	THE NORTHCAP UNIVERSITY	REVIEW DATE
THE NORTHCAP UNIVERSITY	MoM	SHEET 1 OF 1

From: Dean- Academic Affairs

To: **All Concerned**

CC: Hon'ble GB, Pro-Chancellor's Office,

VC Office, Secretarial,

Date: 8 September 2022

DEAN/MOM/03A/2022

1ˢᵗ meeting of the Committee for Preparation of the Regulations on Examination of Programmes to be offered by CDOE held on **Thursday, i.e., 1 September 2022 at 4:00 pm in the Dean's Office (Room no. 123).**

The following members attended the meeting at the given time:

1)	Prof. Manoj Kumar Gopaliya (Dean-Academic Affairs)	Chairman
2)	Prof. Anjali Garg (Deputy Dean - Examination)	Member
3)	Ms. Kiran Mrig (Officiating- COE)	Member

The Minutes of the Meeting are as follows:

Item No.1: **Assessment Criteria-Continuous Assessment and End Semester Examination**

The assessment criteria to be followed for each course under ODL and OL Programmes offered by CDOE will be as follows:

Continuous Assessment (CS) = 30 Marks

Quizzes = 10 Marks (2 in Number 5 Marks each)

Assignment = 20 Marks (2 in Number 10 Marks each)

End Semester Examination (ESE) = 70 Marks

Passing Criterion = 40 Marks (Overall)

At the end of the semester, a student will get a mark sheet mentioning marks scored under "Continuous Assessment" and "End Sem Examination" of each course with aggregate percentage scores till that semester.

Item No.2: **End Semester Examination (ESE) question paper pattern (MM 100 Marks)**

The format of the End-Semester Examination question paper will be as follows:

Part A (20 Marks): MCQ/True-False/Short Answers

Part B (70 Marks): Long Answers (Attempt any 5 out of 6: 14 × 5)

Part C (10 Marks): Differentiating Question-Long Answer

The final score in ESE will be scaled down to 70 Marks.

Item No.3: **Attendance requirements.**

The attendance requirements for courses of ODL and OL Programmes to be offered by CDOE will be as follows:

ODL Programmes:

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Minimum 75% Attendance is required in Personal Contact Programs (PCP) conducted through Physical or Synchronous online sessions planned for doubt clearance.

OL Programmes:

Minimum 75% Attendance is required in all the activities planned for such programmes before the start of ESE.

Item No.4: Evaluation policy and assessment tools to be included in course template.

The evaluation policy and assessment tools to be used for each course under ODL and OL Programmes offered by CDOE will be as follows:

Continuous Assessment (CA) = 30 Marks

> Quizzes = 10 Marks (2 in Number 5 Marks each)

> Assignment = 20 Marks (2 in Number 10 Marks each)

Summative Assessment-End Semester Examination (ESE)= 70 Marks

Passing Criterion = 40 Marks (Overall)

Assessment Tools:

> Quizzes-MCQ/True-False/One-word answer

> Assignments-Case studies/Market Survey/Review Work/Numerical etc.

> End Semester Examination-MCQs/Short Questions/Long Questions

The University shall adopt a rigorous process in the development of question papers, question banks, assignments and their moderation, the conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of the study by a learner.

Item No.5: Course Code Generation

The course code generation scheme to be followed for the courses of ODL and OL Programmes offered under CDOE is as follows:

Sample Code: ODM-1201 or ODU-1201

In the above course code, the **first two alphabet characters** (from left) combinedly denote the *"delivery mode"* of offering this course. Here **OD** stands for Online and Distance Learning.

The **third alphabet character** (from left) denotes the *"concerned department"* of this course, i.e., M-Management. The course common across departments will have 'U' at the third alphabet character (from left). Here U stands for University Level.

The **fourth character** from the left is a numeral which denotes the *"level of the course"* which determines the maturity required for registering for this course.

1000-4000 level courses: Core and elective courses for UG programmes.

5000-6000 level courses: Core and elective courses for PG programmes.

7000-above level courses: Pre-PhD courses.

The last three numerals combinedly denote the *"unique identification number"* for the course.

Odd number courses will run in odd semesters; and

Even number courses will run in even semesters; except those with zero at the end.

The course code ending with zero as the last numeral can run in either semester.

Item No.6: **Conduct of Examination-ODL and OL mode**

The Rules for the conduct of end-semester examinations of the course in ODL and OL programmes offered under CDOE are as follows:

ODL Programmes:

- End-Semester Examination (ESE) for ODL will be conducted in Exam Centres at the Headquarter and at off-campus centres (to be identified for the purpose of conducting of examination only) through pen-paper mode.
- ESE will be physically proctored by Invigilators apart from being recorded through CCTV.
- Students will be allowed to appear for ESE only after obtaining admit card through ERP subject to fulfilling attendance requirements in PCP sessions.
- Entry will be re-verified through biometric authentication.

OL Programmes:

- End-Semester Examination (ESE) for OL will be conducted in "Online Proctored Mode" using the online assessment and testing platform, Mercer Mettl.
  - This platform provides proctoring services to ensure the integrity of online assessments.
  - This includes AI-based proctoring, which uses facial recognition and other tools to monitor test-takers during exams.
- Students will be allowed to appear for ESE only after obtaining admit card through ERP subject to fulfilling attendance requirements in all the activities planned for such programmes before the start of ESE.
- Detailed reporting and analytics available through the platform will be maintained and actioned by COE.

Item No.7:   **Minimum standards for examination centres:**

The minimum standards for examination centres for conducting End-Semester Examination for courses of ODL and OL Programmes offered under CDOE are as follows:

- Exam Centres at the headquarters and at off-campus centres (to be identified for the purpose of conduction of examination only) will be physically proctored by Invigilators apart from being recorded through CCTV.
- Admit cards will be checked and confirmed before approving any entry to the Exam Centre.
- Entry will be re-verified through biometric authentication.
- Question Papers will be kept in the locker at COE Office. Answer scripts after examination will also be kept in a strong room under the custody of COE which will be having a very strict entry protocol.

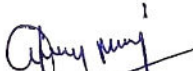Item No.8:   **Certification Process**

The Certification Process for ODL and OL programmes offered under CDOE is as follows:

- At the end of the semester, a student will get a mark sheet mentioning marks scored under "Continuous Assessment" and "End Sem Examination" along with total marks obtained in each course. The mark sheet will also reflect the aggregate percentage score achieved by a student till that semester.
- After the successful completion of all the academic requirements as per the programme scheme, the University will issue the degree certificate to a student.
- A student will have a maximum of N+2 years for the completion of degree requirements where N represents the minimum duration to complete the programme.

The meeting ended with a vote of thanks to the chair.

Prof. Anjali Garg
Deputy Dean - Examination

Ms. Kiran Mrig
Officiating- COE

Prof. Manoj Kumar Gopaliya
Dean- Academic Affairs