AU Exam Department Manual

The Arunodaya University Examination department is headed by Controller of Examination and is assisted by Asst. CoE and other Staffs along with Examination Committee.

The Powers and Duties of Examination Committee (EC):

1. The EC shall ensure proper performance of the various duties in conducting examinations viz. paper   setting, time table preparation, assessment and declaration of results.

2. The EC shall recommend examination reforms and shall implement them after approval of academic council.

3. The EC shall prepare the detailed time table of examinations as per the schedule approved by academic   council.

4. The EC shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty, and invigilators.

5. Complaint Redressal Committee (CRC) shall be an independent committee consisting of three members appointed by Chairman of EC, EC as and when required to deal with the complaints related to the conduct of examinations.

6. The recommendations of the CRC shall be approved by EC Chairman, EC to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the EC.

7. For any meeting of EC, one-third members shall constitute a quorum.

8. The members of EC shall meet at least twice during the academic year and at other times as and when necessary.

9. The various formats shall be prepared by EC for record keeping and monitoring all examination related activities.

10. The EC shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time.

11. Controller of Examination (CE) along with Assistant Controllers of Examination (ACE) and Exam department staff shall be responsible for carrying out the following examination duties:

   a. Full responsibility of the carrying out Exam process and Declaration of Result on time.
   b. Maintenance of Students records with regards to no. of students appeared in term end /supplementary exams, no. of students passed, Toal passing percentage of University, List of Topper etc.

c. Proper storage of Examination stationary materials, Answer sheets etc.
d. Maintenance of Secrecy with regards to Examination Activities.
e. Preparation of Exam Schedule
f. Receipt of Question papers from Faculties and checking for any errors.
g. Receipt of Model Answer Paper from Faculties.
h. Preparation of Supervisor list and Duties,
i. Arrangement of Classrooms for Examination.
j. Collection of Internal and External Marks from respective Departments and Teachers.
k. Supervising Answer Paper corrections by Teachers.

MECHANISM OF ASSESMENT & EVALUATION PROCESS

Arunodaya University is strictly follows the assessment and evaluation process. The assessment of the learning levels of the students of University commences right from the very beginning of the process of admission to the university. The order of the merit list prepared for admission provides a general idea of the learning level of each student. The University has adopted a number of measures to assess the learning levels of advanced and slow learners. The strategy so far devised includes the following:

(1) **External Evaluation:** The external evaluation includes the semester-end final examination of each odd and even semester at the end of the academic session.

(2) **Internal Evaluation and Assessment:** The internal evaluation and assessment of students is a continuous process that includes the following:

(a) **Counseling at the Time of Admission:** The Admission Committee plays an important role in assessing the learning levels of students. On the day of admission, the admission committee members help and encourage the students in selecting the right subjects and course combinations of their choice. This is basically done in the case of first semester students. The counselling method helps and benefits the students by removing the dilemma of opting for the courses of their interest.

(b) **Meet Your Registrar Programme**: 'Meet Your Registrar/CoE' is quite like an induction programme which begins on the very first day of every academic session. The announcement for the programme is circulated during the time of admission and attended by the Registrar, CoE, faculty members and newly admitted students. The main objective of the programme is to acquaint the newly enrolled students with the faculty members, to make them aware of the vision and mission of the University, to inspire them to abide by some dos and don'ts and to follow the ethics and code of conduct of the University. The students are also allowed to interact with the Registrar and express their views freely. The programme has proved immensely helpful in assessing the learning levels of students.

(c) **Mentoring for Slow Learners**: Arunodaya University provides mentoring for its slow learners. The Controller of Examination is the chief mentor of students and coordinator of various departments. Apart from the teachers, the HoD of each department serves as a mentor to the students. The performance of the students in the internal assessment is used to identify slow and advanced learners in different subjects. In fact, slow learners are encouraged to improve their performance in the future through personal counselling and remedial classes. Besides, the tutorial classes are also included in the daily class routine for better performance.

d) **Class Tests, Unit Tests and Practice Lectures**: Class tests, assignments, unit-wise tests, or practice lectures are conducted by the concerned department on their own. The individual teachers announce the date and time for such tests, which are given during class hours. Practice lectures give students an ample opportunity to grasp a specific topic covered in the syllabus. While administering such tests, care is taken not to disturb the other classes. The students' learning level is gauged by conducting such tests.

(e) **Departmental Seminars**: Departments organise seminars involving students and faculty members with the prior approval of the Registrar. Departmental seminars help the students enhance their oral presentation and public speaking skills. The faculty members and students of other departments are also encouraged to participate in such seminars.

(f) **Internal Assessment, Assignments, Project Work and Field Visits:** The semester- end internal assessment of all the students is mandatory as part of the final examination of the university. The writing of assignments on given topics, the submission of project work, and educational field trips are also integral parts of internal assessment. They help in assessing the writing and comprehension skills of students.

(g) **Blended Learning /Online Classes:** The management of online classes through the university website provides ample opportunity for students to ask for requirements and download class notes. They can attend online audio and video classes, and submit their assignments. Online classes proved helpful during COVID-19, saving time for both slow and advanced learners.

(h) **Special Internal Examination:** Special internal examinations are held for poor scorers in the semester-end internal examinations.

(i) **Encouragement for Advanced Learners:** The advanced learners are inspired to go for higher studies and civil service examinations. They are encouraged to take part in extracurricular activities such as debate competitions, quizzes, conferences, essay writing, personality development programmes, seminars, and so on.

(j) Exhibition of Documentaries, Short Films, etc.: The departments on different occasions host programmes that feature films, documentaries, short films to instill values, cultural ethos and social responsibilities in the students.

(k) **Motivational Talks:** Eminent personalities with expertise in various fields are invited to give motivational talks to students.

Apart from the above, the University has adopted a number of ways and means for slow and advanced learners:

♦ Slow learners are motivated to use e-library resources for their improvement.

♦ Students are encouraged to participate in various competitions inside and outside the University and other programmes organised by the administration.
♦ Educational visits to other institutions and places of historical importance are made from time to time.

♦ Semester-wise WhatsApp groups are created for quick communication with students.

♦ Slow learners are encouraged to attend remedial classes.

Continuous Internal Evaluation (CIE)

i CIEs of theory are to be conducted by the course teacher all through the semester. Total marks for CIE of each course are 30. This shall include 15 marks for assignments, 10 Marks for Viva/Class Test and 05 Marks for regular Attendance.

ii The marks obtained by the student in CIE will be displayed in the respective departments.

Semester End Examinations (SEE)

The external examination shall be conducted at the end of the semester for 70 marks. The question paper shall be set by the examiner in the following pattern:

The Question paper covers entire syllabus of paper and is consist of three sections namely section-A, section-B and Section-C

• Section -**A** will of 16 marks**:** There shall be 5 questions of 4 marks each and candidate have to solve any 4 questions.

• Section-B will of 24 marks: There shall be 5 questions of 6 marks each and candidate have to solve any 4 questions.

• Section-C consist of 30 marks: Out of 4 questions 3 questions are to be solved, each question carries 10 marks.

Semester End Examinations- Sample: Question Paper Pattern

Course Name	BA SOCIOLOGY	Semester / Year	I
Subject Code	SOC-MAJ-1110	Max Marks	70
Program & Batch	I	Duration	3:00 Hours

Instructions:
1) The question paper consists of 3 section A, B & C. All sections are compulsory.
2) Do not write anything on the question paper except your roll number / enrolment number.
3) Leave a left margin of at least one inch on every page of your answer script.
4) Write your answers n neat and clean handwriting. Use blue pen for answering.
5) In section A each answer should be of minimum one page, in section B, each answer should be of minimum two pages and in section C each answer should be of minimum three pages. And last page of answer script can be used for rough work.

Sr. No	Question	Marks
	SECTION – A (4 × 4 = 16 Marks) **(Answer any 4 question)**	
1.	What is Sociology?	4
2.	Is Sociology a science?	4
3.	Define Association?	4
4.	What is Competition?	4
5.	Define reference group?	4
	SECTION – B (6 × 4 = 24 Marks) **(Answer any 4 question)**	
1.	Describe the Relationship of sociology with other social science.	6
2.	Write the difference between primary and secondary group.	6
3.	Describe culture.	6
4.	Explain the nature of sociology.	6
5.	Write the difference between society and community.	6
	SECTION – C (10 × 3 = 30 Marks) **(Answer any 3 question)**	
1.	What is Sociology? Describe its origin and scope.	10
2.	Describe social group.	10
3.	Describe society.	10
4.	Discuss social process.	10

Rules and Procedure for the Revaluation of the Answer- book(s)

- The revaluation facility shall be for theory papers of all the examinations conducted by the University for the respective current session and the applications received within prescribed time limit.

- All Examinees can apply for the revaluation of the answer book(s) with whatever marks he / she secured and even the Zero Marks.

- The Examinee can apply for the revaluation of the his / her answer book(s) of the as many subjects as he / she desires.

- The Examinee shall apply for Revaluation in the prescribed form along-with prescribed fee and in the manner & procedure decided by the University.

- For the examinations conducted by the University, the prescribed application from for revaluation of answer book should be submitted to the University, within Ten (10) working days from the date of the declaration of the result of the respective examination. No documents are to be attached with application.

- Examinee has to endorse all details / marks correctly in the application form. Any false information, if observed at any time, the application will be summarily rejected. No refund will be entertained in such cases.

- The applications for revaluation received after the last date shall not be accepted by the University under any circumstances, whatsoever.

- The marks obtained by the candidate after revaluation shall be accepted as the marks obtained in that paper. The fractions shall be ignored / rounded off as the case may be.

- The whole process of revaluation shall be completed as far as possible within a period of fifteen (15) working days from the date of receipt of the application for revaluation by the University.

ATKT (Allowed to keep term): -

RULES FOR ATKT

Undergraduate courses		
Admission to Semester	**Candidates should have passed in all subjects of following examination**	**The admission to the program shall be subjected ATKT rules as given below:**
SEMESTER I	As per Eligibility	
SEMESTER II	___	a) A students shall be allowed to keep term for semester II irrespective of grades obtained in each of Semester I
SEMESTER III	___	b) A students shall be allowed to keep term for semester III if he/she passes each of Semester I & Semester II
SEMESTER IV	___	c) A student shall be allowed to keep term for semester IV irrespective of grades obtained in each course of Semester III & can appear for Semester IV examination.
SEMESTER V	___	d) A student shall be allowed to keep term for semester V, if He/She pases semester I, II, III & IV.
SEMESTER VI	___	e) A student shall be allowed to keep term for Sem. VI (with irrespective of grades obtained in each course of Semester V.
Postgraduate Courses		
Admission to Semester	**Rules**	
SEMESTER I	As per Eligibility	
SEMESTER II	Candidate should have appeared in semester I of University Examination.	
SEMESTER III	Candidate should have passed more than 50% subject of Semester II and all of Semester I	
SEMESTER IV	Candidate should have passed at least 3 paper of semester III. No backlog from Semester I and Semester II	

Declaration of Semester End Examination Result:

Results will usually be declared 45 Days from the date of the last examination. After

all grievances are addressed, the final result will be declared by CoE office.

Grading System for CBCS and NEP programs

Arunodaya University has adopted the grading system recommended by the UGC which will ensure uniformity with the rest of the country. This is expected to facilitate student mobility across institutions within and across countries and also enable potential employers to assess the performance of the students.

The University, accordingly, will follow the Grading System under which the marks are converted to grades based on a pre-determined formula. The following definitions and explanations are used in the Grade Sheet design –

a) **Credit:** A unit by which course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching/tutorial or two hours of practical per week.

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

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

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

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

$$SGPA\ (S_j) = \sum (C_{ij} \times G_{ij}) / \sum C_{ij}$$
where

S_j = SGPA of the jth semester

C_{ij} = number of credits for the ith course of the jth semester,

G_{ij} = grade point obtained by the student in the ith course of the jth semester.

8

Illustration for SGPA

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	3	A	8	3 X 8 =24
Course 2	4	B+	7	4 X 7 =28
Course 3	3	B	6	3 X 6 =18
Course 4	3	O	10	3 X 10 =30
Course 5	3	C	5	3 X 5 =15
Course 6	4	B	6	4 X 6 =24
	20			139

Thus, SGPA =139/20 =6.95

Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student over all semesters. It is the ratio of sum of the product of the SGPA of each semester and the respective credits earned divided by the total credits earned in the programme.

$$CGPA = \sum(C_j \times S_j)/\sum C_j,$$
Where

C_j = credits earned in semester j, S_j = SGPA in semester j

$\sum C_j$ = Total credits earned in the programme

Illustration for CGPA

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

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

144

ii. Transcript (Format): Based on Letter grades, grade points and SGPA and CCPA, the University will issue the transcript indicating the performance in all semesters.

Grading Pattern: Letter Grades and Grade Points:

The University adopts the 10-point grading system with the Letter grades as given below:

Table 1: Grades and Grade Points

Letter Grade	Grade Point (SGPA/CGPA)	RANGE OF GRADE Point (SGPA/CGPA)	Class Interval in %	Class/Division
O (Outstanding)	10	Above 9 to 10	Above 90 and < 100	Outstanding
A+ (Excellent)	9	Above 8 to 8.99	Above 80 and < 90	First Class (With Distinction)
A (Very Good)	8	Above 7 to 7.99	Above 70 and < 80	First Class
B+ (Good)	7	Above 6 to 6.99	Above 60 and < 70	High Second Class
B (Above Average)	6	Above 5 to 5.99	Above 50 and < 60	Second Class
C (Average)	5	Above 4.6 to 4.99	Above 45 and < 50	Third Class
P (Pass)	4	4 to 4.5	40 to 45	Pass
F (Fail)	0		<40	Fail
Ab (Absent)	0		Absent	Absent

   i.   A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.
   ii. The minimum qualifying marks for a course or programme shall be 40% (i.e P Grade)

The student has to qualify at the Internal Assessment as well as in End Semester Examination by scoring at least 40% marks in each subject.

Other Examination related Rules

➢ **SUPPLEMENTARY EXAMINATIONS**

The supplementary examinations will be conducted usually 1-2 weeks after announcement of results.

➢ **CLASS AND GRADE IMPROVEMENT**
- A student would be allowed to apply for class and grade improvement for a maximum of any two semesters, wherein the candidate would have to appear for the aforesaid examination during the regular examination conducted by the university.
- The candidate who appears for Grade Improvement examination, his/her previous marks for that particular course or courses will be over written by new marks for which he has appeared at the Repeat Examination.
- The candidate who wants to appear for Grade and Class Improvement his/her performance will be treated as fresh attempt.
- In such a case, the Result Gazette will have the Title "Class/ Grade Improvement"
➢ **Swayam Certificate** is compulsory for the mentioned Subject/ Course to get the credits of that Course.

➢ **Certificate issuance timeline:**

Certificate type	Timeline	
	Minimum working days	**Not Less Than (Working Days) In case of emergency Only**
Provisional / Migration /Degree / Transcript / LOR	30 Days	15 Days
Bonafide / Leaving Certificate	7 Days	5 Days
Verification* *** Subject to submission of original Leaving / Migration certificate of your last qualification.**	15 Days	8 Days

****