



**VIGNAN'S**

Foundation for Science, Technology & Research

(Deemed to be UNIVERSITY)

-Estd. u/s 3 of UGC Act 1956

# Examination Section Annual Report 2019-20



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## **VISION**

To evolve into a centre of excellence in Science & Technology  
Through creative and innovative practices in teaching – learning,  
towards promoting academic achievement & research excellence  
to produce internationally accepted, competitive and  
world class professionals  
who are psychologically strong and emotionally balanced  
imbued with social consciousness and ethical values

## **MISSION**

To provide high quality academic programmes,  
training activities, research facilities and opportunities  
supported by continuous industry – institute interaction  
aimed at  
promoting employability, entrepreneurship,  
leadership and research aptitude among students and  
contribute to the economic and technological development  
of the region, state and nation

1. **Introduction:** The examination department of VFSTR is governed by the guidelines mentioned in VFSTR manual and examination manual approved by the Academic Council and Board of Management.

Examination department is headed by the Dean-AR & Evaluation who is also acts as Controller of Examinations and reports to Vice-Chancellor. It always works to offer high quality examination services maintaining the necessary transparency and confidentiality in the system.

This annual report presents the details of examination activities conducted during academic year 2019-20.

2. **Examination Calendar (Continuous Evaluation Tests):** The continuous evaluation examinations are conducted as per academic calendar in both the semesters. The results are released within 3 to 4 days after completion of examinations. The results are discussed in DDH and measures are taken to improve the performance of slow learners in subsequent examinations. Total number of internal examination days are 98.

**I Semester:**

Sl.No	Program	Description	Conducted	
			From	To
1	B.TECH.	Mid-I Examinations	07/08/2019	13/08/2019
2	B.TECH.	Mid-II Examinations	17/09/2019	21/09/2019
3	B.TECH.	Mid-III Examinations	29/10/2019	02/11/2019
4	I,II B.B.A.	Mid-I Examinations	26/08/2019	31/08/2019
5	I,II B.B.A.	Mid-II Examinations	29/10/2019	04/11/2019
6	III BBA	Mid-I Examinations	11/09/2019	17/09/2019
7	III BBA	Mid-II Examinations	13/11/2019	19/11/2019
8	B.C.A.	Mid-I Examinations	26/08/2019	29/08/2019
9	B.C.A.	Mid-II Examinations	24/10/2019	29/10/2019
10	B.Sc.	Mid-I Examinations	26/08/2019	03/09/2019
11	B.Sc.	Mid-II Examinations	07/11/2019	15/11/2019
12	I B. Pharmacy	Mid-I Examinations	12/09/2019	18/09/2019
13	I B. Pharmacy	Mid-II Examinations	18/11/2019	20/11/2019
14	II B. Pharmacy	Mid-I Examinations	26/08/2019	29/08/2019
15	II B. Pharmacy	Mid-II Examinations	29/10/2019	01/11/2019
15	M.TECH.	Mid-I Examinations	16/09/2019	18/09/2019
17	M.TECH.	Mid-II Examinations	29/10/2019	31/10/2019
18	M.TECH.	Mid-III Examinations	05/12/2019	07/12/2019
19	I M.B.A.	Mid-I Examinations	04/10/2019	11/10/2019
20	I M.B.A.	Mid-II Examinations	02/12/2019	04/12/2019
21	II M.B.A.	Mid-I Examinations	23/10/2019	26/10/2019
22	II M.B.A.	Mid-II Examinations	17/12/2019	20/12/2019
23	M.C.A.	Mid-I Examinations	26/08/2019	30/08/2019
24	M.C.A.	Mid-II Examinations	24/10/2019	30/10/2019

**II Semester:**

Sl.No	Program	Description	Conducted	
			From	To
1	B.TECH.	Mid-I Examinations	08/01/2020	11/01/2020
2	B.TECH.	Mid-II Examinations	29/02/2020	04/03/2020
3	B.B.A.	Mid-I Examinations	03/02/2020	08/02/2020
4	B.C.A.	Mid-I Examinations	03/02/2020	06/02/2020
5	B.Sc.	Mid-I Examinations	06/02/2020	13/02/2020
6	I B. Pharmacy	Mid-I Examinations	12/02/2020	18/02/2020
7	II B. Pharmacy	Mid-I Examinations	03/02/2020	07/02/2020
8	M.TECH.	Mid-I Examinations	11/02/2020	14/02/2020
9	I M.B.A.	Mid-I Examinations	28/02/2020	03/03/2020
10	II M.B.A.	Mid-I Examinations	13/03/2020	17/03/2020
11	M.C.A.	Mid-I Examinations	02/02/2020	07/02/2020

**3. Examination Calendar (End Semester Examinations):** The end semester examinations are conducted as per academic calendar in both the semesters. The results are released within 10 days after completion of examinations. Total number of external examination days are 117.

Sl. No.	Programme Name	Last date of the last semester-end/year-end examination	Date of declaration of results of semester-end/year-end examination
1	B.Tech I Year I Semester (R19) Regular November 2019	27-11-2019	09-12-2019
2	B.Tech II Year I Semester (R16) Regular November 2019	26-11-2019	07-12-2019
3	B.Tech III Year I Semester (R16) Regular November 2019	29-11-2019	09-12-2019
4	B.Tech IV Year I Semester (R16) Regular November 2019	30-11-2019	09-12-2019
5	BBA I Year I Semester (R17) Regular November 2019	25-11-2019	30-11-2019
6	BBA II Year I Semester (R17) Regular November 2019	26-11-2019	03-12-2019
7	BBA III Year I Semester (R17) Regular November 2019	06-12-2019	11-12-2019
8	BCA I Year I Semester (R18) Regular November 2019	20-11-2019	30-11-2019
9	BCA II Year I Semester (R18) Regular November 2019	21-11-2019	30-11-2019
10	BCA III Year I Semester (R15) Regular November 2019	20-11-2019	30-11-2019
11	BSC I Year I Semester (R17) Regular November 2019	07-12-2019	13-12-2019
12	BSC II Year I Semester (R17) Regular November 2019	09-12-2019	11-12-2019

Sl. No.	Programme Name	Last date of the last semester-end/year-end examination	Date of declaration of results of semester-end/year-end examination
13	BSC III Year I Semester (R17) Regular November 2019	05-12-2019	11-12-2019
14	B.PHARM I Year I Semester (R18) Regular December 2019	13-12-2019	17-12-2019
15	B.PHARM II Year I Semester (R18) Regular November 2019	21-11-2019	30-11-2019
16	M.Tech. I Year I Semester (R17) Regular December 2019	28-12-2019	03-01-2020
17	MBA I Year I Semester (R19) Regular December 2019	20-12-2019	24-12-2019
18	MBA II Year I Semester (R17) Regular December 2019	10-01-2020	18-01-2020
19	MCA II Year I Semester (R18) Regular November 2019	23-11-2019	30-11-2019
20	MCA III Year I Semester (R15) Regular November 2019	22-11-2019	30-11-2019
21	B.Tech I Year II Semester (R19) Regular July 2020	23-07-2020	29-07-2020
22	B.Tech II Year II Semester (R16) Regular July 2020	27-07-2020	04-08-2020
23	B.Tech III Year II Semester (R16) Regular July 2020	01-08-2020	08-08-2020
24	B.Tech IV Year II Semester (R16) Regular July 2020	02-07-2020	09-07-2020
25	BBA I Year II Semester (R17) Regular July 2020	20-07-2020	28-07-2020
26	BBA II Year II Semester (R17) Regular July 2020	24-07-2020	31-07-2020
27	BBA III Year II Semester (R17) Regular June 2020	26-06-2020	03-07-2020
28	BCA I Year II Semester (R18) Regular July 2020	13-07-2020	18-07-2020
29	BCA II Year II Semester (R18) Regular July 2020	17-07-2020	23-07-2020
30	BCA III Year II Semester (R15) Regular June 2020	12-06-2020	19-06-2020
31	BSC I Year II Semester (R17) Regular July 2020	23-07-2020	29-07-2020
32	BSC II Year II Semester (R17) Regular July 2020	24-07-2020	31-07-2020
33	BSC III Year II Semester (R17) Regular June 2020	23-06-2020	03-07-2020
34	B.PHARM I Year II Semester (R18) Regular July 2020	20-07-2020	28-07-2020
35	B.PHARM II Year II Semester (R18) Regular July 2020	21-07-2020	28-07-2020
36	M.Tech. I Year II Semester (R17) Regular July 2020	23-07-2020	29-07-2020
37	MBA I Year II Semester (R19) Regular July 2020	16-07-2020	23-07-2020
38	MBA II Year II Semester (R17) Regular June 2020	03-07-2020	09-07-2020
39	MCA II Year II Semester (R18) Regular July 2020	21-07-2020	28-07-2020

Average Number of days taken to announce the results: 8.11

All the examination results are approved by Academic Council and put forward for Board of Management as information.

**4. External Lab Examiners:** The practice of calling lab examiners from other institutions was continued in the academic year. Around 1008 lab examiners were called from more than 25 institutions including NITs. 10 senior faculty members from reputed institutions acted as observers during these examinations. The feedback given by these observers was analysed and discussed in DDH meetings. Actions were taken on related aspects.

Senior executives from industry are appointed as lab examiners where ever possible to expose the students to latest developments of industry. The feedback from these experts are taken so that it can be used during curriculum modification or in the further development of labs and instruction delivery practices. 72 experts visited the institution during the exercise.

**5. Student grievances (Retotaling, Revaluation and answer scripts verification) :**

Even after thorough scrutiny for ensuring the correct transfer of the marks on to the cover page of answer booklet and award sheet, there may be some cases, where this process has failed, leading to posting of wrong marks. The purpose of re-totalling is to correct this mistake. Re-totalling has to be done in the presence of the student by referring to photo copy of the answer booklet. Original booklet should not be used for re-totalling.

Even with the availability of comprehensive scheme of valuation, there may be chances that the valuation may not have proceeded as per the scheme. There may also be chances that some questions / pages are missed by the valuator during evaluation, due to oversight. The purpose of re-valuation is to see that these mistakes are corrected and justice is done to student.

a. Number of students registered for examinations	: 13259
b. Number of students verified the evaluated answer scripts	: 22
c. Number of students applied for retotalling	: 02
d. Number of students applied for revaluation	: 46
e. Number of students cases when marks changed	: 29

**6. Malpractice Cases:** To prevent malpractices, malpractice norms are displayed at notice boards during examinations. Special squads are employed to go around the examination halls verifying the candidates. Malpractice committee verified the malpractice reports and actions are taken accordingly.

Total number of Malpractice cases : 32 (0.04%)

**7. Evaluation Standards committee:** The evaluation standards committee was reconstituted on 13-10-2020 with the following members

1. Vice- Chancellor : Chairman
2. Registrar : Member
3. Dean- Academics : Member
4. Dean- IQAC : Member
5. Dean- AR & Evaluation : Convener

Terms of reference are as follows:

- a) Pre-examination result analysis
- b) Approving the results for release
- c) Addressing the student grievances on evaluation related aspects
- d) Recommendation of grace marks
- e) Analysis of recounting and revaluation results
- f) Analysis of audit reports related to examination
- g) Formulating the procedures for conducting the examination
- h) Recommending remuneration rates

Number of meetings held in the Academic Year 2019-20 : 20

**8. Online End Examinations:** The end semester examinations are conducted online in view of Covid circumstances. The examinations are conducted in two spells. The first spell is from 8<sup>th</sup> June 2020 to 2<sup>nd</sup> July 2020 for final semester students and the second spell is from 1<sup>st</sup> July 2020 to 1<sup>st</sup> August 2020 for other semester students. Detailed guidelines are prepared for all activities of the examinations and proper training was given for the staff. Procedures and precautions are thoroughly explained to students and parents. Copy of the instructions is enclosed with the report. The examinations were conducted smoothly and the results are declared within one week after the conduct of last examination.

**9. Degrees Awarded:** The following are the number of eligible candidates to get Degrees during academic year 2019-20.

Sl. No.	Program Name	Number of students awarded Degrees
1	B.TECH.	1517
2	M.TECH.	44
3	B.B.A.	103
4	B.C.A.	23

5	M.B.A.	97
6	M.C.A	25
7	B.Sc.	30
8	Ph.D.	27
<b>TOTAL</b>		<b>1866</b>

Eligible candidate details of final year students:

Sl. No.	Program Name	Number of Students appeared in final year examination	Number of students awarded Degrees	Pass%
1	B.TECH.	1521	1434	94.28
2	M.TECH.	48	38	79.17
3	B.B.A.	109	99	90.83
4	B.C.A.	27	22	81.48
5	M.B.A.	102	93	91.18
6	M.C.A	26	25	96.15
7	B.Sc.	43	30	69.77
8	Ph.D.	---	27	---

10. Number of Certificates issued during the academic year:

Sl.No	Description	No. of certificates issued
1	Provisional Certificates	1866
2	Consolidated Marks Memos	1843
3	Degree Certificates	1866
4	Transcripts	11752
5	Migration Certificates	268
6	Marks Memos	7870
7	Duplicate Marks Memos	378
8	Duplicate PC and CMM	02

11. **Verification of student credential:** Different companies have sent credential verification requests related to 484 of our graduates. All the cases are verified within two working days and conformations was sent back to companies. No verification fee was charged. No discrepancies was observed in the claims.

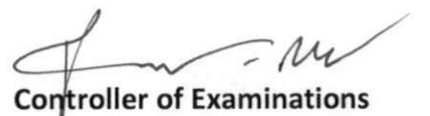


**12. Status of Automation of Examination Section during 2019-20:** Digitalization of answer scripts was made. Operational procedures are prepared in the form of detailed manual. The following procedures are automated during previous years.

- a. Student registrations for class work and subject allocation to student
- b. Examination time tables
- c. Continuous evaluation marks entry
- d. Invigilators assignment
- e. Examination seating plans, student signature sheets, absent statements etc...
- f. Registration of subjects for examination, hall ticket generation, room wise photo identification sheets
- g. Question paper setter database, selection of paper setters, remunerations, question paper databases
- h. Encoding and jumbling of answer scripts
- i. Valuators database, selection of valuers, marks entry, remunerations
- j. Results, retotalling, revaluation
- k. Certificates printing
- l. Appointment of lab examiners and related marks entry procedure

**Summary:** The yearlong operations at examination section are in tandem with academic calendars. Automation and planning of activities has helped in reducing the time taken to announce the results and number of discrepancies.



  
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