



**Shobhit
University**

EDUCATION EMPOWERS



Top 101-125 Band
in Pharmacy

CRITERION 2 – TEACHING-LEARNING AND EVALUATION 2.5.5 STATUS OF AUTOMATION OF THE EXAMINATION DIVISION, USING EXAMINATION MANAGEMENT SYSTEM (EMS) ALONG WITH AN APPROVED ONLINE EXAMINATION MANUAL

**COMPLETE AUTOMATION OF ENTIRE DIVISION &
IMPLEMENTATION OF THE EXAMINATION MANAGEMENT SYSTEM
(EMS)**

**STUDENT REGISTRATION, HALL TICKET ISSUE & RESULT
PROCESSING**

STUDENT REGISTRATION AND RESULT PROCESSING

RESULT PROCESSING

MANUAL METHODOLOGY

To reduce enormous use of paper and printing the ensure data, sign and a seal by the Competent Authority for all the papers, we have used the Class-3 Digital Signatures where a Registration Authority i.e. Dr. Mahipal Singh, Registrar of our University authenticate the documents and responses claimed in this pdf file.



SHOBHIT UNIVERSITY, Gangoh

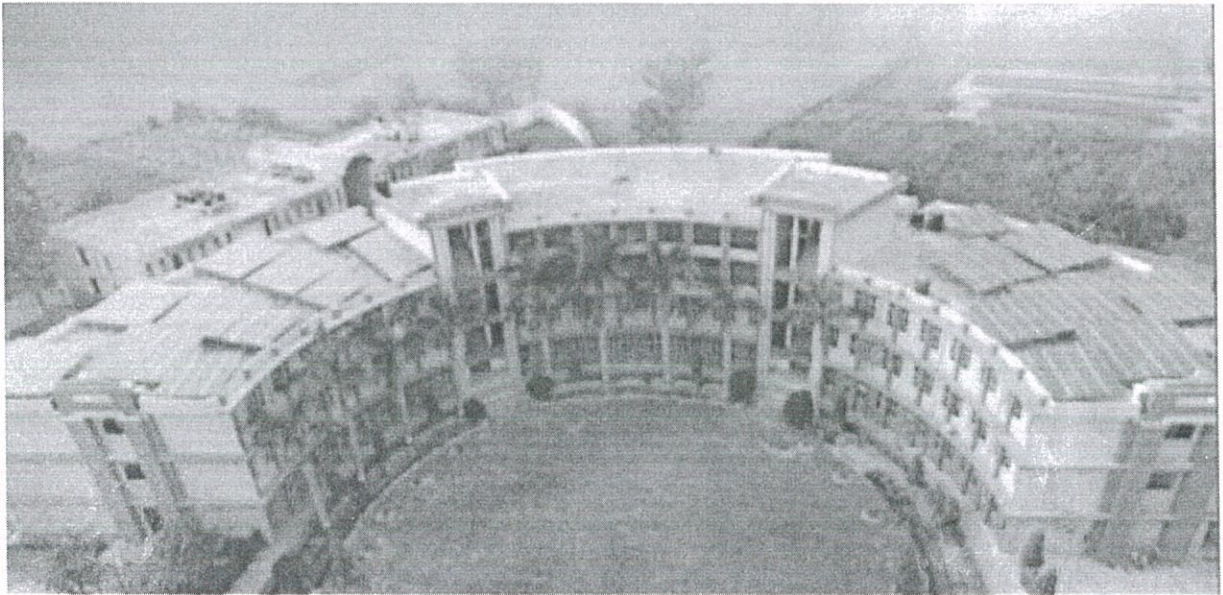
[Notified by Government of U.P. Act No.3 of 2012, Established u/s 2(f) of UGC Act 1956]
Adarsh Institutional Area, Babu Vijendra Marg,
Gangoh, Distt. Saharanpur - 247341, UP

35
YEARS
OF ACADEMIC
EXCELLENCE



Annual Report of Examination Cell

2023-24



**Controller of Examination
Shobhit University Gangoh**



1. Introduction

Shobhit University, Gangoh was established vide Shobhit Vishwavidyalaya Uttar Pradesh Adhiniyam 2011 (Act No 3 of 2012). It has since emerged as one of the very few universities that are rural-based in the sense they are deeply entrenched in the rural ambience of culture, environment, market and aspirations while technologically resting on the great shift on the continuum of tradition and modernity.

The examination department of Shobhit University, Gangoh, is governed by university regulation and conduct of examinations. Scheme of evaluation of student's performance and discipline among students throughout the year, and declaration of results are managed under the headship of controller of examination (COE). Examination department is headed by the controller of examinations who reports to the Vice Chancellor. All the examination & evaluation related operations are carried under the supervision of COE.

Examination calendar is released at onset of academic session for examination plan throughout the year for all exams i.e.

1. Odd Semester Exams
2. Even Semester/Annual Exams
3. Carry Over Exams
4. Special Carry Over Exams

The university implements a semester and annual examination system, as determined by the executive council for all programs. In alignment with its mission to provide reliable and high-quality examination services, the Examination Department prioritizes transparency in all its operations, effectively supporting both students and institutions. This department oversees open and secure processes and systems, collaborating closely with educational institutions, external organizations, and individuals.



2. Vision and Mission of the University

Vision

Shobhit University aspires to be recognized internationally as a leading Indian university that shapes leaders for a just and humane world. It focuses on becoming a focal institution in technical education, research, and innovation, contributing significantly at both national and global levels.

Mission

The university's mission is to offer diverse learning experiences in traditional and emerging fields, emphasizing research, innovation, and the development of professional skills and personal values. It aims to foster a learning community that values high-quality scholarship, cultural heritage, and ethical living, supported by effective leadership and governance aligned with its vision and mission.

3. Academic Calendar for 2023-24

The University publishes the Academic Calendar prior to the start of the academic session. The examination timetable for both Odd and Even semesters is communicated through this Academic Calendar. The Examination Department formulates a comprehensive Examination Calendar in alignment with the Academic Calendar.

Throughout the academic session, the Examination Department engages in various activities. It is responsible for creating the Calendar of Examination Activities, ensuring that all examination-related activities are conducted in accordance with established guidelines.

4. Committees

A comprehensive procedure is established to ensure an efficient, transparent, and equitable assessment of students' performance. This includes the organization of activities associated with the administration of examinations, for which various committees are formed as outlined below:

- Examination Committee
- Moderation Boards (For moderation of Question Papers)
- Borderline Debarred Committee
- Examination Discipline Committee
- Result Review Committee



5. Examination Committee

The Examination Committee is established by the Academic Council at the university level to develop comprehensive guidelines and procedures aimed at ensuring an efficient, transparent, and equitable assessment of students' performance and the administration of examinations. The composition of the Examination Committee is as follows:

S. No.	Name	Position	Profession
1.	Prof. (Dr.) Ranjit Singh, Vice Chancellor	Chairman	Academician
2.	Prof. (Dr.) Mahipal Singh, Registrar	Member	Academician
3.	Prof. Rajiv Dutta	Member	Academician
4.	Prof. Gunjan Agarwal	Member	Academician
5.	Prof. Prashant Kumar	Member	Academician
6.	Prof. Varun Bansal, Controller of Examination	Member Secretary	Academician
7.	MohdAhamad, Deputy Controller of Examination	Member	Academician
8.	Dr. Zulphikar Ali, Assistant Controller of Examination	Member	Academician

This committee is responsible for supervising all activities related to examinations within the University and for evaluating the outcomes of University examinations. Additionally, it establishes several Examination Sub-committees at the institutional level to address specific examination issues, thereby facilitating a smooth and efficient process. These sub-committees manage different facets of the examination process, ranging from preparation to implementation, under the oversight of the main committee. By assigning responsibilities to these sub-committees, the primary committee guarantees a comprehensive and systematic approach to examination management, upholding the integrity and quality of the University's assessment procedures.



6. Setting of Question Papers

The names of the individuals responsible for setting the examination papers are suggested by the respective Stream Coordinators and subsequently endorsed by the Director, Deans, Principal, or Heads of Schools. These recommendations are then submitted for approval by the Honorable Vice Chancellor via the Controller of Examinations. Below is a summary of the question papers developed for the 2023–24 academic session at Shobhit University.

S.No.	Examinations	No. of Domains/No. of Programs	No. of courses	No. of Paper Setters	Total No. of Sets of Question Papers
1	Odd Semester- December, 2023	18	252	194	504
2	Even Semester- May, 2024	14	204	194	408

7. Duration of the examinations

The duration of a question paper for theory examinations pertaining to any course unit within a program is typically three hours, although in certain instances it may be reduced to two hours. The maximum marks allocated for these examinations are 80, 75, 60, 50, or 35, depending on the specific requirements.

8. Format of Question Papers

The question papers for the End Semester Examination will be meticulously developed to encompass the full syllabus, reflecting the weightage allocated to each module of the course unit. The questions will be formulated to adequately evaluate the Student Learning Outcomes (SLOs) associated with the course, ensuring a comprehensive assessment of each SLO. Furthermore, the weightage assigned to each instructional module will be precisely mirrored in the questions, thereby ensuring a balanced and equitable evaluation of the students' knowledge and comprehension of the complete course material.



A. Paper format for Bachelor of Pharmacy (B.Pharm.)

The end-of-semester examination paper for the Bachelor of Pharmacy (B.Pharm) program is developed in accordance with the guidelines set forth by the Pharmacy Council of India (PCI). It comprises four sections, with a total maximum score of 75 marks. The details of these four sections are as follows:

- Section A (10 marks) contains ten multiple choice question and each question carries 1 mark.
- Section B (10 marks) contains five questions and each question carries 2 marks.
- Section C (35 marks) contains seven questions and each question carries 5 marks.
- Section D (20 marks) contain two question and each question carries 10 marks.

B. Paper format for Bachelor of Education (B.Ed.)

The final examination paper for the Bachelor of Education (B.Ed.) program is structured into three distinct sections. These sections are outlined as follows:

- Section A (48 marks) contains three questions and each questions carries 16 marks.
- Section B (16 marks) contains four questions and each question carries 4 marks.
- Section C (16 marks) contains eight question and each question carries 2 marks.

C. Paper format for Bachelor of Science (Agriculture)

The end-of-semester examination paper for the B.Sc. (Agriculture) program is developed in accordance with the guidelines set forth by The Indian Council of Agricultural Research (ICAR). It comprises four sections, with a total maximum score of 50 marks. The details of these four sections are as follows:

- Section A (10 marks) contain ten multiple choice questions and each question carries 1 marks.
- Section B (8 marks) contains four questions and each question carries 2 marks.
- Section C (20 marks) contains five questions and each question carries 4 marks.
- Section D (12 marks) contains two questions and each question carries 6 marks.



D. Paper format for Master of Technology (M.Tech.)

The end-of-semester examination paper for the Master of Technology (M.Tech.) program is structured into three distinct sections. The details of these sections are as follows:

- Section A (10 marks) contains five questions and each questions carries 2 marks.
- Section B (30 marks) contains five questions and each question carries 6 marks.
- Section C (20 marks) contains two questions and each question carries 10 marks.

E. Paper format for other Programs including B.Tech./MBA/BBA and others

The end semester question paper for above mentioned programs is prepared in two sections. These two sections are as follows:

- Section A (10 marks) ten multiple choice questions and each question carries 1 marks.
- Section B (50 marks) contains five questions and each question carries 10 marks.

9. Moderation Boards (For moderation of Question Papers)

The Vice Chancellor establishes School-wise Moderation Boards to oversee the moderation of question papers. The composition of the Moderation Board is as follows:

A	Dean/Director/Principal/ Heads	Chairperson
B	Senior most Professor/ senior most teachers and the teaching faculty of the discipline concerned.	Members
C	Two experts in the discipline/specialization of whom one may be external	Members
D	Controller of Examinations	Member Secretary

There exists a provision for the co-option of up to two additional experts in a specific discipline or specialization, should the Director or Principal of the Institution, Department, or Constituent Units deem it necessary.

The School-wise Moderation Boards hold the responsibility of ensuring that question papers conform rigorously to the established preparation guidelines. They conduct reviews of the papers to eliminate any potential ambiguities in the language used and to confirm that the course content is adequately represented. Furthermore, the boards assess the accuracy of the weightage or marks assigned to each question or section, ensuring that the time allocated is clearly specified. They are tasked with displaying all necessary instructions and rectifying any errors that may be



identified. In addition, the boards engage in moderating or reframing questions to facilitate a fair assessment for students with diverse abilities, thereby ensuring that the examination is both thorough and accessible. Their function is vital in upholding the quality and equity of the assessment process, guaranteeing that all students have an equitable opportunity to showcase their comprehension of the course material.

During the academic session of 2023-24, the status of the moderation of question papers was as follows:

S.No.	Examinations	Total No. of courses	Total No of Question Papers Moderated	Total No. of sets Accepted	Total No. of sets Rejected
1	Odd Semester- December, 2023	252	None	252	None
2	Even Semester- May, 2024	204	None	204	None

10. Selection and Printing of Question Papers

The Vice-Chancellor chooses one examination question paper from the two or three moderated alternatives provided for each course.

11. Conduct of Examinations

The Examination Department administered the subsequent examinations for Shobhit University, Gangoh, throughout the 2023–24 academic session.

S.No.	Session	Block of Examinations	No. of Programs	No. of Courses	Total No. of students
1	Odd Semester- December, 2023	26-12-2024 to 18-01-2024	18	252	2063
2	Even Semester-May, 2024	24-05-2024 to 21-06-2024	14	204	2580



12. Status of automation of examination cell

Exam Cell of Shobhit University has progressively implemented automation in examination processes over the past year. The automation covers key functions such as digital question paper generation, online exam form processing, result compilation, and deploying a digital invigilation system to ensure integrity and efficiency. Efforts continue to enhance existing systems and align with evolving technological standards to maintain a transparent and streamlined examination process.

13. Status of Examination Forms submitted and Admit Card generated:

In accordance with the university's guidelines and regulations, students are not allowed to participate in the examination without a valid Admit Card issued by the Examination Department.

The status of the Admit Cards distributed to the students of Shobhit University for the academic session 2023-24 is as follows:

S.No.	Academic Session 2023– 24	Examination Forms Submitted	Admit Cards Generated
1	Odd Semester : December, 2023	1949	1949
2	Even Semester : May 2024	2564	2564

Note: Students of BNYS has been consider in odd semester and students of B.Ed, MS, MD& BAMS in the even semester.

In the event that an Admit Card is misplaced, the Examination Department will provide duplicate copies in accordance with the regulations set forth by the University. The information regarding the Duplicate Admit Cards that have been issued to students for the 2023-2024 academic session is outlined below.

S.No.	Academic Session 2023-24	No. of Duplicate Admit Cards issued
1	Odd Semester : December, 2023	None
2	Even Semester : May 2024	None



14. Appointment of Observers:

Observers were designated to attend various examination centers as assigned throughout the examination period to ensure that the assessments are being carried out in accordance with the established Regulations.

S.No.	Academic Session 2023-24	Teams	Observers
1	Odd Semester : December, 2023	2	5
2	Even Semester : May 2024	2	5

Any inconsistencies or deviations from the Regulations and Guidelines are communicated by observers to the Controller of Examination.

15. Examination Discipline Committee

The Examination Discipline Committee is established by the Vice Chancellor at the university level to address instances of student misconduct, inappropriate behavior, the use of unfair practices during examinations, and any disorderly conduct that may occur during these assessments. The composition of the Examination Discipline Committee for the academic session 2023-24 is as follows:

Composition	Designation	Nominated Person
Pro Vice Chancellor / Director /Principal/ Head of Inst.	Chairperson	Vice-Chancellor
Two Heads Departments /Constituent Units	Member	Director/Principal
One Senior Officer of the University	Member	Registrar
Controller of Examinations	MemberSecretary	

16. Opening of Question Papers

The Centre Superintendent opens the question papers thirty minutes prior to the designated time, accompanied by one or two senior faculty members from the School.



17. Collection of Answer-Books

Upon the conclusion of the examination, the Examination Cell personnel collect the answer books from the examination centers in sealed packets on the same day. The answer books are then shuffled to assign confidentiality codes.

18. Evaluation of Answer Sheets

After the examinations, various institutions submit the answer books to the Centralized Evaluation Centre on a date-wise basis. Each answer book is assigned a secrecy code prior to evaluation. The half-page detachable slips containing the examinees' identity information are detached from the main answer scripts and stored in sealed envelopes, which remain under the custody of the Chief of Examinations (COE) until the decoding process commences.

Answer books will be accessible for assessment on the third day following the examination and will be distributed to the relevant evaluators. All answer books are to be assessed exclusively at the Centralized Evaluation Centre. It is prohibited for anyone to remove any answer sheets from the evaluation center. Additionally, there is a procedure in place for random inspections of the evaluated answer books conducted by Directors and Senior Faculty members.

Examinations	No. of Evaluators	Answer Books Evaluated
Odd Semester: December, 2023	194	1949
Even Semester: May, 2024	194	2564

Note: Students of BNYS has been consider in odd semester and students of B.Ed, MS, MD& BAMS in the even semester.

19. Preparing Results

The outcomes are derived from the Awards of Theory papers, Semester-End Examinations, Internal Evaluation Practical Exams, and Projects, among other factors.

The examination results, once compiled, are submitted to the Examination Committee, which is chaired by the Vice-Chancellor or Pro-Vice-Chancellor, for their approval. Following the necessary approval, the results are officially announced and published on the website. The declaration of results occurs within 15 days following the final examination of the course.



20. Result Moderation Committee

The Result Moderation Committee is established to review the statistical data of results compiled by the Controller of Examinations. If necessary, the committee will make adjustments to ensure that the overall results, as well as those in individual subjects, align with established standards prior to the official announcement of the results.

- i. Dean/Director/Principal/ Heads-Chairperson
- ii. One Senior Faculty member from each broad discipline
- iii. Controller of Examinations

Given the extensive time needed to moderate a significant number of programs and students, and with the approval of the Hon'ble Vice Chancellor, a provision exists to award 5 marks in borderline cases. The moderation of results is conducted by the Controller of Examination and subsequently approved by the Hon'ble Vice Chancellor. It is important to note that the practice of mark moderation is not allowed in Ph.D. Programs.

Academic Session	Semester	Total Students Appeared	Total no. of students whose results were moderated/Review
2023-24	Odd Semester	1949	4
	Even Semester	2564	0

Note: Students of BNYS has been consider in odd semester and students of B.Ed, MS, MD& BAMS in the even semester.

21. Grading and Promotion Policy: Criteria and Guidelines for Student Progression

A student shall be declared pass and eligible for getting grade in a course if he/she secures at least 40-50% (based on the program) marks in that particular course including internal assessment. For example, to be declared as pass and to get grade, the student has to secure a minimum of 50 marks for the total of 100 including continuous mode of assessment and end semester theory examination and has to secure a minimum of 25 marks for the total 50 including internal assessment and end semester practical examination. If a student is pass in 90 % of his / her subjects a total of 5 grace marks may be provided if required.



Promotion Status of the Students

Academic Session	Total Students Appeared	Total no. of students pass / promoted	Percentage
2023-24	2564	2285	89.11

