

ANNUAL REPORT 2020 - 21

**EXAMINATION CELL
CUTM**

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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

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 - Offline	26 April 2021 – 26 May 2021
2	Odd Semester 2020-21 - Online	02 February 2021 – 06 March 2021
3	Even Semester 2020-21 - Offline	15 April 2021 - 30 April 2021
4	Odd Semester 2020-21 - Online	02 June 2021 – 24 August 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:

Sl. 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	2020-21
Number of students appeared in final exam	6999
Number of grievances	19
% of grievances	0.002%

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.