



**SANGAM
UNIVERSITY**



where Aspiration meets Opportunity

SANGAM UNIVERSITY

(Established by Govt. of Raj. vide Act. No.14 of 2012 and Notified by UGC u/s 2(f) of the UGC Act, 1956)

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EXAMINATIONS DEPARTMENT

ANNUAL REPORT

2021-22


CONTROLLER OF EXAMINATIONS
SANGAM UNIVERSITY
BHILWARA (Raj.)

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VISION AND MISSION OF THE UNIVERSITY

VISION

To contribute to India and the Society through excellence in quality education with management, humanities, scientific & technical development and research; to serve as a valuable resource in industry and societal front; and to be a source of inspiration for all Indians..

MISSION

To generate new knowledge and concept by applying cutting-edge research and to promote the academic ambience by offering state-of-the-art undergraduate, postgraduate and research programs.

To identify the perception of Indian and regional needs, areas of Specialization upon which the institute can concentrate and prove meaningful worth.

To undertake collaborative assignments and projects which offer opportunities for long-term interaction with academia and industry.

To develop human potential to its fullest extent so that intellectually capable and imaginatively gifted leaders can emerge in a range of professions.

1. Introduction

The Examination Department of the Sangam University is governed by University's **Examination Regulations.**

To achieve the mission to create intellectually capable and imaginatively gifted leaders a sound examination system is in place at Sangam University. The Examination Department carries out its activities in a very transparent and fair manner collaborating with all the schools, students and external agencies.

Examination department is headed by the Controller of Examinations who reports to the Vice Chancellor.

2. Academic Calendar for 2021-22

Academic Calendar is issued by the University right before the commencement of academic session. Examinations are notified through Academic Calendar for both odd and even semesters. A detailed Examination Calendar is prepared by the Examination Department based on the Academic Calendar.

The details of examinations including practical conducted during academic session 2021-22 are given below:

S. No.	Examination	Last Teaching Date	Examinations including Practical
1	Odd Semester (3, 5, 7 and 9 sem)	24 December 2021	6 January 2022 – 28 January 2022
2	Odd Semester (I sem)	15 January 2022	27 January 2022 – 04 March 2022
3	Even Semester	27 May 2022	06 June 2022– 02 July 2022

The Examination Department carries out a number of activities throughout the year and ensures compliance of the Examinations Regulations.

3. Committee

To devise detailed procedure for an efficient, transparent, and smooth conduction of examinations, including coordination of activities relating to conduct of examinations, various committees are constituted as under:

1. Examination Conduction Committee
2. Question Papers Moderation Committee
3. Examination Discipline Committee
4. Results Moderation Committee

Examination Conduction Committee:

Examination Conduction Committee is constituted by the President at the University level to frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of students’ performance and conduct of examinations. Composition of the Examination Committee for academic session 2021-22 was as under:

- | | | |
|-------|---|--------------------|
| (i) | President | - Chairperson |
| (ii) | Deans of Schools / Heads of Department nominated by President | - Member |
| (iii) | Controller of Examination | - Member Secretary |

These committees supervise all examinations activities of the University and may appoint sub-committees to deal with certain examination matters.

4. Setting of Question Papers

Question papers are set as per guidelines provided in the Examination Regulations for setting of question papers. The system of setting of question paper is developed in such a way that it ensures each question addresses one or more course objectives.

Summary of the question papers set during academic session 2021-22 was as under:

S. No.	Examination	No. of Schools/ Institutes	No. of Courses	No. of Paper setters	Total No. of Question papers
1	Odd Semester:	8	59	90	480
2	Even Semester:	8	69	119	692

Duration of Examination

A question paper for theory examinations for Mid Semester and End Semester of all the courses is of 1.5 and 3 hours respectively. Maximum marks allocated to Mid Semester and End Semester Examinations is 20 and 60 respectively.

Format of Question Paper

The question papers for the End Semester Examinations are set in such a manner so as to ensure that they cover the entire syllabus as per the weightage of the Units of the concerned course. The questions are framed in such a way that the course is assessed properly and also weightage given to each Unit of instruction is properly reflected in questions.

Question Paper has 3 sections:

Section A: The questions in this section include short numerical problems or theory questions to assess students understanding of concepts and framework. This section has multiple questions as per guidelines and students have to attempt as per instructions given in the question paper. Marks are given as per the weightage given to the Section in overall marking scheme.

Section B: The questions in this section may include short theory questions or numerical problems requiring students to apply the concepts to a given situation or in a given context. This section also has multiple questions and marks are given as per the weightage given to the Section in overall marking scheme.

Section C: The questions in this section are generally case study based, a hypothetical problem or a situation seeking a possible solution(s), students' response to a situation based on general awareness of the broad discipline of study etc.

5. Question Papers Moderation Committees

School wise Moderation Committees are constituted by the Deans of Schools / Heads of Department to moderate the question papers. Composition of the Moderation Committee is as under:

- (a) Dean/Head of Department - Chairperson

- (b) Two senior Faculty Members - Members
- (c) Teaching faculty of the discipline concerned. - Revolving Member

The Moderation Committees (schools wise) ensure that question papers are strictly in accordance with the guidelines for setting of question papers. The Committee removes ambiguity in the language of questions, if any; and ensures proper coverage of course contents. It also looks into the indicated weightage / marks for each question or part/parts thereof, time prescribed, display of instructions and makes corrections, if any errors detected.

During academic session 2021-22, status of moderation of question papers was as under:

S.No.	Examination	Total No. of Programmes	Total No of Question Papers Moderated
1	Odd Semester : January 2022	30	480
2	Even Semester : June 2022	30	692

6. Preparation and Notification of Examination Schedule:

Examination Department prepares the School-wise/Programme-wise Examination schedule and publishes for students through notice board and website or ERP.

End Semester Examinations were conducted as under during academic session 2021-22:

S. No.	Academic Session 2021-22	Block of Theory Examination
1	Odd Semester- January 2022 (3,5,7, and 9 Sem)	6 January 2022 – 28 January 2022
	Odd Semester- January 2022 (1 Sem)	27 January 2022 – 04 March 2022
2	Even Semester – June 2022	06 June 2022– 02 July 2022

7. Status of Examination Forms submitted and Admit Card generated:

No student is permitted to appear in the examination without valid Admit Card issued by the Examination Department / ERP.

Status of the Admit Cards issued to the students during academic session 2021-22.

S. No.	Academic Session 2021-22	Examination Forms Submitted	Admit Cards Generated
1	Odd Semester- January 2022	2254	Online/Offline
2	Even Semester – June 2022	2107	Offline

In case of loss of Admit Card, duplicate Admit Cards are issued only by the Examination Department as per norms of the University.

8. Appointment of Flying Squads

Flying Squads were formed to visit the examination venue during the course of examination and to check that the examinations are being conducted properly according to the Regulations.

S. No.	Academic Session 2021-22	Teams	Observers/ Flying Squad Members
1	Odd Semester- January 2022	2	4
2	Even Semester – June 2022	2	4

Any discrepancy and deviation from the Regulation and Guidelines are reported by Flying Squads to the Controller of Examinations.

9. Conduct of Examinations

Examination Department conducted following examinations during the academic session 2021-22:

S. No.	Session	Block of Examination	No. of Programs (Semester-wise)	Total No. of Students
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1	Odd Semester- January 2022 (3,5,7, and 9 Sem) Odd Semester- January 2022 (1 Sem)	6 January 2022 – 28 January 2022 27 January 2022 – 04 March 2022	30	2254
2	Even Semester – June 2022	06 June 2022– 30 June. 2022	30	2107

10. Committee for Unfair Means and Malpractices in Examination

Committee for Unfair Means and Malpractices in Examination is constituted by the President at the University level to consider the cases of misconduct, misbehavior of students and their use of unfair means in the examinations and disorderly conduct of examinations.

The constitution of the Examination Discipline Committee during academic session 2021-22 was as under:

- (i) Controller of Examinations - Chairperson
- (ii) All Deans / Dy. Dean/ Head of Department - Member
- (iii) Centre Superintendent - Member Secretary

Summary of the unfair means adopted by the students during the academic session 2021-22 is as under:

Examination -	January, 2022	June, 2022
Total No. of Student Appeared	2254	2107
No. of UFM cased registered	NIL	15

11. Evaluation of Answer Sheets

Day wise Answer Books after the examinations are submitted by the different invigilators at the Examination Department.

Answer Books are made available for evaluation on next day and are issued to concerned Evaluators.

All answer books are evaluated only at the Examination Department, Evaluation hall. No one is permitted to carry any answer sheet outside the Evaluation hall.

Examination	No. of Evaluators	Answer Books Evaluated
Odd Sem.	90	11270
Even Sem.	119	10535

12. Result Moderation Committee

The President appoints a Result Moderation Committee (RMC) for all the Academic Courses under its purview. The Committee shall include all the concerned Course Coordinators.

Structure of result moderation committee:

President	: Chairman
Controller of Examination	: Member
Dy. COE	: Member
Two Senior Faculty	: Member Secretary
Registrar	: Member Secretary

This Result Moderation Committee (RMC) is responsible for adherence to the guidelines for the award of grades.

Academic Session	Sem. Type	Total Students Appeared	Total no. of students whose results were moderated
2021-22	Odd	2254	NIL
	Even	2107	NIL

13. Promotion Status of the Students appeared in the examinations during academic session 2021-22:

Students are promoted from 1st year to 2nd year, 2nd year to 3rd year and so as per rule stated below:

A student will be registered for the next Semester/year of a programme, if he/she has not secured more than two 'E' or 'F' Grade in the semester including Supplementary Examination:

Summary of the students who have back in academic year 2018-19, 2019-20, 2020-21 and back examination conducted in year 2021-22 was as under:

Status	No. of Students
Back (Odd Sem)	89
Back (Even Sem)	35

14. Degrees Awarded

Student who meets the qualifying criteria are awarded degree/diploma. A total of 647 Degrees have been awarded to the students who have successfully completed the programme in year 2021-22. Summary is as under:

Diploma	UG	PG Diploma	PG	Ph.D.	D.Sc.	Honorary	Total
182	389	80	129	39	1	2	822

15. Best Practices:

- Year-wise volume of copy of question papers for which examinations have already been conducted, have been shared with Central library and a copy kept at the Examination Department.
- Access to Examination Department is restricted and strictly monitored.
- State of the art infrastructure of the Examination Department has been developed for its better functioning.

16. Automation of the Examination processes:

Examination Module is automated through ERP software. Various functioning of Examinations are run through ERP. Following are the Examination functioning runs on ERP:

S. No.	Function	Description
1	Examination Schedule	Prepared through ERP
2	Examination Form Filling	Students can fill exam form via student login
3	Examination Admit Card	Students can download Exam admit card from their student login
4	Examination conduction process	Room's records, Duty chart, Student attendance,
5	Marks Filling	Teachers can fill marks from their ERP login.
6	Marks verifying	Marks can be verified after marks filling by verifier on ERP
7	Grade Sheet calculation	Grade Range calculation, Grade calculation is done on ERP
8	Grade sheet	Grade sheet is generated from ERP


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