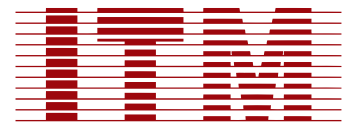




EXAMINATION POLICY



UNIVERSITY
Gwalior • MP • India

“CELEBRATING DREAMS”

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1. POLICY PURPOSE AND OBJECTIVES

This policy provides a detailed, structured framework to support the conduct of examinations and the timely declaration of results, emphasizing integrity, fairness, and transparency in academic assessments.

Objectives:

- To define clear, standardized rules and procedures for exams, including structures, evaluation criteria, and re-evaluation processes.
- To promote accuracy and efficiency in examination management and result processing.
- To enhance clarity among stakeholders regarding their roles and responsibilities.

2. INTRODUCTION

The Examination and Result Declaration Policy at ITM University, Gwalior, is fundamental to upholding academic excellence and transparency in assessments. This policy ensures that evaluations are conducted in a consistent, impartial manner, aligning with the University's commitment to rigorous academic standards and timely feedback.

3. POLICY STATEMENT

The University is dedicated to a robust, unbiased examination and result declaration process that upholds academic integrity. This policy encompasses evaluation protocols, attendance requirements, internal and external assessments, and re-evaluation guidelines to ensure fair and consistent treatment across all programs.

4. DEFINITIONS

- **University:** ITM University, Gwalior, M.P.
- **Continuous Internal Assessment (CIA):** Ongoing evaluations conducted within each semester, accounting for 40% of the total marks for each course.
- **End Semester Examination (ESE):** A comprehensive final examination, accounting for 60% of the total marks, conducted at the end of each semester.
- **SGPA (Semester Grade Point Average):** Reflects a student's performance within a semester.
- **CGPA (Cumulative Grade Point Average):** Reflects a student's overall performance across all semesters.
- **Revaluation:** A process allowing students to request re-assessment of answer scripts if dissatisfied with their marks. Adjustments are made based on discrepancies identified.
- **Practical Examination:** Assesses practical knowledge and skills through hands-on tasks conducted within and at the semester's end.

5. DECLARATION OF EXAMINATION SCHEDULE AND REGISTRATION

1. Academic Calendar and Schedule:

- o The exam schedule for each academic year, including semester and annual exams, is published in the academic calendar by the first week of July.

2. Registration for Examinations:

- o Examination registration forms will be available 45 days before the examination date. Students must download, complete, and submit these forms to their respective departments.
- o The accounts department and school dean will verify eligibility, ensuring there are no dues, and forward the forms to the examination cell for final processing.

6. RESPONSIBILITIES AND STRUCTURE OF THE EXAMINATION CELL

1. Chief Controller of Examinations:

- o The Vice Chancellor serves as the Chief Controller, appointing necessary personnel, including the Controller of Examinations and Deputy Controllers, to manage exam-related functions.

2. Exam Conduct and Evaluation:

- o The examination cell is responsible for planning and organizing examinations, evaluating answer scripts, and preparing and publishing results.
- o Answer books should be valued, tabulation reports prepared, results published, and mark sheets printed and issued within one month from the last exam date.

7. INSTRUCTIONS FOR INVIGILATORS

1. Pre-Examination Preparation:

- o Invigilators must report 30 minutes before the exam starts and collect essential materials, including seating plans, answer books, attendance records, and proformas for recording absentees and incidents.
- o Mobile phones are strictly prohibited for invigilators within the examination hall.

2. During Examination:

- o Invigilators should circulate throughout the room, ensure no unauthorized materials are used, and record any use of UFM.
- o They must issue main answer books 15 minutes before the exam starts, verify students' ID cards, and ensure the correct question paper is distributed.

3. Post-Examination:

- o Invigilators must arrange answer books in roll number order, mark absentee records, and return all materials to the exam center after the exam concludes.

8. PREPARATION OF QUESTION PAPERS

1. Paper Setting and Confidentiality:

- o Examination committees submit a panel of paper setters. Selected setters prepare two sets of question papers, which are managed by the confidential cell to maintain security.
- o Proofreading for syllabus alignment is conducted, and question papers are printed a day before the scheduled exam.

9. CONDUCTING EXAMINATIONS

1. Question Paper Distribution:

- o Sealed question papers are distributed 20 minutes before the start of the exam. They are unsealed in the presence of invigilators who confirm the seal's integrity.

2. Supervision and Surveillance:

- o Designated faculty members conduct surprise inspections during exams, and the exam superintendent ensures that all answer books are accounted for post-exam.

3. Documentation:

- o Answer books are bundled according to subjects and securely handed over to custodians after each exam, with detailed attendance records.

10. EXAMINATION PROCEDURE

10.1 Continuous Internal Assessment (CIA)

The Continuous Internal Assessment process includes:

- **Class Participation (CP):** Assessed through Activity-Based Continuous Assessment (ABCA), contributing 20% of the marks. ABCA methods include Project-Based Learning, Problem-Based Learning, experiential education, and simulations.
- **Mid-Term Assessments (MT):** Conducted mid-semester, comprising 20% of the CIA marks, through written tests or presentations.

For practical courses, CIA involves:

- Progressive Evaluation (PE): Continuous assessment in labs or practical sessions (20% of practical marks).
- Internal Viva (IV): An oral examination assessing practical knowledge (20% of practical marks).

10.2 End Semester Examination (ESE)

The ESE comprises 60% of the course's total marks, covering theory and practicals. Examinations are structured by subject faculty with BoS (Board of Studies) approval, ensuring alignment with course objectives.

Question Paper Format: The ESE typically includes a mix of long-answer, short-answer, and objective questions, designed to evaluate comprehensive subject knowledge.

10.3 Grading System

A 10–point grading system applies, as follows:

Grade	Grade Points	Marks Range (%)	Description
O	10	90-100	Outstanding
A+	9	80-89	Excellent
A	8	70-79	Very Good
B+	7	60-69	Good
B	6	50-59	Above Average
C	5	40-49	Average
P	4	35-39	Pass
F	0	0-34	Fail
Ab	0	Absent	Absent

11. MOOC COURSE OPTIONS

11.1 Overview

SWAYAM and MOOC courses allow up to 40% credit substitution per semester for students seeking additional learning opportunities. Approved courses from the SWAYAM platform may be integrated into university programs, subject to:

- **Notification of Courses:** Courses are published on the SWAYAM platform by June 1 (July semester) and November 1 (January semester).
- **Departmental Approval:** Departmental councils select SWAYAM courses to substitute up to 20-40% of existing courses.

11.2 Roles and Responsibilities

- **Departmental Councils:** Select and map courses to align with program objectives.
- **Nodal Officer:** Manages SWAYAM-related activities, monitoring enrollments and assisting with exams.
- **Faculty Mentors:** Facilitate student progress, providing additional support and evaluation.

11.3 Evaluation and Credit Transfer

Students must complete at least 75% of SWAYAM assignments to qualify for the ESE. Credit transfer follows UGC's Academic Bank of Credits guidelines.

12. ATTENDANCE REQUIREMENT

A minimum of 75% attendance is required for eligibility in ESE. The Vice Chancellor may condone up to 15% deficiency for valid medical or emergency reasons.

13. EXAMINATION & EVALUATION

13.1 Question Paper Structure

ESE question papers typically include long-answer, short-answer, and objective questions, ensuring diverse skill assessment. Faculty prepare papers with BoS approval to maintain syllabus integrity.

13.2 Evaluation Points and Re-sits

Each course includes three internal tests, with the top two scores counting toward final grades. Students must meet half the credit requirements to advance; otherwise, they face a “zero semester” and repeat the failed courses.

13.3 Revaluation Guidelines

Students may request revaluation within one week of result declaration, subject to a processing timeline:

1. Application Period: Days 0-7 after results.
2. Processing: Days 8-15, with grades recalculated as needed.
3. Result Announcement: Day 17.

14. EVALUATION AND CERTIFICATION OF MOOCS

MOOC evaluations follow guidelines set by the University, SWAYAM, and UGC. Course credits count towards degree requirements upon meeting minimum performance standards.

15. CALCULATION OF SGPA AND CGPA

SGPA: Calculated as a weighted average for each semester.

CGPA: Cumulative calculation across all semesters, with rounding to two decimal places.

16. AWARDING OF CERTIFICATES/DEGREES

Degrees are awarded based on overall CGPA and division (Distinction, First, Second, or Pass). Transcripts reflect cumulative academic performance and skill development.

17. CREDIT TRANSFER

Credits transfer per UGC’s Academic Bank of Credits policy, supporting cross-institutional flexibility and course parity.

18. EXAMINATION FEE

It will be governed by the administrative orders issued time to time.

19. UNFAIR MEANS (UFM) POLICY

The Unfair Means (UFM) Policy at ITM University, Gwalior, is established to uphold the principles of academic integrity, fairness, and ethical conduct in examinations. The policy is aligned with the Madhya Pradesh Recognized Examination Act and ITM University ordinances, ensuring a transparent and standardized approach to addressing instances of unfair practices.

19.1 Objectives of the UFM Policy

1. **Ensure Academic Integrity:** The UFM policy aims to promote an environment where all students have an equal opportunity to succeed based on their knowledge, preparation, and efforts.
2. **Uphold Fairness and Equity:** By prohibiting unauthorized aids, the policy protects the rights of students who prepare honestly for examinations.
3. **Promote Trust in University Assessments:** The policy ensures stakeholders, including students, employers, and the academic community, have confidence in the legitimacy and validity of the University's qualifications.
4. **Encourage Ethical Behavior:** The policy fosters a culture of honesty and responsibility, encouraging students to develop sound academic practices and critical thinking skills.

19.2 Definitions and Examples of Unfair Means

Unfair Means refers to any attempt by a candidate to gain an unfair advantage in examinations. Examples include, but are not limited to:

- **Possession of Unauthorized Materials:** Carrying notes, papers, books, or digital devices (e.g., mobile phones, smartwatches) with content relevant to the exam syllabus.
- **Impersonation:** Allowing someone else to take the exam on the candidate's behalf or appearing in place of another candidate.
- **Communication During Examination:** Talking or exchanging information with another candidate or unauthorized person during examination hours without the permission of the invigilating staff.
- **Tampering with Answer Scripts:** Altering or replacing answer scripts after submission or tampering with any exam material.
- **Physical or Verbal Misconduct:** Engaging in abusive behavior, bribery, or intimidation of invigilators or exam officials.
- **Disruptive Conduct:** Behaving in a way that disrupts the examination environment, including forceful attempts to prevent others from writing the exam.

19.3 Procedures for Handling UFM Cases

1. **Identification and Reporting:**
 - o If a candidate is caught using or attempting to use unfair means, the invigilator will confiscate any unauthorized materials and take an initial written statement from the candidate.

- o If the candidate refuses to provide a statement, the invigilator will record this refusal in the UFM report.
- o The candidate will be issued a new answer booklet to complete the exam if they choose to continue, and the confiscated materials will be submitted to the Examination Department.

2. Submission of UFM Case:

- o At the end of the exam, the invigilator will submit the answer booklet, any confiscated materials, and the UFM report to the Examination Department.
- o The report will be forwarded to the UFM Inquiry Committee for review.

3. UFM Inquiry Committee:

- o The UFM cases are reviewed by the University's UFM Inquiry Committee, which consists of senior faculty members, including the Chairman (a senior professor), selected Deans/Heads, and the Controller of Examinations.
- o The committee is authorized to question the student and any witnesses involved before deciding the penalty.

19.4 Categories of UFM Offenses and Corresponding Penalties

UFM cases are categorized based on severity, with specific penalties assigned to each category:

- **Category A:** Minor violations, such as assistance from others or marking identifying information on answer sheets.
 - o **Penalty:** Cancellation of the specific paper where the UFM was detected.
- **Category B:** Possession of unauthorized materials, even if the candidate was not actively copying.
 - o **Penalty:** Cancellation of all current semester theory papers.
- **Category C:** Failure to submit the answer booklet or attempts to smuggle answer sheets.
 - o **Penalty:** Cancellation of the current semester and a bar from appearing in the next semester.
- **Category D:** Serious violations, including impersonation, destruction of evidence, or refusal to comply with the UFM investigation.
 - o **Penalty:** Cancellation of the entire semester's exams and debarment for two subsequent semesters.
- **Category E:** Disruption of the examination or forceful interference with others' ability to take the exam.
 - o **Penalty:** Cancellation of all exams for the current semester and debarment for three subsequent semesters; severe cases are reported to local authorities for legal action.
- **Category F:** Violent misconduct, threats, bribery, or carrying prohibited items such as weapons.
 - o **Penalty:** Cancellation of all exams in the semester and debarment for four subsequent semesters; severe cases are subject to police action.

19.5 Appeal Process

1. Initial Appeal:

- Students who believe their case was unfairly handled may file an appeal with the Examination Department within seven days of receiving the decision.

2. Appeal Review Committee:

- The appeal is reviewed by a separate committee, which reassesses evidence and statements from all involved parties.
- The decision of the Appeal Review Committee is final, and students are notified within ten working days.

19.6 Compliance and Accountability

- **Regular Training:** Invigilators and exam supervisors receive training on UFM detection and handling procedures to ensure fairness and consistency.
- **Documentation:** All UFM cases are documented and stored by the Examination Department for reference and policy review.
- **Periodic Review of UFM Policy:** The UFM policy is reviewed annually by the Examination Department to incorporate improvements or changes based on University needs, regulations, and emerging technologies.

19.7 Responsibilities of Examination Staff

- **Vigilance and Enforcement:** Invigilators must remain vigilant, ensuring that no unauthorized materials are present, and report any suspicious behavior immediately.
- **Integrity in Reporting:** Examination staff must submit accurate and impartial reports regarding UFM cases, ensuring clarity and consistency in documentation.
- **Professional Conduct:** Staff are expected to handle UFM cases professionally, maintaining confidentiality and impartiality in their interactions with students and the UFM Inquiry Committee.

20. RESULT DECLARATION TIMELINE

Results are typically declared within 15–30 days post-exams, following this timeline:

- Days 1–10: Copy checking.
- Days 11–13: Marks uploaded to ERP.
- Days 14–17: Results processing.
- Days 18: Examination Committee review.
- Days 19–21: Declaration of results on ERP and website.

21. COMPLIANCE AND MONITORING

The Examination Department oversees adherence to this policy, documenting any delays or issues and implementing corrective actions. An annual review ensures policy relevance and effectiveness.