

**KERALA AGRICULTURAL UNIVERSITY**

Proceedings

KAU – Edn – Guidelines for evaluating out of syllabus questions in Final Theory Examinations of UG courses - Orders issued.

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**DIRECTORATE OF EDUCATION**

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No. Acad B2/2020/101/8540

Dated: 28/12/2021

- Read: 1. Minutes of the 135<sup>th</sup> meeting of the Academic Council held on 04.08.2020.  
2. Report dtd 09.04.2021 of the committee constituted to examine the proposal.  
3. Minutes of the 136<sup>th</sup> meeting of the Academic Council held on 21.04.2021.

**ORDER**

A proposal for evaluating out of syllabus questions of final theory examinations of UG courses was placed before the 135<sup>th</sup> meeting of the Academic Council held on 04.08.2020. The Council constituted a committee for examining the matter and for submitting a fresh proposal.

After examining the matter, vide paper 2<sup>nd</sup> above the committee has submitted its report on the procedures to be taken in case of, out of syllabus questions reported from any of the colleges. The report of the committee was placed before the 136<sup>th</sup> meeting of the Academic Council and was approved by the Academic Council.

In consonance with the decision of the 136<sup>th</sup> meeting of the Academic Council, it is ordered that the following procedures shall be observed for evaluating out of syllabus questions in final theory examinations of UG courses.

1. A written request duly recommended by the Course Teacher, Head of the Department, Academic Officer and Head of the College should be obtained from the colleges concerned.
2. The Controller of Examinations will constitute a committee consisting of Controller of Examinations, Professor (Academic) and a relevant subject expert.
3. The committee will check the validity of the request and if found valid, will identify the out of syllabus questions and decide on the mark allotment.
4. With respect to the out of syllabus questions, decision will be made based on the following criteria:
  - a) If there is no choice in the section, cancel that question and based on the marks obtained for other questions in that section, total marks of that section will be calculated.  
For example, if 2 questions from Part I, having one mark each is from out of syllabus and total marks of that section is 10, a student having scored 7 marks for the questions other than the 2 out of syllabus questions will be given 8.75 [(7/8) x 10 = 8.75].
  - b) In sections, where there is a choice and if the total marks in the section cannot be obtained without attempting the out of syllabus questions, then the questions will be cancelled and marks will be redistributed as in the previous case.

5. If more than 50 percent of the questions (based on marks) are out of syllabus, then the university will consider the possibility of conducting another exam for the said course. Under any circumstances the students cannot leave the hall without completing the paper. In cases where a fresh exam is scheduled the colleges should submit the answer books of both the examinations. Revised exam date will be declared as a separate exam notification.

//By Order of the Academic Council//

Dr.S. Gopakumar  
DIRECTOR OF EDUCATION

To

1. All Deans of Faculty/ Deans of all colleges under KAU
2. Controller of Examinations, KAU
3. Professor (Academic), KAU
4. Academic officers (UG) of all colleges under KAU

Copy to: PS to VC/ PA to Registrar/Steno to Director of Education/Deputy Registrar (Academic)/  
Section Officers – Acad A, B, C & Exam/ Stock File/ Spare

//Forwarded by order//

  
Section officer

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