

Reforms Implemented After Amendment-IV of Guidelines & Procedures for End Semester Examinations

1. Conduct of End Semester Examinations

1.1 Regular End Semester Examinations

All regular End Semester Examinations are being conducted department-wise. The Academic Coordinator of each department has been designated as the Superintendent for the conduct of examinations. The respective Superintendents assess and submit the requirement of answer sheets to the Examination Branch at least one week prior to the commencement of the ESEs.

1.2 Preparation of Date Sheet for Regular ESEs

The date sheets for regular End Semester Examinations are prepared by the respective Academic Coordinators strictly in accordance with the Academic Calendar. As implemented, no off-day is scheduled between examinations except Sundays. The date sheets are released within seven days from the issuance of the relevant examination notification.

1.3 Re-appear Examinations

All re-appear examinations are being conducted centrally. These examinations are scheduled separately from regular ESEs and are conducted either immediately after the conclusion of regular examinations or before the commencement of the next academic session.

1.4 Release of Schedule for Examination Form Filling

The schedule for examination form filling is released within seven days from the issuance of the examination notification, as per the implemented practice.

1.5 Preparation of Date Sheet for Re-appear Examinations

The date sheet for re-appear examinations is prepared and released by the Examination Branch.

2. Revision of Panel for Selection and Online Generation of Question Papers

The existing panel for the selection and online generation of question papers has been reviewed and revised, and the revised panel is currently functional. The panel comprises the Controller of Examinations / Dean Academic Affairs (CoE/DAA), Deputy Controller of Examinations (Dy. CoE), and the Assistant Registrar (Examination Branch).

3. Implementation of Revised Clause on Second Re-evaluation

3.1 Clause (b) of Point 6.26 of Amendment-IV of the Guidelines & Procedures for End Semester Examinations, pertaining to second re-evaluation, has been revised and implemented. As per the revised provision:

3.2 Second re-evaluation is conducted only when the difference between the marks awarded in the original evaluation and the first re-evaluation is 10% or more of the maximum marks.

3.3 All other provisions-related to re-evaluation continue to be followed without any change.

4. Implementation of Evaluation Reforms

4.1 Section-wise Evaluation

The institution has implemented section-wise evaluation, wherein different evaluators evaluate different sections of the same answer sheet to enhance objectivity and efficiency.

4.2 Evaluation for Final Semester Examinations

For final semester examinations, it has been implemented that evaluation is carried out by a single evaluator, ensuring uniformity and consistency in assessment.

4.3 Reinstatement of Checking Assistants

The earlier practice of appointing Checking Assistants has been reinstated and is operational. As per the implemented arrangement, five instructors/DEOs are deputed at the Evaluation Centre to assist in checking-related and allied examination work.



Controller of Examinations