Regulations of Examination and Evaluation for Degree/ Diploma/ Certificate Courses Based on Choice Based Credit System (CBCS)

&

Evaluation Reforms in HEIs *

(In accordance with UGC Quality Mandate)

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1. INTRODUCTION

Jagan Nath University has a strong commitment to a high quality teaching and research for comprehensive education to enhance the professional competence of the students having in depth knowledge and innovative approach. The University since its inception in 2008 has adopted the Credit Based Semester/Annual System for all of its academic programs. The updation in the curriculum, teaching and evaluation processes is a regular activity. The university aspires to achieve benchmark of our academic practices against world class standards.

The University Grants Commission (UGC) has taken various initiatives to bring in academic reforms in the Higher Education Institutions in India. Development and regular revision of curriculum based on "Learning Outcomes" is one of the quality initiatives taken up by the UGC. In continuation with this, evaluation reforms are the next major milestone to be achieved. Some limitations in the current system of testing students have made the need of reforms in evaluation system relevant. However, evaluation should be primarily linked to the teaching pedagogy and learning methods adopted and should be adaptable to situation.

Question banks provide an attempt to integrate both teaching and evaluation. The document stresses on the implementation of the question bank system as collaborative efforts of many experts will lead to setting of good quality question papers. Technology has provided us ways to enable lifelong learning and technology has the potential to augment traditional classroom practices and revolutionize learning and evaluation methods. Use of technology both as a learning management system and the administrative conduct of examination process has been recommended.

The University Grants Commission (UGC) has stressed on speedy and substantive academic and administrative reforms in higher education for promotion of quality and excellence. The Action Plan proposed by UGC through its guidelines delimits the need to consider and adopt Semester/Annual System, Choice Based Credit System (CBCS) and Flexibility in Curriculum Development and Examination Reforms in terms of adopting Continuous Evaluation Pattern by reducing the weightage on the semester-end examination and annual examination so that students enjoy a de-stressed learning environment.

In view of the above, Jagan Nath University has inculcate all the recommendations as suggested in Evaluation Reforms in HEIs as recommended by UGC Quality Mandate and subsequently amended it's Regulations of Examinations w.e.f the Academic Session 2021- 22 to establish a qualitative Examination System.

2. **TITLE AND COMMENCEMENT**

These Regulations shall be called the **Jagan Nath University Regulations of Examination and Evaluation for Degree/ Diploma/ Certificate Courses based on Choice Based Credit System (CBCS) & Evaluation Reforms in HEIs (In accordance with UGC Quality Mandate) .**These Regulations shall come into force with effect from the academic year 2021- 2022. These Regulations shall apply to all the Programmes presently conducted by the university as per Appendix-I and new Programmes to be introduced also need to follow these Regulations.

3. **DEFINITIONS**

   i. **Assessment:** is the process of collecting, recording, scoring, describing and interpreting information about learning.

   ii. **Certificate/ Diploma/ Degree:** A title/ qualification awarded after satisfactory completion of and achievement in a program.

   iii. **Examination** is a quantitative measure of learners "performance and is usually held at the end of the academic session or semester.

   iv. **Evaluation** is the process of making judgments based on evidences andinterpretations gathered through examination and assessment and on the basis of agreed upon criteria.

   v. **Fair Assessment:** An assessment which does not give advantage or disadvantage to any student.

   vi. **Learning Outcome Based Education (LOBE):** Adherence to student-centric learning approach to measure student's performance based on pre-determined set of outcomes.

   vii. **Course Learning Outcomes (CLOs):** These are the outcomes/knowledge whichever student is expected to gain at the end of completion of each course (subject).

viii. **Programme:** A collection of courses in which a student enrolls and which contributes to meeting the requirements for the awarding of one or more Certificates/ Diplomas/ Degrees.

ix. **Course:** A basic unit of education and/or training. A course or collection of courses forms a program of study.

x. **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses [Core, Elective, Ability Enhancement Compulsory (AECC) & Skill Enhancement (SEC)]

xi. **Credit Based Semester/Annual System (CBSS/CBAS):** Under the CBSS/CBAS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.

xii. **Credit:** Unit of measure of course work. Each course may be allotted credits in proportion to the time expected to be devoted by the student for that course.

xiii. **Credit Point:** It is the product of grade point and number of credits for a course.

xiv. **Semester/Annual Grade Point Average (SGPA/AGPA):** It is a measure of performance of work done in a semester/year. It is ratio of total credit points secured by a student in various courses registered in a semester/annual and the total course credits taken during that semester/year. It shall be expressed up to two decimal places.

xv. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters/years. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters/years and the sum of the total credits of all courses in all the semesters/years. It is expressed up to two decimal places.

xvi. **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.

xvii. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.

xviii. **Graduate Attributes (GAs)** is a set of individually assessable outcomes that are indicative of the graduate's potential to acquire competencies in that programme.

xix. **Outcomes:** Intended results of education in higher educational institution: What students are supposed to know and be able to do?

xx. **Programme Education Objectives (PEOs):** Broad statements that described what graduates are expected to attend within few years of graduation.

xxi. **Programme Learning Outcomes (PLOs):** They represent the knowledge, skills and attitudes a student should attain the end of the programme.

xxii. **Rubric (Assessment Rubric):** A rubric for assessment, also called a scoring guide, is a tool used to interpret and grade students' on any kind of work against criteria and standards.

xxiii. **Difficulty Index:** (of a question) A measure of the proportion of examinees who answered the question correctly.

xxiv. **Discrimination Index:** (of a question) A measure of how well the question is able to distinguish between students who are knowledgeable and those who are not.

xxv. **Question Bank:** A repository of quality questions on a subject.

xxvi. **Reliable Assessment:** Ensures consistency in the assessment made by the same and/or other assessors with respect to the same learning outcome for a course or a program.

xxvii. **Internal Evaluation:** Continuous Assessment Test conducted during the semester/year.

xxviii. **External Evaluation:** End-Term examination held at the end of each semester/year.

xxix. **External Examiner**: shall mean an examiner who is not is the employee of the University.

xxx. **Rounding off Marks:** shall mean, that if part is one-half or more, its value shall be increased to one and if part is less than half then its value shall be ignored for getting letter grade and grade point.

xxxi. **Result:** Outcome of an assessment/ evaluation which may be expressed in different forms such as marks, letter grade, GPA, etc.

xxxii. **Re-evaluation:** A recheck of an already corrected answer script.

xxxiii. **University:** shall mean Jagan Nath University, Jaipur.

xxxiv. **Student:** shall mean a person admitted to the Faculty/ Schools of the University for any of the academic programmes to which this policy is applicable.

xxxv. **Registration/Enrollment:** shall mean the student taking admission and registered for pursuing a course at Jagan Nath University.

xxxvi. **Migration:** shall mean the student of Jagan Nath University migrating to another University/Institute or the student of other University/Institute taking admission to Jagan Nath University.

xxxvii. **Academic Year:** means Two consecutive (one odd + one even) semesters and Annual (1 Year) constitute one academic year.

xxxviii. **Semester/Annual:** Each semester/annual will consist of 18 weeks of academic work equivalent to 90 actual teaching days and 3-4 weeks approximately of examination etc. The odd semester may be scheduled from July to December and even semester from January to June and annual may be scheduled from July to June.

xxxix. **Syllabus:** An outline of topics covered in an academic course.

xl. **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester/year. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA/AGPA of that semester/year and CGPA earned till that semester/year.

4. **TYPES of COURSES**

Courses in a programme may be of four kinds: Core, Elective, Ability Enhancement & Skill Enhancement.

a) **Core Course:-**

There may be a Core Course in every semester/year. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

b) **Elective Course:-**

Elective course is a course which can be chosen from a pool of papers. It may be

- Supportive to the discipline of study
- Providing an expanded scope
- Enabling an exposure to some other discipline/domain
- Nurturing student's proficiency/skill.

An Elective Course may be 'Discipline Centric/Specific' & Generic Elective

a) *Discipline Centric/Specific Elective(DSE):* Elective courses offered under the main discipline/subject of study is referred to as Discipline Centric/Specific.

b) ***Generic/Open Elective(GE):*** An elective course chosen from an unrelated discipline/subject is called Generic/Open Elective. These electives will be focusing on those courses which add generic proficiency of students.

c) **Ability Enhancement Compulsory Courses (AECC):-**

AECC courses are based upon the content that leads to knowledge enhancement, for example: English Communication, Environment Science/ Studies, etc.

d) **Skill Enhancement Courses (SEC):-**

SEC Courses provide value based and/or skill based knowledge and may content both Theory and Lab/Training/Field Work. The main purpose of these courses is to provide students life- skills in hands- on mode so as to increase their employability.

e) **Value Added Courses:** Value Added Courses (VAC) bridge the gap between the Academic and Industry need which can be provided to the student as a non-gradial course of minimum 30 hours in a semester system.

5. **ELIGIBILITY FOR ADMISSION**

a) **Certificate Programs:** Certificate Programs are shorter and generally 6 to 12 months in duration**.** An applicant who has successfully completed $10^{th}/12^{th}$/Graduation may apply for admission to the Certificate Program of the University

b) **Diploma Programs:** An applicant who has successfully completed Secondary School course ('10th') or equivalent from a Secondary Board or any other recognized board may apply for admission to the Diploma Program of the University.

c) **Under Graduate Programs:** An applicant who has successfully completed Senior Secondary School course ('+2') or equivalent (such as 11+1, 'A' level in Senior School Leaving Certificate Course) from a Senior Secondary Board or any other recognized board may apply for admission to the Under Graduate program of the University.

d) **Post-Graduate Programs**: A candidate who has passed the Bachelor's Degree program or equivalent from a recognized University will be eligible for admission to the post-graduate programs of the University.

Minimum Qualifying Marks: The minimum qualifying marks for admission to different courses of Under Graduate and Post Graduate Programs are decided by the

Academic Council of the University or as stipulated by the Regulatory Bodies (COA, BCI, NCTE, PCI etc.) of the relevant disciplines wherever applicable.

6. **STUDENT ENROLLMENT**

All students admitted to the University shall be enrolled with the University. For this purpose eligibility and enrollment forms are filled up at the time of admission. The admission of such students shall be confirmed only after their eligibility is decided by the University in consonance with the directives of the Regulatory Bodies (COA, BCI, NCTE, PCI etc.) wherever applicable.

7. **ATTENDANCE**

No student shall be allowed to appear in the end term semester/annual examination if he/ she has not attended minimum of **75%** of the classes held in the semester/year.

If a student for any exceptional reason fails to attend **75%** of the classes held in any paper, the HoD of the department may allow him/ her to appear in the examination if he/she attended at least 65% of the classes held in the semester/year concerned after giving 5% relaxation on the ground of Medical and 5% on the ground of participation in Intra/Inter University Competition such as:

a) Participation in Inter-University, University or Inter-Collegiate Sports tournaments/Youth Festivals /University Level Debates/ Cultural Activities, National and International Tournaments, with the previous sanction of the HoD of the concerned Department.

b) Voluntary donation of blood certified by a Registered Doctor.

c) Attendance and/or participation in National/State Debate competitions/Seminar/Essay/Moot Court Competition etc.;

d) Attendance at the extension lecture (s) organized by the concerned Faculty.

e) Any other activity as approved by HoD of the concerned department.

The HoD of the respective Departments shall send a list of students eligible and not eligible for the End-Term Examinations. Only those students will be permitted to appear in the End-Term Theory and Practical Examinations, whose names appear in the list of eligible students.

8. DURATION OF PROGRAM

a) A Bachelor's Degree program may be of minimum duration of six semesters/three years and maximum of ten semesters/five years.

b) A Master's degree program will normally be of Four Semesters/Two Years, however, it can be of different duration if recommended by UGC or other statutory bodies and approved by the Academic Council of the University.

c) The duration of a Diploma/Certificate Course will be as decided by the Academic Council depending upon the nature of the course and the norms stipulated by UGC/Regulatory Bodies from time to time.

d) A candidate has to complete the course in n+2 years / n+4 semesters, where N is the total number of semesters/years in that particular course.

e) The minimum number of credits that a candidate has to earn for successful completion of Under-Graduate Degree or Master's Degree will be RECOMMENDED by the BOS of the respective Faculty and as approved by the Academic Council of the University as per Appendix-I or as notified from time to time.

9. EXAMINATION AUTOMATION PROCESS

9.1 INTRODUCTION

The Examination Process is required to be automated to maintain and streamline the entire processes of the examination which results in maintaining the high standard of quality and integrity in the process. This can be achieved through a standalone EMS (Examination Management System) or through a module of ERP. This automation shall be done in a gradual process which may be implemented in due course of time.

9.2 PURPOSE

The purpose of developing exam cell automation system is to computerize the traditional way of conducting the exams and declaring the results. The basic purpose of using any standalone EMS (Examination Management System) or a module of ERP is to automated the entire process of examination system.

9.3 SCOPE

The scope of this automation is to provide a robust interface and a smooth process between the exam cell and the students.

9.4 PROCESSES:

The examination system contains various processes as mentioned below. The university shall automate all these processes in phase wise manner.

- The examination calendar shall be prepared and approved by the Academic Council, which shall be posted on the website for the reference of the students as well as faculty members.

- Approved Syllabi by BOS shall be submitted by the respective departments.

- The question bank shall be submitted by the departments and shall be uploaded on the university website.

- Use of question bank system to draw question sets, question paper generation.

- The panel of paper setters minimum 2 to 3 examiners per subject shall be submitted by the Dean/HoD.

- Paper setters shall be allocated by the Vice-Chancellor.

- Students shall fill up the form for Due papers.

- Students shall be issued with admit card on submission of No-Dues certificate.

- Seating Plan shall be displayed one hour prior to the examination.

- Barcode system for answer books (this will eliminate issues related to errors, avoid malpractices etc.)

- The examination shall be conducted either through online/offline/hybrid mode as per direction of UGC/State Government/Regulatory Bodies from time to time.

- Grievances related to the question paper shall be forwarded to the COE through the Dean.

- Results shall be prepared and approved by V.C,CoE and Dean concerned after considering all the grievances.

- Attainment of outcome shall be done by the Department concerned under guidance of the central OBE Committee

- Result shall be declared on the examination portal.

- Grievances related to the evaluation shall be taken from the students in the form of Re-evaluation/Re-checking.

- Result shall be declared after Re-evaluation as per the examination policy of the university
- Tracking of students performance
- Marks submission through online software
- Digitization of certificates and marksheets (to avoid tampering and easy retrieval)
- Certificate authentication system
- Student shall be issued with provisional degree, consolidated mark sheet and migration cum character certificate after successful completion of the program.
- Student shall be conferred with the original degree during the Annual Convocation.

10. EXAMINATION FORMS AND EXAMINATION FEE

10.1 Students who have to reappear in an examination for **due /improvement paper, re-evaluation, rechecking** shall have to apply to the Controller of Examinations, in the form prescribed for the purpose, to reappear in an examination and pay the fees as prescribed by the University and as notified from time to time.

10.2. A Procedure to be followed for providing an amanuensis to a candidate who meets with an accident during examination days.

A amanuensis may be provided to a candidate who meets with an accident during the days of examination and request for an amanuensis.

The following procedure should be adopted in this connection:

(a) The candidate who meets with an accident during the days of examination and requests for an amanuensis should normally meet the Controller of Examinations, at least 24 hours before the commencement of the examination.

(b) The amanuensis should be a student of the standard lower than the exam for which he will act as amanuensis.

(c) The examinee who meet with an accident should submit a medical certificate from the Principal Medical and Health Officer of the District or by a Medical Board.

(d) The same amanuensis should continue for all the examination days.

(e) The candidate will have to pay an amount of Rs. 150.00 per paper to the University., together with the following declarations :

11   QUESTION BANK

11.1   NEED OF QUESTION BANK

The need of question bank is felt due to the followings:

- Question banks is an attempt to integrate both teaching and evaluation.

- There is a constant need for development of standards and quality of examination along with demand for fair and just evaluation process

- To discourage traditional method of paper setting in order to avoid repetition of questions

- To test analytical skills and abilities desired of students.

- The Setting of Question Papers through the Question Bank System is a much needed reform in the examination system. It reduces administrative mechanisms for conduct of paper setting process.

- A pool of experts of the concerned subject shall be contributors to an exhaustive question bank.

- The question bank system provides a platform for a wider participation of academicians with active collaboration in setting questions based on revised Blooms taxonomy.

- The involvement of many experts from different institutions will lead to setting of paper of good quality as teachers with known expertise on a particular unit/module can set questions only on the said topic/module.

- Well-developed question banks, as a matter of fact lead to and influence curriculum development.

- To be effective, it is necessary that the question bank must have a large number of questions of a particular course. With the use of ICT based system the question paper sets can be drawn within minutes.

11.2   STANDARD OPERATING PROCEDURE FOR QUESTION BANK

The question bank system shall be taken into consideration the following:

a) Specifying Objectives/ Learning Outcomes to be tested. It should cover the entire hierarchy of learning objectives as specified by Bloom and Anderson.

b) Deciding the question format

c) Writing or pooling of questions by panel of experts

d) Review of questions

e) Sample group testing/ pilot test

f) Assessment of difficulty and discrimination ability of the questions

g) Final Selection of questions for the question Bank

h) That questions are drawn from each unit of the syllabus

i) That the questions drawn meet the Programme Objectives and Outcomes of the course

j) Questions shall span all difficulty levels and each question be marked with its difficulty level

k) The question bank include questions of every type as per Section such as Long Answer, Short Answer and Very Short Answer Questions must specify the expected length and suggested time for completion.

l) Answer key shall be provided by the paper setter concerned.

m) Each question shall be appended with suitable codes to indicate the learning outcome mapped to, the topic in the syllabus that it examines, the difficulty level and the discrimination ability.

12.   EXAMINATION AND ASSESMENT

The medium of instructions and examination shall be English. However, a student will be permitted to write the examinations either in English or Hindi as approved by the University.

- General Education credit refers to a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) . Each theory paper should preferably be of 100 Marks. The credits shall be assigned to all the papers. One credit is to be assigned for one hour of teaching/tutorial per week. Each theory paper/ course shall be of 3 to 4 credits.

- Each practical course of Two hour duration will be assigned One Credit. Two hours of practical work/field work per week. Accordingly, one Credit would mean equivalent of 14-15 periods of 60 minutes each or 28 – 30 hrs of workshops / labs.

- **Project work/Dissertation** is considered as a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Dissertation work would be of 6 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.For internship / field work, the credit weightage for equivalent hours shall be 50% of that for lectures / tutorials. For self-learning, based on e-content or otherwise, the credit weightage for equivalent hours of study shall be 50% of that for lectures / tutorials.

- The HoD of Department shall ensure that total credits in similar type of Academic Programme do not vary significantly. For example: all B.Tech. Programme should have equal number of total credits. Likewise all M. Tech. programmes, M.B.A. etc. may be identified as separate groups to have equal number of total credits within their own group for the purpose of uniformity. The evaluation for Semester/year Based Programme shall be based on Internal Evaluation and End-Term Examinations.

12.1 EVALUATION SCHEME

12.1.1 The evaluation scheme for the Internal Assessment shall be based as per the following guidelines:

a) The evaluation for Internal Assessment shall be departmental centric.

b) Questions papers for Internal Assessment shall be set and evaluate by the internal examiner from the syllabus already covered by the faculty concerned. The assessed answer books will be shown to the students and grievances, if any will be handled by the teacher. The marks of the Internal Assessment will be forwarded to the Controller of Examinations by the Head of the Department through the Dean of the Faculty.

c) No remedial Internal Assessment Tests would be conducted.

12.1.2 The evaluation scheme for the External Assessment shall be based as per the following guidelines:

a) The External Assessment shall ordinarily be held at the end of every semester/year i.e. **November-December** or **May-June,** as the case may be, as per the schedule to be notified by the Controller of Examination. The dates for the practical examinations shall be decided by the HODs of respective departments in consultation with the Dean of the Faculty.

b) The examiners for the External Assessment will be appointed by the Vice-Chancellor from the panel of the examiners to be supplied by HOD / DEAN.

c) At least 50% of the paper setters for the External Assessment will be External Examiners.

d)The manuscript of the question paper set by the examiner will be moderated by the Moderation Committee consisting of (i) Dean of Faculty (ii) HoD of the Department .After moderation, if needed; it will be handed over to the COE for printing and conduct of examinations.

e) The answer books will be evaluated by the examiner who set the question paper. In case of his/her inability to assess the answer books, the Vice-Chancellor may get them assessed by any other examiner from the Panel or Internal Examiner.

12.1.3 Mode of Assessment for UG

A.

Mode for Theory Course	
Internal – 30%	**External – 70%**
Internal Assessment Modes	**30 Marks**
(a) Weekly Home Assignments	10 Marks
(b)* Quiz / GD / Tutorial / Activity (domain specific)	10 Marks
(c)*Class Test (best 2 out of 3)	2x5 Marks
External (End of Semester)	**70 Marks**

* Shall be implemented in phase manner

B.

Mode for Practical Course	
Internal – 60%	**External – 40%**
Internal Assessment Modes	**60 Marks**
(a) Lab Work Assessment (minimum 2)	2x15 Marks
(b) Viva Voce / Lab Quiz / Presentation (minimum 2)	2x10 Marks
(c) Lab Record	10 Marks
End of Course Long Practical Test and Viva (External)	**40 Marks**

C.

Mode for Course having both Theory & Practical Component	
Internal – 50%	**External – 50%**
Internal Assessment Modes	**50 Marks**
(a) Theory (as per 12.1.3-A)	30 Marks
(b) Practical	20 Marks
End Semester Theory (External)	**50 Marks**

12.1.4 Mode of Assessment for PG

A.

Mode for Theory Course	
Internal – 40%	**External – 60%**
Internal Assessment Modes	**40 Marks**
(a) Weekly Home Assignments	10 Marks
(b)* Review of Bibliography /Essay / Poster Presentation / Quiz / GD / Activity (domain specific)	10 Marks
(c)* Class Test (best 2 out of 3)	2x10 Marks
External (End of Semester)	**60 Marks**

* Shall be implemented in phase manner

B.

Model for Practical Course	
Internal – 60%	**External – 40%**
Internal Assessment Modes	**60 Marks**
(a) Project Assessment (minimum 2)	2x15 Marks
(b) Presentation / Viva-Voce (minimum 2)	2x10 Marks
(c) Lab Record	10 Marks
End of Course Long Practical Test and Viva	**40 Marks**

12.1.5 EVALUATION OF PRACTICAL PAPERS/ THESIS/DISSERTATION/ PROJECT WORKS/REPORTS

Mode for Project / Dissertation Assessment	
Internal – 50%	**External – 50%**
Internal Assessment Modes	**50 Marks**
(a) Project Assessment	20 Marks
(b) Project Report *	20 Marks
(c) Feedback of Industry Guide	10 Marks
End of Project Evaluation (External)	**50 Marks**
(a) Presentation and Discussion	20 Marks
(b) Project Report	10 Marks
(c) Feedback of Industry Guide	20 Marks

a)   The Practical Papers taught for Two hours per week will be of 1 credit. The marks will be awarded jointly by Internal & External Examiners.

b)   The assessment of Practical/Dissertation/ Major Project work/report etc. should be undertaken by Internal as well as External examiners.

c)   The candidate has to submit the progress reports periodically and also present his/her progress in the form of seminars in addition to the regular discussion with the guide.

d)   Plagiarism Check – Dissertation/ Major Project work/report etc. shall be accepted with maximum 10% similarity index (as prescribed by UGC); Subsequent evaluation will take place after successful clearances of the Plagiarism Check.

12.2   VARIOUS COMMITTEES OF EXAMINATION DEPARTMENT

With a view to the fair and smooth conduct of the examination system, following committees have been constituted:

a)   **Examination Committee:** Examination Committee is constituted with its member as VC, PVC, COE and two other senior faculty members for the all-round development of the examination department. This committee meets once during an academic semester to discuss various issues related to the examination such as paper setting, evaluation, feedback, suggestions for further improvement etc.

b)   **Moderation Committee (Question Paper):** The Dean of the Faculty, Head of the Department and a Senior Faculty will be the Members of Moderation Committee, which will ensure:

   • The proper distribution of marks in the question paper.
   • The question papers are within the syllabus and cover the entire syllabus.
   • Language Check, etc.

c)   **Flying Squad:** Flying Squad is constituted before commencement of the examination consisting of 4-5 members from various disciplines to restrict unfair means cases.

d)   **Unfair Means Committee:** To decide the unfair means cases reported during semester/annual examination, a committee consisting of 3 senior faculty members shall be nominated by the V.C.

e) **Moderation Committee (Assessment):** The VC, PVC, Dean   of the Faculty/Head of the Department and COE will be Members of Moderation Committee for result, which ensures:

- Use of valid assessment material and consistent application of criteria, to provide fair academic judgment and reliable outcome in the form of marks or grades.

- It ensures appropriate designing and implementation of assessment activities along with generation of valid and reliable results.

- It ensures that all achievements in the form of marks and grades across courses reflect achievement of same level of standard.

- Moderation shall be conducted in case when there are large number of fail grades or high grades, or when large numbers of students who have received the same grade or clustering of students on letter grades, or when there are discrepancies between grades allocated to individual students in different courses, or to find out the difficulty level of the question paper or whether the assessments modes used cover the entire syllabus or not.

- Applicability - Moderation shall be made applicable to both external and internal modes of assessment. The difficulty level of the questions included in the assessments, i.e., is the difficulty level on the extremes, very easy or very hard. The manner of awarding marks, i.e., has the correction been at the extremes, liberal or tough.

f) **Grievance Redressal Committee:** Grievance Redressal Committee is constituted with VC, PVC, and Deans of the Faculties and COE to take care of various grievances related to the examination.

12.3   DEALING WITH UNFAIR MEANS CASES

If a candidate is found using unfair means or indulging in disorderly conduct during the Mid-Term Examinations or End-Term Examinations a case of unfair means is registered against him / her and placed before the **Unfair Means Committee.** The committee will examine such cases and recommend suitable action to the Vice-Chancellor for a final decision in the matter.

13.   CRITERION FOR AWARDING GRADING SYSTEM

13.1   CRITERION FOR AWARDING SGPA, AGPA AND CGPA: The criterion for awarding the Semester Grade Point Average (SGPA), Annual Grade Point Average (AGPA) and Cumulative Grade Point Average (CGPA) for the entire professional programme shall be as follows:

a) The criterion for passing in a subject is that a student should secure minimum pass marks in the total of Internal Evaluation and End Term Examination as laid down in Appendix-I. A Student will earn the credits assigned for a subject if he/she passes in that subject.

b) A student obtaining less than pass marks as specified in Appendix-I, in each subject (sum of internal and End-Term examinations) he will be declared fail in that subject and will have to re-appear in a End-Term examination of the course in subsequent odd / even semester end term examination, subject to maximum permissible period of n+2 years / n+4 semesters to complete the course.

c) The University has adopted Absolute Grading System for converting marks into grades. The formula of 10- point grading system for conversion of marks obtained into Letter Grades and converting Letter Grades to Grade Point is given below:

Table 1: Marks, Letter Grades and Grade Points

Marks	Letter Grade	Grade Points
91-100	O (Outstanding)	10
81-90	A+(Excellent)	9
71-80	A(Very Good)	8
61-70	B+(Good)	7
51-60	B(Above Average)	6
46-50	C(Average)	5
40-45	P (Pass)*	4
0-39	F(Fail)	0
-	AB (Absent)	0

*For Passing Criteria (See Apendix-I)

d) *While converting the marks into Letter Grade, the rounding off marks must be considered.*

e) A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

f) For non credit courses "Satisfactory" or Unsatisfactory" shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/AGPA/CGPA.

13.2 COMPUTATION OF SGPA, AGPA AND CGPA

The university has adopted UGC recommended procedure for computation of Semester Grade Point Average (SGPA), Annual Grade Point Average (AGPA) and Cumulative Grade Point Average (CGPA)

a) The SGPA/AGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the papers/ courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\textbf{SGPA } (S_i)/\textbf{AGPA } (A_i) = \Sigma (C_i \times G_i) / \Sigma C_i$$

Where C_i is the number of credits of the ith course and G_i is the grade point scored by the student in the ith course. The university shall issue Semester/Annual Grade Card to the student.

b) The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters/years of a programme, i.e.

$$\textbf{CGPA} = \Sigma (C_i \times S_i) / \Sigma C_i$$

Where S_i/A_i is the SGPA/AGPA of the ith semester and C_i is the total number of credits in that semester/year.

c) *The SGPA, AGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.*

Illustration of Computation of SGPA, AGPA and CGPA and Format for Transcripts

a) Computation of SGPA, AGPA and CGPA

Illustration for SGPA/AGPA

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course/Paper 1	3	A	8	3x8=24
Course/Paper 2	4	B+	7	4x7=28
Course/Paper 3	3	B	6	3x6=18
Course/Paper 4	3	O	10	3x10=30
Course/Paper 5	3	C	5	3x5=15
Course/Paper 6	4	B	6	4x6=24
	20			**139**

Thus, SGPA/AGPA= 139/20= 6.95

b) **Illustration for CGPA**

Semester-1	Semester-2	Semester-3	Semester-4	Semester-5	Semester-6
Credit: 20	Credit: 22	Credit: 25	Credit: 26	Credit: 26	Credit: 25
SGPA:6.9	SGPA:7.8	SGPA:5.6	SGPA:6.0	SGPA:6.3	SGPA:8.0

Thus, CGPA$= \dfrac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0}{144} = \mathbf{6.73}$

c) **Illustration for CGPA**

1st Year	2nd Year	3rd Year	4th Year
Credit: 20	Credit: 27	Credit: 27	Credit: 26
AGPA:6.95	AGPA:5.14	AGPA:5.15	AGPA:5.35

Thus, CGPA$= \dfrac{20 \times 6.95 + 27 \times 5.14 + 27 \times 5.15 + 26 \times 5.35}{100} = \mathbf{5.56}$

14   RULES FOR THE AWARD OF GRACE MARKS

A candidate shall be eligible for grace marks provided:

- He / She has appeared in all the papers prescribed for the Examination.
    a) Grace marks to the extent of 1% of the aggregate marks of the papers in which the candidate has appeared in that particular scheme of examination, shall be awarded provided the student must pass the paper after awarding the grace marks.
    b) Grace marks to be awarded to a student only in the End-Term Examinations.
    c) No grace marks to be awarded in Internal Evaluation.

15.   DECLARATION OF RESULT

The results are declared by the Controller of Examinations after being approved by the VC and Dean/HoD concerned. The result shall be declared on web-site of the University.

In order to strengthen the process of result declaration, the following important features shall be taken into consideration:

1) Timeliness of declaration of result

2) Clarity of interpretation of the Result Card

3) Comprehensive Format

4) Accessibility

5) Verifiability

15.1   TIMELINESS OF THE RESULT DECLARATION

Timeliness is essential in case of both internal and external components of evaluation. The following table shows the timeline for internal assessments and external assessments:

Assessment (Internal)	
Daily Tasks	Before the next task
Weekly Tasks	Before the next task
Unit End Tests	One week
Assessment (External)	
External Components	Within 30 days from last date of examination

15.2 CLARITY OF INTERPRETATION

In the final result, having both internal and external components, both shall be mentioned separately, followed by the overall grade. In the result, information about the grading and credit system, interpretation of grades, and conversion of grades to percentage shall be mentioned at the back of the marksheet.

15.3 COMPREHENSIVE FORMAT OF THE REPORT

Results reflect the achievement and competency of learners across all dimensions. The result shall be comprehensive and shall include all aspects of learning outcomes, i.e. Academic, Social, Moral and Spiritual. Subsequently the achievement of learners in respective areas shall be displayed.

15.4 ACCESSIBILITY

The End Semester results shall be declared online for both internal as well as external components. The students may access their result in the result portal through their unique enrollment number and OTP send to their registered mobile number.

15.5 VERIFIABILITY

Results and Academic Awards shall verifiable by external agencies as they have significant link with the entire career path of the students. The verifiability of results by prospective employers, HEIs and other agencies shall be managed through the National Academic Depository (NAD) (http://nad.gov.in/).

16. ASSESSMENT & ATTAINMENT OF OUTCOME

16.1 LEARNING OUTCOME BASED ASSESSMENT

Learning Outcome Based Education (LOBE) suggests the importance of establishing a "clear picture of what is important for students to be able to do, organizing the curriculum, instruction, and assessment to make sure that learning ultimately happens." The main objectives of Learning Outcome Based Education (LOBE) are as follows:

Objective

- To develop the assessment system based on attainment of learning outcomes.
- To develop students with the understanding of course content and its application to all situations; routine or complex.
- To promote Comprehensive Continuous Evaluation (CCE) model.
- To setup a mechanism for continuous assessment of application and higher ability skills in the students.

- To ensure credibility and transparency of outcome of the assessment system.

16.2 ASSESSMENT TYPES:

Student Assessment shall be based out of a wide range of learning activities, which would include different approaches and are classified along several bases such as :

Based on Purpose: Assessment types include i) External (evaluation of students learning at end of instructional unit) and ii) Internal (informal and formal tests administered during the learning process).

Based on Nature of Data : i) Quantitative evaluation is mainly concerned with scholastic achievement in subject-based performance whereas ii) Qualitative is chiefly about evaluating the non-scholastic and probably more important, aspects of the student's personality involving social, emotional, attitudinal and moral/ethical assessment.

Based on Domain: Assessment types include i) Scholastic achievement (assessment of curriculum related classroom teaching and learning) and ii) non-scholastic achievement (assessment of students behavior, values attitude, emotional stability during co-curricular activities and other structured or unstructured situations inside or outside the classroom).

Based on Measuring Standard: i) Criterion-referenced (uses test score to generate a statement about the behaviour that can be expected of a person with that score), ii) Norm-referenced (Standardized) (whether test takers performed better or not than a hypothetical average student) and iii) Self-referenced (Ipsative) Evaluation (assessment of a person's performance is compared with their own earlier performance to identify improvements, if any).

A further classification is based on *direct* and *indirect* measurement of learning. A direct method which is based on a sample of actual student work, including reports, exams, demonstrations, performances, and completed works, requires students to produce work so that teacher can assess how well students meet expectations. An indirect method is based upon a report of perceived student learning. These include surveys, exit interviews, and focus groups.

The assessment shall be designed with learner attributes in mind. These attributes, which have clear linkages to Program Education Objectives and Outcomes, stem from the taxonomy. A sample CO, PO attainment is given in Appendix-3.

16.3   ATTAINMENT OF CO & PO

16.3.1 SET TARGET LEVELS FOR ATTAINMENT OF COURSE OUTCOMES

The course outcome attainment will be assessed in order to track the graduate performance w.r.t target level of performance. The CO attainment is the tool used for continuous improvement through appropriate learning & teaching strategies of the course.

- In order to assess student performance with respect to abilities (at the end of course teaching/end of Semester) the course outcome attainment shall be measured /calculated.

- This course outcome attainment will become the basis for Program Outcome Attainment calculation. Prior to that, the course-program outcome mapping will be done.

16.3.2 SET TARGET LEVELS FOR ATTAINMENT OF PROGRAM OUTCOMES /PROGRAM SPECIFIC OUTCOME

The program outcome attainment is assessed in order to track performance of the graduates' w.r.t target level of performance. The PO attainment is the tool used for continuous improvement in the graduates' abilities through appropriate learning & teaching strategies. The program outcome attainment will be governed by curricular, co-curricular and extra-curricular activities.

In order to calculate the program outcome attainment, the course outcome attainment is calculated.

The set target level is the set benchmark to ensure the continuous improvements in the graduate's performance.

16.3.3 ATTAINMENT OF CO

A set of performance evaluation criteria will be used for quantitative assessment of COs. To start with the attainment shall be based on 90% direct assessment and 10% indirect assessment. In order achieve the indirect achievement course end survey based on outcome shall be done and 10% of its weightage shall be taken into consideration for overall attainment.

At the initial level the threshold limit shall be the passing mark. However, the target level shall be as follows and will be enhanced in phased manner.

Level	Target
1.	If a student achieve 70-79% of the threshold value
2.	If a student achieve 80-89% of the threshold value
3.	If a student achieve greater than equal to 90% of the threshold value

16.3.4 STEPS FOR ASSESSMENT OF LEARNING OUTCOMES AND ANALYSIS OF ASSESSMENT FINDINGS

a. Teacher will assess each student's performance in each course and provide feedback to the student. The CO attainment will be based on internal assessment and end term examination assessment;

- Student will reflect on course learning experiences and provide feedback
- Internal/external reviewers will provide feedback regarding the overall quality of the program and the experiences that relate most directly to student achievement of stated learning outcomes

b. A common format will be used for finding the average attainment of COs.

c. The following are the three target levels: High (3), Moderate (2) and Low (1) attainment for direct and indirect methods

d. Target level for attainment of COs initially will be set based on passing marks of that course and increased consequently as previous performance.

f. Attainment Level Calculation for direct assessment for each CO is the sum of external (70%) and internal (30%) assessment of that CO.

g. Indirect assessment will be done through student feedback on achievement of COs.

h. Attainment level calculation for overall CO is the sum of direct (90%) and indirect assessment (10%)

i. The CO attainment will be measured and the results obtained. Based on the results of attainment, the corrective measures/remedial action will be taken.

16.3.5 ATTAINMENT OF PO/PSO

a. Program outcomes will be attained through direct and indirect methods.

- Direct Method: For measuring PO in direct method a CO/PO matrix will be used to measure PO. The COs will be linked to the PO using the CO vs PO matrix as stated in Course Syllabus. The attainment of POs and PSOs will be calculated based on the CO attainment using following steps -
  i. The mapping of individual Courses or subjects and their learning outcomes with Program Outcomes and Program Specific Outcomes will be done.
  ii. Performance in theory courses will be measured according to the marks obtained by the students in the Internal and External evaluation.
  iii. After Evaluation of marks, the CO attainment will be done.
  iv. PO attainment will be calculated on the basis of average CO attainment of each course.

v. The PO attainment will be calculated by using the predefined CO/PO matrix and the value of final CO attainment for the subject. The PO attainment will be calculated by using the formula PO attainment = Avg. of COs of a PO /3 X Final CO attainment for the subject.

vi. Performance in these courses will then be analyzed in detail to measure the degree to which the Program Outcomes and Program Specific Outcomes are attained.

- Indirect Attainment: In this method, the feedback on the framed questionnaires will be considered. The survey questionnaire will be circulated to graduates (exit survey), teachers, alumni and employer. The surveys will then be assessed and evaluated to determine the strength of attainment level of POs/PSOs.
Survey results from graduates, alumni, and employer will be consolidated and the final PO values calculated through 3-point scale (High, Moderate and Low).
Overall attainments of POs will be calculated by taking 90% of direct attainment and 10% of indirect attainment **PO Attainment = 90% (Direct Attainment) + 10% (Indirect Attainment)**. If the POs and PSOs attainment value is below the target, an essential remedial action will be planned and implemented.

17. RE-EVALUATION

a) The re-evaluation facility is available only for end-term theory examinations. Students may apply for Re-Evaluation of their result in maximum of 25% of the papers as mentioned in the scheme of examination of that particular semester.

b) The students may apply for re-evaluation to Controller of Examinations in a prescribed format within 15 days of declaration of the result and by paying the requisite amount as prescribed by the University .

c) The answer scripts for which revaluation is sought for, shall be sent to another external examiner. If the marks awarded in the re-evaluation increases up to 20% of the Maximum Marks (End Term Theory Paper) the higher marks will be awarded to the candidate. However, if the difference is more than 20%, the answer script would be sent to the third examiner and the mean of two higher marks, awarded by all the three examiners will be considered.

Re-evaluation is allowed only in theory papers not in Mid Term, Practical examination/ Dissertation/Project Works/Reports.

18. RECHECKING / INSPECTION OF ANSWER SHEET BY THE CANDIDATE

Students may apply for Re- Checking / Inspection of answer sheet of their result if so desired. The students may apply for the same to Controller of Examinations in a prescribed format within 15 days of declaration of the result by paying the requisite amount as prescribed by the University. A suitable date would be given to the student to see his/her answer sheet personally. If a student wishes to get his/her answer sheet re-evaluated, it would also be done as above.

19.   RE-APPEAR/IMPROVEMENT IN END TERM EXAM

a)   The re-appear/improvement in End Term Examinations for Odd semester will be held along with the Odd Semester regular End Term examinations and for Even Semester with End Term examinations along with Even Semester regular End Term examinations.

b)   A student who has to re-appear/improve in a End-Term examination shall be examined as per the syllabus, which is in force at the times he is taking the examination unless the paper has been completely changed or shifted from one semester to another. In case the syllabus has been changed more than 25% or a new paper has been introduced instead, then the student would be examined as per the course which he/she had studied. The Deans/HoDs would be required to submit the information regarding the papers in which the syllabus has been changed more than 25% or the paper has been shifted to another semester or that paper has been removed from the current scheme of examination.

c)   A candidate, who fails in a semester examination shall be exempted from re-appearing in the paper(s) / Sessional / practical work (Project report, Seminar/ Moot Court, etc.) in which he may have obtained min. pass marks (including the marks of Sessional /practical work) as given in Appendix-I. Such a candidate shall be allowed to appear, for passing in the remaining paper(s), only at the next respective semester examinations.

d)   The previous internal marks already obtained by the student shall be taken into account without any modification.

20.   PROMOTION OF CANDIDATES

All the candidates will get automatically promoted to the higher semester. However, the student shall be required to complete the programme in a maximum permissible period i.e. n+2 years / n+ 4 semesters.

21.   **CREDIT TRANSFER POLICY FOR MOOCs/COURSERA ETC.**

a) The university shall give the equivalent credit weightage to the students for the credits earned through online learning courses through SWAYAM/Coursera platform in the credit plan of the program.

b) All Diploma, UG and PG programmes offered by the university that follow CBCS pattern.

c) Capability Enhancement courses, Skill Enhancement Courses, Elective courses.

d) Out of the total credits, 20% of the credits may be earned by the student through MOOCs (SWAYAM, NPTEL, Coursera etc.). However, the choice of online courses to be approved in advance by Dean/ HoD and Coordinator SWAYAM keeping in view the latest guidelines of the UGC/ respective regulatory body guidelines.

21.1   CREDIT TRANSFER PROCEDURE

- The minimum efforts required for student engagement should be 4 hours per week which includes watching videos and making notes from them, text referrals and Assignment solving. Accordingly, 1 credit is defined as the learning unit awarded for 16 hours of learning. Based on this, credits earned can be calculated as follows:

Duration of Course	Total Hours of Engagement	Credits Earned
4 Week Course	16	1
6-8 Week Course	32	2
12 Week Course	48	3
16 Week Course	64	4

- However, Student can opt for 12-16 weeks course equivalent to 4 credits, only under the mentorship of faculty member, well approved by Dean/ HOD.(MHRD MOOC's guidelines 11.1(J) issued by the MHRD vide its orders dated 11/03/2016).

- The earned credits shall be accepted and transferred to the total credits of the concerned students by the University for Completion of his/her degree. Credits earned through MOOCs will be incorporated in the mark sheet issued to the student by Controller of Examination.

- Credits for MOOC's will be verified by the University SWAYAM Coordinator and will be forwarded to Controller of Examination for further processing.

- Students who have qualified in the proctored examination conducted by the SWAYAM and apply for credit transfer as specified are exempted from the

appearing in the internal and semester evaluations (internal as well as external for the specified equivalent credit course only) conducted by the university.

- If a student fails in the opted SWAYAM course, he/she will have two choices:

a) He/She can opt for another SWAYAM course of equivalent credit in the next semester,

b) He/She can revert to the traditional exempted course offered by the university. Such student's attending classes for the said course and undergoing continuous assessment will remain unaffected. Such a student will be able to undertake the traditional course under the mentor in the immediate succeeding semester so as to avoid any loss of semester.

22.   MERCY CHANCE

Grant of Mercy chance is allowed only in hard and exceptional circumstances to those students who got re-appear and could not pass the examination within maximum duration of programme on the recommendation of the HoD through the Dean of respective Faculty duly approved by the VC. Such candidates will have to pay a fee as prescribed by the University.

23.   MULTIPLE ENTRY EXIT

Flexible learning is important to choose one's academic pathway leading to the award of certificate, diploma, and degree. There are occasions when learners have to give up their education mid-way for various reasons. The records of the clearance of credits for such incomplete academic programmes remain unaccounted. Some contingency approaches are followed in a few Higher Education Institutions (HEIs) by allowing the learner to settle for a lower level of certification. It will reduce the drop-out rate, thus improving Gross Enrolment Ratio (GER), which is one of the major objectives of the National Education Policy, (NEP), 2020. Flexible learning also facilitates lifelong learning. These objectives can be achieved on the principle of a multiple entry and exit system along with the opportunity of learning from anywhere, anytime.

23.1   STANDARD OPERATING PROCEDURE

In order to achieve the primary objective of multiple entry exit, the university has already adopted this policy for all its programmes w.e.f. the academic session 2021-22.

The undergraduate degree shall be of either a three- or four-year duration, with multiple entry and exit options within this period, with appropriate certifications as follows :

- a certificate after completing one year in a discipline or field including vocational and professional areas;

- a diploma after two years of study;

- a Bachelor's degree after a three-year programme.

- The four- year multidisciplinary Bachelor's programme, however, is the preferred option since it allows the opportunity to experience the full range of holistic and multidisciplinary education in addition to a focus on major and minor subjects as per the student's preference. The four-year programme shall also lead to a degree with Honors/Research, if the student completes a rigorous research project in the major area(s) of study as specified by the University.

For the Master's programmes, the University shall offer Master's Programmes as per the following designs:

a) A two-year programme with the second year devoted entirely to research for those who have completed the three-year Bachelor's programme;

b) A one-year Master's programme for students who are completing a four-year Bachelor's programme with Research; and

c) An integrated five-year Bachelor's/Master's programme with an option to exit at the end of the third year with a Bachelor's degree, with an entry to a Master's programme in another HEI.

Qualification Type and Credit Requirements		
Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate (in the field of learning/discipline) for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	36–40
Level 6	Undergraduate Diploma (in the field of learning/discipline) for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	72–80

Level 7	Bachelor' Degree (Programme duration: Three years or six semesters).	108–120
Level 8	Bachelor' Degree (Honours/Research) (Programme duration: Four years or eight semesters).	144–160
Level 8	Post-Graduate Diploma for those who exit after the successful completion of the first year or two semesters of the two-year Master's degree programme). (Programme duration: One year or two semesters)	36–40
Level 9	Master's Degree (Programme duration: Two years or four semesters after obtaining a Bachelor's degree).	72–80
Level 9	Master's Degree (Programme duration: One year or two semesters after obtaining a four-year Bachelor's Degree (Honours/Research).	36–40
Level 10	Doctoral Degree	Minimum prescribed credits for course work and a thesis with published work

23.2 ACADEMIC BANK OF CREDITS (ABC)

The Academic Bank of Credits (ABC), a national-level facility will promote the flexibility of the curriculum framework and interdisciplinary/multidisciplinary academic mobility of students across the HEIs in the country with appropriate "credit transfer" mechanism. It shall be a mechanism to facilitate the students to choose their own learning path to attain a Degree/ Diploma/Certificate, working on the principle of multiple entry and exit as well as anytime, anywhere, and any level of learning. ABC shall enable the integration of multiple disciplines of higher learning leading to the desired learning outcomes including increased creativity, innovation, higher order thinking skills and critical analysis. ABC shall provide significant autonomy to the students by providing an extensive choice of courses for a programme of study, flexibility in curriculum, novel and engaging course options across a number of higher education disciplines/ institutions.

The multiple entry and exit options for students is facilitated at the undergraduate and Master's levels. It would facilitate credit accumulation through the facility created by the ABC scheme in the "Academic Bank Account" opened for students

across the country to transfer and consolidate the credits earned by them by undergoing courses in any of the eligible HEIs. The ABC allows for credit redemption through the process of commuting the accrued credits in the Academic Bank Account maintained in the ABC for the purpose of fulfilling the credits requirements for the award of certificate/diploma/degree by the authorized HEIs. Upon collecting a certificate, diploma or degree, all the credits earned till then, in respect of that certificate, diploma or degree, shall stand debited and deleted from the account concerned.

24. POLICY FOR MIGRATION OF STUDENTS

24.1 MIGRATION POLICY

a) The Policy covers the migration of students from within a Department of Jagan Nath University (intra university) or from other Universities to Jagan Nath University (inter university) in any program running in the University on the recommendation by the equivalence committee of the university and approval by the Vice-Chancellor

b) Such migration will not be the right of a student; though it is a permissive facility and hence not obligatory on the part of the university to allow.

c) Inter-university migration shall be allowed to students coming from universities/Institutes established under recognized by the Regulatory Bodies.

d) In addition, the academic record of a student shall also be a determining factor for allowing migration.

e) The candidate must pay the Enrollment/Migration Fee as prescribed by the University.

24.2 INTRA-UNIVERSITY (INTRA-DEPARTMENT) MIGRATION

The migration of a student enrolled in an undergraduate or postgraduate program shall be regulated as under:

(a) A Student can apply for Intra-Department migration within the university only after the completion of first year of the enrolled program and are academically eligible to register for the third semester.

(b) Such migration shall be allowed after the completion of second semester but before the start of third semester.

(c) However, change of discipline of study shall not be allowed under the migration policy.

24.2.1 Order of preference for Migration

(a) Change of program/branch within the Department, if permissible, shall be carried out at the level of Faculty of concerned discipline. The concerned department shall check the eligibility criteria for migration of the candidate and if the candidate fulfils the criteria the department shall forward his/her case to the admission cell and office of COE after the approval of the Dean of the concerned department.

(b) Preference shall be given to those students who have cleared all the courses of the first and second semesters.

(c) Further, such students shall be required to submit a No objection certificate (NOC) from their parents in support of change of Program/Branch of their ward.

(d) In cases where the student migrates from one program to another, the fee difference must be paid.

24.3   INTER-UNIVERSITY MIGRATION

a) The students following conditions shall be applicable to cases of migration of from other Universities/Institutes:

b) Migration of students from other recognized universities/Institutions Jagan Nath University to in undergraduate/Postgraduate programs shall be allowed up to 15 days prior to the date of commencement of semester. Such migration shall be regulated as under:

i) Migration will be allowed strictly as per norms of the Regulatory Authorities like COA, BCI, PCI,NCTE etc. wherever applicable.

ii) Migration would be allowed max. up to Semester as mentioned below:

S.No.	Course Duration	Migration Allowed up to
1	One Year	No Migration Allowed
2	Two Year	III Sem.
3	Three Year	III Sem.
4	Four/Five Year	V Sem.

iii) The candidate must have passed all the courses of the previous semester of the University from where he/she is migrating.

iv) The courses studied by the candidate must be mapped with the courses offered by Jagan Nath University. The student has to pass all those courses which are not mapped, whenever they will be offered by the University.

v) The candidate would be required to furnish an undertaking that he/she will attend classes in a pass the courses which are not equivalent to courses of Jagan Nath University.

vi) The candidate will have to produce a NOC from the institute/university where he/she is presently studying.

(vii) Such migration will be subject to the availability of seat(s) in programs/branches in which migration is sought.

(viii) Migration will be governed by the rules and regulations of the Jagan Nath University.

(ix) In addition to the above, the admission in UG/PG program, credit transfer will be allowed maximum up to 50% of the credit of the program.

24.3.1 Procedure for Inter University Migration

a) A candidate seeking migration should obtain No objection certificate (NOC) in prescribed format from the University/Institute where the student is studying and from Jagan Nath University where migration is sought.

b) The candidate seeking migration should submit an application duly signed by him/her along with NOC issued by the university/Institute last studied.

c) Jagan Nath University will authorize migration only if a vacant seat is available in the program/branch in which migration is sought.

d) such migration will be governed by the rules and regulations of the Jagan Nath University.

e) The Equivalence Committee shall comprises of the following:

1. Dean (Academics)	: Convener
2. Concerned Dean	: Member
3. 2 Senior Teachers (Subject Expert) nominated by the Vice chancellor of the same discipline	: Member
4. Deputy Registrar	: Member Secretary

24.3.2 Documents Required

The candidate should produce the following certificates from his/her earlier University/ Institute at time of seeking admissions:

(a) Migration Certificate/ No Objection Certificate (NoC) from the previous University.

(b) Character Certificate.

(c) Certificate and Mark sheets of Matriculation, 10+2 / Graduation.

(d) Original Mark sheets of all semesters passed/ appeared in the University from which he/she seeking admission.

24.4 Migration for Ph.D. Program

Research scholars pursuing Ph.D. program be allowed in recognized universities may to migrate to Jagan Nath University on the following conditions:

a) The candidate should be a bonafide registered Research scholar of a recognized University.

b) The candidate should have been fulfilled all the eligibility conditions and has completed the course work with the minimum stay of one year in the University where registered.

c) Submit a status report on the research work completed as on date duly verified by the Research Guide and Ph.D Program Coordinator.

d) Should have valid and convincing reason for migration.

e) Produces a NOC issued by the guide and Ph.D program coordinator, duly forwarded by the competent authority of the University.

f) Submit a research plan in association with proposed Guide in Jagan Nath University.

g) Gives a declaration in writing to abide by the research policies and Regulations of the Jagan Nath University.

h) The application must be reviewed and approved by the DRAC.

Information to Authorities

All the migration cases i.e. Intra/lnter/Ph.D must be informed to the office of Registrar, Vice Chancellor, CoE and admission cell by the concerned departments.

Conclusion

Jagan Nath University Policy for Admission and Migration of Students will be subject to review annually on the basis of suggestions received from stakeholders, impact analysis and considerations by the equivalence committee constituted at the time.

25. MARKSHEET, MIGRATION AND PROVISIONAL CERTIFICATES

a)   The mark-sheet/ transcript for each semester/year containing the Grades obtained in various subjects in the Semester/year will be issued indicating SGPA/AGPA of the student and a consolidated transcript after successful

completion of the course or at the termination of the programme indicating the performance in all semesters/years i.e. CGPA of the course.

b)   After passing a course or otherwise, when a candidate desires to seek admission at a different University or a college of different University, Migration Certificate will be issued by the University on request.

c)   After completion of a Programme, a student may obtain a Provisional Certificate which will be valid till the issue of the Original Degree.

d)   In order to obtain consolidated mark sheet, migration certificate & provisional degree on successful completion of the program, a student has to submit consent form and no-dues form in examination cell.

e)   If a candidate has lost his Mark Sheet/Degree, he/she must lodge an FIR with the police to avoid misuse of said Mark sheet/Degree. He may apply to the University along with a copy of the FIR for issuing him a duplicate Mark sheet/ Degree. He has to pay the requisite fee as prescribed by the University.

25.1   GRACE POLICY IN AGGREGATE PERCENTAGE

Number of students are not able to get the advantage of higher studies and final placements due to lack of percentage. So there is provision to provide a grace marks of max 1% of the aggregate marks of a program in the following three conditions :

(a)   To enhance the division from PASS to II

(b)   To enhance division from II to I

(c)   To enhance the percentage to 55%

In above three conditions, the desired grace marks may be added to the aggregate obtained marks and may be reflected with a * which stands for grace marks awarded.

26.   CONVOCATION

26.1   *GRANT OF DEGREES* - The University shall have the power to undertake study and research and award Degrees, Diplomas and Certificates therefor in any of the disciplines mentioned in Schedule 11 of the Act and in disciplines allowed by the State Government as per provision of Section 4 of the University Act.

(1)   The University may confer the following degrees honoris causa, namely.-

(i)   D. Litt. (Doctor of Literature)

(ii)   D. Sc. (Doctor of Science)

(iii)   LL.D. (Doctor of Laws)

(2) *Conferment of Honorary Degrees -* There shall be a standing committee for the conferment of honorary degree consisting of the following namely:-

    (i) President;

    (ii) The sitting or retired justice of the Rajasthan High Court; and

    (iii) The Dean of the faculty concerned.

(3) No honorary degree, diploma or other academic distinction shall be conferred on any person unless the proposal for the conferment thereof has been:-

    (a) Originally made by the said committee;

    (b) Passed by the Academic Council;

    (c) Approved of by the Board of Management; and

    (d) Confirmed by the Chairperson.

26.2 UNIVERSITY CONVOCATION

The Chairperson shall, if present, preside at the meetings of the Board of Management and at the convocation of the University for Conferring Degrees, diplomas or other academic distinctions. In absence of Chairperson, the President shall preside over the function

(1)   The University Convocation for the purpose of the conferring the degree of LL.D., D.Litt., D.Sc., Ph.D. and all other degree of the University and for awarding Gold Medals/prizes/University Athletics or tournaments Challenge Trophies shall, as for as possible, be held in the University as per UGC Regulations.

(2)   The procedure to be observed at the Convocation shall be as prescribed by the Ordinances of the University.

(3)   Supplication of all degrees / diplomas shall be done at a meeting of the Board of Management before the University Convocation. The Degrees/Diplomas shall bear the date on which the Board passes the grace.

27.   AWARD OF DEGREES

A student shall be awarded degree: He/she has registered himself/herself, undergone the course of studies, completed the project reports / dissertation specify in the curriculum of his/her programme within the stipulated time and scored the minimum credits prescribed in Appendix-I for award of the degree.

28.   WITHDRAWAL OF DEGREES/DIPLOMAS

A degree awarded by the University may be withdrawn if it is found at the later stage that the candidate has submitted any forged document or ineligible at the time of admission to the course.

The Board of Management may, on the recommendation of the Chairman of the Academic Council, by a resolution passed with the concurrence of not less than two-third of the members voting, withdraw any degree, diploma or any distinction conferred by the university:

Provided that before taking action contemplated, it shall be incumbent upon the Board of Management to notify the person concern of the action contemplated and to give him an opportunity to tender either in person or by a written statement within 15 clear days from date of issue of such notice, such defence as he may wish to put up. The board of Management after taking into consideration the defence so set up, shall take decision to withdraw or not to withdraw the degree/diploma etc.

A degree awarded by the University may be withdrawn if it is found at the later stage that the candidate has submitted any forged document or ineligible at the time of admission to the course.

29. SCHOLARSHIPS, AWARDS AND MEDALS

Students excelling in academics, co-curricular and extracurricular activities are felicitated through various awards and scholarships instituted by the University.

A candidate with highest CGPA would be declared Topper. In case of tie of CGPA, the student senior in age will be the topper. Gold, Silver and Bronze medal will be awarded on the basis of securing first three highest CGPA in the course concerned.

30. NATIONAL ACADEMY DEPOSITORY (NAD)

30.1 *OBJECTIVE*

Maintaining academic awards in an electronic depository would provide benefit to educational institutions, students and employers by enabling online access of academic awards which will eliminate the need for persons to approach educational institutions for obtaining transcripts of such awards or marks-sheets for verification. It would also eliminate fraudulent practices such as forging of certificates and mark-sheets, by facilitating online verifications thereof. The National Academic Depository aims at ensuring a credible and convenient mechanism for online lodging, verification and authentication of the academic awards issued by various educational institutions.

30.2 *ABOUT NATIONAL ACADEMIC DEPOSITORY (NAD)*

The vision of National Academic Depository (NAD) is born out of an initiative to provide an online store house of all academic awards. National Academic Depository (NAD) is a 24X7 online store house of all academic awards viz.certificates, diplomas, degrees, mark-sheets etc. duly digitised and lodged by academic institutions / boards / eligibility assessment bodies. NAD not only ensures easy access to and retrieval of an academic award but also validates and guarantees its authenticity and safe storage.

30.3 *UGC-THE AUTHORIZED BODY*

The Union Cabinet has approved establishing a digital depository of academic awards to be known as National Academic Depository (NAD) on the pattern of securities depository in its meeting held on 27th October, 2016.

Consequent upon the approval of Cabinet, the Government in exercise of powers conferred under section 20(1) of University Grants Commission Act,1956 has designated University Grants Commission (UGC) as an authorised body to enter into a Memorandum of Understanding with DigiLocker as a Single Depository.

30.4 *FEATURES OF NAD*

- Operate in fully online mode
- Allow lodging of Academic awards in a digital format, maintaining the integrity of access to the database and of the awards lodged in the database.
- Allow students to retrieve their lodged academic awards at any time.
- Allow employers and other person with prior approval of the concerned student to verify the authenticity of any academic award.
- Maintain the authenticity, integrity and confidentiality of the database.

31. PRESERVATION/DISPOSAL OF RECORDS

The duration for preservation/destruction of records is prescribed in Appendix-II

31.1 DISPOSAL PROCEDURE

All the answer-sheets will be disposed through the following procedures:

a) All answer-sheets/booklets and other records shall be shifted to store-room after completion of Re-evaluation/Re-checking process.

b) Answer-Sheets/MCQ papers/Mark lists/Evaluation sheets/Question Booklets etc are arranged and bundled systematically kept in racks in the store room.

c) A committee appointed/approved by the Vice-Chancellor shall be responsible for the disposal of records.

d) Records must be disposed by shredding or any other appropriate means.

e) Disposal must be handled in a secure and confidential manner.

f) Once the disposal is completed, disposal certificates must be obtained from the vendor.

g) Stating that the paper has been used for recycling.

32. JURISDICTION: All disputes are subject to the jurisdiction at Jaipur.

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MINIMUM AND MAXIMUM DURATION & CREDITS FOR ALL THE PROGRAMES OFFERED BY THE UNIVERSITY#

Programmes	Normal Duration (In Years)	Maximum Duration (In Years)	Max. Credits	Min. Credits	Passing Criteria
Diploma in Engineering	Three	Five	140	140	30% in External and 40% in Individual Subject
Bachelor of Technology in Computer Science & Engineering (B. Tech.-CSE)	Four	Six	186	180	30% in External and 40% in Individual Subject
Bachelor of Technology in Mechanical Engineering (B. Tech.-ME)	Four	Six	192	186	30% in External and 40% in Individual Subject
Bachelor of Technology in Electrical Engineering (B. Tech.-EE)	Four	Six	185	179	30% in External and 40% in Individual Subject
Bachelor of Technology in Civil Engineering (B. Tech.-CE)	Four	Six	201	195	30% in External and 40% in Individual Subject
Bachelor of Technology (B. Tech.) III Semester - **Lateral Entry in** CSE	Three	Five	140	134	30% in External and 40% in Individual Subject
Bachelor of Technology (B. Tech.) III Semester - **Lateral Entry in** ME	Three	Five	146	140	30% in External and 40% in Individual Subject
Bachelor of Technology (B. Tech.) III Semester - **Lateral Entry in** EE	Three	Five	139	133	30% in External and 40% in Individual Subject
Bachelor of Technology (B. Tech.) III Semester - **Lateral Entry in** CE	Three	Five	155	149	30% in External and 40% in Individual Subject
B.Tech-M.Tech Integrated in CSE	Five	Seven	230	230	30% in External, 40% marks in individual subject and 50% marks in semester Aggregate
B.Tech-M.Tech Integrated in ME	Five	Seven	232	232	30% in External, 40% marks in individual subject and 50% marks in semester Aggregate
B.Tech-M.Tech Integrated in EE	Five	Seven	229	229	30% in External, 40% marks in individual subject and 50% marks in semester Aggregate
B.Tech-M.Tech Integrated in CE	Five	Seven	241	241	30% in External, 40% marks in individual subject and 50% marks in semester Aggregate
Master of Technology in Computer Science & Engineering	Two	Four	76	70	30% in External, 40% marks in individual subject and 50%

(M. Tech.-CSE)					marks in semester Aggregate
Master of Technology in Mechanical Engineering (M. Tech.-ME)	Two	Four	76	70	30% in External, 40% marks in individual subject and 50% marks in semester Aggregate
Master of Technology in Electrical Engineering (M. Tech.-EE)	Two	Four	76	70	30% in External, 40% marks in individual subject and 50% marks in semester Aggregate
Master of Technology in Civil Engineering (M. Tech.-CE)	Two	Four	76	70	30% in External, 40% marks in individual subject and 50% marks in semester Aggregate
Bachelor of Design(UX)	Four	Six	217	211	40% in Internal, External & Total Separately and 40% in Semester Aggregate
Bachelor of Computer Applications (BCA)	Three	Five	176	168	30% in External and 40% in individual subject
Master of Computer Applications (MCA)	Two	Four	113	113	30% in External and 40% in Individual Subject
Diploma in Architecture	Three	Five	192	192	45% in Internal, External & Total Separately and 50% in Semester Aggregate
Bachelor of Architecture (B.Arch.)	Five	Seven	268	268	45% in Internal, External & Total Separately and 50% in Semester Aggregate
Master of Planning (M. Plan)	Two	Four	78	78	45% in Internal, External & Total Separately and 50% in Aggregate
Bachelor of Commerce (B.Com)	Three	Five	158	158	30% in External and 40% in individual subject
Bachelor of Administration (BBA)	Three	Five	160	152	30% in External and 40% in individual subject
Master of Business Administration (MBA)	Two	Four	102	96	30% in External and 40% in individual subject
Bachelor of Law (BALLB/ BBALLB)	Five	Seven	236	228	30% in External, 40% marks in individual subject and 45% marks in semester Aggregate
Master of Laws (LL.M.)	One	Three	30	30	30% in External, 45% marks in individual subject and 50% marks in semester Aggregate
B.A. (Liberal Education)	Three	Five	150	150	30% in External and 40% in individual subject
B.Ed.	Two	Four	112	112	30% in External and 40% in individual subject
Diploma in Agriculture Extension Services	One	Three	28	28	30% in External and 40% in individual subject
B.Sc. (Ag.)-Hons.	Four	Six	195	195	30% in External, Practical/Assignment separately, 40% marks in individual subject and 50% marks in semester aggregate.

B.Sc. PCM (Liberal Education)	Three	Five	167	161	30% in External and 40% in individual subject
Bachelor of Physiotherapy (BPT)	Four	Six	214	210	50% marks in External, Practical/Assignment separately, 50% marks in individual subject
Master of Physiotherapy (MPT)	Two	Four	148	144	50% in Individual subject
Diploma in Pharmacy (D. Pharma)	Two	Four	-	-	40% in Individual subject
*Bachelor of Pharmacy (B. Pharma)	Four	Six	209/211/212	209/211/212	50% marks in External, Practical separately, 50% marks in individual subject
B.Sc.-Medical Lab Technology	Four	Six	162	154	30% marks in External, Practical separately, 40% marks in individual subject
B.Sc.-Radiology Medical Imaging Technology	Four	Six	171	163	30% marks in External, Practical separately, 40% marks in individual subject
B.Sc.-Anesthesia & Operation Theatre Technology	Four	Six	158	150	30% marks in External, Practical separately, 40% marks in individual subject
B.Sc.-Physician Assistant	Four	Six	158	150	30% marks in External, Practical separately, 40% marks in individual subject

= The programs, maximum/minimum credits may vary from time to time.

*Bachelor of Pharmacy (B. Pharma):

233 Credits will be applicable only for the students studied Physics / Chemistry / Mathematics / Botany / Zoology at HSC and not appearing for remedial Mathematics and Biology course.

235 Credits will be applicable only for the students studied Physics / Chemistry / Botany / Zoology at HSC and appearing for remedial Mathematics course.

236 Credits will be applicable only for the students studied Mathematics / Physics / Chemistry at HSC and appearing for remedial Biology course.

DURATION FOR PRESERVATION/DISPOSAL OF RECORDS

S.No.	Description	Duration
1	Attendance Record of Students in Examination	3 Years
2	Award List received from Evaluators	3 Years
3	Due/Improvement/Re-Evaluation Forms	2 Years
4	Used Answer Sheets	2 Years after the declaration of the result
5	Receipt and Dispatch Register	2 Years
6	Correspondence Files	3 Years
7	Panel of Examiners	3 Years
8	Admission Forms	N+2 Years*
9	Hostel Forms	2 Years after leaving the hostel
10	Leave Applications	1 Year after the calendar Year

*N = Duration of the programme

Attainment of CO & PO
BCA (I SEM)
Attainment of "BCA 101 Computer Fundamentals"

Level	Target
1	**If 70 to 79 % students achieve threshold value**
2	**If 80 to 89 % students achieve threshold value**
3	**If >=90 % students achieve threshold value**

Attainment of "BCA 101 Computer Fundamentals"

Direct Attainment through SEE

S. No.	Enrollment No.	Name	Q.1	Q.2	Q.3	Q.4	Q.5	Q.6	Q.7	Q.8	Q.9	Q.10
			CO2	CO2	CO2	CO2	CO1	CO2	CO2	CO2	CO4	CO4
			(14)	(14)	(14)	(14)	(14)	(14)	(14)	(14)	(14)	(14)
1	0601210001	ASIF KHAN	13	12	12	-	-	-	10	-	11	-
2	0601210002	HARSH BARTHUNIA	12	4	12	11	-	-	10	-	-	-
3	0601210003	KHUSHIRAM SAINI	5	2	4	-	-	-	5	-	1	-
4	0601210004	PINTU MAHARIYA	Absent									
5	0601210005	SAURABH	6	-	-	-	-	-	1	-	-	1
6	0601210006	VIJAY KUMAR	Absent									
7	0601210007	MOHIT LOTIA	7	5	6	-	-	-	6	-	-	6
8	0601210008	DEEPAK SAINI	10	-	12	-	-	10	6	-	-	-
9	0601210009	JATIN KUMAR SAIN	11	2	8	-	-	-	11	-	6	-
10	0601210010	DEEPAK PRAJAPATI	12	10	11	-	6	-	8	-	-	-
11	0601210011	ISLAM KHAN	7	5	8	5	-	-	6	-	-	-
No. of Student Attempted			9	7	8	2	1	1	9	0	3	2
Total No of Students Achieved Threshold Value (40%)			8	2	7	1	1	1	7	0	2	1
% of Students Secured Threshold Marks			88.89	28.57	87.50	50.00	100.	100.	77.78		66.67	50.00
Attainment Level			2	0	2	0	3	3	1		1	0
AVG Attainment Level			1.4				3				0.5	

Direct Attainment through CIE

S.No.	Enrollment No.	Roll No.	Internal Marks
1	0601210001	ASIF KHAN	26
2	0601210002	HARSH BARTHUNIA	27
3	0601210003	KHUSHIRAM SAINI	23
4	0601210004	PINTU MAHARIYA	0
5	0601210005	SAURABH	10
6	0601210006	VIJAY KUMAR	0
7	0601210007	MOHIT LOTIA	24
8	0601210008	DEEPAK SAINI	23
9	0601210009	JATIN KUMAR SAIN	24
10	0601210010	DEEPAK PRAJAPATI	27
11	0601210011	ISLAM KHAN	23
No. of Student Attempted			11
Total No of Students Achieved Threshold Value (40%)			8
% of Students Secured Threshold Marks			72.73
Attainment Level			1

Total Direct Attainment of CO

CO	External Examination	Internal Examination	Direct Attainment
CO1	3	1	2.4
CO2	1.4	1	1.28
CO3	0	1	0.3
CO4	0.5	1	0.65
CO5	0	1	0.3

Indirect Attainment of CO

Course Outcome	Number of Student answered Level 1	Number of Student answered Level 2	Number of Student answered Level 3	Total No of Students Participated	CO Attainment Level
CO1	4	5	2	11	1.82
CO2	3	2	6	11	2.27
CO3	5	2	4	11	1.91
CO4	6	4	1	11	1.55
CO5	8	2	1	11	1.36

Overall CO Attainment of the Course

Course Outcome	Direct	Indirect	Overall CO Attainment
CO1	2.4	1.82	2.34
CO2	1.28	2.27	1.38
CO3	0.3	1.91	0.46
CO4	0.65	1.55	0.74
CO5	0.3	1.36	0.41
Overall Attainment of CO			**1.07**
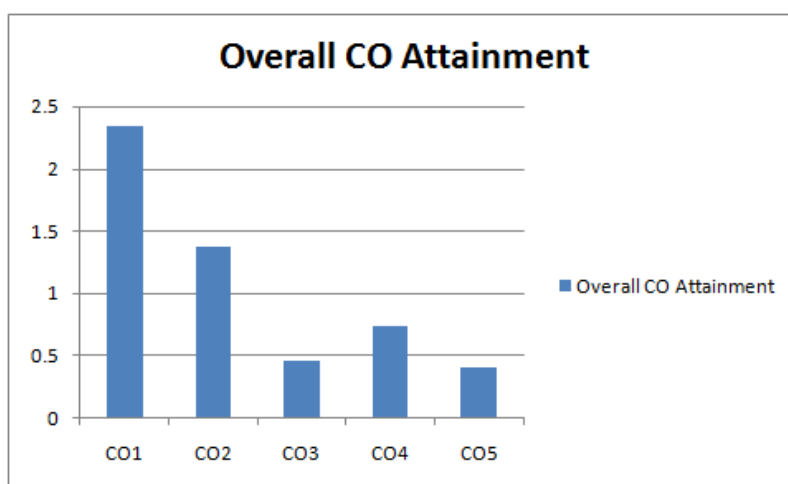
Observations and Action Plan for Cos:

1. All COs are not attained fully.

2. Attainment of CO4 and CO5 is very poor

3. Overall attainment of COs is 1.07

4. Remedial Classes will be started from next semester

5. Previous Year Question Papers will be solved

6. Guest Lectures will be organized on specific topics to enhance the knowledge level.

FORM NO. JNU/EXAM/001

JAGANNATH
UNIVERSITY JAIPUR

APPLICATION FORM FOR ELIGIBILITY & ENROLLMENT

Enrollment No. (Leave Blank to filled by office)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Paste Recent
Passport Size
Photograph

I request to enroll me as a student of the University. My Particulars are as below :

1. Name_____

2. Sex_____ 3. Date of Birth_____

3.

4. Category : SC/ST/OBC/Gen./Others

Specimen Signature

5. Residential Status : NRI/Foreign National/Rajasthan/Out of Rajasthan

6. Physically Handicapped : Yes / No   7. Minorities : Yes / No

8. Aadhar No. _____

9. Father's Name : _____

10. Mother's Name : _____

11. Permanent Address	12. Address for Correspondence

13. Course of Study : _____ 1 4. Branch of Study : _____

15. Details of Entrance Examination, if any _____

16. Details of Qualifying Examination :

Name of Exam.	Board/University	Year of Passing	Optional Subject			%
			Subject	Max. Marks	Marks Obtained	

....

JAGANNATH
UNIVERSITY JAIPUR

IDENTITY CARD FORM

Enrollment No.   : _____(To be filled by the office)

Name (in capital) : _____

Father's Name   : _____

Programme   : _____Branch :_____

Paste Recent
Passport Size
Photograph.
Do not Staple

D.O.B.   : ☐D ☐D ☐M ☐M ☐Y ☐Y ☐Y ☐Y   Validity : 20_____ - 20_____ Hosteller/Day Scholar

Address   : _____Transport Facility Yes/No

_____

Mobile   : +91 -

Signature of the Student

(The form must be submitted to the coordinator latest by _____)

//

16. Earlier Enrollment No., If any_____

17. Details of Enrollment with other Universities

Name of University	Enrollment No.	Course for which enrolled

DECLARATION

The information provided by me is correct and at present I am not registered/enrolled with any other university / board for any regular course. In case any information is found incorrect/misleading at any stage the University may cancel my enrollment *ab nitio* without any claim for my

(Signature of Candidate)

FOR OFFICE USE

It is certified that the particulars of the candidate have been verified and are consistent with the document of previous examinations particularly secondary school examinations.

Particulars and documents verified by :   (Signature of Admission Incharge)

Name :

Enrollment Allowed/Not allowed :

If not recommended specify the reason :

(Registrar)

EXAMINATION FORM

End Term Exam Nov.-Dec……../April-May………

Enrollment No. : …………………………………………..

Roll No. : …………………………………………..

Name of Candidate : …………………………………………..

Father's Name : …………………………………………..

Course Name : …………………………**Sem**: . ……............

Branch/Specialization : …………………………………………..

Paste Recent
Passport Size
Photograph

Main Examination

S. No.	Sub. Code	Subject Name
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Section Officer (Exam)   **Signature of the Student**

………..

ADMIT CARD

End Term Exam April-May, 2020

Enrollment No. : …………………………………………..

Roll No. : …………………………………………..

Name of Candidate : …………………………………………..

Father's Name : …………………………………………..

Course Name : …………………………**Sem**: . ……............

Branch/Specialization : …………………………………………..

Paste Recent
Passport Size
Photograph

Controller of Examinations

Instructions to the candidates for Semester End Examinations

1. The Candidate must clear all the dues of the semester and must have requisite percentage of attendance in the sem.

2. Carrying of Mobile phones to the examination room is strictly prohibited. In case a student is found with the mobile phone then the answer sheet would be cancelled and in his/her mobile would be confiscated and would be released latter after paying the fine amount Rs.100.

3. Students are not permitted to take the examination without their I-Card. In case they don't have the I-Card, then **duplicate admit card** would be issued on payment of Rs.50/day in the Administrative Block.

4. If a student is found indulging in indisciplinary act, the copy of the student would be cancelled immediately. Students should ensure that they are not carrying any kind of objectionable material with them.

5. No supplementary answer sheet would be provided under any circumstances.

FORM NO. : JNU/Exam/003

Total Fee: ……………….
Receipt No……… …
Date………………

Signature (Accounts)

MID TERM/ END TERM EXAMINATION APPLICATION FORM (Due/Improvement)
Kindly permit me to appear in the following papers in the Due/Improvement Examinations

to be held in ..……...………………

1.	Enrollment No.	……………………………………………………..
2.	Roll No.	……………………………………………………..
3.	Name of Candidate	……………………………………………………..
4.	Father's Name	……………………………………………………..
5.	Course Name	……………………………………………………..
6.	Branch/Specialization	……………………………………………………..

Paste Recent Passport Size Photograph

7. **Student Type**   Regular / Migrated   (If Migrated) Mig. Year. …………Mig. Sem……………….

8. **Is this the first attempt of appearing in below specified subjects**   Yes / No   (If No, Specify the attempt)   : 1st / 2nd / 3rd / …....………......

9. **Reason of filling the Due Form**   **Backlog / Migrated / Late Admission / Due Fee / Any Other (Specify**)……….

10. **Form filled by**   Self / Friend
(If filled by Friend) Name……………………………………………………

Enroll.No……………………….Contact No……..……………….……

S.No	Sem	Sub. Code	Subject Name	Due/Improvement	Theory/Practical
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Checked by
(Name & Signature)   **Controller of Examinations**   **Signature of Student**

FORM NO. JNU/EXAM/004

Panel of Paper Setters and Examiners for End-Term/Final Examinations May-June, 2019

Programme: ………………….   **Semester: ………………….**

Sub Code & Name: ……………………………

S.No.	Sub Code & Sub Name (Theory Paper)	Name & Designation	Office Address	Residence Address	Contact No.
1.					Off.-
					Res.-
					Mob.-
					E-mail-
2.					Off.-
					Res.-
					Mob.-
					E-mail-

Dean/HoD   **President**

FORM NO. JNU/EXAM/005

Examiner No._____

No

To,

_____ Dated _____20 .

_____

_____

Sir / Madam,

I have the honour to invite you to act as a paper-setter in the following paper/papers :

Name of Exam. With Semester	Subject	No. of Question Papers to be set	Due Date
Sem.		One	

2. Detailed distribution of marks for different parts of each question or marking scheme as it is called, should be given in the question paper itself. The paper setter shall have to give a detailed 'Marking Key' and solutions to numerical problems along with the paper. These instructions will be given to examiners at the time of evaluation of answer-books. The instructions should be written very legibly to avoid errors in printing. NO PAPER SHALL BE ACCEPTED WITHOUT MARKING KEY.

3. No payment for the paper-setting will be made for a paper without the marking key and solution to numerical problems. The University will get such paper set by another person immediately without any information.

4. The University rules provide that no person who is himself appearing at any examination, can act as an examiner for any examination of the College in the year in which he is so appearing. Similarly, no person can act as a paper-setter in any subject for an examination at which any of his close relations intends to appear in that year at the college. The term 'Close relation' includes wife, husband, son, daughter, grandson, grand daughter, brother, sister, nephew, niece, son-in-law, daughter-in-law, brother-in-law of the paper-setter.

5. Before accepting the offer, the paper-setter is expected to inform the University (a) if any person having blood relationship with him/her of a similar type as described in

the preceding paragraph is appearing at the examination for which paper-setting has been offered to him/her or (b) if he/she is author of a book or book-let on the subject and, if so, the standard for which the book can be utilized. Kindly send this information positively.

6. The University rules provide that the paper-setter will not undertake any private tuitions of the University students in the subject upto the date of examination. This may kindly be noted.

7. The question paper will be set as per pattern of the question paper/model question paper enclosed herewith.

8. The questions to be set shall pertain to the syllabus enclosed herewith. Equal number of questions will be set from different units of the syllabus in each section of the question paper. No question(s) should be set beyond the scope of syllabus.

9. The maximum remuneration for paper setting and evaluation of answer-books, payable to a person for examinations held during an academic year shall not exceed Rs.20,000/- (Rupees Twenty Thousand only) irrespective of the actual date of payment. If the total remuneration exceeds the above limit, the excess amount shall be retained by/refunded to the college. The onus for ascertaining that the work allotted by the college from time to time does not exceed the ceiling shall be on the person concerned.

10. PUNCTUALITY SHALL BE OBSERVED IN ALL MATTERS.

You are requested to kindly send the certificate in the enclosed form and the manuscript of the Question Paper be sent duly packed, sealed and dispatched as per instructions enclosed herewith.

11. Please send the packed material only through **SPEED POST OREGISTERED POST.**

For any further queries please feel free to contact the undersigned immediately on phone no. **09785000712**

Yours sincerely,

Tanmay Pattanayak
Controller of Examinations

FORM NO. JNU/EXAM/006

A Procedure to be followed for providing an amanuensis to a candidate who meets with an accident during examination days.

FOR CANDIDATES :

I…………………………………...……………………………….Son/Daughter of Shri……………………………………………………………………Resident of ……………………………………………………………………………………………… ………………………..………………………………… do hereby affirm as under :

(1) That I have suffered an injury as a result of an accident on …………………..

(2) That I was treated by Dr. …………………………………………….……….. and that the Medical Certificate furnished by me from the Principal Medical and health Officer of the District, is a genuine one.

(3) That the amanuensis Mr./Ms. …………………………. Son/daughter of ……………………………….………………………………..… Resident of ……………………………………………………………………………………………… ……………………………… is a student of ……………………………………

I understand that the permission granted by the Centre Superintendent for amanuensis is purely provisional. If any of my statements are found to be incorrect, my examination may be cancelled without prejudice to any legal action that may be take in the matter by the University.

Signature of the candidate with local address.

FOR AMANUENSIS :

I ………………………………. Son/Daughter of Shri ………………………………… Resident of ………………………………………………… hereby affirm as under :

(1) That I am a student of ………………..………… of ………………….………….. College.

(2) That I have been asked to act as an amanuensis for ………………………………………………………………………………………….. Son/Daughter of …………………………… Resident of ………………………. Who has met with an accident and is not a position to write in the examination himself.

(3) Shri …………………………………………………….. is not related to me.

I understand that if any of the statements made above are found to be incorrect I am liable to legal action which may be taken by the University in this matter.

Signature of the Amanuensis with local address

FORM NO. JNU/EXAM/007

							Date : _____

REPORT OF INDISCIPLINE

S.No.	Enroll. No.	Roll No.	Branch	Course	Name	Room No.	Remarks
1							
2							
3							
4							
5							
6							
7							
							Signature of the Convenor

FORM NO. JNU/EXAM/008

JAGANNATH UNIVERSITY, JAIPUR

DISPATCH REGISTER FOR QUESTION PAPERS AND ANSWER SCRIPTS (MAY-JUNE,……./NOV.-DEC…...)

PROGRAMME _____ **SEM:**   **SUB. NAME & CODE** _____

	NAME,ADDRESS CONTACT DETAILS	DISPATCH DATE	DUE DATE	RECEIVED DATE	REMARKS
QUESTION PAPER					
ANSWER SCRIPTS					

APPLICATION FORM FOR REEVALUATION OF ANSWER SCRIPTS

1.   **Name :** _____

2.   **Father's Name :** _____

3.   **Address :** _____

      _____ **Mobile No.**_____

4.   **Programm:** [   ]   **Branch :** [   ]   **Semester:** [   ]

5.   **Enrollment No.** [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

6.   **Roll No.** [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

7.   **Month and Year of the Examination:** _____

S. No.	Sem.	Sub. Code	Subject Name	Max. Marks	Marks Obtained
1					
2					
3					
4					
5					
6					

(Signature of the student)

8.   **Fee detail:**
      (The fee for Reevaluation of answer script is Rs.400/- per paper/subject)
      No. of paper(s): ………….……× Rs.400/-   =   Total Amount: ....
      Receipt No. ……………………..   Date:............................

(Signature of Account Section)

RULES & REGULATION FOR REEVALUATION OF ANSWER SCRIPTS

1.   The result of reevaluation will be displayed on the University Website
3.   Re-Evaluation is permissible in theory papers of End Term Examinations only and not in the Internal Assessment and Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
4.   No Answer Sheet shall be shown to applicant on any ground.
5.   The fee once paid shall not be refunded.
6.   No case of Re-Evaluation shall be entertained after stipulated period.

FORM NO. JNU/EXAM/010

Total Fee: ....
Receipt No.........................
Date.................................

Signature (Accounts)

JAGANNATH
UNIVERSITY

N.H-12, Chaksu Bypass, Tonk Road, Jaipur (Rajasthan)

APPLICATION FORM FOR INSPECTION OF ANSWER SHEET

Enrollment No.   ....

Roll No.   ....

Name of Candidate   ....

Father's Name   ....

Course Name   ....

Branch/Specialization...

Mobile No.   ....

List of InspectionPaper(s)

S. No.	Sub. Code	Subject Name	Maximum Marks	Marks Obtained	Marks Obtained after Reval(If any)
1					
2					
3					
4					

Signature ofheStudent

Declaration by the student after inspection of answer sheet

I hereby declared that I have seen my above mentioned answer sheet(s) personally and stated that:

I am satisfied with the same

I wish to reevaluate my answer sheet

Signature ofheStudent

Assistant Registrar
(Examinations)

Fee:Inspection of answer sheet fee Rs.600/- per paper.

JAGANNATH UNIVERSITY, JAIPUR
[UGC APPROVED & NAAC ACCREDITED]

Examination Form
(For Mercy Chance Candidates only)

Total Fee.....................................
Receipt No...............................
Date:...

Signature (Accounts)

1. **Enrollment No. :** _____
2. **Name :** _____
3. **Father's Name :** _____
4. **Programme :** _____ Branch _____
5. **Mobile No. :** _____ Batch_____
6. **Reason for Mercy Chance :** _____
    (Attach Valid Documentary Proof) _____
    _____
    _____

. **Subject in which re-appear (Mercy Chance) applicable**

S.No.	Sem	Sub. Code	Subject Name	Theory	Practical

Certified that the particulars and information given above are correct to the best of my knowledge.

Full Signature of the Applicant

(FOR OFFICE USE ONLY)

It is recommended that the applicant _____son/daughter of_____

may be allowed Mercy Chance to appear in the examination as stated above under the Ordinances/
Regulations in force on the prescribed fee.

Dean
Date:_____   **(Signature with Official stamp)**

Remarks Regarding Case:
_____
_____
_____
_____

Controller of Examinations

Approval of the Competent Authority :

Signature of President

JAGANNATH UNIVERSITY
Approved by UGC & NAAC Accredited
NH-12, Chaksu Bypass, Tonk Road,
Jaipur – 303901 (Raj.)

Affix Your
Recent Colour
Passport Size
Photograph

APPLICATION FOR OBTAINING CONSOLIDATED MARKSHEET, PROVISIONAL DEGREE ETC.

Fill all the Information in Capital Letters Only

1. **Name of the Candidate** :

   (First Name)　　　　　　(Middle Name)　　　　　　(Last Name)

2. **Aadhar No.** :

3. **Gender (Please ✓ Mark)** : Male ☐　　　　　Female ☐

4. **Father's Name** :

   (First Name)　　　　　　(Middle Name)　　　　　　(Last Name)

5. **Mother's Name** :

   (First Name)　　　　　　(Middle Name)　　　　　　(Last Name)

6. **Enrollment Number** :

7. **Academic Session/Batch** :

8. **Year of Passing with Month** : ....

9. **Last Examination Appeared** : Main ☐　　　　Due ☐　　　　Special Due ☐

10. **Name of the Programme** : ....

11. **Branch/Specialization** : ....

12. **Mobile No.** :

13. **Email Address** : ....

Declaration by the Candidate :

I hereby declare that I wish to obtain the Consolidated Marksheet, Provisional Degree as I shall not be appearing for any due/improvement examination in future and I cleared all the papers successfully. I understood that the Consolidated Marksheet & Porvisional Degree would not be reissued to me under any circumstances.

Note : Students are required to attach one self attested copy of the Aadhar Card along with this form.

(Signature of the Candidate)

JAGANNATH
UNIVERSITY, JAIPUR

NO DUES CERTIFICATE (STUDENTS)

Mr./Ms……………………………………………… S/o D/o of ……….…………………………………………..

Mobile No. ……………………… E-mail ID :……………………………………………………………………….

Course ………………., Branch ………….. and Enrolment No. …………………….….……… Batch : 20 _ _ - 20 _ _

has applied for No Dues Certificate. The concerned Heads are requested to give their remarks regarding dues, if any.

Registrar

1. Library   :…………………………………………………
2. Sports   :…………………………………………………
3. T.P. Cell   :…………………………………………………
4. System Administrator   :…………………………………………………
5. Proctorial Board   :…………………………………………………
6. Examination Department   :…………………………………………………
7. Hostel   :…………………………………………………
8. Mess/Canteen Contractor   :…………………………………………………
9. Transport   :…………………………………………………
10. Accounts   :…………………………………………………
11. Lab in Charge
       (a) Physics   :…………………………………………………
       (b) Chemistry   :…………………………………………………
       (c) CS/IT/EC/ME/CE/EE/EV/BT   :…………………………………………………
       (d) C.T./Concern Lab   :…………………………………………………
12. Workshop (Only for B.Arch students)   :…………………………………………………
13. Return of ID Card to Mr. Rahul Sharma   :…………………………………………………
    (If the ID Card is not returned a fine of Rs. 200 would be charged)
14. H.O.D. of concerned Department   :…………………………………………………

Bank Details for Security Refund

Name of Account Holder (Students Name)   : ………………………………………………….

Bank Name   :………………………………………………….

Bank Account No.   :………………………………………………….

IFSC Code   :………………………………………………….

MICR Code   :………………………………………………….

Branch Name   :………………………………………………….

City & State Name   :………………………………………………….

Signature of Student

FORM NO. JNU/EXAM/014

Details of Migrated Student

Name :		Course :		Father's Name			
Semester in which migrated in JNU:				Migrated From			
Semeste :							

Subject Code	JNU Subjects	Similar Subjects of Other Inst./Univ.	Marks Obtained			Marks to be credited if Passed as per JNU Scheme			Remarks
			Int. Out of	External Out of	Total Out of	Int. Out of	External Out of	Total Out of	