

The tenth of Academic Audit Committee was held on 23/09/2022. Following were present in the meeting:

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| 1) Director – SoT | 2) Director – SPT |
| 3) Director – SLS | 4) Director – SPM |
| 6) Dean – FoLS | 5) Dir- Acad Affairs |
| 8) Controller of Examinations | 7) Dean- FoET |
| | 9) Dy. Controller of Examinations |

Agenda-1 Whether to return the mobile phone if found with a student during the examination session, soon after the completion of examination session if the student undertakes for the failure in the said course exam without appearing before the Examination Committee.

Recommended to consider and approve the above mentioned proposal with the direction that if the student does not give undertaking for cancellation of his/her course-exam result, even then his/her mobile phone to be returned soon after the examination, and then he/she shall have to appear before the UFM committee for the decision in the matter. If a student indulges in carrying the mobile phone in the examination for more than one time during the exam-season (Mid-sem./End. sem. as the case may be), all those course examinations results shall stand cancelled. The parent should be informed for the case. The format for the said undertaking should be prepared.

Agenda-2 Proposed to hold the Mid Sem. Exam separately for the students who missed out due to personal illness or accident or death or serious illness of the guardian; maximum within one month to the completion of the exam and before the start of the Sem. End. Exam, whichever is earlier subject to the conditions mentioned in the present academic rules for it. Such students shall have to appear at this second chance examinations as per the schedule announced for it, otherwise it shall be treated as absence as usual in the Mid Sem. component of the respective course evaluation.

Present rule contents: “If a student misses to submit/appear for evaluation of any component – except the End Semester Examination – in a course, due to personal illness or accident, or death or serious illness of the Guardian; the student can submit/appear for the same as per the procedure, but not after the Semester End Examinations. For this, the student shall have to apply along with the medical certificate duly approved by the Medical Officer of the University within seven working days to the completion of the respective examination, to the respective teacher in case of evaluation related to

Assessment & Practical to appear as per the direction of the concerned teacher, and to the School Admin in case of Mid Semester exam”.

Recommended to consider and approve the above mentioned proposal with the direction to describe Guardian as the “Declared Guardian” and to add ‘family member’ for the cause of illness/accident/death in the present rules. The concerned students should submit their necessary documents to the School Admin in time (i.e. within seven working days to the completion of the respective exam) and the list of the students to be permitted for the re-mid exam. to be sent to the Examination Section from the School Admin, within ten working days to the completion of the examination.

- Agenda-3 To permit the faculty for change in examination score not beyond a month of the result declaration, upon the recommendation from the School Director.

Recommended to consider and approve the above mentioned proposal with the direction that such permission should be limited to 15 days to the declaration of the result. The academic calendar should contain the dates of declaration of the results of different examinations of showing the answer books from examination to examination, which were indicated in the academic calendar during all pre-covid years.

- Agenda-4 In case of lethargy found in the submission/correctness of the examination-result, the disciplinary action may be initiated by the respective Head/Director of the Dept./School under the information of the Controller of Examinations.

Recommended to consider and approve the above mentioned proposal with the direction to replace the word ‘Lethargy’ with ‘Discrepancy/non-adherence’ and the word ‘disciplinary’ with ‘suitable’.

- Agenda-5 Review of the format for scrutinizing the question paper for the examination.

Recommended to consider and approve the above mentioned proposal for IQAC to review the format for scrutinizing the question paper after the completion of the examinations. Then the process of Question Paper Scrutiny should be completed at the School/Dept. level, the final report of which is then to be submitted also to the Exam. Cell within a month to the completion of the respective examinations (Mid. Sem. /End. Sem.) from time to time.

Agenda-6 Proposed Merit Medal tie breaking criteria:

If CPI/CGPA for two or more students are tied then to break the tie there will be comparison on following order:

For FoET & FoLS

- i. CPI to be observed up to 3 decimal points.
- ii. SPI of 8th semester
- iii. CPI at the end of 7th Semester
- iv. CPI at the end of 6th Semester

For FoM

- i. CGPA to be observed up to 3 decimal points.
- ii. GPA of 6th Trimester
- iii. CGPA at the end of 5th Trimester
- iv. CGPA at the end of 4th Trimester

It was advised in the 7th meeting not to go for tie breaking criteria at this juncture, as upto now few cases of merit tie are found and that too not more than two students for a same merit medal position for the award of merit medal.

However, at the previous convocation, following was the scenario of additional merit medals:

Sr. No.	Branch	Bronze	Gold	Grand Total
1	B. Tech. (ICT)	2	--	2
2	B. Tech. (Mech. Engg.)	2	--	2
3	B.B.A. (Hons.) (Finance)	--	2	2
4	M.A. (Economics)	--	2	2
5	M.A. (Mass Comm.)	--	2	2
6	M.A. (Psycho.)	--	2	2
7	M.A. (Public Admn.)	--	4	4
8	M.Sc. (Finance)	--	2	2
	Grand Total	4	14	18
	Extra Medal	2	8	10

Recommended to consider and approve the above mentioned proposal with effect from the students passing out at the end of the current academic year.

Agenda-7 Nomination of internal faculty to ensure all examination processes, for every visiting faculty in the respective Dept./School.

Recommended that the nominated internal faculty shall convey properly the examination processes including timely submission of the question-papers to be set and the result submission as per the norms to the Visiting Faculty. It is also necessary to provide the name of faculties nominated for the respective Visiting Faculty, to the Exam. Cell before the start of Mid. Sem. – in every semester.

Agenda-8 Any application of a student/faculty regarding examination is to be endorsed by School Director before submitting it to the Examination Section for its onward approval.

Recommended to consider and approve the above-mentioned proposals.

A handwritten signature in blue ink, appearing to be 'Rao', is written over a faint circular stamp.

Registrar & CoE