

**USHA MARTIN UNIVERSITY  
JHARKHAND**

**EXAMINATION ANNUAL  
REPORT**



**USHA MARTIN  
UNIVERSITY**  
Inclusion, Innovation & Ethics



  
**Registrar**  
कुल सचिव  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835103/रांची-835103

**Academic Session – 2022-23**

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## **VISION AND MISSION**

### **VISION**

To provide value-based education relevant for all, nurture local talent, support creation of excellence in teaching, learning and research, produce high quality innovative graduates and contribute towards sustainable development of the state.

### **MISSION**

The university shall strive to promote innovative strategies for seamless dissemination and creation of knowledge using latest techniques, available media and technologies so that its graduates acquire skills to get sustainable employment and contribute with a sense of service to national and global society.

USHA MARTIN  
UNIVERSITY

## 1. Introduction: -

The Examination Cell of Usha Martin University is governed by Program Ordinances and Examination Manual.

For offering high quality examination services, the Examination Cell ensures transparency in all its activities, aimed to support faculty, students and institutions.

Examination Cell of Usha Martin University is headed by the Controller of Examinations who reports to the Vice Chancellor. The entire process of assessment and evaluation including the conduct of examination is as per the provisions of the University Ordinance and Examination Manual. As per the policy of the University, the continuous and progressive evaluation system is adopted to evaluate the learner's ability to develop analytical skills and decision-making power.

The Examination Cell is responsible for end-to-end process of the students' assessment by conducting Final Examinations, Allocation of Invigilators, Preparing Seating Plan, Addressing Revaluation Queries, and Declaration of Results etc.

Usha Martin University has devised an evaluation system that is based on continuous assessment and End semester examination with a ratio of 40:60. For all PG courses also the ratio is 40:60. The continuous assessment includes class tests, assignments, book reviews, seminars, group discussion, group presentations, laboratory work, project work and attendance etc.

### I. Continuous Assessment of Theory courses (40 Marks):

- i. The Continuous Assessment in respective theory subjects shall comprise of Mid-term test/class test, assignments and regularity in each of the subjects offered.
- ii. Continuous assessment /class tests, semester reports and/or assignments in each course shall carry 40 Marks. Out of which 25 marks shall be for Continuous assessment /class tests and quizzes and 15 marks shall be for assignment(s) and regularity.
- iii. The semester report(s) and/or assignment(s) shall be submitted by the students to the teachers concerned, by a date fixed by the Head of the Department. After evaluation of Continuous assessment semester report(s) and/or assignment(s), the teacher concerned shall submit the marks to the Controller of Examination.
- iv. The marks obtained in mid-term test shall be displayed on the Notice-Board.

### II. End Semester Examination and evaluation of Theory courses (60 marks):

- i. The question papers shall be set and the answer-scripts shall be evaluated by the examiners/evaluators duly assigned by the Controller of Examination (COE) of the University. After evaluation of End Semester answer script, the teacher concerned shall submit the marks to the Controller of Examination.

- ii. In case of any objection by a student in the evaluation, the same shall be looked after by the **moderation committee** duly constituted by the order of the Vice Chancellor. The chairman of the committee with its recommendation may order for the scrutiny of the answer sheets. The decision of the moderation committee will be final in any case.
- iii. Where candidate fails to take End Semester examination in any one or more courses/subjects or having taken the examination, has but failed to secure the minimum pass marks in any one or more courses/subjects or in the aggregate, his total marks in the Continuous assessment for the respective subjects shall be carried forward to the subsequent assessment.

### III. Continuous Assessment and End Semester Examination and evaluation of Laboratory/Practical Courses:

- i. Each laboratory course (both Core and Elective) is equivalent to 1.5 or 2 credit carrying 100 marks each. Out of 100 marks, 40 marks will be Continuous assessment and 60 marks will be End Semester Examination and evaluation.
- ii. Continuous assessment of Practical course will be based on Lab Files/Record, Quizzes and Attendance which carries 20, 15 and 5 marks respectively.
- iii. End semester examination will be based on evaluation of Practical programs carrying 40 marks and Viva-voce carrying 20 marks.

## 2. Academic Calendar for 2022-23:

The Academic Calendar is issued by the University right before the commencement of academic session. Block of Examination is notified through Block Academic Calendar for both odd/even semesters and yearly courses. A detailed Examination Calendar is prepared by the Examination Cell based on the Block Academic Calendar.

**The block of examination including practical for academic session 2022-23 is given below:**

S. No.	Academic Session 2022 – 23	Examination type	Examination duration	
			From	To
1	Odd Semester (2022-23)	UG Theory	10.01.2023	04.03.2023
		PG Theory	13.02.2023	06.03.2023

2	Even Semester (2022-23)	UG Theory	26.06.2023	24.07.2023
		PG Theory	03.07.2023	21.07.2023

Practical examination conducted at institute level.

**Registration of the student:** List of eligible candidates (those who have completed the attendance criteria according to university norms) send by institute/department to CoE office for theory examination

### 3. Details of Question Papers:

Controller of Examinations (COE) notifies the schedule of examination as per the 'academic calendar' and the deviation, if any, is informed to all concerned after due approval. A circular is also issued by Examination Cell to all paper setters to prepare one set of question paper for each subject code in prescribed format.

Once the question papers are prepared, they are moderated by a Moderation Committee to ensure that the question papers are as per standard. Finally, one paper along with the solution are submitted in sealed envelopes to the Controller of Examination office as per given time schedule. These question papers are kept in a very confidential place (Strong Room) under the supervision of COE.

Printing of question papers is done in a very confidential environment.

S. No.	Academic Session 2022 – 23	Total number of question papers	Number of paper set used	No. of paper setter
1	Odd Semester (2022-23)	243	486	128
2	Even Semester (2022-23)	236	472	146

### 4. Duration of Examination:

Question paper for theory examination of a course of any program is of 3 hours' duration.

## 5. Preparation and Notification of Examination Schedule:

Since UMU follows Academic Calendar, examinations are conducted only on the basis of Academic Calendar and accordingly Examination Cell prepares the examination schedule and publishes for students and HoDs

<b>List of Programmes and declaration dates last semester-end and year- end examination for AY: 2022-23</b>				
<b>Programme Name</b>	<b>Semester/ year</b>	<b>Last date of the last semester-end/ year-end examination</b>	<b>Date of declaration of results of semester-end/ year-end examination</b>	<b>Number of Days</b>
MBA	IV	19/07/2023	28/07/2023	9
MCA	IV	05/07/2023	28/07/2023	23
BCA	VI	03/07/2023	28/07/2023	25
BBA	VI	19/07/2023	28/07/2023	9
BCom (Hons)	VI	12/07/2023	28/07/2023	16
BA English (Hons)	VI	30/06/2023	28/07/2023	28
BSc. (Hons) Agriculture	VIII	27/06/2023	28/07/2023	31
BA (Journalism and Mass Communication)	VI	28/06/2023	28/07/2023	30
B. Tech. CSE	VIII	12/07/2023	28/07/2023	16
LLM 1 year	II	12/07/2023	28/07/2023	16

## 6. Number of Answer-sheet Evaluator:

<b>S. No.</b>	<b>Academic Session 2022 – 23</b>	<b>No. of Answer-sheet Evaluator</b>
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1	Odd Semester Feb. 2022	128
2	Even Semester Aug. 2023	146

## 7. Details of Unfair Means Cases:

Details of UFM cases during session 2022-23:

Mode	Odd Sem. 2022-23	Even Sem. 2022-23
Incriminating Material (Printed Paper)	49	84

## 8. Student Grievance:

Number of students who applied to the Controller of Examinations within 15 days after declaration of result for the scrutiny of the marks obtained in the end Semester Examination are as follows:

Semester	Re-Totaling/Scrutiny
Odd Semester	08
Even Semester	08

Percentage = (No of complaints or grievances about evaluation / Total number of students appeared in the examinations) \* 100  
 = (16/3457) \* 100 = 0.4628%

## 9. Result summary/Analysis:

S. No.	Semester	Programme	Appeared Students	Pass Students
1	Odd Semester 2022-23	UG and PG	1676	1425
2	Even Semester 2022-23	UG and PG	1781	1351



Result of odd semester placed to examination committee after recommendation of examination committee result send to academic council for publication.

### Number of students passed during the year

S. No	Program Code	Program Name	Number of students appeared in the final year examination	Number of students passed in final year examination
1	BMCM1	MBA	36	25
2	CITM1	MCA	7	7
3	BMCB1	BBA	30	29
4	CITB1	BCA	13	13
5	BMCB2	BCOM (Hons)	4	4
6	JMCB1	BAJMC	7	7
7	LAWM1	LLM 1 YR	3	3
8	HSSB1	BAENG	4	4
9	EASB1	BTECH CSE	7	7
10	AGRB1	BSC AGR	86	86
<b>TOTAL</b>			<b>197</b>	<b>185</b>

Pass Percentage = (Total number of students who passed in the university examination / total number of students who appeared for the examination) \*100

$$= (185/197) * 100 = \mathbf{93.91\%}$$

### 10. Degree Awarded:

Number of students awarded degree:



Number of students awarded degree:

Subject 2023	UG	PG	PhD	Total
No. of degree	151	35	12	249

### Gold Medal List 2023

S. No.	Reg. No.	Student's Name (Gold Medalist)	Course
1	221037101034	Akash Kumar Soni	Master of Business Administration
2	221047101007	Nilay Kumar	Master of Computer Application
3	220035101023	Abhilasha Bharti	Bachelor of Business Administration
4	220035101003	Surbhi Deogam	Bachelor of Business Administration
5	220045101009	Laxmi Sardar	Bachelor of Computer Application
6	219115101100	Srija	Bachelor of Science in Agriculture (Honours)
7	219025102003	Aryan Kumar Gupta	Bachelor of Technology in computer science and Engineering

Note:2023 passed students degree certificate data uploaded on NAD/ Digi locker portal.

## 11. Automation processes during examination:

### 11.1 Programme Batch Mapping:

This page use to set mapping id for combination of Institute, Batch, Programme and Branch of running programme for examination registration and course addition. Mapping name and ID created and it will use for examination registration and course addition.

### 11.2 Course Main

This page use to create database for courses according to institute, batch, programme, branch, semester, type etc.

New Examination process created and it can be used for registration of student in examination like End Semester examination and Back paper examination etc.

### **11.3 Course mapping**

This page is use to map schemas on course data from “Digiicampus” system. With help of this page Evaluation Schema and Grading Schemas have mapped to Course main in examination. it will use in entering marks and result.

### **11.4 Registration of the student**

This page use to register active student for new end semester examination from taking data of main Diggicampus database. Register student for examination and set institute for mark sheet printing.

### **11.5 Posting of Marks (Internal)**

Posting of Continuous assessment and End Semester Marks are done on Diggicampus system by the teachers themselves.

Following criteria is used for posting of internal marks:

- Test copies of continuous assessment are shown to the students within seven days of conduction of each continuous assessment and marks are entered on Diggicampus system.
- Class performance marks are also posted on Diggicampus system before ten days of starting of end semester examination. Internal/External marks are computed from all such entries, the marks based on attendance are directly taken from Diggicampus system. There after hard copies of sessional marks are taken by faculty members and submitted to the Dean’s office for counter signature and the same is forwarded to COE office for preparation of result manually before five days of commencement of exam.
- Practical examination marks are posted within 24 hours and the hard copies are submitted to the Dean’s office for counter signature and forwarding the same to the COE office for preparation of result manually before five days of commencement of exam.

### **11.6 Generating of Admit Cards**

Admit Cards with scanned photograph, varying seating plan, subject code, subject title and a space for the signature of invigilator are generated by Diggicampus. Students are required to clear their dues of the same semester before examination from accounts section. Admit cards are issued to only those students who do not have any dues (Tuition Fee/ Exam Fee/ Hostel fee/ Transport fee) against them and also do not full fill the attendance criteria. Examination Cell prints all admit cards and sends to the concerned Institute/Department for further distribution to students before 5 days from commencement of examination.

### **11.7 Seating Plan**

The Seating Plan is prepared by setting up at least four codes together in each examination room, so that two students of same paper code would not be sitting around him (360-degree rotation) to eliminate any possibility of copying.

### 11.8 Posting of Marks (External)

After scrutiny, there is de-masking process of Enrolment No. of answer sheets and then marks are entered on Diggicampus system in the control room by the examiners as well as by computer lab technician to get a computer generate award list of marks. This computer-generated award list is verified with the answers sheets by the Demarking & Marks Entry Committee team members so as to remove any ambiguity/error in entering the marks. After that the award lists are taken to the Examination Cell by a duly authorized member for further tabulation.

### 11.9 Result Preparation and Declaration

Result preparation and declaration process consists following steps:

1. Computerized tabulation and the results are prepared within 15 working days of the last paper of examination.
2. The result is put up to the moderation committee. Once approved by the committee, the result gets declared on the University Portal and is sent to the concern Institute/Department as well.

### 11.10 Marks Sheets/Grade Sheet Preparation

After declaration of results further preparation starts for marks sheet/grade sheet. All students get printed marks sheet. After introduction of grade sheet, printed grade sheet is given to pass students. The student who failed in one or more subjects printed mark sheet/grade sheet is not given (can be provided if required for bank loan purpose etc).

### 11.11 Report Generation for Record Keeping

The purpose of generating reports for record-keeping is to systematically document and summarize important information for future reference, analysis, and decision-making.



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