



# SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

(UGC Approved)

Gurugram, Delhi-NCR

Budhera, Gurugram-Badli Road, Gurugram (Haryana) – 122505 Ph. : 0124-2278183, 2278184, 2278185

## EVALUATION POLICY

### PREFACE:

The Shree Guru Gobind Singh Tricentenary University has taken various initiative from time to time to build and adopt the best practices of evaluation system according to the “learning outcome” defined by various statutory councils and UGC. The University has also integrated Choice Based Credit System (CBCS) in its curriculum to bring equity, efficiency and academic excellence in National Higher Education System. The important ones include innovation and improvement and paradigm shift in evaluation system.

Indian higher education institutions have been following marks or percentage based evaluation system, which obstructs the flexibility for the students to study the subjects/courses of their choice and their mobility to different institutions. The evaluation policy of the University is defined as following:

### DEFINITION/SCOPE:

While formulating the Evaluation Policy of the University, the following scope has been considered:

- Evaluation System has various elements of assessment to evaluation the students learning outcomes in sync with the defined course / programme learning outcomes.
- The evaluation process is continuous and comprehensive.
- Be fair and transparent in nature, eliminating all elements of bias and discrimination of any nature.

### TERMINOLOGY:

**Student** is a person admitted and registered under university regulations.

**Evaluation** is process of making judgements based on evidences and interpretations gathered through examinations and assessments on basis of agreed criteria.

**Examination** is a qualitative measure of learners’ performance and is usually held at the end of academic session / semester.

**Programme** is a collection of subjects in which a student enrolls and which contributes to meeting the requirements for the awarding of one or more Degree/ Diploma/ Certificate.

**Assessment** is the process of collecting, recording, scoring, describing and interpreting the information about learning.

**Degree/ Diploma/ Certificate** a title qualification awarded after satisfactory completion of course/ programme.

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**Course Learning Outcomes** are the outcomes / knowledge which every student is expected to gain at the end of completion of each course.

**Course** is a basic unit of education and/ or training. A course or collection of courses forms a programme of study.

**Grade** is the index of performance resulting from the transformation of actual marks obtained by a student in a course.

**Grade Point** is the numerical value of the grade of performance.

**Semester Grade Point Average (SGPA)** weighted average of grade points obtained in all courses of a semester.

**Cumulative Grade Point Average (CGPA)** weighted average of grade points obtained in all courses across all semesters of a programme.

**Re-evaluation** recheck of already evaluated answer script.

**Re-checking** is re-totalling of marks awarded by the examiner from the evaluated answer script.

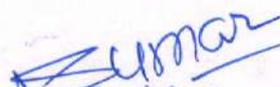
**Unfair Means** – A student involved in disorderly conduct or disturbing other student(s), at or in connection with an examination.

#### **RE-CHECKING / RE-VALUATION:**

1. A candidate shall be entitled to have his/her answer-books re-checked/re-evaluated wherever applicable, on payment of fee as prescribed by the University per answer-book, as follow:
  - a) Application for re-checking/re-evaluation, as the case may be. Is received by University within 10 days of the date on which result is declared by the University.
  - b) Re-checking will be done only to see if the marks awarded to various answers have been correctly added and that all the answers have been assessed by the Examiner.
  - c) In case of request for re-evaluation decision shall be taken as per respective council rules. Whenever re-evaluation is applicable, the answer-books will be got re-evaluated from the examiner other than the original examiner as per the rules and regulation of the University.
2. If any mistake is discovered as a result of re-checking of answer-books or the nature of result changes on account of re-evaluation of answer-books, the Controller of Examination will have power to rectify/revise the result.
3. The candidate intended to apply for re-checking/re-evaluation of answer-books should ascertain before applying for the same that re-checking/re-evaluation is permissible under the rules and that they are applying within the prescribed time. In case, the application of a student for re-checking/re-evaluation of answer-books is rejected on such grounds, the fee paid by them will not be refunded.
4. There shall be no re-evaluation in respect of the following:
  - a) MBBS and M. Sc. (Medical/Diploma Examinations).
  - b) BDS and MDS examinations.
  - c) BPT, MPT, B.Sc., Nursing, Post Basic Nursing, GNM and any other Medical/Dental streams unless, provided by regulation of the respective regulating bodies.



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- d) Laboratory/ Practical examination, viva-voice/essional, thesis/dissertation evaluation and project report evaluation etc.

## RE-EXAMINATION

Notwithstanding anything contained in any other Ordinance/Regulation, the Academic Council shall have power, in the case of all examinations held by the University, to hold a re-examination in the same year for special reasons to be recorded.

## MISSING / MISPLACED / LOST ANSWER BOOKS

The candidate whose answer-book(s) is/are lost after having been received by the Centre Superintendent of Examinations and who, but for this answer-books, would have either passed the examination or is likely to be place in compartment/re-appear shall, unless he/she opts for examination on a date to be fixed by the Registrar/Controller of Examinations, be deemed to have obtained in that paper marks equal to the marks obtained by him/her in the other theory papers of the same subjects and if there is no theory paper in that subject or if there are more than two theory papers in that subject, marks equal to the average of the marks obtained by him/her in other theory papers. Half the prescribed examination fee will be charged from the candidate for the examination if he/she opts for re-examination.

In case of a dispute as to whether the candidate answer-books was duly received or not, the finding of the Controller of Examination, subject to confirmation of Vice Chancellor, shall be final.

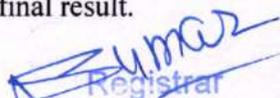
## EVALUATION OF ANSWER BOOKS

Summative Assessment: (Annual/Semesters/Supplementary wherever applicable) The answer books shall ordinarily be evaluated centrally in the University premises by the internal and/or external examiners, as the case may be.

- a) **Formative Assessment:** The answer books shall be evaluated by the concerned faculty under the control of the concerned head of Department (HOD)/Faculty.
- b) **Test and other Assessments:** The evaluation of the class tests, tutorial assessments, project and Industrial Visits evaluation etc, will be conducted at the Faculty or Department levels as decided by Board of Studies.

## SUBMISSION AND DISPLAY OF GRADES

The marks obtained/grades of a course will be forwarded by the Course Coordinator in a consolidate to the Controller of Examination. The Grades shall be calculated at the level of Controller of Examination. Any moderation of grades as per procedure mentioned in "Course Credit Regulations & Grading System" and compilation of results including due check of all its aspects will be done at the level of controller of examinations. HODs will forward the marks/grades of minor(internal) tests to the Controller of Examinations, who will carry out data check, marks & grade equivalence and bring out discrepancies, if any, to the immediate notice of HOD concerned. After rectifications are ensured, the Controller of Examinations shall display the final result.



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## **SPECIAL ARRANGEMENT FOR AMANUENSIS (WRITER FOR ANSWERS)**

(a) He/she is blind;

OR

(b) He/she is permanently disabled from writing with his/her own hand;

OR

(c) He/ She is temporary disabled from writing, such as fracture of the right or left arm, fore-arm or dislocation of a shoulder, elbow or wrist, tec. The candidate shall produce a certificate from a professor of the specialty concerned of a Medical College / Institution, and where there is no Medical College/ Institution, from the Civil Surgeon on the District concerned, to the effect that the candidate is unable to write his/her answer books because of the temporary disablement.

On the written request from the blind candidate(s) through the head of the teaching Department/Director/Principal of the constituent college/Institution, the Superintendent in Chief or Controller of Examinations are authorized to appoint amanuensis in accordance with prescribed qualification of the writer. Intimation with full particular on the prescribed Performa will be sent to the University by Superintendent-in-Chief in the last packet. In case of the other handicapped persons amanuensis will be appointed with the approval of the Vice Chancellor.

In case a person's Physical handicap is such as to render him/her incapable of answering the paper in the prescribed time, and extra time up to one hour for a paper may be allowed. For blind persons, however, the extra time of one hour will be allowed.

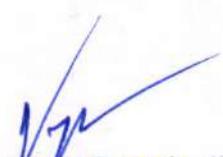
The amanuensis shall be two grades lower in education than the candidate, but he/she must not have secured more than 60% marks in the Examination. The requirement of having obtained not more than 60% marks in the last examination may be relaxed if the qualification of the writer is more than two grades lower than that of the examinee.

Provided further that in case of Blind candidate amanuensis shall be of one grade lower is education than the candidate but he/she must have not secured more than 60% marks in the examination.

The Superintendent shall arrange for a suitable room for the disabled candidate and put on duty there one additional Assistant Superintendent for him/her out of the list supplied by the University Office.

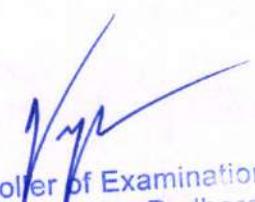
The candidate other than blind person asking for writer on genuine medical grounds shall pay in advance to the University an additional prescribed fee per paper. No payment shall be made to the writer by the University which will be the responsibility of examinee himself/herself.

## **PUNISHMENT FOR USE OF UNFAIR MEANS**

  
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- 1) Without prejudice to the general meaning of the term "Unfair Means" it will include the following:
- a) Having in his/her possession or accessible to him/her during the examination hours in the examination centre:
    - I. Any books, paper or notes printed or written on any kind of material, body, clothing etc., and relating to the subject of the examination in progress.
    - II. A mobile phone or any other instrument which may facilitate leakage of the question paper and/or contain any material related to the subject of the examination in progress.
    - III. A programming calculator/palm computer or any other device which may be used in attempting any question(s)
  - b) Writing during the examination hours on any paper other than the answer-book, any portion of the question paper or answer or notes relating to any question;
  - c) Talking to another candidate or to any other person other than the member of the Supervisory Staff in or outside the Examination Hall during the Examination hours;
  - d) Consulting notes/books outside the Examination Hall during the Examination hours;
  - e) Receiving help from another candidate with or without his/her consent or giving help to him/her or receiving help from a person who is not a candidate for the examination of that day during the examination hours;
  - f) Disclosing his/her identity deliberately or making any distinctive mark in his/her answer-book for the purpose or making an appeal to the Examiner through the answer-book or using abusive or obscene language in the answer book;
  - g) Presenting to the Examiner a Practical notebook which does not belong to him/her, if he is a candidate for an Examination where practical notebook is essential.
  - h) Communicating or attempting to communicate, directly or through a relative guardian or friend with an Examiner or with the Registrar, Controller of Examinations or any other official with the object of influencing him/her in the award of marks or making any interpolations thereto;
  - i) Swallowing/destroying any note, paper etc., found with him/her;
  - j) Making deliberate prior arrangements to cheat in the examination, including;
    - (i) Substitution, wholly or partly of an answer-book/continuation sheet by another answer-book/continuation sheet, during or after the Examination hours.
    - (ii) Insertion in the answer-book of any sheet(s) written outside the Examination Hall.
    - (iii) Any kind of attempt to communicate with somebody who is inside or outside the Examination Hall with a view to obtain assistance of any kind.
    - (iv) Impersonation.
    - (v) Obtaining admission to the Examination on a false representation,
  - (k) Refusing to obey the Superintendent or any other member of the Supervisory Staff, Flying squad or creating disturbance of any kind during the Examination or otherwise misbehaving in or around the Examination Hall or threatening or assaulting any official connected with the Examination any time before, during or after the Examination.

  
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- 2) If a candidate is found to be or suspected to be guilty or Using Unfair Means in the Examination, the Superintendent of the Examination shall take away his/her answer – book and permit him/her, if he/she so desires to answer the remaining part of the question – paper on a new answer-book which shall be supplied to him/her. The candidate may also appear in the rest of the Examination in subsequent papers at his/her own risk and subject to the decision in his/her case for Use of Unfair Means. The Superintendent shall also obtain an explanation of the candidate in writing then and there.
- 3) The Superintendent of The Examination shall report to the Controller of Examinations without delay, and on day of occurrence is if possible, each case where Use of Unfair Means in the Examination had been detected, when adoption of any Unfair Means is detected and the candidate is caught red-handed the Superintendent will give a hearing to the Candidate and records his/her statement. He/she may allow the candidate to question the detector and the questions and answer will also be recorded. If the candidate refuses to make any statements, this fact will be recorded by the Superintendent.
- 4) The standing Committee on unfair means deal all cases of use of unfair means in the examinations and shall consist of the following:

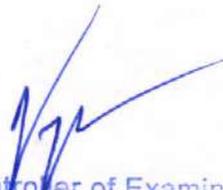
Head of the Concerned Department	- Chairman
Two teachers (Nominated by the Vice-Chancellor)	- Members
Controller of Examination	- Member Secretary

Note – The Controller of Examinations shall only present the cases and shall not involve in the decision making process.

- 5) The Committee shall consider the report of the person detecting the unfair means during the examination and shall provide opportunity to the candidate for due explanation and shall also consider the other circumstantial and/or oral evidences for arriving at a logical conclusion regarding further necessary action by the competent authority.
- 6) If any person of the staff of the University or a constituent College/Institution maintained by it, who is found to be guilty of connivance at the use of Unfair Means at an examination, by omission or commission, or, when called by the Unfair Means Cases Committee, fails to appear before the committee in his/her case will be reported to the Vice-Chancellor for such action as considered necessary.
- 7) If the Unfair Means adopted by a candidate come to the notice of the University after the Examination, his/ her case will be decided by the Unfair Means Committee on such evidence as may be available after giving the candidate reasonable opportunity to defend himself/herself.
- 8) A candidate found guilty of use of Unfair Means may be awarded punishment as under:

Offence  
(As mentioned above)

Punishment  
Disqualification form

  
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1 (a) If the Paper, note etc

(i) Passing in the concerned paper/subject and from appearing in has been made use of this examination before the next Annual examination

1 (b), (c), (d), (f), (g)

And /or

(ii) Appearing at any other examination till the next annual examination

1 (a) If the paper, note, etc

Disqualified from passing in the concerned paper/Subject and has been made use of from appearing in the concerned examination in full and from appearing in the next one or more examination

1 (e), (H), (i), (j), (iii), (vi), (vii)

Disqualified from passing in the concerned examination in full and from appearing in next two or more examinations.

1 (j), (i), (ii),(iv),(v),(k)

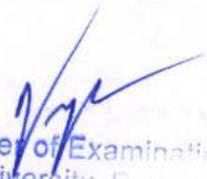
The disqualification /cancellation of exam under this Ordinance will be treated as a failure in the examination and consequences of failure will follow. If a candidate is also disqualified from appearing at the next one or more examinations, he/she shall not be admitted to any course of study, or allowed to appear at any examination of this University, during the period of such disqualification.

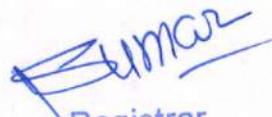
If a candidate is found guilty of use of Unfair Means after his/her result has been declared the same will be cancelled besides the candidate being awarded the punishment, which would have been awarded to him/her had the fact of Use of Unfair Means come to notice before the declaration of his/her result.

- 9) When the Committee is unanimous, its decision shall be final. If the Committee is not unanimous, the matter shall be referred to the Vice Chancellor whose decision shall be final.
- 10) The Vice Chancellor on an application by the candidate or *suo moto* may send back a case to the Unfair Means Committee for reconsideration, if in his/her opinion such a step is called for in the circumstances of the case.

Any candidate having dissatisfied with the decision of the Unfair Means Cases Committee can submit an appeal for reconsideration of the case by the Vice-Chancellor within 30 days of the dispatch of the decision of the Unfair Means Cases' Committee together with the prescribed fee.

- 11) If the Vice Chancellor is satisfied, after enquiry that the integrity of University Examination has been violated, at an Examination Centre as a consequence of wholesale Unfair Means/ Mass copying the Vice Chancellor may order re-examination besides taking action under regulations relating to unfair Means.
- 12) Notwithstanding anything contained in this Ordinance the Vice-Chancellor will have the authority to take up himself / herself any Unfair Means Case and decide the same. For this purpose the vice Chancellor can withdraw a case at any stage from the Unfair Means Committee to be dealt with by him/her.

  
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## PAPER SETTING AND EVALUATION

1. Each Board of Studies shall recommend, persons for appointment as paper-Setters & Examiners for various University Examinations, by the dates notified by the Controller of Examinations keeping in view the dates of semester/annual examinations.
2. Provided that the vice Chancellor may extend the date so notified, in special circumstances.

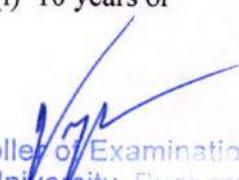
In these provisions:

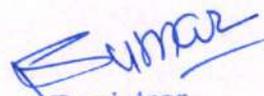
- a) An External Examiner shall be one who is not teaching in any department of this University or in a constituent College/Institution. He /she shall be a teacher with a requisite qualification and experience in the subject as laid by the concerned council of the course or as per the University regulation working/worked in other than this University/College/Institution.
  - b) An Internal Examiner shall be one who is teaching at this University and is having requisite qualification and experience laid by the concerned regulating body or this University as applicable.
3. The Board of studies for a subject shall recommend for each examination alternate names for appointment as paper-Setters as per the guidelines of the concerned regularity bodies or as may be decided by the university.
  4. Notwithstanding anything contained in any other Ordinance for the time being in force, the Vice Chancellor in consultation with the Chairperson of the Board of Studies concerned, shall have the power to remove permanently or for a specified period any Paper-Setter/Examiner in any Faculty for any examination, if his/her work is found unsatisfactory as to standard of marking or who was found to have committed irregularities or caused inordinate delay in the submission of Awards/Question-Paper etc., or there is some doubt with regard to his/her integrity or as otherwise unable to perform the work or to conform to directions of the University.
  5. Where the appointment of any Paper-Setter/Examiner is cancelled under Clause 50/46.4 above or any Paper-Setter/Examiner is incapable of acting as such or does not accept the appointment or, in an emergency, to meet a particular situation, the Vice Chancellor is empowered to appoint a substitute as deemed suitable.
  6. External paper-Setters and External Examiners shall be appointed on year to year basis, but no such person will ordinarily continue to act as such for a period of more than three years continuously in the same paper and shall not be eligible for re-appointment unless there is a gap of at least one.

An Examiner shall be considered to have worked for full one year irrespective of the fact whether his/ her appointment was only for the Annual or the Supplementary Examinations.

No person shall be appointed as paper-Setter

- (a) If he/she has written or revised a help-book or Guide relating to that paper for use of candidates for the examination concerned;
- (b) If he/she does possess teaching experience in the subject for:
  - (i) 10 years or

  
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(ii) 05 years, in the case of a university Professor/ Associate professor, Provided that this condition may be relaxed by the Vice-Chancellor on the recommendation of the Board of Studies in the case of a subject in which qualified teachers are not easily available.

(c) If any of his/her relations is appearing in the examination. For this purpose "relation" shall mean – "wife, husband, son, daughter, sister, wife's brother, brother's son and daughter, sister's son and daughter, first cousin, husband's sister, brother, nephew, niece, grandson, grand-daughter, daughter-in-law and son-in-law".

(d) If he/she:

(i) Is convicted of any offence which, in the opinion of the Vice Chancellor, involves moral turpitude;

(ii) Is declared insane.

If a person has already been appointed and has acquired any of the above disqualifications his/ her appointment shall be cancelled.

8. No person shall be appointed as Examiner if he/she does not have five years teaching experience. However, this condition may be relaxed by Vice Chancellor in respect of the subject where the qualified teachers are not available.

9. Limit on number of papers

a) No person may be appointed to set more than two question-papers for examinations during a year the Annual and the supplementary Examinations for the same paper for one course of study being considered as one. Any exceptions shall need the approval of the Vice-Chancellor.

This not include:

(i) Setting of question –papers for a Practical Examination;

(ii) Examining of a Thesis/Dissertation; OR

(iii) Professional Examination.

(b) A Person shall be appointed Paper-Setter/Examiner only for one main examination during a year.

10. Unless specified otherwise:

(a) Each paper in Theory shall be set by a single Paper Setter;

(b) The Paper-Setter may also act as Examiner of the answer-books. Provided that, where the number of answer-books to be evaluated by the Paper-Setter-cum-examiner exceeds 300, Additional Examiner(s) may be appointed. The number of answer-books shall be distributed, more or less, equally between the Paper-Setter-cum-Examiner and the Additional Examiner (s) wherever felt necessary the Vice-Chancellor can appoint a Head Examiner.

11. Where a Dissertation paper is examined by two Examiners, and the Examiners fail to agree and the difference is not more than 10% of the maximum marks, the average of the two shall be taken as final award. If the unresolved difference between the External and the Internal Examiners is

more than 10% of the maximum marks, appointment of a Third Examiner shall be made by the Vice Chancellor, ordinarily on the recommendation of the Head of the Department concerned, whose award shall be treated as final.

12. The controller of Examinations shall issue instructions to the Paper-Setters/Examiners with regard to due provision for secrecy and any other matter incidental thereto.
13. The Paper-Setters shall send the question-papers to the Controller of Examinations in sealed covers before a date to be notified in their appointment letters. The appointment of a Paper-Setter shall be deemed to be cancelled, if he/she fails to send the question-paper by the date fixed in this behalf provided that the Controller of Examinations may, for sufficient cause, extend the period.
14. The Examiners will send the Awards in accordance with the instructions issued in this behalf, by the dates prescribed for the purpose, failing which they will render themselves liable to a deduction from their remuneration at the prescribed rate per day for delay. The Vice Chancellor may, however, for sufficient reason, condone such delay to the extent he/she deems fit.

Deduction in the remuneration of the examiners shall be made on committing mistakes/delays as per laid rules and regulations.

### **EVALUATION OF ANSWER BOOKS**

The evaluation of answer books shall be done by the Internal/External examiners as per Regulations of the respective Regulating Bodies and as provided in the relevant ordinance of each course. However, the Vice chancellor, where deemed necessary, may appoint a moderation committee for each subject for sample checking of evaluation of answer books by the examiner so as to avoid erratic/under evaluation.

Note: The Moderator will see that the question-paper conforms to the syllabus and guidelines. If in a question-paper, it is found by the Moderator that some questions need to be substituted by other questions as a whole, the question-paper shall be sent to the Paper-Setter with the remarks of the Moderator. In case of difference of opinion between the Paper-Setter and the Moderator or if there is not enough time for the question-paper to be referred back to the Paper-Setter, the matter shall be referred to the Vice chancellor whose decision shall be final.

### **COMPLAINT AGAINST QUESTION PAPERS**

1. Complaints against question-papers shall be entertained only if they are made by and /or through the Head of a Constituent College/Institution/Head, University Department and received by the 'Controller of Examinations under registered cover or in person, within three days of the examination in that paper. No complaint will be entertained thereafter.
2. A Committee of the Board of Studies concerned consisting of four persons (including the Controller of Examinations) and duly approved by the Vice-Chancellor shall, within a week of the receipt of the complaint, or as soon as possible, consider and determine, in consultation with the Paper-Setters, if necessary. The decision of the Committee shall be subject to the approval of the Vice-Chancellor. Three members of the Committee will form quorum.

### **AWARDS OF GRACE MARKS**

  
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Unless specified otherwise in any other Ordinance, Grace Marks may be given to the candidates for various examinations, to the extent and in the manner given below:

- (a) A candidate who fail in one or more paper(s)/Subject(s) (Written, Practical, Sessional / Internal Assessment or Viva-Voce) and/or in the Aggregate shall be given Grace Marks up to 1% of the aggregate marks (excluding the marks for Internal Assessment/Sessional(s) of the Paper(s)/Subject(s) of the examination, if by the addition of these marks he/she can pass the examination or be placed in compartment or earn exemption. However, if such a candidate, after ascertaining from the D.M.C. / University that he/she has been given Grace Marks, represents, against the Grace Marks awarded to him/her the same shall be withdrawn and his/her result revised. The option once exercised shall be final. The request of the candidate for withdrawal of Grace Marks must reach the Controller of Examinations with one month of the dispatch of the Detailed-marks-Cards/Certificates by the University, after which no request will be entertained.
- (b) However, in respect of MBBS and BDS, the student shall be entitled to grace marks up to 1% of the aggregate marks of the concerned examination provided that no one shall be given grace marks beyond 5 in a subject/paper. The un-availed grace-marks will be carried forward for the subsequent examination of the class concerned.

## RECTIFICATION OF RESULTS

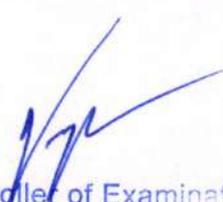
The Vice-Chancellor shall have power to quash the result of a candidate after it has been declared, if:

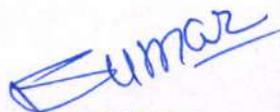
- a) She/he disqualified for using unfair means in the examination; or
- b) A mistake is found in his/her result; or
- c) He/she is found ineligible to appear in the examination; or
- d) If so directed by a court of law of competent jurisdiction.

## INTERPRETATION OF RULES

Where there is an ambiguity in the rules and interpretation of the same is required the decision/interpretation of the Vice-Chancellor shall be final.

The fee may be revised, as necessary, for every new batch on year to year basis and shall be notified as part of the Admission Notice/Admission Brochure for a particular year, before start of admission.

  
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