



**MALWANCHAL
UNIVERSITY**

Indore, Madhya Pradesh, India



**EXAMINATION DEPARTMENT
ANNUAL REPORT
SESSION :- 2023-24**

INDEX

S. NO.	Content	Page No.
1	Introduction	3
2	Preparation and Conduction of Examination	4-7
3	Committees related to Examination	8-9
4	Award of Degree and Diploma	9
5	Status of IT Integration	10


Registrar
Malwanchal University
Indore (M.P.)

1. Introduction

One of the major components of our education system is the evaluation of students through examination. The education process in any discipline of learning ends with examinations. The entire effort put in by the teachers and the students on learning is centered on the results. The Conduct of examination is one of the most important activities of the University and Malwanchal University is striving hard to ensure fair conduction of examinations which is efficient and reliable. The Examination system at our university exercise all precautions & efforts to make sure that no inadvertent errors occur throughout the entire process of examination right from procurement of question paper to issuing of mark sheets of the exams. Throughout all these processes a high level of confidentiality is maintained.

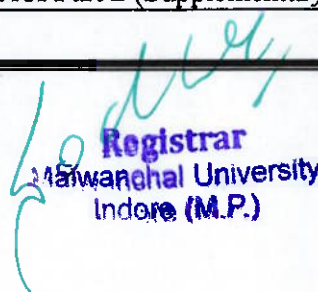
The Examination Department at Malwanchal University is regulated by University regulations to plan, and conduct examinations throughout the year, to assess student's performance, declare results and to distribute grade/ Marksheet.


The Examination Department is headed by the Controller of Examinations who works under the direction of the Vice Chancellor.

Examination Calendar

The University Examination Calendar was released by The Examination department for the year 2023-24.

July 2023	MDS Part-II B.Pharma 2,4,6 & 8 th Sem Main B.Pharma 1,3,5 & 7 th Sem Supplementary
September 2023	Dental (3 rd BDS,4 th BDS) Nursing (B.Sc, PPBSc, M.Sc) Paramedical (BPT,BMLT,,MMLT,MPT,)
December 2023	MDS Part-I MBBS 1 st Prof Main BDS 1 st Year Main
January 2024	MBBS 2 nd Prof B.Pharma 2,4,6 & 8 th Sem Supplementary B.Pharma 1,3,5 & 7 th Sem Main
February 2024	MBBS 3 rd Prof Part 1 MBBS 3 rd Prof Part 2 Nursing (B.Sc, PPBSc, M.Sc) Supplementary Paramedical (BPT,BMLT,,MMLT,MPT,) Supplementary Dental (3 rd BDS,4 th BDS) Supplementary
March 2024	MBBS 1 st Prof Supplementary BDS 1 st Year Supplementary
April 2024	MBBS 2 nd Prof (Supplementary) MBBS 3 rd Prof Part 1 (Supplementary) MBBS 3 rd Prof Part 2 (Supplementary)


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CONTROLLER OF EXAMINATIONS
MALWANCHAL UNIVERSITY
INDORE

2. Preparation and Conduction of Examination

2.1 Conduct of Examinations

The Examination process is decentralized to make it more efficient and transparent and hence the work is categorized into;

- Pre- Examination Process
- Examination Process
- Evaluation Process
- Result Declaration Process.

Pre-Examination Process

Summative Assessment was conducted at the end of academic year as per the Academic Calendar. Meetings of the BOE of respective disciplines were held 45-60 days prior to the Final Scheduled Exams to discuss final date sheets, panel of paper setters, external and internal examiners, Centre Exam Superintendent etc.

The final examinations was conducted by the Controller of Examinations as per the final dates decided and held at specific designated examination centers chosen by the COE. The date sheets were prepared, published and displayed on notice boards of respective institutes as well on the University website. Paper setters were contacted from the list formally approved by the Vice- Chancellor. Examination Department post COVID-19 had adapted to robust method of online procurement of question papers from senior faculty members from different universities. A minimum of 5 sets of question papers per subject were moderated by senior faculty members from respective disciplines which was then sealed and stored in the strong room.

During 2023-24 The Acc Soft 2.0 Software helped in following functions related to the Pre-Examination procedure.

1. Filling of Examination forms by the Candidate
2. Verification of examination forms by the HOI as per the rules and regulations of the University
3. Receiving of the Examination forms by the office of the COE
4. Generation of Nominal Roll list, Verification forms & Admit Cards

Centre Exam Superintendent and Assistant Exam Superintendent were appointed based on the recommendation of the Deans of respective institutions. A meeting of the Centre Exam Superintendent, Assistant Exam Superintendent was called for wherein a blue print was charted out for smooth conduction of the theory examinations. The duties of Centre Exam Superintendent and Assistant Exam Superintendent and Invigilators were clearly communicated to them. Hand outs of General Instructions were also given.

Dy. COE was entrusted with the job of scrutinizing the received application forms (online), preparing hall tickets, verification forms, evaluation sheets, attendance sheets for theory and practical examinations. Dispatch

of required exam stationary (Answer Booklets, seals, covers, paper bags etc) to the examination centers was done and it remained in the custody of the Centre Exam Superintendent.

Examination Process

The date sheets were displayed on the notice board of respective institutions 30 days prior to the examinations as well on the University website. Centre Exam Superintendent and Assistant Exam Superintendent received the list of administrative staff required for the smooth conduction of the exam from the Chief Exam Superintendent. They then prepared the seating arrangement a day prior and layout was displayed outside the examination hall.

On the morning of the examination the question papers were dispatched and were received by Centre Exam Superintendent who then displayed the packets prior to taking signature randomly from two students ascertaining the sealed packets. The examination hall was divided into blocks of twenty students and one invigilator was assigned per block. The question papers were distributed 5 minutes prior to scheduled time by the invigilators in charge of respective blocks. Collection of the answer booklets were done at the end of the examination and are tallied with the total number present/absent. The answer booklets were handed over to the Assistant Exam Superintendent who cross verified with the summary sheets. The answer booklets were then packed, sealed and submitted to the examination department. The packets received at the examination department were opened and verified with the summary sheets. The answer booklets were then double shuffled prior to coding, sealed and stored until evaluation.

Flying Squad

As per The Examination Guideline team of flying squad/s were appointed to supervise fair conduction of the Examination by surprise visits to the examination center/s The team consisted of senior faculty members across different specialties this also ensured for impartial and smooth conduction of the examination to maintain the credibility of the examination

Evaluation Process

The Internal and External Examiners evaluated the answer scripts. The examiners were paid remuneration for assessing the answer scripts by the examination department. Then decoding was done and marks entered into TR.

Result Declaration Process

The marks of the Internal Assessment and of the practical examinations were entered into the TR. The final TR was scrutinized by the Result Moderation Committee and then by the COE and results were published.

2.2 Question Papers

Question Papers were obtained from Senior Professor from Different Universities The Question Papers were obtained by online mode to ensure & maintain Confidentiality

Moderation of Question Papers were done by Senior faculty members of respective disciplines.

2.3 Status of Question Papers

S. No.	No. of Institutes	No. of Paper Setters	Total No. of Question Papers
1	5	160	680

2.4 Duration of Papers.

The Duration of Theory Examination was of 2:30/3:00 hrs with maximum marks of 60/70/100 as per the ordinance of the programme.

2.5 Mode of Conduction of Theory Examination

Offline mode (Pen and Paper based examination was conducted across all the discipline)

2.6 Format of Question Papers.

The Question paper was prepared from the Sets that comprised of Questions from The entire Syllabus

Each Question Papers had three Sections.

Section – A

MCQ

Section – B

Long Essays

Short Answers

Very Short Answers*

Section – C

Long Essays

Long Essays

Very Short Answers*

(* For MBBS Students Only)

MAIN EXAMINATIONS 2023-24

Total 2836 Students appeared in Examinations Conducted during academic session 2023-24

The summary of appeared student is as under.

No. of Students Who Appeared In exam	No. of students Who Passed	Percentage
2836	2233	78.73%

SUPPLEMENTARY EXAMINATIONS 2023-24

Total 553 Students appeared in Supplementary Examinations Conducted during academic session 2023-24
The summary of appeared student is as under.

No. of Students Who Appeared In Exam	No. of students Who Passed	Percentage
553	429	77.58%

Status of UFM Cases

Summary of the unfair means adopted by the students and penalties given to the students during academic session 2023-24 is as under.

Examinations	2023-24
No. of UFM Cases Registered	NIL

Re-evaluation Process (Grievances)

There is a process of re/evaluation for ensuring the students satisfaction level after the declaration of results. Within 7 days, students can raise their issues related to results on a prescribed format of re/evaluation. After declaration of re/evaluation result, if student is not convinced with the marks, he/she may apply for re-evaluation.

Summary of Grievances related to results during Academic Session 2023-24 is as under

Particulars	Number	Percentage
Number of applications received for Revaluation	464	7.30%

3. Various Committees were constituted related to examination to ensure examinations are transparent, fair conduction and evaluation of students and efficient management of the entire examination procedure.

- A. Examination Committee
- B. Moderation Committee(For Moderation of Question papers)
- C. Unfair Means Inquiry Committee
- D. Result Moderation Committee
- E. Examination Evaluation Grievance Redressal Cell Committee

A. Examination Committee

The Examination Committee was constituted to ensure an efficient, transparent, fair conduction and evaluation of students in the University Examination

EXAMINATION COMMITTEE

S. NO.	NAME	DESIGNATION
1	Dr. Sanjeev Narang	Vice - Chancellor
2	Dr. Lokeshwar Singh Jodhana	Registrar
3	Dr. G.S Patel	HOI , IMCHRC Indore
4	Dr. Suparna Ganguly	HOI , IIDS Indore
5	Dr. Smriti G Solomon	HOI , INC Indore
6	Dr. Reshma Khurana	HOI Department of Paramedical
7	Dr. Javed Pathan Khan	HOI Department of Pharmacy
8	Dr. Pushpendra Singh	Dy. COE
9	Dr. Neha Khare	COE , Member Secretary

B. Moderation Committee (For Moderation of Question papers)

The Moderation Committee was constituted for ensuring the question papers are moderated as per the syllabus and pattern of the respective subject/discipline.

MODERATION COMMITTEE

S. NO.	NAME	DESIGNATION
1	Dr. G.S Patel	HOI IMCHRC Indore
2	Dr. Suparna Ganguly	HOI Index Institute of Dental Science
3	Dr. Smriti G Solomon	HOI Index Nursing College
4	Dr. Reshma Khurana	HOI Index Institute of Paramedical Science
5	Dr. Javed Khan Pathan	HOI Index Institute of Pharmacy

C. Unfair Means Inquiry Committee

Unfair Means Inquiry Committee as per the University Statute to inquire and address the Unfair means/Malpractices reported during the University Examinations.

UNFAIR MEANS INQUIRY COMMITTEE

S. NO.	NAME	DESIGNATION
1	Dr. Neha Khare	COE , Chairman
2	Dr. Prem Nyati	Vice Dean IMCHRC
3	Dr. Rolly S. Agrawal	Vice Dean IIDS
4	Head of Respective Department	
5	Dr. Puspendra Singh	Dy. COE

D. Result Moderation Committee

The Result Moderation Committee was constituted to scrutinize the results prepared.

RESULT MODERATION COMMITTEE

S. NO.	NAME	DESIGNATION
1	Dr. Sanjeev Narang	Prof. Department of Pathology IMCHRC
2	Dr. Reshma Khurana	Principal Department Of Paramedical
3	Dr. Suparna Ganguly	Prof. & HOD Conservative Dentistry IIDS
4	Dr. Smriti G Solomon	Principal Index Nursing College

E. Examination Evaluation Grievance Redressal Cell Committee

A Examination Evaluation Grievance Redressal Cell has been constituted under Malwanchal University to look into Grievances of the students related to examination and address each case based on its merits. The Members of the Cell are as follows.

S. NO.	NAME	DESIGNATION
1	Dr. Neha Khare	(COE) Chairman
2	Dr. Puspendra Singh	Member
3	Dr. Sanjeev Narang	Member
4	Dr. Prem Nyati	Member
5	Dr. Rolly S. Agrawal	Member Secretary

4. Award of Degree and Diploma

As per Examination Policy of the Malwanchal University total 750 students have successfully completed their respective programs in the session 2023-24

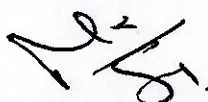
Number of Final year Students appeared in Exam	Total No. of Students Passed	Percentage
786	750	95.42%

5. Status of IT integration

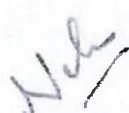
(Accsoft 2.0 & Resultsoft 2.0 Software and its Sub Modules Provide for Smooth Conduction and Processing of Results.

- Incorporation of Information Technology in Examination Procedures
- The examination section of the university has integrated the information technology to manage the Examination Procedures. This process has speeded up the functioning and smooth execution of examination exercise with minimal chances of error, at the same time ensuring transparency in the whole process. Starting from filing up the examination forms, downloading the hall/ticket, online submission of internal and external practical and viva-voce marks , tabulation of marks are fully automated.
- 3 high speed printing machine are available at Office of COE to ensure full proof printing of question papers
- All the examination Centres equipped with CCTVs with signal jammers.
- Paper evaluation under CCTV Coverage.

Report Prepared & Verified by


Deputy Controller of Examination
Malwanchal University
Indore (M.P.)


Registrar
Malwanchal University
Indore (M.P.)


Controller of Examination
CONTROLLER OF EXAMINATION
MALWANCHAL UNIVERSITY
INDORE