Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)

Policy Document on Declaration of Result

Guru Ghasidas Vishwavidyalaya, Bilaspur is a central University and known for its academic excellence. The examination system is an integral part of teaching learning process and plays a crucial role in evaluating student's knowledge and skills as per the Learning Outcomes Based Curriculum Framework (LOCF). The Vishwavidyalaya has adopted the National Education Policy 2020 and is the leading University among the all-Central Universities in India. Keeping in view the need for quality education, evaluation and timely declaration of examination results of those students who have completed their program/ courses from the courses conducted in the University, this Policy Document on Declaration of Result will meet the need of the smooth declaration of results as well as merit lists.

SAMARTH, an ERP is a full automation of Examination System in this University, which provides facilities such as online examination application form to the students admitted in the various programs, generation of holograms/ admit cards, Question Papers Delivery System (QPDS), timely declaration of examinations result, declaration of merit lists, online access of published result, promoting paperless examination system etc. The University has adopted automated QPS delivery system and are conducting malpractice-free examinations, timely evaluation of question papers, quick redressal of student's complains against evaluation of answer sheets, timely declaration of exam results and timely printing of tabulation charts and mark sheets and its distribution to the concerned departments. Therefore, keeping in view the need of quality evaluation and timely declaration of results after completing the examination by the students from the courses offered by the university, the following policy on declaration of result is adopted in the University.

Policy on Declaration of Result is as follows: -

1. The National Education Policy 2020, in which provision has been made to give multiple exit and multiple entry to the students to complete their program during which they may do the part time jobs and any innovative works as per their desire and requirements.
2. If such students do not complete their course or want to quite the program and if they demand to give certificate of the incomplete part of the program, then university will give them Certificates or Diplomas or Degree or Honors Degrees at different levels (in years) as per their course completion to the students as per their prevailing respective Ordinances.
3. The University has recently (from the academic Session 2022-23) made a provision, in view of NEP-2020, for promoting the students studying in the Under-graduate/post-graduate courses conducted in the university till their last semester without hindrance, adopting the flexibility in promotion from one semester to another.
4. Now the students can appear in the next semester without passing all the subjects of the semester of the study course, but the result of the last semester examination of such students will be withheld until all the previous semesters they pass.
5. Keeping in view the need of time and the interest of the students, in addition to the core subjects related to the respective program, various types of optional courses are being

offered to the undergraduate/postgraduate students by the various departments of the University.

6. In order to organize the examination and declaration of results in time, first of all, online examination application form should be filled by students well in advance before the date of start of the Examination scheduled as well as question papers should be prepared in due time.

7. Online Exam Form Submission: An online examination form is available on the Samarth Portal. Students fill up the online examination form. Students can select the desired and studied courses as per their core courses, and elective courses of their choices as available on the examination portal. The system verifies the eligibility criteria, such as payment of semester fee, minimum required attendance and any late fee, if applicable before accepting the exam form. Upon successful submission, students receive a confirmation and acknowledgment slip in the PDF format of their exam form.

8. Exam Form Verification and Roll List Preparation: The system generates the Roll list of all students who have submitted their form of the program. The portal provides a comprehensive overview of the registered students, their chosen courses and exam preferences. HoDs can review and verify the exam forms of each student, ensuring compliance with eligibility criteria. The concerned HoD takes print out of the Roll list and send it to the Controller of Examination after seal and signature. The system generates Roll lists based on the verified exam forms facilitating efficient exam administration.

9. Admit Card Access: The system generates unique admit cards for each student, ensuring authenticity and security. Using the Samarth Portal, students can download their admit cards 3 days before commencing of end semester examination for upcoming exams. Admit cards contain essential details such as exam schedule, exam center, instruction about the examination and student identification information.

10. Question Paper Delivery system (QPDS) through Samarth ERP: The University has established a well secured and password protected QPDS on Samarth Portal which is a network infrastructure between the confidential section of the examination branch and the question paper setter.

11. The Portal ensures controlled access, advanced security measures and data encryption to protect question papers. Question papers are prepared in PDF formats and protected using robust password. Encryption keys are securely generated and shared only with authorized personnel involved in the examination process.

12. The new guideline is to be prepared by the Deans by modifying the current question paper format with clear instructions. Due to which the subject teacher is expected to prepare questions from each unit according to their credit division. Along with this, lower order, thinking skills and higher order thinking skills can be included in the questions under blooms taxonomy while preparing the question paper by the teachers.

13. A well-defined guideline is to be prepared by the Deans for awarding the certificate/ diploma/ graduate/ honors etc. as per need of NEP-2020 with special reference to multiple entry and multiple exit programs under the provision given in the concerned ordinance and program approved by the board of studies as well as notified by the Academic Section, which is followed by the examination section during declaration of result.

14. The University conducts Examinations of Odd Semester Examinations in Nov- December and Even Semester/ Yearly Examinations in the month of May-June in the various Exam centers within the Campus premises. The university appoints flying squad for malpractice-free examination.

15. Just after completion of the examination of the question papers, the answer books are delivered to the concerned Examiners either on the same day or latest by next office day.

16. After evaluation of the question papers the answer sheets are shown to each and every student by the evaluators before uploading the marks on Samarth portal.

17. Complaint Redressal: Regarding the complaints received by the students after the evaluation of the question papers; two facts were noticed (a) The Head of the Department will ensure that the responsibility of completing the teaching of the courses on time (as per the academic calendar circulated by the academic department) is made by the concerned teachers so that the examination can be started as per the academic calendar. (b) After evaluation of question papers, answer books must be shown to the students by the concerned teacher and will ensure that the written complaints received by the students in this regard are redressed at the faculty level within the stipulated time (03 days). No consideration will be given to the written complaint of the students received after one day.

18. The Departmental Review Committee shall ensure that all questions are evaluated and scored and no re-evaluation will be allowed. The decision taken by the departmental review committee after revision will be valid for the students.

19. In special circumstances, if the proposal received from the Dean for re-evaluation of the evaluated answer sheets can be presented to the competent authority by the Controller of Examinations with own consent for consideration and its competent approval.

20. It is clarified that once the finally evaluated answer sheet, after review and revision is submitted to the confidential branch along with the final marks, no application will be entertained regarding inspection/review/revision of the answer sheet.

21. The evaluation of the answer sheets is proposed to be done by the evaluator of the concerned subject within 7 days after the completion of the examination of the question paper.

22. Uploading of Marks on the Result Portal: The system's benefits in terms of time, money and efforts saved have resulted in a streamlined and secure process, ensuring a fair and transparent evaluation for all students. An automated system has been designed to process exam results, including marking and calculation of scores. HoDs allocate the password/ right of result portal to the examiners for uploading the marks of evaluated papers directly on the portal. The Examiners should upload the marks online of all students of the paper/course they have evaluated on Samarth Portal within stipulated time i.e., within 7 days from the date of receiving the answer sheets.

23. The Examiners should be aware with nature and scheme of question paper, credit, maximum marks, minimum marks, Sessional/ end semester exam, theory/ practical, projects etc. before uploading the marks on Samarth portal and printing the Foil/Counter Foils
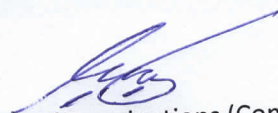
24. The Examiners should submit the same list of students and marks obtained by them (as uploaded online on Samarth Portal) in two copies of Foil / counter Foil with own signature, full name designation to the Confidential Section latest by next office day.

25. The medium of examination in the tabulation chart (TR) and examination application form shall same.

26. Result Processing: Confidential Section officials and staff ensure that all marks (Internal & End Semester) of each paper of the specific program have been uploaded by the concerned examiners then they go for result processing. The processed result is verified with the exam scheme of the respective ordinances of that program in terms of total papers (theory/ Practical) maximum marks, minimum passing marks, grades, required credit, division, distinction etc.

27. Announcement of the result of the examination: The confidential department do all the needful arrangements to announce the result within 30 days from the date of completion of the examination.

28. Before declaration of the examination results, the concerned Result Committee recommends for declaration of results of the program only after being fully satisfied after observing all the rules of the concerned course, such as examination schedule, number of subjects, credits, grade points, passing marks, category, name and credits of additional subjects, etc.

29. The COE (Confidential Section) places the note sheet for declaration of result of specific program only after the recommendation by the Result Committee.

30. The Controller of Examination declares the result of the particular program after getting the due approval from competent authority.

31. After declaration of result, the Confidential Section keeps one original copy of Tabulation Register (TR) in the own Section and one duplicate copy each to the Examination section and to the concerned department latest by next office day.

32. The printing of the marks sheets/ Grade Cards and their distribution to the respective departments is being done within 10 days from the date of declaration of the results of the particular program. The staff of Examination Section print out the Grade Cards/ Mark Sheet of the all students and after checking it and signed by the CoE are sent to the respective HoD for its distribution to the concerned students.

33. Result Viewing: Once the examination process is completed, students can access the Samarth Portal to view their results. The portal displays individual student's scores, grade cards, and cumulative academic performance. Students can also access detailed subject-wise performance analysis and course-wise progress reports.

34. Report Generation: Enabled efficient and accurate automatically generation of result reports such as total appeared students, passed, failed etc. including merit lists and subject-wise performance analysis. The platform provides an easy access to various types of reports based on categories of students required by IQAC, University administration, regulatory bodies and Ministry of Education.

35. Online Access of Published Result: The Samarth portal Provides online access of result to individual student ensuring confidentiality and timely dissemination. The required data for E-Degree/ Diploma certificate have been uploaded on NAD/Digi locker from 2015 onward for passed out students. The results declared data of each semester for Grade

Card/Mark Sheet for credit transfer purpose are uploaded on the ABC account of each student from the academic session 2021-22 onwards.

36. Merit list: After Declaration of Results of all UG/PG programs, the Confidential Section prepares the draft merit list of each program and re-checked by the Examination Section and concerned Department.

37. The COE (Confidential Section) after getting the due approval from competent authority declare the merit list of all the programs for each academic session.

38. In fact, right from Admission procedures to Examinations and Declaration of Results, the whole procedures are conducted online through Samarth Portal by the University and all such procedures with figures etc. summarized as a Booklet which is also attached herewith as the part of this policy document.

In case of any conflicts due to this policy, the respective Ordinances/Regulations of concern Programs shall prevail in taking decision.

Notwithstanding anything contained in this Policy, in case of any clarification, interpretation and doubt, the decision of the Vice-Chancellor shall be final and binding to all concerned.

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Controller of Examinations (Convener)

Professor Shailendra Kumar (DSW-Member)

Shri T.P. Singh(AR-Academic-Member)

Dr. Sampoornanand Jha(D. R. Examinations-Special Invitee)