

# Acharya Narendra Deva University of Agriculture & Technology

## Kumarganj- 224 229, Ayodhya (U.P.)



## EXAMINATION POLICY



## REGULATION ON CONDUCT OF EXAMINATIONS

### 1. TYPE OF EXAMINATIONS

As prescribed by the Academic Council from time to time, the Examinations shall be of the following types:

- (i) Mid term examination to be conducted after 8 weeks from the commencement of classes.
- (ii) Practical Examination to be conducted as a semester Final Examination.
- (iii) Semester Final Theory Examination to be conducted as semester Final Examination.
- (iv) Mock examination:** For all P.G. Students there will be a mock examination conducted by HOD along with his faculty before oral comprehensive and thesis viva-voce and HOD will issue a certificate to Dean, PG to this effect that mock examination has been conducted.
- (v) Preliminary Examination for Ph.D.:** Ph.D. Student shall have to pass preliminary examination in the course work in both major and minor fields. After completion of 75% of course work, the student shall take the examination which will be both written and oral. The written examination will be conducted by the members of the Advisory Committee representing major/minor fields. The oral Examination shall be conducted by the advisory committee with the help of an external examiner after successful completion of written examination.

#### **(vi) Thesis evaluation**

##### **P.G. programme**

Thesis for the award of Master degree shall be sent for evaluation to one external Examiner.

##### **Ph.D.**

Thesis shall be sent to a set of two external examiners (one out of the state) and in case of unsatisfactory report from one of the examiner it will be sent to the third external examiner.

**(vi) Viva-Voce:** On receipt of satisfactory report on the thesis from the external examiner the oral examination will be conducted by the Advisory Committee with the help of External Examiner. The candidate shall have to register for 03 credits for M.Sc. and 05 credits for Ph.D. in the particular semester when he intends to submit the thesis. These credits will not be counted towards OGPA and a student shall have to be registered to obtain Satisfactory(s) grade.

Any other examination as prescribed by the Academic Council from time to time.

## 2. RELATIVE WEIGHTAGE FOR VARIOUS TYPES OF EXAMINATIONS

Weightage of different examination will be as follows

Type of Course	Mid Term	Final Examination	
	Practical		
<b>Theory</b>			
<b>Theory</b>			
1. Courses containing Theory + Practical Credits such as 2 (1+1), 3(2+1), 3(1+2)	30 marks (Internal)	20 marks (Internal)	50 marks (External)
2. Courses containing only Theory Credits such as 1(1+0), 2(2+0), 3(3+0)	50 marks (Internal)	-	50 marks (External)
3. Courses containing only Practical Credits such as 1 (0+1), 2(0+2), 3(0+3)		100 marks (Internal)	

### 1. EXAMINATION SCHEDULE

(i) The examination period for Mid-Term as well as Final Examination shall be mentioned in the Academic Calendar of the respective session.

(ii) The final examination schedule shall be prepared and notified by the Registrar at least 15 days before the commencement of the examination with the consultation of the Deans of the Faculties. The schedule can be suitably modified in the case of the exigencies of the situations.

### 2. SEATING ARRANGEMENTS

The examination shall be conducted in all the colleges of which arrangements shall be made by the Registrar. As far as possible the students of the college shall be allotted examination halls in the same college.

The students shall be seated strictly according to seating plan. Invigilators and the Examination Superintendents shall enforce this and the Invigilator In-charge shall be supplied with a copy of the seating arrangement chart in each room.

Refusal of a student to occupy the seat allotted to him in the seating plan shall be construed as an attempt to use of unfair means.

### 3. SUPPLY OF EXAMINATION MATERIALS

(i) Examination materials such as answer book, twin drawing papers, log tables, graph papers etc. will be supplied by the Registrar.

(ii) Every student shall be required to bring examination materials such as squares, scales and the like himself, as he shall not be permitted to borrow any materials from other students in the examination hall.

#### **4. DURATION OF EXAMINATION**

- (i) Mid-Term Theory Examination            2.30 Hrs
- (ii) Practical Examination                    2.00 Hrs
- (iii) Semester Final Theory Examination   3.00 Hrs

#### **5. INSTRUCTIONS FOR THE PAPER SETTERS AND EXAMINERS**

##### **(a) Mid-Term**

The Internal Examiners as notified by the Dean for the various courses shall be responsible for the setting of question papers within prescribed portion of the course and he will reach to the Examination Hall 30 minutes before the commencement of examination with sufficient number of the copies of question papers.

##### **(b) Final Examination**

For the semester Final Examination two sets of the question papers shall be set by the External Examiner keeping in view the following guidelines:-

- (i) Every question and every part of a question shall be strictly within the prescribed course of study in that particular paper.
- (ii) Every question and every part of the question should be clear in language and free from ambiguity.
- (iii) The question paper should be fairly distributed over the whole course of study and not concentrated on any one or a few portions only.
- (iv) The distribution of marks should be so specific that the total of the marks of all the questions expected to be attempted is exactly the same as is given at the top of the question paper. Each part of a question shall separately be assigned marks.
- (v) The question particularly the Technical terms should be legibly written in capital.
- (vi) Two sets of question papers shall be set, one containing of 30 objective type questions out of which 20 questions shall be asked to attempt carrying 20 marks and the other containing 7 descriptive questions carrying 30 marks. Four questions may be asked to be attempted out of the 7 descriptive questions.
- (i) The duration of the objective paper shall be 30 minutes, whereas, the duration of the descriptive paper shall be 2.30 Hrs.

(ii) The papers shall be set both in Hindi and English at UG level and in English at P.G. level.

## **6. QUESTION BANK**

For internal examination a question Bank will be created in Registrar Office for the each course including written comprehensive examination for Ph.D. Students and a committee comprising Dean P.G. concerned, Dean and HOD will finalize the question paper.

## **7. INSTRUCTION FOR INVIGILATORS**

(a) All Invigilators shall come to the examination office at least half an hour before the commencement of the examination.

(b) All the Invigilators may check in each room the identity cards of all the students in their examination room to verify their identity.

(c) A blank answer book marked “A” shall be provided to each student in the first instance. Students demanding additional answer book shall be provided with blank answer book marked “B”.

(d) Invigilator Incharge shall take attendance of the students 30 minutes after the commencement of each examination on the sheet to be provided and in the manner required by the Registrar. While checking the attendance, the invigilator should append his signature on the attendance sheet.

(e) After taking attendance, the Invigilators shall check and see that the balance of question papers/answer books left over tallies with the attendance.

(f) At the end of the examination, Answer books shall be collected from all the students by the invigilator. The Invigilator I/c shall deposit blank answer books etc. in the examination office immediately after the examination over and deliver filled up answer books to the instructor concerned directly in case of mid-term examination and to the registrar office in case of final examination.

(g) The Invigilator shall allow only those students in the examination hall as are mentioned in the room chart of the examination hall. In case of omission of the name of any student from the chart, the Invigilator I/c may exercise his own discretion and notify the fact to the Centre Superintendent immediately who will inform the position to the Registrar.

(h) Invigilator finding any student resorting to unfair means in the examination or creating disturbance or acting in any manner so as to cause any inconvenience to other students in the examination hall, shall report the matter at once to the Center Superintendent for suitable action.

## **8. APPOINTMENT OF EXAMINERS**

Head of the respective department will submit the panel of Examiners to the Dean of faculty after getting the panel from the Major Advisor of the respective student for evaluation of the Thesis and Viva-Voce.

Dean will submit the panel of Examiners obtained from Head of Departments to Registrar Office and the Registrar will place it before the Vice-Chancellor for the nomination of the Examiners.

The appointment of paper setters for final theory examination will be dealt by the Registrar and Vice Chancellor.

## **9. SUPERINTENDENT AND ASSISTANT SUPERINTENDENTS OF EXAMINATION**

Dean in respective colleges shall act as Superintendent of Examination for the respective colleges and shall be responsible for the proper conduct and supervision of the examinations. Assistant Superintendent of Examinations shall be appointed by the Vice-Chancellor. For this purpose, the Dean will make recommendations to the Vice-Chancellor through the Registrar. Invigilators shall be appointed by the Deans concerned. Superintendents/Assistant Superintendents shall not leave the Headquarters during examination days.

## **10. PREPARATION OF FINAL EXAMINATION RESULTS**

(i) Each Instructor shall prepare four copies of Instructors result slips (grade reports) in the performa prescribed by the Registrar giving the academic performance of the student in his course in the mid term examination.

(ii) Each copy of the Instructors result slip shall be signed by the Instructor and his Head of the Department.

(iii) Each external examiner shall fill the marks obtained by the students in the prescribed form.

(iv) The Registrar office will complete the marks obtained by a student in the internal and external examination on the prescribed proforma in two copies, one copy of the compiled sheet will be sent to Dean office by the Registrar.

## **11. TABULATION OF RESULTS**

(i) Tabulation of result shall be done from the Instructors result slip in the office of the Dean and the Registrar separately simultaneously and independently of each other.

(ii) The tabulation work shall be completed within one week from the last date of the receipt of the grade slip from the Instructors.

(iii) Tabulation sheets shall be supplied by the Registrar and tabulation at both offices shall be done in accordance with the procedure and rules prescribed by the Registrar.

(iv) To assist the Registrar's office in the tabulation and preparation of the results, each college shall depute clerk/typist to the office of the Registrar.

(v) Each Tabulation sheet shall be signed by the Clerk - Incharge and the officers concerned.

## **12. CHECKING OF TABULATION SHEETS**

(i) After the tabulation sheets in the office of the dean are ready, he shall send the same to the office of the Registrar, which shall be returned to him after results are compared.

(ii) The Deans of colleges will nominate two pairs of staff members from respective college for comparing the tabulation sheets prepared in two different offices.

(iii) In case, any entry does not tally, the teacher deputed for this purpose shall check it from the original result slip, registration card, adding/withdrawal form too, if necessary and recalculate the grade point average whenever found wrong. Each such correction shall be signed and separate entry shall be recorded for such mistakes by the checking officer.

## **13. PREPARATION OF GRADE REPORTS**

(i) After comparison of the rolls by the checking-officer(s) is completed, the assistants shall transcribe the grades on the individual report cards.

(ii) The teachers deputed for this purpose shall further check the transcribed grade on the student report cards and put up their signature on the individual report cards.

(iii) The grade reports shall mention specifically both the name of the course and course number.

## **14. EVALUATION AND GRADING**

Evaluation and grading of students admitted to the degree programme shall be done on 10 point grading system in the manner summarized below:

(i) A Course shall be a unit of instruction or segment of subject matter to be covered in a semester. It shall have a title number and credits.

(ii) Each credit shall represent one hour lecture or 2 to 3 hours laboratory or field practical each week.

(iii) The marks obtained by a student at various examinations prescribed in a course during a semester including final examination shall be added up. Total marks obtained in a course shall represent the percentage of marks-obtained by a student.

(iv) The percentage of marks so obtained by a student in a course then shall be divided by

10 to work out the grade point obtained by a student in a particular course. The grade point shall be expressed correctly up to two decimal figures.

(v) Credit point of a course shall be the product of credit hours and grade point obtained by a student. This credit point of a course shall be utilized in calculation of the grade point average.

(vi) Grade Point Average (GPA) shall be the quotient of the total grade point obtained by a student in the courses completed by him/her during a semester divided by the total credit hours registered by the student in the semester and expressed correctly up to second decimal point.

(vii) Overall Grade Point Average (OGPA) shall be quotient of cumulative credits points obtained by student in all the courses credited by him from the beginning of the first semester of the degree course/programme divided by the total credit hours of all the courses which student had completed up to end of a specific semester from the first semester. OGPA shall be expressed-correctly up to three decimal places.

(viii) In under-graduate programmes, Grade Point 5.0 shall be considered as pass grade for a course and a student shall have to maintain a minimum OGPA of 5.00 in 10 point scale for successful completion and clearing the semester as well as for meeting-requirement for completion of degree.

(ix) For M.Sc. (Ag.)/Ph.D. Degree programmes the minimum pass grade shall be 6.00 but the student shall have to maintain minimum OGPA of 6.50 for successful completion and clearing the semester as well as for meeting-requirement for completion of degree. This will also be applicable in case of continuing students of all programmes.

(x) Students securing grade point less than 5.00 and 6.00 in undergraduate and post-graduate programmes, respectively shall fail. Such students shall be required to repeat the course whenever offered.

(xi) In the case of students securing less than 5.00 in U.G. and 6.00 in P.G., the actual marks/point obtained by such students, be taken into account for calculation of GPA/OGPA such students shall have to repeat the course whenever offered. However, the credits of the course in which a student has failed will be finally counted only once even though the difference in marks obtained after repetition will be shown with indication of letter, in the records of all semesters during which the course was repeated. For preparing OGPA, the credit of the repeat course shall be deducted from the total, credit of previous semester while adding it to the semester when repeated.

(xii) The instructor shall not award any grade point in a course to a student if he/she has been permitted by the Dean to withdraw from a course.

(xiii) Students registered for thesis research for M.Sc. (Ag.) degree shall be graded through



letter grade 'S' or 'US'. 'S' means satisfactory and 'US' means unsatisfactory. In case of 'US' grade, a student shall have to repeat the thesis research work.

(xiv) When a student is not able to appear in the final examination due to sickness or any other unavoidable reason, he/she will be awarded 'I' grade if approved by the Dean. Such a student will be awarded 'O' (zero) grade in the course.

(xv) As regards awarding of grades to P.G. students for submission of thesis 'I' grade will be awarded if the Thesis is submitted and Viva-Voce could not be held in time before the start of next semester, such students will have to register in the next semester by paying only the registration fee.

(xvi) If the student although registered, yet could not submit the thesis in a particular semester 'W' grade shall be awarded at the end of semester with due permission of the Dean.

### **17. PRESERVATION OF ANSWER BOOKS**

Answer books of all examinations will be shown to the student and then preserved by the concerning teacher for a period of atleast one semester and then deposited in the office of the Dean.

### **18. USE OF UNFAIR MEANS**

If a student has been found using unfair means in any test/examination, he/she shall be awarded '0' (zero) in all courses undertaken by him/her during the semester in addition to being placed on conduct probation for two semesters.

In addition to the above provision in case of unruly behavior shown during examination, such action as deemed appropriate shall be taken in accordance with regulations' by the Dean.

An example as to how grade point average shall be calculated in the 10 point scale is given in the following table.

## CALCULATION OF G.P.A. IN 10 POINT SCALE

S. N.	Course No.	Course Title	Credit						Grade Point	Credit Point
				Mid term exam	Assignment	Practical exam	Final Exam	Total		
1			2(1+1)	30	-	20	50	100		
				27	-	18	40	85	8.5	17.00
2.			3(2+1)	30	-	20	50	100		
				28	-	19	39	86	8.6	25.80
3.			4(3+1)	35	10	20	35	100		
				29	8	19	32	88	8.8	35.20
4.			2(0+2)	-	-	-	-	100		
				-	-	-	-	93	9.3	18.60
5.			2(2+0)	50	-	-	50	100		
				42	-	-	40	82	8.2	16.40
	<b>Total</b>		<b>13</b>							<b>113.00</b>

**Total credit Hrs: 13      Total Credit Point Earned: 113.00      GPA: 8.692**

## 20. CONVERSION OF MARKS INTO POINTS

Degree	Percentage of Mark Obtained	Conversion into points
All	100	10 points
	90 to <100	9 to <10
	80 to <90	8 to <9
	70 to <80	7 to <8
	60 to <70	6 to <7
	50 to <60	5 to <6
	<50 (Fail)	<5
	e.g. 80.76	8.076
	43.60	4.360
	72.50 (but shortage of attendance)	Fail (I Point)

## 21. CALCULATION OF GPA/CGPA/OGPA

GPA = Total point scored / Total credits (for 1 semester)

CGPA =  $\sum$  Total point scored / Course credits

OGPA =  $\sum$  Total points scored (after excluding failure points) / Course credits

% of marks =  $OGPA \times 100/10$

## 22. AWARDING DIVISION

### (a) U.G. Programme

<b>OGPA</b>	<b>Division</b>
5.000 – 5.999	Pass
6.000 – 6.999	II division
7.000 – 7.999	I division
8.000 and above	I division with distinction

### (b) P.G. Programme

<b>OGPA</b>	<b>Division</b>
6.000 – 6.999	II division
7.000 and above	I division

Prof. Sushant Srivastava  
**Dy. Registrar**

Prof. P. S. Parmanik  
**Registrar**



