



**Jagannath  
University**  
Jaipur | Rajasthan

**School of Distance Learning and Online Education  
(SDLOE)**

**Examination Regulations\***

**(for Open and Distance Learning and Online Programmes)**

**(In accordance with UGC ODL & On-Line Regulations, 2020)**

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## Examination Regulations for Open and Distance Learning and On-Line Programmes

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**Examination Regulations for Open and Distance Learning and On-Line Programmes based on Choice Based Credit System (CBCS) , Evaluation Reforms in HEIs(In accordance with UGC Quality Mandate) & National Education Policy,2020**

**1. INTRODUCTION**

Jagan Nath University has a strong commitment to a high quality teaching and research for comprehensive education to enhance the professional competence of the students having in depth knowledge and innovative approach. The University since its inception in 2008 has adopted the Credit Based Semester/Annual System for all of its academic programs. The updation in the curriculum, teaching and evaluation processes is a regular activity. The university aspires to achieve benchmark of our academic practices against world class standards.

The University Grants Commission (UGC) has taken various initiatives to bring in academic reforms in the Higher Education Institutions in India. Development and regular revision of curriculum based on “Learning Outcomes” is one of the quality initiatives taken up by the UGC. In continuation with this, evaluation reforms are the next major milestone to be achieved. Some limitations in the current system of testing students have made the need of reforms in evaluation system relevant. However, evaluation should be primarily linked to the teaching pedagogy and learning methods adopted and should be adaptable to situation.

Question banks provide an attempt to integrate both teaching and evaluation. The document stresses on the implementation of the question bank system as collaborative efforts of many experts will lead to setting of good quality question papers. Technology has provided us ways to enable lifelong learning and technology has the potential to augment traditional classroom practices and revolutionize learning and evaluation methods. Use of technology both as a learning management system and the administrative conduct of examination process has been recommended.

The University Grants Commission (UGC) has stressed on speedy and substantive academic and administrative reforms in higher education for promotion of quality and excellence. The Action Plan proposed by UGC through its guidelines delimits the need to consider and adopt Semester/Annual System, Choice Based Credit System (CBCS) and Flexibility in Curriculum Development and Examination Reforms in terms of adopting Continuous Evaluation Pattern by reducing the weightage on the semester-end examination and annual examination so that students enjoy a de-stressed learning environment.

In view of the above, Jagannath University has inculcate all the recommendations as suggested in the Regulations of CBCS, Evaluation Reforms in HEIs as recommended by UGC Quality Mandate and NEP-2020, subsequently amended it's Regulations of Examinations w.e.f the Academic Session 2023-24 to establish a qualitative Examination System.

## **ABOUT THE DISTANCE LEARNING AND ON-LINE EDUCATION**

Distance Learning and On-Line Education is an educational process and system in which all or a significant proportion of the teaching is carried out by someone at a distance from the learner. Distance Learning is very beneficial for candidates who wish to pursue their higher studies but do not have the time to do so. Students can pursue their studies by not attending regular classes in the campus. Thus the motto of Distance learning program of the University of to overcome the socio-economic and geographical bindings in getting higher education and to continue learning by people who stay at remote places or already employed, housewives etc. An On-Line Education is delivered entirely through an online platform. This means that students can attend classes, participate in discussions forum, and complete assignments from anywhere with an internet connection, without having to be physically present in a classroom.

Distance Learning & On-Line education has opened the gates of “**Learning Anytime Anywhere**”

## **2. TITLE AND COMMENCEMENT**

These Regulations shall be called the **Examination Regulations for Open and Distance Learning and On-Line Programmes**. These Regulations shall come into force with effect from the academic year 2023- 24. These Regulations shall apply to all the Programmes to be approved by UGC-DEB and new Programmes to be introduced also need to follow these Regulations.

## **3. DEFINITIONS**

- (i) **Academic Year:** means Two consecutive (one odd + one even) semesters and Annual (1 Year) constitute one academic year
- (ii) **Academic Session:** means duration of twelve months beginning either in January to February or in the month of July to August, as the case may be, of every calendar year.

- (iii) **Assessment:** is the process of collecting, recording, scoring, describing and interpreting information about learning.
- (iv) **Certificate/ Diploma/ Degree:** A title/ qualification awarded after satisfactory completion of and achievement in a program.
- (v) **Course Learning Outcomes (CLOs):** These are the outcomes/knowledge whichever student is expected to gain at the end of completion of each course (subject).
- (vi) **Course:** A basic unit of education and/or training. A course or collection of courses forms a program of study.
- (vii) **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses [Core, Elective, Ability Enhancement Compulsory (AECC) & Skill Enhancement (SEC) ]
- (viii) **Credit Based Semester/Annual System (CBSS/CBAS):** Under the CBSS/CBAS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.
- (ix) **Credit:** Unit of measure of course work. Each course may be allotted credits in proportion to the time expected to be devoted by the student for that course.
- (x) **Credit Point:** It is the product of grade point and number of credits for a course.
- (xi) **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters/years. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters/years and the sum of the total credits of all courses in all the semesters/years. It is expressed up to two decimal places.
- (xii) **Difficulty Index:** (of a question) A measure of the proportion of examinees who answered the question correctly.
- (xiii) **Discrimination Index:** (of a question) A measure of how well the question is able to distinguish between students who are knowledgeable and those who are not.
- (xiv) **Examination** is a quantitative measure of learners “performance and is usually held at the end of the academic session or semester.
- (xv) **External Evaluation:** Summative Assessment/End Semester Examination/ Term End Examination held at the end of each semester/year.
- (xvi) **External Examiner:** shall mean an examiner who is not is the employee of the University.

- (xvii) **Examination Centre:** shall mean a place where examinations are conducted, inter alia, for assessment of the learners pursuing programmes under Open and Distance Learning mode and Online mode and is having the requisite infrastructure relevant to respective mode of education including adequate manpower for smooth conduct of examinations.
- (xviii) **Evaluation** is the process of making judgments based on evidences and interpretations gathered through examination and assessment and on the basis of agreed upon criteria.
- (xix) **Fair Assessment:** An assessment which does not give advantage or disadvantage to any student.
- (xx) **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- (xxi) **Graduate Attributes (GAs)** is a set of individually assessable outcomes that are indicative of the graduate's potential to acquire competencies in that programme.
- (xxii) **Internal Evaluation:** Continuous/Formative Assessment Test conducted during the semester/year.
- (xxiii) **Information and Communication Technology:** means the diverse set of tools and resources used to communicate, create, disseminate, store, manage information and be deployed for realising the goals of interactive teaching-learning, enhancing access, ensuring knowledge cum information sharing, building capacities and management of the educational system and resources.
- (xxiv) **Learning Outcome Based Education (LOBE):** Adherence to student-centric learning approach to measure student's performance based on pre-determined set of outcomes.
- (xxv) **Learning Management System:** means a system to keep track of delivery of e-Learning Programmes, learner's engagement, assessment, results, reporting and other related details in one centralised location.
- (xxvi) **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
- (xxvii) **Migration:** shall mean the student of Jagan Nath University migrating to another University/Institute or the student of other University/Institute taking admission to Jagan Nath University.

- (xxviii) **Online Mode:** means a mode of providing flexible learning opportunities by overcoming separation of teacher and learner using internet, e-Learning Materials and full-fledged programme delivery through the internet using technology assisted mechanism and resources.
- (xxix) **Open and Distance Learning Mode:** means a mode of providing flexible learning opportunities by overcoming separation of teacher and learner using a variety of media, including print, electronic, online and occasional interactive face-to-face meetings with the learners or Learner Support Services to deliver teaching-learning experiences, including practical or work experiences.
- (xxx) **Outcomes:** Intended results of education in higher educational institution: What students are supposed to know and be able to do?
- (xxxi) **Programme:** A collection of courses in which a student enrolls and which contributes to meeting the requirements for the awarding of one or more Certificates/ Diplomas/ Degrees.
- (xxxii) **Programme Education Objectives (PEOs):** Broad statements that described what graduates are expected to attend within few years of graduation.
- (xxxiii) **Programme Learning Outcomes (PLOs):** They represent the knowledge, skills and attitudes a student should attain the end of the programme.
- (xxxiv) **Proctored Examination:** means the examination conducted under the supervision of approved person or technology enabled proctoring which ensures the identity of the test taker and the integrity of the test taking environment, either in pen-paper mode or in computer based testing mode or in full-fledged Online mode; as permissible in Open and Distance Learning mode and Online mode under these regulations.
- (xxxv) **Question Bank:** A repository of quality questions on a subject.
- (xxxvi) **Reliable Assessment:** Ensures consistency in the assessment made by the same and/or other assessors with respect to the same learning outcome for a course or a program.
- (xxxvii) **Result:** Outcome of an assessment/ evaluation which may be expressed in different forms such as marks, letter grade, GPA, etc.
- (xxxviii) **Re-evaluation:** A recheck of an already corrected answer script.
- (xxxix) **Registration/Enrollment:** shall mean the student taking admission and registered for pursuing a course at Jagannath University.



- (xl) **Rounding off Marks:** shall mean, that if part is one-half or more, its value shall be increased to one and if part is less than half then its value shall be ignored for getting letter grade and grade point.
- (xli) **Rubric (Assessment Rubric):** A rubric for assessment, also called a scoring guide, is a tool used to interpret and grade students' on any kind of work against criteria and standards.
- (xlii) **Semester/Annual Grade Point Average (SGPA/AGPA):** It is a measure of performance of work done in a semester/year. It is ratio of total credit points secured by a student in various courses registered in a semester/annual and the total course credits taken during that semester/year. It shall be expressed up to two decimal places.
- (xl iii) **Student:** shall mean a person admitted to the Faculty/ Schools of the University for any of the academic programmes to which this policy is applicable.
- (xl iv) **Syllabus:** An outline of topics covered in an academic course.
- (xl v) **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester/year. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA/AGPA of that semester/year and CGPA earned till that semester/year.
- (xl vi) **University:** shall mean Jagan Nath University, Jaipur.

#### 4. **TYPE of COURSES**

Courses in a programme may be : Major, Minor, Elective, Ability Enhancement, Skill Enhancement, Multidisciplinary & Value Added etc.

a) **Major Course:-**

Major is the subject of main focus and the degree would be awarded in that discipline. The students should secure the prescribed number of credits.

b) **Minor Course:-**

Minor course helps the students to gain a broader understanding beyond the major discipline.

c) **Elective Course:-**

Elective course is a course which can be chosen from a pool of papers. It may be

- Supportive to the discipline of study
- Providing an expanded scope

- Enabling an exposure to some other discipline/domain
- Nurturing student's proficiency/skill.

An Elective Course may be 'Discipline Centric/Specific' & Generic Elective

- Discipline Centric/Specific Elective(DSE):** Elective courses offered under the main discipline/subject of study is referred to as Discipline Centric/Specific.
- Generic/Open Elective(GE):** An elective course chosen from an unrelated discipline/subject is called Generic/Open Elective. These electives will be focusing on those courses which add generic proficiency of students.
- Ability Enhancement Compulsory Courses (AECC):-**  
AECC courses are based upon the content that leads to knowledge enhancement, for example: English Communication, Environment Science/ Studies, etc.
- Skill Enhancement Courses (SEC):-**  
SEC Courses provide value based and/or skill based knowledge and may content both Theory and Lab/Training/Field Work. The main purpose of these courses is to provide students life- skills in hands- on mode so as to increase their employability.
- Multidisciplinary Courses :**  
A multidisciplinary course refers to an educational program or curriculum that integrates knowledge and approaches from multiple disciplines or fields of study.
- Value Added Courses:** Value Added Courses (VAC) bridge the gap between the Academic and Industry need which can be provided to the student as a non-gradual course of minimum 30 hours in a semester system.

## 5. ELIGIBILITY FOR ADMISSION

- Under Graduate Programs:** An applicant who has successfully completed Senior Secondary School course ('+2') or equivalent (such as 11+1, 'A' level in Senior School Leaving Certificate Course) from a Senior Secondary Board or any other recognized board may apply for admission to the Under Graduate program of the University.
- Post-Graduate Programs:** A candidate who has passed the Bachelor's Degree program or equivalent from a recognized University will be eligible for admission to the post-graduate programs of the University.

**Minimum Qualifying Marks:** The minimum qualifying marks for admission to different courses of Under Graduate and Post Graduate Programs are decided by the Academic Council of the University or as stipulated by the Regulatory Bodies.

## **6. STUDENT ENROLLMENT**

a) **Learner's enrolment (for Open and Distance Learning mode):** A Learner residing in any part of the Country may enroll in any programme being offered by a Higher Educational Institution recognised by the Commission for offering programme under Open and Distance Learning mode provided that the Higher Educational Institution shall conduct all activities such as admissions, contact programmes, examinations etc. for learner strictly within the territorial jurisdiction of the Higher Educational Institution as specified in these regulations

b) **Learner's enrolment (for Online mode):** A Learner residing within or outside India may enroll in any programme being offered by a Higher Educational Institution recognized by the Commission for offering programme under Online mode.

## **7. ATTENDANCE**

No student shall be allowed to appear in the Term End semester/annual examination unless:

- (i) The Higher Educational Institution is satisfied that at least 75%. of the programme of study stipulated for the semester or year has been actually conducted;
- (ii) For Open and Distance Learning mode: the learner has minimum attendance of 75%. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution;
- (iii) For Online mode: the learner has minimum participation of 75%. in all the activities of Online programme prior to end semester examination or term end examination:

## **8. DURATION OF PROGRAM**

- a) Certificate: 1 Year
- b) Diploma : 2 Year
- c) Degree : 3 Years
- d) Degree with Hons./Research : 4 Years
- e) PG Diploma : 1 Year
- f) PG : 2 Years

A Bachelor's Degree program may be of minimum duration of six semesters/three years and maximum of eight semesters/four years.

b) A Master's degree program will normally be of Four Semesters/Two Years, however, it can be of different duration if recommended by UGC or other statutory bodies and approved by the Academic Council of the University.

c) A candidate has to complete the course in  $2n$  years /  $2n$  semesters, where  $N$  is the total number of semesters/years in that particular program.

d) The minimum number of credits that a candidate has to earn for successful completion of Under-Graduate Degree or Master's Degree will be RECOMMENDED by the BOS of the respective Faculty, CIQA and as approved by the Academic Council of the University as per Appendix-I or as notified from time to time.

## **9. EXAMINATION AUTOMATION PROCESS**

### **9.1 INTRODUCTION**

The Examination Process is required to be automated to maintain and streamline the entire processes of the examination which results in maintaining the high standard of quality and integrity in the process. This can be achieved through a standalone EMS (Examination Management System) or through a module of ERP. This automation shall be done in a gradual process which may be implemented in due course of time.

### **9.2 PURPOSE**

The purpose of developing exam cell automation system is to computerize the traditional way of conducting the exams and declaring the results. The basic purpose of using any standalone EMS (Examination Management System) or a module of ERP is to automated the entire process of examination system.

### 9.3 SCOPE

The scope of this automation is to provide a robust interface and a smooth process between the exam cell and the students.

### 9.4 PROCESSES:

The examination system contains various processes as mentioned below. The university shall automate all these processes in phase wise manner.

- The examination calendar shall be prepared and approved by the Academic Council, which shall be posted on the website for the reference of the students as well as faculty members.
- Approved Syllabi by BOS shall be submitted by the respective departments.
- The question bank shall be submitted by the departments and shall be uploaded on the university website.
- Use of question bank system to draw question sets, question paper generation.
- The panel of paper setters minimum 2 to 3 examiners per subject shall be submitted by the Dean/HoD.
- Paper setters shall be allocated by the Vice-Chancellor.
- Students shall fill up the form for Due papers.
- Students shall be issued with admit card on submission of No-Dues certificate.
- Seating Plan shall be displayed one hour prior to the examination.
- Barcode system for answer books (this will eliminate issues related to errors, avoid malpractices etc.)

9.5 **Provisions of Examination for Open and Distance Learning Mode:** All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted through proctored examination (pen-paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations. The Exams shall be under the direct control and responsibility of the School of Distance Learning and Online Education of the University.

- The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners.

- The Examination Centre shall have proper monitoring mechanisms for Closed Circuit Television (CCTV) recording of the entire examination procedure and biometric system and in case of non- availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular in charge of examination centre to the University.
- The university shall retain all such Closed Circuit Television recordings in archives for a minimum period of five years.

- 9.6 **Provisions of Examination for Online Mode:** The university offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the UGC from time to time.
- 9.6.1 The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners and Passports for International learners.
- 9.6.2 **Data Encryption:** Online examination system's data needs to be encrypted to prevent any kind of misuse. Question Bank and exam data must be stored in a highly secure and encrypted manner. The entire communication between server and client/student machine during the examination needs to be encrypted with a secure mode of communication.
- 9.6.3 Proctored examination methodology. Examination support- formative and summative Indicative terms of reference: (i) Online question bank management, paper setting, valuations (ii) Online student registrations and exam scheduling (iii) Online generation of grades based on continuous evaluation (iv) Learner authentication
- 9.6.4 Grievances related to the question paper shall be forwarded to the COE through the Director.
- 9.6.5 Results shall be prepared and approved by V.C, CoE and Director after considering all the grievances.
- 9.6.6 Attainment of outcome shall be done by the Department concerned under guidance of the central OBE Committee
- 9.6.7 Result shall be declared on the examination portal.
- 9.6.8 Grievances related to the evaluation shall be taken from the students in the form of Re-evaluation/Re-checking.
- 9.6.9 Result shall be declared after Re-evaluation as per the examination policy of the university
- 9.6.10. Tracking of students performance

- 9.6.11 Marks submission through online software
- 9.6.12 Digitization of certificates and marksheets ( to avoid tampering and easy retrieval)
- 9.6.13 Certificate authentication system
- 9.6.14 Student shall be issued with provisional degree, consolidated mark sheet and migration cum character certificate after successful completion of the program.
- 9.6.15 Student shall be conferred with the original degree during the Annual Convocation.

## **10. EXAMINATION FORMS AND EXAMINATION FEE**

10.1 Students who have to reappear in an examination for **due /improvement paper, re-evaluation, rechecking** shall have to apply to the Controller of Examinations, in the form prescribed for the purpose, to reappear in an examination and pay the fees as prescribed by the University and as notified from time to time.

10.2. A Procedure to be followed for providing an amanuensis to a candidate who meets with an accident during examination days.

A amanuensis may be provided to a candidate who meets with an accident during the days of examination and request for an amanuensis.

The following procedure should be adopted in this connection:

- (a) The candidate who meets with an accident during the days of examination and requests for an amanuensis should normally meet the Controller of Examinations, at least 24 hours before the commencement of the examination.
- (b) The amanuensis should be a student of the standard lower than the exam for which he will act as amanuensis.
- (c) The examinee who meet with an accident should submit a medical certificate from the Principal Medical and Health Officer of the District or by a Medical Board.
- (d) The same amanuensis should continue for all the examination days.
- (e) The candidate will have to pay an amount of Rs. 150.00 per paper to the University., together with the following declarations :

## **11 QUESTION BANK**

### **11.1 NEED OF QUESTION BANK**

The need of question bank is felt due to the followings:

- Question banks is an attempt to integrate both teaching and evaluation.
- There is a constant need for development of standards and quality of examination along with demand for fair and just evaluation process

- To discourage traditional method of paper setting in order to avoid repetition of questions
- To test analytical skills and abilities desired of students.
- The Setting of Question Papers through the Question Bank System is a much needed reform in the examination system. It reduces administrative mechanisms for conduct of paper setting process.
- A pool of experts of the concerned subject shall be contributors to an exhaustive question bank.
- The question bank system provides a platform for a wider participation of academicians with active collaboration in setting questions based on revised Blooms taxonomy.
- The involvement of many experts from different institutions will lead to setting of paper of good quality as teachers with known expertise on a particular unit/module can set questions only on the said topic/module.
- Well-developed question banks, as a matter of fact lead to and influence curriculum development.
- To be effective, it is necessary that the question bank must have a large number of questions of a particular course. With the use of ICT based system the question paper sets can be drawn within minutes.

## 11.2 **STANDARD OPERATING PROCEDURE FOR QUESTION BANK**

The question bank system shall be taken into consideration the following:

- a) Specifying Objectives/ Learning Outcomes to be tested. It should cover the entire hierarchy of learning objectives as specified by Bloom and Anderson.
- b) Deciding the question format
- c) Writing or pooling of questions by panel of experts
- d) Review of questions
- e) Sample group testing/ pilot test
- f) Assessment of difficulty and discrimination ability of the questions
- g) Final Selection of questions for the question Bank



- h) That questions are drawn from each unit of the syllabus
- i) That the questions drawn meet the Programme Objectives and Outcomes of the course
- j) Questions shall span all difficulty levels and each question be marked with its difficulty level
- k) The question bank include questions of every type as per Section such as Long Answer, Short Answer and Very Short Answer Questions must specify the expected length and suggested time for completion.
- l) Answer key shall be provided by the paper setter concerned.
- m) Each question shall be appended with suitable codes to indicate the learning outcome mapped to, the topic in the syllabus that it examines, the difficulty level and the discrimination ability.

## 12. EXAMINATION AND ASSESMENT

The medium of instructions and examination shall be English. However, a student will be permitted to write the examinations either in English or Hindi as approved by the University.

- General Education credit refers to a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial). Each theory paper should preferably be of 100 Marks. The credits shall be assigned to all the papers. One credit is to be assigned for one hour of teaching/tutorial per week. Each theory paper/ course shall be of 3/4 credits.
- Each practical course of Two hour duration will be assigned One Credit. Two hours of practical work/field work per week. Accordingly, one Credit would mean equivalent of 14-15 periods of 60 minutes each or 28 – 30 hrs of workshops / labs.
- **Project work/Dissertation** is considered as a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Dissertation work would be of 6 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper. For internship / field work, the credit weightage for equivalent hours shall be 50% of that for lectures / tutorials. For self-learning, based on e-content or

otherwise, the credit weightage for equivalent hours of study shall be 50% of that for lectures / tutorials.

## **12.1 EVALUATION SCHEME**

### **12.1.1 The evaluation scheme for the Internal Assessment shall be based as per the following guidelines:**

The evaluation for Continuous or Formative Assessment shall be based on Assignments, which is 30 % for all theory papers.

However, for all practical and Project course the internal shall be 50%.

The following procedure shall be followed for awarding internal marks for theory courses:

- **Assignment 1: Objective Type: 10% Weightage (10 Marks)**
  - The Question Bank of around 250 questions are uploaded in system with answer keys.
  - The system allocates randomized 20 questions for the said assignment.
  - The system evaluates the assignments based on answer keys which were uploaded during creation of question bank.
  - The scores of objective types of assignment are displayed immediately after assignment submission.
  
- **Assignment 2: Subjective Assignment: 10% Weightage (10 Marks)**
  - The Question paper is set by the faculties and updated in the LMS.
  - There shall be 10 questions of 1 mark each for the said assignment.
  - A Plagiarism Tool is embedded in LMS wherein a check is maintained to ensure that the students do not submit plagiarized response for the said assignment.
  - Before submitting the said assignment, the student would need to go through the plagiarism check, in case the response sheet has more than 10% of plagiarized content the student would have to re-submit the assignment.
  - The said subjective assignments are allotted to evaluators for evaluating the said assignments through the system.
  - The evaluators update the scores in the LMS for respective students.

- **Graded Discussion Forums: 10% weightage (10 Marks)**
  - The students would be provided with discussion forum topics for every subject as published in LMS.
  - The students need to participate in the said discussion forums and submit their response.
  - The Faculty validates the response and only then publish the same on the forum enabling other learners to view the respective response and learn in the said process.
  - In case of ODL mode the same would be evaluated through Personal Contact Program (PCP).
  - The faculty allocates the scores based on the quality of response submitted on knowledge parameters.

**Summary of Internal Evaluation 30% for ODL & On-Line Program**

Program Mode	Assignment I (10 Marks)	Assignment II (10 Marks)	Graded Discussing Forum (10 Marks)
ODL	MCQ 20 x .5 = 10	Subjective 10 x 1 = 10	PCP
On-Line	MCQ = 20 X .5	Subjective 10 x 1 = 10	Live Session

**Norms for delivery of courses through open and distance mode**

S.No.	Credit Value of the Course	Size of SLMs Range	No. of Assignments	Practical Sessions	Number of Counselling Sessions	Study Hours of Learners
1.	2 Credits	6-10 units	1	60 hours	6 hours	60 hours
2.	4 Credits	14-20 units	2	120 hours	12 hours	120 hours
3.	6 Credits	20-28 units	3	180 hours	18 hours	180 hours
4.	8 Credits	30-34 units	4	240 hours	24 hours	240 hours

### Norms for Delivery of Courses in Online Mode

S. No.	Credit value of the course	No. of Weeks	No. of Interactive Sessions		Hours of Study Material		Self-Study	Total Hours of Study (based on 30 hours per credit)
			Synchronous Online Counselling/ Webinars/ Interactive Live Lectures (1 hour per week)	Discussion Forum/ asynchronous Mentoring (2 hours per week)	e-Tutorial in hours	e-Content hours	Hours including Assessment etc.	
1.	2 Credits	6 weeks	6 hours	12 hours	10	10	22	60
2.	3/4 Credits	12 weeks	12 hours	24 hours	20	20	44	120
3.	6 Credits	20-28 weeks	6 hours	12 hours	10	10	22	60
4.	8 Credits	6 weeks	6 hours	12 hours	10	10	22	60

#### 12.1.2 The evaluation scheme for the External Assessment shall be based as per the following guidelines:

- The External Assessment shall ordinarily be held at the end of every semester/year i.e. **December** or **June**, as the case may be, as per the schedule to be notified by the Controller of Examination.
- The examiners for the External Assessment will be appointed by the Vice-Chancellor from the panel of the examiners to be supplied by the Director.
- At least 50% of the paper setters for the External Assessment will be External Examiners.
- The manuscript of the question paper set by the examiner will be moderated by the Moderation Committee consisting of (i) Director (ii) HoD of the Department. After moderation, if needed; it will be handed over to the COE for printing and conduct of examinations.
- The answer books will be evaluated by the examiner who set the question paper. In case of his/her inability to assess the answer books, the Vice-Chancellor may get them assessed by any other examiner from the Panel or Internal Examiner.

#### 12.1.3 Question Paper Pattern

Time: 3 Hours

Max. Marks: 70

Section A - (Multiple Choice Questions) - 15 x 1 Marks = 15 Marks

Section B - (Short Answers) - Answer any 5 (out of 8) 5 x 5 Marks = 25 Marks

Section C – (Long Answers) – Any 2 (out of 4) x 15 Marks = 30 Marks

However, for all practical and Project course the summative/ End-Term shall be 50%.

### 12.1.5 EVALUATION OF THESIS/DISSERTATION/ PROJECT WORKS/REPORTS

<b>Mode for Project / Dissertation Assessment</b>	
<b>Internal – 50%</b>	<b>External – 50%</b>
<b>Internal Assessment Modes</b>	<b>50 Marks</b>
(a) Project Assessment	20 Marks
(b) Project Report	20 Marks
(c) Feedback of Guide (Industry/Internal)	10 Marks
<b>End of Project Evaluation (External)</b>	<b>50 Marks</b>
(a) Presentation and Discussion	30 Marks
(b) Project Report	20 Marks

- a) The assessment of Dissertation/ Major Project work/report etc. should be undertaken by Internal as well as External examiners.
- b) The candidate has to submit the progress reports periodically and also present his/her progress in the form of seminars in addition to the regular discussion with the guide.
- c) Plagiarism Check – Dissertation/ Major Project work/report etc. shall be accepted with maximum 10% similarity index (as prescribed by UGC); Subsequent evaluation will take place after successful clearances of the Plagiarism Check.

### 12.2 VARIOUS COMMITTEES OF EXAMINATION DEPARTMENT

With a view to the fair and smooth conduction of the examination system, following committees have been constituted:

- a) **Examination Committee:** Examination Committee is constituted with its member as VC, PVC, Director, Deputy Director, COE and two other senior faculty members for the all-round development of the examination department. This committee meets once during an academic semester to discuss various issues related to the examination such as paper setting, evaluation, implementation of technology, feedback, suggestions for further improvement etc.
- b) **Moderation Committee (Question Paper):** The Director, Head of the Department and a Senior Faculty will be the Members of Moderation Committee, which will ensure:

- The proper distribution of marks in the question paper.
  - The question papers are within the syllabus and cover the entire syllabus.
  - Language Check, etc.
- c) **Flying Squad:** Flying Squad is constituted before commencement of the examination consisting of 4-5 members from various disciplines to restrict unfair means cases.
- d) **Unfair Means Committee:** To decide the unfair means cases reported during semester/annual examination, a committee consisting of 3 senior faculty members shall be nominated by the V.C.
- e) **Moderation Committee (Assessment):** The VC, PVC, Director, Head of the Department and COE will be Members of Moderation Committee for result, which ensures:
- Use of valid assessment material and consistent application of criteria, to provide fair academic judgment and reliable outcome in the form of marks or grades.
  - It ensures appropriate designing and implementation of assessment activities along with generation of valid and reliable results.
  - It ensures that all achievements in the form of marks and grades across courses reflect achievement of same level of standard.
  - Moderation shall be conducted in case when there are large number of fail grades or high grades, or when large numbers of students who have received the same grade or clustering of students on letter grades, or when there are discrepancies between grades allocated to individual students in different courses, or to find out the difficulty level of the question paper or whether the assessments modes used cover the entire syllabus or not.
  - Applicability - Moderation shall be made applicable to both external and internal modes of assessment. The difficulty level of the questions included in the assessments, i.e., is the difficulty level on the extremes, very easy or very hard. The manner of awarding marks, i.e., has the correction been at the extremes, liberal or tough.

- f) **Grievance Redressal Committee:** Grievance Redressal Committee is constituted with VC, PVC, Director and COE to take care of various grievances related to the examination.

### 12.3 DEALING WITH UNFAIR MEANS CASES

If a candidate is found using unfair means or indulging in disorderly conduct during the Mid-Term Examinations or End-Term Examinations a case of unfair means is registered against him / her and placed before the **Unfair Means Committee**. The committee will examine such cases and recommend suitable action to the Vice-Chancellor for a final decision in the matter.

## 13. CRITERION FOR AWARDING GRADING SYSTEM

13.1 **CRITERION FOR AWARDING SGPA, AGPA AND CGPA:** The criterion for awarding the Semester Grade Point Average (SGPA), Annual Grade Point Average (AGPA) and Cumulative Grade Point Average (CGPA) for the entire professional programme shall be as follows:

- a) The criterion for passing in a subject is that a student should secure minimum pass marks in the total of Internal Evaluation and End Term Examination as laid down in Appendix-I. A Student will earn the credits assigned for a subject if he/she passes in that subject.
- b) A student obtaining less than pass marks as specified in Appendix-I, in each subject (sum of internal and End-Term examinations) he will be declared fail in that subject and will have to re-appear in a End-Term examination of the course in subsequent odd / even semester end term examination, subject to maximum permissible period of 2n years / 2n semesters to complete the course.
- c) The University has adopted Absolute Grading System for converting marks into grades. The formula of 10- point grading system for conversion of marks obtained into Letter Grades and converting Letter Grades to Grade Point is given below:

**Table 1: Marks, Letter Grades and Grade Points**

Marks	Letter Grade	Grade Points
91-100	O (Outstanding)	10
81-90	A+(Excellent)	9
71-80	A(Very Good)	8
61-70	B+(Good)	7

51-60	B(Above Average)	6
46-50	C(Average)	5
40-45	P (Pass)*	4
0-39	F(Fail)	0
-	AB (Absent)	0

\*For Passing Criteria (See Apendix-I)

- d) *While converting the marks into Letter Grade, the rounding off marks must be considered.*
- e) A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

### 13.2 COMPUTATION OF SGPA, AGPA AND CGPA

The university has adopted UGC recommended procedure for computation of Semester Grade Point Average (SGPA), Annual Grade Point Average (AGPA) and Cumulative Grade Point Average (CGPA)

- a) The SGPA/AGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the papers/ courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA (Si)/AGPA (Ai)} = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

Where  $C_i$  is the number of credits of the  $i^{\text{th}}$  course and  $G_i$  is the grade point scored by the student in the  $i^{\text{th}}$  course. The university shall issue Semester/Annual Grade Card to the student.

- b) The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters/years of a programme, i.e.

$$\text{CGPA} = \frac{\sum (C_i \times S_i)}{\sum C_i}$$

Where  $S_i/A_i$  is the SGPA/AGPA of the  $i^{\text{th}}$  semester and  $C_i$  is the total number of credits in that semester/year.

- c) *The SGPA, AGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.*



### Illustration of Computation of SGPA, AGPA and CGPA and Format for Transcripts

a) Computation of SGPA, AGPA and CGPA

**Illustration for SGPA/AGPA**

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course/Paper 1	3	A	8	3x8=24
Course/Paper 2	4	B+	7	4x7=28
Course/Paper 3	3	B	6	3x6=18
Course/Paper 4	3	O	10	3x10=30
Course/Paper 5	3	C	5	3x5=15
Course/Paper 6	4	B	6	4x6=24
	<b>20</b>			<b>139</b>

Thus, SGPA/AGPA= 139/20= 6.95

b) Illustration for CGPA

Semester-1	Semester-2	Semester-3	Semester-4	Semester-5	Semester-6
Credit: 20 SGPA:6.9	Credit: 22 SGPA:7.8	Credit: 25 SGPA:5.6	Credit: 26 SGPA:6.0	Credit: 26 SGPA:6.3	Credit: 25 SGPA:8.0

Thus, CGPA=  $\frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0}{144} = 6.73$

c) Illustration for CGPA

1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year
Credit: 20 AGPA:6.95	Credit: 27 AGPA:5.14	Credit: 27 AGPA:5.15	Credit: 26 AGPA:5.35

Thus, CGPA=  $\frac{20 \times 6.95 + 27 \times 5.14 + 27 \times 5.15 + 26 \times 5.35}{100} = 5.56$

## 14 RULES FOR THE AWARD OF GRACE MARKS

A candidate shall be eligible for grace marks provided:

- He / She has appeared in all the papers prescribed for the Examination.
  - a) Grace marks to the extent of 1% of the aggregate marks of the papers in which the candidate has appeared in that particular scheme of examination, shall be awarded provided the student must pass the paper after awarding the grace marks.
  - b) Grace marks to be awarded to a student only in the End-Term Examinations.
  - c) No grace marks to be awarded in Internal Evaluation.

## 15. DECLARATION OF RESULT

The results are declared by the Controller of Examinations after being approved by the VC and Director. The result shall be declared on web-site of the SDLOE.

In order to strengthen the process of result declaration, the following important features shall be taken into consideration:

- 1) Timeliness of declaration of result
- 2) Clarity of interpretation of the Result Card
- 3) Comprehensive Format
- 4) Accessibility
- 5) Verifiability

### 15.1 TIMELINESS OF THE RESULT DECLARATION

Timeliness is essential in case of both internal and external components of evaluation.

The following table shows the timeline for internal assessments and external assessments:

<b>Assessment (Internal)</b>	
Daily Tasks	Before the next task
Weekly Tasks	Before the next task
Assignments	One week
<b>Assessment (External)</b>	
External Components	Within 30 days from last date of examination

## 15.2 CLARITY OF INTERPRETATION

In the final result, having both internal and external components, both shall be mentioned separately, followed by the overall grade. In the result, information about the grading and credit system, interpretation of grades, and conversion of grades to percentage shall be mentioned at the back of the marksheet.

## 15.3 COMPREHENSIVE FORMAT OF THE REPORT

Results reflect the achievement and competency of learners across all dimensions. The result shall be comprehensive and shall include all aspects of learning outcomes, i.e. Academic, Social, Moral and Spiritual. Subsequently the achievement of learners in respective areas shall be displayed.

## 15.4 ACCESSIBILITY

The End Semester results shall be declared online for both internal as well as external components. The students may access their result in the result portal through their unique enrollment number and OTP send to their registered mobile number.

## 15.5 VERIFIABILITY

Results and Academic Awards shall verifiable by external agencies as they have significant link with the entire career path of the students. The verifiability of results by prospective employers, HEIs and other agencies shall be managed through the National Academic Depository (NAD) (<http://nad.gov.in/>).

## 16. ASSESSMENT & ATTAINMENT OF OUTCOME

### 16.1 LEARNING OUTCOME BASED ASSESSMENT

Learning Outcome Based Education (LOBE) suggests the importance of establishing a “clear picture of what is important for students to be able to do, organizing the curriculum, instruction, and assessment to make sure that learning ultimately happens.”

The main objectives of Learning Outcome Based Education (LOBE) are as follows:

#### **Objective**

- To develop the assessment system based on attainment of learning outcomes.
- To develop students with the understanding of course content and its application to all situations; routine or complex.
- To promote Comprehensive Continuous Evaluation (CCE) model.
- To setup a mechanism for continuous assessment of application and higher ability skills in the students.

- To ensure credibility and transparency of outcome of the assessment system.

## 16.2 ASSESSMENT TYPES:

Student Assessment shall be based out of a wide range of learning activities, which would include different approaches and are classified along several bases such as :

**Based on Purpose:** Assessment types include i) External (evaluation of students learning at end of instructional unit) and ii) Internal (informal and formal tests administered during the learning process).

**Based on Nature of Data :** i) Quantitative evaluation is mainly concerned with scholastic achievement in subject-based performance whereas ii) Qualitative is chiefly about evaluating the non-scholastic and probably more important, aspects of the student's personality involving social, emotional, attitudinal and moral/ethical assessment.

**Based on Domain:** Assessment types include i) Scholastic achievement (assessment of curriculum related classroom teaching and learning) and ii) non-scholastic achievement (assessment of students behavior, values attitude, emotional stability during co-curricular activities and other structured or unstructured situations inside or outside the classroom).

**Based on Measuring Standard:** i) Criterion-referenced (uses test score to generate a statement about the behaviour that can be expected of a person with that score), ii) Norm-referenced (Standardized) (whether test takers performed better or not than a hypothetical average student) and iii) Self-referenced (Ipsative) Evaluation (assessment of a person's performance is compared with their own earlier performance to identify improvements, if any).

A further classification is based on *direct* and *indirect* measurement of learning. A direct method which is based on a sample of actual student work, including reports, exams, demonstrations, performances, and completed works, requires students to produce work so that teacher can assess how well students meet expectations. An indirect method is based upon a report of perceived student learning. These include surveys, exit interviews, and focus groups.

The assessment shall be designed with learner attributes in mind. These attributes, which have clear linkages to Program Education Objectives and Outcomes, stem from the taxonomy. A sample CO, PO attainment is given in Appendix-3.

### 16.3 ATTAINMENT OF CO & PO

#### 16.3.1 SET TARGET LEVELS FOR ATTAINMENT OF COURSE OUTCOMES

The course outcome attainment will be assessed in order to track the graduate performance w.r.t target level of performance. The CO attainment is the tool used for continuous improvement through appropriate learning & teaching strategies of the course.

- In order to assess student performance with respect to abilities (at the end of course teaching/end of Semester) the course outcome attainment shall be measured /calculated.
- This course outcome attainment will become the basis for Program Outcome Attainment calculation. Prior to that, the course-program outcome mapping will be done.

#### 16.3.2 SET TARGET LEVELS FOR ATTAINMENT OF PROGRAM OUTCOMES /PROGRAM SPECIFIC OUTCOME

The program outcome attainment is assessed in order to track performance of the graduates' w.r.t target level of performance. The PO attainment is the tool used for continuous improvement in the graduates' abilities through appropriate learning & teaching strategies. The program outcome attainment will be governed by curricular, co-curricular and extra-curricular activities.

In order to calculate the program outcome attainment, the course outcome attainment is calculated.

The set target level is the set benchmark to ensure the continuous improvements in the graduate's performance.

#### 16.3.3 ATTAINMENT OF CO

A set of performance evaluation criteria will be used for quantitative assessment of COs. To start with the attainment shall be based on 90% direct assessment and 10% indirect assessment. In order to achieve the indirect achievement course end survey based on outcome shall be done and 10% of its weightage shall be taken into consideration for overall attainment.

At the initial level the threshold limit shall be the passing mark. However, the target level shall be as follows and will be enhanced in phased manner.

Level	Target
1.	If a student achieve 60-69% of the threshold value
2.	If a student achieve 70-79% of the threshold value
3.	If a student achieve greater than equal to 80% of the threshold value

#### 16.3.4 STEPS FOR ASSESSMENT OF LEARNING OUTCOMES AND ANALYSIS OF ASSESSMENT FINDINGS

- a. Teacher will assess each student's performance in each course and provide feedback to the student. The CO attainment will be based on internal assessment and end term examination assessment;
- Student will reflect on course learning experiences and provide feedback
- Internal/external reviewers will provide feedback regarding the overall quality of the program and the experiences that relate most directly to student achievement of stated learning outcomes
- b. A common format will be used for finding the average attainment of COs.
- c. The following are the three target levels: High (3), Moderate (2) and Low (1) attainment for direct and indirect methods
- d. Target level for attainment of COs initially will be set based on passing marks of that course and increased consequently as previous performance.
- f. Attainment Level Calculation for direct assessment for each CO is the sum of external (70%) and internal (30%) assessment of that CO.
- g. Indirect assessment will be done through student feedback on achievement of COs.
- h. Attainment level calculation for overall CO is the sum of direct (90%) and indirect assessment (10%)
- i. The CO attainment will be measured and the results obtained. Based on the results of attainment, the corrective measures/remedial action will be taken.

#### 16.3.5 ATTAINMENT OF PO/PSO

- a. Program outcomes will be attained through direct and indirect methods.
- Direct Method: For measuring PO in direct method a CO/PO matrix will be used to measure PO. The COs will be linked to the PO using the CO vs PO matrix as stated in Course Syllabus. The attainment of POs and PSOs will be calculated based on the CO attainment using following steps -
  - i. The mapping of individual Courses or subjects and their learning outcomes with Program Outcomes and Program Specific Outcomes will be done.
  - ii. Performance in theory courses will be measured according to the marks obtained by the students in the Internal and External evaluation.
  - iii. After Evaluation of marks, the CO attainment will be done.
  - iv. PO attainment will be calculated on the basis of average CO attainment of each course.

- v. The PO attainment will be calculated by using the predefined CO/PO matrix and the value of final CO attainment for the subject. The PO attainment will be calculated by using the formula  $PO \text{ attainment} = \text{Avg. of COs of a PO} / 3 \times \text{Final CO attainment for the subject}$ .
- vi. Performance in these courses will then be analyzed in detail to measure the degree to which the Program Outcomes and Program Specific Outcomes are attained.
- Indirect Attainment: In this method, the feedback on the framed questionnaires will be considered. The survey questionnaire will be circulated to graduates (exit survey), teachers, alumni and employer. The surveys will then be assessed and evaluated to determine the strength of attainment level of POs/PSOs.  
 Survey results from graduates, alumni, and employer will be consolidated and the final PO values calculated through 3-point scale (High, Moderate and Low).  
 Overall attainments of POs will be calculated by taking 90% of direct attainment and 10% of indirect attainment **PO Attainment = 90% (Direct Attainment) + 10% (Indirect Attainment)**. If the POs and PSOs attainment value is below the target, an essential remedial action will be planned and implemented.

## 17. RE-EVALUATION

- a) The re-evaluation facility is available only for end-term theory examinations. Students may apply for Re-Evaluation of their result in maximum of 25% of the papers as mentioned in the scheme of examination of that particular semester.
- b) The students may apply for re-evaluation to Controller of Examinations in a prescribed format within 15 days of declaration of the result and by paying the requisite amount as prescribed by the University .
- c) The answer scripts for which reevaluation is sought for, shall be sent to another external examiner. If the marks awarded in the re-evaluation increases up to 20% of the Maximum Marks (End Term Theory Paper) the higher marks will be awarded to the candidate. However, if the difference is more than 20%, the answer script would be sent to the third examiner and the mean of two higher marks, awarded by all the three examiners will be considered.

***Re-evaluation is allowed only in theory papers not in Internal, Practical examination/ Dissertation/Project Works/Reports.***

**18. RECHECKING / INSPECTION OF ANSWER SHEET BY THE CANDIDATE**

Students may apply for Re- Checking / Inspection of answer sheet of their result if so desired. The students may apply for the same to Controller of Examinations in a prescribed format within 15 days of declaration of the result by paying the requisite amount as prescribed by the University. A suitable date would be given to the student to see his/her answer sheet personally. If a student wishes to get his/her answer sheet re-evaluated, it would also be done as above.

**19. RE-APPEAR/IMPROVEMENT IN END TERM EXAM**

- a) The re-appear/improvement in End Term Examinations for Odd semester will be held along with the Odd Semester regular End Term examinations and for Even Semester with End Term examinations along with Even Semester regular End Term examinations.
- b) A student who has to re-appear/improve in a End-Term examination shall be examined as per the syllabus, which is in force at the times he is taking the examination unless the paper has been completely changed or shifted from one semester to another. In case the syllabus has been changed more than 25% or a new paper has been introduced instead, then the student would be examined as per the course which he/she had studied. The Deans/HoDs would be required to submit the information regarding the papers in which the syllabus has been changed more than 25% or the paper has been shifted to another semester or that paper has been removed from the current scheme of examination.
- c) A candidate, who fails in a semester examination shall be exempted from re-appearing in the paper(s) / Sessional / practical work (Project report, Seminar/ Moot Court, etc.) in which he may have obtained min. pass marks (including the marks of Sessional /practical work) as given in Appendix-I. Such a candidate shall be allowed to appear, for passing in the remaining paper(s), only at the next respective semester examinations.
- d) The previous internal marks already obtained by the student shall be taken into account without any modification.

**20. PROMOTION OF CANDIDATES**

All the candidates will get automatically promoted to the higher semester. However, the student shall be required to complete the programme in a maximum permissible period i.e. 2n years / semesters.



## 21. CREDIT TRANSFER POLICY FOR MOOCs/COURSERA ETC.

- a) The university shall give the equivalent credit weightage to the students for the credits earned through online learning courses through SWAYAM/Coursera platform in the credit plan of the program.
- b) All Diploma, UG and PG programmes offered by the university that follow CBCS pattern.
- c) Capability Enhancement courses, Skill Enhancement Courses, Elective courses.
- d) Out of the total credits, 20% of the credits may be earned by the student through MOOCs (SWAYAM, NPTEL, Coursera etc.). However, the choice of online courses to be approved in advance by Director and Coordinator SWAYAM keeping in view the latest guidelines of the UGC/ respective regulatory body guidelines. *However, the same may be implemented in phased manner.*

### 21.1 CREDIT TRANSFER PROCEDURE

- The minimum efforts required for student engagement should be 4 hours per week which includes watching videos and making notes from them, text referrals and Assignment solving. Accordingly, 1 credit is defined as the learning unit awarded for 16 hours of learning. Based on this, credits earned can be calculated as follows:

Duration of Course	Total Hours of Engagement	Credits Earned
4 Week Course	16	1
6-8 Week Course	32	2
12 Week Course	48	3
16 Week Course	64	4

- However, Student can opt for 12-16 weeks course equivalent to 4 credits, only under the mentorship of faculty member, well approved by Director and Coordinator SWAYAM (MHRD MOOC's guidelines 11.1(J) issued by the MHRD vide its orders dated 11/03/2016).
- The earned credits shall be accepted and transferred to the total credits of the concerned students by the University for Completion of his/her degree. Credits earned through MOOCs will be incorporated in the mark sheet issued to the student by Controller of Examination.
- Credits for MOOC's will be verified by the University SWAYAM Coordinator and will be forwarded to Controller of Examination for further processing.

- Students who have qualified in the proctored examination conducted by the SWAYAM and apply for credit transfer as specified are exempted from the appearing in the internal and semester evaluations (internal as well as external for the specified equivalent credit course only) conducted by the university.
- If a student fails in the opted SWAYAM course, he/she will have two choices:
  - a) He/She can opt for another SWAYAM course of equivalent credit in the next semester,
  - b) He/She can revert to the traditional exempted course offered by the university. Such student's attending classes for the said course and undergoing continuous assessment will remain unaffected. Such a student will be able to undertake the traditional course under the mentor in the immediate succeeding semester so as to avoid any loss of semester.

## **22. MERCY CHANCE**

Grant of Mercy chance is allowed only in hard and exceptional circumstances to those students who got re-appear and could not pass the examination within maximum duration of programme on the recommendation of the Director duly approved by the VC/Academic Council. Such candidates will have to pay a fee as prescribed by the University.

## **23. MULTIPLE ENTRY EXIT**

Flexible learning is important to choose one's academic pathway leading to the award of certificate, diploma, and degree. There are occasions when learners have to give up their education mid-way for various reasons. The records of the clearance of credits for such incomplete academic programmes remain unaccounted. Some contingency approaches are followed in a few Higher Education Institutions (HEIs) by allowing the learner to settle for a lower level of certification. It will reduce the drop-out rate, thus improving Gross Enrolment Ratio (GER), which is one of the major objectives of the National Education Policy, (NEP), 2020. Flexible learning also facilitates lifelong learning. These objectives can be achieved on the principle of a multiple entry and exit system along with the opportunity of learning from anywhere, anytime.

### 23.1 STANDARD OPERATING PROCEDURE

In order to achieve the primary objective of multiple entry exit, the university has already adopted this policy for all its programmes w.e.f. the academic session 2021-22. However, the same shall be implemented w.e.f 2023-24 in ODL /On-Line Programme. The undergraduate degree shall be of either a three- or four-year duration, with multiple entry and exit options within this period, with appropriate certifications as follows :

- A Certificate after completing one year in a discipline or field including vocational and professional areas;
- A Diploma after two years of study;
- A Bachelor's degree after a three-year programme.
- The four- year multidisciplinary Bachelor's programme, however, is the preferred option since it allows the opportunity to experience the full range of holistic and multidisciplinary education in addition to a focus on major and minor subjects as per the student's preference. The four-year programme shall also lead to a degree with Honors or Honors with Research, if the student completes a rigorous research project in the major area(s) of study as specified by the University. A student who secures 75% marks and above in the first six semesters will be allowed to undertake research at the undergraduate level in the fourth year. The research Project/Dissertation will be in the major discipline.

For the Master's programmes, the University shall offer Master's Programmes as per the following designs:

- a) A two-year programme with the second year devoted entirely to research for those who have completed the three-year Bachelor's programme;
- b) A one-year Master's programme for students who are completing a four-year Bachelor's programme with Research; and
- c) An integrated five-year Bachelor's/Master's programme with an option to exit at the end of the third year with a Bachelor's degree, with an entry to a Master's programme in another HEI.

Qualification Type and Credit Requirements		
Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate (in the field of learning/discipline) for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	36–40
Level 6	Undergraduate Diploma (in the field of learning/discipline) for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	72–80
Level 7	Bachelor' Degree (Programme duration: Three years or six semesters).	108–120
Level 8	Bachelor' Degree (Honours/Research) (Programme duration: Four years or eight semesters).	144–160
Level 8	Post-Graduate Diploma for those who exit after the successful completion of the first year or two semesters of the two-year Master's degree programme). (Programme duration: One year or two semesters)	36–40
Level 9	Master's Degree (Programme duration: Two years or four semesters after obtaining a Bachelor's degree).	72–80
Level 9	Master's Degree (Programme duration: One year or two semesters after obtaining a four-year Bachelor's Degree (Honours/Research).	36–40

### 23.2 ACADEMIC BANK OF CREDITS (ABC)

The Academic Bank of Credits (ABC), a national-level facility will promote the flexibility of the curriculum framework and interdisciplinary/multidisciplinary academic mobility of students across the HEIs in the country with appropriate “credit transfer” mechanism. It shall be a mechanism to facilitate the students to choose their own learning path to attain a Degree/ Diploma/Certificate, working on the principle of multiple entry and exit as well as anytime, anywhere, and any level of learning. ABC shall enable the integration of multiple disciplines of higher learning leading to the desired learning outcomes including increased creativity, innovation, higher order thinking skills and critical analysis. ABC shall provide significant autonomy to the students by providing an extensive choice of courses for a programme of study, flexibility in curriculum, novel and engaging course options across a number of higher education disciplines/ institutions.

The multiple entry and exit options for students is facilitated at the undergraduate and Master's levels. It would facilitate credit accumulation through the facility created by the ABC scheme in the "Academic Bank Account" opened for students across the country to transfer and consolidate the credits earned by them by undergoing courses in any of the eligible HEIs. The ABC allows for credit redemption through the process of commuting the accrued credits in the Academic Bank Account maintained in the ABC for the purpose of fulfilling the credits requirements for the award of certificate/diploma/degree by the authorized HEIs. Upon collecting a certificate, diploma or degree, all the credits earned till then, in respect of that certificate, diploma or degree, shall stand debited and deleted from the account concerned.

## **24. POLICY FOR MIGRATION OF STUDENTS**

### **24.1 MIGRATION POLICY**

- a) The Policy covers the migration of students from within a Department of Jagan Nath University (intra university) or from other Universities to Jagan Nath University (inter university) in any program running in the University on the recommendation by the equivalence committee of the university and approval by the Vice-Chancellor
- b) Such migration will not be the right of a student; though it is a permissive facility and hence not obligatory on the part of the university to allow.
- c) Inter-university migration shall be allowed to students coming from universities/Institutes established under recognized by the Regulatory Bodies.
- d) In addition, the academic record of a student shall also be a determining factor for allowing migration.
- e) The candidate must pay the Enrollment/Migration Fee as prescribed by the University.

### **24.2 INTRA-UNIVERSITY (INTRA-DEPARTMENT) MIGRATION**

The migration of a student enrolled in an undergraduate or postgraduate program shall be regulated as under:

- (a) A Student can apply for Intra-Department migration within the university only after the completion of first year of the enrolled program and are academically eligible to register for the third semester.
- (b) Such migration shall be allowed after the completion of second semester but before the start of third semester.

(c) However, change of discipline of study shall not be allowed under the migration policy.

#### 24.2.1 Order of preference for Migration

(a) Change of program/branch within the Department, if permissible, shall be carried out at the level of Faculty of concerned discipline. The concerned department shall check the eligibility criteria for migration of the candidate and if the candidate fulfills the criteria the department shall forward his/her case to the admission cell and office of COE after the approval of the Dean of the concerned department.

(b) Preference shall be given to those students who have cleared all the courses of the first and second semesters.

(c) Further, such students shall be required to submit a No objection certificate (NOC) from their parents in support of change of Program/Branch of their ward.

(d) In cases where the student migrates from one program to another, the fee difference must be paid.

#### 24.3 INTER-UNIVERSITY MIGRATION

a) The students following conditions shall be applicable to cases of migration of from other Universities/Institutes:

b) Migration of students from other recognized universities/Institutions Jagan Nath University to in undergraduate/Postgraduate programs shall be allowed up to 15 days prior to the date of commencement of semester. Such migration shall be regulated as under:

i) Migration will be allowed strictly as per norms of the Regulatory Authorities like COA, BCI, PCI, NCTE etc. wherever applicable.

ii) Migration would be allowed max. up to Semester as mentioned below:

S.No.	Course Duration	Migration Allowed up to
1	One Year	No Migration Allowed
2	Two Year	III Sem.
3	Three Year	III Sem.
4	Four/Five Year	V Sem.

iii) The candidate must have passed all the courses of the previous semester of the University from where he/she is migrating.

iv) The courses studied by the candidate must be mapped with the courses offered by Jagan Nath University. The student has to pass all those courses which are not mapped, whenever they will be offered by the University.

v) The candidate would be required to furnish an undertaking that he/she will attend classes in a pass the courses which are not equivalent to courses of Jagan Nath University.

vi) The candidate will have to produce a NOC from the institute/university where he/she is presently studying.

(vii) Such migration will be subject to the availability of seat(s) in programs/branches in which migration is sought.

(viii) Migration will be governed by the rules and regulations of the Jagan Nath University.

(ix) In addition to the above, the admission in UG/PG program, credit transfer will be allowed maximum up to 50% of the credit of the program.

#### 24.3.1 Procedure for Inter University Migration

a) A candidate seeking migration should obtain No objection certificate (NOC) in prescribed format from the University/Institute where the student is studying and from Jagan Nath University where migration is sought.

b) The candidate seeking migration should submit an application duly signed by him/her along with NOC issued by the university/Institute last studied.

c) Jagan Nath University will authorize migration only if a vacant seat is available in the program/branch in which migration is sought.

d) such migration will be governed by the rules and regulations of the Jagan Nath University.

e) The Equivalence Committee shall comprises of the following:

- |                                       |                    |
|---------------------------------------|--------------------|
| 1. Dean (Academics)                   | : Convener         |
| 2. Concerned Dean                     | : Member           |
| 3. 2 Senior Teachers (Subject Expert) | : Member           |
| nominated by the Vice chancellor      |                    |
| of the same discipline                |                    |
| 4. Deputy Registrar                   | : Member Secretary |

#### 24.3.2 Documents Required

The candidate should produce the following certificates from his/her earlier University/Institute at time of seeking admissions:

- (a) Migration Certificate/ No Objection Certificate (NoC) from the previous University.

- (b) Character Certificate.
- (c) Certificate and Mark sheets of Matriculation, 10+2 / Graduation.
- (d) Original Mark sheets of all semesters passed/ appeared in the University from which he/she seeking admission.

#### **Information to Authorities**

All the migration cases i.e. Intra/Inter/Ph.D must be informed to the office of Registrar, Vice Chancellor, CoE and admission cell by the concerned departments.

#### **Annual Review of Migration Policy**

Jagan Nath University Policy for Admission and Migration of Students will be subject to review annually on the basis of suggestions received from stakeholders, impact analysis and considerations by the equivalence committee constituted at the time.

### **25. MARKSHEET, MIGRATION AND PROVISIONAL CERTIFICATES**

- a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for both Open and Distance Learning and Online mode shall be assigned a unique identification number and shall have photograph and Aadhaar number or other government recognised identifier or Passport number, as applicable, along with other relevant details of the learner along with the Programme name. Each award shall also be uploaded on the National Academic Depository.
- (b) It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme):
  - (i) Mode of delivery;
  - (ii) Date of admission;
  - (iii) Date of completion;
  - (iv) Name and address of all Learner Support Centres (only for Open and Distance Learning);
  - (v) Name and address of all Examination Centres.
- c) The mark-sheet/ transcript for each semester/year containing the Grades obtained in various subjects in the Semester/year will be issued indicating SGPA/AGPA of the student and a consolidated transcript after successful completion of the course or at the termination of the programme indicating the performance in all semesters/years i.e. CGPA of the course.



- d) After passing a course or otherwise, when a candidate desires to seek admission at a different University or a college of different University, Migration Certificate will be issued by the University on request.
- e) After completion of a Programme, a student may obtain a Provisional Certificate which will be valid till the issue of the Original Degree.
- f) In order to obtain consolidated mark sheet, migration certificate & provisional degree on successful completion of the program, a student has to submit consent form and no-dues form in examination cell.
- g) If a candidate has lost his Mark Sheet/Degree, he/she must lodge an FIR with the police to avoid misuse of said Mark sheet/Degree. He may apply to the University along with a copy of the FIR for issuing him a duplicate Mark sheet/ Degree. He has to pay the requisite fee as prescribed by the University.

### 25.1 GRACE POLICY IN AGGREGATE PERCENTAGE

Number of students are not able to get the advantage of higher studies and final placements due to lack of percentage. So there is provision to provide a grace marks of max 1% of the aggregate marks of a program in the following three conditions :

- (a) To enhance the division from PASS to II
- (b) To enhance division from II to I
- (c) To enhance the percentage to 55%

In above three conditions, the desired grace marks may be added to the aggregate obtained marks and may be reflected with a \* which stands for grace marks awarded.

## 26. UNIVERSITY CONVOCATION

The Chairperson shall, if present, preside at the meetings of the Board of Management and at the convocation of the University for Conferring Degrees, diplomas or other academic distinctions. In absence of Chairperson, the President shall preside over the function

- (1) The University Convocation for the purpose of the conferring the degree of LL.D., D.Litt., D.Sc., Ph.D. and all other degree of the University and for awarding Gold Medals/prizes/University Athletics or tournaments Challenge Trophies shall, as far as possible, be held in the University as per UGC Regulations.
- (2) The procedure to be observed at the Convocation shall be as prescribed by the Ordinances of the University.
- (3) Supplication of all degrees / diplomas shall be done at a meeting of the Board of Management before the University Convocation. The Degrees/Diplomas shall bear the date on which the Board passes the grace.

## **27. AWARD OF DEGREES**

A student shall be awarded degree: He/she has registered himself/herself, undergone the course of studies, completed the project reports / dissertation specify in the curriculum of his/her programme within the stipulated time and scored the minimum credits prescribed in Appendix-I for award of the degree.

## **28. WITHDRAWAL OF DEGREES/DIPLOMAS**

A degree awarded by the University may be withdrawn if it is found at the later stage that the candidate has submitted any forged document or ineligible at the time of admission to the course.

The Board of Management may, on the recommendation of the Chairman of the Academic Council, by a resolution passed with the concurrence of not less than two-third of the members voting, withdraw any degree, diploma or any distinction conferred by the university:

Provided that before taking action contemplated, it shall be incumbent upon the Board of Management to notify the person concern of the action contemplated and to give him an opportunity to tender either in person or by a written statement within 15 clear days from date of issue of such notice, such defence as he may wish to put up. The board of Management after taking into consideration the defence so set up, shall take decision to withdraw or not to withdraw the degree/diploma etc.

A degree awarded by the University may be withdrawn if it is found at the later stage that the candidate has submitted any forged document or ineligible at the time of admission to the course.

## **29. NATIONAL ACADEMY DEPOSITORY (NAD)**

### **29.1 OBJECTIVE**

Maintaining academic awards in an electronic depository would provide benefit to educational institutions, students and employers by enabling online access of academic awards which will eliminate the need for persons to approach educational institutions for obtaining transcripts of such awards or marks-sheets for verification. It would also eliminate fraudulent practices such as forging of certificates and mark-sheets, by facilitating online verifications thereof. The National Academic Depository aims at ensuring a credible and convenient mechanism for online lodging, verification and authentication of the academic awards issued by various educational institutions.

## 29.2 **ABOUT NATIONAL ACADEMIC DEPOSITORY (NAD)**

The vision of National Academic Depository (NAD) is born out of an initiative to provide an online store house of all academic awards. National Academic Depository (NAD) is a 24X7 online store house of all academic awards viz. certificates, diplomas, degrees, mark-sheets etc. duly digitised and lodged by academic institutions / boards / eligibility assessment bodies. NAD not only ensures easy access to and retrieval of an academic award but also validates and guarantees its authenticity and safe storage.

## 29.3 **FEATURES OF NAD**

- Operate in fully online mode
- Allow lodging of Academic awards in a digital format, maintaining the integrity of access to the database and of the awards lodged in the database.
- Allow students to retrieve their lodged academic awards at any time.
- Allow employers and other person with prior approval of the concerned student to verify the authenticity of any academic award.
- Maintain the authenticity, integrity and confidentiality of the database.

## 30. **PRESERVATION/DISPOSAL OF RECORDS**

The duration for preservation/destruction of records is prescribed in Appendix-II

### 30.1 **DISPOSAL PROCEDURE**

All the answer-sheets will be disposed through the following procedures:

- a) All answer-sheets/booklets and other records shall be shifted to store-room after completion of Re-evaluation/Re-checking process.
- b) Answer-Sheets/MCQ papers/Mark lists/Evaluation sheets/Question Booklets etc are arranged and bundled systematically kept in racks in the store room.
- c) A committee appointed/approved by the Vice-Chancellor shall be responsible for the disposal of records.
- d) Records must be disposed by shredding or any other appropriate means.
- e) Disposal must be handled in a secure and confidential manner.
- f) Once the disposal is completed, disposal certificates must be obtained from the vendor.
- g) Stating that the paper has been used for recycling.

## 31. **JURISDICTION:** All disputes are subject to the jurisdiction at Jaipur.

Territorial Jurisdiction shall not be applicable to the Higher Educational Institutions for offering recognised Online programmes under these regulations.

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**APPENDIX-I**

**\*MINIMUM AND MAXIMUM DURATION & CREDITS FOR ALL THE PROGRAMES OFFERED BY THE SCHOOL OF DISTANCE LEARNING & ON-LINE EDUCATION, JAGAN NATH UNIVERSITY, JAIPUR#**

<b>Programmes</b>	<b>Normal Duration (In Years)</b>	<b>Maximum Duration (In Years)</b>	<b>Max. Credits</b>	<b>Min. Credits</b>	<b>Passing Criteria</b>
Bachelor of Business Administration (BBA)	Three/ Four	Six/Eight	134/174	134/174	40% in Internal & External separately
Bachelor of Commerce (B.Com)	Three/ Four	Six/Eight	134/174	134/174	3040% in Internal & External separately
Master of Business Administration (MBA)	Two	Four	102	102	40% in Internal & External separately
Bachelor of Computer Applications (BCA)	Three/ Four	Six/Eight	140/180	140/180	40% in Internal & External separately
Master of Computer Applications	Two	Four	104	104	40% in Internal & External separately
Bachelor of Arts (BA)	Three/ Four	Six/Eight	120/160	120/160	40% in Internal & External separately
Bachelor of Arts (Journalism & Mass Communication)-BA(JMC)	Three/ Four	Six/Eight	122/162	122/162	40% in Internal & External separately
Master of Arts (Journalism & Mass Communication)-MA(JMC)	Two	Four	98	98	40% in Internal & External separately

\* = The programmes subject to approval from UGC-DEB.

# = The programs, maximum/minimum credits may vary from time to time.

# School of Distance Learning and Online Education

## APPENDIX-II

### DURATION FOR PRESERVATION/DISPOSAL OF RECORDS

S.No.	Description	Duration
1	Attendance Record of Students in Examination	4 Years
2	Award List received from Evaluators	4 Years
3	Due/Improvement/Re-Evaluation Forms	3 Years
4	Used Answer Sheets	3 Years after the declaration of the result
5	Receipt and Dispatch Register	3 Years
6	Correspondence Files	4 Years
7	Panel of Examiners	4 Years
8	Admission Forms	2N Years*

\*N = Duration of the programme

# School of Distance Learning and Online Education

APPENDIX - III

## Attainment of CO & PO BCA (I SEM)

### Attainment of “BCA 101 Computer Fundamentals”

Level	Target
1	If 60 to 69 % students achieve threshold value
2	If 70 to 79 % students achieve threshold value
3	If >=80 % students achieve threshold value

#### Attainment of “BCA 101 Computer Fundamentals”

##### Direct Attainment through SEE

S. No.	Enrollment No.	Name	Q.1	Q.2	Q.3	Q.4	Q.5	Q.6	Q.7	Q.8	Q.9	Q.10
			CO2	CO2	CO2	CO2	CO1	CO2	CO2	CO2	CO2	CO4
			(14)	(14)	(14)	(14)	(14)	(14)	(14)	(14)	(14)	(14)
1	0601210001	ASIF KHAN	13	12	12	-	-	-	10	-	11	-
2	0601210002	HARSH BARTHUNIA	12	4	12	11	-	-	10	-	-	-
3	0601210003	KHUSHIRAM SAINI	5	2	4	-	-	-	5	-	1	-
4	0601210004	PINTU MAHARIYA	Absent									
5	0601210005	SAURABH	6	-	-	-	-	-	1	-	-	1
6	0601210006	VIJAY KUMAR	Absent									
7	0601210007	MOHIT LOTIA	7	5	6	-	-	-	6	-	-	6
8	0601210008	DEEPAK SAINI	10	-	12	-	-	10	6	-	-	-
9	0601210009	JATIN KUMAR SAINI	11	2	8	-	-	-	11	-	6	-
10	0601210010	DEEPAK PRAJAPATI	12	10	11	-	6	-	8	-	-	-
11	0601210011	ISLAM KHAN	7	5	8	5	-	-	6	-	-	-
No. of Student Attempted			9	7	8	2	1	1	9	0	3	2
Total No of Students Achieved Threshold Value (40%)			8	2	7	1	1	1	7	0	2	1
% of Students Secured Threshold Marks			88.89	28.57	87.50	50.00	100.	100.	77.78		66.67	50.00
Attainment Level			2	0	2	0	3	3	1		1	0
AVG Attainment Level			1.4				3				0.5	



**Direct Attainment through CIE**

S.No.	Enrollment No.	Roll No.	Internal Marks
1	0601210001	ASIF KHAN	26
2	0601210002	HARSH BARTHUNIA	27
3	0601210003	KHUSHIRAM SAINI	23
4	0601210004	PINTU MAHARIYA	0
5	0601210005	SAURABH	10
6	0601210006	VIJAY KUMAR	0
7	0601210007	MOHIT LOTIA	24
8	0601210008	DEEPAK SAINI	23
9	0601210009	JATIN KUMAR SAIN	24
10	0601210010	DEEPAK PRAJAPATI	27
11	0601210011	ISLAM KHAN	23
No. of Student Attempted			11
Total No of Students Achieved Threshold Value (40%)			8
% of Students Secured Threshold Marks			72.73
Attainment Level			1

**Total Direct Attainment of CO**

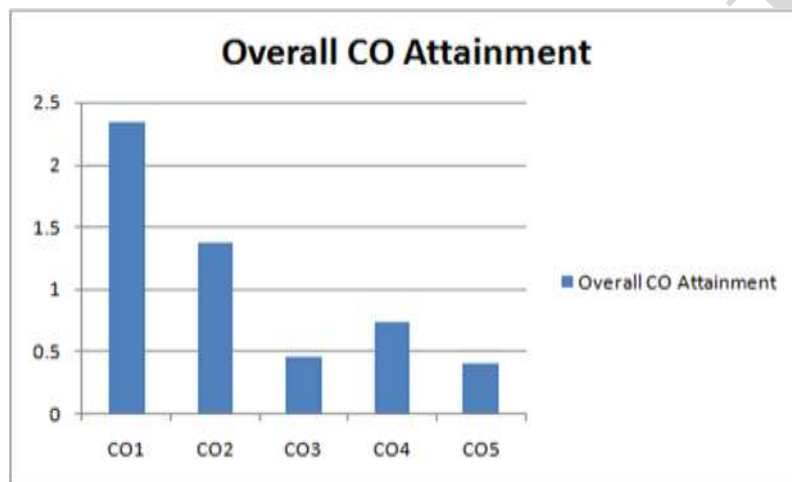
CO	External Examination	Internal Examination	Direct Attainment
CO1	3	1	2.4
CO2	1.4	1	1.28
CO3	0	1	0.3
CO4	0.5	1	0.65
CO5	0	1	0.3

**Indirect Attainment of CO**

Course Outcome	Number of Student answered Level 1	Number of Student answered Level 2	Number of Student answered Level 3	Total No of Students Participated	CO Attainment Level
CO1	4	5	2	11	1.82
CO2	3	2	6	11	2.27
CO3	5	2	4	11	1.91
CO4	6	4	1	11	1.55
CO5	8	2	1	11	1.36

**Overall CO Attainment of the Course**

Course Outcome	Direct	Indirect	Overall CO Attainment
CO1	2.4	1.82	2.34
CO2	1.28	2.27	1.38
CO3	0.3	1.91	0.46
CO4	0.65	1.55	0.74
CO5	0.3	1.36	0.41
Overall Attainment of CO			<b>1.07</b>



**Observations and Action Plan for Cos:**

1. All COs are not attained fully.
2. Attainment of CO4 and CO5 is very poor
3. Overall attainment of COs is 1.07
4. Remedial Classes will be started from next semester
5. Previous Year Question Papers will be solved
6. Guest Lectures will be organized on specific topics to enhance the knowledge level.





Roll No. ....

**MBA– Semester- I**  
**School of Distance Learning and Online Education**

End – Term Examination 20....

**Managerial Economics (OL MBA 104)**

Time: Three Hours

Max. Marks: 70

**Note :** Section A is Compulsory. Attempt any 5 Questions out of 8 from Section B and 2 Questions out of 4 from Section C.

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**Section A**

**Attempt all Multiple Choice Questions**

**1\*15=15 Marks**

1. What do you mean by the supply of goods?
  - A. Stock available for sale
  - B. Total stock in the warehouse
  - C. The actual production of the goods
  - D. Quantity of the goods offered for sale at a particular price per unit of time
  
2. Which of the following is the relation that the law of demand defines?
  - A. Income and price of a commodity
  - B. Price and quantity of a commodity
  - C. Income and quantity demanded
  - D. Quantity demanded and quantity supplied
  
3. What do you mean by a mixed economy?
  - A. Modern and traditional industries
  - B. Public and private sectors
  - C. Foreign and domestic investments
  - D. Commercial and subsistence farming
  
4. What do you mean by the demand of a commodity?
  - A. Desire for the commodity
  - B. Need for the commodity
  - C. Quantity demanded of that commodity
  - D. Quantity that consumers are able and willing to buy at various prices during any particular period of time

5. What do you mean by Gross National Product ?
- A. The total value of goods and services produced in the country
  - B. The total value of all the transactions in the country
  - C. The depreciation in the total value of goods and services produced in the country
  - D. The total value of goods and services produced in the country and the net factor income from abroad
6. Higher the price of certain luxurious articles, higher will be the demand, this concept is called
- A. A. Giffen effects
  - B. B. Veblen effects
  - C. Demonstration effects
  - D. Both b & c
7. In the case of perfect elasticity, the demand curve is
- A. Vertical
  - B. Horizontal
  - C. Flat
  - D. Steep
8. Perfect competition is characterized by
- A. large number of buyers and sellers
  - B. homogeneous product
  - C. free entry and exit of firms
  - D. all the above
9. The proportionate change in the quantity demanded of a commodity in response to change in the price of another related commodity is called
- A. Price elasticity
  - B. Related elasticity
  - C. Cross elasticity
  - D. Income elasticity
10. Car and petrol are
- A. Complimentary goods
  - B. Substitute goods
  - C. Supplementary goods
  - D. Reserve goods
11. Want satisfying power of commodity is called
- A. Demand
  - B. Utility
  - C. Satisfaction
  - D. Consumption

12. Functional relationship between input and output known as
- A. Conversion
  - B. Production function
  - C. Work in progress
  - D. Output function
13. In economics \_\_\_\_\_ means 'a state of rest 'or 'stability'
- A. Depression
  - B. Equilibrium
  - C. Maturity
  - D. growth
14. Selling cost is the feature of the market form
- A. monopoly
  - B. monopolistic competition
  - C. oligopoly
  - D. none of these
15. The causes of emergence of monopoly is/are:
- A. Concentration of ownership of raw materials
  - B. State regulation
  - C. Public utility services
  - D. All of these

**Section B**

**Attempt any five out of eight- (Word Limit 200 words)**

**5\*5=25 Marks**

1. State the phases of Trade Cycles.
2. State and explain the 'Law of variable proportions'.
3. Discuss the circular flow of income in four sector economy.
4. Discuss the methods of measurement of national income.
5. Discuss the various types of costs involved in production.
6. Explain the classical theory of output, income and full employment.
7. Discuss the features of Perfect Competition.
8. Write a note on Law of Diminishing Marginal Utility.

**Section C**

**Attempt any two out of four :**

**2\*15=30 Marks**

1. Define Managerial Economics. Explain the nature & Scope of Managerial Economics.
2. Discuss the Law of demand along with its assumptions & exceptions.
3. Discuss the price and output determination in short run & long run equilibrium under monopoly.
4. Define Inflation. Discuss the types & causes of inflation. Also explain the measures to control inflation.

**Jagannath University**  
**School of Distance Learning and Online Education**  
**Assignment -1**  
**DL BBA 103: Financial Accounting**

**Attempt all the multiple choice questions given below:**

**(20x0.5= 10 Marks)**

1. Which mechanism is entirely based on the fundamental idea that each individual accounting transaction has two sides, which are always balanced?
  - a. Accrual accounting
  - b. Double entry bookkeeping
  - c. Prudence principle
  - d. Cash accounting
  
2. Each accounting transaction originates with a:
  - a. Source Document.
  - b. Ledger.
  - c. Journal.
  - d. Trial balance.
  
3. In which order does the journal list transactions?
  - a. Alphabetical
  - b. Decreasing
  - c. Increasing
  - d. Chronological
  
4. Which of the following accounts is expected to present a debit balance?
  - a. Bank overdrafts
  - b. Financial income
  - c. Financial interest
  - d. Bank borrowing
  
5. What is the final stage of the accounting process?
  - a. Journal
  - b. Financial statement
  - c. Ledger
  - d. Trial balance

6. Which principle specifies that cost or expenses should be recorded at the same time as the revenue to which they correspond?
  - a. Prudence principle
  - b. Matching principle
  - c. Going concern principle
  - d. Consistency principle
  
7. Which measurement basis is most commonly used by enterprises to prepare the financial statements because it is the one that requires the fewest hypotheses?
  - a. Historical cost
  - b. Realizable value
  - c. Replacement cost
  - d. Present value
  
8. When will the end-of-period entries be carried out?
  - a. Every time the books are closed
  - b. Every time an entry is recorded
  - c. When the business is liquidated
  - d. Every time a major event is recognized
  
9. When do revenues affect net income?
  - a. In the period during which they are earned
  - b. In the period in which their cash equivalent is collected
  - c. Both a and b
  - d. Neither a nor b
  
10. Interest revenue on a loan granted to an employee becomes due on the anniversary of the loan, 31 March. The annual interest on the loan is Rs.120 . How much is recorded in the income statement as of 31 December?
  - a. Rs. 0
  - b. Rs. 30
  - c. Rs.60
  - d. Rs.90
  
11. What effect does the end-of-period entry recognizing periodic depreciation have on the basic accounting equation?
  - a. Decrease in assets, decrease in liabilities
  - b. Decrease in assets, increase in shareholders' equity
  - c. Decrease in assets, increase in liabilities
  - d. Decrease in assets, decrease in shareholders' equity

12. The opening balance sheet for each financial year must correspond to the ----- balance sheet for the preceding financial year.
- closing
  - Opening
  - both
  - none of the above
13. What is the principal criterion used to distinguish between tangible assets and inventories?
- The physical substance of the asset.
  - The acquisition cost of the asset.
  - The nature of the company's activity, which determines the purpose for which the asset is held.
  - The moment in the accounting period when the asset is acquired.
14. What is the acquisition cost of an asset given the following items:
- |                   |     |
|-------------------|-----|
| Purchase price    | 100 |
| Import duties     | 10  |
| Transportation    | 15  |
| Installation cost | 7   |
- 100
  - 109
  - 125
  - 132
15. What is "the systematic allocation of the depreciable [cost] of an asset over its useful life"?
- Impairment
  - Depreciation
  - Write-down
  - Write-off
16. Calculate depreciation:
- |                          |                      |
|--------------------------|----------------------|
| Acquisition cost         | 6 000                |
| Estimated residual value | 1 000                |
| Estimated useful life    | 5                    |
| Depreciation method used | Straight-line method |
- 2 000
  - 1 500
  - 1 200
  - 1 000



17. What happens when the book value has reached the residual value?
- The asset will no longer be reported in the balance sheet.
  - The asset is systematically disposed of.
  - The asset might not be taken out of service if it is still reliable and useful and will be carried in the balance sheet for a book value equal to the residual value.
  - None of the above
18. How are tangible assets, which were created or developed internally, valued?
- At their replacement cost
  - At their liquidation cost
  - At their present cost
  - At their historical cost
19. Working Capital is a term meaning:
- The excess of the current assets over the current liabilities
  - The amount of capital invested by the proprietor
  - The capital less drawings
  - The total of Fixed Assets - Current Assets
20. A credit balance brought down on a Rent Account means:
- We owe that rent at that date
  - We have paid too little in rent
  - We have paid too much rent
  - We have paid that rent in advance at that date

**School of Distance Learning and Online Education**

**Assignment -2**

**BBA– I Semester**

**DL BBA 102: Financial Accounting**

**Attempt all the questions given below. Each question carries one marks.**

**(10x1=10 Marks)**

- Q.1. Define accounting principles
- Q.2. What do you mean by recording of a business transaction?
- Q.3. Describe various rules of debit and credit?
- Q.4. What do you mean by subsidiary books?
- Q.5. What is sales book? Which transactions are recorded in it?
- Q.6. Discuss importance of ledger in business?
- Q.7. What are the functions of trial balance?
- Q.8. What do you understand by provisions?
- Q.9. What do you mean by secret reserves?
- Q.10. Explain the fictitious assets with two examples



## **Details of Proctored Examination in case of ODL and On-Line Programmes for Term End Examination**

**Provisions for Open and Distance Learning mode:** All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted through proctored examination (pen-paper or online or computer based testing) within Territorial Jurisdiction preferably at the headquarter of the university. The Exams shall be under the direct control of School of Distance Learning and Online Education, Jagan Nath University, Jaipur

The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners.

The examination shall be conducted as per the minimum standards as laid down in Annexure-II-II-A of UGC ODL and On-Line Regulations, 2020

**Provisions for Online Learning mode:** The Term End Examination for programmes offered through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by UGC from time to time.

The examination shall be conducted strictly as per the minimum standards as laid down in Annexure-II-II-B of UGC ODL and On-Line Regulations, 2020

### **Proctored Examinations**

The University adopted a 3rd party AI-Powered Digitally Proctored Examination Management System ‘**Digi Proctor**’ which is a highly secured and reliable platform. Since assessments are key for Effective Teaching and Improved Learning Outcomes, the University has taken this platform with the following important features:

- End-to-end Digitalization of Exam Operations
- Student Information Management
- Question Creation & Question Banks
- Test Design & Delivery
- ID Verification

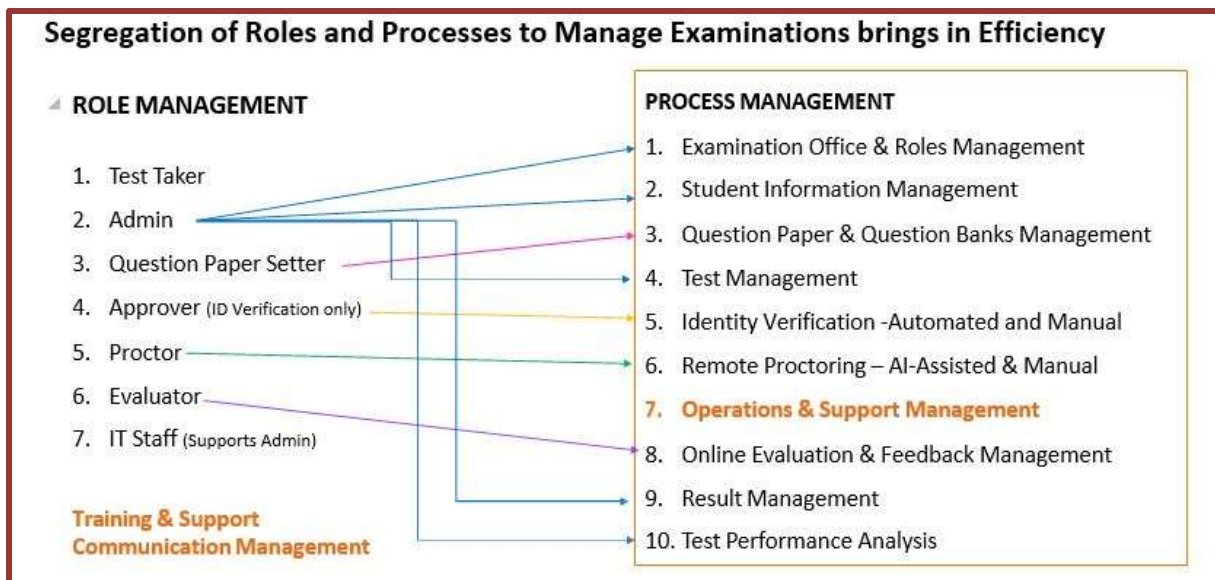
- Remote Proctoring
- Online Evaluation
- Result Processing with Deep Analytics
- Communication & Support
- Result Processing etc.

### Proctored Examinations: Role Management

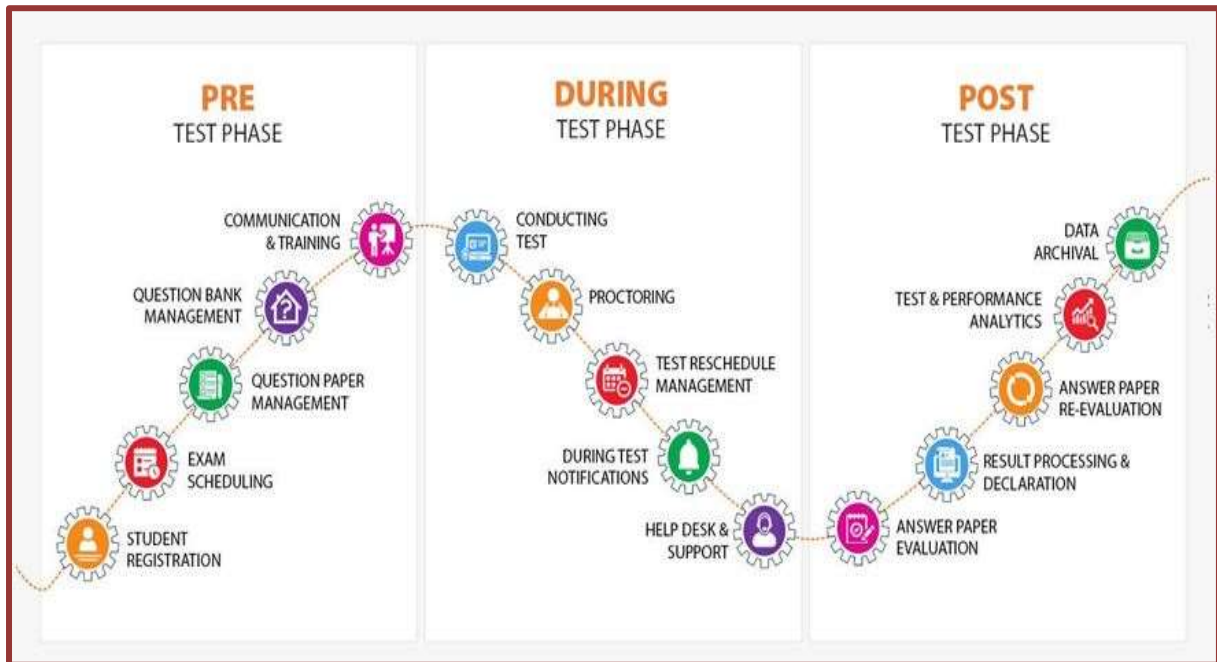
The entire Platform is base on 3 Tier System. All processes are based on 3 Tier Management System as follows:





- Admin Account
- Student Support
- Proctor

### Digi-Proctor I Role- Based Digitalization of Processes



**AI -Powered Digitally Proctored Examination Management System**  
**Digitalization of your Examination enables the examination body to Manage all Processes Online**



DIGIPROCTOR SECURITY & TEST INTEGRITY FEATURES				
PRE-TEST	DURING-TEST			POST-TEST
	Technology Controls	Test Delivery controls	Content controls	
Question Paper leakage controls	<ul style="list-style-type: none"> <li>• Device-level controls</li> <li>• Behavioral controls</li> <li>• Access control</li> <li>• Anti-DOS</li> <li>• Anti-Malware</li> <li>• Resilience &amp; Scalability</li> </ul>	<ul style="list-style-type: none"> <li>• Time controls</li> <li>• Navigation controls</li> <li>• Randomization controls</li> <li>• Subjective Question Uploading App (QR-Paired)</li> </ul>	<ul style="list-style-type: none"> <li>• Question-level design controls</li> <li>• Question Delivery &amp; Display control</li> </ul>	<ul style="list-style-type: none"> <li>• Database access controls</li> <li>• Robust cloud security</li> <li>• Disaster Recovery</li> </ul>
	 AES-256 Encryption	 ISO-27001 certified	 CERT.IN certified	 CMMI-3 certified

## 1. Remote ID Verification & Continuous Face Mapping

AI -Assisted Identity Verification

Modes of ID Verification

- Only-AI Verification
- AI-assisted Manual Verification Identity Verification Queueing
- Continuous Identity Validation



**FACE MAP = REGISTERED PHOTO**

**VERIFY ID CARD**

## AI -AUGMENTED IDENTITY VERIFICATION & REMOTE PROCTORING

### ID Verification:

- Ensures the person entering the examination is not an impersonator
- Stops someone else (a proxy) to appear for the exam on behalf of the legitimate student.
- Remote Proctoring:
  - Ensures exam integrity by stopping students from receiving any unauthorized assistance
  - Stops students from using disallowed resources (Internet, books, cheat sheets etc.) to answer the questions

Ai -Augmented Remote Proctoring

Remote Proctoring:

- Ensures exam integrity by stopping students from receiving any unauthorized assistance
- Stops students from using disallowed resources (Internet, books, cheat sheets etc.) to answer the questions

## Modes of Remote Proctoring:

- AI-assisted Human proctoring mode is most controlled form of remote proctoring. Students' camera, microphone feeds, screen captures are available to proctors. AI-assists proctors to detect misconduct.
- Only-AI proctoring mode is used If Student Count is Large, and the examination stake is low or the number of proctors available to monitor them is limited. There is No Human intervention to monitor students.
- Only-Human proctoring mode is used If Student Count is small and sufficient number of proctors available to monitor them. It's similar to on-site proctoring where proctors visually monitor students with no aid from AI.

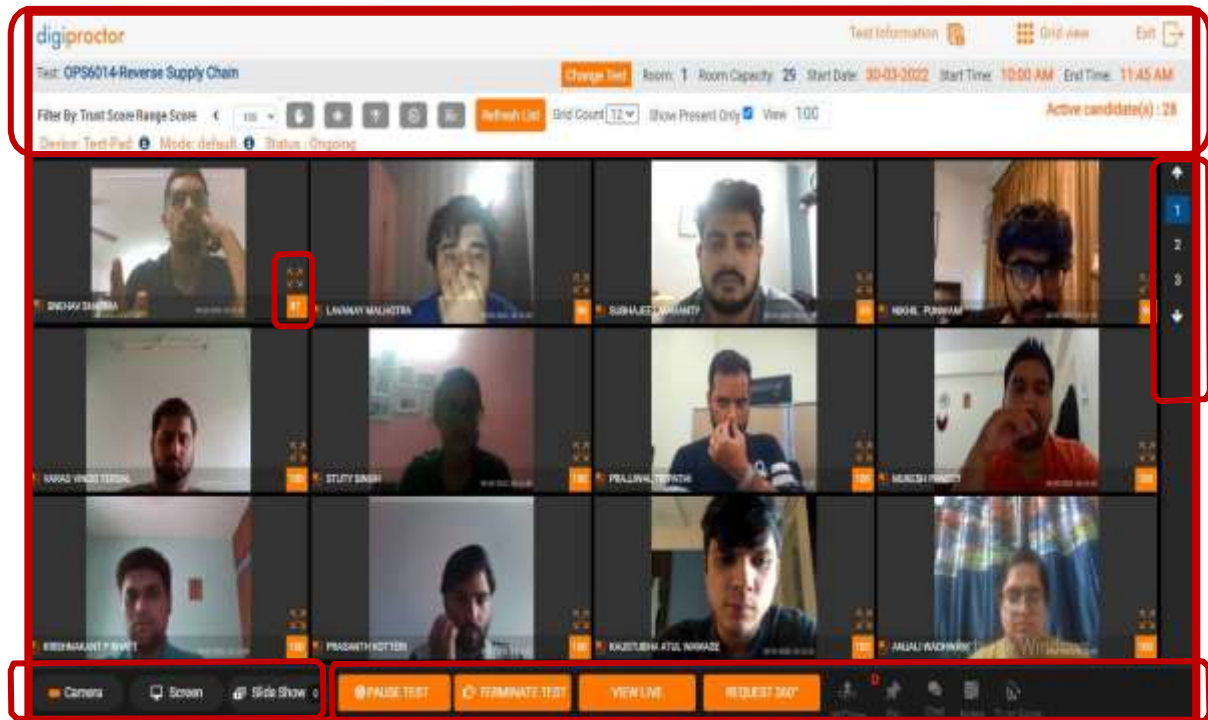


**AI - Assisted Human Proctoring Mode Test Takers' Grid View**


## Remote Proctoring:

- AI – enables proctors to detect and deter the use of unauthorized cheating aids during examinations
- Test takers who are pinned by proctor(s) for misconduct appear on top of the list for close monitoring


## Test Activity Views




## Test Score and Test Credibility Academic Performance & Student's Test Results Credibility



Every instance of Aberrant Behavior generates Alerts which Reduces Student's "Trust Score"




**Noise Detected**




**Virtual Machine Detected**


**Killing Virtual Machine Environment**, Instant Messaging Apps, Web Browsers, Mailing Apps, Screen Sharing etc.




You moved out of Test Window




Multiple faces detected in Test Window




Face map failed



Cheating aids detected



No Face in Test Window



Looking away from Test Window

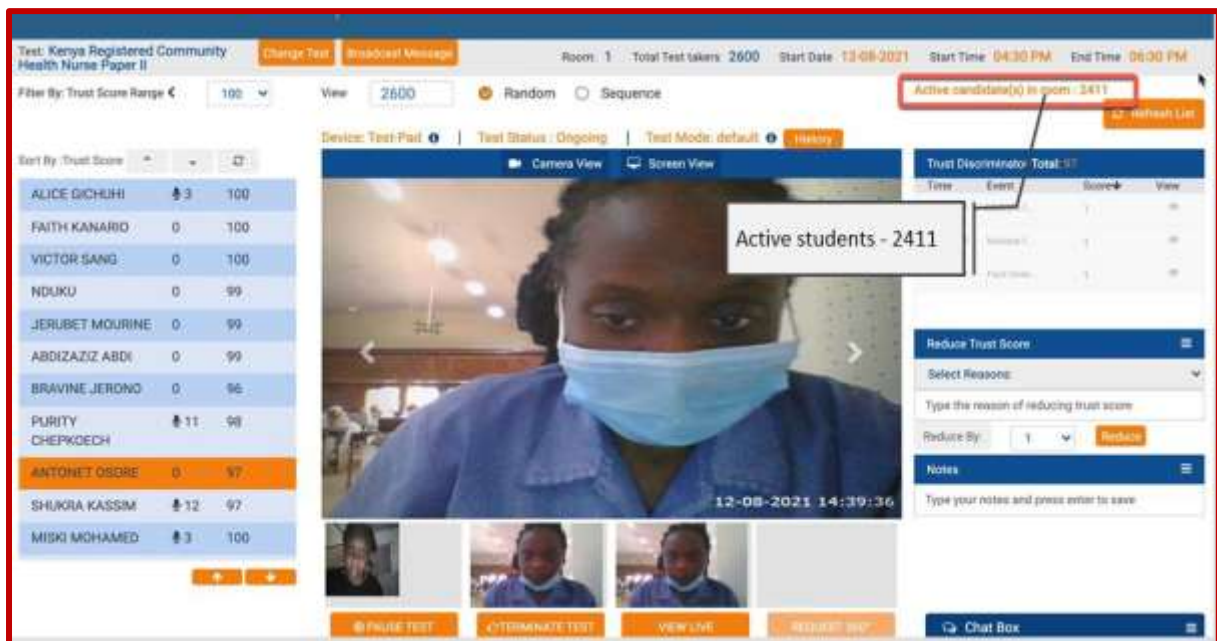
**Zero down Students whose Test Credibility is Low and Pin them so they come up in the Grid View**

## HUMAN + AI LIVE PROCTORING

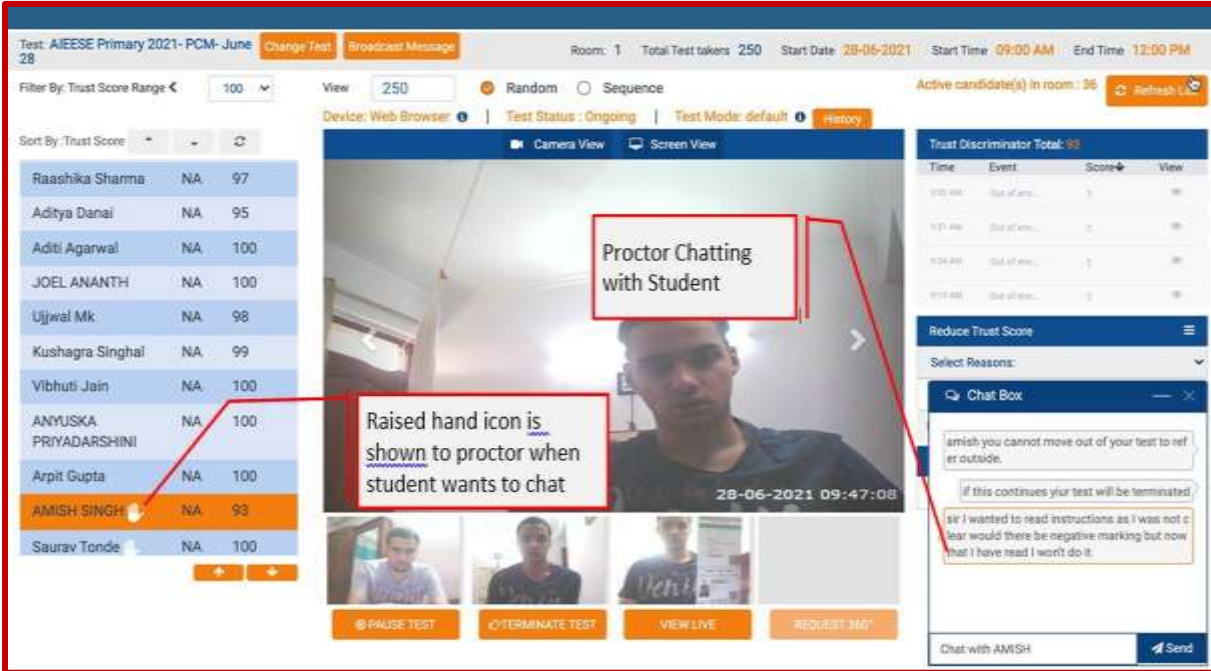


### Aberrant Activity recorded by Automated Remote Proctoring & Action by Human Proctor

#### Scalability & Concurrent Sessions



## Two- Way Communication



The screenshot displays a proctoring interface for a test titled "AIEESE Primary 2021-PCM-June 28". The interface includes a list of students on the left, a central video feed, and a chat box on the right. A red box highlights the text "Proctor Chatting with Student" in the video feed area. Another red box highlights the text "Raised hand icon is shown to proctor when student wants to chat" near the student list. The chat box shows a message from a student: "sir I wanted to read instructions as I was not clear would there be negative marking but now that I have read I won't do it." and a response from the proctor: "Amish you cannot move out of your test to refer outside. If this continues your test will be terminated."

## QUESTION DESIGN, DELIVERY & DISPLAY

### Question Paper Design Includes Versatile Question Types

- MCQ/MRQ
- True/ False
- Subjective
- Excel/ Document
- SPSS based Questions
- Grouped Questions (Case Study)





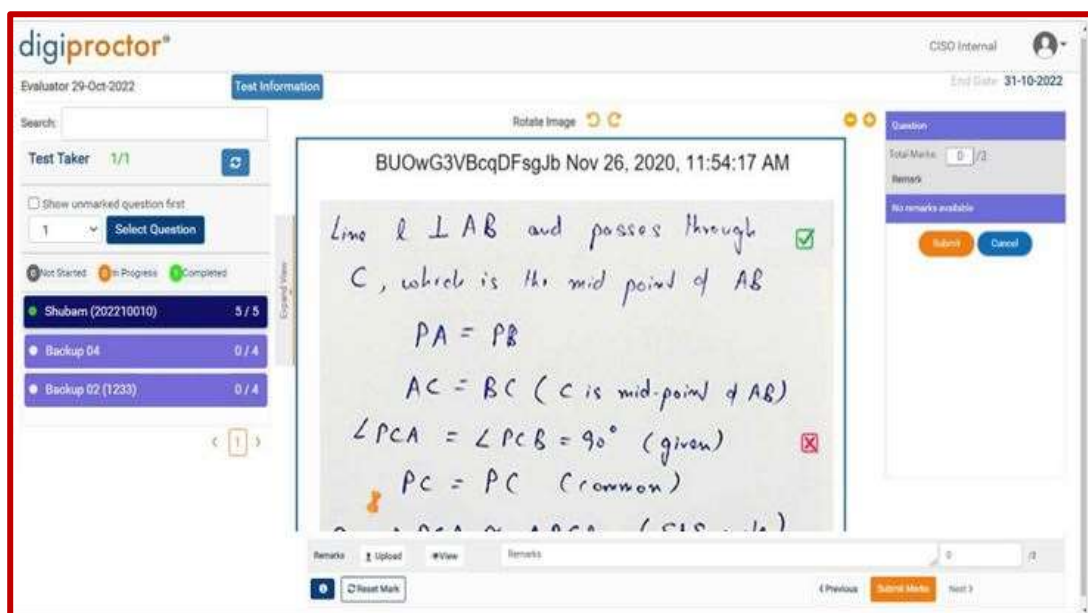
## Enhance Questions with Rich Media- Audio Video Files, Images, PDFs, Permitted OERs



### Online Examination & Result Evaluation

- Measure Effectiveness of Teaching
- Granular Performance Analysis
- Improved Learning Outcomes
- Auto-Correction (objective questions)
- Online Evaluation by Faculty
- Automated Result Processing

### Online Evaluation of Subjective Questions

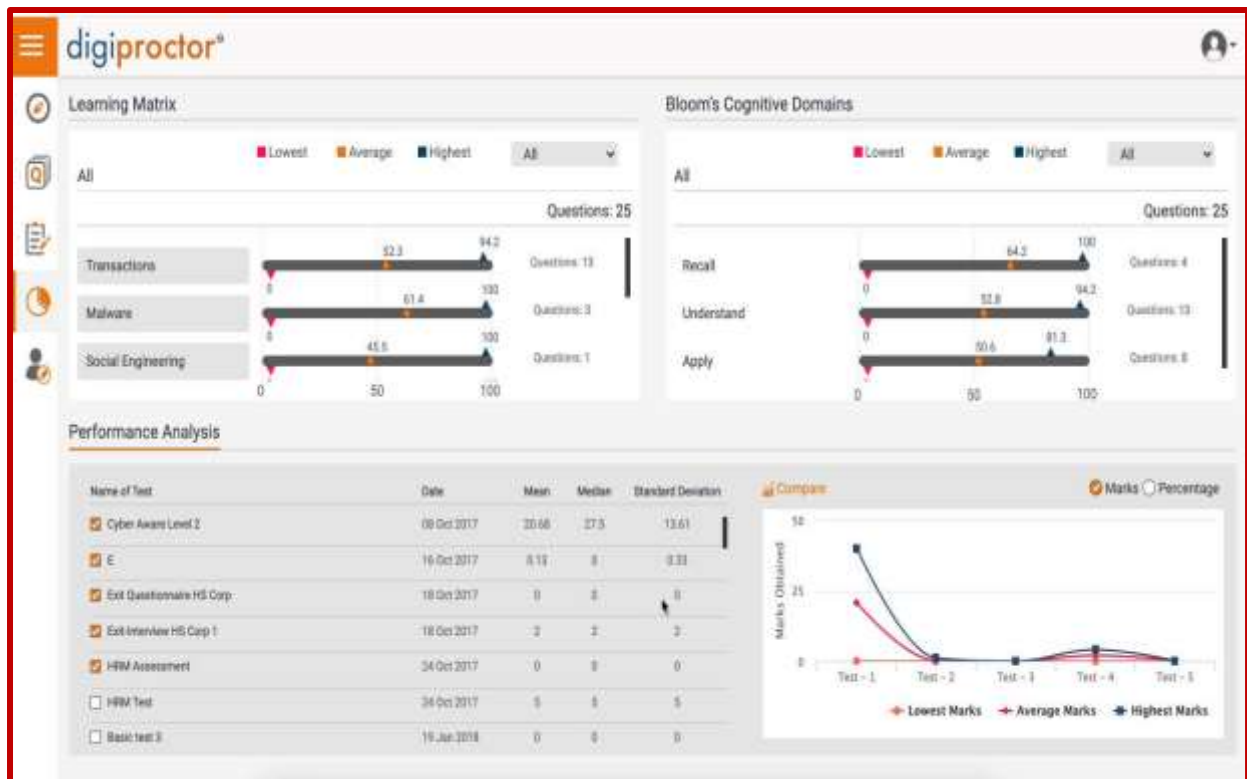


## Online Evaluation

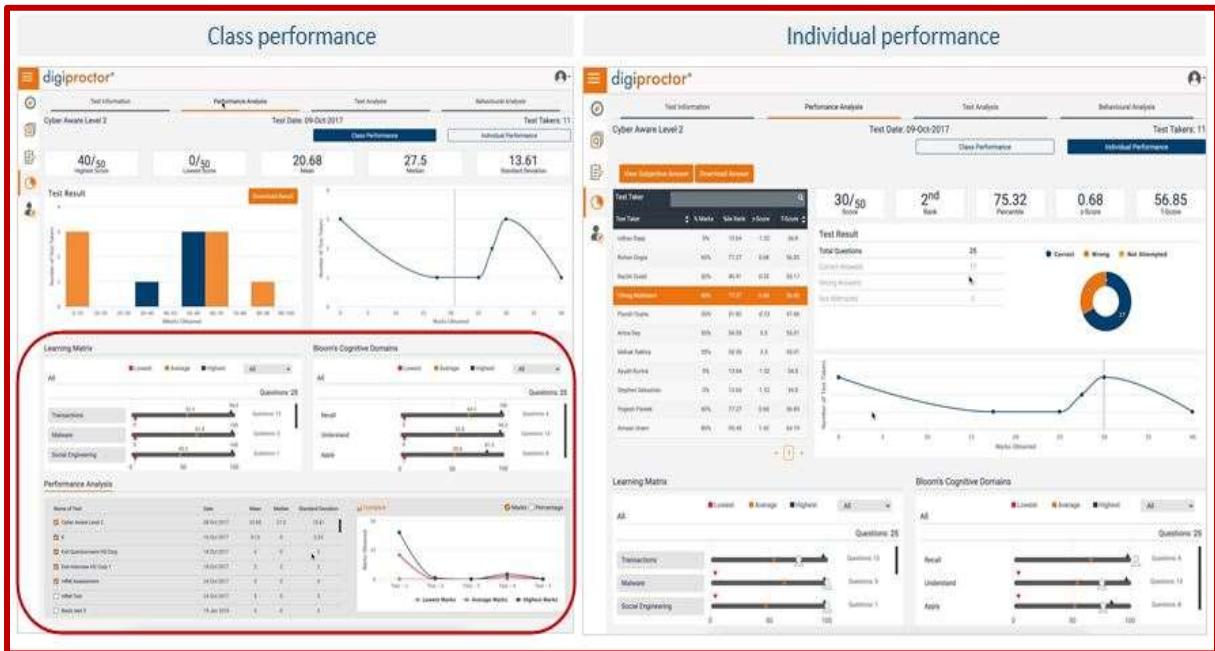
- Grade answers with comments
- Easy Navigation
- Test Credibility (Trust Score)
- View Students Profile Picture (Optional)
- View Objective Question marks (Optional)
- Question-level analysis of marked answers
- View Uploaded Answer Sheets
- Test Takers Hand-written answer sheet Watermarked & Time –stamped
- Add Marks & Input comments Pin sections for giving feedback

## Performance Analysis

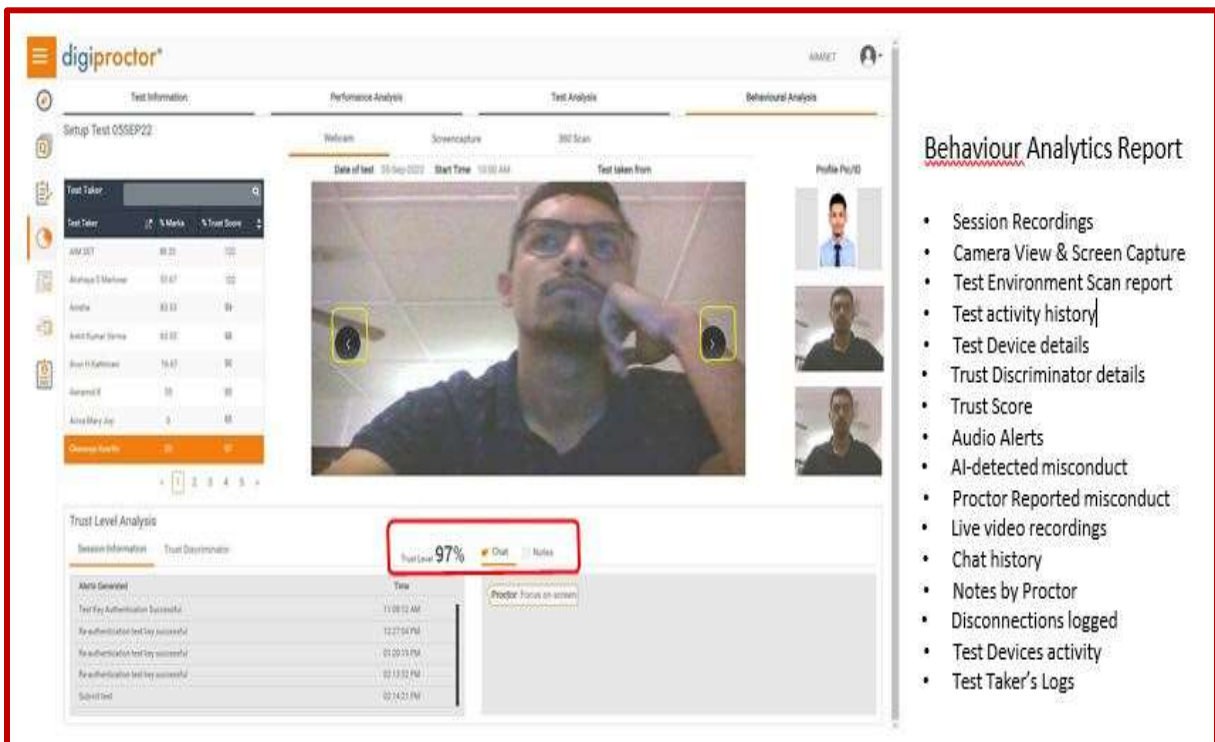
### Data –Driven Result Analysis & Personalized Learning Outcomes



## Performance Analysis



## Test Behavior Analysis





**APPLICATION FORM FOR ELIGIBILITY & ENROLLMENT**

**Enrollment No. (Leave Blank to filled by office )**

I request to enroll me as a student of the University. My Particulars are as below :

1. Name \_\_\_\_\_
2. Sex \_\_\_\_\_ 3. Date of Birth \_\_\_\_\_
4. Category : SC/ST/OBC/Gen./Others \_\_\_\_\_
5. Residential Status : NRI/Foreign National/Rajasthan/Out of Rajasthan \_\_\_\_\_
6. Physically Handicapped : Yes / No 7. Minorities : Yes / No \_\_\_\_\_
8. Aadhar No. \_\_\_\_\_
9. Father's Name : \_\_\_\_\_
10. Mother's Name : \_\_\_\_\_

Paste Recent  
Passport Size  
Photograph

\_\_\_\_\_

**Specimen Signature**

11. Permanent Address	12. Address for Correspondence

13. Course of Study : \_\_\_\_\_ 14. Branch of Study : \_\_\_\_\_
15. Details of Entrance Examination, if any \_\_\_\_\_

\_\_\_\_\_

16. Details of Qualifying Examination :

Name of Exam.	Board/University	Year of Passing	Optional Subject			%
			Subject	Max.Marks	Marks Obtained	



**IDENTITY CARD FORM**

Enrollment No. : \_\_\_\_\_ (To be filled by the office)

Name (in capital) : \_\_\_\_\_

Father's Name : \_\_\_\_\_

Programme : \_\_\_\_\_ Branch : \_\_\_\_\_

D.O.B. :           Validity : 20\_\_\_\_ - 20\_\_\_\_ Hosteller/Day Scholar

Address : \_\_\_\_\_ Transport Facility Yes/No \_\_\_\_\_

Mobile : +91 - \_\_\_\_\_ Signature of the Student \_\_\_\_\_

(The form must be submitted to the coordinator latest by \_\_\_\_\_ )

Paste Recent  
Passport Size  
Photograph.  
Do not Staple



16. Earlier Enrollment No., If any \_\_\_\_\_

17. Details of Enrollment with other Universities

Name of University	Enrollment No.	Course for which enrolled

**DECLARATION**

The information provided by me is correct and at present I am not registered/enrolled with any other university / board for any regular course. In case any information is found incorrect/misleading at any stage the University may cancel my enrollment *ab initio* without any claim for my

(Signature of Candidate)

**FOR OFFICE USE**

It is certified that the particulars of the candidate have been verified and are consistent with the document of previous examinations particularly secondary school examinations.

Particulars and documents verified by :

(Signature of Admission Incharge)

Name :

Enrollment Allowed/Not allowed :

If not recommended specify the reason :

(Registrar )

.....



# School of Distance Learning and Online Education

FORM NO. JNU/EXAM/002

## EXAMINATION FORM

End Term Exam Nov.-Dec...../April-May.....

Enrollment No. : .....  
 Roll No. : .....  
 Name of Candidate : .....  
 Father's Name : .....  
 Course Name : .....Sem: .....  
 Branch/Specialization : .....

Paste Recent  
Passport Size  
Photograph

### Main Examination

S. No.	Sub. Code	Subject Name
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Section Officer (Exam)

Signature of the Student



### ADMIT CARD

End Term Exam April-May, 2020

Enrollment No. : .....  
 Roll No. : .....  
 Name of Candidate : .....  
 Father's Name : .....  
 Course Name : .....Sem: .....  
 Branch/Specialization : .....

Paste Recent  
Passport Size  
Photograph

Controller of Examinations

### **Instructions to the candidates for Semester End Examinations**

1. The Candidate must clear all the dues of the semester and must have requisite percentage of attendance in the sem.
2. Carrying of Mobile phones to the examination room is strictly prohibited. In case a student is found with the mobile phone then the answer sheet would be cancelled and in his/her mobile would be confiscated and would be released latter after paying the fine amount Rs.100.
3. Students are not permitted to take the examination without their I-Card. In case they don't have the I-Card, then **duplicate admit card** would be issued on payment of Rs.50/day in the Administrative Block.
4. If a student is found indulging in indisciplinary act, the copy of the student would be cancelled immediately. Students should ensure that they are not carrying any kind of objectionable material with them.
5. No supplementary answer sheet would be provided under any circumstances.



## School of Distance Learning and Online Education

FORM NO. JNU/EXAM/003

Total Fee: .....
Receipt No. ....
Date: .....
Signature (Accounts)



**Jagannath University**  
Jaipur | Rajasthan

Chaksu Bypass Road, NII-12, Tonk Rd, Jaipur, Rajasthan 303901

### MID TERM / END TERM EXAMINATION APPLICATION FORM (Due/Improvement)

Kindly permit me to appear in the following papers in the Due/Improvement Examinations

to be held in .....

1. Enrollment No. ....
  2. Roll No. ....
  3. Name of Candidate .....
  4. Father's Name .....
  5. Course Name .....
  6. Branch/Specialization .....
  7. Student Type Regular / Migrated (If Migrated) Mig. Year ..... Mig. Sem. ....
  8. Is this the first attempt of appearing in below specified subjects Yes / No (If No, Specify the attempt) : 1st / 2nd / 3rd / .....
  9. Reason of filling the Due Form Backlog / Migrated / Late Admission / Due Fee / Any Other (Specify) .....
  10. Form filled by Self / Friend (If filled by Friend) Name: .....
- Enroll No. .... Contact No. ....

<p>Paste Recent Passport Size Photograph</p>
--

S.No	Sem	Sub. Code	Subject Name	Due/Improvement	Theory/Practical
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Checked by  
(Name & Signature)

Controller of Examinations

Signature of Student



**FORM NO. JNU/EXAM/004**

**Panel of Paper Setters and Examiners for End-Term/Final Examinations May-June, 2019**

**Programme: .....**

**Semester: .....**

**Sub Code & Name: .....**

S.No.	Sub Code & Sub Name (Theory Paper)	Name & Designation	Office Address	Residence Address	Contact No.
1.					Off.-
					Res.-
					Mob.-
					E-mail-
2.					Off.-
					Res.-
					Mob.-
					E-mail-

**Dean/HoD**

**President**

**FORM NO. JNU/EXAM/005**

**Examiner No.**\_\_\_\_\_

No

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dated \_\_\_\_\_ 20 .

Sir / Madam,

I have the honour to invite you to act as a paper-setter in the following paper/papers :

<b>Name of Exam. With Semester</b>	<b>Subject</b>	<b>No. of Question Papers to be set</b>	<b>Due Date</b>
Sem.		One	

2. Detailed distribution of marks for different parts of each question or marking scheme as it is called, should be given in the question paper itself. The paper setter shall have to give a detailed 'Marking Key' and solutions to numerical problems along with the paper. These instructions will be given to examiners at the time of evaluation of answer-books. The instructions should be written very legibly to avoid errors in printing. **NO PAPER SHALL BE ACCEPTED WITHOUT MARKING KEY.**
3. No payment for the paper-setting will be made for a paper without the marking key and solution to numerical problems. The University will get such paper set by another person immediately without any information.
4. The University rules provide that no person who is himself appearing at any examination, can act as an examiner for any examination of the College in the year in which he is so appearing. Similarly, no person can act as a paper-setter in any subject for an examination at which any of his close relations intends to appear in that year at the college. The term 'Close relation' includes wife, husband, son, daughter, grandson, grand daughter, brother, sister, nephew, niece, son-in-law, daughter-in-law, brother-in-law of the paper-setter.
5. Before accepting the offer, the paper-setter is expected to inform the University (a) if any person having blood relationship with him/her of a similar type as described in the

preceding paragraph is appearing at the examination for which paper-setting has been offered to him/her or (b) if he/she is author of a book or book-let on the subject and, if so, the standard for which the book can be utilized. Kindly send this information positively.

6. The University rules provide that the paper-setter will not undertake any private tuitions of the University students in the subject upto the date of examination. This may kindly be noted.
7. The question paper will be set as per pattern of the question paper/model question paper enclosed herewith.
8. The questions to be set shall pertain to the syllabus enclosed herewith. Equal number of questions will be set from different units of the syllabus in each section of the question paper. No question(s) should be set beyond the scope of syllabus.
9. The maximum remuneration for paper setting and evaluation of answer-books, payable to a person for examinations held during an academic year shall not exceed Rs.20,000/- (Rupees Twenty Thousand only) irrespective of the actual date of payment. If the total remuneration exceeds the above limit, the excess amount shall be retained by/refunded to the college. The onus for ascertaining that the work allotted by the college from time to time does not exceed the ceiling shall be on the person concerned.
10. PUNCTUALITY SHALL BE OBSERVED IN ALL MATTERS.  
You are requested to kindly send the certificate in the enclosed form and the manuscript of the Question Paper be sent duly packed, sealed and dispatched as per instructions enclosed herewith.
11. Please send the packed material only through **SPEED POST OREGISTERED POST**. For any further queries please feel free to contact the undersigned immediately on phone no. **09785000712**

Yours sincerely,

**Tanmay Pattanayak**  
**Controller of Examinations**

**FORM NO. JNU/EXAM/006**

**A Procedure to be followed for providing an amanuensis to a candidate who meets with an accident during examination days.**

**FOR CANDIDATES :**

I.....Son/Daughter of  
Shri.....Resident of  
.....  
..... do hereby affirm as under :

- (1) That I have suffered an injury as a result of an accident on .....
- (2) That I was treated by Dr. .... and that the Medical Certificate furnished by me from the Principal Medical and health Officer of the District, is a genuine one.
- (3) That the amanuensis Mr./Ms. .... Son/daughter of  
..... Resident of  
.....  
..... is a student of .....

I understand that the permission granted by the Centre Superintendent for amanuensis is purely provisional. If any of my statements are found to be incorrect, my examination may be cancelled without prejudice to any legal action that may be take in the matter by the University.

**Signature of the candidate with local address.**

**FOR AMANUENSIS :**

I ..... Son/Daughter of Shri .....  
Resident of ..... hereby affirm as under :


- (1) That I am a student of ..... of ..... College.
- (2) That I have been asked to act as an amanuensis for  
.....  
Son/Daughter of ..... Resident of ..... Who has met with an accident and is not a position to write in the examination himself.
- (3) Shri ..... is not related to me.

I understand that if any of the statements made above are found to be incorrect I am liable to legal action which may be taken by the University in this matter.

**Signature of the Amanuensis with local address**



FORM NO. JNU/EXAM/007

				<b>Jagannath University</b> Jaipur   Rajasthan		Date : _____	
<b>REPORT OF INDISCIPLINE</b>							
S.No.	Enroll. No.	Roll No.	Branch	Course	Name	Room No.	Remarks
1							
2							
3							
4							
5							
6							
7							
							<i>Signature of the Convenor</i>

**FORM NO. JNU/EXAM/008**

<b>JAGANNATH UNIVERSITY, JAIPUR</b>					
DISPATCH REGISTER FOR QUESTION PAPERS AND ANSWER SCRIPTS (MAY-JUNE,...../NOV.-DEC..... )					
PROGRAMME _____		SEM: _____	SUB. NAME & CODE _____		
	NAME, ADDRESS CONTACT DETAILS	DISPATCH DATE	DUE DATE	RECEIVED DATE	REMARKS
QUESTION PAPER					
ANSWER SCRIPTS					



FORM NO. JNU/EXAM/009



**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**

1. Name : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Address : \_\_\_\_\_  
\_\_\_\_\_ Mobile No. \_\_\_\_\_
4. Programm:  Branch :  Semester:
5. Enrollment No.
6. Roll No.
7. Month and Year of the Examination: \_\_\_\_\_

S. No.	Sem.	Sub. Code	Subject Name	Max. Marks	Marks Obtained
1					
2					
3					
4					
5					
6					

(Signature of the student)

8. Fee detail:-  
(The fee for Re-evaluation of answer script is Rs. 400/- per paper/subject )  
No. of paper (s): ..... × Rs. 400/- = Total Amount: .....
- Receipt No. .... Date:.....

(Signature of Account Section)

**RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS**

1. The result of re-evaluation will be displayed on the **University Website**
3. Re-Evaluation is permissible in theory papers of End-Term Examinations only and not in the Internal Assessment and Project/Dissertation/Practicals/Lab courses, Workshops, Assignments & Seminar etc.
4. No Answer Sheet shall be shown to applicant on any ground.
5. The fee once paid shall not be refunded.
6. No case of Re-Evaluation shall be entertained after stipulated period.



FORM NO. JNU/EXAM/010

Total Fee:.....
ReceiptNo.....
Date.....
Signature(Accounts)



**Jagannath  
University**  
Jaipur | Rajasthan

N.H-12, Chaksu Bypass, Tonk Road, Jaipur(Rajasthan)

**APPLICATION FORM FOR INSPECTION OF ANSWERSHEET**

Enrollment No. ....  
 Roll No. ....  
 Name of Candidate .....

Father's Name .....

Course Name .....

Branch/Specialization.....

Mobile No. ....

**List of Inspection Paper(s)**

S.No.	Sub.Code	SubjecName	Maximum Marks	Marks Obtained	Marks Obtained after Reval(if any)
1					
2					
3					
4					

Signature of the Student

**Declaration by the student after inspection of answer sheet**

I hereby declared that I have seen my above mentioned answer sheet(s) personally and stated that:

I am satisfied with the same

I wish to re-evaluate my answer sheet

Signature of the Student

Assistant Registrar  
(Examinations)

Fee: Inspection of answer sheet fee Rs. 600/ per paper.





FORM NO. JNU/EXAM/11

Total Fee..... Receipt No..... Date:..... Signature (Accounts)	<p><b>Jagannath University</b> Jaipur   Rajasthan</p>	<p><b>Examination Form</b> <b>(For Mercy Chance Candidates only)</b></p>																																																																		
1. Enrollment No. : _____ 2. Name : _____ 3. Father's Name : _____ 4. Programme : _____ Branch _____ 5. Mobile No. : _____ Batch _____ 6. Reason for Mercy Chance : _____ (Attach Valid Documentary Proof) _____ _____ _____																																																																				
. Subject in which re-appear (Mercy Chance) applicable																																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 8%;">S.No.</th> <th style="width: 8%;">Sem</th> <th style="width: 15%;">Sub. Code</th> <th style="width: 45%;">Subject Name</th> <th style="width: 12%;">Theory</th> <th style="width: 12%;">Practical</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			S.No.	Sem	Sub. Code	Subject Name	Theory	Practical																																																												
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Certified that the particulars and information given above are correct to the best of my knowledge.																																																																				
_____ <b>Full Signature of the Applicant</b>																																																																				
(FOR OFFICE USE ONLY)																																																																				
It is recommended that the applicant _____ son/daughter of _____ may be allowed Mercy Chance to appear in the examination as stated above under the Ordinances/ Regulations in force on the prescribed fee.																																																																				
_____ <b>Dean</b> (Signature with Official stamp)																																																																				
Date: _____																																																																				
Remarks Regarding Case: _____ _____ _____																																																																				
_____ <b>Controller of Examinations</b>																																																																				
Approval of the Competent Authority :																																																																				
_____ <b>Signature of President</b>																																																																				



**Jagannath University**

Jaipur | Rajasthan

Approved by UGC & NAAC Accredited

NH-12, Chaksu Bypass, Tonk Road,  
Jaipur - 303901 (Raj.)

Affix Your  
Recent Colour  
Passport Size  
Photograph

APPLICATION FOR OBTAINING CONSOLIDATED MARKSHEET, PROVISIONAL DEGREE ETC.

**Fill all the Information in Capital Letters Only**

1. Name of the Candidate :

(First Name) (Middle Name) (Last Name)

2. Aadhar No. :

3. Gender (Please ✓ Mark) : Male  Female

4. Father's Name :

(First Name) (Middle Name) (Last Name)

5. Mother's Name :

(First Name) (Middle Name) (Last Name)

6. Enrollment Number :

7. Academic Session/Batch :

8. Year of Passing with Month : .....

9. Last Examination Appeared : Main  Due  Special Due

10. Name of the Programme : .....

11. Branch/Specialization : .....

12. Mobile No. :

13. Email Address : .....

**Declaration by the Candidate :**

I hereby declare that I wish to obtain the Consolidated Marksheet, Provisional Degree as I shall not be appearing for any due/improvement examination in future and I cleared all the papers successfully. I understood that the Consolidated Marksheet & Porvisional Degree would not be reissued to me under any circumstances.

**Note : Students are required to attach one self attested copy of the Aadhar Card along with this form.**

(Signature of the Candidate)



FORM NO. JNU/EXAM/013



**NO DUES CERTIFICATE (STUDENTS)**

Mr./Ms..... S/o D/o of .....

Mobile No. .... E-mail ID : .....

Course....., Branch..... and Enrolment No. .... Batch: 20\_\_ - 20\_\_

has applied for No Dues Certificate. The concerned Heads are requested to give their remarks regarding dues, if any.

**Registrar**

- 1. Library : .....
- 2. Sports : .....
- 3. T.P.Cell : .....
- 4. System Administrator : .....
- 5. Proctorial Board : .....
- 6. Examinator Department : .....
- 7. Hostel : .....
- 8. Mess/Canteen Contractor : .....
- 9. Transport : .....
- 10. Accounts : .....
- 11. Lab in Charge : .....
- (a) Physics : .....
- (b) Chemistry : .....
- (c) CS/IT/EC/ME/CE/EE/EV/BT : .....
- (d) C.T./Concert Lab : .....
- 12. Workshop (Only for B.Arch students) : .....
- 13. Return of ID Card to Mr. Rahul Sharma : .....
- (If the ID Card is not returned a fine of Rs.200 would be charged)**
- 14. H.O.D. of concerned Department : .....

**Bank Details for Security Refund**

- Name of Account Holder (Student's Name) : .....
- Bank Name : .....
- Bank Account No. : .....
- IFSC Code : .....
- MICR Code : .....
- Branch Name : .....
- City & State Name : .....

Signature of Student



FORM NO. JNU/EXAM/014



## Details of Migrated Student

Name:

Father's Name:

Course:

Semester in which  
migrated to JNU:

Migrated from:

**Semester :**

S.L No.	JNU Subjects	Simillar Subjects of other Inst./Univ.	Marks Obtained			Marks to be credited if passed as per JNU scheme			Remarks
			Int.out of	Ext. Out of	Total Out of	Int.out of	Ext. Out of	Total Out of	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Signature of Dean/HoD