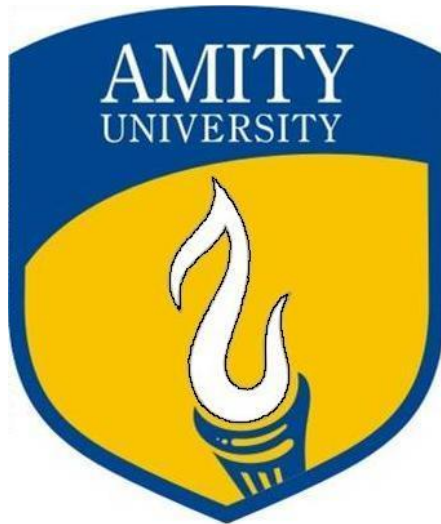


**AMITY UNIVERSITY MADHYA PRADESH**



**EXAMINATION DEPARTMENT**

**ANNUAL REPORT  
2023 - 2024**



(i)

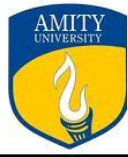
**INDEX**

<b>Ser. No.</b>	<b>Content</b>	<b>Page No</b>
		<b>From – To</b>
1.	Vision and Mission of the University	1
2.	Introduction	2
3.	Examination Activity Calendar	2
4.	Committees	3
5.	Examination Committee	3
6.	Setting of Question Papers	3 – 4
7.	Online Setting / Moderation of Question Paper	4
8.	Conduct of Examinations	4
9.	Appointment of Supdt of Examinations	4
10.	Preparation and Notification of Examination Schedule	5
11.	Status of Examination Forms Submitted and Admit Cards Generated	5
12.	Appointment of Observers	5
13.	Discipline Cases	6
14.	Evaluation and Result Compilation	7
15.	Result of Moderation Committee	8
16.	Promotion Status	8 – 9
17.	Yearly Result Report	9
18.	Grievances of Students	9
19.	Degree Awarded	10
20.	Automation	10 – 11
21.	Conclusion	11
22.	Appendix “A”	12
23.	Appendix “B”	13 – 15

(ii)

**ACRONYMS**

<b>Ser. No.</b>	<b>Details</b>	<b>Abbreviation</b>
1.	Academic Break	AB
2.	Controller of Examinations	CoE
3.	Cumulative Grade Point Average	CGPA
4.	Examination Department	Exam Dept
5.	Examination Superintendent	Exam Supdt
6.	Head of Institute/ Department	Hol /HoD
7.	Promotion with Academic Probation	PAP
8.	Promotion with Academic Warning	PAW
9.	Repeat Year	RY
10.	Repeat Semester	RS
11.	Semester	Sem
12.	Semester Grade Point Average	SGPA
13.	Student Learning Outcomes	SLOs



# AMITY UNIVERSITY

## MADHYA PRADESH

(Established by Ritnand Balved Education Foundation)

---

### VISION AND MISSION OF THE UNIVERSITY

#### VISION

To make Amity University Madhya Pradesh, a centre of Excellence in Higher Education by providing value based holistic education, including leadership quality, encouraging research, innovation and nurturing talent.

#### MISSION

To provide quality education catering for diverse, contemporary educational and research needs of the nation with emphasis on regional aspirations and develop balanced personalities with positive outlook and leadership qualities.

## DETAILED REPORT

### Introduction

1. The **AMITY UNIVERSITY MADHYA PRADESH (AU MP)** Examination Department (Exam Dept) is governed by the **AUMP Regulations (R3-Apr 2019) which flow out of the** Madhya Pradesh Ordinance No. 4 dated 23 Mar 2013 for Conduct of Examinations, Scheme of Examinations and Discipline among Students during Examinations as well as lays down conditions for appearing in an examination of the for a degree or a diploma, either generally or for a particular examination, unless there is anything, repugnant in the subject or context. The Ordinance and Regulations are applicable to all courses being conducted at **AU MP**.
2. Advancing towards the mission to offer high quality examination services, Exam Dept ensures transparency in all its activities that adequately support all students and Institutions. The Exam Dept administers open and secured processes and systems and works in close collaboration with Institutions, External organizations and Individuals.
3. Exam Dept is headed by the CoE who reports to the Vice Chancellor.

### Examination Activity Calendar: 2023 – 2024

4. **Academic / Examination Calendar.** The Academic Calendar is issued by the Dean Academics of the University right before the commencement of academic session. Block of Examinations is notified through Academic Calendar for both Odd and Even semesters. A detailed Examination Calendar is then prepared by the Examination Department based on the Academic Calendar.
5. The Block of examination including practical's for Academic Session 2023 – 2024 is given below:

Ser. No.	Examinations	Last Teaching Date	Block of Examinations Including Practical
(a)	Odd Semester	<b><i>Back Paper Exams</i></b> <b><i>Senior Sem:</i></b> 08 Dec 2023 <b><i>First Sem:</i></b> 12 Jan 2024	06 Nov to 02 Dec 2023 <b><i>Senior Sem:</i></b> 11 Dec 2023 to 05 Jan 2024 <b><i>First Sem:</i></b> 15 Jan 2024 to 09 Feb 2024
(b)	Even Semester	<b><i>Back Paper Exams</i></b> <b><i>Pass Out Batches:</i></b> 28 Mar 2024 <b><i>Senior Sem:</i></b> 22 May 2024 <b><i>Second Sem:</i></b> 26 Jun 2024	22 Apr to 17 May 2024 <b><i>Pass Out Batches:</i></b> 01 Jul 2024 to 24 Jul 2024 <b><i>Senior Sem:</i></b> 27 May 2024 to 15 Jun 2024 <b><i>Second Sem:</i></b> 01 Jul 2024 to 24 Jul 2024

6. The Exam Dept has number of different activities throughout the academic session. Exam Dept prepares and issues Calendar of Examination Activities and detailed Schedule of Examinations and all examination activities are monitored for compliance as per the itinerary issued.

## **Committees**

7. To devise detailed procedure for an efficient, transparent, and fair evaluation of students, including coordination of activities relating to conduct of examinations, various statutory committees are constituted as per **AUMP** Regulations as under: -
- (i) Examination Committee
  - (ii) Moderation Boards (Moderation of Question Papers)
  - (iii) Evaluation Committee
  - (iv) Coding Decoding Committee
  - (v) Examination Discipline Committee
  - (vi) Result Compilation Committee
  - (vii) Result Moderation Committee
8. **Examination Committee**. As per Para 4 of the Regulations, Examination Committee is constituted by the Academic Council at University level to frame detailed guidelines and procedures for an efficient, transparent, and fair evaluation of students' performance and conduct of examinations. This committee supervises all examinations activities of the University and reviews the results of the University examinations. It appoints such number of Examination Sub-committees at Institutional level to deal with examination matters.
9. **Examination Conduct**  
As per AUMP Ordinance No. 4 and Revised Regulations - R3/2019 (Regulations on Conduct of Examinations, Scheme of Evaluation of Students Performance and Discipline among Students in Relation to University Examinations).

## **Setting of Question Papers**

10. **Formulation**. Question papers are formulated as per Para 26 of the Regulations elucidating procedures for setting of question papers. The setting of question paper is developed in such a way that it ensures that each question addresses one or more course objective mapped with the student learning outcomes. Names of Paper setters (External and Internal) are proposed by respective Hol's for the approval of Hon'ble Vice Chancellor through the Controller of Examination.
11. **Duration of Exams**. A question paper for theory examinations of a course unit of any program is of three hours duration, depending upon the associated credit unit, with maximum marks 70/50 as applicable.
12. **Format of Question Paper**. The question papers for the ESE shall be set in such a manner as to ensure that they cover the entire syllabus as per the weightage of the modules of the concerned course unit. The questions are framed in such a way that the Student Learning Outcomes (SLOs) of the course is assessed properly and also weightage given to each module of instruction is properly reflected in questions. Question Paper has 3 sections:

- (a) **Section A:** The questions in this section include short numerical problems or theory questions to assess students' understanding of concepts and framework. This section has multiple questions as per guidelines and students have to attempt as per instructions given in the question paper. Marks are given as per the weightage given to the Section in overall marking scheme.
- (b) **Section B:** The questions in this section may include long theory questions or numerical problems requiring students to apply the concepts to a given situation or in a given context. This section also has multiple questions and marks are given as per the weightage given to the Section in overall marking scheme.
- (c) **Section C:** This section is compulsory and questions in this section are generally case study based, a hypothetical problem or a situation seeking a possible solution(s), students' response to a situation based on general awareness of the broad discipline of study etc.

### 13. Online Setting / Moderation of ESE Question Papers through AMIZONE.

- (a) To enhance security and confidentiality the paper setters will be able to set their Question Papers in the prescribed format on **AMIZONE** through their **AMIZONE Id.** Once the setting of Question papers is over then the moderation process is initiated. A moderator can moderate the allotted Question Papers through their **AMIZONE Id.**
- (b) Details of paper setters and moderators will be provided by the respective / concerned Institute in the **prescribed format** well in advance with the details viz. Sub Code, Sub Name, Name & Emp code of Paper setter, Name & Emp code of Moderator etc.
- (c) During the academic year 2023 – 2024 most of the question papers were set online through AMIZONE.

### Conduct of Examinations

14. **Appointment of Superintendent / Addl. Supttd. / Dy. Supttd. of Examinations:** As per Regulation Para 10 Conduct of Examination Scheme of evaluation and discipline among students in exams, with the approval of Competent Authority of the University, Exam Supdt / Addl. Supdt are appointed to conduct and supervise its examinations held or to be held at a examination center. Appointment of Addl. Supdt is applicable if strength of Institution is more than 1000.

Ser. No.	Examination	Odd Sem	
		Dec 2023	Jan 2024
		Even Sem	
		May	Jun 2024
(a)	Total No. of Enrolled Students	3932	3934
(b)	Total No. of Appeared Students	3932	3890
(c)	No. of Institutions	10	10
(d)	No. of Superintendent	04	04
(e)	No. of Dy./Asst. Superintendent	04	04



**15. Preparation and Notification of Examination Schedule:**

AUMP examinations are conducted on the basis of course codes and accordingly Exam Dept prepares the Examination schedule and publishes for information of students and Hol's. Block of ESE during academic session 2023 – 2024 is as given:

Ser. No.	Academic Session 2023 - 2024	Block Dates of Examinations
(a)	Odd Semester	<b>Back Paper Exams:</b> 06 Nov to 02 Dec 2023 <b>Senior Sem:</b> 11 Dec 2023 to 05 Jan 2024 <b>First Sem:</b> 15 Jan 2024 to 09 Feb 2024
(b)	Even Semester	<b>Back Paper Exams:</b> 22 Apr to 17 May 2024 <b>Pass Out Batches:</b> 01 Jul 2024 to 24 Jul 2024 <b>Senior Sem:</b> 27 May 2024 to 15 Jun 2024 <b>Second Sem:</b> 01 Jul 2024 to 24 Jul 2024
(c)	Supplementary Exams	20 Aug 2024 to 06 Sep 2024

- 16. Status of Examination Forms Submitted and Admit Cards Generated:** As per Para 29 of the Regulations, no student is permitted to appear in the exams without valid Admit Card issued by the Exam Dept. Status of the Admit Cards issued to the students during academic session 2023 – 2024 was as under:

Ser. No.	Academic Session 2023 – 2024	Exam Forms Submitted	Admit Cards Generated
(a)	Odd Sem Dec 2023 Jan 2024	3932	3932
(b)	Even Sem May Jun 2024	3890	3890

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

- 17. Appointment of Observers:** As per Regulations Para 32.2, observers were appointed to visit different examination centers as per allotment during the course of examination and check that the examinations are being conducted properly according to the Regulations.

Ser. No.	Academic Session 2023 – 2024	Teams	Observers
(a)	Odd Sem Dec 2023 Jan 2024	04	20
(b)	Even Sem May Jun 2024	04	20

Note: Any discrepancy and deviation from the Regulation and Guidelines are reported by observers to Controller of Examination.

18. **Examinations Details.** Exam Dept conducted following exams during Academic Session 2023 – 2024:

Ser. No.	Session	Block of Examination	No. of Programs	No. of Courses	Total No. of Students
(a)	Odd Sem Dec 2023 Jan 2024	<b>Back Paper Exams:</b> 06 Nov to 02 Dec 2023 <b>Senior Sem:</b> 11 Dec 2023 to 05 Jan 2024 <b>First Sem:</b> 15 Jan 2024 to 09 Feb 2024	106	1150	3932
(b)	Even Sem May Jun 2024	<b>Back Paper Exams:</b> 22 Apr to 17 May 2024 <b>Pass Out Batches:</b> 01 Jul 2024 to 24 Jul 2024 <b>Senior Sem:</b> 27 May 2024 to 15 Jun 2024 <b>Second Sem:</b> 01 Jul 2024 to 24 Jul 2024	110	1068	3890
(c)	Supplementary Exam Aug Sep 2024	17 Aug 2023 to 31 Aug 2023	25	119	177

### **Discipline Cases**

19. As per Regulations para 32, Examination Discipline Committee is constituted by the Vice Chancellor at the University level to consider the cases of misconduct, misbehavior of students and their use of unfair means in examinations and disorderly conduct of examinations.
20. **Examination Discipline Committee.** The constitution of the Examination Discipline Committee during academic session 2023 – 2024 was as under:

Ser. No.	Composition	Designation	Nominated Person
(a)	Head of Department	Chairperson	Dr Rajendra Kumar Sharma (AIBAS)
(b)	Four Senior Faculty	Members	Dr Rajeev Goyal (ASET)
			Dr Anurag Jyoti (AIB)
			Dr Keerti Sood (AISS)
			Dr Siddharth Sharma (ASCO)
(c)	Controller of Examinations	Member Secretary	Brigadier (Dr) J Matta

Note: The Chairperson may co-opt any Head of Department/Constituent Unit for particular meeting of the Examination Discipline Committee.

**21. Mode of unfair means adopted by the students is as under: -**

Ser. No.	Mode	Odd Sem Dec 2023 Jan 2024	Even Sem May Jun 2024
(a)	Incriminating Material (Handwritten/ Printed Paper/Written on Body Part)	29	30
(b)	Possession of Mobile / Smart Watch	20	5
(c)	Misbehaviour	0	0
(d)	During Evaluation (Request for passing marks/ disclosing identity)	2	4
(e)	<b>Total Cases</b>	<b>51</b>	<b>39</b>

**22. Summary of the unfair means adopted by the students and penalties given (para 32.8) to the students during academic session 2023 – 2024 is as under:**

Ser. No.	Examination	Odd Sem Dec 2023 Jan 2024	Even Sem May Jun 2024
(a)	Total No. of Student Appeared	3932	3890
(b)	No. of UFM cased registered	51	39
(c)	% of UFM cased registered	1.29%	1.00%
(d)	No. of Exonerated cases	01	05
(e)	% of Exonerated cases	0.02%	0.12%
(f)	Strict Warning	00	00
(g)	% of Strict Warning cases	0.00%	0.00%

**Evaluation and Result Compilation**

**23. Evaluation of Answer Sheets.** Day wise Answer Books after the examinations are submitted by the different Institutions at Centralized Evaluation Centre. There after the Answer books are codified. All answer books are evaluated only at Centralized Evaluation Centre. No one is permitted to carry any answer sheet outside the evaluation center.

Ser. No.	Examination	No. of Evaluators	Answer Books Evaluated
(a)	Odd Sem Dec 2023 Jan 2024	225	34189
(b)	Even Sem May Jun 2024	236	33396

**Note: -** Analysis of Result Summary ESE Even Sem Jun 2024 is attached at **Appendix "A"**.

**24. Result Moderation Committee.** As per Regulations para 8, Result Moderation Committee is constituted to scrutinize the statistics of results prepared by the Controller of Examinations and if need be, moderate the same after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards before declaration of results.

- |   |                  |
|---|------------------|
| (a) Pro Vice Chancellor (Research)                      | Chairperson      |
| (b) Head of Institute / Department of constituent units | Members          |
| (c) Controller of Examinations                          | Member Secretary |

**25. Moderation of Results.** Considering the time requirement for moderation of large number of programmes and students, on approval from Hon'ble Vice Chancellor, where 5 marks are to be awarded in borderline cases, the results are moderated by Controller of Examinations and approved by the Hon'ble Vice Chancellor.

Ser. No.	Semester Type	Total Students Appeared	Total no. of students whose results were moderated
(a)	Odd Sem Dec 2023 Jan 2024	3932	547
(b)	Even Sem May Jun 2024	3890	481

### Promotion Status

**26. Promotion Status of the Students Appeared in the Exams During Academic Session 2023 – 2024.** As per para 20 of the Regulations, students are promoted from 1st year to 2nd year, 2nd year to 3rd year and so on provided he/she has minimum SGPA and CGPA as under:

Ser. No.	Details	UG Programme	PG Programme	Integrated/Dual Degree Programme (UG + PG)
(a)	SGPA (First 3 Years)	3.5	4.5	4.0
(b)	SGPA (After 3 Years)	3.5	4.5	4.5
(c)	CGPA	4.5	5.0	5.0

**27. Promotion from 1st year to 2nd year:** If a student does not fulfill the above criteria, then they are promoted to 2nd year only on the recommendations of HoI on "**Academic Probation**" provided he/ she has cleared at least 60% of number of Courses/ Credit units.

**28. Promotion from 2nd year to 3rd year and subsequent years:** Students are promoted from second year to third year only if he / she has secured the **passing criteria** of SGPA and CGPA in both semesters of the first year i.e., qualified in first year and minimum SGPA and CGPA of **Promotion Criteria** in the second year.

29. Similarly, students are promoted from third year to fourth year if he/she has secured qualifying minimum SGPA and CGPA (passing criteria) for the previous semesters upto second year and minimum SGPA and CGPA of promotion criteria in the third year. Promotions to subsequent years are based on the same criteria as above.
30. A student who is not eligible for promotion will have the option to Repeat the Year/ take Academic Break / Repeat a Semester or Withdraw from the programme for which he / she applies to the Hol in the prescribed format. Summary of the promotion status of the University is as under:

Ser. No.	Criteria	No. of Students							
		UG	%	PG	%	MPhil	%	PGD	%
(a)	Pass & Promoted (P&P)	2841	73.00%	258	6.62%	16	0.41%	12	0.30%
(b)	Promoted with Academic Probation (PAP)	345	8.92%	10	0.26%	-	-	-	-
(c)	Promoted with Academic Warning (PAW)	281	7.26%	-	-	-	-	-	-
(d)	Provisionally Promoted	31	0.80%	-	-	-	-	-	-
(e)	Fail / Not Promoted	90	2.32%	6	0.15%	-	-	-	-
(f)	Repeat Year (RY)	14	0.36%	-	-	-	-	-	-
(g)	Repeat Semester (RS)	-	-	-	-	-	-	-	-
(h)	Absent (AB)	63	1.63%	6	0.16%	1	0.03%	-	-

### Yearly Result Report

31. Year Wise Academic Result (2023 – 2024) is attached at **Appendix “B”**.

### Grievances of Students

32. Grievances related to examinations and results are posted by the students online on AMIZONE. Grievances raised by the students and actions taken by the Examination Department are as under: - NIL
33. Summary of Grievances related to rechecking during Academic Session 2023 – 2024 is as under: -

Ser. No.	Examinations	Odd Sem Dec 2023 Jan 2024	Even Sem May Jun 2024
(a)	Number of students appeared in final exam	3932	3890
(b)	Number of applications received for revaluation	74	53
(c)	% of application received for revaluation	1.88%	1.36%
(d)	Number of revaluation cases where marks changed	08	02
(e)	% of changes	0.20%	0.05%

**Degree Awarded**

34. Student who meets the qualifying criteria as laid down in para 20 and 41 of the Regulations, are awarded degree. Total **817** Degrees were awarded to the students who have successfully completed the programme in year 2024. Summary is as under:

Ser No	Details	Certificates	Diploma	Degrees	Remarks
(a)	UG	-	-	<b>671</b>	<b>Outgoing UG/PG students 801</b>
(b)	PG	-	<b>12</b>	<b>118</b>	
(c)	M Phil	-	-	<b>8</b>	
(d)	Ph D	-	-	<b>7</b>	-
(e)	ODL	-	-	<b>1</b>	-
<b>(f)</b>	<b>Total</b>	-	-	<b>817</b>	-

**Automation of the processes during Academic Session 2023 – 2024**

35. University has completely automated examination system wherein the whole process from setting of question papers to the declaration of final results is online. The concerned user may access any examination services from anywhere. Examination department strives to review and improve all the examination related processes for better learning experience of the students and smooth functioning of institution.

Following processes have been automated recently:

S.No.	Activity	Previous	Automation	Advantages
(a)	Uploading of Result on AMIZONE	Previously the students used to apply manually for rechecking of answer books and paid the rechecking fees manually.	Student can apply online for rechecking with online payment of fee.	<p>a) Proved very helpful for the students and has reduced wastage of paper and time.</p> <p>b) Decision of rechecking is also published online for viewing of Heads of Institutions and students.</p>

(c)	Online Setting / Moderation of ESE Question Papers	Previously the faculty members submit the Question Paper in hard copy in a sealed envelope to CoE.	Now, the faculty set/ moderate the ESE Question Paper through AMIZONE portal.	It helps to maintain more confidentiality of the question paper.
-----	--	--	---	--

### **Conclusion**

- 36.** AMITY University constantly endeavors to attain the best in class and adopt best practices towards improving the overall environment and attaining the desired SLQ. It has been decided to draw a road map towards implementing best practices in the campus in line with global best practices to bring in efficiency and efficacy in the system. Regular IQAC meetings are held to this regard and points raised are taken to logical conclusion.