

# Examinations

# Regulations

(1 of 2008)\*

## Conduct of Examinations Scheme of Evaluation and Discipline Among Students in Examinations



## AMITY UNIVERSITY RAJASTHAN JAIPUR

*\*Approved by the Academic Council at its first meeting held on 23<sup>rd</sup> April 2010. Amendments approved vide the Academic Council at its sixth meeting held on 23<sup>rd</sup> April 2012 and the meeting held on 20<sup>th</sup> November 2015 and 21<sup>st</sup> Academic Council Meeting, held on 26<sup>th</sup> May, 2017 and ratified in its 22<sup>nd</sup> meeting held on 1<sup>st</sup> December-2017. Ratified by Board of Management at its First meeting held on 23<sup>rd</sup> April 2010 and amendments ratified at its sixth meeting held on 23<sup>rd</sup> April 2012 and meeting held on 20<sup>th</sup> November 2015 and in 22<sup>nd</sup> meeting held on 1<sup>st</sup> December-2017. Amended in 27<sup>th</sup> Academic Council meeting held on 29<sup>th</sup> July '2020*

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# AMITY UNIVERSITY

## RAJASTHAN

**R 1/2008**

### **Regulations on Conduct of Examinations, Scheme of Evaluation of Student Performance, and Discipline among Students in relation to University Examinations**

#### **1. DEFINITIONS:**

(1) In these Regulations, unless the context otherwise requires –

1. **“Academic Year”** is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations.
2. **“Amity Common Admission Test (AMCAT)”** shall mean the Common Admission Test conducted by the University for admission to Academic Programmes of the University.
3. **“Annual Grade Point Average (AGPA)”** means the Annual Grade Point Average under Annual Examination system.
4. **“Answer Book”** means the document containing the answer or answers as given by a candidate during examination to the question or questions contained in the question paper meant for the said examination and include a part of an answer book.
5. **“Audit Course”** shall mean a Course Unit opted by a student out of Course Units for which the student is not awarded grades and does not earn credits.
6. **“Board of Examiners”** shall mean a Board constituted with the approval of the President for the conduct of practical examinations, workshops, viva-voce examination and evaluation of student performance at the Departments and Constituent Units of the University.
7. **Common Admission Test (CAT)** shall mean the Common Admission Test conducted for admission to Academic Programmes of the University.
8. **“Course Unit”** is a component of an Academic Programme for which a syllabus and required number of contact hours per week are specified.
9. **“Course Code”** shall mean a curricular component identified by a designated code number normally consisting of a string of alphanumeric characters.
10. **“Course Credits”** shall mean an integer number indicating the weightage assigned to a Course Unit, project, research work or any other academic component, on the basis of contact hours per week on all learning activities.
11. **“CGPA”** shall mean the cumulative grade point average of a student.
12. **“End Term Examination”** means an examination conducted by the Amity University Uttar Pradesh at the end of year/semester/trimester as prescribed in Scheme of Evaluation of a programme.
13. **“Examination Centre”** means any institution, or part thereof, or any other place, fixed by the University for the purpose of holding its examinations and includes the entire premises attached thereto.

14. **“Examination Committee”** means the Examination Committee constituted by the Academic Council to devise detailed procedure for an efficient, transparent and fair evaluation of students, including coordination of activities relating to conduct of examinations.
15. **“Examination Discipline (Unfair Means Cases) Committee”** shall mean the Committee constituted by the President at the University to consider and decide the cases relating to the acts of misconduct, misbehavior, indiscipline and/or use of unfair means by the students in the examinations.
16. **“External Examiner”** shall mean a person who is not in the employment of the Amity University Rajasthan or its Constituent Units and is appointed as an Examiner.
17. **“Examination Sub- Committee”** shall mean a Sub- Committee constituted at each Constituent Unit by the University.
18. **“Invigilator”** means a person who assists the Superintendent of the Examination Centre in conducting and supervising an examination at a center.
19. **“Internal Examiner”** shall mean an Examiner for practical, viva-voce, workshop practice, seminars etc. including a paper setter and evaluator who is a teacher of the University and its Constituent Units.
20. **“Maximum Registration Period”** shall mean the maximum period specified in the Scheme of Teaching and Evaluation for a degree, diploma and certificate programme for which a candidate may be registered.
21. **“Minimum Registration Period”** shall mean the minimum period specified in the Scheme of Teaching and Evaluation of a degree, diploma and certificate programme for which a candidate may be registered.
22. **“Ordinances”** shall mean the Ordinances of Amity University Rajasthan.
23. **“PG Diploma”** shall mean the Post Graduate Diploma in areas approved by the Executive Council.
24. **“Question Paper”** means a document containing the question(s) to be administered at an examination to be answered by a candidate.
25. **“Results Moderation Committee”** shall mean the Committee appointed by the University to moderate grades/ marks awarded by the Evaluators in different course units at a given level of a curriculum.
26. **“Scheme of Teaching and Examination”** shall mean the scheme of teaching and examination for a programme as approved by the Academic Council.
27. **“Scrutinizer”** means a person engaged to check the compilation of the result by comparison of award lists and the result sheets prepared by the office.
28. **“Semester System”** means a modus operandi of teaching/learning/evaluation of student performance in an academic programme of the University and its Constituent Units in segments in an Academic Year.
29. **“SGPA”** shall mean the Semester Grade Point Average.
30. **“Statutes”** shall mean the Statutes of Amity University Rajasthan.

31. **“Superintendent of an Examination Centre”** means a person appointed by the University to conduct and supervise its examinations held or to be held at a centre, and includes an Additional Superintendent or Associate Superintendent of such centre.
  32. **“Tabulator”** means a person, specially engaged for tabulating the result from award lists and the result sheets prepared by the Office.
  33. **“Teaching Experience”** denotes teaching experience in the subject in an institution recognized by the University.
  34. **“Trimester Grade Point Average (TGPA)”** means the Trimester Grade Point Average in trimester examinations of the programmes where trimester system is followed.
  35. **“Year”** means the academic year.
  36. **Guided Self Study Course “(GSSC)”** shall mean classes conducted as Guided Self Study to the students to prepare themselves for back papers.
  37. **Choice Based Credit System “(CBCS)”** Under this new system the students can register for courses according to their interest and academic abilities. CBCS allows students to decide their academic plan and permits them to alter it, if required, in their academic progression in pursuit of degree.
  38. **Continuous Evaluation (CE) /Internal Assessment (IA)** shall mean Continuous Internal Assessment of a course during the semester.
  39. **Promotion with Academic Probation (PAP)** shall mean students not meeting Passing Criteria will be promoted under Academic Probation.
  40. **Academic Break “(AB)”** shall mean students not been promoted to Next Year due to personal reasons/weak academic record.
  41. **Year Back “(YB)”** shall mean student brought to lower batch due to poor academic performance.
  42. **Repeats Year “(RY)”** shall mean Repeat complete Year due to poor performance in previous year.
  43. **Uniform Course Coding (UCC)** shall means similar codes for similar courses and similar grading applicable.
  44. **Amizone – Amity Intranet Zone** acts as a single point of access for most of the information and resources to the Students, Parents, Faculty and Staff Members of Amity. **Amizone** is repository of all data of AUR.
  45. **Minor Tracks** shall means “ A set of 4-6 inter-related elective courses” approved by Academic Council
- (2) Definitions specified in the Act, the Statutes and the Ordinances shall apply unless the context requires otherwise.
- (3) “He” & “His” imply “he”/ “she” and “His”/ “Her” respectively.

## 2. EXAMINATION COMMITTEE

- (1) There shall be an Examination Committee at the University level constituted by the Academic Council.
- (2) The composition of the Examination Committee shall be as under:
  - (i) Pro- President - Chairperson
  - (ii) Deans of Faculties/ Heads of Constituent Units not exceeding eight nominated by the President
  - (iii) Controller of Examinations -Member Secretary

The tenure of the Examination Committee shall be two years. Two third members will form the quorum of the meeting. There will be at least one meeting of the Examination Committee in each semester. The decisions of the Examination Committee shall be placed before the Academic Council.

- (3) Functions of the Examination Committee shall be:
  - (a) To frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of student's performance and conduct of examinations as well as for tabulators/programmers for preparing the results of the examinations.
  - (b) To supervise generally all the examinations of the University and issue such directions as it may consider necessary for conduct of examinations.
  - (c) To review from time to time the results of the University examinations and submission of reports thereon to the Academic Council.
  - (d) To make recommendations to the Academic Council for the improvement of the examination system.
  - (e) To appoint such number of sub-committees as it may think fit, and in, may delegate to any one or more persons or sub-committee(s), its powers to deal with examination matters.
  - (f) To consider the complaints received against Officers and Staff engaged for conduct of examinations and recommend to the President about the action to be taken against the concerned person(s).
  - (g) To consider and recommend the rates of remuneration for the Examiners, Superintendents of Examination Centres and other staff engaged on examination duty, Tabulators and Collators etc associated with the examination duty.
  - (h) To consider any written report/ representation/complaints received within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of the Examination Sub-Committees of Departments/Constituent Units and to recommend for consideration of the President the action to be taken against any examiner/ paper-setter/Moderator in cases of mistakes/ omissions/ negligence/ leakage in paper-setting/moderation/ evaluation etc,
  - (I) To investigate the cases of understandable divergence in the results of any Course Unit. For this purpose, the Examination Committee may itself scrutinize the answer books or may order their scrutiny by other person(s) and may call an explanation from the examiner concerned for the divergence of marks. If after the investigation, the Committee is of the opinion that such divergence is due to leakage of paper, personal favoritism or animosity, it may recommend to the President such action as it may deem fit such as debar the examiner/evaluator from examinership permanently or for a specified period, a revaluation of the answer books etc.

### (3) EXAMINATION SUB - COMMITTEE

- (1) Each Department/Constituent Unit will constitute an Examination Sub-Committee to oversee the examinations at the concerned Department/Constituent Unit. The composition of the Sub-Committee shall be as under:

- |      |   |             |
|------|---|-------------|
| (i)  | Head of Department/Constituent Unit                           | Chairperson |
| (ii) | Two senior faculty members of the Department/Constituent Unit | Members     |

- (2) *Functions of Examination Sub - Committee*

The Examination Sub - Committee shall have the following major functions:

- (a) Prepare tentative Examination Schedule and submit the same to the Controller of Examinations for approval and notification.
- (b) Prepare panels of paper setters, examiners, evaluators and submit the same to the Controller of Examinations for approval by the President. It will also suggest the names of external experts for moderation of question papers.
- (c) Make arrangements for printing of Question Papers for internal class tests and other components of internal assessment.
- (d) Keep the Question Papers received from the Controller of Examinations in safe custody and keep proper record of the used and unused question papers.
- (e) Arrange printing of Answer Books on standard format provided by the University and maintain record of used and unused answer books.
- (f) Scrutinize the examination forms of the students and determine eligibility of students for taking examination. In case any student is found ineligible, it will record reasons of ineligibility against each student.
- (g) Ensure compliance of provisions of Regulations and Guidelines relating to conduct of examinations.
- (h) Make all necessary arrangements for conduct of Examinations including display of examinations schedule, seating arrangements, security arrangements, if required, and for recording attendance of students.
- (i) Appoint amanuensis for visually handicapped and disabled students who are unable to write with their own hands.
- (j) Appoint Invigilators (minimum two in a room) and other supporting staff; and supervise their functioning.
- (k) Ensure smooth conduct of Examination.
- (l) Report immediately cases of use of unfair means by the students in the examinations, if any, to the Controller of Examinations for consideration by the Examination Discipline Committee of the University.
- (m) Arrange spot evaluation of answer books from the Evaluators approved by the President, if desired by the University.

#### 4. MODERATION BOARD FOR MODERATION OF QUESTION PAPERS

- (1) There shall be a Moderation Board constituted by the President as under for one or more courses:
  - (a) Head of Department/ Centre /Institution Chairperson
  - (b) Senior most Professor/ senior most teacher and the teaching faculty of the discipline concerned. Member
  - (c) Two experts in the discipline/specialization of whom one shall be external Members
  - (d) Controller of Examinations Member Secretary

The Heads of Department/ Constituent Units may co-opt other experts not exceeding two, if required.

- (2) Three members shall constitute the quorum for meetings.
- (3) The tenure of the Moderation Board shall be two years.
- (4) Functions of the Moderation Board shall be:
  - (a) To ensure that question papers are strictly in accordance with the course contents and the instructions, if any.
  - (b) To remove ambiguity in the language of questions, if any.
  - (c) To moderate/reframe the questions so as to give opportunities to students of varying abilities.
  - (d) To ensure proper coverage of course contents and indicate weightage/ marks for each question or part/parts thereof, time prescribed and to correct errors, if any.

#### 5. UNFAIR MEANS COMMITTEE (UFM COMMITTEE)

- (a) There shall be an Examination Disciplinary (Unfair Means Cases) Committee at the University level constituted by the President to consider the cases of misconduct, misbehaviour of students and their use of unfair means in examinations and disorderly conduct of examinations.
- (b) The constitution of the Examination Disciplinary (Unfair Means Cases) Committee will be as under:
  - (i) Dean/ Head of Institute- Chairperson (*to be nominated by President among the Faculty Dean*).
  - (ii) Two Heads Departments/Constituent Units.
  - (iii) One Senior Officer of the University.
  - (iv) Controller of Examinations - Member Secretary

The Chairperson may co-opt any Head of Department/Constituent Unit for particular meeting of the Examination Disciplinary (Unfair Means Cases) Committee.

- (c) The tenure of the nominated members of the Committee shall be two years.
- (d) A member shall be eligible for re-appointment.
  - (e) Three members present shall constitute the quorum.

## 6. Results Moderation Committee:

- (a) The University will constitute a Results Moderation Committee for each Programme/ course as under: -
  - i. Pro- President / As nominated by the President – Chairperson
  - ii. Head of Department/Constituent Unit
  - iii. One Senior Faculty Member from each broad discipline
  - iv. Controller of Examinations
- (b) The functions of Result Moderation Committee are as under: -
  - i. The Committee shall scrutinize the statistics of results prepared by the Controller of Examinations and if need be, moderate the same after satisfying itself that the results overall and in various subjects are in conformity with the usual standards before declaration of results.
  - ii. The Committee shall bring to the notice of the President lapse or omission on the part of the paper setter and/or the examiners, if any. It will also suggest steps to be taken by the University to rectify the same as well as the action to be taken in any case where the result is unbalanced.
- (c) The provision of moderation of marks (up to maximum of 5 marks per semester) shall be permissible in borderline cases for upgrading “C” grade to “C+” Grade and also for improvement of SGPA, CGPA and also the Division however in a particular course unit maximum +3 marks shall be permissible.
- (d) Considering the time requirement for moderation of large number of Programmes and Students, where +3 in a course unit or up to 5 marks in all course units are to be awarded in borderline cases, the results may be moderated by Controller of Examination and put up to the Result Moderation Committee.
- (e) The recommendations of the Moderation Committee shall be placed before the President for approval.
- (f) The Result Moderation Committee will moderate all results including results of **re-evaluation and special supplementary examination/ carry over examinations.**

## 7. CONTROLLER OF EXAMINATIONS

- (1) The Controller of Examinations shall be a whole time Officer of the University.
- (2) The Controller of Examinations shall perform the following functions:
  - a) Subject to the superintendence of the Examination Committee, and Examination Sub-Committees, he shall conduct all the examinations of the University and shall make all other arrangements therefor and be responsible for the due execution of all processes connected therewith.
  - b) He shall be ex-officio Member Secretary of the Examination Committee and such other Committee(s) as may be constituted by the University, but he shall not, by virtue of this sub-section, be entitled to vote. He shall be bound to place before such Committee(s) all such information as may be necessary for transaction of its business.

- c) He shall be responsible for the due custody of the records pertaining to evaluation, examinations and related activities.
- d) He shall collect information from the Departments/ Constituent Units of the University, as may be necessary, for the discharge of his duties.
- e) He shall also perform such other duties as may be prescribed in the Guidelines on Conduct of Examinations and Evaluation of Students Performance from time to time, by the Executive Council or Academic Council or other authorities of the University.
- f) While he, for any reason, is unable to act or the office of the Controller of Examinations falls vacant, all the duties of the Office shall be performed by his deputy or next senior most person or may be appointed by the President, until the Controller of Examinations resumes his duties, or the vacancy is filled.

## 8. COURSE EVALUATION

- (1) The Course structures, and examinations shall normally be based on Semester System. However, the Academic Council may approve Trimester/ Annual system for specified programmes.
- (2) In addition to end term examinations, student shall be evaluated for his academic performance in a course through case discussion/ presentation/ analysis, practical, homework assignments, term papers, projects, field work, seminars, quizzes, class tests or any other mode as may be prescribed in the syllabi. The basic structures of each course shall be prescribed by the Board of Studies and approved by the Academic Council.
- (3) Each course shall have a number of credits assigned to it depending upon the academic load of the course which shall be assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, field study and/or self study. The credits for the project and the dissertation shall be based on the quantum of work expected.
- (4) Depending upon the nature of the programme, the components of internal assessment may vary. However, the following suggestive table indicates the distribution of marks for various components in a semester:

Component of evaluation	Frequency	Code	Weightage (%)
Case Discussion/Presentation/Analysis	1-3	C	10-15
Home Assignment	1-3	H	5-10
Project	1	P	10-15
Seminar	1-2	S	5-10
Viva – Voce	1-2	V	5-10
Quiz	1-3	Q	5-10
Class Test (s)	1-2	CT	<b>10-15</b>
Term Paper	1	TP	10-15
<b>End – Semester Examination</b>	1	<b>EE</b>	<b>70</b>
<b>Total</b>			100

The above components for continuous evaluation, in addition to the class test(s) and their weightage shall be selected so as to have a combined weightage of 30 marks in (30:70) . The total number of components for continuous evaluation, including class test(s) should be 3-4. The distribution of weightage for each internal assessment component shall be decided by the concerned Board of Studies and approved by the Academic Council ensuring that the weightage of all components of internal assessment does not exceed 30% and term end examinations carry weightage of not less than 70% however in special cases where Course unit(s) (depend upon practice based courses or on nature of course unit) require weightage 50% of internal assessment and 50% in term end examinations, The HoI /board of studies may apply for the same to the President and approved by Academic Council. In such cases where weightage of internal assessment marks is 50%, the student(s) shall only be permitted to appear in term end examinations, which have passed in internal assessment (minimum 30%, i.e. 15 marks out of 50)

4(a)\* *Evaluation scheme of 50:50 introduced for admission year 2020 and onward batches in place of evaluation scheme of 30:70 (approved in 27<sup>th</sup> Academic Council meeting held on 29/07/2020).*

*Under 50:50 evaluation scheme; student must secure 40% (i. e. 20 Marks) marks in Internal Assessment, a student who fail to secure 40% marks in internal assessment will not be eligible to appear in End Semester Examinations and will be considered as debarred.*

*A student has to secure minimum 30% marks (i.e. 15 marks) in End Semester Examinations and aggregate 35% for UG and 40% for PG programme to clear a particular paper.*

Depending upon the nature of the programme, the components of internal assessment may vary. However, the following suggestive table indicates the distribution of marks for various components in a semester:

<b>Component of evaluation</b>	<b>Frequency</b>	<b>Code</b>	<b>Weightage (%)</b>
Case Discussion/Presentation/Analysis	1-3	C	10-15
Home Assignment	1-3	H	5-10
Project	1	P	10-15
Seminar	1-2	S	5-10
Viva – Voce	1-2	V	5-10
Quiz	1-3	Q	5-10
Class Test (s)	1-2	CT	<b>15-25</b>
Term Paper	1	TP	10-15
<b>End – Semester Examination</b>	1	<b>EE</b>	<b>50</b>
<b>Total</b>			100

(5) The project and dissertation shall be evaluated by Board of Examiners through seminar(s), presentation(s), report submission(s) and the viva-voce examination. In special cases where the students have done their project overseas, are continuing research work in the same University and are unable to present themselves in person for Viva Voce may be allowed to give presentation and Viva Voce for their dissertation through Video Conferencing on recommendation of HoI and approval of President. A senior official from University Head Quarters and Guide of the student for dissertation (University Abroad) will be present during Presentation & Viva Voce through Video Conferencing. Proper records of same will be submitted to Controller of Examinations along with marks.

## (6) Uniform Course Coding (UCC) and grading

A new policy has been developed where the syllabus of two or more courses in two or more different programmes are similar (common) than a new uniform course code shall be given to these courses. This policy describes the principles underpinning the coding system for courses. These procedures are intended to give effect to the uniform implementation of Uniform Course Coding. In particular the application of the common standardized alphanumeric coding system, adopted to manage the allocation of unique identifiers for each course offered by the University.

The purpose of uniform course coding is that where the similar/uniform syllabus adopted for two or more programmes the teaching, learning and assessment / evaluation should be same and similar grades are also to be given to all such students.

## (7) Choice Based Credit System (CBCS)

Flexible Choice Based Credit System has been notified and implemented with effect from Academic Session 2015-16. Under this new system, the students can register for courses according to their interests and academic abilities. The CBCS allows students to decide their academic plan and make informed decisions on their own and have multi-disciplinary competency and leadership skills.

A Model Framework for all UG & PG programme/degree has been defined to make informed choices for programme development and Choice Based Credit System. A study will have a choice of selecting an Elective as well as Foundation course from a basket of courses. The credit weightage for elective course shall normally be of 2 / 3 credits.

## 9. AUDIT COURSE

A student who registers for audit course(s) shall be eligible to take examinations provided the attendance requirement of the course unit is duly certify by the Head of Department/Constituent Unit. The audit course(s) shall show in the final Grade sheets /Marks sheets under a distinct head of "Audit Course(s)." However, a student shall neither be entitled to any credits for such course(s) nor be considered for the purpose of declaration of results.

## 10. Attendance:

The following points of AUR Regulations No. 1 of 2008 are emphasized:

- (a) Students are expected to have 100% attendance in all the course units.
- (b) Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of the Head of the Institution/ Department is mandatory.
- (c) A student whose attendance is less than 75%, **whatever may be the reason for shortfall**, will not be permitted to appear in the End Semester Examination (ESE)
- (d) Under extreme special circumstances, President may condone attendance up to 5% below 75% on the recommendation of the Head of the Institution /Department.
- (e) Every faculty member handling a class will take attendance till the last day of the class. The percentage of attendance up to this day will be calculated and forwarded to Examination Department by the Head of the Institution/Department for issue of Admit Cards.
- (f) If a student is continuously absent for a period of fifteen days without permission, a notice will be sent to the student and to his parents/guardian.

- (g) If a student remains absent continuously for 30 days without permission, his name will be struck off. Such a student may apply for re-admission. The Head of the Institution /Department will examine his performance in all semesters and back log of papers and forward recommendation to President's Office to decide as to whether he should be given re-admission or not. Based on the recommendations, decision for re-admission and the semester in which re-admission is to be given will be taken. The student granted re-admission will be required to pay the prescribed re-admission fee and will be governed by Academic Regulations given above. The attendance will be calculated as per the decision taken at the time of granting the re-admission.
- (h) "A student whose attendance is between 70-75% and who does not fall under Para 10 (d), may be allowed to appear in the End Term Examination (ESE) after obtaining written permission of President. If a student's attendance is more than 75% in majority of the courses and has attendance between 70 to 75% in few courses then his/her case will be considered for special permission of President, however, if a student is debarred in more than 50% of the courses then his/her case will not be considered.

(a) A Sub-Committee constituted as under will decide the category of student whether his/her case falls under 10(d) or 10(h).

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| (i) Pro President / Dean/ Sr. HoI | : Chairman (Nominated by President) |
| (ii) One Dean Academics/ Faculty  | : Member                            |
| (iii) One Sr. Head of Institution | : Member                            |
| (iv) One Sr. Professor            | : Member                            |
| (v) Controller of Examinations    | : Member Secretary                  |

Recommendation of the Committee will be placed before President for approval before issue of Admit Card.

### **Action in Cases of Shortfall of Attendance**

- (a) A student, whose attendance is below 75%, will not be permitted to appear in the ESE and will be awarded 'F' grade in that paper.
- (b) 'F' grade student (Because of being debarred due to short attendance or having Failed in a course unit) are required to reappear in the examination of the course unit along-with the end-semester examination in the next corresponding semester (i.e. even with even and odd with odd) *i.e.* 'F' grade student of 3<sup>rd</sup> semester may re-appear in that course unit in the 5<sup>th</sup> Semester.
- (c) 'F' grade students will have to apply to the Head of the Institution/ Department for re-appearing within the first week of commencement of the corresponding semester. The Head of the Institution/ Department will assign Guided Self Study Courses & assignments under the faculty for the concerned subjects, of which, regular assessment record will be put up by the faculty to the Head of the Institution/ Department. The Head of the Institution/ Department will forward the recommendations to the President (Through the Controller of Examination) for grant of permission to re-appear in that course unit. Only on grant of permission by the President, a student will be allowed to reappear.
- (d) A student whose attendance is 75% or above but is unable to appear in a paper/papers due to valid unavoidable reasons and with proper written permission from the Head of the Institution/ Department will be awarded 'I' (Incomplete) grade however the students absent without valid reasons will be marked 'Ab'
- (e) 'I' grade students other than those of Final Semester should apply to the HoI within seven days after the last paper for re-appearing for which the examination will be held within 30 days of the last paper and 'I' grade will be converted to appropriate letter grade.

- (f) The final year students who have obtained 'F' grade may apply to **re-appear in those Courses of final two semesters only** in the Special Supplementary Examinations to be held within 30 days of the declaration of Results.
- (g) The final year students who have obtained 'I' grade may apply to **re-appear in the subjects of Final Semester only** in the Special Supplementary Examination to be held within 30 days of the declaration of Results.
- (h) The 'I' and 'DE' (F) & F grade students are allowed only one chance to re-appear in special supplementary examinations.
- (i) A student who has qualified in a course unit is not allowed to re-appear in that course unit subject to conditions as given in para 20 (4)
- (j) Students will make up academic deficiency by attending extra classes organized by the institution for Guided Self Study Course (GSSC) during PAP/ YB period as applicable.
- (k) 70% attendance will be of the actual class attended by the student excluding the official duty period. The attendance including OD should not be less than 90% for allowing student to appear in End Semester Examination.

## **11. COMPUTATION OF ATTENDANCE:**

- (1) Attendance at lectures, tutorials, practicals, clinicals, sessionals, if any, held during the academic session shall be counted.
- (2) Attendance at NCC/NSS camp, Amity Cadet Corps/ Amity Military Training Camp, seminars/workshops organized by other Institutions/Universities as approved by the University or any such other training organized by the University during the session shall be taken as full attendance at lectures/ practicals/ tutorials on each such day of camp/ training and the days of journey to such camp/ training (excluding the period of holidays/vacations).
- (3) Participation as a member of the University/ Constituent Unit team in any inter-University competition games & sports and/or other extra curricular activities shall be taken as full attendance on the days of such competition and the days of journey for participating therein.
- (4) Participation as a member of a recognized/approved team in any Competition shall be taken as full attendance. The period will also include the days of actual coaching, competition and the days of journey for participating therein.
- (5) In determining the exact number of minimum requisite attendance in lectures, tutorials, seminars, moots, practicals, sessionals etc. fraction shall be ignored.
- (6) For re-admission of a student whose name was struck off from the rolls due to continuous absence from the classes without information, attendance in lectures, tutorials, practicals etc. in that semester/trimester/year prior to re-admission shall be counted.
- (7) Attendance for the normal admission cases will be counted from the date of commencement of the programme of that semester. However, for late admission/lateral admission/ transfer case, the attendance will be counted from the date of registration/payment of fee, whichever is earlier.

## 12. MAKE-UP OF DEFICIENCY IN ATTENDANCE

- (1) Each Department/Constituent Unit of the University will prescribe “**Guided Self Study Course**” for the course units in which the students failed or are detained due to shortage of attendance in a semester and arrange **counselling sessions for the students on week ends and holidays in the same odd or even semesters.**
- (2) The students who are detained due to shortage of attendance in any subject of a semester shall register with their Department/Constituent Unit for guided **self-study course** in the beginning of next semester/trimester/year scheduled for next batch of students. They will be required to pay a fee per subject as prescribed by the Department/Constituent units.
- (3) Such students will have to attend contact classes as and when scheduled by the Department/Constituent Unit on week ends / holidays in the relevant semester to complete the package of study for the course designed by the Department/Constituent Unit.
- (4) The Departments/Constituent Units may prescribe term papers / home assignments which the students will submit to their teachers subject-wise within the due dates.
- (5) The regularity in attending the classes and prompt submission of assignments by due date will determine whether a debarred or detained candidate is permitted to take the re-examination or not. The schedule for regular collection and submission of term paper/ home assignments will be announced by the Department/ Constituent Unit.
- (6) Only those who register for Guided Self Study Course and complete the requirements as prescribed by the Department/Constituent Units will be permitted to take the examination in the respective subject when the examinations of such Course Units are conducted in normal schedule along with next batch of students. The scheme of re-examination will be announced by the University on receipt of report from the Department/Constituent Unit.

## 13. EXAMINATION FEES

- (1) The examination fees, if any, approved by the Finance Committee shall be payable by the students of Departments/ Constituent Units for various examinations.
- (2) A student, who, due to sickness or otherwise is unable to present himself at an examination, shall not be entitled to receive a refund of his fee. Provided that the President, if he is satisfied about the genuineness, or merit of it, may order for adjustment of fee towards the immediately next examination.
- (3) Application for such adjustment from a candidate shall be accompanied by a Medical Certificate of illness, if applicable, not later than ten days from the date of commencement of the examination at which the candidate was to appear.  
However, that a candidate shall not be entitled to the adjustment of examination fee mentioned above if he changes the faculty or his course unit in case of any examination.
- (4) Examination and other fees of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish his form within the prescribed date, necessary fees having been paid in university account, may be refunded after a deduction of a sum as specified by the University. Examination fee of a candidate who dies before appearing at the examination shall be refunded in full to his guardian or his successor.

- (5) The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars, or is debarred/ detained from taking examination due to shortage of attendance or otherwise shall stand forfeited.
- (6) Students who are unable to pay the Examination Fee (for back paper) within the schedule given by Controller of Examinations may be allowed to pay the fee along with late fee as prescribed by the competent authority.

#### 14. GRADING SYSTEM

- (1) The level of students academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as per **Table –A**

**TABLE –A**

Grade	Qualitative Meaning	Grade Point Attached
A+	Outstanding	10
A	Excellent	9
A-	Very Good	8
B+	Good	7
B	Above Average	6
B-	Average	5
C+	Satisfactory	4
C	Border Line	3
F	Fail	0
I	Incomplete	0
(F) DE	Debarred	0
AB	Absent	0
U	Unsuccessful	-
S	Successful	-

#### (2) General guidelines for Award of Grades to be substituted as under:

General guidelines for award of Grades are:

1. Evaluation of different components of a Course Unit for each student shall be initially done in numerical marks.
2. The marks of different components viz., internal continuous assessment of course work, practical *etc.* and end term examinations shall be assigned relative weightage as prescribed in curriculum and scheme of examination of a programme and added. The total marks obtained shall be out of 100 and the same would be converted into grades on a 10-point scale.
3. A Normal Class with a range of scores should be graded by a convenient method and should usually produce a fairly normal distribution of grades.
4. Grading will be done on raw score awarded by the evaluator in internal continuous assessment as well as in end term examination.
5. The minimum percentage of marks for award of an A+ grade will not be normally less than 80%.
6. For award of C+ grade, the minimum percentage of marks shall not be less than 40% in the case of Postgraduate and Integrated level programmes and 35% in Undergraduate level programmes. The higher score for C+ should not be more than 49%.

7. C grade shall be decided on a case by case basis keeping in view the consistency of performance, progressive improvement, exceptionally good performance in semester examination, regularity in attendance which may be upgraded to C+ or down graded to F grade.
8. The results, if considered necessary, shall be moderated by a duly constituted Results Moderation Committee.
9. The procedure for evaluation and award of grades for Project/Training/ Seminar/ Comprehensive viva-voce shall be such as may be decided by the respective Board of Studies
10. If the marks obtained by the students in a class of more than 30 students are close to perfectly normal distribution curve, the marks awarded to a student in a course unit shall be transformed into normal distribution curve by using statistical method in accordance with Table B to ensure the uniformity in spread of scores regardless of the nature of curricular areas.
11. In a class of students up to 30, the absolute grading will be used, the minimum cut off for various grades shall be assessed as given in Table C.
12. In case the evaluation of a course unit is very skewed, the following action shall be taken:
  - (i) The extreme aberrations in the distribution of marks resulting in close clusters on either side will be ignored while calculating the standard deviation and the mean.
  - ii) The close clusters, if any on either side, the bands for awards on grades will be decided manually.
  - iii) The natural gaps in histogram drawn from raw scores will be identified and will be used as demarcation for the various grades.

### 3(A) Conversion of numerical marks into letter grades

- (a) In order to arrive at the letter grades based on relative performance, the total marks in a particular course for all the students in the class of more than 30 students shall be tabulated in a descending order list (equivalently a histogram). The performance of the class shall be analyzed in terms of average, highest and the lowest marks and dividing lines between the clusters of students. Gaps and dips between the clusters and the nature of the clusters will guide in drawing the dividing lines between the Grades. B and B- bands usually indicate the average mark.
- (b) If the marks obtained by a student of a class of more than 30 students are not close to normal distribution curve, the marks awarded to a student in a Course Unit shall be transformed into a normal distribution curve by using Statistical Method in accordance with Table B to ensure the uniformity in spread of scores regardless of the nature of curricular areas.

**TABLE – B**

Lower Range of Marks	Grade	Upper Range of Marks
	A+	$> \bar{x} + 1.5 \sigma$
$\bar{x} + 1.0 \sigma <$	A	$\leq \bar{x} + 1.5 \sigma$
$\bar{x} + 0.5 \sigma <$	A-	$\leq \bar{x} + 1.0 \sigma$
$\bar{x} <$	B+	$\leq \bar{x} + 0.5 \sigma$
$\bar{x} - 0.5 \sigma <$	B	$\leq \bar{x}$
$\bar{x} - 1.0 \sigma <$	B-	$\leq \bar{x} - 0.5 \sigma$
$\bar{x} - 1.5 \sigma <$	C+	$\leq \bar{x} - 1.0 \sigma$
$\bar{x} - 2.0 \sigma <$	C	$\leq \bar{x} - 1.5 \sigma$
	F	$\leq \bar{x} - 2.0 \sigma$

The mean ( $\bar{x}$ ) and the standard deviation ( $\sigma$ ) of marks obtained of all the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation as per **table B**.

While calculating the Standard Deviation and the Mean, the extreme aberrations (Outliers) on either side will be ignored. The limits to identify the Outliers will be  $Q1 - 1.5 (IQR)$  and  $Q3 + 1.5 (IQR)$ .

Data outside these limits will be considered as Outliers. Here  $Q1$  is Lower Quartile,  $Q3$  is Upper Quartile and  $IQR (Q3 - Q1)$  is Inter Quartile Range.

- (c) In a class of student up to 30, the minimum cut off for various grades shall be assessed as given in Table C.

**TABLE – C**

If no. of students are up to 30 then <b>Absolute Grading system</b> will be applied, Details of which are given below:						
Grade	Qualitative Meaning	Grade Point Attached	Minimum Percentage of marks for letter Grade for PG Programmes	Marks range for PG programmes	Minimum Percentage of marks for letter Grade for UG Programmes	Marks range for UG programmes
<b>A+</b>	Outstanding	<b>10</b>	80	<b>(80 &amp; above)</b>	80	<b>(80 &amp; above)</b>
<b>A</b>	Excellent	<b>9</b>	75	<b>(75 -79)</b>	70	<b>(70 -79)</b>
<b>A-</b>	Very Good	<b>8</b>	68	<b>(68 -74)</b>	65	<b>(65 -69)</b>
<b>B+</b>	Good	<b>7</b>	60	<b>(60 - 67)</b>	55	<b>(55 - 64)</b>
<b>B</b>	Above Average	<b>6</b>	52	<b>(52 - 59)</b>	50	<b>(50 - 54)</b>
<b>B-</b>	Average	<b>5</b>	45	<b>(45 - 51)</b>	45	<b>(45 - 49)</b>
<b>C+</b>	Satisfactory	<b>4</b>	40	<b>(40 -44)</b>	35	<b>(35 -44)</b>
<b>F</b>	Fail	<b>0</b>	Less than 40	<b>below 40</b>	Less than 35	<b>below 35</b>
If number of students is more than 30 then Relative Grading system will be applied.						

- (a) In the case of non-credit and Audit Courses, which are not reckoned for assessment of SGPA and CGPA, the students shall be awarded “S” Grade for satisfactory performance and “U” Grade for unsatisfactory performance.
- (b) Software made to suit the requirement of AUR Grading system prepares the Histogram and awards Grade to each course independently based on the above Guidelines given in para 14 (1) and 14(2) using statistical formula and taking care of all outlines.
- (c) In the case of those students who appear/re-appear/repeat course units with the next batch of students or in supplementary examination, the conversion of numerical marks into grades shall be done with reference to the histogram drawn for their original examination and not with reference to the histogram drawn for the students of next batch.

While calculating the Standard Deviation and the Mean, the extreme aberrations (Outliers) on either side will be ignored. The limits to identify the Outliers will be  $Q1 - 1.5 (IQR)$  and  $Q3 + 1.5 (IQR)$ .

Data outside these limits will be considered as Outliers. Here  $Q1$  is Lower Quartile,  $Q3$  is Upper Quartile and  $IQR (Q3 - Q1)$  is Inter Quartile Range.

(d) Conversion of numerical marks into letter grades for Non-Teaching Credit Courses

TABLE - D

Absolute Grading system will be applied for Non-Teaching Credit Courses, Details of which are given below:

Grade	Qualitative Meaning	Grade Point Attached	Minimum Percentage of marks for letter Grade for PG Programmes	Marks range for PG programmes	Minimum Percentage of marks for letter Grade for UG Programmes	Marks range for UG programmes
A+	Outstanding	10	91	(91 & above)	91	(91 & above)
A	Excellent	9	81	(81 -90)	81	(81 -90)
A-	Very Good	8	71	(71 -80)	71	(71 -80)
B+	Good	7	61	(61 - 70)	61	(61 - 70)
B	Above Average	6	51	(51 - 60)	51	(51 - 60)
B-	Average	5	45	(45 - 50)	45	(45 - 50)
C+	Satisfactory	4	40	(40 -44)	35	(35 -44)
C	Border Line	3	37	(37-39)	32	(32-34)
F	Fail	0	Less than 40	below 40	Less than 35	below 35

- (4) The Semester performance of a student will be indicated as “Semester Grade Point Average (SGPA). The SGPA will be weighted average of Grade Points of all letter grades received by a student for all the Course units in the semester. The formula for Computing SGPA is given below:

$$SGPA = \frac{U_1 G_1 + U_2 G_2 + U_3 G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

Where U1, U2, U3 denote credits associated with courses taken by the Student and G1,G2,G3 are the Grade Point of the letter grades awarded in the respective Course. An example of these calculations is given below:

**I Semester**

Course code	Associated Course Unit Credits	Grade Awarded	Credits earned	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 101	5	C(+)	5	4	20
CSL 102	4	C	0	3	12
PHP 103	4	A	4	9	36
PHL 104	3	B	3	6	18
MEL 105	4	F	0	0	00
AML 106	4	B(-)	4	5	20
<b>Total</b>	<b>24</b>		<b>16</b>		<b>106</b>

Total associated credits in the semester (total of column 2) = 24

Earned credits in the semester (total of column 4) = 16

Points secured in this semester (total of column 6) = 106

$$SGPA = \frac{\text{Points secured in the semester } 106}{\text{Credit Units in Courses appeared } 24} = 4.42$$

CGPA is not applicable in first semester

## II Semester

Course code	Associated Course credits	Grade Awarded	Earned credits	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 201	5	A(+)	5	10	50
EEL 202	5	B(+)	5	7	35
CYL 203	5	C(+)	5	4	20
CYP 204	4	A	4	9	36
MEL 205	4	B	4	6	24
AML 206	5	C	0	3	15
HUL 207	3	F	0	0	00
<b>Total</b>	<b>31</b>		<b>23</b>	<b>39</b>	<b>180</b>

Associated Credit Units in the semester (total of column 2 ) = 31

Earned Units in the semester (total of column 4) = 23

Cumulative associated credit Units (in previous semesters 24 and current semester 31) = 55.

Points Secured in II semester (total of column 6) = 180

Cumulative points secured (total of points secured in 1<sup>st</sup> semester 106 and in II semester 180) =286

$$\text{SGPA} = \frac{\text{Points secured in II semester } 180}{\text{Credit Units of appeared courses in II semester } 31} = 5.806$$

$$\text{CGPA} = \frac{\text{Cumulative points secured in all passed course in I \& II Sem. } 286}{\text{Cumulative Associated Credit Units in I \& II semesters } 55} = 5.20$$

- (5) In the case of Trimester or Annual system of evaluation of students' performance, trimester grade point average (TGPA) or Annual Grade Point Average (AGPA) shall be assessed as per above guidelines.
- (6) In final Grade Card will indicate Cumulative Grade Point Average (CGPA) which shall be calculated as in Para 14(4) and shall be based only on Grade Points obtained in courses for which units have been earned.
- (7) Conversion from Grade Point Averages to percentages of marks does not have rigor or rationale. However, an approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.
- (8) The successful candidates shall be placed in Divisions as below:

### CGPA

### EQUIVALENT DIVISION

8.5 and above	First class with Distinction
6.5 but less than 8.5	First Division
5.5 but less than 6.5 for UG programmes	Second Division
6.00 but less than 6.5 for PG programmes	Second Division

## 15. PASSING CRITERIA

A student must fulfill the following conditions to pass any academic programme of the University:

- (1) A student who has earned minimum number of credits prescribed for the concerned programme as per the Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the programme of study. Credit Units for each programme shall be decided by the Board of Studies of each Institution and shall normally be as follows:

### Minimum and Maximum Credits for Programme

S. No.	Programmes	Minimum (Average per semester)					Maximum (Average per semester)				
		1 Yr.*	2 Yrs.	3 Yrs.	4 Yrs.	5 Yrs.	1 Yr.*	2 Yrs.	3 Yrs.	4 Yrs.	5 Yrs.
1	Undergraduate Programmes		-	150	200	250		-	180	240	300
2	Post Graduate Programmes	60	120	180	-	-	70	140	210	-	-
3	Integrated Programmes	-	-	-	240	300	-	-	-	280	350

*\*PG DIPLOMA/LLM*

### 15 (2).

1. The weightage of ESE will be 70% and that of the Continuous Internal Assessment will be 30% instead of 60% and 40% respectively **wef 2009-10**.
2. The condition for qualifying separately in Continuous Internal Assessment is waived off. However, a student is required to secure minimum 30% marks separately in ESE. Minimum aggregate marks of 35% in UG and 40% in PG Courses to be considered 'PASS' in each course unit shall remain unchanged.
3. The internal assessment will be completed within the semester and the result will be forwarded to Examination Branch / uploaded on Amizone within three days of the last class. Students who have missed the IAE/assignments/tests will be awarded '0' marks
4. There will be no provision for reappearing in any component of Internal Assessment in subsequent semesters. HoIs may conduct make up tests, if required, due to valid reasons, within the same semester.
  - (i) The students who are unable to score passing SGPA/CGPA for award of degree/diploma by AUR because of having obtained Zero mark in the Internal assessment in any course/courses shall be eligible to repeat the internal assessment of the relevant course/courses in the following cases:
    - (a) Extended period (n+2) or beyond as the case may be
    - (b) Year Back
    - (c) To make up the deficiency in/of SGPA/CGPA to be eligible for award of degree.

Such students shall be required to pay **readmission fee of Rs.15,000/- along with 25% academic fee of the current academic year/ semester (as applicable and back paper fee for each course**. These students shall be required to attend the classes for continuous internal assessment and obtain minimum 75% attendance in the course concerned.

- (ii) The students who are repeating year/semester shall be eligible to appear in all courses.
- (iii) In lateral entry cases, the student who have asked to clear bridge course(s) by Equivalence Committee shall be eligible to appear in two components of Continuous Evaluation (A) written test (15 marks) and Viva/Assignment (10 marks) with the approval of Competent Authority of the university.

- (iv) The students who are already qualified in internal assessment of all components as prescribed in the Scheme of Teaching and Evaluation, will not be eligible to re-appear for improvement of qualifying score of internal assessment

1. In Continuous Internal Assessment, five marks are allotted to attendance as under:

Percentage of Attendance (%)	Marks
More than 95	5
More than 90 and upto 95	4
More than 85 and upto 90	3
More than 80 and upto 85	2
More than 75 and upto 80	1
Upto 75	0

15(2).5 (i) However, a student must pass in summer training or project dissertation (wherever prescribed), by securing at least C+ Grade

15(2).5(ii) Students of both UG and PG programmes should also pass in each term/ semester separately by securing a minimum Semester Grade Point Average (SGPA) of 5 on a 10 point scale. However, the passing criteria of UG students of **2015 and onward batches** will be **4.5** in place of 5.00 and passing criteria of PG students will remain unchanged (i.e. 5.00).

15(2).5(iii) For successful completion of a programme, the student should secure a minimum Cumulative Grade Point Average (CGPA) of 5.5 at the end of final year of an Undergraduate programme. However, UG students of **2015 and onward batches** should secure a minimum Cumulative Grade Point Average (CGPA) of **5.0** in place of **5.5**. The Post Graduate Programme/Integrated Programme students should secure a minimum Cumulative Grade Point Average (CGPA) of **6.0** at the end of final year of an Undergraduate programme.

(7) A student who has reappeared/repeated the examination of course unit(s), the marks obtained in the repeat Course Unit(s) shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree.

(8) A student registered for an audit course may be awarded “S” grade for his satisfactory performance if his minimum score in audit course is 40% in Postgraduate and Integrated Programmes and 35% in Undergraduate Programmes. A “U” (unsatisfactory) Grade will be awarded for his unsatisfactory performance i.e., if the score is less than 40% in PG/Integrated programmes and 35% in UG programmes by the concerned teacher. Such audit course(s) shall be shown in the final Grade Card under a distinct head of the “Audit Course(s)” However, a student shall neither be entitled to any credits for such course(s), nor shall these be considered for the purpose of declaration of results.

## 16: Promotion to Next Year

- (1) A student will be registered for the next semester/year of a programme, if he has obtained -
- SGPA of minimum 5 in each of the semesters (*5 in the case of PG and 4 in case of UG and integrated programme for 2015 onwards batches*)
  - AGPA of minimum of 5 in each of the annual examination(s) (in the case of annual system)
  - However, a student will be promoted to next year and be placed under academic probation provided he/ she has SGPA/ AGPA between 4 and 5 in not more than two preceding semesters and summer training if applicable.

**(1A) Promotion will be considered at the end of each academic year.**

- (i) A student will be eligible for promotion from 1<sup>st</sup> year to 2<sup>nd</sup> year, 2<sup>nd</sup> year to 3<sup>rd</sup> year and so on provided he has minimum SGPA and CGPA as under:

Batches (Admission year)	Minimum Criteria	UG Programme	PG Programme	Integrated/Dual Degree Programme (UG+PG)
<i>Upto 2014 batches</i>	<i>SGPA</i>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>
	<i>CGPA</i>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>
<i>2015 and onwards batches</i>	<i>SGPA</i>	<b>3.5</b>	<b>4.0</b>	<b>4.0</b>
	<i>CGPA</i>	<b>3.5</b>	<b>4.0</b>	<b>4.0</b>

- (ii) **Promotion from 1<sup>st</sup> year to 2<sup>nd</sup> year:** – If a student does not fulfill the above criteria may be promoted to 2<sup>nd</sup> year on the recommendation of HoI and he/she will be placed on “**Academic Probation**” provided he/ she has cleared at least 60% of number of Courses/ Credit units.

(iii) **Promotion from 2<sup>nd</sup> year to 3<sup>rd</sup> year and subsequent years:**–

- (a) A student will be promoted from second year to third year only if he / she has secured the **passing criteria** of SGPA and CGPA in both semesters of the first year i.e. qualified in first year and minimum SGPA and CGPA of **Promotion Criteria** in the second year.
- (b) Similarly, he/she will be promoted from third year to fourth year if he/she has secured qualifying minimum SGPA and CGPA (passing criteria) for the previous semesters upto second year and minimum SGPA and CGPA of promotion criteria in the third year.
- (c) Promotions to subsequent years will also be based on the same criteria as above.

- (1B)** A student who is not eligible for promotion will have the option to Repeat the Year/ take Academic Break/Repeat a Semester or Withdraw from the programme for which he/ she will apply to the HoI. The fee, if paid for the next semester will be refunded in case of withdrawal or adjusted in case of repeat year. The approval will be accorded by President based on the performance of the student and recommendations of HoI on request from Student.

- (1C)** “Students who get debarred or are absent in (not falling in ‘I’ category) 40% or more Credit Units in the end semester examination (Odd Semester) may not be promoted to next semester (Even Semester). However, if student and his/her parent insist for promotion to Even Semester, same can be permitted with an Undertaking that “**if the student does not meet the Promotion Criteria at the end of the Academic Year he/she would opt for Year Back.**”

- (2) A student will be registered to the next year of a programme **provisionally** subject to the fulfillment of conditions mentioned in Para 16(1) above, if the result of previous end term examination has not been declared before commencement of next semester/academic session. If he fails to fulfill those requirements, his registration will automatically stand cancelled.
- (3) A student will be placed under Academic Probation as mentioned in Para 17. During the period of his Academic Probation, he will make up the deficiency of minimum SGPA of 5 in each semester and minimum CGPA of 5.5 at an Under Graduate Programme and of 6 at a Post Graduate Programme/ Integrated Programme at the end of final year by re-appearing in the end term examinations of relevant Course Units as provisions of sub Para 15(5).

- (4) If a student fails to secure SGPA of 4 in any of the semester of an academic year and CGPA of 4 in an academic year, he/she will normally be asked to repeat the year or take an academic break and make-up the deficiency by re-appearing in the relevant examinations. However, in exceptional cases the Head of an Institution/ Department may recommend the case of a student to be placed on Academic Probation for the approval of President that the student will be able to make up the deficiency in academic requirements. If the student repeats a year, the grades secured by the students before repeating will be ignored and will not be carried forward.

## **17. Academic Probation and Academic Break:**

- (a) If a student fails to fulfill the Promotion Criteria as mentioned in amended Para 16 (1) /1A/1B and 16 (4) above, will be placed under academic probation.
- (b) The student who does not clear the Promotion Criteria at the end of the **Academic Probation** will not be eligible for promotion to the subsequent years. He/she will be given an **Academic Year Back** for one year in following forms:

### **1) Repeat the Year**

- i. At the end of the year (after result of even semester/year) if a student has scored passing criteria as given above in para 17 in all previous semesters but has
- (a) Done poorly in last 2 semesters e.g., having SGPA of less than 2.5 and CGPA of less than 3.5.
- (b) Has been debarred in most of the courses and has not given continuous IA.
- ii. These students will:
- (a) Apply to the Head of Institution and give an Undertaking
- (b) Take admission in the odd semester of that year, attend all classes including practicals with junior batch and appear in both Continuous Internal Assessment as well as End Semester Examination of that year.
- (c) Pay the prescribed Academic Fee of the Year.
- (d) Any exams given by the student in the previous year(s) for the repeat year will be treated as null & void.
- (e) Such Students will be treated as student of one-year lower batch. However, the enrolment number will continue to remain the same. The students will attend the classes of all courses as prescribed for lower batch

### **2) Academic Year Break**

On the recommendations of the Heads of Institutions and for justifiable reasons to be recorded, a student can be granted academic break of one year to the students of two years program and two academic breaks of one year each to students of three years and above program, if approved by the President, under the following circumstances:

- i. The performance of the student is very poor.
- ii. The student has been constantly ill.
- iii. Any other specified reasons.

However the total period to qualify the program will not exceed the prescribed N+2 years for the program. The student who is granted academic break shall be required to pay only examination fee of those papers in which he/she is reappearing and will reappear as Ex-student. Students who repeat the year will be required to pay the prescribed Academic Fee of the Year.

- (a) The students approved for Academic Break are required to register themselves with respective institution so that their names can come on active list of Amzone for the following:
- (a) Payment for Guided Self Study Course for their back papers
  - (i) Display of timetable for Guided Self Study Course
  - (ii) Issue of assignment by the faculty
  - (iii) Attendance for Guided Self Study Course
  - (iv) Display of Guidelines/ Notice relating to students
  - (v) Generation of Admit Card for back papers based on satisfactory performance in GSSC.

Students approved for Academic Break are required to pay the following fees:

- Rs.250/- for each Guided Self Study Course
- Rs.500/- for each back paper
- Students will be required to take re-admission along with one batch junior after termination of Academic Break by paying Rs.15,000/- and Academic fee of that Semester/year and attend all presented course along with junior batch.

(b) During the Academic Break a student is required to: -

- (i) Pay only Examination Fee of those papers in which he/she is reappearing and will reappear as Ex-Student.
- (ii) Such students will be treated as students of one-year lower batch. However, their Enrolment number will remain same.
- (iii) Register him/herself with Head of Institution at the beginning of Odd Semester for Guide self-study.
- (iv) Appear for back papers of ESE.
- (v)

### 3) **Combination of Academic Break/Repeat the Semester**

In the cases where student may be considered for Academic Break as given above, however if the student has completed Continuous IA in one Semester but not attended continuous IA in next Semester, in such cases students may apply for Academic Break for one Semester and Repeat the Semester where continuous IA is not complete.

Students will be required to pay the full tuition fees as applicable for Repeat the Semester and only Examination Fees for back papers in Academic Break Semester.

Such students will be treated as students of one-year lower batch. However, Enrolment numbers will remain same.

### 4) **RE-ADMISSION**

- (a) The students will be granted re-admission under following categories:
- (i) Students availing Academic Break.
  - (ii) Name of the student struck off from the rolls due to non-payment of Semester fee as per rules.
  - (iii) Name of student stuck off from roles for not attending class for a month as per attendance policy.
  - (vi) Student has been rusticated for a Semester/year
  - (vii) The student has exhausted the extended period of programme completion i.e. N+2 for all programmes

- (b) Students who are granted re-admission will:
- (i) Apply to Head of Institution duly countersigned by the parents/guardian.
  - (ii) HoI will forward the application with his/her recommendations to the President through Dean (Academics).
  - (iii) Decision of the President will be communicated to the student and Head of Institution/Department, Admission cell/ Examination Department and Accounts Department and Amizone by Dean Academics office.
  - (iv) Students will be required to pay re-admission fee of Rs.15,000/- in addition to all other dues/academic fees.
  - (v) Student will also be required to re-register him/herself with the respective institutions

## 5) *EX-STUDENT*

- (a) A Student who has attended a regular course of study conducted by an Institution of the University and has put in the attendance prescribed by the Regulation 1 (conduct of Examinations, Scheme of Evaluation and Discipline among students in examinations) for an examination or has appeared at an examination of the University and has failed or has got the examination cancelled, may be allowed to appear at a subsequent examination in that course as a re-appear case. However, a student who has been sanctioned Academic Break or has exhausted N period to score minimum qualifying grade in a paper or required passing SGPA & CGPA for award of degree will be considered as Ex-student of the University, such students will:
- i) Register themselves with the Institution as ex-student in the beginning of the Academic session.
  - ii) Appear in back papers as required by paying examination fee for back papers.
  - iii) (iii) Such students will be awarded statement of Grade on declaration of result of that End semester/year examination. The Degree/Diploma will be awarded on scoring minimum qualifying grade in each subject and required SGPA & CGPA as specified in the para 15(2)5 ii & iii above.
- 17(c) A student who takes **Academic Break** has to makeup through **self-guided studies and assignments** for all the pervious years and fulfills the passing criteria by reappearing in the course units in which he/she has obtained 'F' or 'I' grade. However the total period to qualify the course will not exceed the prescribed n+2 year for above courses. It implies that a student can take two **Academic Breaks** on one year each. A student who does not successfully complete and qualify in a course in the prescribed minimum duration may apply for continuation & qualify in the extended period within the prescribed maximum duration.

## 17 (c) MINIMUM & MAXIMUM DURATION OF ACADEMIC PROGRAMMES

### i) SPAN PERIOD FOR QUALIFY A DEGREE COURSE

The span period for qualify a degree is N+2 (**As per UGC guidelines 15<sup>th</sup> October'2015**), for all courses (1 Year course to 5 Year courses), where N is normal duration of the programme and +2 years are grace/extended period for all students. However, in exceptional circumstances and on basis of merits of each course, a further extension of one more year may be granted by President of the university, exceptional circumstances has to be spelt out by the concerned statutory body. During the extended period, the student shall be considered as X/private candidate and will not be eligible for any ranking

- ii) The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.
- iii) Students who are unable to complete their programme and qualify for award of degree with in specified period i. e. N+2, may request through his/ her HoI and on the recommendation of HoI/Dean, President may grant extension of one more year(N+2+1) for completion of programme and to become eligible for award of degree on payment of 25% of the Academic fee of year/semester (as applicable) + Rs.15,000/- re-admission fee + Examination fee for each course (as applicable) to qualify for degree.

### **18 Re-appearing:**

- a. A student who has fulfilled the attendance requirements and is eligible to appear in an Examination, fails to appear in the examination shall be required to subsequently appear in the examination when scheduled for next batch of students on payment of prescribed fee.
- b. A student who has not fulfilled the minimum attendance requirement in any Course Unit but shall be allowed to subsequently appear in the examination when scheduled for the next batch of students, on payment of prescribed examination fee and fulfillment of such eligibility conditions as prescribed in the regulations.

#### **b.2 Guided Self Study Course**

- It is mandatory to all students who having back paper or re appearing in any course are required to register them for GSSC within one week (7 days) from the date of commencement of the semester.
- Pay the fee for GSSC and back paper together before they are registered by the institution for GSSC.
- Institution will forward the list of students who have registered for GSSC to CoE with in one week after the last day of registration.
- Institution will nominate the faculty for GSSC and forward the names to Dean Academics office with the list of students registered for GSSC.
- Institution will compile the progress report of students and forward to CoE along with the fee receipt before the commencement of the End Semester Examination.
- Any assignment/evaluation of GSSC will not be considered for award of marks for continuous Internal Assessment.
- Student will be required to fill the names of back papers on Exam Admit Card.
- No Student will be permitted to appear for back paper(s) in the end term examinations without registering for GSSC and getting suitability report from allotted faculty
- c. A student who fails to secure minimum C+ Grade in a course unit shall be eligible to re-appear/repeat the examination of such course units with a view to secure minimum qualifying score.
- d. A student, who has failed to secure the required passing SGPA, in order to secure a passing SGPA, apart from fulfilling the requirements of Para 16 above, has the option to repeat the end term examinations also of the Course Units of the concerned semester in which he desires to improve his performance, when these examinations are held on normal schedule.
- e. A student who has already been awarded a Degree/ Diploma by the University shall not be eligible to re-appear/repeat course unit examinations with a view to improve the over-all CGPA.

- f. A student who has to reappear/ repeat in an examination in terms of provisions made above shall be examined as per the syllabus in the scheme of Teaching & Examination and syllabus applicable at the time of joining the concerned programme. However, in cases where only some minor modifications have been made in the syllabus of the course (s), and the HOD of the concerned Department / Institution so certifies, the examination may be held in accordance with the revised syllabus.
- g. Students who are eligible to re-appear in an examination or are repeating the course(s) shall have to apply to the Controller of Examinations to be allowed to reappear in an examination or to repeat the course(s) and pay the fees prescribed by the University.
- h. The departments/Constituent Units may, at their discretion, arrange for additional teaching for students repeating the examination of course (s) during the breaks. The modus operandi of such instructions shall be as notified by the Department/ Constituent Unit. Extra fee shall be charged from such students.
- i. In case a student reappears/ repeats and examination, the higher of the old and new scores will be considered. Para 19(2) will stand amended accordingly.
- j. The student who has passed all courses (Minimum C+ Grade) but not meeting Promotion/Passing SGPA criteria i.e., 4.5 for UG and 5.0 for PG/Integrated/Dual Degree programmes or final CGPA 5.0/5.5 (UG) and 6.0 (PG) may be permitted to appear in Carry over Examination with a view to improve grade and score Passing/Promotion SGPA of the respective semesters.

## 19. IMPROVEMENT OF SCORE

- (1) If a student has poor performance in several courses in a particular term, he may at his option, take an academic break for one year, and re-register for both the semesters of that academic year in the next academic year. Such a student may have the option of repeating any or all the courses in the semester(s) and retain the credits already earned by him in other course(s).
- (2) A student shall be allowed two chances to improve his SGPA and CGPA by repeating the Semester Examination(s) in the Course Units of his choice when these examinations are held in normal schedule or in supplementary examination, if any, when scheduled, in which case his internal evaluations shall be carried forward. He can alternatively be allowed to do so by repeating the Course Unit(s) of his choice when they are offered. The marks obtained in repeat course unit(s) shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree.
- (3) Improvement in the score of courses completed by a student prior to his lateral entry in the University shall not be allowed.
- (4) The students who failed to secure minimum passing SGPA (i.e., 5.00 for both UG and PG and 4.5 for UG students of 2015 and onward batches) in any semester and they have cleared all papers, may be allowed for improvement of score to fulfill minimum passing criteria of SGPA.
- (5) The students who failed to secure minimum passing CGPA (i.e., 5.50 (UG), 6.00 (PG) and 5.00 (UG, 2015 and onward batches) at the end of last semester and they have cleared all papers, may be allowed for improvement of score to fulfill minimum passing criteria of CGPA.
- (6) The students who have already fulfilled minimum passing criteria of SGPA in each semester and minimum passing CGPA at the end of final semester will not be allowed to improve their scores. If any student requires to improve his/ her scores, he/ she should take academic break or repeat the semester as mentioned in point no. 1 & 2 of rule no 19 (IMPROVEMENT OF SCORE)

## 19(A) PROGRAMMES COVERED UNDER STATUTORY BODIES

In case of the programmes approved by Statutory Bodies such as AICTE, Council of Architecture, RCI, BCI, NCTE, etc., the examination and evaluation criteria, will be followed as per their laid down provisions.

### 1. Council of Architecture

- a. The university or an independent body shall conduct the examinations at the end of each stage.
- b. The sessional work shall, as far as possible, be assessed by a jury of internal and external examiners.
- c. The weightage of marks for subjects having both class work marks as well as examination marks may not be exceeding the ratio of **50:50**.
- d. The pass percentage shall not be less than **45%** in each subject and shall not be less than **50%** in the aggregate.
- e. Candidates, who passed in the internal assessment (**AUR minimum passing criteria = 40%, i.e., 20 marks**) shall only be permitted to appear in an examination.
- f. An examiner for any of the subject of examination shall have a minimum of 3 years teaching/ professional experience in his/ her field of study.

### 2. Rehabilitation Council of India (RCI); Provisions for M. Phil. (Clinical Psychology)

#### i. Examination

1. A minimum attendance of 80% (in the academic year) shall be necessary for taking the respective examination.
2. In each paper 30% marks will be determined based on written / clinical exams, viva voce and supervised clinical work. These marks will be added to the marks allocated to the respective subjects in the final examinations. The results of the final examinations will be declared based on total so obtained. The guidelines for allotting the internal marks may be prepared by the institution concerned.
3. The examination of M. Phil (Clinical Psychology) will be held in two parts (part-I and part-II). Part –I is held at the end of first year and part-II is held at the end of second year. A candidate will not be allowed to take the part-II examination unless he/ she has passed the part –I examination.
4. A candidate who has not appeared or failed in part –I of the regular examination may be allowed to continue for the II year and be allowed to take the supplementary part –I examination.
5. A minimum period of three months additional training shall be necessary before appearing for the examination in case he / she fails to clear part-I and/ or part –II examination.
6. A candidate must complete the course successfully within a period of four years of the admission to the course.

#### ii. Minimum for pass

- i. A candidate shall be declared to have passed in either of two parts of M. Phil. Examination, if he / she obtained not less than 50% of the marks in:
  - ii. Each of theory paper
  - iii. Each of the practical and viva voce examinations.
  - iv. Each of the submissions.
  - v. The dissertation (in case of part-II only)

- vi. A candidate who obtained 75% and above marks in the aggregate of both the parts shall be declared to have passed with distinction. A candidate who obtained 60% and above but less than 75% shall be declared to have passed with first class. The other successful candidates shall be declared II class. If a candidate fails to pursue the course on continuous basis, or fails or absent himself /herself from appearing in any of the university theory and practical examinations of part –I and II the class shall not be awarded. The merit class (Distinction / first class) is awarded to only those candidates who pass both part-I and II examinations in first attempt.
- vii. No candidate shall be permitted to appear either part-I or II examination more than three times.

**(C) Appearance for each examination**

- viii. A candidate shall appear for all the Groups of part \_I and part –II examination when appearing for the first time.
- ix. A candidate in part –I and part –II , failing in any of the “Group –A” subjects has to appear again in all the “Group –A” subjects.
- x. A candidate in part –I, failing in “Group –B” has to resubmit five full- length psycho diagnostic records.
- xi. A candidate in part –II, failing in “Group –B” has to resubmit five fully work-out psychotherapeutic records
- xiii. A candidate in part –II, failing in “Group –C” must reappear/ resubmit the dissertation as asked for and/ or outlined by the examiner.

**20 APPOINTMENTS OF PAPER SETTERS, EXAMINERS & EVALUATORS**

- (1) On the recommendations of the Examination Sub-Committee, the Head of Department/Constituent Units shall forward to the Controller of Examinations the panels of internal and external paper setters, examiners for practical examinations, viva-voce examinations, workshops, etc., evaluators of answer books, head examiners, external experts for moderation of question papers.
- (2) The Controller of Examinations shall prepare a consolidated panel of paper setters, examiners, evaluators, moderators, head examiners based on names received from the Examination Sub-Committees. He may at his discretion add or delete the name(s) from the panel recommended by the Examination Sub-Committees.
- (3) The President on the recommendations of the Controller of Examinations shall approve the panel of paper setters, examiners, evaluators, Head Examiners, moderators ordinarily from amongst persons recommended by the Controller of Examinations. He may, however, appoint a person whose name is not included in the panel recommended by the Controller of Examinations, if he is satisfied that the person in question possesses the minimum qualifications and experience as prescribed in these regulations.
- (4) The qualifications of the paper-setter/ Examiners/Evaluators shall be as follows;

S. No.	Examination	Qualifications
1	Post Graduate Examinations in all faculties other than Law	Experience of teaching the subject at the post graduate level for at least five years. OR Experience of teaching the subjects at the under graduate level for at least seven years together with research / teaching experience at the degree and/post graduate level or seven years of industry experience

2	LLM	Master's or higher degree in law and teaching experience at LL.M level for at least five years, <b>OR</b> Experience as High Court Judge. <b>OR</b> standing of at least ten years at the Bar.
3	Degree examination in all faculties other than Engg. Technology, Law, Medicine etc.	Teaching the subject at Undergraduate and/or Post Graduate level for at least five years in relevant field.
4	Degree examination in faculties of Engineering & Technology	Teaching experience at UG/Post Graduate level and or Professional experience of at least five years, or seven years professional experience in relevant area.
5	Degree examination in the faculty of Medicine	Teaching experience in the subject at the degree and/or post graduate level for at least five years.
6	LLB	Teaching experience of LLB and/or LLM classes for at least five years OR Judicial experience as District Judge for at least five years OR Standing Council at Bar for at least ten years.
7	Diploma examination in all faculties other than those in Medicine, and Post Graduate Diploma examination in Business Administration	Teaching experience of at least five years of Degree or Diploma or above classes.
8	Diploma examination in the faculty of Medicine/Pharmacy/ Nursing	A Doctor's or master's degree or a post graduate Diploma of a recognized University or equivalent qualification in the subject and at least five years teaching experience in the subject in any University or College recognized by the Medical Council of India/Pharmacy Council of India/Nursing Council of India
9	Post Graduate Diploma in Business Administration and equivalent	Master's Degree with at least five years teaching experience at the degree level or post graduate classes in the subject.
10	Degree in Architecture/Planning	Master's degree with five years teaching experience in the relevant area.

- (5) The appointment of Paper Setters/ Examiners for practical(s)/Viva-voce and Evaluators of answer books and Head Examiners etc., shall be made as per Guidelines on Conduct of Examinations and Evaluation of Student Performance.
- (6) A viva-voce examination prescribed in a programme shall be conducted by a board of two examiners of whom one shall be an external examiner and the other internal examiner.
- (7) In case of practical and Viva-Voce examinations at the post graduate level, external examiner shall be a person not below the rank of an Assistant Professor and shall not ordinarily be a teacher of the Department/Constituent Unit. In case of practical and Viva-Voce examination at the under graduate programmes, the external examiner shall be a teacher of the subject with not less than three years experience of teaching the subject at the degree and/or post graduate level.
- (8) The internal examiners in case of practical examinations both at the UG degree and the PG degree level shall be appointed from amongst the teachers at the University and its Constituent Units whose candidates are to be examined on the recommendation of the Examination Sub-Committee.
- (9) Ordinarily at least two Paper-setters shall be appointed for every subject.  
They shall normally belong to different Departments/Constituent Units.
- (i) Two (02) sets of Question Papers are to be prepared and submitted by the paper setter(s)
  - (ii) Answer key / model answer for each set of Question Paper must be prepared and submitted along with each set of QP (if require).
  - (iii) As far as possible, common questions should be avoided.  
Paper setter(s) may repeat 15 % to 20 % similar questions in question paper, Question Papers

- with more than 15 % to 20 % common questions in all two Question Paper's will not be accepted by moderation board/ examination department
- (10) No one who is a Paper-setter at any post-graduation examination shall be appointed as an external Viva-Voce examiner at the examination.
  - (11) No external examiner shall ordinarily be given examiner ship for more than two external practical(s). Provided, however, the Controller of Examination may relax the condition.
  - (12) In case of under graduate practical examinations, one external examiner shall not ordinarily examine more than 120 students.
  - (13) In case of written examinations an examiner shall not ordinarily evaluate / value more than 250 scripts.
  - (14) Any person who has acted as an examiner /paper-setter for three consecutive years, shall ordinarily not be eligible for re-appointment until a period of one year has elapsed between the year in which he last acted as an examiner and the year in which he is re-appointed.
    - (a) Such gap will not be necessary in case of internal examiners if the number of available eligible examiners in the subject concerned is less than the number of internal examiners required.
    - (b) On the recommendation of the Examination Sub-Committee, a specialist or expert may be continued for two more years after the expiry of the three years period without a gap.
  - (15) An examiner may be discontinued any time even before the expiry of the three year period if in the opinion of the Controller of Examinations his work is found to be unsatisfactory.
  - (16) An examiner's work shall be deemed to be unsatisfactory if (i) mistakes of such a nature are found in his work in the course of checking and scrutiny that affect the result or (ii) he is found to have delayed the work without good cause or (iii) he has an adverse report from the Head Examiner, or (iv) any external expert so nominated by the Controller of Examinations or (v) in the opinion of the Examination Committee and or the Controller of Examinations or any Authority of the University, there are reasonable doubts about his integrity or suspicion that he is accessible to examinees or their relations and (vi) if there are serious complaints against his paper e. g. that the paper was much above or below the standard or contained questions outside the prescribed course or the breach of any such condition.
  - (17) The paper-setter, while setting the question papers, shall draw a memorandum of instructions for the guidance of the examiners/ evaluators so that the evaluation of answer books may be in conformity/uniformity with the standard of the paper setter.
  - (18) In the case of programmes where thesis is permissible in lieu of a paper or a project, there shall be a Board of two examiners for evaluating the thesis/ project. The maximum number of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the evaluation of these two examiners differs by 20%, the project report/ thesis shall be referred to the third examiner, (other than a teacher of the University). The average of two (of the three) awards nearest to each other and to the best advantage of the candidate shall be taken as the correct evaluation.
  - (19) No person shall act as a paper-setter or examiner or moderator either in theory, viva-voce or practical examination, if any of his relations is taking the examination. Provided, however, this provision shall not debar a person from acting as an examiner for practical examination at a centre other than that at which his relation is appearing.
  - (20) No person shall act as tabulator for any examination, if any of his relations is appearing or has appeared at that examination.

## 21. SETTING OF QUESTION PAPERS

- (1) The syllabus in each paper shall be demarcated into well-defined units/areas of content along with a topic-wise breakdown. The Units shall be numbered.
- (2) The question papers for the end term examinations shall be set in such a manner as to ensure that they cover the entire syllabus of the concerned course unit.
- (3) The tests and examinations shall aim at evaluating not only the student's ability to recall information, which he had memorized, but also his understanding of the subject and ability to synthesize scattered bits of information into a meaningful whole. Some of the questions shall be analytical and invite original thinking or application of theory.
- (4) The Examiners shall be free to repeat questions set in previous examinations. This is necessary in order to ensure that students do not leave out important portions of the syllabus. Suitable instructions should be given to paper setters in this regard.
- (5) The paper setters should give wider choice to the students for answering questions, by providing alternate questions in each of the syllabus. The total option in a question paper should not be more than 30% of the total marks assigned to a question paper.

## 22. SUPPLEMENTARY EXAMINATIONS

- 1(a)** For final year students who have not secured passing grades, or were debarred/ detained  
The students, who have completed their studies in the previous Academic Year, may be allowed to appear in all the courses of final two years and one course of all previous years of studies. (i.e.):
- 5 Years programme: May appear in all courses of 4<sup>th</sup> and 5<sup>th</sup> Year and any 3 Courses from 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Year.
  - 4 Years programme: May appear in all courses of 3<sup>rd</sup> and 4<sup>th</sup> Year and any 2 Courses from 1<sup>st</sup> and 2<sup>nd</sup> Year.
  - 3 Years programme: May appear in all courses of 2<sup>nd</sup> and 3<sup>rd</sup> Year and any 1 Courses from 1<sup>st</sup> Year.
- 1(b)** For those students who have registered in Final Year.  
The students, who have registered in the final year of their programme in the current Academic Year, may be allowed to appear in all courses of previous year. e. g. for a 4-year programme, the student registering in the 7<sup>th</sup> semester may be allowed to appear in all courses of 5<sup>th</sup> and 6<sup>th</sup> semester and so on, to provide the students a chance to clear their backlog and improve CGPA and be eligible for placement assistance from Corporate Resource Centre (CRC)
- The student(s) who is (are) on Academic Break for the current year will not be eligible to appear in Special Supplementary Examinations.
- (2) A student who fails to appear or qualify in Supplementary Examinations shall reappear in the examinations when scheduled for the next batch of students within the time span prescribed for the programme.
  - (3) A student wishing to appear/reappear in the Supplementary Examination shall apply to the Head of Department/Constituent Units on the prescribed form within fifteen days of the date of declaration of result enclosing therewith the prescribed Examination Fee.
  - (4) The eligibility of a student for appearing in the Supplementary examination shall be verified by the Head of Department/Constituent Unit and a list of eligible students containing the details of Course Units in which the students are recommended for appearing in the supplementary examination shall be forwarded to the Controller of Examinations within one week along with prescribed fee, after the last date for submission of examination forms.

- (5) The marks obtained in repeat course unit(s) in Supplementary Examination shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree/diploma.

**22 (A) of Examination Admit Card to be included as under:**

- a) Students appearing in any of University Examination will fill up the Examination form either “Online” on AMIZONE or in a form given at Performa attached at Annexure-I.
- b) In case of form filled on Amizone:
  - i. Students shall fill up the examination form online. Examination fees paid along with details of payment for back papers shall be entered by the student.
  - ii. Head of institutions/Department or officer nominated by him shall verify the attendance percentage and status of the student in respect of permitted/debarred. Fees paid for back papers if any shall also be authenticated by the HoI/HoD.
  - iii. Controller of Examination or an officer authorized by him shall take the printout of Examination Admit Card from the AMIZONE and check the eligibility of students. The Examination Admit Cards shall be forwarded to the Institution/ Department for verifying and handing over to the students after HoI/HoD’s signature.
- c) In Case of forms filled on hard copy:
  - i. Students shall fill up all details clearly with blue/black ink and sign. The Head of Institution/ Department or an officer nominated by him shall verify the eligibility of the student.
  - ii. Examination form duly signed by Head of Institution/Department along with proof of fees paid (in original) shall be forwarded to Controller of Examination.
- d) Controller of Examination or an officer authorized by him shall verify and authenticate eligibility of the student to appear in the course units. Thereafter Examination Admit card portion be detached and forwarded to Institution/ Department for handing over to the students.
- e) Passed out student may request for deduction of examination fees from Academic Security Deposit in the form as given in Annexure-II. Students shall fill up the undertaking and submit it to Accounts Department for their documentation. Only after authentication by accounts Department on undertaking, Head of Institution or officer nominated by him shall sign on Examination Form and submit to Controller of Examination.
- f) Examination Superintendents/ Invigilator/Supervisory staffs at examination centers shall ensure that no student is permitted to write any examination paper without Admit Card.
- g) If a student loses examination Admit Card Before completion of examinations, he may apply to the Controller of Examination through his/her HoI/ HoD. He/ She will be required to pay fees as approved by the Finance Committee for issue of duplicate Examination Admit Card.

**23. CONDUCT OF EXAMINATIONS:**

- (1) The examinations shall be held for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding degree, diploma, certificates, as per the prescribed Schemes of Teaching & Examinations and Syllabi as approved by the Academic Council
- (2) Examinations shall be open to regular students i.e. candidates who have undergone a course of study in the Departments / Constituent Units and those registered under distance learning mode for a specified period of that programme of study in the Scheme of Teaching & Examination and Syllabi.

The Academic Council may allow any other category of candidates to take the University Examination for any specified academic programme subject to the fulfillment of such conditions as may be laid down by the Academic Council from time to time.

- (3) The last date for receipt of examination forms and fees shall be notified by the Controller of Examinations. The schedule of end term examinations including practical(s) will be notified by him through the Departments/Constituent Units.
- (4) A student may not be admitted into the examination hall, if he fails to present to the Examination Centre Superintendent/Invigilator of the examination his admit card or fails to satisfy the officer that it will be produced within a reasonable time.
- (5) The Centre Superintendent shall have the power to call upon any student appearing at an examination to give a specimen signature for purpose of identification.
- (6) Permission to appear/ re-appear at a university examination may be withdrawn before or during the course of the examination which, in the opinion of the President, justifies the student's expulsion.
- (7) Notwithstanding anything contrary to these Regulations, no student who is undergoing any restriction at the time of submitting the application form or during the period of examination or who was expelled during the academic year just preceding the date of examination at which he intends to appear shall be admitted to the examination.
- (8) Detailed Guidelines relating to the conduct of examinations such as dates for submission of examination forms, issue of examination admit cards, issue of duplicate certificates, instructions to examiners, examination centre superintendents, invigilators, other members of staff engaged in examination duty shall be approved by the President. The Examination Centres shall be advised through Guidelines to take all steps for proper conduct of examinations such as proper supervision and invigilation, effective security cordoning off the examination centres from the range of loudspeakers and other interference and taking stern action in all cases involving copying and use of unfair means misbehaviour or misconduct of students during examinations.

#### **24 APPOINTMENTS OF AMANUENSIS FOR WRITING EXAMINATION**

- (1) Amanuensis shall be provided on request made by the student to the Head of Department/Constituent Unit on the recommendations of Examination Sub-Committee well in advance duly supported with a Medical Certificate from authorized Medical Officer under the following cases:
  - (a) Candidates having impairment of movement in arms and hands can read independently but have problem in writing.
  - (b) locomotors impaired and cerebral palsy students
  - (c) Sudden illness rendering the candidate unable to write.
  - (d) an accident involving injury rendering the candidate unable to write
- (2) The amanuensis must be a student of at least one lower grade of education than that of the candidate.
- (3) The Examination Sub- Committee shall select suitable amanuensis from an institution as far as possible and forward to the Controller of Examinations, the details of the person appointed as amanuensis and of the candidate for whom amanuensis has been appointed.
- (4) A separate room for such disabled candidate and one separate Invigilator to supervise his examination shall be provided.
- (5) The amanuensis shall be paid an honorarium as prescribed by the University from time to time.

- (6) No extra fee shall be charged from the student for providing the facility of amanuensis.
- (7) For a written examination of duration of one hour, twenty minutes extra time shall be provided. Similarly, for written examination involving more than one or less than one-hour extra time shall be worked out on the basis of twenty minutes per one-hour criteria.

## **25 DISCIPLINARY CONTROLS OF STUDENTS IN RELATION TO UNIVERSITY EXAMINATIONS**

- (1) During examinations, the candidates shall be under the disciplinary control of the Examination Centre Superintendent who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or University Observer or representative or the invigilators at the Centre, he may be expelled from the examination for that session. The Examination Centre Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The said Committee will make recommendations for disciplinary action as it may deem fit, to the President.
- (2) The students shall maintain proper discipline and orderly conduct during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.

### **(3) *ACTS OF DISORDERLY CONDUCT IN THE EXAMINATION:***

Acts of disorderly conduct in the examination, a practical or oral examination include:

- (a) Misbehaviour in the examination hall with the Centre Superintendent, the Invigilator on duty, the Examiner conducting a practical or oral examination or the members of flying squads, the observers, the representatives of the University or the other staff working at the Examination Centre, or with any other Candidate, in or around the examination centre, or threat to life of these examination staff, observers, members of flying squads etc. before, during or after the examination hour.
- (b) Intentionally tearing off the answer book(s) or a part thereof or a continuation sheet or any other specific response sheet used in the examination.
- (c) Causing damage to laboratory equipments, books in library and other properties.
- (d) Disturbing or disrupting or instigating others to disturb/disrupt the examination.
- (e) Instigating others to leave the examination room.
- (f) Carrying any weapons into the examination centre.
- (g) Non-surrender of previous Grade sheets as required under Para 30(5)
- (h). Any act not specified above as determined by the Academic Council.

### **(4) *ACTS OF UNFAIR MEANS***

The following shall be deemed to be the act of unfair means:

- (a) Talking to another candidate or any person, inside or outside the examination hall, during the examination without the permission of a member of the supervisory staff.
- (b) Leaving the examination hall without handing over the answer book and or continuation sheet, if any, or any other specifically designed response sheet to the Invigilator or Supervisor concerned or Centre Superintendent or the concerned authorized officer of the University deputed to the examination centre, and taking away, tearing off or otherwise disposing off the same or any part thereof.

- (c) Writing matter connected with or relating to a question or solving a question on any thing (such as piece of paper or cloth, scribbling pad), other than the answer book, the continuation sheet, any other response sheet specifically provided by the University to the candidate.
- (d) Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.
- (e) Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
- (f) Making appeal to the Examiner/Evaluator soliciting favor through the answer book or through any other mode.
- (g) Possession of mobile phone, laptop, earphone/ pen drive, smart watch or any electronic device by a Candidate or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper
- (h) Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used by a student for assistance or help in answering a question or a part thereof.
- (i) Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof, to any other Candidate or to any person.
- (j) Smuggling into the examination hall and or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a solution to a question paper or to a part thereof or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet or any other response sheet during or after the examination with or without the help of or in connivance with any person connected with the examination, or through any other agency, whatsoever.
- (k) Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof or stealing/procuring the question paper from any source before the examination or to enhance marks, or favorably evaluate, or to change the award in favour of the candidate.
- (l) Any attempt by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who.
  - (i) Abuses, insults, intimidate, assault any member of the supervisory or inspecting staff, or threaten to do so.
  - (ii) Abuses, insults, intimidate, assault any other candidate or threaten to do so, shall be deemed to have interfered with or influenced the discharge of the duties of the Supervisory and the inspecting staff within the meaning of this para.
- (m) Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things.
- (n) Arranging to impersonate for any person, whosoever he may be, or for himself or impersonating for other candidate at the examination.
- (o) Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.

(p) Any other act of omission or commission declared by the Academic Council/Executive Council to be unfair means in respect of any or all the examinations.

**(5) REPORTING OF CASES OF UNFAIR MEANS, MISBEHAVIOUR, MISCONDUCT OR DISORDERLY CONDUCT OF EXAMINATIONS:**

- (a) A candidate who is suspected to have used unfair means or misbehaved or commits any of the acts mentioned in Paras 25(3) & 25(4) above during the examinations is expected to give a statement about the facts of the incident. He shall, however, not be forced to give a statement, but the fact of his having refused to make a statement shall be recorded by the Invigilator and the Centre Superintendent which shall be witnessed in writing by two other members of the supervisory staff on duty at the time of occurrence of the incident
- (b) A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, on a separate answer book in the remaining duration of the examination. The answer book in which the use of unfair means is suspected shall be seized by the Invigilator or Centre Superintendent, who shall send both the answer books to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations
- (c) All the cases relating to disorderly conduct of examinations, misbehaviour/ misconduct of students and their use of unfair means in the examinations and mass copying shall be reported by the concerned invigilator through the Centre Superintendent/ Examination Sub-Committee or by the examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examinations, with all the relevant material. The Controller of Examinations shall place before the Examination Discipline Committee all those cases for consideration and decision in each individual case. The Committee shall recommend penalties, if any.
- (d) Act of Misbehavior, Misconduct of serious nature will be forwarded to University Discipline Committee with the recommendation of Examination Discipline Committee.
- (e) Action in case of possession of mobile phone, laptop/any electronic device- The mobile phone, laptop/any electronic device will be confiscated. After examining the materials, the printout may be taken and mobile phone, laptop/electronic device may be returned to the student after getting his/her signature on the statement/printout of materials.

**(6) DISCIPLINARY PROCEEDINGS:**

- (a) The Controller of Examinations or any person authorized by him in this behalf shall communicate to the candidate, in respect of whom a report has been received pursuant to Para 25(5), the precise nature of allegations against him and shall require him to furnish his written explanation within a stipulated period under intimation to the Head of Department/Constituent Unit.
- (b) On receipt of the explanation from the candidate through the Head of Department/ Constituent Unit or on the expiry of the period stipulated for submitting explanation, if no explanation is received from the candidate, the Controller of Examinations shall submit the case before the Examination Discipline Committee for consideration and make recommendations to the President.
- (c) After considering all the material on record including the explanation, if any, submitted by the candidate, the Examination Discipline Committee, if satisfied that the candidate is guilty of the use of dishonest or unfair means or disorderly conduct in the examination, will take a decision in each case and recommend to the President the punishment that may be imposed on the candidate according to the nature of the offence.
- (d) Ordinarily, all decisions shall be taken by the Examination Discipline Committee by simple majority. If the members are equally divided, the case shall be referred to the President, whose decision shall be final

- (e) All decisions of the Examination Discipline Committee as approved by the President shall be communicated to the student through the Head of Department/Constituent Unit by the Controller of Examinations.
- (f) Notwithstanding anything contained expressly or impliedly in these regulations, the President may, on being satisfied after such enquiry as he may deem fit for the following contingencies, withdraw retrospectively, prior to the publication of the final results of a student in a course, the permission granted to such candidate to pursue that course or to appear at a university examination in relation thereto:
  - (i) The student was ineligible for admission to the course but was wrongly admitted, or
  - (ii) The student was ineligible to take the examination on account of shortage of attendance but was permitted to do so by some mistake or some other unavoidable reason, or
  - (iii) A discrepancy was found in the attendance record on account of which the candidate who had taken the examination was in fact ineligible, or
  - (iv) A discrepancy was discovered in the award of marks etc. which rendered that result of the student liable to be cancelled to his disadvantage.

Provided, that no such action shall be taken by the President without giving an opportunity to the concerned student to show cause against the proposed action and provided further that such action shall require the confirmation of the Academic Council.

- (g) If a student is found guilty of having impersonated for any candidate not otherwise covered by these provisions or of having got the answer book written by any one outside the examination hall and his answer book is smuggled into the examination hall for his benefit, or of having managed otherwise to replace the answer book or its any page of the candidate after the examination, disciplinary proceedings shall be instituted against the student and the candidate in the manner prescribed.

**(7) MASS SCALE COPYING OR USE OF UNFAIR MEANS**

- (a) If the Invigilator incharge is satisfied that 33% or more students were involved in using unfair means or copying in a particular examination/hall, it shall be deemed to be a case of mass copying. A report to this effect shall be sent to the Controller of Examinations by the Superintendent of the examination centre without any delay and on the day of the occurrence, if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate(s) concerned, if any, on the prescribed form supplied by the University for the purpose.
- (b). Where the Evaluator/Examiner is satisfied that 33% of the answer books evaluated by him have identical response in a particular Examination, it shall be deemed to be a case of mass copying and a detailed report to this effect with documentary evidence shall be prepared by the concerned Evaluator/Examiner and sent to the Controller of Examinations separately in sealed cover. The answer books of copying cases shall be separately sealed before transmission to the Controller of Examinations.
- (f) If the President is satisfied that there has been a mass-scale copying or use of unfair means at a particular centre(s), he may cancel the examination of all the candidates concerned and order re-examination.

(8) **Guidelines for UFM cases**

(A) The Examination Discipline Committee may recommend penalties as under:

S. No.	Sub-para of Regulation 25(3) & 25(4) for Acts of Students	Guidelines to be recommended by Examination Discipline Committee
1	25(3)	The entire examinations of the Candidate in respect of which he is found to have committed an act of disorder during conduct of examinations be cancelled.
2	25(4)(a) & (b)	The examination for the session or course unit in respect of which a candidate is found to have used unfairmeans be cancelled.
3	25(4)(c),(d),(e) &(f)	The examination for the session or course unit or the entire examination of a candidate in respect of which he is found to have used unfairmeans be cancelled
4	25(4)(g), (h), (i), (j), (k), (l), (m), (n), (o), &(p)	The entire examination of the candidate in respect of which he is found to have used unfairmeans be cancelled and he shall further be disqualified from appearing at any University examination for a period to be specified by the Committee.
5	25 (5) (d)	Rustication for a semester/expulsion from the programme/cancellation of entire examinations based on the gravity of offence.
6	25 (5) (e)	Mobile Phone, Laptop/electronic device in switched off mode with no examination materials – <b>Strict Warning</b> . Mobile Phone, Laptop/electronic device in switched on mode without examination material – <b>Strict warning</b> Mobile Phone, Laptop/electronic device in switched on/off mode with examination material – The examination for the course unit or the session or the entire examination of the candidate in respect of which he/she is found to have in possession of mobile phone, laptop/electronic device may be cancelled.

(B) A candidate against whom an enquiry is pending about his allegedly having resorted to the use of dishonest or unfair means, or disorderly conduct in the examination or against whom action is initiated under the provisions of the preceding clause shall, if he takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination. That subsequent examination will stand cancelled and his result thereof shall not be declared if on account of the punishment imposed on him as a result of the said enquiry or action, he would not have been entitled to take that examination but for his provisional admission thereto.

(9) **APPEALS AND REVIEW**

(a) A student on whom any punishment has been imposed may, within 30 days from the date of the receipt of the communication in that behalf, make a representation to the President for review of his case. The President, if he deems it necessary, refers it back to Examination Discipline Committee for review. The recommendations of the Examination Discipline Committee on the Appeal shall be placed before the President who will thereupon review the

case and pass such orders as he may consider fit or refer it to the Academic Council for advice.

- (b) In the case of a candidate who has been expelled from the University in terms of provisions of these Regulations, the Academic Council on the recommendation of the President, on the expiry of three years or such period as specified after such expulsion exempt a candidate from further operation of the punishment awarded.
- (c) If within four months of the publication of the results, it is brought to the notice of the Controller of Examinations that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of these regulations shall apply mutatis mutandis to the case of such a candidate provided that before imposing any penalty including the penalty of cancellation of his result, he shall be given another opportunity to show cause against the proposed punishment and his explanation, if any, shall be considered by the Academic Council.

## **26. INSPECTION OF EXAMINATION CENTRE**

- (1) Every examination centre shall be open to inspection by the Chair-Person, President, Pro-President or Controller of Examinations and such other officers so authorized by the President or Controller of Examinations in this behalf.
- (2) There shall be the Observers/Flying Squads who shall be required to visit centres allotted to them during examination and check that the examinations are being conducted properly according to the Regulations. Every Observer/member of Flying Squad shall submit his inspection report on the same day to the Controller of Examinations by name.

## **27. RE-EXAMINATION/QUASHING/REVISION OF RESULTS**

- (1) If the President is satisfied that a situation did arise or has arisen which calls for re-examination in particular course units, he may issue necessary directions to that effect.
- (2) Notwithstanding anything contrary to these Regulations, the President shall have the powers to:
  - (a) Order for holding a special examination for any reason.
  - (b) cancel the paper/entire examination(s) held at a particular examination centre/all examination centres, if he is satisfied that the examination has not been held under proper conditions and make necessary arrangements of affected candidates in the same year or when it deems fit.
- (3) The President shall have the powers to quash the result of a candidate wholly or partially after it has been declared, if:
  - (a) any error (such as error in recording of score in result, ineligibility of student for admission due to falsification of documents etc) or mistake is found in his result.
  - (b) it is found that he was not eligible to appear in the examination.
  - (c) there is any other reason which may be determined by the President.
- (4) If in quashing the result, a candidate is declared as failed who was previously declared to have passed in an examination, the University may, after considering the circumstances of the case give to the candidate the benefit of any privilege which he may have acquired by studying in the next higher class in a Department/Constituent Unit or taking an examination conducted by the University.
- (5) The University shall have the powers to revise the result of the candidate(s) in a particular subject(s), if it is satisfied that a mala fide has been shown by the examiner or any other concerned person. In such a case the revision will be made on the recommendations of the examiner/examiners appointed by the President for this purpose.

## **28. LOSS OF ANSWER BOOK(S)**

- (1) If any answer book of student(s) is lost at the Examination Centre after having been received by the Centre Superintendent of the examination or by any of the invigilators or during transmission to concerned person and if he passes in all other subjects of the examination, he may be required to re-appear in that particular paper in which the answer book was lost, on a date fixed by the President and if he obtains pass marks, he shall be deemed to have passed the examination.
- (2) If an answer book of a student received by the Controller of Examinations or the Officer authorized in this behalf or by an examiner is lost, the President shall have the power to decide:
  - (a) whether the student be given in missing paper, the average of marks earned by him in other papers as per formula given in para 28(3).
  - (b) whether the student be required to appear again in that paper on a date to be fixed by the President.
- (3) The following formula shall be applicable for determining the average of missing paper(s)
  - (a) Compulsory paper(s): Average of other Compulsory Papers
  - (b) Elective Paper(s): Average of other Elective Papers
  - (c) Practical Paper(s): Average of other Practical Papers
- (4) In case of loss of Project Report/Summer Placement Report/ Dissertation of a student, the student will be required to submit duplicate copy thereof
- (5) In case of a dispute whether answer book(s) of students was/were duly received or not, the decision of the President shall be final.

## **29. ISSUE OF GRADE SHEETS**

- (1) In the Grade Sheets, the marks of internal continuous evaluation and end term examination shall be shown separately. The total marks obtained in internal continuous evaluation and end term examination of a course unit shall be converted into letter grades as per Para 14(3). The letter Grade so assessed shall also be shown along with its equivalent grade point in the Grade Sheets. An over-all AGPA/SGPA/TGPA and CGPA shall also be shown.

(3) Duplicate grade sheet shall be issued against payment of fee as may be prescribed.

## **30. RECHECKING/RE-EVALUATION OF ANSWER BOOKS/PROJECT REPORTS AND EXAMINATION RESULTS**

1. Re-evaluation of answer books shall be permissible in not more than 25% of theory courses in which candidate appeared in examination (End Semester examinations). If the number of theory courses in which candidate appeared is an odd number, revaluation will be permitted for up to the next integer number.
2. The revaluation of answer books shall not be permitted in respect of (i) practical examinations/ continuous evaluations/ mid semester test(s) desertion, thesis and viva-voce (ii) special supplementary examinations and carry over examinations.
3. A candidate who wishes to apply for revaluation of his / her answer book(s) must apply in the prescribed form available with the examination department/online together with the requisite fee as per schedule prescribed by the university. Application not received in the prescribed form or by due date or without requisite fee shall be rejected. Incomplete form will also be rejected.

4. A candidate shall be required to pay a non-refundable fee of Rs. 1500/- per course for revaluation.
- 5(i) If the marks given by the second examiner are more than marks given by the first examiner, subject to a limit of 20% of the maximum marks prescribed for the course, the same shall be taken as the marks obtained. In case the marks given by the second examiner exceeds the above limit of 20%, the answer book will be referred to a third examiner and the average of two closest marks will be taken in the account.
- 5(ii) (a) If the marks given by the second examiner are less than that by the first examiner up to extent of 5% of the maximum marks prescribed for the course, the marks given by the first examiner will be considered.
  - (a) In case the marks given by the second examiner is less than that of the first examiner and decrease is more than 5% but not more than 20% of the maximum marks prescribed for the course, the average of two marks shall be considered provided that the result of candidate is not adversely affected i.e., he/ she does not fail in the course instead of pass. Also, his/ her SGPA/CGPA does not fall below the required level due to decrease in marks. In such cases the marks will be decreased to the extent that his/ her result is not adversely affected.
  - (c) In case the marks given by the second examiner is less than that of first examiner and the decrease in marks exceeds 20% or more than of the maximum marks prescribed for the course, the answer book will be referred to the third examiner and the average of two closest marks will be taken in to the account.
6. In case a candidate does not submit his/ her original grade sheet along with the application form for the revaluation, his/ her application will be rejected.
7. The result of revaluation must be declared within 15 days of the last date of revaluation application.
8. The answer book(s) will not be subjected to any inspection or production before any external or internal authority except at the instance of President.

### **31. REFUND OF EXAMINATION FEE**

- (1) Examination fee, if any, once paid shall not be refunded or transferred to a Subsequent examination even if the candidate fails to present himself for the examination, except in the following cases:
  - (a) If the name of the candidate has been submitted by the Head of department/Constituent Unit but later on his attendance is found to be short of the required percentage and his name has been withdrawn at least 10 days before the commencement of examination, 90% of the fee so deposited will be refunded.
  - (b) If a student is declared pass in the subject(s) and on rechecking resulted into correction in result (even enrolment is allotted), 90% of the fee deposited meant for examination shall be refunded.
  - (c) If the student expires before appearing in the examination, 100% of the fee shall be refunded to the legal heirs.
- (2) The claim for refund of any fee, if admissible under these regulations, must be made within one year after the fee is deposited. No claim shall be entertained thereafter.

### **32. REMUNERATION TO THE EXAMINERS, MODERATORS, INVIGILATORS, TABULATORS AND OTHER STAFF ENGAGED ON EXAMINATION DUTY**

The examiners, evaluators, moderators, external experts invited for Examination work, Centre Superintendent, Invigilators, Observers, members of flying squads, examination staff shall be paid remuneration as recommended by the Finance Committee and approved by the Academic Council/ Executive Council from time to time.

### **33. AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS**

- (1) The text and the format of the degrees and diploma documents, certificates, citations and other documents of academic distinctions shall be as approved by the Academic Council. The nomenclature of Degree, Diploma, and Certificate etc. shall be same as specified by the UGC, AICTE, NCTE, MCI, Pharmacy Council of India and such other Statutory Bodies.
- (2) The degrees, diplomas, certificates, citations and other documents relating to other academic distinctions shall be signed by the Registrar and countersigned by the President. Provisional Certificates shall be signed by the Controller of Examinations.
- (3) A student shall be awarded a degree/diploma, if:
  - (a) He has registered himself, undergone the course of studies, completed the project report/dissertation / training report as specified in the curriculum of his programme within the stipulated time, and secured the minimum Grades prescribed for award of the concerned degree/diploma/certificate;
  - (b) There are no dues outstanding in his/her name to the University/Department/Constituent Unit; and
  - (c) No disciplinary action is pending against him.
- (4) The Registrar shall place the particulars of all the successful and eligible students for the award of certificate, diploma, or degree before the Academic Council after declaration of results.
- (5) Approval accorded by the Academic Council for award of the respective degrees, diplomas, certificates etc. shall be placed before the Executive Council for its concurrence. On being concurred by the Executive Council, the degree shall be awarded to the successful candidates at convocation
- (7) In extreme emergency, the degrees, diplomas, certificates shall be awarded to the successful students before the Convocation with the approval of President and the matter be reported to the Academic Council.
- (8)

### **34. WITHHOLDING CONFERMENT OF ANY DEGREE/DIPLOMA OR AWARD OF ANY CERTIFICATE**

Notwithstanding anything contained in these regulations or in any other Statute, Ordinance or regulations, the Academic Council may, on the recommendations of the President, withhold for such period as they may deem fit, conferment of any Degree/Diploma or Award of any certificate to any successful candidate at an examination of the University, for reasons, which, in their opinion, justify such withholding e.g. unruly or disorderly conduct, or violence on the campus or in a Constituent Unit or conviction for an offence involving violence or moral turpitude.

### **35. WITHDRAWAL OF DEGREES, DIPLOMAS AND OTHER ACADEMIC DISTINCTIONS**

- (1) If any student has secured admission by falsification of documents or concealment of material facts or conviction for an offence involving violence and moral turpitude, or for such other serious offence, the degree/diploma/certificate/other academic distinction awarded to him shall be withdrawn by the University with the approval of the Executive Council.

- (2) In order to take action, the withdrawal of any degree/diploma/certificate/other academic distinction conferred or granted by the University, the Registrar shall frame charges against the person concerned which shall be approved by the President. The charge sheet along with the list of witnesses and documents based on which the charges are relied upon shall be communicated by him by registered post or by hand. The person concerned shall be required to submit his explanation of the charges within a period of fifteen days or such time as may be granted in the notice of the receipt of charges.
- (3) If the concerned person fails to submit his reply within the stipulated time, the matter shall be placed before the President for a decision based on facts and documents on record. If the concerned person submits his reply to the charges, the same shall be considered by the Executive Council.
- (4) Every proposal for the withdrawal of an honorary degree shall require prior approval of the Chair- Person.

### **36. OFFICIAL TRANSCRIPTS TO STUDENTS**

The University will issue Official Transcript to a student for seeking admission to pursue higher studies in foreign universities/institutions per the guidelines.

### **37. RESIDUAL PROVISIONS**

- (1) The Academic Council may, in exceptional cases, grant exemption from the operation of any of the Regulations governing migration, the courses to be pursued by the students, attendance at lectures or sessional or other work or the examination of candidates and authorize what is proper to be done instead in such cases, provided that no such exemption and authority shall be deemed to have been granted unless not less than two-thirds of the members of the Academic Council present voted in favour of the motion for such exemption and authority made by, or with the written authority of the President;
- (2) Notwithstanding anything stated in these Regulations, for any unforeseen issues arising, or not covered by these Regulations or in the event of differences of interpretation, the President may take a decision, with the approval of the Founder President of the Foundation.

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