CERTIFIED COPY

This is to certify that "Examination Annual Report" document contains 43 Pages. The Year Wise last pages are signed by the undersigned.

Anita Patra

Registrar

REGISTRAR
Centurion University of
Technology & Management
ODISHA

ANNUAL REPORT 2017 – 18

EXAMINATION CELL
CUTM

TABLE OF CONTENTS

1. VISION AND MISSION OF THE UNIVERSITY

VISION

A globally accredited human resource center of excellence catalyzing "sustainable livelihoods" in the "less developed markets across the globe".

MISSION

- Provision of quality, globally accredited academic programmes in technology and management.

- Provision of globally accredited employability training for less endowed segments of the population.

- Promotion of entrepreneurial culture and enterprise in the target areas.

- Facilitating improved market access to goods and financial services to the target population.

- Promotion of lighthouse project interventions in the target area

2. INTRODUCTION

To assess the knowledge of students, the pattern of examination followed by CUTM is continuous internal assessment and external (end-semester) examinations. Practical, project works and assignments are part of the internal assessment.

3. ACADEMIC CALENDAR

Academic Calendar is issued by the University before the commencement of academic session. Examination is notified through Academic Calendar for both odd and even semesters. A detailed Examination Schedule is prepared by the examination cell based on the Academic Calendar.

The examination window for academic session 2017-18 is given below:

S.No.	Examination	Examination Window
1	Odd Semester 2017-18	06 Sept 2017 – 11 Sept 2017 30 Nov 2017 – 31 Dec 2017
2	Even Semester 2017-18	10 April 2018 – 5 May 2018

4. EXAMINATION COMMITTEE

Different Examination Committees are constituted to monitor and guide for an efficient, transparent and fair evaluation of students' performance and conduct in examinations. The different committees are as under:

1. Moderation Boards for moderation of Question Papers
2. Conducting Board for Moderation of Results

Composition of the Committee is as under:

1. Vice Chancellor   - Chairperson
2. Director, Examination and Quality Assurance   - Member
3. Deans   - Member

5. SETTING OF QUESTION PAPERS

The panel of question paper setters was prepared and be approved by the Academic Council. The names in the panel as well as the name of the actual question paper setter are confidential and are maintained in a separate file.

Summary of the question papers set during academic session 2017 -18 is as under:

S. No.	Program Type	No. of Schools	No. of Courses	Total No of Question papers	No. of Paper setters
1	DIPLOMA	2	230	128	52
2	UG/PG	22	1126	977	533

Format of Question Paper

The question papers for the End Semester Examinations are set in such a manner so as to ensure that they cover the entire syllabus as per the weightage of the modules of the concerned course unit.

The question paper format is given as under:

Question Paper contains two sections.

Part A:

Part A will be compulsory and consist of question no.1 having 10 questions from 'a to j' of 2 marks each. The questions in this section include short numerical problems or theory questions to assess student understanding of concepts and framework.

Part B:

Part B shall be from question no.2 to question no.9 of 10 marks each, out of which 5 have to be attempted. The questions in this section may include long theory questions or numerical problems requiring students to apply the concepts to a given situation or in a given context. There can be sub-questions and marks for each sub-question shall be indicated.

6. QUESTION PAPERS MODERATION

School wise Moderation Boards are constituted by the Vice Chancellor to moderate the question papers. Moderation Board members included senior most professor/ senior most teacher and the teaching faculty of the discipline concerned/experts in the discipline/specialization.

The Moderation Boards (schools wise) ensure that question papers are strictly in accordance with the guidelines for setting of question papers, remove ambiguity in the language of questions, if any; proper coverage of course contents and indicate weightage/ marks for each question or part/parts thereof, time prescribed, display of instructions and to correct errors, if any and moderate/reframe the questions so as to give opportunities to students of varying abilities.

7. EXAMINATION SCHEDULE

Examination schedule was prepared keeping in view the subjects registered by the students and published in the website as well as sent to the student mail IDs well ahead of time.

8. DEBARRED N O R M S

As per University norms, student whose attendance is greater than 75% are allowed to appear in the End Semester Examination. Concessions upto 10% were given to students who had been absent for short periods on health ground or due to participation in cultural, sports, other academic/ official assignments in the interest of the university with prior written permission of the Vice-Chancellor/ Head of the constituent college. No student allowed to appear at University examination(s) with an attendance below 65% in any of the registered subjects.

9. ELIGIBLE LIST AND ADMIT CARDS

A student is permitted to appear in the examination only with a valid Admit Card issued by the Examination Department. In case of loss of Admit Card, duplicate Admit Cards are issued only by the Examination Department as per norms of the University. Admit cards were issued to all eligible students during academic year 2017-18.

10. CENTER SUPERINTENDENT AND OBSERVERS

Center Superintendent and Observers were appointed to maintain discipline in different examination centers and to check that the examinations are being conducted properly according to the Regulations. Any discrepancy and deviation from the Regulation and Guidelines are reported by Center Superintendent / Observers to the Controller of Examination.

11. CONDUCT OF EXAMINATIONS

Examination Department conducted examinations during academic session $2017-18$

S.No.	Program Type	No. of Programs	Total No. of Students
1	DIPLOMA	02	1574
2	UG/PG	26	5293

12. EXAMINATION DISCIPLINE COMMITTEE

Examination Discipline Committee was constituted at the University level to consider the cases of misconduct, misbehavior and the use of unfair means by students in examinations. The committee decided on the penalty and details are maintained in a file available with E&QA cell.

13. EVALUATION OF ANSWER SHEETS

Answer Books after the examinations were submitted by the different campuses at Examination Cell and subsequently sent to the central evaluation center i.e. E&QA Cell. The evaluation team consisted of subject experts from in-house faculty members and other universities.

Year	No. of Evaluators	Answer Books Evaluated
2017 – 18 (Odd)	281	35605
2017 – 18 (Even)	269	36259

14. CONDUCTING BOARD

Conducting Board Meeting was held to moderate results before declaration. The board constituted of the following members:

i) Vice Chancellor
ii) Director Examination & Quality Assurance
iii) Dean/ Head of Department

15. PUBLICATION OF RESULT

Results were published within 15 days of the last date of examination. The summary is as under:

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Examination	Days	Average
Odd Sem. Nov-Jan 2018	12-18 days	14.86
Even Sem. May -June 2018	12-17 days	14.3

16. GRIEVANCES BY THE STUDENTS:

Summary of grievances related to evaluation during Academic Session $2017 - 2018$ is as under: -

Examination	UG	PG	Diploma	Total
Number of students appeared in final exam	4863	430	1574	6867
Number of grievances	23	4	0	27
% of grievances	0.47%	0.93%	0%	0.39%

17. DEGREE AWARDED

Student who meets the qualifying criteria were awarded degree. Total 1783 Degrees were awarded to the students during the 2018 convocation for successfully completing the programme in the year 2017-2018. Summary is as under:

Year	Diploma	UG	PG	Ph.D	M.Phil	Total
2017-18	301	1112	280	14	17	1724

Award of Gold Medal & Merit Certificate

Gold medal awarded to students whose achievement was impressive. 25 gold medals awarded to different programme toppers for achievement of academic excellence during the Convocation held on 01 December 2018.

The Convocation was presided by Prof. Ganeshi Lal, Honorable Governor, Odisha who signed the record of Degrees.

18. BEST PRACTICES

1. Model Answers published in Web
2. Examination on demand conducted to clear back-papers
3. Third Party scrutiny to minimize error in posting marks
4. Student Photographs and aadhaar number in Grade-sheets
5. Restricted access to Examination Dept. for high degree of data security.

19. AUTOMATION OF THE EXAMINATION PROCESSES

The examination system is fully automated by the "Examination Management System (EMS)", developed by the University from pre-examination activities to maintaining result related records and data.

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ANNUAL REPORT 2018 - 19

EXAMINATION CELL
CUTM

TABLE OF CONTENTS

1. VISION AND MISSION OF THE UNIVERSITY

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A globally accredited human resource center of excellence catalyzing "sustainable livelihoods" in the "less developed markets across the globe".

MISSION

- Provision of quality, globally accredited academic programmes in technology and management.

- Provision of globally accredited employability training for less endowed segments of the population.

- Promotion of entrepreneurial culture and enterprise in the target areas.

- Facilitating improved market access to goods and financial services to the target population.

- Promotion of lighthouse project interventions in the target area

2. INTRODUCTION

In order to assess the knowledge of students, the pattern of examination followed by CUTM is continuous internal assessment and external (end-semester) examinations. Practical, project works and assignments are part of the internal assessment.

3. ACADEMIC CALENDAR

Academic Calendar is issued by the University right before the commencement of academic session. Examination is notified through Academic Calendar for both odd and even semesters. A detailed Examination Schedule is prepared by the examination cell based on the Academic Calendar.

The examination window for academic session 2018-19 is given below:

S.No.	Examination	Examination Window
1	Odd Semester 2018-19	25 Sept 2018-29 Sept 2018 14 Nov 2018- 30 Nov 2018 10 Dec 2018- 30 Dec 2018
2	Even Semester 2018-19	10 April 2019-30 April 2019 05 May 2019 – 20 May 2019

4. EXAMINATION COMMITTEE

Different Examination Committees are constituted to monitor and guide for an efficient, transparent and fair evaluation of students' performance and conduct in examinations. The different committees are as under:

1. Moderation Boards for moderation of Question Papers
2. Conducting Board for Moderation of Results
3. Gold Medal Committee

Composition of the Committee is as under:

1. Vice Chancellor   - Chairperson
2. Director, Examination and Quality Assurance   - Member
3. Deans   - Member

5. SETTING OF QUESTION PAPERS

The panel of question paper setters was prepared and be approved by the Academic Council. The names in the panel as well as the name of the actual question paper setter are confidential and are maintained in a separate file.

Summary of the question papers set during academic session 2018 -19 is as under:

S. No.	Program Type	No. of Schools	No. of Courses	Total No of Question papers	No. of Paper setters
1	DIPLOMA	2	224	115	65
2	UG/PG	24	878	1370	803

Format of Question Paper

The question papers for the End Semester Examinations are set in such a manner so as to ensure that they cover the entire syllabus as per the weightage of the modules of the concerned course unit.

The question paper format is given as under:

Question Paper contains two sections.

Part A:

Part A will be compulsory and consist of question no.1 having 10 questions from 'a to j' of 2 marks each. The questions in this section include short numerical problems or theory questions to assess student understanding of concepts and framework.

Part B:

Part B shall be from question no.2 to question no.9 of 10 marks each, out of which 5 have to be attempted. The questions in this section may include long theory questions or numerical problems requiring students to apply the concepts to a given situation or in a given context. There can be sub-questions and marks for each sub-question shall be indicated.

6. MODERATION OF QUESTION PAPERS

School wise Moderation Boards are constituted by the Vice Chancellor to moderate the question papers. Moderation Board members included senior most professor/ senior most teacher and the teaching faculty of the discipline concerned/experts in the discipline/specialization.

The Moderation Boards (schools wise) ensure that question papers are strictly in accordance with the guidelines for setting of question papers, remove ambiguity in the language of questions, if any; proper coverage of course contents and indicate weightage/ marks for each question or part/parts thereof, time prescribed, display of instructions and to correct errors, if any and moderate/reframe the questions so as to give opportunities to students of varying abilities.

7. NOTIFICATION OF EXAMINATION SCHEDULE

Examination schedule was prepared keeping in view the subjects registered by the students and published in the website as well as sent to the student mail IDs well ahead of time.

8. DEBARRED CRITERIA

As indicated in the examination handbook a student whose attendance is greater than 75% are allowed to appear in the End Semester Examination. Concessions upto 10% were given to students who had been absent for short periods on health ground or due to participation in cultural, sports, other academic/ official assignments in the interest of the university with prior written permission of the Vice-Chancellor/ Head of the constituent college. No student allowed to appear at University examination(s) with an attendance below 65% in any of the registered subjects.

9. **PREPARATION OF ELIGIBLE LIST AND GENERATION OF ADMIT CARDS**

A student is permitted to appear in the examination only with a valid Admit Card issued by the Examination Department. In case of loss of Admit Card, duplicate Admit Cards are issued only by the Examination Department as per norms of the University. Admit cards were issued to all eligible students during academic year 2018-19.

10. **APPOINTMENT OF CENTER SUPERINTENDENT AND OBSERVERS**

Center Superintendent and Observers were appointed to maintain discipline in different examination centers and to check that the examinations are being conducted properly according to the Regulations. Any discrepancy and deviation from the Regulation and Guidelines are reported by Center Superintendent / Observers to the Controller of Examination.

11. **CONDUCT OF EXAMINATIONS**

Examination Department conducted examinations during academic session 2018 – 19:

S.No.	Program Type	No. of Programs	Total No. of Students
1	DIPLOMA	02	1394
2	UG/PG	28	5017

12. EXAMINATION DISCIPLINE COMMITTEE

Examination Discipline Committee was constituted at the University level to consider the cases of misconduct, misbehavior and the use of unfair means by students in examinations. The committee decided on the penalty and details are maintained in a file available with E&QA cell.

13. EVALUATION OF ANSWER SHEETS

Answer Books after the examinations were submitted by the different campuses at Examination Cell and subsequently sent to the central evaluation center i.e. E&QA Cell. The evaluation team consisted of subject experts from in-house faculty members and other universities.

Year	No. of Evaluators	Answer Books Evaluated
2018 – 19 (Odd)	281	33489
2018 – 19 (Even)	269	32485

14. CONDUCTING BOARD

Conducting Board Meeting was held to moderate results before declaration. The board constituted of the following members:

i) Vice Chancellor
ii) Director Examination & Quality Assurance
iii) Dean/ Head of Department

15. PUBLICATION OF RESULT

Results were published within 15 days of the last date of examination. The summary is as under:

Examination	Days	Average
Odd Sem. Nov-Dec 2018	12-17 days	14.91
Even Sem. April-June 2019	12-17 days	14.72

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16. GRIEVANCES BY THE STUDENTS:

Summary of grievances related to evaluation during Academic Session 2018 − 2019 is as under: -

Examination	UG	PG	Diploma	Total
Number of students appeared in final exam	4384	633	1394	6411
Number of grievances	25	9	0	34
% of grievances	0.57%	1.42%	0	0.53%

17. DEGREE AWARDED

Student who meets the qualifying criteria were awarded degree. Total 1740 Degrees were awarded to the students during the 2019 convocation for successfully completing the programme in the year 2018-2019. Summary is as under:

Year	Diploma	UG	PG	Ph.D	M.Phil	Total
2018-19	285	1003	426	12	14	1740

Award of Gold Medal & Merit Certificate

Gold medal awarded to students whose achievement was impressive. The gold medal committee decided to award 09 gold medals and 31 nos. of merit certificates to different branch toppers for achievement of academic excellence during the Convocation held on 06 December 2019.

The Convocation was presided by Prof. Ganeshi Lal, Honorable Governor, Odisha who signed the record of Degrees.

18. BEST PRACTICES

1. Quality check by third party expert of internal processes to ensure examination integrity.
2. Question setting for both Online and Offline mode, conduct of examination, evaluation and result publication is centrally performed by Examination & Quality Assurance Cell - an independent unit of University.
3. Examination Handbook is uploaded in University Website.
4. Year-wise volume of copy of question papers for which examinations have already been conducted, have been shared with Central library in all campuses.
5. Access to Examination Dept. is restricted and strictly monitored. High degree of data security is maintained.

19. AUTOMATION OF THE EXAMINATION PROCESSES

The University examination management system accommodates processes related to pre examinations, conduct of examinations, declaration of results and awards of degrees. The University has a well-established and efficient software called "Examination Management System (EMS)" for maintaining result related records and data.

9

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ODISHA

ANNUAL REPORT 2019 - 20

EXAMINATION CELL
CUTM

TABLE OF CONTENTS

1. VISION AND MISSION OF THE UNIVERSITY

VISION

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- Promotion of entrepreneurial culture and enterprise in the target areas.
- Facilitating improved market access to goods and financial services to the target population.
- Promotion of lighthouse project interventions in the target area

2. INTRODUCTION

In order to assess the knowledge of students, the pattern of examination followed by CUTM is continuous internal assessment and external (end-semester) examinations. Practical, project works and assignments are part of the internal assessment.

3. ACADEMIC CALENDAR

Academic Calendar is issued by the University right before the commencement of academic session. Examination is notified through Academic Calendar for both odd and even semesters. A detailed Examination Schedule is prepared by the examination cell based on the Academic Calendar.

The examination window for academic session 2019-20 is given below:

S.No.	Examination	Examination Window
1	Odd Semester 2019-20	01 Oct - 06 Oct 2019 10 Nov - 14 Dec 2019
2	Even Semester 2019-20	12 May 2020-10 June 2020

4. EXAMINATION COMMITTEE

Different Examination Committees are constituted to monitor and guide for an efficient, transparent and fair evaluation of students' performance and conduct in examinations. The different committees are as under:

1. Moderation Boards for moderation of Question Papers

2. Conducting Board for Moderation of Results
3. Gold Medal Committee

Composition of the Committee is as under:

1. Vice Chancellor   - Chairperson
2. Director, Examination and Quality Assurance   - Member
3. Deans   - Member

5. SETTING OF QUESTION PAPERS

The panel of question paper setters was prepared and be approved by the Academic Council. The names in the panel as well as the name of the actual question paper setter are confidential and are maintained in a separate file.

Summary of the question papers set during academic session 2019 -20 is as under:

S. No.	Program Type	No. of Schools	No. of Courses	Total No of Question papers	No. of Paper setters
1	DIPLOMA	2	258	100	68
2	UG/PG	25	1048	717	362

Format of Question Paper

The question papers for the End Semester Examinations are set in such a manner so as to ensure that they cover the entire syllabus as per the weightage of the modules of the concerned course unit.

Due to Covid19 pandemic, the even semester examinations were conducted in online mode. The format for both odd semester (offline mode) and even semester (online mode) is given as under:

Off- Line Question Paper had two sections.

Part A:

Part A will be compulsory and consist of question no.1 having 10 questions from 'a to j' of 2 marks each. The questions in this section include short numerical problems or theory questions to assess student understanding of concepts and framework.

Part B:

Part B shall be from question no.2 to question no.9 of 10 marks each, out of which 5 have to be attempted. The questions in this section may include long theory questions or numerical problems requiring students to apply the concepts to a given situation or in a given context. There can be sub-questions and marks for each sub-question shall be indicated.

On- Line Question Paper had three Sections.

Part A: Multiple Choice Questions from understanding of concepts, numerical problems. Student have to choose one right answer out of four choices.

Part B: The questions in this section include fill in the blanks contains theory or numerical problems requiring students to write correct answer.

Part C: This section was matching type where questions of one column have to match with answers in other column.

6. MODERATION OF QUESTION PAPERS

School wise Moderation Boards are constituted by the Vice Chancellor to moderate the question papers. Moderation Board members included senior most professor/ senior most teacher and the teaching faculty of the discipline concerned/experts in the discipline/specialization.

The Moderation Boards (schools wise) ensure that question papers are strictly in accordance with the guidelines for setting of question papers, remove ambiguity in the language of questions, if any; proper coverage of course contents and indicate weightage/ marks for each question or part/parts thereof, time prescribed, display of instructions and to correct errors, if any and moderate/reframe the questions so as to give opportunities to students of varying abilities.

7. NOTIFICATION OF EXAMINATION SCHEDULE

Examination schedule was prepared keeping in view the subjects registered by the students and published in the website as well as sent to the student mail IDs well ahead of time.

8. DEBARRED CRITERIA

A student whose attendance is greater than 75% are allowed to appear in the End Semester Examination. Concessions upto 10% were given to students who had been absent for short periods on health ground or due to participation in cultural, sports, other academic/ official assignments in the interest of the university with prior written permission of the Vice-Chancellor/ Head of the constituent college. No student allowed to appear at University examination(s) with an attendance below 65% in any of the registered subjects.

9. PREPARATION OF ELIGIBLE LIST AND GENERATION OF ADMIT CARDS

A student is permitted to appear in the examination only with a valid Admit Card issued by the Examination Department. In case of loss of Admit Card, duplicate Admit Cards are issued only by the Examination Department as per norms of the University. Admit cards were issued to all eligible students during academic year 2019-20.

10. APPOINTMENT OF CENTER SUPERINTENDENT AND OBSERVERS

Center Superintendent and Observers were appointed to maintain discipline in different examination centers and to check that the examinations are being conducted properly according to the Regulations. Any discrepancy and deviation from the Regulation and Guidelines are reported by Center Superintendent / Observers to the Controller of Examination.

11. CONDUCT OF EXAMINATIONS

Examination Department conducted examinations during academic session 2019 – 20:

S.No.	Program Type	No. of Programs	Total No. of Students
1	DIPLOMA	02	1170
2	UG/PG	25	5242

12. EXAMINATION DISCIPLINE COMMITTEE

Examination Discipline Committee was constituted at the University level to consider the cases of misconduct, misbehavior and the use of unfair means by students in examinations. The committee decided on the penalty and details are maintained in a file available with E&QA cell.

The constitution of the Examination Discipline Committee during academic session 2019-20 was as under:

(i)	Vice Chancellor	Chairperson
(ii)	Director, Examination and Quality Assurance	Member
(iii)	Dean of the schools	Member

Summary of the unfair means adopted by the students and penalties awarded to the students during academic session 2019-20 is as under:

13. EVALUATION OF ANSWER SHEETS

Answer Books after the examinations were submitted by the different campuses at Examination Cell and subsequently sent to the central evaluation center i.e. E&QA Cell. The evaluation team consisted of subject experts from in-house faculty members and other universities.

Year	No. of Evaluators	Answer Books Evaluated
2019 – 20 (Odd- Offline)	298	33529
2019 – 20 (Even – On line)	Auto assessed by system	31520

14. CONDUCTING BOARD

Conducting Board Meeting was held to moderate results before declaration. The board constituted of the following members:

i) Vice Chancellor
ii) Director Examination & Quality Assurance
iii) Dean/ Head of Department

PUBLICATION OF RESULT

Results were published within 15 days of the last date of examination. The summary is as under:

Examination	Days	Average
Odd Sem. Nov-Dec 2019	12-17 days	14.31 days
Even Sem. April-June 2020	12-17 days	14.76 days

16. GRIEVANCES BY THE STUDENTS:

Summary of grievances related to evaluation during Academic Session 2019 − 2020 is as under: -

Examination	UG	PG	Diploma	Total
Number of students appeared in final exam	4013	1229	1170	6412
Number of grievances	29	9	0	38
% of grievances	0.72%	0.73%	0	0.59%

17. DEGREE AWARDED

Student who meets the qualifying criteria were awarded degree. Total ---- Degrees were awarded to the students during the 2020 convocation for successfully completing the programme in the year 2019-2020. Summary is as under:

Diploma	UG	PG	Ph.D	Total
293	1285	537	14	**2129**

Award of Gold Medal & Merit Certificate

Gold medal awarded to students whose achievement was impressive. The gold medal committee decided to award 10 gold medals and 42 nos. of merit certificates to different branch toppers for achievement of academic excellence during the Convocation held on 05 October 2020.

The Convocation was presided by Prof. Ganeshi Lal, Honorable Governor, Odisha who signed the record of Degrees.

18. BEST PRACTICES

1. During COVID-19 pandemic University promptly switched to online platform for conduct of semester examination in time.

2. Question setting for both Online and Offline mode, conduct of examination, evaluation and result publication

is centrally performed by Examination & Quality Assurance Cell - an independent unit of University.

3. Examination Handbook is uploaded in University Website.

4. Year-wise volume of copy of question papers for which examinations have already been conducted, have been shared with Central library in all campuses.

5. Access to Examination Dept. is restricted and strictly monitored. High degree of data security is maintained.

19. AUTOMATION OF THE EXAMINATION PROCESSES

The University has a well-established and efficient examination management system where processes related to pre examinations, conduct of examinations, declaration of results and awards of degrees are controlled and monitored by a central examination cell in co-ordination with the Deans and campus examination cells.

The University has a well-established and efficient software called "Examination Management System (EMS)" for maintaining result related records and data.

REGISTRAR
Centurion University of
Technology & Management
ODISHA

ANNUAL REPORT 2020 - 21

EXAMINATION CELL
CUTM

TABLE OF CONTENTS

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VISION

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- Provision of globally accredited employability training for less endowed segments of the population.

- Promotion of entrepreneurial culture and enterprise in the target areas.

- Facilitating improved market access to goods and financial services to the target population.

- Promotion of lighthouse project interventions in the target area

2. INTRODUCTION

The principal objective of Examination cell of CUTM is to conduct examination for various courses running under different programs. In order to conduct free and fair examination, optimum care is being taken from registration of students to publication of results.

The pattern of examination followed by CUTM is continuous internal assessment and external (end-semester) examinations. Practical, project works and assignments are part of the internal assessment.

3. ACADEMIC CALENDAR

Academic Calendar is issued by the University right before the commencement of academic session. Examination is notified through Academic Calendar for both odd and even semesters. A detailed Examination Schedule is prepared by the examination cell based on the Academic Calendar. However, due to Covid-19, different windows were followed for different programmes for conduct of online and offline mode of examinations.

The broad examination window for academic session 2020-21 is given below:

S.No.	Examination	Examination Window
1	Odd Semester 2020-21	06 Dec 2020 – 30 Dec 2020 05 April 2021 – 15 April 2021
2	Even Semester 2020-21	06 May 2021 – 10 June 2021 12 July 2021 – 30 July 2021

4. EXAMINATION COMMITTEE

Different Examination Committees are constituted to monitor and guide for an efficient, transparent and fair evaluation of students' performance and conduct in examinations. The different committees are as under:

1. Moderation Boards for moderation of Question Papers
2. Conducting Board for Moderation of Results
3. Gold Medal Committee

Composition of the Committee is as under:

1. Vice Chancellor   - Chairperson
2. Director, Examination and Quality Assurance   - Member
3. Deans   - Member

5. SETTING OF QUESTION PAPERS

The panel of question paper setters were prepared and approved by the Academic Council. The names in the panel as well as the name of the actual question paper setter are confidential and are maintained in a separate file.

Summary of the question papers set during academic session 2020 -21 is as under:

S. No.	Program Type	No. of Schools	No. of Courses	Total No of Question papers	No. of Paper setters
1	DIPLOMA	2	102	102	49
2	UG/PG	36	1379	1379	387

Format of Question Paper

The question papers for the End Semester Examinations are set in such a manner so as to ensure that they cover the entire syllabus as per the weightage of the modules of the concerned course unit.

Due to Covid19 pandemic, the even semester examinations were conducted in online mode. The format for both odd semester (offline mode) and even semester (online mode) is given as under:

Off- Line Question Paper had two sections.
Part A:

Part A will be compulsory and consist of question no.1 having 10 questions from 'a to j' of 2 marks each. The questions in this section include short numerical problems or theory questions to assess student understanding of concepts and framework.
Part B:

Part B shall be from question no.2 to question no.9 of 10 marks each, out of which 5 have to be attempted. The questions in this section may include long theory questions or numerical problems requiring students to apply the concepts to a given situation or in a given context. There can be sub-questions and marks for each sub-question shall be indicated.

Online Question Paper had three Sections.
Part A: Multiple Choice Questions from understanding of concepts, numerical problems. Student have to choose one right answer out of four choices.
Part B: This section was matching type where questions of one column have to match with answers in other column.

6. MODERATION OF QUESTION PAPERS

School wise Moderation Panels are constituted to moderate the question papers. Moderation Panel members included senior most teachers and the teaching faculty of the discipline concerned/experts in the discipline/specialization.

The school-wise Moderation Panels ensured that question papers are strictly in accordance with the guidelines for setting of question papers, remove ambiguity in the language of questions, if any; proper coverage of course contents and indicate weightage/ marks for each question or part/parts thereof, time prescribed, display of instructions and to correct errors, if any and moderate/reframe the questions so as to give opportunities to students of varying abilities.

7. NOTIFICATION OF EXAMINATION SCHEDULE

Examination schedule was prepared keeping in view the subjects registered by the students and published in the website as well as sent to the student mail IDs well ahead of time.

8. DEBARRED CRITERIA

Student with attendance greater than 75% were allowed to appear in the End Semester Examination. Concessions upto 10% were given to students who had been absent for short periods on health ground or due to participation in cultural, sports, other academic/ official assignments in the interest of the university with prior written permission of the Vice-Chancellor/ Head of the constituent college. No student allowed appearing at University examination(s) with an attendance below 65% in any of the registered subjects.

9. PREPARATION OF ELIGIBLE LIST AND GENERATION OF ADMIT CARDS

A student is permitted to appear in the examination only with a valid Admit Card issued by the Examination Cell. In case of loss of Admit Card, duplicate Admit Cards are issued only by the Examination Cell as per norms of the University. Admit cards were issued to all eligible students during academic year 2020-21.

10. APPOINTMENT OF CENTER SUPERINTENDENT AND OBSERVERS

Center Superintendent and Observers were appointed to maintain discipline in different examination centers and to check that the examinations are being conducted properly according to the Regulations. Any discrepancy and deviation from the Regulation and Guidelines are reported by Center Superintendent / Observers to the Controller of Examination.

11. CONDUCT OF EXAMINATIONS

During academic session $2020 - 21$ examination cell conducted examinations as per following details:

S.No.	Program Type	No. of Programs	Total No. of Students
1	DIPLOMA	02	1022
2	UG/PG	36	5977

12. EXAMINATION DISCIPLINE COMMITTEE

Examination Discipline Committee was constituted at the University level to consider the cases of misconduct, misbehavior and the use of unfair means by students in examinations. The committee decided on the penalty and details are maintained in a file available with Examination cell.

The constitution of the Examination Discipline Committee during academic session 2020-21 was as under:

(i)	Vice Chancellor	Chairperson
(ii)	Director, Examination and Quality Assurance	Member
(iii)	Dean of the schools	Member

Summary of the unfair means adopted by the students and penalties awarded to the students during academic session 2020-21 is as under:

13. EVALUATION OF ANSWER SHEETS

Due to Covid-19 pandemic most of the examinations were conducted in online mode where Answer Books after the examinations were submitted by the different campuses at Examination Cell and subsequently sent to the central evaluation center i.e. University examination Cell. The evaluation team consisted of subject experts from in-house faculty members and other universities.

Year	No. of Evaluators	Answer Books Evaluated
2020 – 21 (Odd-Online)	Auto assessed by system	22364
2020 – 21 (Odd-Offline)	83	10660

| 2020 – 21 (Even-Online) | Auto assessed by system | 37162 |
| 2020 – 21 (Even-Offline) | 29 | 859 |

14. CONDUCTING BOARD

Conducting Board Meeting was held to moderate results before declaration. The board constituted of the following members:

i) Vice Chancellor
ii) Director Examination & Quality Assurance
iii) Dean/ Head of Department

15. PUBLICATION OF RESULT

Results were published within 15 days of the last date of examination. The summary is as under:

Examination	Days
Odd Semester 2020-21	15 days
Even Semester 2020-21	15 days

16. GRIEVANCES BY THE STUDENTS:

Summary of grievances related to evaluation during Academic Session 2020 − 2021 is as under: -

Examination	UG	PG	Diploma	Total
Number of students appeared in final exam	4838	1139	1022	6999
Number of grievances	13	6	0	19
% of grievances	0.26%	0.52%	0	0.27%

17. DEGREE AWARDED

Student who meets the qualifying criteria were awarded degree. Total 2156 Degrees were awarded to the students during the 2021 convocation for successfully completing the programme in the year 2020-2021. Summary is as under:

Diploma	UG	PG	Ph.D	Total
346	1199	588	23	**2156**

Award of Gold Medal & Merit Certificate

Gold medal awarded to students whose achievement was impressive. The gold medal committee decided to award 15 gold medals and 46 nos. of merit certificates to different branch toppers for achievement of academic excellence during the Convocation held on 26 November 2021.

The Convocation was presided by Prof. Ganeshi Lal, Honorable Governor, Odisha who signed the record of Degrees.

18. BEST PRACTICES

1. Due to the outbreak of the COVID19 pandemic, while the education system has come to a virtual standstill, CUTM as a pro-active institute went on to utilize available technological solutions to continue with online classroom and upon completion proceeded with online examination on schedule in the interest of the career of our students.

2. Question setting for both Online and Offline mode, conduct of examination, evaluation and result publication is centrally performed by University Examination Cell - an independent unit of University.

3. Examination Handbook is uploaded in University Website.

4. Year-wise volume of copy of question papers for which examinations have already been conducted, have been shared with Central library in all campuses.

5. Access to Examination Cell is restricted and strictly monitored. High degree of data security is maintained.

6. All Degree certificates & grade-sheets are uploaded in NAD Digilocker for future access by students, potential employees and educational institutions etc. for ease of academic verification process.

19. AUTOMATION OF THE EXAMINATION PROCESSES

The University has a well-established and efficient examination management system where processes related to pre examinations, conduct of examinations, declaration of results and awards of degrees are controlled and monitored by a central examination cell in co-ordination with the Deans and campus examination cells.

The University has a well-established and efficient software called "Examination Management System (EMS)" for maintaining result related records and data.

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8

ANNUAL REPORT 2021 - 22

EXAMINATION CELL
CUTM

TABLE OF CONTENTS

1. VISION AND MISSION OF THE UNIVERSITY

VISION

A globally accredited human resource center of excellence catalyzing "sustainable livelihoods" in the "less developed markets across the globe".

MISSION

- Provision of quality, globally accredited academic programmes in technology and management.

- Provision of globally accredited employability training for less endowed segments of the population.

- Promotion of entrepreneurial culture and enterprise in the target areas.

- Facilitating improved market access to goods and financial services to the target population.

- Promotion of lighthouse project interventions in the target area

2. INTRODUCTION

In order to assess the knowledge of students, the pattern of examination followed by CUTM is continuous internal assessment and external (end-semester) examinations. Practical, project works and assignments are part of the internal assessment.

3. ACADEMIC CALENDAR

Academic Calendar is issued by the University right before the commencement of academic session. Examination is notified through Academic Calendar for both odd and even semesters. A detailed Examination Schedule is prepared by the examination cell based on the Academic Calendar.

The examination window for academic session 2021-22 is given below:

S.No.	Examination	Examination Window
1	Odd Semester 2021-22 (3RD, 5TH & 7TH Semesters)	06 Dec – 12 Jan 2022
2	Odd Semester 2021-22 (1ST Semester)	02 March -25 March 2022
3	Even Semester 2021-22 (4TH, 6TH & 8TH Semesters)	10 April 2022 – 10 May 2022
4	Even Semester 2021-22 (2ND Semester)	20 July – 05 August 2022

4. EXAMINATION COMMITTEE

Different Examination Committees are constituted to monitor and guide for an efficient, transparent and fair evaluation of students' performance and conduct in examinations. The different committees are as under:

1. Moderation Boards for moderation of Question Papers
2. Conducting Board for Moderation of Results
3. Gold Medal Committee

Composition of the Committee is as under:

1. Vice Chancellor   - Chairperson
2. Director, Examination and Quality Assurance   - Member
3. Deans   - Member

5. SETTING OF QUESTION PAPERS

The panel of question paper setters was prepared and be approved by the Academic Council. The names in the panel as well as the name of the actual question paper setter are confidential and are maintained in a separate file.

Summary of the question papers set during academic session 2021-22 is as under:

S. No.	Program Type	No. of Schools	No. of Courses	Total No of Question papers	No. of Paper setters
1	DIPLOMA	3	108	98	44
2	UG/PG	42	1025	942	439

Format of Question Paper

The question papers for the End Semester Examinations are set in such a manner so as to ensure that they cover the entire syllabus as per the weightage of the modules of the concerned course unit.

Question Paper consists of two sections as described below:

Part A:

Part A will be compulsory and consist of question no.1 having 10 questions from 'a to j' of 2 marks each. The questions in this section include short numerical problems or theory questions to assess student understanding of concepts and framework.

Part B:

Part B shall be from question no.2 to question no.9 of 10 marks each, out of which 5 have to be attempted. The questions in this section may include long theory questions or numerical problems requiring students to apply the concepts to a given situation or in a given context. There can be sub-questions and marks for each sub-question shall be indicated.

6. MODERATION OF QUESTION PAPERS

School wise Moderation committees are constituted to moderate the question papers. Moderation committee members included senior most professor/ senior most teacher and the teaching faculty of the discipline concerned/experts in the discipline/specialization.

The Moderation Boards (schools wise) ensure that question papers are strictly in accordance with the guidelines for setting of question papers, remove ambiguity in the language of questions, if any; proper coverage of course contents and indicate weightage/ marks for each question or part/parts thereof, time prescribed, display of instructions and to correct errors, if any and moderate/reframe the questions so as to give opportunities to students of varying abilities.

7. NOTIFICATION OF EXAMINATION SCHEDULE

Examination schedule was prepared keeping in view the subjects registered by the students and published in the website as well as sent to the student mail IDs well ahead of time.

8. DEBARRED CRITERIA

A student whose attendance is greater than 75% are allowed to appear in the End Semester Examination. Concessions upto 10% were given to students who had been absent for short periods on health ground or due to participation in cultural, sports, other academic/ official assignments in the interest of the university with prior written permission of the Vice-Chancellor/ Head of the constituent college. No student allowed to appear at University examination(s) with an attendance below 65% in any of the registered subjects.

9. PREPARATION OF ELIGIBLE LIST AND GENERATION OF ADMIT CARDS

A student is permitted to appear in the examination only with a valid Admit Card issued by the Examination Department. In case of loss of Admit Card, duplicate Admit Cards are issued only by the Examination Department as per norms of the University. Admit cards were issued to all eligible students during academic year 2021-22.

10. APPOINTMENT OF CENTER SUPERINTENDENT AND OBSERVERS

Center Superintendent and Observers were appointed to maintain discipline in different examination centers and to check that the examinations are being conducted properly according to the Regulations. Any discrepancy and deviation from the Regulation and Guidelines are reported by Center Superintendent / Observers to the Controller of Examination.

11. CONDUCT OF EXAMINATIONS

Examination Department conducted examinations during academic session $2021 - 22$:

S.No.	Program Type	No. of Programs	Total No. of Students
1	DIPLOMA	03	1586
2	UG/PG	42	6724

12. EXAMINATION DISCIPLINE COMMITTEE

Examination Discipline Committee was constituted at the University level to consider the cases of misconduct, misbehavior and the use of unfair means by students in examinations. The committee decided on the penalty and details are maintained in a file available with E&QA cell.

The constitution of the Examination Discipline Committee during academic session 2021-22 was as under:

(i)	Vice Chancellor	Chairperson
(ii)	Director, Examination and Quality Assurance	Member
(iii)	Dean of the schools	Member

Summary of the unfair means adopted by the students and penalties awarded to the students during academic session 2021-22 is as under:

13. EVALUATION OF ANSWER SHEETS

Answer Books after the examinations were submitted by the different campuses at Examination Cell and subsequently sent to the central evaluation center i.e. E&QA Cell. The evaluation team consisted of subject experts from in-house faculty members and other universities.

Year	No. of Evaluators	Answer Books Evaluated
2021 – 22 (Odd)	180	34337
2021 – 22 (Even)	189	39579

14. CONDUCTING BOARD

Conducting Board Meeting was held to moderate results before declaration. The board constituted of the following members:

i) Vice Chancellor
ii) Director Examination & Quality Assurance
iii) Dean/ Head of Department

15. <mark>PUBLICATION OF RESULT</mark>

<mark>Results were published within 15 days of the last date of examination. The summary is as under:</mark>

Examination	Days taken for publication of results
Odd Sem. Dec 2021	15 days
Even Sem. April-May 2022	15 days

16. GRIEVANCES BY THE STUDENTS:

Summary of grievances related to evaluation during Academic Session 2021 − 2022 is as under: -

Examination	UG	PG	Diploma	Total
Number of students appeared in final exam	5484	1240	1586	8310
Number of grievances	28	7	1	36
% of grievances	0.51%	0.56%	0.06%	0.43%

17. DEGREE AWARDED

Student who meets the qualifying criteria are awarded degree every year during the annual convocation of the University. The proposed date for the convocation 2021-22 is on 11 December 2022. Total 1912 eligible candidates will be awarded Degrees for successfully completing the programme in the year 2021-2022. Summary is as under:

Diploma	UG	PG	Ph.D	Total
304	1066	527	15	1912

The Convocation will be presided by Prof. Ganeshi Lal, Honorable Governor, Odisha who signs the record of Degrees.

18. BEST PRACTICES

1. Conduct of both internal & semester examinations, evaluation and result publication is centrally performed by Examination & Quality Assurance Cell - an independent unit of University.
2. Updated Examination Handbook is available in University Website.
3. Conduct of examination under CCTV surveillance
4. Examination on demand (EOD) to clear back papers with a scope for students to choose their own subjects and quick publication of result
5. Access to Examination Dept. is restricted and strictly monitored. High degree of data security is maintained.
6. Academic transcripts uploaded in NAD-Digilocker for the benefit of students
7. Strict adherence to pre declared schedule for declaration of results
8. Re-evaluation system and provision of providing photocopy of answer-books to students as per University norm.
9. Introduction of feedback system (on question paper quality and evaluation standard). Evaluation of sample answer-books reviewed by third party experts and their views taken for corrective measures.

19. AUTOMATION OF THE EXAMINATION PROCESSES

The University has a well-established and efficient examination management system where processes related to pre examinations, conduct of examinations, declaration of results and awards of degrees are controlled and monitored by a central examination cell in co-ordination with the Deans and campus examination cells.

Over the past years, the following reforms have been introduced in the examination system, which have yielded a positive impact:
1. To address the challenges posed during the COVID 19 pandemic, the University has decided to carry out Internal-I in online mode with online proctoring provision to facilitate seamless transition from offline to online on need basis.
2. Internals are conducted and monitored centrally across all campuses to maintain uniformity and fairness.
3. Introduction of paperless & presentation oriented internals.
4. Transition from subjective based questions to MCQ based online examination for Internal-I
5. Introduction of scanned solution for maximizing involvement of external faculties in evaluation of answer scripts to maintain independent evaluation system.

9

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