Date: 08/5/2018

The fifth meeting of Academic Audit Committee was held on 4th April 2018. Following were present in the meeting:

1) Director - SoT

2) Director - SPT

3) Director - SLS

4) Dean - FoET

5) Dean – FoM

6) Controller of Examination

7) Dy. Controller of Examinations

Action Taken Report of previous meeting

Sr. No.	Recommendation	Action Taken
1	As directed by the Director General, the Board reviewed the previous meeting agenda recommendation point no.2 and thereby recommends to omit the option of merging of performance with End Sem. Exam. result, for an absence of students at the Mid Sem. Exam. /Internal assessments, and thereby to make mandatory to appear at the re-test in case of absence at such evaluation components for all batches. Director SoT suggested to implement this for the students getting admitted from 2017-18 and onwards.	DG-PDPU approved. Implemented.
2	General rules for introducing super semester for B. Tech. batch'16 as pilot project in June/July 2017: a. The super semester will comprise of squeezed/remedial teaching for the concerned Theory courses of previous odd and even semesters along with its regular assessment in terms of Mid semester, internal assessment, End semester as the case may be; during the summer vacation. b. The students who appeared and failed previously at the subject examinations, can only register for the super semester. Such students can register for one or more courses for super semester upon payment of Rs.5000/-per course. The students registering for the facility of super semester shall require minimum 80% attendance in the classes to be conducted for about five to six weeks during the super semester. c. Eligible students shall have to register for the concerned courses as per announcement to be made by the	
	 Examination Section. d. A course shall be conducted during the super semester only if there would be minimum 10 no. of students registered for that particular course and further subject to availability of faculty to conduct it during the vacation. e. The evaluation pattern for a course will remain the same 	21 D

	as prevailed in the regular semester. The mid semester examination and internal assessment will be conducted by the course faculty during the class teaching. The End semester examination for the courses will be conducted by the Examination Section at the end of teaching sessions of the super semester. f. Faculty and staff engaged in super semester work should also be remunerated appropriately.	
3	The Board also discussed to extend the grade improvement facility for students having higher CPI. It was decided to study such system at other universities if exist, and then to take up in the next meeting.	DG-PDPU approved. Implemented.

The Committee has recommended the following after discussion on the respective points:

1. Whether to continue super semester system for first year B. Tech. 2017 Batch.

Recommended not to continue the super semester system, as less no. of the students register for super semester and further during summer vacation the students have to undergo Rural Internship/CSSI.

2. To drop the present practice of mentioning additional attempts if any to pass course/s in the Gradesheet issued to the students.

Recommended to approve the proposal as above.

3. To start mentioning "No. of additional attempts offered if any to pass course/s" in transcript of the students, in view of the agenda item-2.

Recommended to approve the proposal as above.

4. To review the present rules of two no. of Mid Sem. exam. w. e. f. B. Tech. Batch 2017, in wake of three times evaluation of "internal assessment" component during the semester.

Recommended to restore the provision of only one mid semester exam. during a semester, as there already exists a requirement of evaluation under "Internal Assessment" component during a semester. It is further recommended to evaluate the students twice under "Internal Assessment" during a semester, one before the mid semester and another after the mid semester.

Controller of Exam. / Registrar

Date: 08/3/2019

The Sixth of Academic Audit Committee was held on 8th March 2019. Following were present in the meeting:

1) Director - SoT

2) Director - SPT

3) Director - SPM

4) Dean - FoET

5) Dean - FoM

6) Controller of Examination

7) Dy. Controller of Examinations

Action Taken Report of previous meeting

Sr. No.	Recommendation	Action Taken
1	Recommended not to continue the super semester system, as less no. of the students register for super semester and further during summer vacation the students have to undergo Rural Internship/CSSI.	DG-PDPU approved. Implemented.
2	Recommended to approve the proposal to drop the present practice of mentioning additional attempts if any to pass course/s in the Gradesheet issued to the students.	DG-PDPU approved. Implemented.
3	Recommended to approve the proposal as above to start mentioning "No. of additional attempts offered if any to pass course/s" in transcript of the students, in view of the agenda item-2.	DG-PDPU approved. Implemented.
4	Recommended to restore the provision of only one mid semester exam. during a semester, as there already exists a requirement of evaluation under "Internal Assessment" component during a semester. It is further recommended to evaluate the students twice under "Internal Assessment" during a semester, one before the mid semester and another after the mid semester.	DG-PDPU approved. Implemented.

The Committee has recommended the following after discussion on the respective agenda proposal:

Agenda - 1: HoDs may be involved to follow up with concerned teachers falling under the respective department for submission of examination evaluation, so as to make it happen latest by deadline mentioned in the calendar.

It was agreed that involvement of HoDs/Academic Coordinators is necessary in following up with the faculty for timely submission of examination evaluation.

Agenda-2: In view of increased weitage of internal assessment from 10% to 25% for the theory course evaluation w. e. f. 2016 batch of UG students, it is necessary to prevent any misuse of present provision of resubmission of internal assessment components assignment when a failed student appears at re-examination. Hence, the provision of re-submission of internal assessment components may be limited only during the regular semester before the commencement of theory examinations i.e. End Semester Exams., for the students who missed the submissions due to illness, family death and other exceptional situation.

It was recommended

- to accept the above referred proposal, and accordingly the provision of resubmission of Internal Assessment Component for backlog/failed students (when appear at the respective re-examination) be withdrawn considering increased weightage of Internal Assessment from 10% to 25% as mentioned above, as the student is supposed to be sincere while attending the semester itself, for his performance in Internal Assessment Components especially when its weightage is significant in passing the course/s.
- ii) It was further recommended the Director will moderate the score of Internal Assessment when a fail student reappears to pass the course.

Agenda-3: To mention evaluation grade of RI/CSSI/IO-Ind. Orientation/ IT-Ind. Training internship in the grade sheet of the respective previous even semester, unlike at present being mentioned in ongoing even semester gradesheet. This will of course result into late issuance of the exam. grade sheet of the previous end sem. exam., but at the same it will facilitate students for possible rise of their SPI/CPI of respective even semester, and there by it may help them to get appear for campus placement during seventh semester and also to apply for higher studies inland and abroad.

It was recommended to reflect the evaluation grade in the grade-sheets of semester - 2/4/6 for the respective internship.

Agenda-4: To withdraw and cancel the earlier Circular dated 13/1/2016, regarding CPI to percentage conversion for presenting to the employees by FoET students which mentions that

The University follows grade based evaluation system and awards letter grades to the students. As such no equivalence of CPI to percentage is provided, and the University does not declare a class. However, notionally the CPI may be multiplied by a factor of 10 to obtain the numerical percentage. Further, notionally 6 CPI may be considered as First Class.

This circular creates contradiction from the side of employers and it also differentiated among the students un-reasonably i. e. the students having 6 CPI are claiming 60% by multiplying with 10 taking advantage of the said circular, and those who have 6.5 CPI gets their CPI converted to 60% by the way of formula approved by the Academic Council of the University i. e. CPI - 0.50 = equivalent percentage. Sometimes, employers rather taking the call at their own regarding CPI to percentage conversion vide the said circular, they insist on the University to give student-wise

statement of calculated percentage conversion as per the said circular; which the University cannot issue against the approved formula for CPI conversion into percentage.

It is recommended to consider and approve the above referred agenda proposal.

Agenda-5: Grade Improvement Examination

- I. Students can reappear at the ongoing course examination of other/junior batches if they desire to improve their grade as per the following conditions:
 - Such provision will be open for the students who are having not more than 6.5 CPI after passing all semesters examinations.
 - ii) Only one chance will be offerable to reappear in a course examination.
 - iii) This provision cannot be exercised by the student once he is included in the list of degree recipients in the Convocation.
 - iv) This option can be exercised not later than one more academic year after passing all semester/s examinations.
 - The student desiring to reappear in the examinations has to apply in the prescribed form.

It was recommend to consider and approve the above mentioned proposal with an addition that it shall be limited to only theory courses, and before finalizing the above referred scheme, we should search for the same practice if running in other institutions and should study its norms.

Controller of Exam. / Registrar

Date: 08/3/2019

The Sixth meeting of Academic Audit Committee was held on 8th March 2019. Following were present in the meeting:

1) Director - SoT

2) Director - SPT

3) Director - SLS

4) Dean - FoET

5) Dean - FoM

6) Controller of Examination

7) Dy. Controller of Examinations

The Board has recommended the following after discussion on the additional agenda proposal:

It is recommended to authorize the School Director to permit students having only one backlog in Sem.-2 for entry into Sem.-6, of Sem.-3 for entry in Sem.7, of Sem.4 for entry in Sem.8, upon taking undertaking and on conditional basis, subject to fulfillment of other norms to progress in the respective semester.

Controller of Exam.

Date: 27/12/2019

The seventh of Academic Audit Committee was held on 27th December 2019. Following were present in the meeting:

1) Director - SoT

2) Director - SPT

3) Director - SLS

4) Director - SPM

5) Dean - FoET

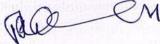
6) Dean – FoM

7) Controller of Examination

8) Dy. Controller of Examinations

Action Taken Report of previous meeting

Sr. No.	Recommendation	Action Taken
1 coasell	Involvement of HoDs/Academic Coordinators is necessary in following up with the faculty for timely submission of examination evaluation.	DG-PDPU approved. Implemented.
2	 i) To accept the above referred proposal, and accordingly the provision of resubmission of Internal Assessment Component for backlog/failed students (when appear at the respective re-examination) be withdrawn considering increased weightage of Internal Assessment from 10% to 25% as mentioned above, as the student is supposed to be sincere while attending the semester itself, for his performance in Internal Assessment Components especially when its weightage is significant in passing the course/s. ii) It was further recommended the Director will moderate the score of Internal Assessment when a fail student reappears to pass the course. 	DG-PDPU approved While putting on hold the power of moderation to the directors. Implemented.
3	It was recommended to reflect the evaluation grade in the grade-sheets of semester - 2/4/6 for the respective internship.	DG-PDPU approved. Implemented.
4	It is recommended to consider and approve the above referred agenda proposal.	DG-PDPU approved. Implemented.
5	It was recommend to consider and approve the above mentioned proposal with an addition that it shall be limited to only theory courses, and before finalizing the above referred scheme, we should search for the same practice if running in other institutions and should study its norms.	DG-PDPU approved. Implemented.



The Committee has recommended the following after discussion on the respective agenda proposal:

Agenda-1:

At present some of the different norms for Grade Improvement examination in UG engineering programmes for the students who have passed all examinations but not reached min. 5 CPI, and for the students got min. 5 CPI but less than 6.5 CPI, lead to complicacy in following them for both- students and administration as well. At present, for the above referred students having less than 5 CPI there is no control on the no. of courses the students can appear in a single examination season at one go. This leads to appearance in many more subjects at one go by the students beyond their academic capacity to pass together. Such students further have liberty to reappear in examinations of all eight semesters, whereas the student having 5 CPI but less than 6.5 can reappear in examinations of semester 5 to 8 only.

In view of the above, following revisions are proposed to make common for both of these above referred category students:

- i. Grade improvement examination will be permissible only for semester 5 to 8 as per its extant calendar wise examinations of running batches of the students.
- ii. Not more than seven subjects of above refereed semesters will be permissible to re appear for grade improvement.
- iii. Result grade will be changed only for the course/s in which the student gets a higher grade in the examination. However this provision shall not be applicable to the student indulging in Unfair Means in examination.

It was recommended to approve as proposed above.

Agenda-2

Once the Internal Assessment Component (25%) of a course is evaluated, it should be maintained the same till he passes the course i.e. be carried forward when the student appears at the re-exam. Proposed in view of the following:

In view of increased weightage of internal assessment from 10% to 25% for the theory course evaluation w. e. f. 2016 batch of UG students, it is necessary to prevent any misuse of present provision of resubmission of internal assessment components assignment when a failed student appears at re-examination. Hence, the provision of re-submission of internal assessment components may be limited only during the regular semester before the commencement of theory examinations i.e. End Semester Exams., for the students who missed the submissions due to illness, family death and other exceptional situation.

It was recommended to approve as proposed above.

Only under the exceptional situation a student can register/re-register for a semester, after the prescribed date of commencement of the semester, but in no case later than a month to it.

It was recommended to approve as proposed above.

Agenda-4

A student nominated /permitted/participated at any Off/On campus program/activity and if it falls along the dates of scheduled examinations and if he does not appear in the exam. as per the schedule; he shall have to appear at subsequent examination as per the academic calendar, no separate/special exam shall be conducted in such cases.

It was recommended to approve as proposed above.

Agenda-5

Whether to include the evaluation – result obtained while pursuing a semester outside as a part of a programme like semester exchange, in to the evaluation of exams conducted by the University.

It was recommended not to add the evaluation carried out by an external institute when a student pursues any course/s there, into the evaluation score for the course examinations conducted by PDPU; for the reason of different evaluation pattern at other institution.

Agenda-6

To constitute a committee comprise of the following to decide on subject equivalency for students of PDPU pursuing Semester Exchange Program outside:

- i) Director: Chairman
- ii) Dean
- iii) HoD
- iv) Other two faculty of the Department

This Committee shall decide and submit the report on the cases of equivalency within 15 days to the commencement of the semester.

It was recommended to approve as proposed, with a revision that the proposed committee shall have to submit the equivalence report to the Director General/Chairman – Academic Council of the University, for his approval in advance by 15 days to the commencement of the semester.

Agenda-7

To offer a course as an elective provided there are 10 students or 10% of current strength in the class, whichever lower.

It was recommended let the school take up matter appropriately.

3/5

To entrust the HoDs for timely submission of the exam-evaluation from their faculty as per the academic calendar. Those found for late submission of the result, the Dy. CoE/CoE should issue notice them.

It was recommended to approve as proposed above.

Agenda-9

Evaluation pattern also for IA (Internal Assessment) component (25%) to be declared to the students at the start of the semester in every course by the respective faculty.

It was recommended to approve as proposed above.

Agenda-10

Whether to allow the TAs – Teaching Assistants for invigilation of the examinations.

It was advised to avoid involvement of TAs – Teaching Assistants for invigilation work at the examination, in view of non-effectiveness experienced in several cases in the past and also lack of control also from the Ph. D. supervisor over their students TAs in following the duties scrupulously.

Agenda-11

Whether to introduce external paper setting in the End. Sem. /Re-exams.

It was advised to continue with the present system of paper setting by the teachers of the University themselves. The members advised to strengthen the proprietary of the paper setting by taking suitable steps.

Agenda-12

Proposed Merit Medal tie breaking criteria:

If CPI/CGPA for two or more students are tied then to break the tie there will be comparison on following order:

For FoET & FoLS

- i. CPI to be observed up to 3 decimal points.
- ii. SPI of 8th semester
- iii. CPI at the end of 7th Semester
- iv. CPI at the end of 6th Semester

For FoM

- i. CGPA to be observed up to 3 decimal points.
- ii. GPA of 6th Trimester
- iii. CGPA at the end of 5th Trimester

CGPA at the end of 4th Trimester

It was advised not to go for tie breaking criteria at this juncture, as uptil now few cases of merit tie are found and that too not more than two students for a same merit medal position for the award of merit medal.

A same Committee has recommended following pre-conditions to become eligible for

the merit medal:

- A. The student must not have been penalized for indulging in any kind of indiscipline including Unfair Means in examination.
- B. The student must have passed all the courses of the study, at one attempt only.

i) There should not be any case of indiscipline.

ii) There should not be any case of involvement in unfair means practice in examinations. The student have passed all the courses in a single attempt only without any failure in passing them.

Controller of Exam. / Registrar

Date: 27/12/2019

The eight meeting of the Academic Audit Committee was held on 19th January 2021. Following were present in the meeting:

1) Director – SoT 2) Director – SPT

3) Director – SLS 4) Director – Academic Affairs

5) Dean – FoLS

7) Controller of Examinations 8) Dy. Controller of Examinations

Action Taken Report of previous meeting:

Sr. No.	Recommendation	Action Taken
1	Following revisions were proposed to make common for both of the category students for grade improvement (>= 5 & >=6.5 CPI): i. Grade improvement examination will be permissible only for semester 5 to 8 as per its extant calendar wise examinations of running batches of the students.	DG-PDPU approved. Implemented.
	ii. Not more than seven subjects of above refereed semesters will be permissible to re appear for grade improvement.	
	iii. Result grade will be changed only for the course/s in which the student gets a higher grade in the examination. However this provision shall not be applicable to the student indulging in Unfair Means in examination.	
2	Recommended as proposed: Once the Internal Assessment Component (25%) of a course is evaluated, it should be maintained the same till he passes the course i.e. be carried forward when the student appears at the re-exam.	DG-PDPU approved. Implemented.
3	Recommended by the Committee that only under the exceptional situation a student can register/re-register for a semester, after the prescribed date of commencement of the semester, but in no case later than a month to it.	DG-PDPU approved. Implemented.



4	The Committee recommended that a student nominated /permitted/participated at any Off/On campus program/activity and if it falls along the dates of scheduled examinations and if he does not appear in the exam. as per the schedule; he shall have to appear at subsequent examination as per the academic calendar, no separate/special exam shall be conducted in such cases.	DG-PDPU approved. Implemented.
5	Not to add the evaluation carried out by an external institute when a student pursues any course/s there, into the evaluation score for the course examinations conducted by PDPU; for the reason of different evaluation pattern at other institution.	DG-PDPU approved. Implemented.
6	Recommended that the subject equivalency committee for students of PDPU pursuing Semester Exchange Program outside shall have to submit the equivalence report to the Director General/Chairman – Academic Council of the University, for his approval in advance by 15 days to the commencement of the semester.	DG-PDPU approved. Implemented.
7	Recommended let the school take up matter appropriately for offering a course as an elective provided there are 10 students or 10% of current strength in the class, whichever lower.	DG-PDPU approved.
8	Agreed by the Committee to entrust the HoDs for timely submission of the exam-evaluation from their faculty as per the academic calendar. Those found for late submission of the result, the Dy. CoE/CoE should issue notice them.	DG-PDPU approved. Implemented.
9	Recommended for evaluation pattern also for IA (Internal Assessment) component (25%) to be declared to the students at the start of the semester in every course by the respective faculty.	DG-PDPU approved. Implemented.
10	Advised to avoid involvement of TAs – Teaching Assistants for invigilation work at the examination, in view of non-effectiveness experienced in several cases in the past and also lack of control also from the Ph. D. supervisor over their students TAs in following the duties scrupulously.	Noted.
11	Advised to continue with the present system of paper setting by the faculty of the University themselves. The members advised to strengthen the proprietary of the paper setting by taking suitable steps.	Noted.

The CH

12. Advised not to go for tie breaking criteria at this juncture, as uptil now few cases of merit tie are found and that too not more than two students for a same merit medal position for the award of merit medal.

Noted.

A same Committee has recommended following pre-conditions to become eligible for the merit medal:

- A. The student must not have been penalized for indulging in any kind of indiscipline including Unfair Means in examination.
- B. The student must have passed all the courses of the study, at one attempt only.
- *i)* There should not be any case of indiscipline.
- ii) There should not be any case of involvement in unfair means practice in examinations. The student have passed all the courses in a single attempt only without any failure in passing them.

The Committee has recommended the following after discussion on the respective agenda proposal:

Agenda-1:

The preparation of examination question-paper copies in required numbers, in a properly sealed cover is to be carried out by the concerned faculty paper setter only, in order to avoid handling of the question papers through any other individual before the start of the examination. This is required to avoid any possible leakage of the question paper before the examination, through any other faculty or staff individual. (24th hours in advance to the commencement of concerned course examination).

It was recommended to approve the above proposal with the change that the faculty shall be required to submit their question paper copies 72 hours in advance to the commencement of concern course examination.

It was also directed that in every Department/School, an internal faculty should have been nominated to coordinate with the visiting faculty of the Department/School, regarding entire examination process including the result submission.

Agenda-2

Same way, the entire result of a course examination is to be submitted as per the prescribed procedure by the respective Faculty – evaluator herself/himself only, and not by any other individual in order to avoid tampering with the evaluation marks/grades.

It was recommended to approve as proposed above.

The Cy

There has to be one point contact person in every department, HoD or his nominee, to provide the respective course exam question paper copies to the exam cell well in time prior to the exam schedule, when the respective CC faculty is unable to provide it due some critical situation.

It was recommended to approve as proposed above.

Agenda-4

To issue the result grade sheet for the evaluation of internships, the engineering students undergo, through a separate mechanism viz. under the name of Summer Semester. This is required to avoid delay in issuing the grade sheets of May/June examinations to the students for formal courses other than the internships, as the internships are held during summer vacation and its lately evaluation after these examinations during the summer vacation.

It was recommended to approve as proposed above.

Agenda-5

If a student opts for repeat of a semester (i. e. re-registering for a semester) with their junior batch students, they have to repeat also all subsequent semesters (which they might have appeared /passed earlier) with the junior batch e. g. if a student has already appeared /passed in semester-3 and wants to repeat semester-2 with a junior batch, then they shall have to repeat sem-3 also, with the junior batch and so on.

It was recommended to approve as proposed above.

Agenda-6

Presently, there is a condition in the academic rules that if a student is having lower than 50% overall attendance in a semester then they shall have to repeat that semester. This of course deems that they cannot move into the next semester. It is proposed to mention this implication also in the eligibility condition for admission into the next semester.

It was recommended to approve as proposed above.

Agenda-7

In no case a change of marks/grades in the result of a course examination will be acceptable after a month once the result is declared as per the academic calendar/scheduling.

It was recommended to approve as proposed above.

Agenda-8

To mention the passing of any subject under the requirement of three credits MOOC course as under in the gradesheet: NPTEL/MOOC Course/Open Elective (semester should also be fixed)

It was recommended with the direction that the evaluation grade of MOOC / NPTEL course will be mentioned in the grade sheet of either semester 6 or 7. In this regard, the course code will be "MOOC, with the name as "MOOC / NPTEL course".

The Ch

Carry forward provision only, for all continuous evaluation components of the semester.

It was recommended to approve as proposed above.

Agenda-10

Review of the question papers after the examinations.

It was recommended that every Department/School should constitute a Committee to review the question papers after the examinations. The Committee should comprise of the HoD/Director and other two senior faculty of the Dept. /School.

Agenda-11

General guideline for Moderation of the examination results, including its effects on timelines of result declarations

As there is a provision for showing the evaluated Answer Books to the students before declaration of the result and thereby an opportunity for the student for any genuine correction in the evaluation, the general moderation of the all course examination results is not as such required. It will otherwise also cause a delay in the result declaration. However, the moderation of the examination results can be taken up in case of genuine complain from the student/s about the question paper and/or about the quality of evaluation of a course-exam.

Agenda-12

Review of charges for following exam related documents:

Sr. No.	Particular	Present charges (Rs.)
1	Penalty for late application of Re-exam	100/- per day
2.	Name correction in Grade sheet	100/- per sheet
3.	Duplicate Degree Certificate	500/-
4.	Duplicate Grade sheet	100/- per sheet

It was recommended to revise the charges for the examinations related documents as given below:

Sr. No.	Particular	Revised charges
		(Rs.)
1	Penalty for late application of Re-exam	200/- per day
2.	Name correction in Grade sheet	500/- per sheet
3.	Duplicate Degree Certificate	2000/-
4.	Duplicate Grade sheet	500/- per sheet

The Ch

The faculty members should not carry any kind of answer book for evaluations outside their office.

It was recommended to communicate to the faculty that they shall have to ensure the submission of all answer books of the concerned course examination/s to submit to the Exam Section or the School Admin as and when called for.

It was also noted that visiting faculty generally don't prefer to evaluate answer books on the campus itself.

Agenda-14

To determine proper alternative for international students of UG & PG programs regarding their industry training, in case when the industry organization refuse for it for the reason of their foreign nationality.

It was recommended that the Department/School should identify an industry organization which can provide the scope of industry project to complete on the University campus, in case it is not possible to identify any industry organization ready to permit international students on its premises for the industry training for the only reason of their foreign nationality.

Table Item

The evaluation pattern for UG/PG programs of Engg. and of Liberal Studies will continue to be the same as followed in the Odd semester of the current academic year (2020-21), in its Even semester also, for the reason of the constraints posed by COVID19:

60% of the Internal Assessment Component, and 40% of the End Sem Component Theory examination.

The question paper of the end sem exam shall continue to be of 100 marks as usual. The students should be reminded that they require to score minimum 35 marks out of 100 in each of the end sem theory course examinations, subject to minimum 40% in overall evaluation of the course to pass it.

Controller of Exams./Registrar