

The eight meeting of the Academic Audit Committee was held on 19th Aug. 2021. Following were present in the meeting:

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| 1) Director - SoT | 2) Director - SPT |
| 3) Director- SLS | 4) Director - Academic Affairs |
| 5) Dean-FoM | 6) Dean - FoLS |
| 7) Controller of Examinations | 8) Dy. Controller of Examinations |

Action Taken Report of previous meeting:

Sr. No.	Recommendation	Action Taken
1	<p>Following revisions were proposed to make common for both of the category students for grade improvement (≥ 5 & ≥ 6.5 CPI):</p> <p>i. Grade improvement examination will be permissible only for semester 5 to 8 as per its extant calendar wise examinations of running batches of the students.</p> <p>ii. Not more than seven subjects of above refereed semesters will be permissible to re appear for grade improvement.</p> <p>iii. Result grade will be changed only for the course/s in which the student gets a higher grade in the examination. However this provision shall not be applicable to the student indulging in Unfair Means in examination.</p>	DG-PDPU approved. Implemented.
2	<p>Recommended as proposed: Once the Internal Assessment Component (25%) of a course is evaluated, it should be maintained the same till he passes the course i.e. be carried forward when the student appears at the re-exam.</p>	DG-PDPU approved. Implemented.
3	<p>Recommended by the Committee that only under the exceptional situation a student can register/re-register for a semester, after the prescribed date of commencement of the semester, but in no case later than a month to it.</p>	DG-PDPU approved. Implemented.
4	<p>The Committee recommended that a student nominated /permitted/participated at any Off/On campus program/activity and if it falls along the dates of scheduled examinations and if he does not appear in the exam. as per the schedule; he shall have to appear at subsequent examination as per the academic calendar no separate/special exam shall be conducted in such cases.</p>	DG-PDPU approved. Implemented.



5	<i>Not to add the evaluation carried out by an external institute when a student pursues any course/s there, into the evaluation score for the course examinations conducted by PDPU; for the reason of different evaluation pattern at other institution.</i>	DG-PDPU approved. Implemented.
6	<i>Recommended that the subject equivalency committee for students of PDPU pursuing Semester Exchange Program outside shall have to submit the equivalence report to the Director General/Chairman – Academic Council of the University, for his approval in advance by 15 days to the commencement of the semester.</i>	DG-PDPU approved. Implemented.
7	<i>Recommended let the school take up matter appropriately for offering a course as an elective provided there are 10 students or 10% of current strength in the class, whichever lower.</i>	DG-PDPU approved.
8	<i>Agreed by the Committee to entrust the HoDs for timely submission of the exam-evaluation from their faculty as per the academic calendar. Those found for late submission of the result, the Dy. CoE/CoE should issue notice them.</i>	DG-PDPU approved. Implemented.
9	<i>Recommended for evaluation pattern also for IA (Internal Assessment) component (25%) to be declared to the students at the start of the semester in every course by the respective faculty.</i>	DG-PDPU approved. Implemented.
10	<i>Advised to avoid involvement of TAs – Teaching Assistants for invigilation work at the examination, in view of non-effectiveness experienced in several cases in the past and also lack of control also from the Ph. D. supervisor over their students TAs in following the duties scrupulously.</i>	Noted.
11	<i>Advised to continue with the present system of paper setting by the teachers of the University themselves. The members advised to strengthen the proprietary of the paper setting by taking suitable steps.</i>	Noted.
12.	<p><i>Advised not to go for tie breaking criteria at this juncture, as uptil 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.</i></p> <p><i>A same Committee has recommended following pre-conditions to become eligible for the merit medal:</i></p> <ul style="list-style-type: none"> <i>A. The student must not have been penalized for indulging in any kind of indiscipline including Unfair Means in examination.</i> <i>B. The student must have passed all the courses of the study, at one attempt only.</i> <ul style="list-style-type: none"> <i>i) There should not be any case of indiscipline.</i> <i>ii) There should not be any case of involvement in unfair means practice in examinations. The student have passed all the courses in a single attempt only without any failure in passing them.</i> 	Noted.

The Committee has recommended the following after discussion on the respective agenda proposal:

Agenda-1:

The preparation of examination question-paper copies in required numbers, in a properly sealed cover is to be carried out by the concerned faculty paper setter only, in order to avoid handling of the question papers through any other individual before the start of the examination. This is required to avoid any possible leakage of the question paper before the examination, through any other faculty or staff individual. (24th hours in advance to the commencement of concerned course examination).

It was recommended to approve the above proposal with the change that the faculty shall require to submit their question paper copies 72 hours in advance to the commencement of concern course examination.

It was also directed that in every Department/School, an internal faculty should have been nominated to coordinate with the visiting faculty of the Department/School, regarding entire examination process including the result submission.

Agenda-2

Same way, the entire result of a course examination is to be submitted as per the prescribed procedure by the respective Faculty – evaluator himself only, and not by any other individual in order to avoid tampering with the evaluation marks/grades.

It was recommended to approve as proposed above.

Agenda-3

There has to be one point contact person in every branch, HoD or his nominee, to provide the respective course exam question paper copies to the exam cell well in time prior to the exam schedule, when the respective CC faculty is unable to provide it due some critical situation.

It was recommended to approve as proposed above.

Agenda-4

To issue the result grade sheet for the evaluation of internships, the engineering students undergo, through a separate mechanism viz. under the name of Summer Semester. This is required to avoid delay in issuing the grade sheets of May/June examinations to the students for formal courses other than the internships, as the internships and are held its lately evaluation after these examinations during the summer vacation.

It was recommended to approve as proposed above.

Agenda-5

If a student opts for repeat of a semester (i. e. re-registering for a semester) with his junior batch students, he has to repeat also all subsequent semesters (which he might have appeared /passed earlier) with the junior batch e. g. if a student has already appeared /passed in semester-3 and wants to repeat semester-2 with a junior batch, then he shall have to repeat sem-3 also, with the junior batch and so on.

It was recommended to approve as proposed above.



Agenda-6

Presently, there is a condition in the academic rules that if a student is having lower than 50% overall attendance in a semester then he shall have to repeat that semester. This of course deems that he cannot move into the next semester. It is proposed to mention this implication also in the eligibility condition for admission into the next semester.

It was recommended to approve as proposed above.

Agenda-7

In no case a change of marks/grades in the result of a course examination will be acceptable after a month once it is declared as per the academic calendar/scheduling.

It was recommended to approve as proposed above.

Agenda-8

To mention the passing of any subject under the requirement of three credits MOOC course as under in the gradesheet: NPTEL/MOOC Course/Open Elective (semester should also be fixed)

It was recommended with the direction that the evaluation grade of MOOC / NPTEL course will be mentioned in the grade sheet of either semester 6 or 7. In this regard, the course code will be "MOOC, with the name as "MOOC / NPTEL course".

Agenda-9

Carry forward provision only, for all continuous evaluation components of the semester.

It was recommended to approve as proposed above.

Agenda-10

Review of the question papers after the examinations.

It was recommended that every Department/School should constitute a Committee to review the question papers after the examinations. The Committee should comprise of the HoD/Director and other two senior faculty of the Dept. /School.

Agenda-11

General guideline for Moderation of the examination results, including its effects on timelines of result declarations



As there is a provision for showing the evaluated Answer Books to the students before declaration of the result and thereby an opportunity for the student for any genuine correction in the evaluation, the general moderation of the all course examination results is not as such required. It will otherwise also cause a delay in the result declaration. However, the moderation of the examination results can be taken up in case of genuine complain from the student/s about the question paper and/or about the quality of evaluation of a course-exam.

Agenda-12

Review of charges for following exam related documents:

Sr. No.	Particular	Present charges (Rs.)
1	Penalty for late application of Re-exam	100/- per day
2.	Name correction in Grade sheet	100/- per sheet
3.	Duplicate Degree Certificate	500/-
4.	Duplicate Grade sheet	100/- per sheet

It was recommended to revise the charges for the examinations related documents as given below:

Sr. No.	Particular	Revised charges (Rs.)
1	Penalty for late application of Re-exam	200/- per day
2.	Name correction in Grade sheet	500/- per sheet
3.	Duplicate Degree Certificate	2000/-
4.	Duplicate Grade sheet	500/- per sheet

Agenda-13

The faculty members should not carry any kind of answer book for evaluations outside their office.

It was recommended to communicate to the faculty that they shall have to ensure the submission of all answer books of the concerned course examination/s to submit to the Exam Section or the School Admin as and when called for.

It was also noted that visiting faculty generally don't prefer to evaluate answer books on the campus itself.

Agenda-14

To determine proper alternative for international students of UG & PG programs regarding their industry training, in case when the industry organization refuse for it for the reason of their foreign nationality.

It was recommended that the Department/School should identify an industry organization which can provide the scope of industry project to complete on the University campus, in case it is not possible to identify any industry organization ready to permit international students on its premises for the industry training for the only reason of their foreign nationality.

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