

Examination Policy

of



INDRASHIL UNIVERSITY

(Established by an Act under the Gujarat Private Universities Act, 2009)

A Life Sciences University

"Sustained Excellence with Relevance"

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1. Evaluation Components

The type of evaluation components can vary from school to school. Normally, evaluation components will be test, assignment, quiz, mid-term examination and comprehensive examination. Schedule of evaluation components, weightage etc. are given in the *handout* (document showing all details of course including lesson plan, objectives, outcomes, details of evaluation component etc.) which is given to all students on 1st day of commencement of program.

The type of components, weightage etc. are approved by BOS and Academic Council.

2. Question Paper Setting

At Indrashil University we follow *internal evaluation* system. That is, question papers are set and evaluated internally by the faculty.

Faculty who has taught the course will set the paper. In case of *multi-section courses* (courses involving more than one instructor), team of instructors will set the paper. In such cases, team of instructors will conduct a meeting and set the paper.

Typing of question paper along with solutions is the sole responsibility of instructor(s).

A guideline for setting good quality question papers is distributed to all faculty members. Internal workshops are organized for setting good quality question papers.

2.1 Production of Question Papers

It is the sole responsibility of instructors and instructor-in-charge to type the question paper. The typed question paper should be handed over to Controller of Examinations at least 3 days before the schedule. No email communications should be done in this regard. Question paper will be produced in the office of COE and sealed in the presence of instructor in charge.

2.2 Submission of Question Paper and Solution

Along with question paper instructor-in-charge should also submit solution along with marking scheme to the office of Controller of Examination. Answers must be sufficiently in detail indicating marking scheme.

3. Evaluation

To ensure uniformity in marking, a given question will be marked by the same instructor for all the students registered in the course.

3.1 Evaluate in a designated place

1. Instructors will evaluate the answer sheets in a designated place by the Controller of Examinations.
2. Instructors will collect the answer sheets from COE and return it back to him after evaluation.
3. Under no circumstances instructor should not carry the answer sheets out of designated place.
4. It is the sole responsibility of COE to keep all answer sheets under safe custody.

3.2 Displaying answers

Answers will be displayed on the notice board and intranet immediately after the evaluation component is over. The answer sheets will be shown to the students within one week of the conduct of evaluation components.

3.3 Showing answer scripts

Answer sheets are shown to the students immediately after evaluation is completed. The answer sheets will be shown to the students within one week of the conduct of evaluation components. At the time of returning the answer sheets to students, feedback on performance of students is also given.

In case if the student is not convinced with the marks awarded he/she can apply for recheck. Rechecking will be done at free of cost.

4. Rechecking

The Rechecking of answer sheet has to be done by the same instructor who has done the checking previously. Under no circumstances marks can be changed by other instructors.

5. Invigilation Duty

Allotment of invigilation duty is done by Controller of Examinations. During test week / comprehensive examination faculty members who are availing leave should bring it to the notice of Controller of Examinations.

6. Make-Up

In situations, when a student cannot attend regular evaluation component for a genuine reason such as health issues student can approach instructor mentioning the reasons along with relevant proofs. If the Instructor-in-charge is convinced about the reasons, he may recommend the case to Dean of School concerned. However, decision of Dean is final in this regard.

After due approval from Dean, COE will arrange for makeup test. Needless to say, instructor-in-charge will set the question paper, evaluate and submit the marks for all such students.

7. Record of Marks

Instructors who taught the course will maintain the record of marks of all the students, attendance registered under their course. In case of multi-section courses all the instructors have to maintain the records of their individual sections and the Instructor-in-charge has to maintain the records of all sections.

A copy of marks at the end of each evaluation component will be submitted to Dean of the School concerned and Controller of Examinations (both hard and soft copy). Hard copy will be duly signed by instructor-in-charge in each page.

Before grading, marks of all instructors are verified with documents submitted to Controller of Examinations.

8. Grading

In Indrashil University we use an absolute grading method. The list of letter grades and its connotation are shown in table 1.

Table 1 Letter grades and its connotation

Grade	Qualitative Meaning	Grade Point attached	Marks Range (%)
O	Outstanding	10	100
A+	Excellent	9	91-99
A	Very Good	8	81-90
B+	Good	7	71-80
B	Above Average	6	61-70
C	Average	5	46-60
D	Pass	4	35-45
F	Fail	0	less than 35
AD*	Attendance Detain	0	
Q	Qualified	0	
NQ	Not Qualified	0	

9. Record of Marks

The overall performance of the student is described by **Cumulative Grade Point Average (CGPA)** and is calculated taking into consideration grade obtained by the student in all credited courses and credits attached to it. It is the weighted average of the grade points of all the letter grades obtained in credited courses by the student from his entry into the University. *CGPA* is computed as follows:

$$CGPA = \frac{c_1g_1 + c_2g_2 + \dots + c_n g_n}{c_1 + c_2 + \dots + c_n}$$

Where c_1, c_2, \dots, c_n denotes credits associated with the course applied and g_1, g_2, \dots denotes grades obtained by the student.

Scrutiny

In case of a grievance about the grade(s) awarded, the student can apply for scrutiny by paying the fee prescribed by the University.

In situations, when grade changes in favor of the student the fee collected will be reimbursed.

10. Mean Grade Point Average (MGPA)

Mean Grade Point Average is an indicator of how efficiently you have conducted the course and / or how efficiently instructor have done your grading. *MGPA* is calculated as:

$$MPGA = \frac{N_a G_a + N_b G_b + N_c G_c + N_d G_d + N_e G_e}{N_a + N_b + N_c + N_d + N_e}$$

Where N_a, N_b, N_c, N_d and N_e denote the number of students awarded *A, B, C, D* and *E* grades respectively. G_a, G_b, G_c, G_d, G_e denote the grade points of the letter grades *A, B, C, D* and *E* grades respectively with $G_a = 10, G_b = 8, G_c = 7, G_d = 6$ and $G_e = 4$.

If *MGPA* is very low, instructor must have been very harsh in making the grading and /or the course must have been conducted poorly. The opposite is true if the value of *MGPA* is very high.

11. Approval of Grades

Grades submitted by instructors are approved by Board of Examiners. Board of Examiners has representation of Provost, Controller of Examination and Deans.

12. Declaration of Results & Issue of Grade Card

After the grades are approved by Board of Examiners, Controller of Examinations announces the result and issues the grade card.

At Indrashil University, we propose to declare the result within one week of completing the examinations.

13. Marks Percentage.

Marks Percentage is convert performance of student from *CGPA* to percentage and is calculated taking into consideration *CGPA* obtained by the students subtraction with 0.5 than multiplication with 100. *CGPA* is computed as follows:

$$\% = (CGPA - 0.5) \times 100$$

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