



University of Petroleum & Energy Studies, Dehradun
Minutes of Meeting - Review Examination System and Processes
held on 29th September 2021 through zoom

Members Present :

Date-30 Sep. 2021

1. Dr. Veena Dutta- Registrar
2. Dr. Ram Sharma- Dean Academics
3. Dr Sharmila Katre – Director: Academic Development and Innovation (GUS India)
4. Dr. Nalin Mehta- Dean, School of Modern Media
5. Dr. Sakthi Ganesh Murugesan- Controller of Examination
6. Dr. Neelu Jyoti Ahuja- Professor, School of Computer Science
7. Mr. Ajit Bhandari- Associate Professor, School of Design
8. Mr. S. Raghavan- Director, Academic Strategy, IQAC Accreditation & Ranking

Following points were discussed -

1. Setting up of grade boundaries based on the marks allocated by the faculty.
2. Grade “D” & “E” to be introduced if gap between last passing grade, i.e., “C” and “F”
3. Define minimum passing marks across the university.
4. Student need to pass the examination constituting of basic course detail covered by the faculty.
5. Course Handouts – Learning outcome, Assessment scheme and Grading scheme to be defined and informed to student before commencement of classes.
6. Passing criteria for UG and PG courses to be defined across the university.
7. Moderation committee to be constituted for the finalizing the result for respective schools.
8. Data entry of marks to be done by the concerned faculty.
9. Ticket system to be implemented for the faculties in order to rectify the marks allocated to student. If No. of tickets are raised by same faculty for rectification of marks then will be held accountable.
10. Warning letters to be issued to faculty members in case of errors in result preparation or absentee from invigilation duty.
11. Faculty can decide the weightage of marks including Internal marks and End semester marks
12. Faculty member have right to decide the assessment scheme i.e., Jury based, External experts required, Inter departmental experts.
13. Board of Studies to be constitute at School level to support preparing course details for existing or new course.
14. Training to be provided to faculty members on creating quality assessment

Following point were discussed with the respective members :-

1. Dr Sharmila Katre – Director: Academic Development and Innovation (GUS India)
2. Dr. Sakthi Ganesh Murugesan- Controller of Examination
3. Dr. Neelu Jyoti Ahuja- Professor, School of Computer Science
4. Mr. Ajit Bhandari- Associate Professor, School of Design
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The members commonly agreed on:

1. Passing criteria to be changed from 35 to 40 marks
2. Rubrics and learning output grids and templates should be developed.
3. Frameworks needs to be build to aid overall examination and moving towards faculty driven evaluation process.
4. Result analysis to be done by the respective Schools or Departments.
5. External audit process to be implemented at School level

Discussion points for the next meeting:

- A) Restructuring of Absolute + Relative grading system
 - Currently at UPES Absolute grading system is there for the batch having strength of ≤ 30 students.
 - Relative grading system is there for the batch having strength of more than 30 student with capping at minimum passing marks at **35** and higher capping at **85**.
- B) Framework is to be implemented by the University to support
 - Deciding the weightage of Internal and End semester marks
 - Introducing assessment scheme
 - Mode of Examination (Theory, Theory + Practical, Practical courses)
 - Quality of question paper by maintaining course outcome
 - Passing criteria should be **40 or 50**
 - Grade “E” to be introduced in Elective and Open Elective courses
- C) External audit process to be introduced to have checks and balances and to provide resolution in case of any deviation. May include moderation committee to check the quality of Question Paper by either external experts or interdepartmental experts.
- D) Result analysis and data visualization to be provided either at departmental level or school level
- E) Board of Examination should be there to check end to end process from setting of question paper to result analysis
- F) Academic Calendar : It is recommended that the date of result submission be mentioned