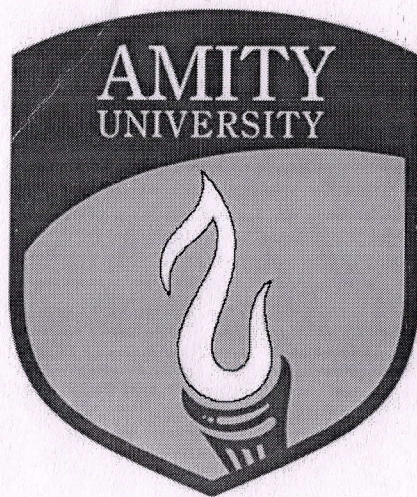
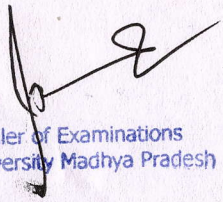



AMITY UNIVERSITY MADHYA PRADESH



EXAMINATION DEPARTMENT

ANNUAL REPORT 2021 - 2022


Controller of Examinations
Amity University Madhya Pradesh


Registrar
Amity University Madhya Pradesh
Gwalior

(i)

INDEX

<u>Ser No</u>	<u>Content</u>	<u>Page No From -To</u>
1.	Vision and Mission of the University	1
2.	Introduction	2
3.	Examination Activity Calendar	2
4.	Committees	2
5.	Examination Committee	3
6.	Setting of Question Papers	3-4
7.	Moderation Boards (For Moderation of Q. Papers)	4
8.	Conduct of Examinations	4
9.	Appointment of Supdt of Examinations	4
10.	Preparation and Notification of Examination Schedule	4
11.	Status of Examination Forms Submitted and Admit Cards Generated	5
12.	Appointment of Observers	5
13.	Discipline Cases	6
14.	Evaluation and Result Compilation	6
15.	Result of Moderation Committee	7
16.	Promotion Status	7-8
17.	Yearly Result Report	8
18.	Grievances of Students	8
19.	Degree Awarded	8
20.	Automation	9
21.	Conclusion	9
22.	Appendix "A" (Policy Guidelines for Setting of Online Question Paper)	10-15
23.	Appendix "B" (Policy Guidelines for setting of Value Added Courses Online Question Paper)	16-18
24.	Appendix "C" (Academic Result)	19-21

(ii)

ACRONYMS

<u>SER NO</u>	<u>DETAILS</u>	<u>ABBREVIATION</u>
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	Hol / 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
14	Online Distance Learning	ODL



AMITY UNIVERSITY

MADHYA PRADESH

(Established by Ritmand 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.

A handwritten signature in blue ink, appearing to be 'J. S. Singh', written over the printed name of the Controller of Examinations.

Controller of Examinations
Amity University Madhya Pradesh

A handwritten signature in blue ink, appearing to be 'A. S. Singh', written over the printed name of the Registrar.

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 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 : 2021– 2022

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 2021-22 is given below:

Ser. No.	Examinations	Last Teaching Date	Block of Examinations Including Practical
(a)	Odd Semester	For Senior Sem: 10 Dec 2021 For First Sem: 15 Jan 2022	For Senior Sem UG Courses (Online) and PG Courses (Pen & Paper Mode): 13 Dec 2021 to 08 Jan 2022 For First Sem UG Courses (Online) and PG Courses (Pen & Paper): 17 Jan 2022 to 05 Feb 2022
(b)	Even Semester	For Senior Sem: 31 May 2022 For Second Sem: 17 Jun 2022	For Senior Sem: 01 Jun 2022 to 20 Jun 2022 For Second Sem: 20 Jun 2022 to 08 Jul 2022

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 ensures 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 Committees are 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. These committees 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. **Examinations Conduct.**

MP Higher Education issued instruction vide 893/C-C-/2021/38 dated 16 Nov 2021 for online exams and also in Pen Paper Mode in view of Covid 19 Pandemic.

Setting Of Question Papers

10. **Formulation.**

- (a) 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 Hol's for the approval of Hon'ble Vice Chancellor through the Controller of Examination.
- (b) In view of COVID-19 the question paper were formulated as per UGC guidelines and in the form of Open Book Exam (OBE) and Multiple-Choice Question (MCQ) vide policy letter as given below: -
 - (i) Policy guidelines for setting of online question papers conduct of even semester examination Jun / Jul 2020, Ref No. AUMP/ED/ONLINE/2020 dated 19 Jun 2020. **(Appendix 'A')**
 - (ii) Policy guidelines for setting of Value-Added Courses (VAC) on line question papers Ref No. AUMP/ED/ONLINE/2020 dated 19 Jun 2020. **(Appendix 'B')**

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 units, with maximum marks 70/50 as applicable.

- (a) MCQ paper duration is 1 hrs.
- (b) OBE paper duration is 2 hrs.

12. **Format of Question Paper.** The question papers for the ESE are 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	Dec 2021 – Jan 2022	Jun Jul 2022	
		Intermediate Students	Passing Out Students
Total No. of Enrolled Students	2723	2117	582
Total No. of Appeared Students	2723	2116	582
No. of Institutions	10	10	08
No. of Superintendent	03	03	03
No. of Dy./Asst. Superintendent	03	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 the same for information of students and Hol's, faculty and staff. Block of ESE during academic session 2021– 2022 is as given:

S. No.	Academic Session 2021 - 2022	Block Dates of Examinations
(a)	Odd Semester	For Senior Sem UG Courses (Online) and PG Courses (Pen & Paper Mode): 13 Dec 2021 to 08 Jan 2022 For First Sem UG Courses (Online) and PG Courses (Pen & Paper Mode): 17 Jan 2022 to 05 Feb 2022
(b)	Even Semester	For Senior Sem: 01 Jun 2022 to 20 Jun 2022 For Second Sem: 20 Jun 2022 to 08 Jul 2022
(c)	Supplementary Exams	22 Aug 2022 to 31 Aug 2022

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 2021 – 2022 was as under:

S. No.	Academic Session 2021–2022	Exam Forms Submitted	Admit Cards Generated
(a)	Odd Sem Dec 2021 – Jan 2022	2723	2723
(b)	Even Sem Jun Jul 2022	2698	2698

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 2021 – 2022	Teams	Observers
(a)	Odd Sem Dec 2021 – Jan 2022	03	15
(b)	Even Sem Jun Jul 2022	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 2021 – 2022:

Ser. No.	Session	Block of Examination	No. of Programs	No. of Courses	Total No. of Students
(a)	Odd Sem	For Senior Sem UG Courses (Online) and PG Courses (Pan & Paper): 13 Dec 2021 to 08 Jan 2022 For First Sem UG Courses (Online) and PG Courses (Pan & Paper): 17 Jan 2022 to 05 Feb 2022	103	1193	2723
(b)	Even Sem	For Senior Sem: 01 Jun 2022 to 20 Jun 2022 For Second Sem: 20 Jun 2022 to 08 Jul 2022	105	1350	2698
(c)	Supplementary	22 Aug 2022 to 31 Aug 2022	20	80	67

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, misbehavior 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 2021 – 2022 was as under:

Composition	Designation	Nominated Person
Head of Institute	Chairperson	Dr Sumit Narula, Director (ASCO)
Four Senior Faculty	Members	Dr Vivek Singh Kushwah, (ASET)
		Dr Kirtee Sood, (ASL)
		Dr Anurag Jyoti, (AIB)
		Dr Deepa Pandey, (AIBAS)
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.

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

Mode	Odd Semester	Even Semester
Incriminating Material (Handwritten/ Printed Paper)	NIL	46
Possession of Mobile / Digital Equipment	1	5
Misbehave / Multiple Handwriting	10	Nil
During Evaluation (Request for passing marks/ disclosing identity)	2	1
Total Cases	13	52

22. Summary of the unfair means adopted by the students and penalties given (para 32.8) to the students during academic session 2021 – 2022 is as under:

Examination	Odd Semester	Even Semester
Total No. of Student Appeared	2723	2698
No. of UFM cased registered	13	52
% of UFM cased registered	0.48%	1.93%
No. of Exonerated cases	NIL	2
% of Exonerated cases	NIL	0.08%
Strict Warning	NIL	NIL
% of Strict Warning cases	NIL	NIL

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 Centralized Evaluation Centre. No one is permitted to carry any answer sheet outside the evaluation center.

Examination	No. of Evaluators	Answer Books Evaluated
Odd Sem Dec 2021 – Jan 2022	Online MCQ and OBE based exam for UG Courses Pen Paper Exams for PG Courses: - 73	1340
Even Sem Jun Jul 2022	204	23,558

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.

Academic Session	Semester Type	Total Students Appeared	Total no. of students whose results were moderated
2021 - 2022	Odd Sem Dec 2021 – Jan 2022	2723	409
	Even Sem Jun Jul 2022	2698	442

Promotion Status

26. **Promotion Status of the Students Appeared in the Exams During Academic Session 2021 – 2022:** 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.
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 up to 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 Hol 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	2181	86.07%	156	95.12%
(b)	PAP / PAW	341	13.45%	6	3.66%
(c)	Provisionally Promoted/ Not Promoted	8	0.32%	1	0.61%
(d)	Fail	4	0.16%	1	0.61
(e)	RY	-	-	-	-
(f)	RS	-	-	-	-
(g)	AB	-	-	-	-

Yearly Result Report

31. Year Wise Academic Result (2021 To 2022) is attached at Appendix 'C'.

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 2021 - 2022 is as under: -

Ser No	Examinations	Odd Sem	Even Sem
(a)	Number of students appeared in final exam	2723	2698
(b)	Number of applications received for revaluation	19	51
(c)	% of application received for revaluation	0.70%	1.89%
(d)	Number of revaluation cases where marks changed	9	3
(e)	% of changes	0.33%	0.11%

Degree Awarded

34. Student who meet the qualifying criteria as laid down in para 19 and 40 of the Regulations, are awarded degree. Total 607 Degrees were awarded to the students who have successfully completed the programme in year 2022. Summary is as under:

Ser No	Details	Certificates	Diploma	Degrees	Remarks
(a)	UG	-	-	501	Outgoing UG/PG students 577
(b)	PG	-	-	68	
(c)	M Phil	-	-	8	
(d)	Ph D	-	-	22	
(e)	ODL	-	-	8	
	Total	-	-	607	

Automation of the Processes during Academic Session 2021 – 22:

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 applied manually for issue of official transcript and paid fee manually.	Student can apply online on AMIZONE 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.	Result was prepared on Excel Sheet and uploaded on AMIZONE.	Result prepared is done on AMIZONE.	i. Proved very helpful for the students and has reduced wastage of paper and time. ii. Decision of rechecking is also published online for viewing of Heads of Institutions and students.
(c)	Preparation of Ph D Marksheetworks	Previously the marksheetworks of Ph D Course Work Exam were prepared manually.	The marksheetworks of Ph D Course work exam are now prepared through AMIZONE exam system.	Proved very helpful for the system and maintain the transparency.

Conclusion

36. AMITY University constantly endeavors to attain the accuracy, efficiency and adopt best practices towards improving the overall standards 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.



AUMP/ED/ONLINE/2020/

19 Jun 2020

POLICY GUIDELINES FOR SETTING OF ONLINE QUESTION PAPERS

CONDUCT OF EVEN SEMESTER EXAMINATION JUN / JUL 2020

1.0 Short Title, Application and Commencement

- 1.1 These Guidelines may be called Amity University Madhya Pradesh Online Examination Policy Guidelines.
- 1.2 These Guidelines shall apply to all the Faculty Members of Amity University Madhya Pradesh from the date of notification.

2.0 Objective

- 2.1 The objective of these Guidelines is to formulate an online question paper policy of Amity University Madhya Pradesh.

3.0 Preamble

In the light of changing global economic scenario and the mission of the University, Online examinations are the future of education. The package of reach - ability, scalability, and security makes online examination the most desirable. Keeping in view, the safety and security of the students along with compliance with the Governmental orders; AUMP shall be conducting Even Semester Jun-Jul 2020 Examinations in remote / Online Mode.

4.0 Definition

Online examination, as the name suggests uses the internet facility to conduct tests/ assessments, where the candidates are evaluated on a fully automated platform. It supports an easy to use interface for not only the test takers but also the conductors. In addition, the ability to generate immediate results is a sought-after feature that saves time.

5.0 Introduction

Instructions of setting of question papers is outlined in the Regulations **R3/ APR 2019** of Conduct of Examinations, Scheme of Evaluation and Discipline among Students in Examinations, **Para,s 25 & 26 pertaining to "Paper Setting" & "Setting of Question Paper"**.

The Duration of the online question paper for theory examinations of any program shall depend upon the associated credit units and weightage defined in the course curriculum of the said programme.

The course curriculum of each course shall have 4 to 6 well-defined modules along with a topic-wise breakdown. The modules shall be numbered. The online question papers for the End Semester Examinations shall be set in such a manner so as to ensure that they cover the entire Course Curriculum as per the weightage of the modules of the concerned course unit. The online questions should be framed in such a way that the Learning Outcomes of the course are assessed properly.

The tests and examinations shall aim at evaluating not only the student's ability to recall information, which student had memorized, but also their understanding of the course, ability to apply the concepts in real life situations, analyze, evaluate and create information into a meaningful whole. The question paper would test the various levels of cognitive learning as per Bloom's Taxonomy.

Some of the questions shall be analytical / applied and invite original thinking or application of theory.

The paper setters should give wider choice to the students for answering questions, by providing alternate questions in each of the sections of the question paper. The total option in a question paper should not be more than 30% of the total marks assigned to a question paper.

6. Structure and Marks of Question Papers:

The online question paper of end semester examination may be of 60/70 marks and may have two modes as follows:

- a) **Mode 1: Only Multiple-Choice Questions (MCQ)**
- b) **Mode 2: Only Open Book Examination (OBE)**

MODE 1: Only MCQ

Students shall mark his/her choice for MCQs on the system itself.

Duration: The total duration of the MCQ examination shall be of 1 / 2 hours.

Maximum Marks 70			
Type of Courses	A Knowledge understanding	& B Apply & Analyze	C Evaluate & Create
Theory	30 Marks 30 questions of 01 mark each	20 Marks 10 questions of 02 marks each.	20 marks 10 questions of 2 marks each
Numerical/Mathematical	30 Marks 15 questions of 02 marks each	20 Marks 10 questions of 02 marks each.	20 marks 5 questions of 4 marks each
Hybrid (Theory+Numerical)	30 Marks 20 questions of 1.5 marks each	20 Marks 10 questions of 02 marks each.	20 marks 8 questions of 2.5 marks each
Maximum Marks 60			
Type of Courses	A Knowledge understanding	B Apply & Analyze	C Evaluate & Create
Theory	24 Marks 24 questions of 01 mark each	20 Marks 10 questions of 02 marks each.	16 marks 8 questions of 2 marks each
Numerical/Mathematical	24 Marks 12 questions of 02 marks each	20 Marks 10 questions of 02 marks each.	16 marks 4 questions of 4 marks each

Hybrid (Theory+Numerical)	24 Marks 16 questions of 1.5 marks each	20 Marks 10 questions of 02 marks each.	16 marks 8 questions of 2 marks each
Maximum Marks 50			
Type of Courses	A Knowledge understanding	B Apply & Analyze	C Evaluate & Create
Theory	20 Marks 20 questions of 01 mark each	16 Marks 8 questions of 02 marks each.	14 marks 7 questions of 2 marks each
Numerical/Mathematical	20 Marks 10 questions of 02 marks each	16 Marks 8 questions of 02 marks each.	14 marks 4 questions of 3.5 marks each
Hybrid (Theory+Numerical)	20 Marks 20 questions of 01 marks each	16 Marks 8 questions of 02 marks each.	14 marks 4 questions of 3.5 marks each

Each MCQ in section A and C will have 2 to 5 choices with one correct answer.

Section B will have 5 options with relative correct answer as under:

Answer can be

- Wrong
- 25% correct,
- 50% Correct
- 75% correct
- 100 % Correct

Marks will be 0, 25%, 50%, 75% and 100% respectively.

MODE 2: Only Open Book Examination (OBE)

The Open Book Examination is an assessment method designed in a way that allows students to refer to either class notes, textbooks, or other material while answering questions. When used properly, it will be pointless for students taking the open book examinations to consult any material they have brought, because the questions will be designed in such a way that the answers will not be found in the textbooks, handouts or class notes.

The main premise for open book exams is that teachers can devise questions that require students to answer in more critical and analytical ways thus encouraging high-order thinking skills in their students; as compared to closed book or traditional exams that tend to encourage rote learning and more superficial application of knowledge.

- a) **The written exam of subjective questions will be conducted through AMIZONE/MS Teams platform.**
- b) **Student can attempt questions and upload the scanned answer sheet in stipulated time frame.**

Duration:

The total duration of the OBE shall be of 2 hours plus additional 20 minutes which will be utilized for uploading the scanned images of answer sheets after completion of the examinations

A	B	C Evaluate & Create
---	---	------------------------

Maximum Marks	SECTION A (42 Marks)		SECTION B (28 Marks)	
	Bloom's Learning Level		Bloom's Learning Level	
	<ul style="list-style-type: none"> • Knowledge • understanding, • Apply & • Analyze 		<ul style="list-style-type: none"> • Evaluate • Create 	
70	No. of Problem/Case Study	Number of questions on each case study	No. of Problem/Case Study	Number of questions on case study
	3	Each problem will have 2 questions of 7 marks each.	2	Each problem will have 2 questions of 7 marks each.
60	SECTION A (36 Marks)		SECTION B (24 Marks)	
	3	Each problem will have 2 questions of 6 marks each	2	Each problem will have 2 questions of 6 marks each.
50	SECTION A (30 Marks)		SECTION B (20 Marks)	
	3	Each problem will have 2 questions of 5 marks each	2	Each problem will have 2 questions of 5 marks each.

Questions papers for Open Book Exams need to be devised to assess student's ability of interpretation and application of knowledge, comprehension skills, and critical thinking skills rather than only knowledge recall.

Type of Questions:

- a) Questions paper setter should prepare case-based questions that require students to apply critical reasoning skills in response to the question.
- b) Structure content or topic questions in a way that tests for an ability to apply, analyse, synthesize, interpret evaluate, create, etc.
- c) Questions paper setter should design questions and overall exam paper with the learning outcomes in mind i.e. what skills and knowledge are you assessing?
- d) Questions may be essay-style questions or involve problem solving or delivering solutions. The style of question depends on the particular domain setting the exam.
For example, in Law, the questions may set up a hypothetical fact situation that students need to discuss
- e) The questions should not have been discussed at any time in the class or in the tutorial/assignment/test. They should be formulated in such a way that students can demonstrate that they have read, digested, and understood the material and have the ability to apply what they have learnt.
- f) The question should not be easily available in any book or online.

7. Timeline and Responsibility

- 7.1 HOI will designate a senior faculty member/s, out of the group of faculty members who are teaching the course in the concerned semester and will recommend him/her online for setting of question papers of that course for approval of competent authority.
- 7.2 CoE will prepare the list of Moderation Boards and get it approved by the competent authority. Process of moderation of question papers by the Moderation Board will be carried out online.
- 7.3 The question papers approved by the Chairperson of Moderation Board will be randomly selected by CoE for conduct of examination.

Answer Key

The paper setters will provide the answer key for MCQ.

Marking Scheme:

The marking for the MCQ type is of two types depending on the options:

- a) Absolute: Only one option is correct.
- b) Relative: Multiple options are correct
- a) **Absolute Marking:** (only one correct answer)

Q1. If x distance is covered at y speed and half of this distance is covered in double the time, then the ratio of the two speeds is:

- A) 2 : 1
- B) 4 : 1
- C) 3 : 1
- D) 1 : 1

Correct Answer: Option B

For Choosing B only: 100% Marks

For choosing any of the Option A, C and D: 0 Marks

b) Relative Marking (Multiple Select)

Relative marking is a system of assessment where by Faculty members determine student marks by comparing them against the right option. Unlike the system of absolute marking, where a student's score absolute mark (full marks) on a given option (for example, 2/2). In relative marking students' marks fluctuate depending on the option that is right or near to the right.

Example :

In the option 1 it is only 25 %correct student will get (.25 or 25% marks of marks),in option2 it is only 50 %correct student will get (.50 or 50% of marks),option3 it is only 75 %correct student will get (.75 or 75%of the marks) option 4 it is 100 %correct student will get (full or 100% of the marks)and option 5 is zero as it is an incorrect answer.

Ms. Rosy has started working in a startup organization that will deals with organizing and managing events. This organization does not have a very diverse workforce. It has employees of almost similar backgrounds. They Her job will involve complex calculations and financial predictions with attention to details and accuracy being very important. Being an event company most of the employees have to be on site. Ms. Rosy will mostly be working alone and for long hours so ability to self-motivate and manage time is very importance. Socialization of Ms. Rosy with the other employees is not going to be much due to the fact that she would be working alone most of the times.

1. Which of the big 5 factors do you think she should possess so as to be effective in her job?

- A. She should be high on Conscientiousness as people who are conscientious are more aware of their actions and the consequences of their behavior than people who are unconscientious. They feel a sense of responsibility towards other and are generally careful to carry out the duties assigned to them. Conscientious individuals like to keep a tidy environment and are well-organized. They are keen to maintain good timekeeping.
- B. She should be high on the openness to experience dimension of personality as it is characterized by a willingness to try new activities. People with higher levels of openness are amenable to unconventional ideas and beliefs, including those which challenge their existing assumptions. They feel uncomfortable in unfamiliar situations and prefer familiar environments. Less open individuals value the safety of predictability, and like to adhere to well-known traditions and routines.
- C. She should be high on agreeableness as individuals who score highly on agreeableness measures are friendly and co-operative. Often considered more likeable by their peers and colleagues, agreeable people are trusting of others and are more altruistic, willing to help others during times of need. Their ability to work with others means that they often work well as members of a team. Agreeable people dislike being involved in arguments, conflict with others and other forms of confrontation. They seek to pacify and appease others, acting as the mediating 'peace-maker' of their group.
- D. She should be on the lower side of neuroticism as this personality dimension is measured on a continuum ranging from emotional stability to emotional instability. People with high neuroticism scores are often persistent worriers. They are more fearful and often feel anxious, over-thinking their problems and exaggerating their significance. Rather than seeing the positive in a situation, they may dwell on its negative aspects.
- E. She can be said on the higher side of Extraversion as she would enjoy meeting new people and is happy to introduce themselves to strangers, thriving in company of others.

Answer Key

- A- 2
B- 1
C- 0.5
D- 1.5
E- 0

The paper setter must ensure, whole syllabus is covered while setting the question papers for MCQ or OBE. Therefore, appropriate case study/Problem must be selected while designing the questions. The level of difficulty be such, which able to differentiate between excellent, good and average students.



POLICY GUIDELINES FOR SETTING OF VALUE ADDED COURSES (VAC) ON LINE QUESTION PAPERS

1.0 Short Title, Application and Commencement

- 1.1 These Guidelines may be called Amity University Madhya Pradesh Value Added Course (VAC) Online Examination Policy Guidelines.
- 1.2 **Value Addition courses (VAC)** applies to Behavioral Science, Business Communication, Communication skills, Foreign Business Language, Environmental Science and **Choice Based Credit System (CBCS)** imparted to all students of Amity University Madhya Pradesh.
- 1.3 These Guidelines shall apply to all the Faculty Members of Amity University Madhya Pradesh and its campuses from the date of notification.

2.0 Objective

- 2.1 The objective of these Guidelines is to formulate an online question paper policy of Amity University Madhya Pradesh.

3.0 Preamble

In the light of changing global economic scenario and the mission of the University, Online examinations are the future of education. With the advent of technology, the idea of pen & paper is slowly becoming redundant and will soon be wiped off for a better, newer advanced system of online testing. The package of reach - ability, scalability, and security makes online examination the most desirable.

4.0 Definition

Online examination, as the name suggests uses the internet to conduct tests/ assessments, where the candidates are evaluated on a fully automated platform. It supports an easy to use interface for not only the test takers but also the conductors. In addition, the ability to generate immediate results is a sought-after feature that saves time

5.0 Introduction

Instructions of setting of question papers is outlined in the Regulations 1 of Conduct of Examinations, Scheme of Evaluation and Discipline among Students in Examinations, Para 24 'Setting of Question Paper'.

The Duration of the online question paper for theory examinations of Behavioral Science, Communication Skills & Business Communication of any program shall be depending upon the associated credit unit, and weightage defined in the course curriculum of the said programme. **The question paper shall have 03 sections: Section A, Section B and Section C.**

The course curriculum of each course shall have 4 to 6 well-defined modules along with a topic-wise breakdown. The modules shall be numbered. The online question papers for the End Semester Examinations shall be set in such a manner so as to ensure that they cover the entire Course Curriculum as per the weightage of the modules of the concerned course unit. The online questions should be framed in such a way that the Student Learning Outcomes (SLOs) of the course are assessed properly.

The tests and examinations shall aim at evaluating not only the student's ability to recall information, which student had memorized, but also their understanding of the course, ability to apply the concepts in real life situations, analyze, evaluate and create information into a meaningful whole. The question paper would test the various levels of cognitive learning as per Bloom's Taxonomy.

Some of the questions shall be analytical / applied and invite original thinking or application of theory.

The paper setters should give wider choice to the students for answering questions, by providing alternate questions in each of the sections of the question paper. The total option in a question paper should not be more than 30% of the total marks assigned to a question paper.

6. Structure and Marks of Question Papers:

The online question paper of end semester examination may be of 70 marks and will have three sections that will consist of only objective type questions as per the following format:

VAC	Level	A Knowledge & understanding	B Apply & Analyze	C Evaluate & Create
Behavioural Science	UG	20 Marks 10 questions of 02 marks each	30 Marks 15 questions of 02 marks each.	20 marks 10 questions of 02 marks each
	PG	20 Marks 10 questions of 02 marks each	30 Marks 15 questions of 02 marks each.	20 marks 10 questions of 02 marks each
Communication Skills & Business Communication And Foreign Business Language	UG	20 Marks 10 questions of 02 marks each.	30 Marks 15 questions of 02 marks each.	20 marks 10 questions of 02 marks each
	PG	20 Marks 10 questions of 02 marks each.	30 Marks 15 questions of 02 marks each.	20 marks 10 questions of 02 marks each
Enviourmental Studies	UG	20 Marks 10 questions of 02 marks each.	30 Marks 15 questions of 02 marks each.	20 marks 10 questions of 02 marks each
CBCS	UG	20 Marks 10 questions of 02 marks each.	30 Marks 15 questions of 02 marks each.	20 marks 10 questions of 02 marks each

Section A: The questions in this section will assess students' Knowledge & Understanding of concepts and framework. This section will have 11 multiple choice questions and the students have to attempt 10 questions as per instructions given in the question paper. Marks will be given as per the weightage given to the Section in overall marking scheme.

Section B: The questions in this section will test their ability to apply and analyze the concepts to a given situation or in a given context. This section will have 16 multiple choice questions for UG / PG students respectively. The students would be required to attempt 15 questions as per instructions given in the question paper.

Section C: This section will be compulsory without any choice and questions in this section may be based on a case study, 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. The section would test the ability of the students to make judgement (evaluate) & to create a new point of view. This section will have 11 multiple choice questions for UG/PG students respectively. The students would be required to attempt 10 questions as per instructions given in the question paper. Marks will be given as per the weightage given to the Section in overall marking scheme.

The key points of questions for each section should be such that it clearly differentiates between excellent students, good students, average students and poor students. The questions shall be free from ambiguity and shall be structured with detailed marking scheme.

7. Timeline and Responsibility

7.1 HOI will designate a senior faculty member/s, out of the group of faculty members who are teaching the course in the concerned semester and will recommend him/her online for setting of question papers of that course for approval of competent authority.

7.2 Min. 03 sets of question papers will be uploaded on Amizone by the respective paper setter as per the deadline mentioned in Calendar of Examination Activities. However if number of paper setters is more than 1 then following scheme will be applicable.

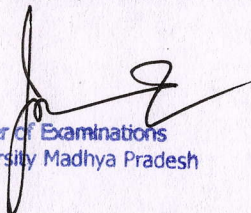
S. No.	No. of Paper setters	No. of Sets
1	1	3
2	2	3 each
3	3	2 each
4	4	2+2+1+1

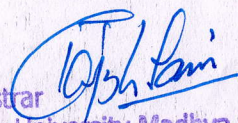
7.3 CoE will prepare the list of Moderation Boards and get it approved by the competent authority. Process of moderation of question papers by the Moderation Board will be carried out online.

7.4 The question papers approved by the Chairperson of Moderation Board will be randomly selected by CoE for conduct of examination.

Answer Key

The paper setter will provide the answer key.


Controller of Examinations
Amity University Madhya Pradesh


Registrar
Amity University Madhya Pradesh
Gwalior

AMITY UNIVERSITY MADHYA PRADESH

ACADEMIC RESULT (2021 TO 2022)

Appendix "C"

Refer Para No. 34

S.No.	Institute/ Programme	Duration of Programme	No. of Candidates Appeared	Pass	Pass (%)	Fail	Fail (%)	Debar
Batch 2017								
1	ALS	B.A. LL.B. (H)	5	29	100.00%	-	-	-
2		B.B.A. LL.B. (H)	5	10	100.00%	-	-	-
3		B.Com. LL.B. (H)	5	12	100.00%	-	-	-
4	ASAP	B Arch	5	4	75.00%	1	25.00%	-
Total			55	54	98.18%	-	-	-
Batch 2018								
5	AIB	B. Tech (Bio Tech)	4	13	100.00%	-	-	-
6	AIP	B. Pharma	4	45	97.78%	1	2.22%	-
7	ALS	B.A. LL.B. (H)	5	39	100.00%	-	-	-
8		B.B.A. LL.B. (H)	5	21	100.00%	-	-	-
9		B.Com. LL.B. (H)	5	7	100.00%	-	-	-
10	ASAP	B Arch	5	8	100.00%	-	-	-
11		BID	4	6	100.00%	-	-	-
12	ASET	B. Tech (CSE)	4	76	100.00%	-	-	-
13		B. Tech (ECE)	4	6	100.00%	-	-	-
14		B. Tech (Civil)	4	3	100.00%	-	-	-
15	ASFDT	B. Des. (FD)	4	6	100.00%	-	-	-
Total			230	229	99.57%	-	-	-
Batch 2019								
16	ABS	BBA	3	128	99.22%	1	0.78%	2
17		B COM	3	52	100.00%	-	-	-
18	AIB	B. Tech (Bio Tech)	4	9	100.00%	-	-	-
19		B Sc (Bio Tech)	3	5	100.00%	-	-	-
20	AIBAS	BA (H) App Psy	3	14	100.00%	-	-	-
21	AIP	B Pharma	4	54	98.15%	1	1.85%	3
22	AISS	BA (H) Pol Sci	3	25	100.00%	-	-	-
23	ALS	B.A. LL.B. (H)	5	61	100.00%	-	-	3
24		B.B.A. LL.B. (H)	5	38	100.00%	-	-	-
25		B.Com. LL.B. (H)	5	11	100.00%	-	-	-
26		LLB (H)	3	3	233.33%	-	-	-
27	ASAP	B Arch	5	7	100.00%	-	-	-
28		BID	4	7	100.00%	-	-	-
29	ASCO	BA (JMC)	3	51	100.00%	-	-	1
30	ASET	B. Tech (CSE)	4	114	100.00%	-	-	-
31		B Tech (ECE)	4	4	100.00%	-	-	-
32		B. Tech (ME)	4	5	100.00%	-	-	-
33		B. Tech (Civil)	4	5	100.00%	-	-	-
34		BCA	3	16	100.00%	-	-	-
35	ASFDT	B. Des. (FD)	4	4	100.00%	-	-	-
Total			613	611	99.67%	2	0.33%	-
Batch 2020								
36	ABS	MBA	2	17	100.00%	-	-	-
37		BBA	3	174	100.00%	-	-	9
38		B COM (H)	3	44	97.73%	1	2.27%	2

S.No.	Institute/ Programme	Duration of Programme	No. of Candidates Appeared	Pass	Pass (%)	Fail	Fail (%)	Debar	
39	AIB	M Sc (Bio Tech)	2	13	13	100.00%	-	-	
40		B Sc & M Sc (BT) DD	5	3	3	100.00%	-	-	
41		B. Tech (Bio Tech)	4	18	18	100.00%	-	-	
42		B Sc (H) Bio Tech	3	10	10	100.00%	-	-	
43	AISS	BA (H) Pol Sci	3	25	25	100.00%	-	-	
44		BA (H) History	3	6	6	100.00%	-	-	
45	AIBAS	M Phill (Cli Psy)	2	8	8	100.00%	-	-	
46		MA (Cli Psy)	2	11	11	100.00%	-	-	
47		MA (App Psy)	2	3	3	100.00%	-	-	
48		BA (H) App Psy	3	17	17	100.00%	-	-	
49	AIP	B Pharma	4	57	57	100.00%		0.00%	
50	ALS	B.A. LL.B. (H)	5	57	56	98.25%	1	1.75%	
51		B.B.A. LL.B. (H)	5	54	54	98.18%	-	-	
52		B.Com. LL.B. (H)	5	4	4	100.00%	-	-	
53		LLB (H)	3	9	9	90.00%	-	-	
54	ASAP	M Plan (U&RP)	2	2	2	100.00%	-	-	
55		B Arch	5	5	5	100.00%	-	-	
56		BID	3	10	10	100.00%	-	-	
57	ASCO	MA (JMC)	2	3	3	100.00%	-	-	
58		BA (JMC)	3	33	33	100.00%	-	-	
59	ASET	M Tech (CSE)	2	3	3	100.00%	-	-	
60		B. Tech (CSE)	4	173	172	99.42%	1	0.58%	
61		B Tech (IT)	4	8	8	100.00%	-	-	
62		B. Tech (ECE)	4	6	6	100.00%	-	-	
63		B Tech (ME)	4	4	4	100.00%	-	-	
64		B. Tech (Civil)	4	4	4	100.00%	-	-	
65		BCA	3	19	19	100.00%	-	-	
66		B Sc (IT)	3	3	3	100.00%	-	-	
67	ASFDT	B. Des. (FD)	4	7	7	100.00%	-	-	
Total			810	807	99.63%	3	-	-	
Batch 2021									
68	ABS	MBA	2	28	27	96.43%	1	3.57%	
69		BBA	3	186	181	97.31%	5	2.69%	
70		B Com (H)	3	30	27	90.00%	3	10.00%	
71		BA (H) Economics)	3	5	5	100.00%	-	-	
72	AIB	B Sc & M Sc (BT) DD	5	1	1	100.00%	-	-	
73		M Sc (Bio Tech)	2	3	3	100.00%	-	-	
74		B. Tech (Bio Tech)	4	17	17	100.00%	-	-	
75		B Sc (Biology)	3	3	3	100.00%	-	-	
76		B Sc (Bio Tech)	3	10	10	100.00%	-	-	
77	AISS	BA (H) Pol Sci	3	17	17	100.00%	-	-	
78		BA (H) History	3	5	5	100.00%	-	-	
79	AIBAS	M Phill (Cli Psy)	2	8	8	100.00%	-	-	
80		MA (Cli Psy)	2	19	19	100.00%	-	-	
81		MA (App Psy)	2	5	5	100.00%	-	-	
82		BA (H) App Psy	3	17	16	94.12%	1	5.88%	

S.No.	Institute/ Programme	Duration of Programme	No. of Candidates Appeared	Pass	Pass (%)	Fail	Fail (%)	Debar	
83	AIP	B Pharma	4	93	93	100.00%	-	-	9
84	ALS	B.A. LL.B. (H)	5	87	87	100.00%	-	-	2
85		B.B.A. LL.B. (H)	5	50	50	98.04%	1	1.96%	3
86		LLB (H)	3	13	13	100.00%	-	-	-
87		LLM	1	17	16	94.12%	1	5.88%	1
88		M Plan (U&RP)	2	7	7	100.00%	-	-	1
89	ASAP	B Arch	4	5	5	100.00%	-	-	-
90		BID	3	5	5	100.00%	-	-	-
91	ASCO	MA (JMC)	2	4	4	100.00%	-	-	-
92		MBA (A&PR)	2	3	3	100.00%	-	-	-
93		BA (JMC)	3	25	24	96.00%	1	4.00%	9
94	ASET	MCA	2	6	6	100.00%		0.00%	-
95		M Tech (ME)	2	1	1	100.00%		0.00%	-
96		M Tech (Stru Engi)	2	3	3	100.00%		0.00%	-
97		B. Tech (CSE)	4	262	258	98.10%	5	1.90%	13
98		B Tech (IT)	4	4	4	100.00%	-	-	1
99		B. Tech (ECE)	4	9	9	100.00%	-	-	-
100		B Tech (ME)	4	4	4	100.00%	-	-	2
101		B. Tech (Civil)	4	2	2	100.00%	-	-	-
102		BCA	3	17	17	100.00%	-	-	-
103		B Sc (IT)	3	5	5	100.00%	-	-	1
104	ASFDT	B. Des. (FD)	4	10	10	100.00%	-	-	-
Total			986	970	98.38%	18	1.83%	-	

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, 6, 11, 12, 13, 14, 15, 16, 17, 19, 20, 22, 26, 29, 34, 36, 39, 45, 46, 47, 54, 57, 59 & 87	581
Number of students passed in final year examination	As above (Less one student each failed at Ser. No. 4, 6, 16 & 87)	577
Pass percentage of final year students	-	99.31%

Controller of Examinations
Amity University Madhya Pradesh

Registrar
Amity University Madhya Pradesh
Gwalior