



Estd. in 2008
बेटी बचाओ, बेटी पढ़ाओ

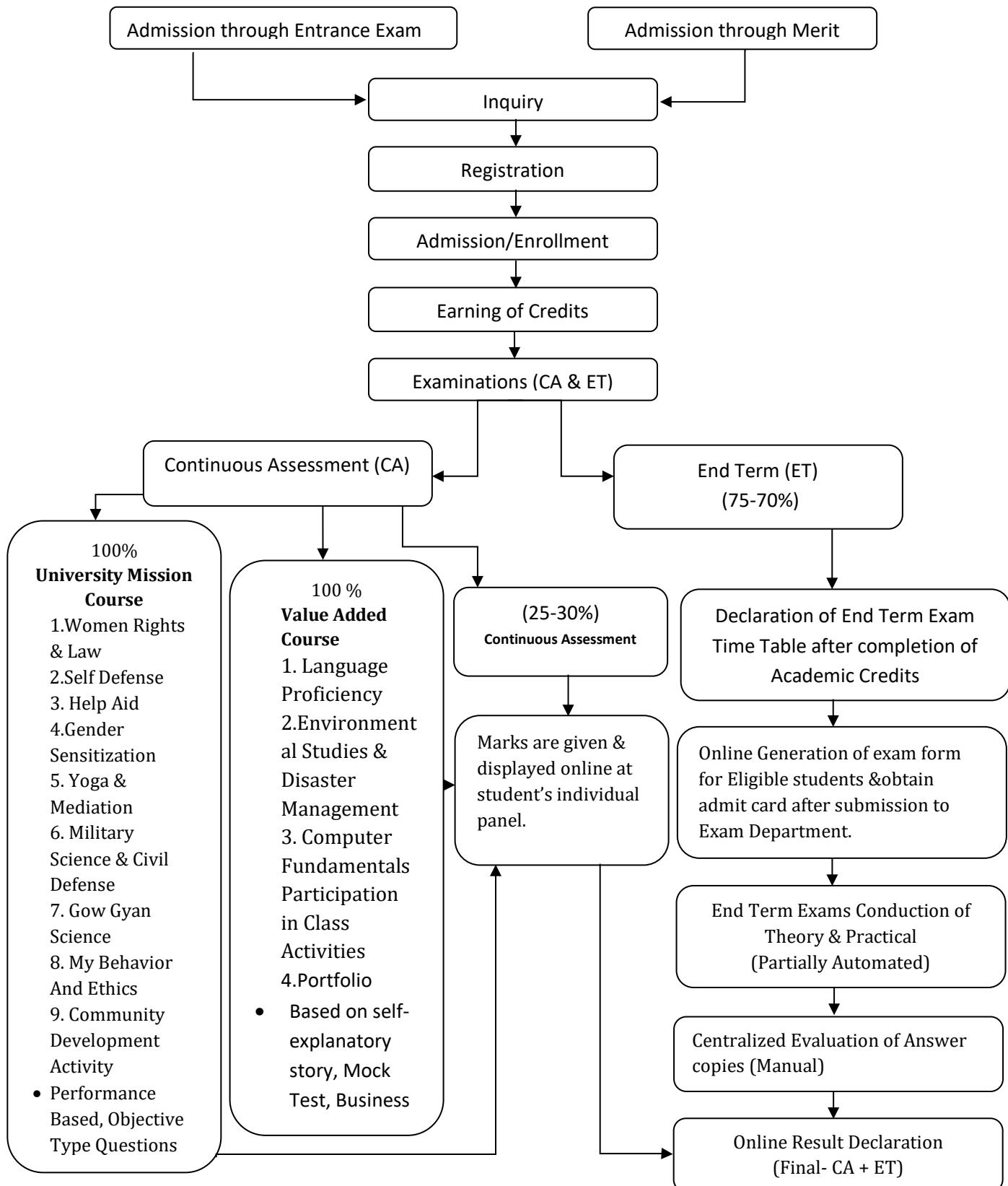
Jayoti Vidyapeeth Women's University, Jaipur

NAAC Accredited | UGC 2 (f) & 12 (b) Approved | Recognized by Statutory Bodies

Manual of Examinations

Jayoti Vidyapeeth Women's University, Jaipur

EXAMINATION AUTOMATION



Jayoti Vidyapeeth Women's University, Jaipur

MANNUAL OF EXAMINATION

EVALUATION POLICY

The Evaluation System has various elements of assessments to evaluate the students' learning outcomes in sync with the defined programs/courses learning outcomes.

Exam Module Introduction: In the University automation process, Issuing Admit Cards, keeping record of Marks& uploading of obtained marks, declaration of results and generating Marksheets is an important process. The automated Exam Module helps in all these processes.

From inquiry registration to award of degrees to students, Jyoti Vidyapeeth Women's University has adopted automated systems (IFW-Edutech and ERP) for easy and quick processing and maintaining overall records of the student.

Admission: Admission is offered to a student based on fulfillment of minimum eligibility criteria and passing the Entrance Exam Joint National Entrance Examinations (through offline /online mode), wherever applicable at university virtual platforms.,

Admissions shall be taken in All Professional & Technical Programs through National/State/University Entrance Examinations score card basis and Admissions shall be taken in General Programs through Direct Merit Based as per last qualifying examinations score card basis.

Student Registration: After admission to the University, Student registration is done with student's personal & Academic details along with the photograph in the software.

Student Enrollment:

After the Registration process, Student enrollment number is generated through software which is provided to the student as per the programs category as mentioned under and provided ID card as University Identity proof during the course of study:

S. No.	ENROLLEMENT PREFIX	CATEGORY
1.	JV-D/YY/----	DIPLOMA PROGRAMS
2.	JV-U/YY/----	UNDER GRADUATE PROGRAMS
3.	JV-P/YY/----	POST GRADUATE PROGRAMS
4.	JV-I/YY/----	INTEGRATED PROGRAMS
5.	JV-UL/YY/----	LATERAL ENTRY IN UG
6.	JV-PL/YY/----	LATERAL ENTRY IN PG
7.	JV-R/YY/----	RESEARCH PROGRAMS
8.	JV-B/YY/----	SECOND BACHELOR DEGREE
9.	JV-DL/YY/----	DIPLOMA TO DEGREE

Student Module:

Students are provided with their username & password to access the above details online at <http://www.erp.jvwu.ac.in> and can get updated with necessary information. They can also check their Exam Schedules, Results, notices & other related information through this panel.

Examination Module:

Students are provided roll number (autogenerated through software after successful registration) for appearing in examinations as per their pattern of Program (Semester/ Year).

The University has distributed the evaluation of academic credits in two parts (applicable according to the Regulatory/Statutory Bodies):

(i) Continuous Assessment

- a) Core Course, Specialization Course & Bridge Course: Marks 25-30%.
- b) University Mission Course, Value Added Course: Marks 100%.

(ii) End Term Examination (75-70%)

• Continuous Assessment (CA):

After earning the course credits, students give their feedback on their online panel of <http://jvwu.in/student/login.php> showing their satisfaction or demand extra class for the topic covered.

Continuous assessment marks are based on Class Test.

a) Core Course, Specialization Course & Bridge Course:

Objective & Subjective Questions Based Online / Offline Exam related to Competitive University exam which is held two times after deliverance of 40% and 75% credits respectively of a course.

b) University Mission Course, Value Added Course:

Students must write self-explanatory integrative story of own Experience /Imaginary Story or incidents of community with local examples on Prescribed situation. This test is conducted two times in a year with a max weightage of 50% marks each time and can be conducted in Online / Offline mode.

The evaluation is done based on answer illustration, Diagrams, references etc. Answer Copies are evaluated where the Examiner makes suggestive notes for the improvements required in the answer which are then displayed online at student's individual panel.

- **End Term Examinations:**

After the satisfactory deliverance of program credits, the Time-table for End-Term main Exam shall declare through the automation process which can be access by students & parents from anywhere having internet facility using their Login panel.

The Time-table declares for the End Term Examination at least one month prior to the commencement of the Examination.

The question paper setter panel is composed faculty wise with 40% to 100% external paper setters. The examiner panel is selected with due approval from the authorities/office.

The eligible students may generate their exam form online and submit it to the Exam Department for obtaining the Admit Card. The students' Academic Attendance should be 75% for filling the exam form.

The Center Superintendent appointed by the Controller of Examinations, is responsible for the smooth conduction of the Examinations from First day till the End date of Examination, which includes preparation of sitting arrangement, assigning duties to invigilators, forming flying squad, data & record management, rendering answer copies & question papers. The answer sheets packed in proper bundles are sent back to the Department of Examinations. The Center Superintendent is responsible for maintaining secrecy during the entire Exam duration. The entire process of Conduction of Examinations handled by Centre Superintendent is partially automated.

After the conduction of Examinations, centralized mechanism has been adopted for evaluation of answer copies at the Department of Examinations. The marks provided by the evaluator to the Department of Examinations manually in the form of an award list.

The class wise, subject wise & student wise marks (both Continuous Assessment & End-Term) are entered in the Exam module (IFW-EdTech& ERP). Result declaration is done online which can be viewed individually through Student's & Parent's online panel through University Website.

For Successful Implementation of comprehensive evaluation policy for Examinations **Jayoti Vidyapeeth Women's University, Jaipur** considers various factors such as assessment methods, grading systems, examination formats, academic integrity, accommodations, and feedback mechanisms.

It's essential for the University to tailor this framework to the specific needs and context of the university, considering the university's size, academic programs, and administrative capacity. Additionally, involving stakeholders such as faculty, students, and administrative staff in the development of the policy is crucial to ensure its effectiveness and acceptance within the university community.

Below is a framework for evaluation policy that **Jayoti Vidyapeeth Women University, Jaipur** considers:

Assessment Methods:

a) **Written Examinations:**

- Class Tests/ Periodical Assessments
- Continuous Assessments
- End-term Examinations

b) **Practical Examinations:**

- Lab exams
- Project assessments

c) **Oral Examinations:**

- Viva voce
- Presentations

1. Grading System:

University Use a standardized grading system the marks & grade distribution of Evaluation in each Subject, the criteria for each grade and guidelines for its computation shall be as follows:

PERCENTILE	GRADES
85% and above	Grade A+ (Excellent)
75 % and above but below 84.99%	Grade A (Very Good)
60 % and above but below 74.99%	Grade B (Good)
51 % and above but below 59.99%	Grade C (Satisfactory)
At 50 %	Grade D (Average)
Below 50%	Grade E (Backlog)
Passed with Grace	Grade DG
Absent in Exam (Ab)	Grade E (Backlog)
Exam Cancellation against Penalty (EC)	Grade E (Backlog)

2. Examination Formats & Question Paper Formation:

University Focuses on Overall Development of the Students for developing analytical understanding of the Course and for the successful evaluation of the earned credit University Frames question paper which includes a mix of objective (MCQs) and subjective questions (short answer, long answer questions and essay type questions) whichever is applicable and Ensure that examination questions align with the learning outcomes of the course.

3. Academic Integrity:

University Promote academic honesty and deter plagiarism through awareness campaigns and strict disciplinary actions. and Implement plagiarism detection tools and provide guidelines on proper citation and referencing.

4. Accommodations:

While Conduction of Examination University Provides reasonable accommodations for students with disabilities or special needs during examinations and Establish clear procedures for requesting accommodations and documentation requirements.

5. Exam Security:

University ensures the confidentiality and security of examination papers, a expert panel By identifying the need s of crystal clear evaluation process is being adopted Committee Selects the qualified individuals based on their area of expertise to Frame, evaluate and assess exam papers.

University also keeps in view the preventing leaks or unauthorized access and Implement measures to verify the identity of students during exams with the Admit Card & Photo Id Card issued by the University itself.

6. Evaluation Of Answer Books

The evaluation of answer books shall be done by the Internal/External examiners as per Regulations of the University and as provided in the relevant ordinance of each course. However, the Registrar, where deemed necessary, may appoint a moderation committee for each subject for sample checking of evaluation of answer books by the examiner so as to avoid erratic/under evaluation,

Note: The Moderator will see that the question-paper conforms to the syllabus and guidelines. If in a question-paper, it is found by the Moderator that some questions need to be substituted by other questions as a whole, the question-paper shall be sent to the Per-Setter with the remarks of the Moderator. In case of difference of opinion between the Paper-Setter and the Moderator or if there is not enough time for the question-paper to be referred back to the Paper-Setter, the matter shall be referred to the Registrar whose decision shall be final.

7. Timely Results:

University ensures timely declaration of examination results for attainment of the same University Set clear timelines for the release of exam results. Maximum 45 days After Completion of the Examination we aim to publish results within a reasonable period after the completion of exams.

8. Feedback and Review:

University Focuses on Implementation of a robust feedback mechanism for students to review their exam papers and understand their mistakes. Allow students to appeal grades or exam results through a transparent and fair process. Students can fill revaluation Forms for the subject which result is not satisfactory.

9. Re-evaluation and Re-totaling:

University provides a mechanism for students to request revaluation or reassessment of their answer scripts if they are dissatisfied with their grades. There is a prescribed process and fee for this. we establish a procedure for students to request re-evaluation or re-totaling of their exam papers.

10. Proctoring and Monitoring:

A committee for the successful Implementation of appropriate measures for examinations to maintain exam integrity being framed by the University Which Includes Expert member and Dedicated Team Which ensures the Successful Implementation of the Conduction such as remote proctoring or secure exam platforms and also Ensure ethical and fair proctoring practices.

11. Transparency:

University Maintains transparency in exam policies, procedures, and grading criteria, ensuring students understand the evaluation process.

12. Continuous Improvement:

University Believes in the regularly review and update the evaluation policy based on feedback, changing educational trends, and advancements in assessment methodologies.


Registrar
Jayoti Vidyapeeth Women's University, Jaipur
REGISTRAR
Jayoti Vidyapeeth Women's University
Jaipur