

Dated: July 4, 2015

**OFFICE MEMORANDUM**

**Subject: Examination Policy**

The undersigned is directed to notify the **Examination Policy** duly approved by the Hon'ble Chancellor DAV University vide OM No. PS/DAV University/ 27452 dated June 15, 2015. The policy states as under:

The University is following Continuous System of Evaluation which has components of Surprise Tests (ST), pre-announced Mid Semester Test (MST) and End Term Examination (ETE). The component wise details regarding their composition, conduct, weightage and other details are as follows:

1. For each course, 3 STs are being conducted in a semester. The best 2 out of 3 are counted as a part of CA (Continuous Assessment). Each ST is of 20 marks and of 10 minutes duration with the composition of question paper being 10 MCQs of 1 mark each and 10 fill-in the blanks type or true/false statement or one line answer type of 1 mark each.
2. One MST per course is being conducted in the middle of a semester. This MST is a subjective type examination of 2 hours duration with a maximum of 60 marks. The composition of MST is as follows:

Section	Max. Marks	Question Type
Part A	10	One Line Answer Type (10 Questions – 1 Mark Each) or Very Short Answer Type (5 Questions – 2 Marks Each)
Part B	35	Short Answer Type (7 Questions - 5 Marks Each)
Part C	15	Long Answer Type with Internal Choice (1 Questions out of 2 - 15 Marks)

3. For each course, one ETE is conducted at the end of the semester. This ETE is of 3 hours duration and the question paper is of 100 marks with the composition of the paper as follows:

Section	Max. Marks	Question Type
Part A	20	Fill in the Blanks (10 Questions – 1 Mark Each) One line Answer Type (10 Questions – 1 Marks Each)
Part B	30	Short Answer Type (5 Questions - 6 Marks Each)
Part C	30	Long Answer Type with Internal Choice (2 Questions out of 3 - 15 Marks Each)
Part D	20	One Compulsory question of 20 Marks

*Same*

4. For computing the result of a particular course the weightage for ST, MST and ETE is 20, 30 and 50 marks respectively out of a maximum of 100. Explaining further, for two ST(s) of 20 +20 = 40 marks, the final result is leveraged out of 20 marks, for MST of 60 marks, the final result is leveraged out of 30 marks and for ETE, out of 100 marks the final result is leveraged out of 50 marks.

The final result thus have a weightage of 20%, 30% and 50% respectively for ST(s), MST and ETE. In case of Practical Examination, the weightage of evaluation is 20% for Continuous Assessment (CA) and 80% for End Term Practical (ETP).

The weightage of evaluation for the Courses other than absolute theory and absolute practical would be notified separately.

5. To qualify for the grant of credits for a particular course, a candidate must get at least 40% pass marks. In case a course contains both theory and practical in a single course code, a candidate must get at least 40% pass marks in theory and practical together.
6. If a student fails in a particular course by not getting minimum of 40% marks, he/she will be awarded 'R' grade in that course. In such case, a student will be allowed to re-appear as per Re-appear policy of the University.
7. The University has adopted 10-point scale grading system of evaluation as recommended by UGC as per details below:

Class Interval (Percentage)	Letter Grade	Grade Point
90.1-100	O (Outstanding)	10
80.1-90	A+ (Excellent)	9
70.1-80	A (Very Good)	8
60.1-70	B+ (Good)	7
50.1-60	B (Above Average)	6
40.1-50	C (Average)	5
40	P (Pass)	4
Below 40	R (Re-appear)	0

Formula for Equivalent Percentage =  $10 \times \text{CGPA}$

In addition, the following grading systems would be adopted as per the contingency:

Description	Letter Grade	Grade Point
Detained	F	0
Absent	Ab	0
Satisfactory	S	0

*Same*

Unsatisfactory	U	0
Incomplete	I	0
UMC/Fee Default/ Indiscipline Issue/ Any other reason	RL	0

8. To take cognizance of Unfair Means of Conduct (UMC) cases reported during various examinations, a UMC Committee has been constituted. To deal with such cases, the decision of the Committee shall be final.
9. If a student is detained due to shortage of attendance or any other reason in a Semester, no component (ST/MST/ETE or any other) of examination of that Semester will be considered to award the grade.
10. The question papers are set for various components of examination as per details below:

Exam Type	Syllabus to be covered	Proportion to be considered
Surprise Test-1	Portion A	100%
Mid Semester Test	Portion A & B	100%
Surprise Test-2	Portion C	100%
Surprise Test-3	Portion D	100%
End Term Examination	Portion A & B	30%
	Portion C & D	70%

11. To maintain transparency in the evaluation system, every student is given a chance to scrutinize his/her answer sheet free of cost within the notified period after the conduct of examination and declaration of result by the concerned teacher.
12. The medium of instructions for teaching and examination is English.

The Vice-Chancellor has right to amend any of these rules or may frame new rules, if so required.

All concerned are requested to implement the policy as above and may also be brought to the notice of all the students.

*Sano*

**Superintendent (EA)**

To:

- (i) Dean (Academics)
- (ii) Examination Cell
- (iii) Accounts Department
- (iv) DAVIS
- (v) Director Public Relations for updation on University website.