

ANNEXURE 14

Examination System: Details

General Observations:

Semester system is being followed. 1 mid-semester examination, 1 end-semester final examination, periodical unit tests conducted by each teacher, problem-solving sessions and home assignments by each teacher. As a general rule, the students are shown the examined scripts to ensure transparency and to rectify anomalies etc that might have inadvertently crept in.

Faculty-specific Observations for the Courses run at 'Off-campus' Faculty Centres:

(1) For the Courses at the Coimbatore Centre:

At the Coimbatore Faculty Centre, credit-based semester system (with credit accumulation provision) is followed.

(2) For the Courses at the Narendrapur Centre:

Semester system of session break up is strictly followed for the courses – the semester breakup for each year being September to February, and March to September. Four unit tests (theory and practical) of 10 marks each, for individual modules, are conducted during the last week of every month.

50% of the marks obtained at the unit tests are added to the final marks. End-semester final examination is held towards the end of the last month of the semester. Both theory and practical examination are of 30 marks. Hence, for a module having both theory and practical, evaluation is made for 100 marks.

50% of 4 theory Unit Tests	50% of 4 practical Unit Tests	Theory Final	Practical Final	Total	Numerical Grade
50% of (4x10)= 20	50% of (4x10)= 20	30	30	100	Total/10

Both the courses follow the Course and Credit system of evaluation. The Grade Point Average (GPA) for a semester is calculated as the weighted average (weighted by corresponding credits) of individual modules. The format is given below:

Module (1)	Credit (2)	Numerical Grade (3)	Credit x Numerical Grade (2) x (3) = (4)
IRD-M-X	3+2=5	8.00	5 x 8.00=40
-	-	-	-
-	-	-	-
	$\sum(2)$		$\sum(4)$
Grade Point Average = $\sum(4) / \sum(2)$			

Likewise the Overall Grade Point Average (OGPA) is calculated as the weighted average of Grade Point Averages secured in all four semesters. That is, the OGPA will be calculated as $\{[(GPA \times \text{total Credit in Sem-I}) + (GPA \times \text{total Credit in Sem-II}) + (GPA \times \text{total Credit in Sem-III}) + (GPA \times \text{total Credit in Sem-IV})] / \text{total credits in four semesters}\}$

Before the end-semester final examination, an Examination Committee is formed by the Administrative Head of the Faculty Centre under the chairmanship of the Dean of the Faculty Centre. This Committee is responsible for conducting the whole examination. The Examination Committee meets at intervals to decide the issues of moderation of the question papers, external examiners for individual modules, dates/time/venue of theory and practical examinations, invigilators for examinations etc.

Evaluation/examination of the answer-scripts of theoretical examinations as well as conducting practical examinations are done by external examiners approved by the Examination Committee at the meetings of the Committee. On-the-spot-evaluation is done within the Faculty Centre. Scrutiny and independent checking of the evaluation is done.

For the Courses at the Ranchi Centre:
(For each module of all courses)

Unit tests and end-semester exam in each semester:

- (i) No. of unit tests in each semester (10 marks for theory and 10 marks for practicals): 4 (one in each month)
- (ii) End-semester final examination: Theory 30 marks, Practical 30 marks

Marks secured marks in the end-semester (taken to be out of 50) is calculated as = 50% of the total marks obtained in the four unit tests (taken to be out of 20) plus the marks obtained in the final semester (taken to be out of 30).

Preparation of question papers and Examination of answer-scripts:

Preparation of Questions:

- (i) For the Unit Tests: The teacher concerned prepares the question paper and conduct the unit test in his class in the respective module as per prescribed guidelines of the University.
- (ii) For the end-semester final examination:
 - (ii)(a) Theory: The teacher concerned submits 2 or 3 sets containing an exhaustive list of questions to the Controller of Examinations. The Moderation Board consisting of the Dean and two other experts (at least one external and one internal) finalize the question paper from out the above questions.
 - (ii)(b) Practical: External academic persons and subject experts are appointed from the other Universities/Institutions to conduct practical examinations with the help of internal examiner(s).

Examination of the theoretical examination answer-scripts:

Central/on-the-spot evaluation system is followed in which the answer-scripts are examined by the external examiners within the stipulated period as per guidelines of the University issued by the Controller of Examination.

Masking and coding of the answer-scripts has been introduced in the process of evaluation whereby the name, roll number etc. of each of the answer-scripts is masked and a code number inserted in its place.

Project Works of PG Diploma and Dissertation Papers of M.Sc.:

Project work and the submission of the final report thereof pertaining to the postgraduate diploma students are supervised/guided and checked by the teachers/ internal teacher(s) only, while in the case of the M.Sc. students, dissertation works are guided by the internal expert(s) and dissertation paper examined by a board of at least three members, comprising the Dean or one internal expert, one external expert and the supervisor/guide.

Students' access to the examined scripts to ensure transparency:

All the examined answer scripts (both of unit tests and semester final) are shown to the respective students. This helps the students to understand and correct their mistakes with the teachers suggesting improvements.

Tabulation sheets showing the marks, numerical grades, grade point average (GPA) etc are displayed in the notice board before the final grade cards are prepared.