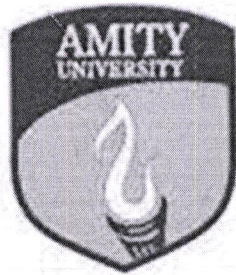


# AMITY UNIVERSITY

— RAJASTHAN —

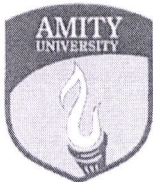
*Established vide Government of Rajasthan Act No.08 of 2008*

## EXAMINATIONS DEPARTMENT



**ANNUAL REPORT 2021 - 22**

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## 1. VISION AND MISSION OF THE UNIVERSITY

### VISION

To be a leading Global University and provide value based contemporary education with thrust on innovation, research and productivity with a blend of modernity and tradition.

### MISSION

To prepare future Global Leaders by providing an environment of excellence in academics, research, technology driven learning, cross cultural exposure, holistic development and also enabling them with a commitment to social & environmental responsibility.


## 2. Introduction

The Examination Department of the AUR is governed by University Regulation – “Conduct of Examinations, Scheme of Evaluation and Discipline among Students in Examinations”.

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

Examination department is headed by the Controller of Examinations who reports to the Dean (Academics) and Pro-President.

## 3. Academic Calendar for 2021-22

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

The examination including practicals for academic session 2021-22 is given below:

S.No.	Examination	Last Teaching Date	Examination including Practical
1	Odd Semester Dec. 2021- Jan.2022	Sem. III/V/VII/IX 10 Dec.-2021  Sem. I - 10 Jan. 2022	13 Dec. 2021 to 31 Dec. 2021  17 Jan.2022 to 31 Jan.2022*
2	Even Semester May - June. 2022	Sem. IV/VI/VIII/X - 7 May - 2022  Sem. II - 28 May 2022	10 May 2022 to 26 May 2022  31 May 2022 to 10 June 2022

\* Due to Covid-19 pandemic situations End Term Examination of Odd Semester was conducted online mode, as per guidelines of UGC.

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

## 4. Committee

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

- Examination Committee
- Moderation Boards (For moderation of Question Papers)
- Examination Discipline Committee
- Results Moderation Committee



**5. Examination Committee:**

As per para 2 of the Examination 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. Composition of the Examination Committee for academic session 2021-22 was as under:

- |       |  |                    |
|-------|--|--------------------|
| (i)   | Dean (Academics)   | - Chairperson      |
| (ii)  | Deans of Faculties/ Heads of Constituent Units<br>not exceeding eight nominated by the President | - Member           |
| (iii) | Controller of Examinations   | - Member Secretary |

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

**6. Setting of Question Papers**

Question papers are set as per para 20 and 21 of the Regulations for setting of question papers. The system of setting of question paper is developed in such a way that it ensures each question addresses one or more course objectives.

Summary of the question papers set during academic session 2021-2022 was as under:

S. No.	Examination	No. of Schools/ Institutes	No. of Courses	No. of Paper setters	Total No of Question papers
1	Odd Semester Dec. 2021-Jan.2022	15	169	207 (42 MCQ 165 OBE)	819 (82 MCQ 737 OBE)
2	Even Semester May - June. 2022	15	169	195	604

**Duration of Examination**

A question paper for theory examinations of a course unit of any program is of 2 or 3 hours duration, depending upon the associated credit unit, with maximum marks 70/50 as applicable.

**Format of Question Paper**

The question papers for the End Semester Examinations are set in such a manner so 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 course is assessed properly and also weightage given to each module of instruction is properly reflected in questions.



For online exam of Odd Sem. Dec.2021, MCQ and OBE QPs were prepared.  
Templates of MCQ QPs are given hereunder: -

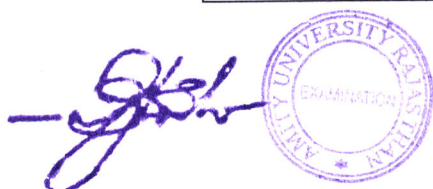
Maximum Marks 70			
Type of Courses	A Knowledge & understanding	B Apply & Analyze	C Evaluate & Create
Theory	30 Marks 30 questions of 01 mark each	20 Marks 10 questions of 02 marks each.	20 marks 10 questions of 2 marks each
Numerical/Mathematical	30 Marks 15 questions of 02 marks each	20 Marks 10 questions 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 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

Templates of OBE QPs are given hereunder: -

<u>Theory /OBE</u>			
Max. Marks-70			
Bloom's Learning Level		Bloom's Learning Level	
• Knowledge		• Evaluate	
• understanding,		• Create	
• Apply &			
• Analyze			
<u>SECTION A (42 Marks)</u>		<u>SECTION B (28 Marks)</u>	
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.

<u>Theory /OBE</u>			
Max. Marks-50			
Bloom's Learning Level		Bloom's Learning Level	
• Knowledge		• Evaluate	
• understanding,		• Create	
• Apply &			
• Analyze			
<u>SECTION A (30 Marks)</u>		<u>SECTION B (20 Marks)</u>	
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 5 marks each.	2	Each problem will have 2 questions of 5 marks each.



Formats for OBE QPs of Odd Semester Exam. Dec. 2021 are given hereunder:-

**Maximum Marks 50**

AMITY UNIVERSITY  
RAJASTHAN

No. of Printed Page(s) :      Roll No. :                                     

SEMESTER END-TERM EXAMINATION: DEC. 2021

Programme Name

Course Code – Course Title

---

Time: 2 Hours Max. Marks: 50

**Section A**

*Note: Attempt all questions. All questions carry equal marks.*

1.	(i)	3
	(ii)	3
2.	(i)	3
	(ii)	3
3.	(i)	3
	(ii)	3

**Section B**

4.	(i)	3
	(ii)	3
5.	(i)	3
	(ii)	3

\*\*\*

**Maximum Marks 70**

AMITY UNIVERSITY  
RAJASTHAN

No. of Printed Page(s) :      Roll No. :                                     

SEMESTER END-TERM EXAMINATION: DEC. 2021

Programme Name

Course Code – Course Title

---

Time: 3 Hours Max. Marks: 70

**Section A**

*Note: Attempt all questions. All questions carry equal marks.*

1.	(i)	7
	(ii)	7
2.	(i)	7
	(ii)	7
3.	(i)	7
	(ii)	7

**Section B**

4.	(i)	7
	(ii)	7
5.	(i)	7
	(ii)	7

\*\*\*

*[Handwritten Signature]*



**Formats for QPs of Even Semester Exam. May 2022 are given hereunder: -  
Maximum Marks 50**

**AMITY UNIVERSITY**  
 ——— RAJASTHAN ———

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SEMESTER END-TERM EXAMINATION: **MAY - 2022**

Programme Name

Course Code – Course Title

**Time: 3 Hours** **Max. Marks: 50**

**Section A**

*Note: Attempt 4 out of given 5 questions. All questions carry equal marks.*

1.		5
2.		5
3.		5
4.		5
5.		5

**Section B**

*Note: Attempt 2 out of given 3 questions. All questions carry equal marks.*

6.		9
7.		9
8.		9

**Section C (Compulsory)**

9.		12
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**Maximum Marks 70**

**AMITY UNIVERSITY**  
 ——— RAJASTHAN ———

(No. of Printed Page(s): 1) Roll No. ....

SEMESTER END-TERM EXAMINATION: **MAY - 2022**

Programme Name

Course Code – Course Title

**Time: 3 Hours** **Max. Marks: 70**

**Section A**

*Note: Attempt 4 out of given 5 questions. All questions carry equal marks.*

1.		7
2.		7
3.		7
4.		7
5.		7

**Section B**

*Note: Attempt 2 out of given 3 questions. All questions carry equal marks.*

6.		12
7.		12
8.		12

**Section C (Compulsory)**

9.		18
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\*\*\*





**7. Moderation Boards (For moderation of Question Papers)**

As per Regulations (para 4), School wise Moderation Boards are constituted by the President to moderate the question papers. Composition of the Moderation Board is as under:

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

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

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

During academic session 2021 – 22, status of moderation of question papers was as under:

S. No.	Examination	Total No. of Courses	Total No of Question Papers Moderated
1	Odd Semester Dec. 2021-Jan.2022	169	737 OBE
2	Even Semester May - June. 2022	169	604

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

Examination Department prepares the School-wise/ Programme-wise Examination schedule and publishes for students and HoIs on Amizone.

End Semester Examinations was as under during academic session 2021 - 22:

S.No.	Examination	Block of Theory Examination	
1	Odd Semester Dec. 2021- Jan.2022	Sem. III/V/VII/IX	13 Dec. 2021 to 31 Dec. 2021
		Sem. I	17 Jan.2022 to 31 Jan.2022
2	Even Semester May - June. 2022	Sem. IV/VI/VIII/X	10 May 2022 to 26 May 2022
		Sem. II	31 May 2022 to 10 June 2022



**9. Borderline Debarred Category**

As per Regulations, para 10(h), A student whose attendance is greater than equal to ( $\geq$ ) 70% but less than 75% are allowed to appear in the End Semester Examination through proper procedures.

**10. Status of Examination Forms submitted and Admit Card generated:**

As per para 22(A) of the Regulations, no student is permitted to appear in the examination without valid Admit Card issued by the Examination Department.

Status of the Admit Cards issued to the students during academic session 2021–22 was as under:

S. No.	Academic Session 2021 - 22	Examination Forms Submitted	Admit Cards Generated
1	Odd Semester Dec. 2021-Jan. 2022	2966	2955
2	Even Semester May - June. 2022	2935	2927

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

**11. Appointment of Observers:**

As per Regulations (para 26), observers were appointed to visit different examination centers as per allotment during the course of examination and to check that the examinations are being conducted properly according to the Regulations.

S. No.	Academic Session 2021 – 22	Teams	Observers **
1	Odd Semester Dec. 2021- Jan.2022	02	18
2	Even Semester May - June. 2022	02	18

During online exam for Odd Sem. Dec.2021, students were assisted by the observers

\*\* Grievances of following categories were received from the students and resolved by the observers:

- difficulty in LOG IN
- forgot Password issue
- poor / partial visibility of QP
- slow internet connectivity / browser issue
- difficulty in uploading OBE answer sheet

Any discrepancy and deviation from the "Regulation and Guidelines of Online Exam" were reported by the observers to the Controller of Examination for necessary action by the designated UFM / Grievance committee.



**12. Conduct of Examinations**

Examination Department conducted following examinations during academic session 2021 – 22:

S.No.	Session	Block of Examination	No. of Programs (Semester-wise)	Total No. of Students
1	Odd Semester Dec. 2021-Jan.2022	Sem. III/V/VII/IX 13 Dec. 2021 to 31 Dec. 2021 Sem. I 17 Jan.2022 to 31 Jan.2022	169	2955
2	Even Semester May - June. 2022	Sem. IV/VI/VIII/X 10 May 2022 to 26 May 2022 Sem. II 31 May 2022 to 10 June 2022	169	2927

**13. Examination Discipline Committee**

As per Regulations (para 5), Examination Discipline Committee is constituted by the President/Pro-President at the University level to consider the cases of misconduct, misbehaviour of students and their use of unfair means in examinations and disorderly conduct of examinations.

The constitution of the Examination Discipline Committee during academic session 2021-22 was as under:

- |       |                                      |                  |
|-------|--------------------------------------|------------------|
| (i)   | Pro-President                        | Chairperson      |
| (ii)  | Two Heads of Institutes.             | Member           |
| (iii) | One Senior Officer of the University | Member           |
| (iv)  | Controller of Examinations           | Member Secretary |

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

Summary of the unfair means adopted by the students and penalties given (para 25 (5) and (6)) to the students during academic session 2021-22 is as under:

Examination →	Odd Sem.2021	Even Sem. 2022
Total No. of Student Appeared	2955	2927
No. of UFM cased registered	Nil	56
% of UFM cased registered	0%	1.91%
No. of Exonerated cases	Nil	12
% of Exonerated cases	0%	21.43%
Strict Warning	Nil	12
% of Strict Warning cases	0%	21.43%
Examination paper cancelled	Nil	44
% Examination paper cancelled	0%	78.57%

**14. Evaluation of Answer Sheets**

Day wise OMR Answer Books after the examinations are submitted by the different Institutions at Examination Department. After that OMR Answer books are codified to hide the identity of students.

Answer Books are made available for evaluation on next day and are issued to concerned Evaluators.

All answer books are evaluated only at Examination Department, Evaluation hall. No one is permitted to carry any answer sheet outside the evaluation hall.

Examination	No. of Evaluators	Answer Books Evaluated
Odd Semester Dec. 2021- Jan.2022	207 (42 MCQ + 165 OBE)	13984 OBE 6125 MCQ
Even Semester May - June. 2022	604	14848

**15. Result Moderation Committee**

As per Regulations (para 6), 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

- (i) Pro President/Dean/ Head of Department/ Institution – Chairperson
- (ii) One Senior Faculty member from each broad discipline
- (iii) Controller of Examinations

Considering the time requirement for moderation of large number of programmes and students, on approval from Hon'ble President / Pro-President, where 5 marks are to be awarded in borderline cases, the results are moderated by Controller of Examination and approved for its publishing by the Hon'ble President and Pro-President. However, the provision of moderation of marks is not permissible in Ph. D Programs.

Academic Session	Sem. Type	Total Students Appeared	Total no. of students whose results were moderated
2021-2022	Odd	2955	223
	Even	2927	378



### 16. Promotion Status of the Students appeared in the examinations during academic session 2021 – 22:

As per para 17 of the Regulations, students are promoted from 1<sup>st</sup> year to 2<sup>nd</sup> year, 2<sup>nd</sup> year to 3<sup>rd</sup> year and so on provided he/she has minimum SGPA and CGPA as under:

	UG Programmes	PG & Integrated Programmes
SGPA/AGPA	3.5	4.5
CGPA	4.5	5.0

**Promotion from 1<sup>st</sup> year to 2<sup>nd</sup> year:** If a student does not fulfill the above criteria, are promoted to 2<sup>nd</sup> year on the recommendation of HoI on “**Academic Probation**” provided he/ she has cleared at least 60% of number of Courses/ Credit units.

**Promotion from 2<sup>nd</sup> year to 3<sup>rd</sup> 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.

Promotions to subsequent years is based on the same criteria as above.

Moderation of promotion of students from 2<sup>nd</sup> year to 3<sup>rd</sup> year is permissible under following criteria.

- Any one of the SGPA is less than 3.5 and CGPA is greater than or equal to 3.5

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 students who were not promoted to next Semester at the end of academic year 2021-2022 was as under:

Status	Number of students	Percentage
Year back	24	0.82%

Status	Number of students
Repeat Year	NIL
Repeat Session	NIL
Academic Break	24



**17. Detail of Grievances posted online by the students:**

Grievances related to examinations and results are posted by the students online on Amizone.

Grievances raised by the students and action taken by the Examination Department is as under:

S. No.	Title	No. of Students
1	Grievances Raised	39
2	Grievances resolved	39
3	Grievances sent for clarification	0
4	No. of Grievances escalated	0

Summary of Grievances related to rechecking during Academic Session 2021 – 2022 is as under : -

Examination -->	Odd Sem. Dec. 2021	Even Sem. May 2022
Number of students appeared in final exam	2955	2927
Number of applications received for rechecking	5	34
% of application received for rechecking	0.17%	1.16%
Number of rechecking applications where marks changed	Nil	12
% of changes	0%	35.29%

**18. Degree Awarded**

Student who meets the qualifying criteria as laid down in **para 16 and 37** of the Regulations, are awarded degree. Total 791 Degrees (Before M.Phil Exam. Nov. 2022) are being awarded to the students in the ensuing convocation who have successfully completed the programme in year 2021-2022. Summary is as under:

UG	PG	M.Phil	Ph.D	Total
455	322	-	14	791*

\* Before M.Phil Exam. Nov. 2022



### 19. Best Practices:

- University has prepared answers to the frequently asked questions pertaining to Examinations and uploaded the same on Amizone student portal for their view.
- Guidelines are uploaded on Amizone for the students, to be followed during their end term examinations.
- Guidelines are uploaded on Amizone and are also sent to Head of the Institutes for onward dissemination to:
  - a. Question Paper Setters for setting of question papers.
  - b. Question paper moderators for moderating Question Papers.
  - c. Invigilators for the Invigilation during conduct of Examinations.
  - d. Evaluators/Checkers during evaluation and checking of OMR Answer books.
- Year-wise volume of copy of question papers for which examinations have already been conducted, have been shared with Central library and concerned Schools/Institutes.
- Access to Examination Dept. is restricted and strictly monitored through Bio-Metric Machine.
- State of the art infrastructure of the Examination Dept. has been developed for its better functioning.

### 20. Automation of the Examination processes:

Requirement of Automation is indispensable for the functioning at Examination department, Amity University, Rajasthan.

Keeping this in view, a good amount of reasoning and critical thinking were put in to make wide use of ICT at AUR since 2014 through development of virtual examination department module at “<https://exam.amizone.net>”.

Presently all the functioning at examination department, Amity University Rajasthan are carried out electronically through its own portal “<https://exam.amizone.net>”.

IT tools such as high speed Computers/ Internet, Printers, OMR Scanners, at examination department plays a pivotal role towards smooth functioning.



The image shows a handwritten signature in blue ink on the left, and a circular official stamp on the right. The stamp contains the text 'AMITY UNIVERSITY RAJASTHAN' around the perimeter and 'EXAMINATION' in the center.

The major activities carried out using Automation at Examination Department, AUR are given below:

- (1) Uploading detailed Examination Calendar at the beginning of Semester.
- (2) Uploading of examination date sheets
- (3) Uploading various notices
- (4) Generation of Examination Admit Cards
- (5) Result processing
- (6) Result Publication (regular / reappear)
- (7) Online student's grievance handling system through AMIZONE
- (8) Use of OMR answer sheet and data masking to ensure confidentiality in the evaluation process.
- (9) Marks awarded are scanned by fully automated OMR scanner to ensure 100 % accuracy in results processing.
- (10) 100 % data back up in the server to minimize conventional use and physical storage of papers.
- (11) To access results through AMIZONE by all stake holders (student's / parents / Hods) from any remote location.
- (12) To fill up online examination form and submission of fees for both collegiate as well as non-collegiate students.
- (13) To conduct online examinations during pandemic for both collegiate as well as non-collegiate student's
- (14) Provision for online submission of transcripts through AMIZONE from any remote location
- (15) Organized 'WORKSHOP / TRAINING SESSION for Online Exam' for exam cell staff.
- (16) At the end of each semester, 'Result Analysis' is being prepared to identify the weak as well as strong areas of performance.

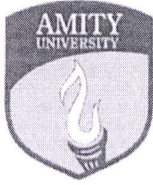
Students have 24 x 7 access to know their semester-wise performance in Regular /Reappear examinations. The promotion status of the student is also displayed on Amizone after each academic Year.

The wings of Examination Module at the portal are spreading day by day through innovation and automation of manual works one by one. As the portal is centrally controlled and co-ordinated by AKC Data Systems Pvt. Ltd, Noida the high degree of data security is maintained there. Ideas through innovation are floated to them and enthusiastic fellow programmers make the best user-friendly software module in the portal for the use. Continuous feedback makes the software far more user friendly.

\*\*\*\*\*

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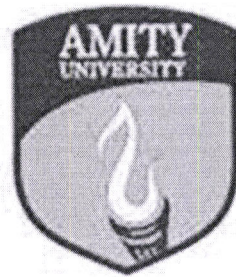


# AMITY UNIVERSITY

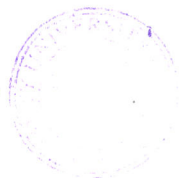
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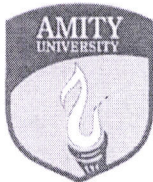
*Established vide Government of Rajasthan Act No.08 of 2008*

## EXAMINATIONS DEPARTMENT



**ANNUAL REPORT 2020 - 21**





# AMITY UNIVERSITY

RAJASTHAN

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## 1. VISION AND MISSION OF THE UNIVERSITY

### VISION

To be a leading Global University and provide value based contemporary education with thrust on innovation, research and productivity with a blend of modernity and tradition.

### MISSION

To prepare future Global Leaders by providing an environment of excellence in academics, research, technology driven learning, cross cultural exposure, holistic development and also enabling them with a commitment to social & environmental responsibility.



## 2. Introduction

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## 3. Academic Calendar for 2020-21

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The examination including practicals for academic session 2020-21 is given below:

S.No.	Examination	Last Teaching Date	Examination including Practical
1	Odd Semester Dec. 2020- Jan.2021	Sem. III/V/VII/IX 3 Dec.-2020 Sem. I - 22 Jan. 2021	5 Dec. 2020 to 20 Dec. 2020 25 Jan.2021 to 6 Feb.20 21 *
2	Even Semester May - June. 2021	Sem. IV/VI/VIII/X 22-Apr-2021 Sem. II - 12 June 2021	24 May 2021 to 10 June 2021 14 June 2021 to 25 June 2021 *

\* Due to Covid-19 pandemic situations End Term Examinations of both the semesters (Odd and Even) were conducted online mode, as per guidelines of UGC.

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

## 4. Committee

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

- a. Examination Committee
- b. Moderation Boards (For moderation of Question Papers)
- c. Examination Discipline Committee
- d. Results Moderation Committee



**5. Examination Committee:**

As per para 2 of the Examination 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. Composition of the Examination Committee for academic session 2020-21 was as under:

- |       |  |                    |
|-------|--|--------------------|
| (i)   | Dean (Academics)   | - Chairperson      |
| (ii)  | Deans of Faculties/ Heads of Constituent Units<br>not exceeding eight nominated by the President | - Member           |
| (iii) | Controller of Examinations   | - Member Secretary |

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

**6. Setting of Question Papers**

Question papers are set as per para 20 and 21 of the Regulations for setting of question papers. The system of setting of question paper is developed in such a way that it ensures each question addresses one or more course objectives.

Summary of the question papers set during academic session 2020-2021 was as under:

S. No.	Examination	No. of Schools/ Institutes	No. of Courses	No. of Paper setters	Total No of Question papers
1	Odd Semester Dec. 2020-Jan.2021	15	172	191 (141 MCQ 50 OBE)	MCQ 488 OBE 152
2	Even Semester May – June 2021	15	172	206 (45 MCQ 161 OBE)	MCQ 71 OBE 691

**Duration of Examination**

A question paper for theory examinations of a course unit of any program is of 2 or 3 hours duration, depending upon the associated credit unit, with maximum marks 70/50 as applicable.

**Format of Question Paper**

The question papers for the End Semester Examinations are set in such a manner so 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 course is assessed properly and also weightage given to each module of instruction is properly reflected in questions.



For online exam, both MCQ and OBE QPs were prepared.  
Templates of MCQ QPs are given hereunder: -

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 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

Templates of OBE QPs are given hereunder: -

<u>Theory /OBE</u>			
Max. Marks-70			
Bloom's Learning Level		Bloom's Learning Level	
• Knowledge		• Evaluate	
• understanding,		• Create	
• Apply &			
• Analyze			
<u>SECTION A (42 Marks)</u>		<u>SECTION B (28 Marks)</u>	
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.

<u>Theory /OBE</u>			
Max. Marks-50			
Bloom's Learning Level		Bloom's Learning Level	
• Knowledge		• Evaluate	
• understanding,		• Create	
• Apply &			
• Analyze			
<u>SECTION A (30 Marks)</u>		<u>SECTION B (20 Marks)</u>	
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 5 marks each.	2	Each problem will have 2 questions of 5 marks each.



**Formats for OBE QPs are given hereunder: -**

**Maximum Marks 50**

AMITY UNIVERSITY  
RAJASTHAN

No. of Printed Pages:   1   Roll No. ....

SEMESTER END-TERM EXAMINATION: MAY - 2021

Programme Name

Course Code – Course Title

Time: 2 Hours Max. Marks: 50

Section A

Note: Attempt all questions. All questions carry equal marks.

1.	(i)	5
	(ii)	5
2.	(i)	5
	(ii)	5
3.	(i)	5
	(ii)	5

Section B

+	4.	
	(i)	5
	(ii)	5
	5.	
	(i)	5
	(ii)	5

---

**Maximum Marks 70**

AMITY UNIVERSITY  
RAJASTHAN

No. of Printed Pages:   1   Roll No. ....

SEMESTER END-TERM EXAMINATION: MAY - 2021

Programme Name

Course Code – Course Title

Time: 3 Hours Max. Marks: 70

Section A

Note: Attempt all questions. All questions carry equal marks.

1.	(i)	7
	(ii)	7
2.	(i)	7
	(ii)	7
3.	(i)	7
	(ii)	7

Section B

+	4.	
	(i)	7
	(ii)	7
	5.	
	(i)	7
	(ii)	7

---



**7. Moderation Boards (For moderation of Question Papers)**

As per Regulations (para 4), School wise Moderation Boards are constituted by the President to moderate the question papers. Composition of the Moderation Board is as under:

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

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

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

During academic session 2020 – 21, status of moderation of question papers was as under:

S. No.	Examination	Total No. of Courses	Total No of Question Papers Moderated
1	Odd Semester Dec. 2020-Jan.2021	172	152 OBE
2	Even Semester May - June.2021	172	691 OBE

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

Examination Department prepares the School-wise/ Programme-wise Examination schedule and publishes for students and HoIs on Amizone.

End Semester Examinations was as under during academic session 2020 - 21:

S.No.	Examination	Block of Theory Examination	
1	Odd Semester Dec. 2020- Jan.2021	Sem. III/V/VII/IX	5 Dec. 2020 to 20 Dec. 2020
		Sem. I	25 Jan.2021 to 6 Feb.2021
2	Even Semester May - June. 2021	Sem. IV/VI/VIII/X	24 May 2021 to 10 June 2021
		Sem. II	14 June 2021 to 25 June 2021



**9. Borderline Debarred Category**

As per Regulations, para 10(h), A student whose attendance is greater than equal to ( $\geq$ ) 70% but less than 75% are allowed to appear in the End Semester Examination through proper procedures.

**10. Status of Examination Forms submitted and Admit Card generated:**

As per para 22(A) of the Regulations, No student is permitted to appear in the examination without valid Admit Card issued by the Examination Department.

Status of the Admit Cards issued to the students during academic session 2020–21 was as under:

S. No.	Academic Session 2020 - 21	Examination Forms Submitted	Admit Cards Generated
1	Odd Semester Dec. 2020-Jan.2021	2733	2729
2	Even Semester May - June.2021	2685	2680

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

**11. Appointment of Observers:**

As per Regulations (para 26), observers were appointed to visit different examination centers as per allotment during the course of examination and to check that the examinations are being conducted properly according to the Regulations.

S. No.	Academic Session 2020 – 21	Teams	Observers **
1	Odd Semester Dec. 2020- Jan.2021	02	18
2	Even Semester May - June.2021	02	18

During online exam, students were assisted by the observers

\*\* Around 1000 grievances of following categories were received from the students and resolved by the observers:

- difficulty in LOG IN
- forgot Password issue
- poor / partial visibility of QP
- slow internet connectivity / browser issue
- difficulty in uploading OBE answer sheet

Any discrepancy and deviation from the "Regulation and Guidelines of Online Exam" were reported by the observers to the Controller of Examination for necessary action by the designated UFM / Grievance committee.



**12. Conduct of Examinations**

Examination Department conducted following examinations during academic session 2020 – 21:

S.No.	Session	Block of Examination	No. of Programs (Semester-wise)	Total No. of Students
1	Odd Semester Dec. 2020-Jan.2021	Sem. III/V/VII/IX 5 Dec. 2020 to 20 Dec. 2020 Sem. I 25 Jan.2021 to 6 Feb.2021	172	2729
2	Even Semester May - June 2021	Sem. IV/VI/VIII/X 24 May 2021 to 10 June 2021 Sem. II 14 June 2021 to 25 June 2021	172	2680

**13. Examination Discipline Committee**

As per Regulations (para 5), Examination Discipline Committee is constituted by the President/Pro-President at the University level to consider the cases of misconduct, misbehaviour of students and their use of unfair means in examinations and disorderly conduct of examinations.

The constitution of the Examination Discipline Committee during academic session 2020-21 was as under:

- |       |                                      |                  |
|-------|--------------------------------------|------------------|
| (i)   | Pro-President                        | Chairperson      |
| (ii)  | Two Heads of Institutes.             | Member           |
| (iii) | One Senior Officer of the University | Member           |
| (iv)  | Controller of Examinations           | Member Secretary |

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

Summary of the unfair means adopted by the students and penalties given (para 25 (5) and (6)) to the students during academic session 2020-21 is as under:

Examination →	Dec., 2020	May-June, 2021
Total No. of Student Appeared	2729	2680
No. of UFM cased registered	Nil	Nil
% of UFM cased registered	0%	0%
No. of Exonerated cases	Nil	Nil
% of Exonerated cases	0%	0%
Strict Warning	Nil	Nil
% of Strict Warning cases	0%	0%
Examination paper cancelled	Nil	Nil
% Examination paper cancelled	0%	0%



**14. Evaluation of Answer Sheets**

Day wise OMR Answer Books after the examinations are submitted by the different Institutions at Examination Department. After that OMR Answer books are codified to hide the identity of students.

Answer Books are made available for evaluation on next day and are issued to concerned Evaluators.

All answer books are evaluated only at Examination Department, Evaluation hall. No one is permitted to carry any answer sheet outside the evaluation hall.

Examination	No. of Evaluators	Answer Books Evaluated
Odd Semester Dec. 2020- Jan.2021	208 (141 MCQ + 67 OBE)	1649 OBE 17801 MCQ
Even Semester May - June. 2021	206 (45 MCQ + 161 OBE)	12962 OBE 3830 MCQ

**15. Result Moderation Committee**

As per Regulations (para 6), 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

- (i) Pro President/Dean/ Head of Department/ Institution – Chairperson
- (ii) One Senior Faculty member from each broad discipline
- (iii) Controller of Examinations

Considering the time requirement for moderation of large number of programmes and students, on approval from Hon'ble President / Pro-President, where 5 marks are to be awarded in borderline cases, the results are moderated by Controller of Examination and approved for its publishing by the Hon'ble President and Pro-President. However, the provision of moderation of marks is not permissible in Ph. D Programs.

Academic Session	Sem. Type	Total Students Appeared	Total no. of students whose results were moderated
2020-2021	Odd	2729	146
	Even	2680	177



**16. Promotion Status of the Students appeared in the examinations during academic session 2020 – 21:**

As per para 17 of the Regulations, students are promoted from 1<sup>st</sup> year to 2<sup>nd</sup> year, 2<sup>nd</sup> year to 3<sup>rd</sup> year and so on provided he/she has minimum SGPA and CGPA as under:

	UG Programmes	PG & Integrated Programmes
SGPA/AGPA	3.5	4.5
CGPA	4.5	5.0

**Promotion from 1<sup>st</sup> year to 2<sup>nd</sup> year:** If a student does not fulfill the above criteria, are promoted to 2<sup>nd</sup> year on the recommendation of HoI on “Academic Probation” provided he/ she has cleared at least 60% of number of Courses/ Credit units.

**Promotion from 2<sup>nd</sup> year to 3<sup>rd</sup> 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.

Promotions to subsequent years is based on the same criteria as above.

Moderation of promotion of students from 2<sup>nd</sup> year to 3<sup>rd</sup> year is permissible under following criteria.

- Any one of the SGPA is less than 3.5 and CGPA is greater than or equal to 3.5

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 students who were not promoted to next Semester at the end of academic year 2019-2020 was as under:

Status	Number of students	Percentage
Year back	NIL	0%

Status	Number of students
Repeat Year	NIL
Repeat Session	NIL
Academic Break	NIL



**17. Detail of Grievances posted online by the students:**

Grievances related to examinations and results are posted by the students online on Amizone.

Grievances raised by the students and action taken by the Examination Department is as under:

S. No.	Title	No. of Students
1	Grievances Raised	11
2	Grievances resolved	11
3	Grievances sent for clarification	0
4	No. of Grievances escalated	0

Summary of Grievances related to rechecking during Academic Session 2020-2021 is as under :-

Examination -->	Odd Sem. Dec. 2020	Even Sem. July 2021
Number of students appeared in final exam	2729	2680
Number of applications received for rechecking	8	3
% of application received for rechecking	0.29%	0.11%
Number of rechecking applications where marks changed	Nil	Nil
% of changes	0%	0%

**18. Degree Awarded**

Student who meets the qualifying criteria as laid down in para 16 and 37 of the Regulations, are awarded degree. Total 980 Degrees are being awarded to the students in the ensuing convocation who have successfully completed the programme in year 2020-2021. Summary is as under:

UG	PG	M.Phil	Ph.D	Total
690	252	10	28	980



### 19. Best Practices:

- University has prepared answers to the frequently asked questions pertaining to Examinations and uploaded the same on Amizone student portal for their view.
- Guidelines are uploaded on Amizone for the students, to be followed during their end term examinations.
- Guidelines are uploaded on Amizone and are also sent to Head of the Institutes for onward dissemination to:
  - a. Question Paper Setters for setting of question papers.
  - b. Question paper moderators for moderating Question Papers.
  - c. Invigilators for the Invigilation during conduct of Examinations.
  - d. Evaluators/Checkers during evaluation and checking of OMR Answer books.
- Year-wise volume of copy of question papers for which examinations have already been conducted, have been shared with Central library and concerned Schools/Institutes.
- Access to Examination Dept. is restricted and strictly monitored through Bio-Metric Machine.
- State of the art infrastructure of the Examination Dept. has been developed for its better functioning.

### 20. Automation of the Examination processes:

Requirement of Automation is indispensable for the functioning at Examination department, Amity University, Rajasthan.

Keeping this in view, a good amount of reasoning and critical thinking were put in to make wide use of ICT at AUR since 2014 through development of virtual examination department module at "<https://exam.amizone.net>".

Presently all the functioning at examination department, Amity University Rajasthan are carried out electronically through its own portal "<https://exam.amizone.net>".

IT tools such as high speed Computers/ Internet, Printers, OMR Scanners, at examination department plays a pivotal role towards smooth functioning.



The major activities carried out using Automation at Examination Department, AUR are given below:

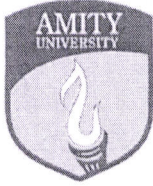
- (1) Uploading detailed Examination Calendar at the beginning of Semester.
- (2) Uploading of examination date sheets
- (3) Uploading various notices
- (4) Generation of Examination Admit Cards
- (5) Result processing
- (6) Result Publication (regular / reappear)
- (7) Online student's grievance handling system through AMIZONE
- (8) Use of OMR answer sheet and data masking to ensure confidentiality in the evaluation process.
- (9) Marks awarded are scanned by fully automated OMR scanner to ensure 100 % accuracy in results processing.
- (10) 100 % data back up in the server to minimize conventional use and physical storage of papers.
- (11) To access results through AMIZONE by all stake holders (student's / parents / Hods) from any remote location.
- (12) To fill up online examination form and submission of fees for both collegiate as well as non-collegiate students.
- (13) To conduct online examinations during pandemic for both collegiate as well as non-collegiate student's
- (14) Provision for online submission of transcripts through AMIZONE from any remote location
- (15) Organized 'WORKSHOP / TRAINING SESSION for Online Exam' for exam cell staff.
- (16) At the end of each semester, 'Result Analysis' is being prepared to identify the weak as well as strong areas of performance.

Students have 24 x 7 access to know their semester-wise performance in Regular /Reappear examinations. The promotion status of the student is also displayed on Amizone after each academic Year.

The wings of Examination Module at the portal are spreading day by day through innovation and automation of manual works one by one. As the portal is centrally controlled and co-ordinated by AKC Data Systems Pvt. Ltd, Noida the high degree of data security is maintained there. Ideas through innovation are floated to them and enthusiastic fellow programmers make the best user-friendly software module in the portal for the use. Continuous feedback makes the software far more user friendly.

\*\*\*\*\*



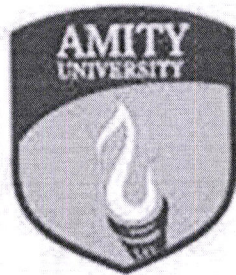


# AMITY UNIVERSITY

— RAJASTHAN —

*Established vide Government of Rajasthan Act No.08 of 2008*

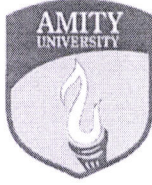
## EXAMINATIONS DEPARTMENT



**ANNUAL REPORT 2019 - 20**



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## 1. VISION AND MISSION OF THE UNIVERSITY

### VISION

To be a leading Global University and provide value based contemporary education with thrust on innovation, research and productivity with a blend of modernity and tradition.

### MISSION

To prepare future Global Leaders by providing an environment of excellence in academics, research, technology driven learning, cross cultural exposure, holistic development and also enabling them with a commitment to social & environmental responsibility.



## 2. Introduction

The Examination Department of the AUR is governed by University Regulation – “Conduct of Examinations, Scheme of Evaluation and Discipline among Students in Examinations”.

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

Examination department is headed by the Controller of Examinations who reports to the Dean (Academics) and Pro-President.

## 3. Academic Calendar for 2019-20

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

The examination including practicals for academic session 2019-20 is given below:

S.No.	Examination	Last Teaching Date	Examination including Practical
1	Odd Semester Nov.-Dec. 2019	22 Nov 2019	Practical – 05 Nov.2019 to 22 Nov.2019 Theory - 26 Nov. 2019 to 14 Dec.2020
2	Even Semester May - June. 2020	22 Apr. 2020	28 Apr 2020 to 17 May 2020 (Not conducted) *  Practical – Final semester students: 19th July--18th August'2020 (online mode)

\* Due to Covid-19 pandemic situations End Semester Examinations were not conducted and results of non-final year students were declared on the basis of previous semester performance of the student (as per guidelines of UGC). However Final Year Students End Semester Examinations were conducted online from 25 July 2020 to 30 July 2020, as per guidelines of UGC.

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

## 4. Committee

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

- Examination Committee
- Moderation Boards (For moderation of Question Papers)
- Examination Discipline Committee
- Results Moderation Committee



**5. Examination Committee:**

As per para 2 of the Examination 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. Composition of the Examination Committee for academic session 2019-20 was as under:

- |       |  |                    |
|-------|--|--------------------|
| (i)   | Dean (Academics)   | - Chairperson      |
| (ii)  | Deans of Faculties/ Heads of Constituent Units<br>not exceeding eight nominated by the President | - Member           |
| (iii) | Controller of Examinations   | - Member Secretary |

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

**6. Setting of Question Papers**

Question papers are set as per para 20 and 21 of the Regulations for setting of question papers. The system of setting of question paper is developed in such a way that it ensures each question addresses one or more course objectives.

Summary of the question papers set during academic session 2019-2020 was as under:

S. No.	Examination	No. of Schools/ Institutes	No. of Courses	No. of Paper setters	Total No of Question papers
1	Odd Semester Nov.-Dec. 2019	15	175	194	1592
2	Even Semester July 2020	15	39 (Only for Final Year)	86	252 MCQ

**Duration of Examination**

A question paper for theory examinations of a course unit of any program is of 2 or 3 hours duration, depending upon the associated credit unit, with maximum marks 70/50 as applicable.

**Format of Question Paper**

The question papers for the End Semester Examinations are set in such a manner so 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 course is assessed properly and also weightage given to each module of instruction is properly reflected in questions.



Question Paper has 3 sections:

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

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

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

The total option in a question paper is not more than 30% of the total marks assigned to a question paper.

**For online exam, both MCQ and OBE QPs were prepared.**

**Templates of MCQ QPs are given hereunder: -**

Maximum Marks 70			
Type of Courses	A Knowledge & understanding	B Apply & Analyze	C Evaluate & <u>Create</u>
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 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



**Templates of OBE QPs are given hereunder: -**

<u>Theory /OBE</u>			
Max. Marks-70			
Bloom's Learning Level		Bloom's Learning Level	
• Knowledge		• Evaluate	
• understanding,		• Create	
• Apply &			
• Analyze			
<u>SECTION A (42 Marks)</u>		<u>SECTION B (28 Marks)</u>	
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.

<u>Theory /OBE</u>			
Max. Marks-50			
Bloom's Learning Level		Bloom's Learning Level	
• Knowledge		• Evaluate	
• understanding,		• Create	
• Apply &			
• Analyze			
<u>SECTION A (30 Marks)</u>		<u>SECTION B (20 Marks)</u>	
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 5 marks each.	2	Each problem will have 2 questions of 5 marks each.

**Formats for OBE QPs are given hereunder: -****Maximum Marks 50**

AMITY UNIVERSITY RAJASTHAN			
Date of Printed Paper: -/ /		Roll No. ....	
SEMESTER END-TERM EXAMINATION: MAY 2020			
Programme Name			
Course Code - Course Title			
Time: 2 Hours		Max. Marks: 50	
Section A			
Note: Attempt all questions. All questions carry equal marks.			
1.	(10)		1
(10)			1
2.	(10)		1
(10)			1
3.	(10)		1
(10)			1
Section B			
4.	(10)		1
(10)			1
5.	(10)		1
(10)			1

*[Handwritten Signature]*

AMITY UNIVERSITY RAJASTHAN  
EXAMINATION

**Maximum Marks 70**

AMITY UNIVERSITY RAJASTHAN	
File of Passed Papers: <i>12</i>	Roll No. ....
<b>SEMESTER END-TERM EXAMINATION: MAY 2020</b>	
Programme Name	
Course Code – Course Title	
Time: 3 Hours	Max. Marks: 70
<b>Section A</b>	
<i>Note: Attempt all questions. All questions carry equal marks.</i>	
1.	
(i)	7
(ii)	7
2.	
(i)	7
(ii)	7
3.	
(i)	7
(ii)	7
<b>Section B</b>	
4.	
(i)	7
(ii)	7
5.	
(i)	7
(ii)	7

**7. Moderation Boards (For moderation of Question Papers)**

As per Regulations (para 4), School wise Moderation Boards are constituted by the President to moderate the question papers. Composition of the Moderation Board is as under:

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

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

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



During academic session 2019 – 20, status of moderation of question papers was as under:

S. No.	Examination	Total No. of Courses	Total No of Question Papers Moderated
1	Odd Semester Nov.-Dec. 2019	175	1592
2	Even Semester July 2020	39 (Only for Final Year)	252 (MCQ)

#### 8. Preparation and Notification of Examination Schedule:

Examination Department prepares the School-wise/ Programme-wise Examination schedule and publishes for students and HoIs on Amizone.

End Semester Examinations was as under during academic session 2019 - 20:

S. No.	Academic Session 2019 - 20	Block of Theory Examination
1	Odd Semester Nov.-Dec. 2019	26 Nov. 2019 – 14 Dec. 2019
2	Even Semester July 2020	25 July – 30 July 2020

#### 9. Borderline Debarred Category

As per Regulations, para 10(h), A student whose attendance is greater than equal to ( $\geq$ ) 70% but less than 75% are allowed to appear in the End Semester Examination through proper procedures.

#### 10. Status of Examination Forms submitted and Admit Card generated:

As per para 22(A) of the Regulations, No student is permitted to appear in the examination without valid Admit Card issued by the Examination Department.

Status of the Admit Cards issued to the students during academic session 2019–20 was as under:

S. No.	Academic Session 2019 - 20	Examination Forms Submitted	Admit Cards Generated
1	Odd Semester Nov.- Dec. 2019	2590	2580
2	Even Semester July 2020	2557	2548

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





**11. Appointment of Observers:**

As per Regulations (para 26), observers were appointed to visit different examination centers as per allotment during the course of examination and to check that the examinations are being conducted properly according to the Regulations.

S. No.	Academic Session 2019 – 20	Teams	Observers/ Flying Squad Members
1	Odd Semester Nov.- Dec. 2019	2	11
2	Even Semester July 2020	2	08

During online exam, students were assisted by the observers

**\*\* Around 1000 grievances of following categories were received from the students and resolved by the observers:**

- difficulty in LOG IN
- forgot Password issue
- poor / partial visibility of QP
- slow internet connectivity / browser issue
- difficulty in uploading OBE answer sheet

Any discrepancy and deviation from the "Regulation and Guidelines of Online Exam" were reported by the observers to the Controller of Examination for necessary action by the designated UFM / Grievance committee.

**12. Conduct of Examinations**

Examination Department conducted following examinations during academic session 2019 – 20:

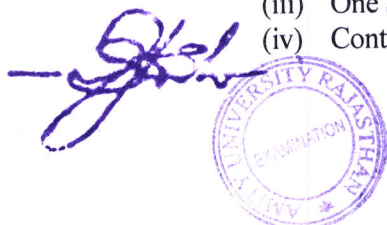
S.No.	Session	Block of Examination	No. of Programs (Semester-wise)	Total No. of Students
1	Odd Semester Nov.-Dec. 2019	26 Nov.2019 – 14 Dec. 2019	175	2580
2	Even Semester July 2020	25 July 2020 – 30 July 2020	39 (Only for Final Year)	681

**13. Examination Discipline Committee**

As per Regulations (para 5), Examination Discipline Committee is constituted by the President/Pro-President at the University level to consider the cases of misconduct, misbehaviour of students and their use of unfair means in examinations and disorderly conduct of examinations.

The constitution of the Examination Discipline Committee during academic session 2019-20 was as under:

- |  |                  |
|--|------------------|
| (i) Pro-President                          | Chairperson      |
| (ii) Two Heads of Institutes.              | Member           |
| (iii) One Senior Officer of the University | Member           |
| (iv) Controller of Examinations            | Member Secretary |



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

Summary of the unfair means adopted by the students and penalties given (para 25 (5) and (6)) to the students during academic session 2019-20 is as under:

Examination →	Dec., 2019	July, 2020
Total No. of Student Appeared	2580	681
No. of UFM cased registered	25	Nil
% of UFM cased registered	0.97%	0%
No. of Exonerated cases	Nil	Nil
% of Exonerated cases	0%	0%
Strict Warning	7	Nil
% of Strict Warning cases	28%	0%
Examination paper cancelled	18	Nil
% Examination paper cancelled	72%	0%

#### 14. Evaluation of Answer Sheets

Day wise OMR Answer Books after the examinations are submitted by the different Institutions at Examination Department. After that OMR Answer books are codified to hide the identity of students.

Answer Books are made available for evaluation on next day and are issued to concerned Evaluators.

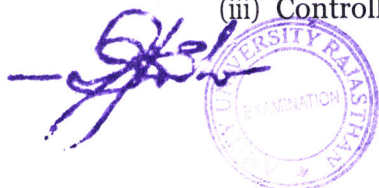
All answer books are evaluated only at Examination Department, Evaluation hall. No one is permitted to carry any answer sheet outside the evaluation hall.

Examination	No. of Evaluators	Answer Books Evaluated
Odd Semester Nov.-Dec. 2019	194	13862
Even Semester July 2020	MCQ	MCQ

#### 15. Result Moderation Committee

As per Regulations (para 6), 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

- (i) Pro President/Dean/ Head of Department/ Institution – Chairperson
- (ii) One Senior Faculty member from each broad discipline
- (iii) Controller of Examinations



Considering the time requirement for moderation of large number of programmes and students, on approval from Hon'ble President / Pro-President, where 5 marks are to be awarded in borderline cases, the results are moderated by Controller of Examination and approved for its publishing by the Hon'ble President and Pro-President. However, the provision of moderation of marks is not permissible in Ph. D Programs.

Academic Session	Sem. Type	Total Students Appeared	Total no. of students whose results were moderated
2019-2020	Odd	2580	246
	Even	681	-

**16. Promotion Status of the Students appeared in the examinations during academic session 2019 – 20:**

As per para 17 of the Regulations, students are promoted from 1<sup>st</sup> year to 2<sup>nd</sup> year, 2<sup>nd</sup> year to 3<sup>rd</sup> year and so on provided he/she has minimum SGPA and CGPA as under:

	UG Programmes	PG & Integrated Programmes
SGPA/AGPA	3.5	4.5
CGPA	4.5	5.0

**Promotion from 1<sup>st</sup> year to 2<sup>nd</sup> year:** If a student does not fulfill the above criteria, are promoted to 2<sup>nd</sup> year on the recommendation of HoI on “**Academic Probation**” provided he/ she has cleared at least 60% of number of Courses/ Credit units. As per recommendations of Review Committee and approved by the President, the criteria of academic break for 1<sup>st</sup> year were 2.5.

**Promotion from 2<sup>nd</sup> year to 3<sup>rd</sup> 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. As per recommendations of Review Committee and approved by the President, the criteria of academic break for 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year were 3.0.

Promotions to subsequent years is based on the same criteria as above.

Moderation of promotion of students from 2<sup>nd</sup> year to 3<sup>rd</sup> year is permissible under following criteria.

- Any one of the SGPA is less than 3.5 and CGPA is greater than or equal to 3.5

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 students who were not promoted to next Semester at the end of academic year 2019-2020 was as under:

Status	Number of students	Percentage
Year back	30	1.17

Status	Number of students
Repeat Year	2
Repeat Session	NIL
Academic Break	30

#### 17. Detail of Grievances posted online by the students:

Grievances related to examinations and results are posted by the students online on Amizone.

Grievances raised by the students and action taken by the Examination Department is as under:

S. No.	Title	No. of Students
1	Grievances Raised	54
2	Grievances resolved	54
3	Grievances sent for clarification	0
4	No. of Grievances escalated	0

Summary of Grievances related to rechecking during Academic Session 2019 – 2020 is as under :-

Examination -->	Odd Sem. Dec. 2019	Even Sem. July 2020
Number of students appeared in final exam	2580	687
Number of applications received for rechecking	33	21
% of application received for rechecking	1.28%	3.06%
Number of rechecking applications where marks changed	14	Nil
% of changes	42.40%	0%



**18. Degree Awarded**

Student who meets the qualifying criteria as laid down in **para 16 and 37** of the Regulations, are awarded degree. Total 896 Degrees are being awarded to the students in the ensuing convocation who have successfully completed the programme in year 2019-2020. Summary is as under:

UG	PG	M.Phil	Ph.D	Total
686	164	12	34	896

**19. Best Practices:**

- University has prepared answers to the frequently asked questions pertaining to Examinations and uploaded the same on Amizone student portal for their view.
- Guidelines are uploaded on Amizone for the students, to be followed during their end term examinations.
- Guidelines are uploaded on Amizone and are also sent to Head of the Institutes for onward dissemination to:
  - a. Question Paper Setters for setting of question papers.
  - b. Question paper moderators for moderating Question Papers.
  - c. Invigilators for the Invigilation during conduct of Examinations.
  - d. Evaluators/Checkers during evaluation and checking of OMR Answer books.
- Year-wise volume of copy of question papers for which examinations have already been conducted, have been shared with Central library and concerned Schools/Institutes.
- Access to Examination Dept. is restricted and strictly monitored through Bio-Metric Machine.
- State of the art infrastructure of the Examination Dept. has been developed for its better functioning.

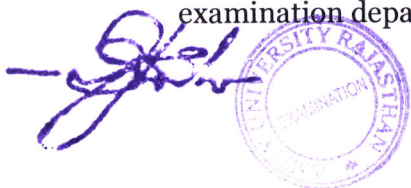
**20. Automation of the Examination processes:**

Requirement of Automation is indispensable for the functioning at Examination department, Amity University, Rajasthan.

Keeping this in view, a good amount of reasoning and critical thinking were put in to make wide use of ICT at AUR since 2014 through development of virtual examination department module at "<https://exam.amizone.net>".

Presently all the functioning at examination department, Amity University Rajasthan are carried out electronically through its own portal "<https://exam.amizone.net>".

IT tools such as high speed Computers/ Internet, Printers, OMR Scanners, at examination department plays a pivotal role towards smooth functioning.



The major activities carried out using Automation at Examination Department, AUR are given below:

- (1) Uploading detailed Examination Calendar at the beginning of Semester.
- (2) Uploading of examination date sheets
- (3) Uploading various notices
- (4) Generation of Examination Admit Cards
- (5) Result processing
- (6) Result Publication (regular / reappear)
- (7) Online student's grievance handling system through AMIZONE
- (8) Use of OMR answer sheet and data masking to ensure confidentiality in the evaluation process.
- (9) Marks awarded are scanned by fully automated OMR scanner to ensure 100 % accuracy in results processing.
- (10) 100 % data back up in the server to minimize conventional use and physical storage of papers.
- (11) To access results through AMIZONE by all stake holders (student's / parents / Hods) from any remote location.
- (12) To fill up online examination form and submission of fees for both collegiate as well as non-collegiate students.
- (13) To conduct online examinations during pandemic for both collegiate as well as non-collegiate student's
- (14) Provision for online submission of transcripts through AMIZONE from any remote location
- (15) Organized 'WORKSHOP / TRAINING SESSION for Online Exam' for exam cell staff.
- (16) At the end of each semester, 'Result Analysis' is being prepared to identify the weak as well as strong areas of performance.

Students have 24 x 7 access to know their semester-wise performance in Regular / Reappear examinations. The promotion status of the student is also displayed on Amizone after each academic Year.

The wings of Examination Module at the portal are spreading day by day through innovation and automation of manual works one by one. As the portal is centrally controlled and co-ordinated by AKC Data Systems Pvt. Ltd, Noida the high degree of data security is maintained there. Ideas through innovation are floated to them and enthusiastic fellow programmers make the best user-friendly software module in the portal for the use. Continuous feedback makes the software far more user friendly.

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