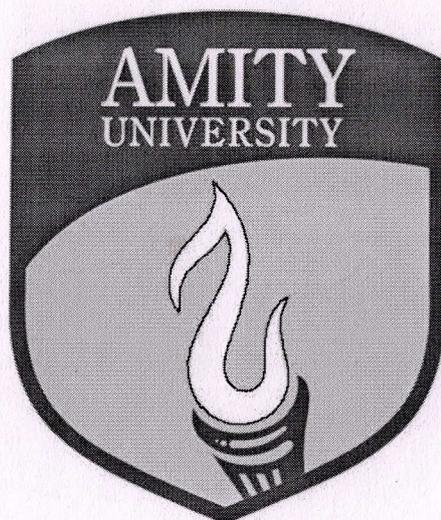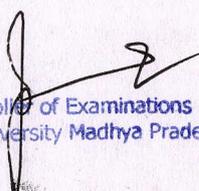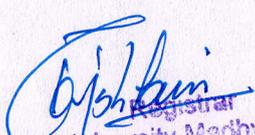# AMITY UNIVERSITY MADHYA PRADESH

EXAMINATION DEPARTMENT

ANNUAL REPORT 2018 - 2019

INDEX

Controller of Examinations
Amity University Madhya Pradesh
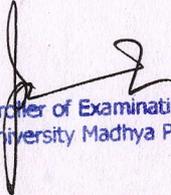
Registrar
Amity University Madhya Pradesh
Gwalior

ACRONYMS

Ser. No.	Details	Abbreviation
1.	Academic Break	AB
2.	Controller of Examinations	CoE
3.	Cumulative Grade Point Average	CGPA
4.	Examination Department	Exam Dept
5.	Examination Superintendent	Exam Supdt
6.	Head of Institute/ Department	HoI /HoD
7.	Promotion with Academic Probation	PAP
8.	Promotion with Academic Warning	PAW
9.	Repeat Year	RY
10.	Repeat Semester	RS
11.	Semester	Sem
12.	Semester Grade Point Average	SGPA
13.	Student Learning Outcomes	SLOs

Controller of Examinations
Amity University Madhya Pradesh

Registrar
Amity University Madhya Pradesh
Gwalior

AMITY UNIVERSITY

— MADHYA PRADESH —

(Established by Ritnand Balved Education Foundation)

VISION AND MISSION OF THE UNIVERSITY

VISION

To make Amity University Madhya Pradesh, a centre of Excellence in Higher Education by providing value based holistic education, including leadership quality, encouraging research, innovation and nurturing talent.

MISSION

To provide quality education catering for diverse, contemporary educational and research needs of the nation with emphasis on regional aspirations and develop balanced personalities with positive outlook and leadership qualities.
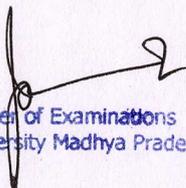
Controller of Examinations
Amity University Madhya Pradesh

Registrar
Amity University Madhya Pradesh
Gwalior

DETAILED REPORT

Introduction

1. The **AMITY UNIVERSITY MADHYA PRADESH (AU MP)** Examination Department (Exam Dept) is governed by the AUMP **Regulations (R3-Apr 2019) which flow out of the** Madhya Pradesh Ordinance No. 4 dated 23 Mar 2013 for Conduct of Examinations, Scheme of Examinations and Discipline among Students during Examinations as well as lays down conditions for appearing in an examination of the for a degree or a diploma, either generally or for a particular examination, unless there is anything, repugnant in the subject or context. The Ordinance and Regulations are applicable to all courses being conducted at **AU MP**.

2. Advancing towards the mission to offer high quality examination services, Exam Dept ensures transparency in all its activities that adequately support all students and Institutions. The Exam Dept administers open and secured processes and systems and works in close collaboration with Institutions, External organizations and Individuals.

3. Exam Dept is headed by the CoE who reports to the Vice Chancellor.

Examination Activity Calendar : 2018 – 2019

4. **Academic / Examination Calendar.** The Academic Calendar is issued by the Dean Academics of the University right before the commencement of academic session. Block of Examinations is notified through Academic Calendar for both Odd and Even semesters. A detailed Examination Calendar is then prepared by the Examination Department based on the Academic Calendar.

5. The Block of examination including practical's for Academic Session 2018-19 is given below:

Ser. No.	Examinations	Last Teaching Date	Block of Examinations Including Practical
(a)	Odd Semester	16 Nov 2018	17 Nov 2018 To 04 Jan 2019
(b)	Even Semester	26 Apr 2019	29 Apr 2019 To 10 Jun 2019

6. The Exam Dept has number of different activities throughout the academic session. Exam Dept prepares and issues Calendar of Examination Activities and detailed Schedule of Examinations and all examination activities are monitored for compliance as per the itinerary issued.

Committees

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

    (a)   Examination Committee

    (b)   Moderation Boards (Moderation of Question Papers)

    (c)   Evaluation Committee

    (d)   Coding Decoding Committee

    (e)   Examination Discipline Committee

    (f)   Result Compilation Committee

    (g)   Result Moderation Committee

8. **Examination Committee**. As per Para 4 of the Regulations, Examination Committee is constituted by the Academic Council at University level to frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of students' performance and conduct of examinations. This committee supervises all examinations activities of the University and reviews the results of the University examinations. It appoints such number of Examination Sub-committees at Institutional level to deal with examination matters.

9. **Examination Conduct**

As per AUMP Ordinance No. 4 and Revised Regulations - R3/2019 (Regulations on Conduct of Examinations, Scheme of Evaluation of Students Performance and Discipline among Students In Relation To University Examinations).

Setting of Question Papers

10. **Formulation.** Question papers are formulated as per Para 26 of the Regulations elucidating procedures for setting of question papers. The setting of question paper is developed in such a way that it ensures that each question addresses one or more course objective mapped with the student learning outcomes. Names of Paper setters (External and Internal) are proposed by respective HoI's for the approval of Hon'ble Vice Chancellor through the Controller of Examination.

11. **Duration of Exams.** A question paper for theory examinations of a course unit of any program is of three hours duration, depending upon the associated credit unit, with maximum marks 70/50 as applicable.

12. **Format of Question Paper.** The question papers for the ESE shall be set in such a manner as to ensure that they cover the entire syllabus as per the weightage of the modules of the concerned course unit. The questions are framed in such a way that the Student Learning Outcomes (SLOs) of the course is assessed properly and also weightage given to each module of instruction is properly reflected in questions. Question Paper has 3 sections:

    (a) **Section A:** The questions in this section include short numerical problems or theory questions to assess students' understanding of concepts and framework. This section has multiple questions as per guidelines and students have to attempt as per instructions given in the question paper. Marks are given as per the weightage given to the Section in overall marking scheme.

    (b) **Section B:** The questions in this section may include long theory questions or numerical problems requiring students to apply the concepts to a given situation or in a given context. This section also has multiple questions and marks are given as per the weightage given to the Section in overall marking scheme.

    (c) **Section C:** This section is compulsory and questions in this section are generally case study based, a hypothetical problem or a situation seeking a possible solution(s), students' response to a situation based on general awareness of the broad discipline of study etc.

Moderation Boards

13. **Moderation of Question Papers**. As per Regulations Para 6, Domain wise Moderation Boards are constituted by the Vice Chancellor to moderate the question papers. Composition of the Moderation Board is as under:-

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

Note:-

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

II. The Moderation Boards ensures that question papers are strictly in accordance with the guidelines for setting of question papers, remove ambiguity in the language of questions, if any; proper coverage of course contents and indicate weightage/ marks for each question or part/parts thereof, time prescribed, display of instructions and to correct errors, if any and moderate/reframe the questions so as to give opportunities to students of varying abilities.

Conduct of Examinations

14. **Appointment of Superintendent / Addl. Supttd. / Dy. Supttd. of Examinations:** As per Regulation Para 10 Conduct of Examination Scheme of evaluation and discipline among students in exams, with the approval of Competent Authority of the University, Exam Supdt/ Addl. Supdt are appointed to conduct and supervise its examinations held or to be held at a examination centre. Appointment of Addl. Supdt is applicable if strength of Institution is more than 1000.

Examination	Nov - Dec 2018	Apr - May 2019
Total No. of Enrolled Students	1981	1968
Total No. of Appeared Students	1981	1968
No. of Institutions	09	09
No. of Superintendent	03	03
No. of Dy./Asst. Superintendent	03	03

15. **Preparation and Notification of Examination Schedule:**

AUMP examinations are conducted on the basis of course codes and accordingly Exam Dept prepares the Examination schedule and publishes for information of students and HoI's. Block of ESE during academic session 2018 – 19 is as given:

S. No.	Academic Session 2018 - 19	Block Dates of Examinations
(a)	Odd Semester	17 Nov 2018 To 04 Jan 2019
(b)	Even Semester	29 Apr 2019 To 10 Jun 2019
(c)	Supplementary Exams	15 Jul 2019 To 23 Jul 2019

16. **Status of Examination Forms Submitted and Admit Cards Generated:** As per Para 29 of the Regulations, No student is permitted to appear in the exams without valid Admit Card issued by the Exam Dept. Status of the Admit Cards issued to the students during academic session 2018 – 19 was as under:

S. No.	Academic Session 2018 – 19	Exam Forms Submitted	Admit Cards Generated
(a)	Odd Sem Nov – Dec 2018	1981	1981
(b)	Even Sem Apr – May 2019	1968	1968

In case of loss of Admit Card, duplicate Admit Cards are issued only by the Examination Department as per norms of the University.

17. **Appointment of Observers:** As per Regulations Para 32.2, observers were appointed to visit different examination centers as per allotment during the course of examination and check that the examinations are being conducted properly according to the Regulations.

Ser. No.	Academic Session 2018 – 2019	Teams	Observers
(a)	Odd Semester Nov – Dec 2018	03	15
(b)	Even Semester Apr – May 2019	03	15

Note: Any discrepancy and deviation from the Regulation and Guidelines are reported by observers to Controller of Examination.

18. **Examinations Details.** Exam Dept conducted following exams during Academic Session 2018 – 19:

Ser. No.	Session	Block of Examination	No. of Programs	No. of Courses	Total No. of Students
(a)	Odd Sem	17 Nov 2018 To 04 Jan 2019	77	713	1981
(b)	Even Sem	29 Apr 2019 To 10 Jun 2019	79	620	1968
(c)	Supplementary	15 Jul 2019 to 23 Jul 2019	12	109	56

Discipline Cases

19. As per Regulations para 32, Examination Discipline Committee is constituted by the Vice Chancellor at the University level to consider the cases of misconduct, misbehaviour of students and their use of unfair means in examinations and disorderly conduct of examinations.

20. **Examination Discipline Committee.** The constitution of the Examination Discipline Committee during academic session 2018-19 was as under:

Composition	Designation	Nominated Person	
Head of Institute	Chairperson	Dr Sumit Narula,	Director (ASCO)
Four Senior Faculty	Members	Dr Astha Joshi,	(ABS)
		Dr Deepa Pandey,	(AIBAS)
		Dr Sudha Mishra,	(ASCENT)
		Dr Rakhi Singh Chauhan,	(ALS)
CoE	Member Secretary	Brig (Dr) J Matta,	CoE

Note: The Chairperson may co-opt any Head of Department/Constituent Unit for particular meeting of the Examination Discipline Committee.

Controller of Examinations
Amity University Madhya Pradesh

Amity University Madhya Pradesh
Gwalior

21. Mode of unfair means adopted by the students is as under: -

Mode	Odd Semester	Even Semester
Incriminating Material (Handwritten/ Printed Paper)	3	10
Possession of Mobile	2	2
Misbehave	0	1
During Evaluation (Request for passing marks/ disclosing identity)	3	4
Total Cases	8	17

22. Summary of the unfair means adopted by the students and penalties given (para 32.8) to the students during academic session 2018-19 is as under:

Examination	Odd Semester	Even Semester
Total No. of Student Appeared	1981	1968
No. of UFM cased registered	8	17
% of UFM cased registered	0.40%	0.86%
No. of Exonerated cases	0	1
% of Exonerated cases	0.00%	0.05%
Strict Warning	3	4
% of Strict Warning cases	0.15%	0.20%

Evaluation and Result Compilation

23. **Evaluation of Answer Sheets** Day wise Answer Books after the examinations are submitted by the different Institutions at Centralized Evaluation Centre. There after the Answer books are codified. All answer books are evaluated only at Centralised Evaluation Centre. No one is permitted to carry any answer sheet outside the evaluation centre.

Examination	No. of Evaluators	Answer Books Evaluated
Odd Semester Nov – Dec 2018	148	18485
Even Semester Apr – Jun 2019	142	17078

24. **Result Moderation Committee** As per Regulations para 8, Result Moderation Committee is constituted to scrutinize the statistics of results prepared by the Controller of Examinations and if need be, moderate the same after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards before declaration of results.
    (a) Prof (Dr) M P Kaushik, Pro V C   Chairperson
    (b) Head of Institute / Department of constituent units   Members
    (c) Controller of Examinations   Member Secretary

25. **Moderation of Results.** Considering the time requirement for moderation of large number of programmes and students, on approval from Vice Chancellor, where 5 marks are to be awarded in borderline cases, the results are moderated by Controller of Examination and approved by the Hon'ble Vice Chancellor.

Controller of Examinations
Amity University Madhya Pradesh

Amity University Madhya Pradesh
Gwalior

Academic Session	Semester Type	Total Students Appeared	Total no. of students whose results were moderated
2018 - 2019	Odd Semester Nov – Dec 2018	1981	0
	Even Semester Apr – Jun 2019	1968	11

Promotion Status

26. **Promotion Status of the Students Appeared in the Exams During Academic Session 2018 – 19:**
As per para 20 of the Regulations, students are promoted from 1st year to 2nd year, 2nd year to 3rd year and so on provided he/she has minimum SGPA and CGPA as under:

Details	UG Programme	PG Programme	Integrated/Dual Degree Programme (UG+PG)
SGPA (First 3 Yrs)	3.5	4.5	4.0
SGPA (After 3 Yrs)	3.5	4.5	4.5
CGPA	4.5	5.0	5.0

27. **Promotion from 1st year to 2nd year**: If a student does not fulfill the above criteria, then they are promoted to 2nd year only on the recommendations of HoI on **"Academic Probation"** provided he/ she has cleared at least 60% of number of Courses/ Credit units.9

28. **Promotion from 2nd year to 3rd year and subsequent years**: Students are promoted from second year to third year only if he / she has secured the **passing criteria** of SGPA and CGPA in both semesters of the first year i.e. qualified in first year and minimum SGPA and CGPA of **Promotion Criteria** in the second year.

29. Similarly, students are promoted from third year to fourth year if he/she has secured qualifying minimum SGPA and CGPA (passing criteria) for the previous semesters upto second year and minimum SGPA and CGPA of promotion criteria in the third year. Promotions to subsequent years are based on the same criteria as above.

30. A student who is not eligible for promotion will have the option to Repeat the Year/ take Academic Break / Repeat a Semester or Withdraw from the programme for which he / she applies to the HoI in the prescribed format.   Summary of the promotion status of the University is as under:

Ser. No.	Criteria	No. of Students			
		UG	%	PG	%
(a)	Pass & Promoted	1675	90.69%	109	90.09%
(b)	PAP	78	4.22%	8	6.61%
(c)	PAW	61	3.30%	1	0.82%
(d)	Provisionally Promoted	-	-	-	-
(e)	Fail	33	1.79%	3	2.48%
(f)	RY	-	-	-	-
(g)	RS	-	-	-	-
(h)	AB	26	1.41%	2	1.65%

Yearly Result Report

31. Year Wise Academic Result (2018 To 2019) is attached at Appendix.

Controller of Examinations
Amity University Madhya Pradesh

Amity University Madhya Pradesh
Gwalior

Grievances of Students:

32. Grievances related to examinations and results are posted by the students online on Amizone. Grievances raised by the students and actions taken by the Examination Department are as under:-   NIL

33. Summary of Grievances related to rechecking during Academic Session 2018 - 2019 is as under: -

Ser. No.	Examinations	Odd Sem	Even Sem
(a)	Number of students appeared in final exam	1981	1968
(b)	Number of applications received for revaluation	11	13
(c)	% of application received for revaluation	0.55%	0.66%
(d)	Number of revaluation cases where marks changed	2	1
(e)	% of changes	0.10%	0.05%

Degree Awarded

34. Student who meet the qualifying criteria as laid down in para 19 and 40 of the Regulations, are awarded degree. Total **610** Degrees were awarded to the students who have successfully completed the programme in year 2019. Summary is as under:

Ser No	Details	Certificates	Diploma	Degrees	Remarks
(a)	UG	-	-	545	**Outgoing**
(b)	PG	-	-	54	**UG/PG**
(c)	M Phil	-	-	8	**students** **607**
(d)	Ph D	-	-	3	
(e)	ODL	-	-	-	
(f)	**Total**	-	-	**610**	

Controller of Examinations
Amity University Madhya Pradesh

Amity University Madhya Pradesh
Gwalior

Automation of the processes during Academic Session 2018 – 19:

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

Following processes have been automated recently:

S.No.	Activity	Previous	Automation	Advantages
(a)	Filling of Exam Form	Previously the students apply manually for issue of official transcript and paid fee manually.	Student can apply online with online payment of fee.	Proved very helpful for the students and has reduced wastage of paper and time.
(b)	Uploading of Result on Amizone	Previously the students used to apply manually for rechecking of answer books and paid the rechecking fees manually.	Student can apply online for rechecking with online payment of fee.	a) Proved very helpful for the students and has reduced wastage of paper and time. b) Decision of rechecking is also published online for viewing of Heads of Institutions and students.

Conclusion

36. AMITY University constantly endeavors to attain the best in class and adopt best practices towards improving the overall environment and attaining the desired SLQ. It has been decided to draw a road map towards implementing best practices in the campus in line with global best practices to bring in efficiency and efficacy in the system. Regular IQAC meetings are held to this regard and points raised are taken to logical conclusion.

AMITY UNIVERSITY MADHYA PRADESH

Appendix
Refer Para 34

ACADEMIC RESULT (2018 - 2019)

S.No.	Institute/ Programme		Duration of Programme	No. of Candidates Appeared	Pass	Pass (%)	Fail	Fail (%)	Debar
BATCH 2014									
1	ALS	BA LLB (H)	5	34	34	100.00%	-	-	-
2		BBA LLB (H)	5	11	11	100.00%	-	-	-
3		B Com LLB (H)	5	5	5	100.00%	-	-	-
4	ASAP	B Arch	5	39	39	100.00%	-	-	-
	Total			89	89	100.00%	0	0.00%	0
BATCH 2015									
5	AIB	B Tech (BT)	4	9	9	100.00%	-	-	-
6	ALS	BA LLB (H)	5	27	27	100.00%	-	-	4
7		BBA LLB (H)	5	11	11	100.00%	-	-	-
8		B Com LLB (H)	5	5	5	100.00%	-	-	-
9	ASAP	B Arch	5	27	27	100.00%	-	-	2
10		BID	4	4	4	100.00%	-	-	-
11	ASET	B Tech (CSE)	4	116	114	98.28%	2	1.72%	6
12		B Tech (ECE)	4	19	19	100.00%	-	-	-
13		B Tech (MAE)	4	51	51	100.00%	-	-	1
14		B Tech (IT)	4	4	4	100.00%	-	-	-
15		B Tech (CE)	4	21	21	100.00%	-	-	-
16	ASFDT	B Des (FD)	4	3	3	100.00%	-	-	-
	Total			297	295	99.33%	2	0.67%	13
BATCH 2016									
17	ABS	BBA	3	70	70	100.00%	-	-	-
18		B Com (H)	3	80	77	96.25%	3	3.75%	-
19	AIB	B Tech (BT)	4	21	21	100.00%	-	-	-
20		B Sc (H) BT	3	14	14	100.00%	-	-	-
21	AIBAS	BA (H) App Psy	3	9	9	100.00%	-	-	-
22	ALS	BA LLB (H)	5	29	29	100.00%	-	-	2
23		BBA LLB (H)	5	13	13	100.00%	-	-	1
24		B Com LLB (H)	5	3	3	100.00%	-	-	-
25	ASAP	B Arch	5	24	24	100.00%	-	-	3
26		BID	4	3	3	100.00%	-	-	2
27	ASCO	BA (J&MC)	3	51	47	92.16%	4	7.84%	1
28	ASET	B Tech (CSE)	4	138	138	100.00%	-	-	-
29		B Tech (ECE)	4	8	8	100.00%	-	-	-
30		B Tech (MAE)	4	26	26	100.00%	-	-	-
31		B Tech (CE)	4	17	17	100.00%	-	-	1
32		BCA	3	14	14	100.00%	-	-	1
33	ASFDT	B Des (FD)	4	9	9	100.00%	-	-	-
	Total			529	522	98.68%	7	1.32%	11
BATCH 2017									
34	ABS	MBA	2	32	32	100.00%	-	-	-
35		BBA	3	68	68	100.00%	-	-	-
36		B Com (H)	3	66	66	100.00%	-	-	-
37	AIB	M Sc (BT)	2	5	5	100.00%	-	-	-
38		B Tech (BT)	4	14	14	100.00%	-	-	-
39		B Sc (H) BT	3	17	17	100.00%	-	-	-
40	AIBAS	M Phil (CP)	2	8	8	100.00%	-	-	-
41		MA (CP)	2	1	1	100.00%	-	-	-
42		BA (H) App Psy	3	8	8	100.00%	-	-	-
43		BA LLB (H)	5	28	28	100.00%	-	-	4

S.No.	Institute/ Programme		Duration of Programme	No. of Candidates Appeared	Pass	Pass (%)	Fail	Fail (%)	Debar
44	ALS	BBA LLB (H)	5	10	10	100.00%	-	-	2
45		B Com LLB (H)	5	12	12	100.00%	-	-	1
46	ASAP	B Arch	5	4	4	100.00%	-	-	-
47		BID	4	7	6	85.71%	1	14.29%	2
48	ASCO	MA (J&MC)	2	3	3	100.00%	-	-	-
49		BA (J&MC)	3	45	44	97.78%	1	2.22%	11
50	ASET	B Tech (CSE)	4	91	91	100.00%	-	-	-
51		B Tech (ECE)	4	3	3	100.00%	-	-	-
52		B Tech (ME)	4	7	7	100.00%	-	-	-
53		B. Tech (CE)	4	5	5	100.00%	-	-	-
54		BCA	3	12	12	100.00%	-	-	-
55	ASFDT	B Des (FD)	4	13	13	100.00%	-	-	3
Total				459	457	99.56%	2	0.44%	23
BATCH 2018									
56	ABS	MBA	2	32	31	96.88%	1	3.13%	-
57		BBA	3	113	106	93.81%	7	6.19%	10
59		B Com (H)	3	71	69	97.18%	2	2.82%	6
60	AIB	M Sc (BT)	2	6	5	83.33%	1	16.67%	-
61		B Tech (BT)	4	15	14	93.33%	1	6.67%	-
62		B Sc (H) BT	3	16	15	93.75%	1	6.25%	-
63	AIBAS	M Phil (CP)	2	7	7	100.00%	-	-	-
64		MA (CP)	2	6	6	100.00%	-	-	-
65		BA (H) App Psy	3	9	9	100.00%	-	-	1
66	AIP	B Pharma	4	46	46	100.00%	-	-	2
67	ALS	BA LLB (H)	5	40	39	97.50%	1	2.50%	1
68		BBA LLB (H)	5	26	22	84.62%	4	15.38%	3
69		B Com LLB (H)	5	9	7	77.78%	2	22.22%	2
70		LLM	1	13	13	100.00%	-	-	-
71	ASAP	B Arch	5	8	8	100.00%	-	-	1
72		BID	4	5	5	100.00%	-	-	2
73	ASCO	MA (J&MC)	2	9	8	88.89%	1	11.11%	1
74		BA (J&MC)	3	53	46	86.79%	7	13.21%	5
75	ASET	B Tech (CSE)	4	81	78	96.30%	3	3.70%	6
76		B Tech (ECE)	4	6	5	83.33%	1	16.67%	-
77		B Tech (CE)	4	3	3	100.00%	-	-	-
78		BCA	3	11	9	81.82%	2	18.18%	-
79	ASFDT	B Des (FD)	4	9	9	100.00%	-	-	-
Total				594	560	94.28%	34	5.72%	40

SUMMARY		
Particular	Ser. No. of Programme	Strength
Number of final year students appeared for the End Sem Examination	Ser. No. 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 15, 16, 17, 18, 20, 21, 27, 32, 34, 37, 40, 41, 48, 70	616
Number of students passed in final year examination	1. As above (Less two student's each failed at Ser. No. 11) 2. As above (Less three student's each failed at Ser. No. 18) 3. As above (Less four student's each failed at Ser. No. 27)	607
Pass percentage of final year students	-	98.54%

Controller of Examinations
Amity University Madhya Pradesh

Registrar
Amity University Madhya Pradesh
Gwalior