muddu Vinay (Pro VC & Dean, IBS) – Chairmen
- Prof. (Dr.) Sandip Vijay (Associate Dean, ITS) – Member
- Mr. Vipin Patait (Examination Coordinator, ITS) – Member
- Mr. Aseem Paliwal (Examination Coordinator, ILS) – Member
- Prof. Amit Das (Assistant Professor, ITS) – Member

The committee should provide its recommendations to the BOE by June 11, 2018.

6. It was decided that MBA examinations will also be conducted by the Centralized Examination Cell.

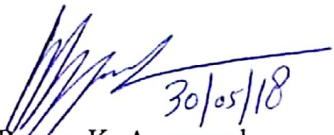
7. The Board instructed Dr. Rakesh Pandey (COE, In-Charge) to explore the possibility of conducting examination of BBA-LLB (V Year) along with MBA.

8. The Board was informed that there is lack of infrastructure at CEC (Strong Room, Heavy Duty Printer, Racks, Almiras, Telephone with intercom connection). The Board requested the Registrar to look into it.

9. It was decided to install a CCTV Camera at Centralized Examination Cell.

10. The Board discussed and decided to provide tea and snacks to the invigilators (once in the Forenoon and once in the Afternoon) during invigilation duty.

The meeting ended with a vote of thanks to the chair.


30/05/18
Prof. (Dr.) Pawan K. Aggarwal
Chairman

The ICFAI University, Dehradun
Minutes of Meeting of Board of Examination

A meeting of Board of Examination (BOE) was held on January 31, 2018 at VC Board Room. The following members attended the meeting:

- Prof. (Dr.) Pawan K. Aggarwal (Vice Chancellor, IUD) – Chairman
- Prof. (Dr.) Muddu Vinay (Dean, IBS & Pro VC, IUD) – Member
- Brig Rajiv Sethi (Retd.) (Registrar, IUD) – Member
- Prof. G F Chakravarthi (In-Charge, ITS) – Member
- Prof. Sarita Negi (In-charge, IEdS) – Member
- Prof Monika Kharola (In-Charge, ILS) - Member
- Mr. Avishek Raj (Examination Coordinator, ILS) – Member
- Mr Atm Prakash Rai (Examination Coordinator, ILS) – Member
- Mr Amit Bera (Examination Coordinator, ITS) – Member
- Ms Atulya Verma (Examination Coordinator, IEdS) – Member
- Mr. Raghvendra Sharma (Examination Coordinator, IBS) – Member
- Mr Amit Das (Assistant Professor, ITS) – Invitee
- Dr. Rakesh Pandey (COE-In-charge) – Member Secretary

The agenda of the meeting was as follows:

- Discussion on UFM cases of End Term Examination, December 2018.
- Discussion of Examination Calendar Even Semester 2018-19.
- Any other item, with the permission of the Chair.

The Chairperson welcomed the Board Members and invitees, and presided over the meeting. The following items of business were transacted:

6.1 Discussion on End-Term Examination December, 2018.

BoE discussed three UFM cases of End Term examination held in December, 2018, and the following decisions were taken:

Case No	Student's Detail	Date of Examination	Case Report	Decision of BOE
1	Hemant Bhatt 18FLICDDN02051 BA-LLB (Hons) 1 st Year	December 05; II shift	Student was caught with written in his palm and written matter was related with exam question paper (AT-111, Political Science).	BOE decided to cancel the registration of the student in the same subject.
2	Ravi Prakash Mishra 18FLICDDN02106 BBA-LLB (Hons) 1 st Year	December 05; II shift	A written chit was caught with the student and the matter of paper chit was related with exam question paper (AT- 111, Political Science).	BOE decided to cancel the registration of the student in the same subject.
3	Atul Tiwari 1505C00027 BBA-LLB (Hons) 4 th Year	December 06; II shift	Student had misbehaved with invigilator and left the room without permission of invigilator in exam of (LL-441, Law of Medicine and Health).	BOE decided to cancel the registration of the student in the same subject.

6.2 Examination and Evaluation Calendar of Even Sem 2018-19

Board of Examination discussed and finalized the examination calendar for even sem 2018-19 as follows:

IUD: Examination Calendar Even Semester 2018-19 ICFAI Law School	
Activity	Schedule
Mid - Term Examination	Feb. 26 - March 08, 2019
Mid - Term Result Announcement	March 21, 2019
End -Term Examination	April 29 - May 14, 2019
End -Term Result Announcement	May 28, 2019
Submission of Grades Subject-wise	May 30, 2019
GPA/CGPA Calculation	May 31, 2019

IUD: Examination Calendar Even Semester 2018-19 ICFAI Tech School, IEdS & BBA	
Activity	Schedule
Mid - Term Examination	Feb. 26 - March 08, 2019
Mid - Term Result Announcement	March 12, 2019
End -Term Examination	April 29 - May 14, 2019
End -Term Result Announcement	May 17, 2019
Submission of Grades Subject-wise	May 21, 2019
GPA/CGPA Calculation	May 22, 2019

IUD: Examination Calendar Even Semester 2018-19 MBA	
Activity	Schedule
End -Term Examination	Feb. 04-08, 2019
End -Term Result Announcement	Feb. 18, 2019
Submission of Grades Subject-wise	Feb. 21, 2019
GPA/CGPA Calculation	Feb. 22, 2019

IUD: Examination Calendar Even Semester 2018-19 BBA-LLB 5th Year and LLB 3rd Year	
Activity	Schedule
End -Term Examination	Feb. 21-28, 2019
End -Term Result Announcement	March. 14, 2019
Submission of Grades Subject-wise	March 118, 2019
GPA/CGPA Calculation	March 19, 2019

6.3 Any other item, with the permission of the Chair.

- Board of Examinations clarifies that the absolute grading provision is applicable for the batches admitted in academic year 2018-19 onwards.
- BOE decided that a hooter be procured for examination purpose and requested the Registrar to procure it as soon as possible.

The meeting ended with a vote of thanks to the chair.

Dr. Pawan K Aggarwal

Chairman