

A Brief Presentation on University Examinations



Office of Controller of Examination
MEWAR UNIVERSITY
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INTRODUCTION

1. Introduction

It is **one of the duties of the University to hold examinations and; confer the degrees / diplomas and other academic distinction** on persons who fulfill the requisite qualifications/conditions. The **Examination system therefore is the backbone of the University**. The credibility of the University depends many factors – one being the working of the Examination and that **plays a very significant role in the University Administration**.

2. Regular Examinations

The **Mewar University has formal end semester examinations in June/July, and in December/January**. Examinations are held in all courses to assess the work done by students. **These may take the form of:**

- (a) End Term written & practical final examinations** under invigilation conditions (summative assessment),
- (b) Mid Term tests** under invigilation conditions, **presentations, charts, assignments, practical** and other forms of assessment (formative assessment)
- (c) The University generically follows Semester System and a Grading based Evaluation** for most of the courses or as per the course ordinances

All tests that contribute to the final result in the course are defined as examinations for the purpose of all examination procedures and guidelines.

3. Eligibility to undertake End Term Examinations

Examinations of the University shall be open to the following categories of candidates:

- (a) regular students**, i.e. candidates **who have undergone a regular course of study** in University or an Institution maintained by the University **for a period specified for the course of study fulfilling a minimum of 75% of attendance;**
 - (b) Ex-students** (A Candidate who **fails to pass an examination** of the University **or is unable to appear at an examination after having undergone a regular course of study.**
- 3. A candidate may be permitted to undertake the next year semester examinations if he is able to clear at least 50% of all the subjects of previous academic year (papers of last two semesters combined of previous academic year), else he shall be required to repeat the examination as an Ex. Student as per clause above**

EXAMINATION PROCEDURES

4. Application for Examinations and Fees

- **Applications for permission to appear at any examination** (Examination Form) shall be submitted to the Office of Controller of Examinations through their respective Head of the Faculty (Dean) / Office.
- **Application for permission to appear at an examination should be submitted along with the fees prescribed for that examination and also after complete settlement of pending dues.**
- **A candidate who fails to / does not intend to appear at an examination shall not be entitled to a refund of the examination fees** paid by him

5. Mid Term Examination

The **University lays down the system of Mid Term Examinations** (Internal Examinations) contributing towards the Final results that may consist of theory / practicals / presentations / assignments / Teacher's Assessment / Sessionals or different combinations therein. The **Mid Term Examination are assessed and thereby provided for**

- Laying down for providing two Mid term tests to the candidates for all courses with semester system. The first Mid Term is purely internal wherein half of the syllabus shall be covered or as otherwise notified through Dean and duly Approved. The Second Mid Term shall be more in weightage of importance necessarily covering the entire syllabus in descriptive / subjective pattern**
- whence the Second Mid Term Exam marks in case it is greater or average of the two Mid Terms in case the Second Mid Term Exam marks is lesser, shall contribute to the final grades of the semester or otherwise recommended through the Academic Ordinance of the course**
- The Mid Term shall not deemed to be completed if the Marks award list does not reach the Office of Controller of Examination within the fortnight of completion of Mid Term Examination.**

EXAMINATION PROCEDURES

6. Scheme of Examination

Scheme of Examination / Academic Notification Format (Session And / Or Semester _____)

Course Code	Course Title	Contact Hours per week			Credit Hours	Internal Assessment/Evaluation		External Examination /Viva-voce	Total Marks
		L	T	P		Assignments/ Mid Term	Teachers' Evaluation		
BS-101	Engineering Physics-I	3	1	-	4.0	35	15	50	100
BS-107	Physics Lab-I	-	-	2	1.0	15	10	25	50

The University has in place the dual subjective and objective testing system of examination and has in place the Second Mid Term Exam having more weightage of importance necessarily covering the entire syllabus in descriptive / subjective pattern followed by Final End Semester Examination with an Objective Pattern tested through the machine gradable OMR Sheets.

Conduct & Administration of Examinations: The University already has standing guidelines that includes roles and responsibilities of Chief Superintendent, Examination Committee, Observers and Invigilators, Discipline committee, Unfair means and their punishments, etc.

EXAMINATION PROCEDURES

7. Answer Scripts

All the **Mid Term Answer Scripts** shall be destroyed within three months from the date of display of internal marks / display of results. The **End Term /Final Exam OMR Sheets / Answer Scripts** shall be preserved for a minimum of one year to the maximum of duration of the course for which the OMR Sheets / Answer Scripts belongs. Hence it is established that the re-evaluation process allows for ideally a months' time to a maximum of three months.

8. Appointment of external examiners / paper setters: The University generically lays down the norms of End Term paper setting externally / through the unused or existing question banks

9. Promotion Rules:

A. Semester System

1. A candidate may be **promoted to the higher class / next higher academic year only when he/she has passed at least in 50% of the papers** together for End Term, internal assessment and the practical for subject (combined for the both semester of the year). This shall also include the composite backlog till the current year.
2. **Passing Percentage:** Minimum passing marks combined in end term theory, viva/project/practical, and internal assessment **shall be 40% or as per the course ordinances**
3. **Maximum Chances in Each Subject:** **A candidate shall be given a maximum of not exceeding 4 chances in each subject for passing for a course of duration of four years** and likewise with a provision of onetime supplementary / special examination as per recommendations of Course Ordinances.

B. Annual System

1. A candidate appearing for Examination for the courses on Annual System shall have to necessarily clear all the paper in order to be promoted to the next year. **A candidate passing in more than 50% of the paper in Annual System shall be eligible for appearing in the Supplementary Examinations ; however failing in or more than 50% of the papers shall be deemed as Ex Student and shall have to repeat the examination as year back** on the next regular Annual Examination.
2. Generically the **passing marks** combined in end term theory, viva/project/practical, and internal assessment **is 40%. or as per the course ordinances.**

GRADING SYSTEM

10. Grading System

The University generically follows Semester System and a Grading based Evaluation for most of the courses that awards SGPA for the semester in evaluation and CGPA a cumulative for all the previous semesters. The calculation of grading and hence the SGPA and CGPA are illustrated as below

Example for SPI(SGPA) Calculation for Sem-I					
		A	B	C	A x B
Subject Code	Grade Earned	Grade Pts Earned	Credits Earned	Sub.Credits	
101	A+	10	5	5	50
102	A	9	5	5	45
103	B+	8	5	5	40
104	B	7	5	5	35
105	C+	6	5	5	30
106	C	5	5	5	25
107	D	4	5	5	20
108	F	0	0	5	0
109	X/Z/W/AU/I	0	0	5	0
110	X/Z/W/AU/I	0	0	5	0
Total		49	35	50	245

$$\text{I-Sem SGPA} = \text{Sum}(A \times B) / \text{Sum}(C) = 4.9$$

GRADING SYSTEM

Example for SPI(SGPA) Calculation for Sem-II					
Subject Code	Grade Earned	A Grade Pts Earned	B Credits Earned	C Sub.Credits	A x B
201	A	9	5	5	45
202	A	9	5	5	45
203	B+	8	5	5	40
204	B	7	5	5	35
205	X/Z/W/AU/I	0	0	5	0
206	F	0	0	5	0
207	D	4	5	5	20
208	F	0	0	5	0
209	X/Z/W/AU/I	0	0	5	0
210	C	5	5	5	25
Total		42	30	50	210

$$\text{I-Sem SGPA} = \text{Sum}(A \times B) / \text{Sum}(C) = 4.2$$

Example for CGPA Calculations for various semesters

Semesters	SGPA	Earned Subject Credit	CGPA Calculation
I-Sem	4.9	35	$(4.9 \times 35) / 35$
II-Sem	4.2	30	$[(4.9 \times 35) + (4.2 \times 30)] / (35+30)$

$$\text{CGPA} = \frac{[(\text{First Sem SPI} \times \text{First Sem Earned Subject Credit}) + (\text{II Sem SPI} \times \text{II Sem Earned Subject Credit})]}{(\text{First Sem Subject Credit} + \text{II Sem Earned Subject Credit})} \text{ or } 4.576$$