

# Annual Report of Examinations

(Academic Session 2021-2022)



**SRI GURU GRANTH SAHIB WORLD UNIVERSITY  
FATEHGARH SAHIB – 140406 (PUNJAB)**

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## **1. Introduction:**

The Examination Department of SRI GURU GRANTH SAHIB WORLD UNIVERSITY is governed by University Ordinances to conduct Examinations, Evaluation of student's performance and declaration of results throughout the year under the headship of Deputy Registrar (Examinations). The Examination Branch is headed by the Deputy Registrar (Examinations), who works under the directions of Vice-Chancellor.

## **2. Examination Calendar for the Session 2021-2022**

The Examination Branch prepares the Examination Schedule as per Academic Calendar released by Dean Academic Affairs and disseminates it to all the Faculties / Departments and later on notifies all the Examination activities on the University Notice Boards.

Examination Calendar is released at the onset of Academic Session for Examinations plan throughout the year for all Examinations i.e.

- Odd Semester
- Even Semester

The University follows the Semester System of Examinations, as decided by the Syndicate of the University for all the Programmes. Since SGGSWU follows Choice Based Credit System (CBCS) and UGC guidelines to Conduct Examinations with specific Course Codes allotted to each Programme, whereas the courses running under the Statutory Bodies like BCI, NCTE, ICAR etc. follow rules & regulations of their respective apex body along with University rules.



The University's Examination calendar for Odd & Even Semesters is as per the below given schedule:

Examination Calendar for Session 2021-2022	
Exam Schedule for Odd Semester	
Event	Duration of Examination
End Semester Examinations	1st Semester of all Courses – 17.01.2022 to 04.02.2022 All Courses from 3rd Semester onwards – 17.12.2021 to 28.01.2022
Exam Schedule for Even Semester	
Event	Duration of Examination
End Semester Examinations	All Semester of all Courses – 06.06.2022 to 08.07.2022

**\*As per UGC guidelines, Odd Semester Examinations for all the students were conducted online.** All the Even Semester Examinations were conducted in offline mode successfully.

In view of COVID-19 pandemic online teaching, learning, Examination and Evaluation processes were adopted for **Odd Semester Examinations**. In wake of UGC guidelines, MCQs & Theory based online End Semester Examinations were conducted for all the students. The University adopted Google Classroom platform for feasibility of conducting online Examinations effortlessly not only on Computer / Laptop but also on Mobile Phones for students sitting in remote areas. These online Examinations were Conducted through Google Platform which was proctored through G-Meet by the Faculty Members and Members of Examination Branch. Multiple choice questions (MCQs) & Theory based online Examination was conducted for the maximum duration of two hours.



### **3. Preparation of Question Papers:**

The process of the preparation of question papers is a challenging task followed by various steps as mentioned below:

Process to prepare question papers was started two months before the commencement of online Examinations.

- Name of the paper setters proposed by respective HODs / Faculties is sent for the approval of Vice Chancellor through Deputy Registrar (Examinations).
- The format and instructions for 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 students learning outcomes.
- To maintain confidentiality, the whole process of receiving the question paper is done through e-mail. Paper setters sent question papers on email given by the University from their own login Ids.
- In view of COVID-19 pandemic online teaching, learning and Evaluation processes were adopted for Odd Semester Examinations. In wake of UGC guidelines, MCQs as well as theory based online End Semester Examinations were conducted for all the students.
- The University adopted Google Classroom platform for conducting online Examinations effortlessly not only on computer / laptop but also on mobile phones for students sitting in remote areas. This online Examination was conducted through Google platform which was proctored through G-Meet by the Faculty Members and members of Examination Branch.
- Multiple choice questions (MCQs) as well as theory based online Examination was conducted for the maximum duration of two hours.
- **For Even Semester Examinations, question papers were set by the teacher, teaching a particular subject as per the amendments made in the University Examination ordinances.**



- The summary of the question papers only for regular Examinations is as follows:

Sr. No.	Particulars	Numbers
1.	Total question papers prepared for Odd Semester	541
2.	Total number of paper setter for Odd Semester	196
3.	Total question papers prepared for Even Semester	602
4.	Total number of paper setters for Even Semester	201

#### 4. Conduct of Examinations

Examination Branch releases the Timeline twice in an Academic year for the smooth Conduct of Examinations. Timeline specifies all the steps involved in Examination process. During 2021-2022 the process of filling the Examination Forms through ERP started one and half month before the commencement of Examinations. The following functions related to Examination process were completed through ERP:

- Filling of Examination forms by the candidates.
- Verification of Examination form as per University rules, by the HODs.
- Receiving of Examination forms through HODs.
- Verification & admit cards generation etc., by the HODs.
- Allotted Examination centers provided essential stationery for the conduct of offline Examinations.
- Date sheets & notices for **Odd Semester Examinations** were sent through e-mail to all the faculties / HODs for circulation among the students.
- **Date sheets & notices for Even Semester Examinations were prepared & circulated by faculties / HODs to all their respective course students.**



## 5. Attendance Criterion for appearing in Examinations

- Due to COVID-19 pandemic, the University was compelled to switch on to Virtual Education using online Platforms, as an alternative to face to face classroom teaching to avoid loss of studies of students.
- The classes in Session 2021-2022 for **Odd Semester** were conducted in online mode as per the guidelines of the UGC due to COVID-19 pandemic. However 75% attendance in each subject is mandatory to appear in the term End Examinations.
- For **Even Semester**, classes were conducted in offline mode successfully. As per the University Ordinances, all students should maintain a minimum of 75% attendance in each course to appear in the End term Examinations with further relaxation up to 10% (i.e. 65%) in extraordinary situations including medical or participation in other activities like sports, extra-curricular activities etc. with prior permission of competent authority.
- If a student's attendance fall below the prescribed attendance in any or all subjects, he / she will be termed as 'Detained' in the respective subject / subjects and will not be allowed to appear in the end Semester Examinations and get 'F' grade. However such students will be entitled for Special Summer Examinations if he / she satisfies the eligibility criterion of Special Summer Examinations.
- Both the Semesters of the year are required to be completed in the same Academic Session with minimum 50% credits. If a student is not eligible for promotion to subsequent year even after considering the Special Summer Examinations, he / she will be required to repeat the complete year and shall be termed as 'Fail'.



## **6. Evaluation Process**

### **a) The Examination process for Odd Semester, final Examinations is as below:**

After conducting the End Semester Examinations, the soft copy of Google spreadsheet with proper naming convention was submitted by the students to the Faculty Members online, which was further compiled in a folder by subject Faculty (Department wise) and was submitted by the respective Faculty Members for records in the Examination Branch.

### **b) The Examination process for Even Semester, final Examinations is as below:**

- The Answer Books of the end semester Examination were Evaluated by the teacher teaching that subject, within one week of the end of Examinations of that class. Provided that if any teacher teaching a subject proceeds on long leave/resigns, the Head of Department will appoint another teacher from the department as the paper setter/Evaluator for that subject.
- Training / Project Reports submitted by the candidate after completion of his / her training in an industry / organization shall be Evaluated by a committee consisting of Head of Department, and one teacher of the concerned area of specialization, nominated by the Head of Department and an external expert appointed by the Dean Academic Affairs.

## **7. Result Declaration**

After all the awards of a particular class are uploaded by the concerned subject teachers, the Head of the Department took a printout of the awards, get the signatures of all teachers teaching that particular class and sent it in a sealed cover to the Examination Branch after signing the same with seal of the department. The Examination Branch declared the results and circulated it to the all the HODs.



On the basis of conduct of Examinations final year students were awarded Degrees who have no 'F' grades and have qualified all the Non-Credit subjects during the study period.

The summary of results is as follows:

Sr. No.	Particulars	Numbers
1.	Students appeared for Final Semester Examinations to complete their Degree	883
2	No. of Students Passed	680
3.	Pass percentage	77.01%

### 8. Re-Checking and Re-Evaluation Process

As per the amendments in the University Ordinances applicable from Even Semester Examinations After Evaluation of Answer Books, the concerned teacher intimated the students about the date and time to show the Evaluated Answer Books to them within one week of the end of Examinations of that class. The teacher got the signatures of the students present on their respective Answer Books. The students, who do not turn up to see the Evaluated Answer Books, were deemed to have seen the Answer Books. After showing the evaluated Answer Books to the students, the teacher uploaded the awards on the ERP system of the University.

The Summary of the Grievances Raised during 2021-2022 is given below in table:

S. No.	Particulars	Numbers
1.	Number of applications received for Re-Checking / Re-Evaluation regarding Odd Semester Examinations	Nil
2.	Number of applications received for Re-Checking / Re-Evaluation regarding Even Semester Examinations	Nil



## **9. Examination Reforms during 2021-2022:**

Earlier our entire emphasis was on the conduct of physical / offline Examinations and then processing of results through ERP. COVID-19 pandemic posed various challenges in terms of use of technology but our vision is seeing opportunities inside the challenges. In Odd Semester during COVID-19 pandemic, online registration for End Semester Examinations was carried out to fill Examination Forms online by respective students, which could be accessed from anywhere.

The University amended the University Ordinances regarding Examinations to be held from June 2022, with respect to setting of Question Papers, Evaluation and Result declaration, which are as follows:

- The question papers for the end semester Examinations will be set by the teacher, teaching a particular subject.
- The Answer Books of the End Semester Examination will be Evaluated by the teacher teaching that subject, within one week of the End of Examinations of that class. Provided that if any teacher teaching a subject proceeds on long leave / resigns, the Head of Department will appoint another teacher from the Department as the paper setter/Evaluator for that subject.
- Training / Project Reports submitted by the candidate after completion of his / her training in an industry / organization shall be Evaluated by a committee consisting of Head of Department, and one teacher of the concerned area of specialization, nominated by the Head of Department and an External Expert appointed by the Dean Academic Affairs.
- After Evaluation of Answer Books, the concerned teacher will intimate the students about the date and time to show the Evaluated Answer Books to them within one week of the End of Examinations of that class. The teacher will get the signatures of the students present on their respective Answer Books. The students, who do not turn up to see the Evaluated Answer Books, will be deemed to have seen the Answer Books.



- There will be no Re-evaluation of Answer Books.
- After showing the Answer Books to the students, the teacher will upload the Awards on the ERP system of the University.
- After all the Awards of a particular class are uploaded by the concerned subject teachers, the Head of the Department will take a printout of the Awards, get the signatures of all teachers teaching that particular class and send it in a sealed cover to the Examination Branch after signing the same with seal of the Department.
- The examination branch will then declare the result after checking of all awards.

