

# **RULES & REGULATIONS**

**Conduct of Examinations  
Scheme of Evaluation and  
Discipline among Students in Examinations**  
(as approved on by Board of Management, AUM)



**AMITY UNIVERSITY MAHARASHTRA**

**Mumbai**

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# AMITY UNIVERSITY

## ----- MAHARASHTRA -----

Regulations on Conduct of Examinations, Scheme of Evaluation of Student's 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 Programs 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 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 Examinations”** shall mean a board constituted with the approval of the Vice Chancellor 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 Programs 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 Mumbai at the end of year/semester/trimester as prescribed in scheme of Evaluation of a programme.
13. **“Examination Centre”** means any institution, or 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 in accordance with Section 20(h), of the Act. 6(8) of the First Statutes and Clause 10(4) of the first Ordinances 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 Committee”** shall mean the committee constituted by the Vice Chancellor 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 Mumbai 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 under Clause 10(4) of the first Ordinances.
18. **“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.
19. **“Invigilator”** means a person who assists the Superintendent of the Examination Centre in conducting and supervising an examination at a center.
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 Mumbai framed Under Section 4€ of the Act.
23. **“PG Diploma”** shall mean the Post Graduate Diploma in areas approved by the Executive Council.

24. **“Question Paper”** shall mean a document containing the question(s) to be administered at an examination to be answered by a candidate.
25. **“Result 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 Mumbai framed under Section 4(e) of the Act.
31. **“Superintendent of an Examination Centre”** mean 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.
- (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.
- (4) Wherever Trimester or annual system is followed, TGPA and CGPA shall be assessed in the same manner as SGPA and regulations for promotion etc. will apply accordingly.

## **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:

1. Vice Chancellor - Chairperson
2. Deans of Faculties / Heads of Constituent Units not exceeding eight nominated by the Vice Chancellor.
3. 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:**

1. To frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of students performance and conduct of examinations as well as for tabulators / programmers for preparing the results of the examinations.
2. To supervise generally all the examinations of the University and issue such directions as it may consider necessary for conduct of examinations.
3. To review from time to time the results of the University examinations and submission of reports thereon to the Academic Council.
4. To make recommendations to the Academic Council for the improvement of the examination system.
5. To appoint such number of sub-committee as it may think fit and in particular may delegate to any one or more person or sub-committee(s), its powers to deal with examination matters.
6. To consider the complaints received against officers and staff engaged for conduct of examinations and recommend to the Vice Chancellor about the action to be taken against the concerned person(s).
7. To consider and recommend the rates of remuneration for the Examiners. Superintendents of Examination Centre and other staff engaged on examination duty, Tabulators and Collators etc associated with the examination duty.
8. 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 recommendation of the examination Sub-committees of Departments/Constituent Units and to recommend for consideration of the Vice Chancellor the action to be taken against any examiner / paper-setter / moderator in cases of mistakes / omissions / negligence / leakage in paper-setting / moderation / evaluation etc.
9. 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 also 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 Vice Chancellor such action as it may deem fit such as debar the examiner / evaluator from examiner ship 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:

1. Head of Department / Constituent Unit - Chairperson
2. 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:

1. Prepare tentative Examination Schedule and submit the same to the Controller of Examinations for approval and notification.
2. Prepare panels of paper setters, examiners, evaluators and submit the same to the Controller of Examinations for approval by the Vice Chancellor. It will also suggest the names of external experts for moderation of question papers.
3. Make arrangements for printing of question papers for internal class tests and other components of internal assessment.
4. Keep the Question papers received from the Controller of Examinations in safe custody and keep proper record of the used and unused question papers.
5. Arrange printing of Answer Books on standard format provided by the University and maintain record of used and unused answer books.
6. Scrutinize the examination forms of the students and determine eligibility of students for taking examination. In case student is found ineligible, it will record reasons of ineligibility against each student.
7. Ensure compliance of provisions of regulations and guidelines relating to conduct of examinations.
8. Make all necessary arrangements for conduct of Examinations including display of examination schedule, seating arrangements, security arrangements, if required, and for recording attendance of students.

9. Appoint amanuensis for visually handicapped and disabled students who are unable to write with their own hands.
10. Appoint Invigilators (minimum two in a room) and other supporting staff, and supervise their functioning.
11. Ensure smooth conduct of Examination.
12. 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.
13. Arrange spot evaluation of answer books from the Evaluators approved by the Vice Chancellor, if desired by the University.

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

1. There shall be a Moderation Board constituted by the Vice Chancellor 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 - Member
  - 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. EXAMINATION DISCIPLINE COMMITTEE

- (1) There shall be an Examination Discipline Committee at the University level constituted by the Vice Chancellor to consider the cases of misconduct, misbehavior of students and their use of unfair means in examinations and disorderly conduct of examinations.
- (2) The Constitution of the Examination Discipline Committee will be as under:
  - a. Pro- Vice Chancellor - Chairperson
  - b. Two Heads Departments / Constituent Units - Member
  - c. One Senior Officer of the University - Member
  - d. Controller of Examinations - Member SecretaryThe Chairperson may co-opt any Head of Department / Constituent unit for particular meeting of the Examination Discipline Committee.
- (3) The tenure of the nominated members of the Committee shall be two years.
- (4) A member shall be eligible for re-appointment.
- (5) Three members present shall constitute the quorum.

## 6. RESULTS MODERATION COMMITTEE

- (1) The University will constitute a result Moderation Committee for each Programme / Course as under:
  - a. Pro-Vice chancellor - Chairperson.
  - b. Head of Department / Constituent Unit - Member.
  - c. One senior faculty member from each board discipline - Member.
  - d. Controller of Examinations - Member Secretary
- (2) The functions of Results Moderation Committee are as under:
  - a. 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 on the whole and in various subjects are in conformity with the usual standards before declaration of results.
  - b. The Committee shall bring to the notice of the Vice Chancellor lapse or omission on the part of the paper setter and/or 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.
- (3) The provision of moderation of marks (up to maximum of 5 marks per semester but not more than 3 marks in a course) shall be permissible in borderline cases for upgrading “C” grade to “C+” Grade, for improvement of SGPA, CGPA and also the Division.

- (4) Considering the time requirement for moderation of large number of programmes and students, on approval from Vice Chancellor, where 5 marks are to be awarded in borderline cases, the results may be moderated by Controller of Examinations and approved by the Chairperson Moderation Committee.
- (5) Moderation of promotion of students to next year is permissible under following criteria.
- (a) Students moving from 2<sup>nd</sup> year to 3<sup>rd</sup> year: Any one of the SGPA is less than 3.5 and CGPA is greater than or equal to 3.5 (and on meeting criteria as per clause 16 & 17)
- Students fulfilling above moderation criteria will be promoted to next year and will be placed under “Promoted with Academic Warning” category.
- (6) The Vice Chancellor has the authority to revise the promotion moderation criteria and rules from time to time for welfare of the students.
- (7) The recommendations of the Moderation Committee shall be placed before the Vice Chancellor for approval.

## **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-Committee he shall conduct all the examinations of the University and shall make all other arrangements therefor and he is 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 / Constituents 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 student 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 fails vacant, all the duties of the Office shall be performed by such person as may be appointed by the Vice Chancellor, until the Controller of Examinations resumed 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, students shall be evaluated for his academic performance in a course through case discussion / presentation / analysis, practical, home work 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 is 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
Viva - Voce	1 – 2	V	5 – 10
Quiz	1 – 3	Q	5 – 10
Class Test (s)	1 – 2	CT	10 – 15
Term Paper	1	TP	10 – 15
End-Semester Examination	1	EE	70
<b>Total</b>			<b>100</b>

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. 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%.

- (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.

## 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 certified by the Head of Department / Constituent Unit to have been met. The audit course(s) shall be shown 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 these shall be considered for the purpose of declaration of results.

## 10. ATTENDANCE

- (1) Ideally Students are expected to have 100% attendance in all courses. The attendance will be marked by the faculty members on Amizone and the marks for the attendance will be generated by the system.
- (2) 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 HOI / HOD is mandatory.
- (3) 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).
- (4) Under extreme special circumstances, Vice Chancellor may condone attendance upto 5% below 75% on the recommendation of HOI.
- (5) Every teaching faculty handling a class will take attendance till the last day of the class. The percentage of attendance upto this day will be calculated and forwarded to Examination Department by the HoI for issue of Admit Cards.
- (6) 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 by the respective Institutions/Schools.

- (7) If a student remains absent continuously for 30 days or more without permission, his/her name will be struck off by the Registrar after obtaining approval of the VC. Such a student may apply for re-admission. The HoI / HoD will examine his/her performance in all the semesters and back log of papers and forward recommendations to Hon VC'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. The attendance will be calculated as per the decision taken at the time of granting re-admission.

### **Action in cases of Shortfall of Attendance**

- (1) A student, whose attendance is below 75%, will not be permitted to appear in the ESE and will be awarded 'DE'(F) grade in that paper and treated as Fail in that subject.
- (2) 'DE/F' Grade students 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. 'DE/ F' grade student of 3rd semester may reappear in that course unit in the 5th semester.
- (3) 'DE/F' Grade students will have to apply to the HoI / HoD for re-appearing within the first week of the commencement of the corresponding semester on amizone. The HoI / HoD will assign Guided Self Study Courses & Assignments under the faculty for the concerned subjects, of which, regular assessment records will be put up by the faculty to the HoI/HoD. The HoI/HoD will forward the recommendations to VC (Through CoE) for grant of permission to re-appear in that course unit and also mark the same on amizone. The admit card of the students will only be generated subject to minimum of 75% percentage in GSSC courses and on due approval of HoI/HoD. Only on grant of permission by VC, a student will be allowed to re-appear.
- (4) A students 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 HoI will be awarded 'I' grade. Students absent without valid reasons and with proper written permission from HoI will be awarded 'I' grade. Students absent without valid reasons will be marked 'Ab'.
- (5) '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 not exceeding B+.

- (6) The final year students who have obtained 'DE' (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.
- (7) 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.
- (8) In all cases of re-appearing (I & F grade students), the marks obtained by the students who have re-appeared will be converted to the appropriate letter grade not exceeding B+.
- (9) The 'I' grade 'DE' (F) & F grade students are allowed only one chance to re-appear.
- (10) 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).

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

- (1) Attendance at lectures, tutorials, practicals, clinicals, sessionals, if any, held during the academics session shall be counted.
- (2) Attendance at NCC/NSS camp, Amity Cadet Corp / 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 as 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 day 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.

## 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 (DE/F) grades and arrange counseling sessions for the students on weekends and holidays in the next semester. A minimum of four GSSC sessions will be scheduled for each subject for which the students will have to register himself / herself in the beginning of the next semester on Amizone.
- (2) The students, who are detained due to shortage of attendance in any subject of 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 on Amizone. The students must obtain minimum 75% attendance in GSSC sessions so scheduled failing which he/she may again be debarred from appearing next Semester Examination.
- (3) They will be required to pay a fee per subject as prescribed by the Department/Constituent units.
- (4) 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.
- (5) The Departments / Constituent Units may prescribe team papers / home assignments which the students will submit to their teachers subjects-wise within the due dates.
- (6) The regularity in attendance 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.
- (7) Only those students 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 the next batch of students. The scheme of re-examination will be announced by the University on receipt of report from the Department / Constituent Unit.
- (8) The student will be permitted to appear in examination on GSSC, satisfactory performance in GSSC, payment of reexamination fees and meeting the minimum of 75% attendance criteria of GSSC.

### **13. MINIMUM & MAXIMUM DURATION OF ACADEMIC PROGRAMMES**

- (1) 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.
- (2) The maximum permissible period for completing a programme upto two academic years shall be  $n+1$  year (two semesters) and for the programmes of more than two academic years duration, the maximum permissible period shall be  $n+2$  academic years (four semesters), where “n” represents the minimum duration of the programme.

### **14. 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. Provide the Vice Chancellor, if satisfied about the genuineness, or merit of it, may order for adjustment of fee towards the immediate 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 a appear. A candidate shall not be entitled to the adjustment of examination fee mentioned above if he changes the faculty of 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 finish his form within the prescribed date, necessary fees having been paid in University account, may be refund after a deduction of a sum as specified by the University. Examination fee of a candidate who dies before appearing in 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.



## 15. 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**

<b>Grade</b>	<b>Qualitative Meaning</b>	<b>Grade Point Attached</b>
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

- (2) General guidelines for award Grades are:
- (i) Evaluation of different components of a Course Unit for each student shall be initially done in numerical marks.
  - (ii) 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 in 10 point scale.
  - (iii) 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.
  - (iv) Grading will be done on raw score awarded by the evaluator in internal continuous assessment as well as in end term examination.
  - (v) 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.
  - (vi) If the marks obtained by the students of a class of more than 30 students are close to perfectly normal distribution curve, the marks awarded to a students 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.

- (vii)** The minimum percentage of marks for award of an A+ grade will not be normally less than 80%.
- (viii)** For award of C+ grade, the minimum percentage of marks shall not be less than 40% in the case of Post Graduate and Integrated level programmes and 35% in Under Graduate programmes. The higher score for Grade C+ should not be more than 49%.
- (ix)** In case the evaluation of a course unit is very skewed, the following action shall be taken:
  - (a)** 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.
  - (b)** The close clusters, if any on either side, the bands for awards on grades will be decided manually.
  - (c)** The natural gaps in histogram drawn from raw scores will be identified and will be used as demarcation for the various grades.
- (x)** C grade shall be decided on a case to 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.
  - (a)** The results if considered necessary shall be moderated by a duly constituted Results Moderation Committee.
  - (b)** The procedure for evaluation and award of grades for Project / Training / Seminar / Comprehensive viva-voce shall be such a may be decided by the respective Board of Studies.
- (3)** 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 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 is spread of scores regardless of the nature of curricular areas.

**TABLE – B**

Lower range of Marks	Grade	Upper Range of Marks
$\geq (\bar{X} + 1.5 \sigma) <$ but $\nless 80$	A+	100
$\geq (\bar{X} + 0.75 \sigma)$	A	$< (\bar{X} + 1.5 \sigma)$
$\geq \bar{X}$	A-	$< (\bar{X} + 0.75 \sigma)$
$\geq (\bar{X} - 0.75 \sigma)$	B+	$< \bar{X}$
$\geq (\bar{X} - 1.5 \sigma)$	B	$< (\bar{X} - 0.75 \sigma)$
$\geq (\bar{X} - 2.25 \sigma)$	B-	$< (\bar{X} - 1.5 \sigma)$
	C+	$< (\bar{X} - 2.25 \sigma)$ but $\nless 40$ for PG and 35 for UG
	F	$< (\bar{X} - 2.25 \sigma)$ and/or $< 40$ for PG and 35 for UG

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 C.

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

**TABLE – C**

Grade	Qualitative Value of Grade	Minimum Percentage of marks for letter Grade for <b>PG</b> Programmes.	Minimum Percentage of marks for letter Grade for <b>UG</b> Programmes.
A+	Outstanding	80	80
A	Excellent	75	70
A-	Very Good	68	65
B+	Good	60	55
B	Above Average	52	50
B-	Average	45	45

C+	Satisfactory	40	35
F	Fail	Less than 40	Less than 35

(d) 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.

(e) For NTCC course, following grading system will be followed:

Grade	GradePoint	PG		UG	
		Min Marks	Max Marks	Min Marks	Max Marks
C+	4	40	44	35	44
B-	5	45	50	45	50
B	6	51	60	51	60
B+	7	61	70	61	70
A-	8	71	80	71	80
A	9	81	90	81	90
A+	10	91	100	91	100

(4) The Semester performance of a student will be indicated as “Semester grade Point Average (SGPA)”. The SGPA will be weighted average of Grade Point 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 U<sub>1</sub>, U<sub>2</sub>, U<sub>3</sub> denote credits associated with courses taken by the student and G<sub>1</sub>, G<sub>2</sub>, G<sub>3</sub> 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)
MAL101	5	C+	5	4	20
CSL102	4	C	4	3	12
PHP103	4	A	4	9	36

PHL104	3	B	3	6	18
MEL105	4	F	0	0	00
AML106	4	B-	4	5	20
Total	24		16		106

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

Points secured in the semester 106

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

Credit Units in Course appeared 24

CGPA is not applicable in first semester

### II semester

Course Code	Associated Course unit credits	Grade Awarded	Credits earned	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL201	5	A+	5	10	50
EEL202	5	B+	5	7	35
CYL203	5	C+	5	4	20
CYP204	4	A	4	9	36
MEL205	4	B	4	6	24
AML206	5	C	0	3	15
HUL207	3	F	0	0	00
Total	31			39	180

Associated Credit Unit 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 2<sup>nd</sup> semester 180) = 286

Points secured in II semester 180

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

Credit Units of appeared courses in II semester 31

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

- (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 15(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 percentage of marks do 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) 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.
- (9) 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

## 16. PASSING CRITERIA

A student has to 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 (Average per semester)	Maximum (Average per semester)
(a) Under Graduate Programmes	25	30
(b) Post graduate Programmes	30	35
(c) Integrated Programmes	30	35

## **(2) Internal Assessment Evaluation**

- (a) The weightage of End Semester Examination (ESE) to Internal Assessment Evaluation (IAE) is 70% to 30%.
- (b) The condition for qualifying separately in IAE is waived off.
- (c) A student is required to secure minimum 30% marks to pass in ESE and minimum aggregate marks of 35% in UG and 40% in PG Course to be considered 'PASS' in each course unit.
- (d) The internal assessment will be completed within the semester and the result will be forwarded to Examination Branch latest by three days prior to the last day of class. Students who have missed the IAE / assignments / tests will be awarded 'o' marks.
- (e) There will be no provision for re-appearing 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.
- (f) 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.
- (g) In Internal Assessment, five marks are allotted to attendance as under:-

<b>Percentage of Attendance (%)</b>	<b>Marks</b>
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

There will be no negative marking for attendance below 75%.

- (3) Students of both UG and PG programmes should also pass in each term / semester separately (in all courses) by securing a minimum Semester Grade Point Average (SGPA) of 4.5 for UG and 5.0 for PG on a 10 point scale.
- (4) For successful completion of a programme, the student should secure a minimum Cumulative Grade Point Average (CGPA) of 5.0 at the end of final year of an Under Graduate programme and of 6.0 at the end of final year of Post Graduate Programme / Integrated Programme.
- (5) A student who has reappeared / repeated the examination of course unit(s) the best of the two scores obtained shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree.
- (6) 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 post Graduate and Integrated Programmes and 35% in Under Graduate 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 be considered for the purpose of declaration of results.

## 17. PROMOTION TO NEXT SEMESTER / YEAR

**Promotion will be considered at the end of each academic year.**

- (a) 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.

	UG Programmes	PG & Integrated Programmes
SGPA / AGPA	3.5	4.5
CGPA	4.5	5.0

- (b) **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.
- (c) Promotion from 2<sup>nd</sup> year to 3<sup>rd</sup> year and subsequent years:
- (1) A student will be promoted from second year to third year only if he/she 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.
  - (2) Similarly, he/she will be promoted from third year to fourth year if he/she 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.
  - (3) Promotions to subsequent years will also be based on the same criteria as above.
- (d) Students who is promoted to next year by meeting the promotion criteria as given in para 17 (a) above but is not meeting qualifying criteria (passing criteria) for award of degree as given in para 16 (3) & (4) above, will be placed on Academic Probation for one year to improve his/her SGPA / CGPA.
- (e) 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 decision will be taken by Pro Vice Chancellor based on the Performance of the students and recommendation of the HoI.

## 18. ACADEMIC PROBATION

- (a) Students who fail to clear **Promotion Criteria** as given in Para 17(a) above but are promoted to next Academic Year (cases as given in Para 17 (b) & (c) ) or not meeting qualifying as given in Para 16(3) & (4) above for award of Degree will be placed on Academic Probation for one year.
- (b) The student who does not clear the **Passing Criteria** at the end of the **Academic Probation** will not be eligible for promotion to the subsequent years. He/ she will have the option as given in para 17 (c) above i.e. either to Repeat the Year or take **Academic Break** for one year.

(c) **Promotion with Academic Warning**

Students who fail to get promoted under Academic Probation as given in para 17 above may be promoted to next Academic year under following conditions:-

- (1) If a student meets passing / promotion SGPA/CGPA criteria but has back papers in any of previous semesters.
- (2) If the student has scored Passing Criteria of SGPA in all semester except one, in which he/she has promotion Criteria of SGPA of previous year(s) and also has Promotion Criteria of SGPA / CGPA in current year.

All students who are promoted to next year under 'Promoted with Academic Probation' / Promoted with Academic Warning' category will be required to sign an Undertaking stating that they are under Academic Probation/Warning and will be requirement to secure minimum passing / promotion SGPA / CGPA criteria as required at the end of Academic Probation / Warning Period.

- (d) A student who takes **Academic Break** has to makeup through **self guided studies and assignments** for all the previous years and secure the passing criteria by reappearing in the course units in which he/she has obtained 'F' of 'I' grade. However, the total period to qualify the course will not exceed the prescribed n+1 year for 2 years courses and n+ 2 years for 3 years and above courses. It implies that a student of two year course can take one year **Academic Break** and a student of 3 years and above courses can take two **Academic Breaks** of one year each.

## 19. ACADEMIC BREAK

- (a) On the recommendations of the Head/s 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 course and two academic breaks of one year each to students of three years and above course, if approved by the Vice Chancellor, under the following circumstances :
  - (1) The performance of the student is very poor.
  - (2) The student has been continuously ill.
  - (3) Any other specified reasons.
- (b) However the period to qualify the course will not exceed the prescribed N+ 1 year for upto two years courses and N+2 years for three years and above courses.
- (c) 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.
- (d) Students who repeat the year will be required to pay the prescribed Academic Fee of the Year.

## 20. RE-APPEARING

- (1) 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.
- (2) A student who has not fulfilled the minimum attendance requirement in any course unit(s) shall not be allowed to appear in the term Examination of that 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 fulfilled of such eligibility conditions as prescribed in the Regulations.
- (3) A student who fails to secure minimum C+ Grade (Grade Point 4) 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.
- (4) A student, who has failed to secure the required passing SGPA i.e. 4.5 for UG and 5.0 for PG Course shall, order to secure a passing SGPA, apart from fulfilling the requirements of Para 17 above, has the options to reappear in the end term examinations also of the Course Units of the concerned term in which he desires to improve his performance, when these examinations are held on normal schedule.
- (5) A student who has scored C+ in all the courses and required SGPA / CGPA or already awarded a Degree / Diploma by the AUUP shall not be eligible to re-appear / repeat course unit examinations with a view to improve the over-all CGPA view.

- (6) A student who has to reappear / repeat in an end term 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 case 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.
- (7) 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.
- (8) 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 charges from such students.

## **21. IMPROVEMENT OF SCORE**

- (1) If a student has poor performance in a number of 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 of the semester(s) and retain the credits already earned by him in other course(s).
- (2) A student shall be allowed only one chance to improve to 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 best of the two scores 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.

## **22. PROGRAMMES COVERED UNDER STATUTORY BODIES**

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

## 23. APPOINTMENT 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 on the basis of 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 Vice Chancellor 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:

Sr 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 LLM level for at least five years OR Experience as High Court Judge OR 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 Under Graduate and / or Post Graduate level for at least five years in relevant field.
4	Degree examination in all 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 subjects at the degree and/or post graduate level for at least five years.
6	LLB	Teaching experience of LLM 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/Nurcing	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/nurcing 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 / 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 examiners 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 of the University and its Constituent Units whose candidates are to be examined on the recommendation of the Examination Sub-Committee.
- (9) Ordinarily at least three Paper-Setters shall be appointed for every subject. They shall normally belong to different Department/ Constituent Units.
- (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 practicals, 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 years in which he last acted as an examiner and the year in which he is re-appointed. 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 number of internal examiners required. 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
    - (a) He has an advice report from the Head Examiner, OR
    - (b) 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
    - (c) 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 evaluation of 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. 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.

## **24. 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.

## **25. SUPPLEMENTARY EXAMINATIONS**

- (1) For the final year students, supplementary examinations for those who have not secured passing grades, or were debarred/detained from appearing in any examination and they made up the deficiency in attendance as per provisions of these Regulations, will normally be held within thirty days after the declaration of results of the final Semester Examinations. For this purpose, the students of one year courses shall be deemed as final year students.
- (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 payment receipts, within two days after the last date for submission of examination forms.
- (5) Better of two scores obtained after Supplementary Examination in repeat course unit(s) shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree/diploma.
- (6) Pre-final year students appearing in Supplementary Examination may be promoted to next semester under Provisionally Promoted category. They will be required to sign an Undertaking stating that if the student after result of Supplementary examination fail to score minimum passing / promotion criteria to become eligible for promotion to next semester/year, he/she will either repeat the year or take Academic Break or withdraw from the Programme. However, students with 'O' SGPA or debarred in majority of the course in the last semester may not be allowed to appear in Supplementary Examination and will not be promoted to next semester/year.

## **26. EXAMINATION ADMIT CARD**

- (1) Students who are eligible for any end semester examination/supplementary examination will be issued Admit card by the Examination Department.
- (2) Students appearing in any of the University Examination will fill up the Examination form either "Online" on "AMIZONE or/and in a form given at Performa attached at Annexure 1.
- (3) In case of form filled on AMIZONE software
  - (a) Students shall fill up the examination form online. Examination Fees paid along with details of payment for back papers shall be entered by the students.
  - (b) 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.



- (c) Controller of Examination or an officer authorized by him/her shall take the printout of Examination Admit Card from 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.
- (4) In case of forms filled on hard copy
  - (a) 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.
  - (b) Examination form duly signed by Head of Institution/Department along with proof of fees paid (in original) shall be forwarded to Controller of Examination.
  - (c) 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 handling over to the students.
- (5) Passed out student may request for deduction of examination fees from Academic Security Deposit in the form. Students shall fill up the undertaking form and submit it to Finance Department for their documentation. Only after authentication by Finance Department on undertaking. Head of Institution or officer nominated by him shall sign on Examination Form and submit to Controller of Examination.
- (6) Examination Superintendents/Invigilator/Supervisory staff at examination centers shall ensure that no student is permitted to write any examination paper without Admit Card.
- (7) If a student losses Examination Admit Card before completion of examination, 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.

## **27. CONDUCT OF EXAMINATIONS:**

- (1) The examination 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 will be notified by him through the Department/Constitutions 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 before or during the course of the examination to give a specimen signature for purpose of identification.
- (6) Permission to appear re-appear at a University examination may be withdraw before or during the course of the examination which in the opinion of the Vice Chancellor, 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 intended 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 Vice Chancellor. 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 of 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, misbehavior or misconduct of students during examinations.

## **28. APPOINTMENT 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 by 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 disable 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 minute 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.

## **29. DISCIPLINARY CONTROL OF STUDENTS IN RELATION TO UNIVERSITY EXAMINATIONS**

- (1) During examinations, the candidates shall be under the disciplinary control of the Examination center 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 Center, 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 or 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 Vice Chancellor.

- (2) The students shall maintain proper discipline and orderly conduct during the examination. 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 a practical or oral examination include:

- a) Misbehavior in the examination hall with the Center 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 Center, or with any other Candidate, in or around the examination Center, or with any other Candidate, in or around the examination center, 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 equipment's, 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 center.
- g) Non-surrender of previous Grade sheets as required under Para 31(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) Taking 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 Center Superintendent or the center, 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 favour through the answer book or through any other mode.
- (g) Possession 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 and 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 the enhance marks, or favorably evaluate, or to change the award in favor 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 centers 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, intimidates, assaults any, member of the supervisory or inspecting staff, or threatens to do so;
- (ii) Abuses, insults, intimidates, assaults any other candidate or threatens 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/Executives 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 29(3) & 29(4) above during the course of 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 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 Center 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, misbehavior/misconduct of students and their use of unfair means in the examinations and mass copying shall be reported by the concerned invigilator through the Center Superintendent/ Examinations sub-

Committee or by the examiner, paper-setter, evaluator, moderator or the person connected with the University examination as the case may be, 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.

**(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 29(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 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 Vice Chancellor.
- (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 Vice Chancellor 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 Vice Chancellor, whose decision shall be final.
- (e) All decision of the Examination Discipline Committee as approved by the Vice Chancellor 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 regulation, the Vice chancellor 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 Vice Chancellor 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 provision 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 in charge 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 Center 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 of the purpose;
- (b) Where the Evaluator/Examiner is satisfied that 33% or more 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 scaled before transmission to the Controller of Examinations;
- (c) If the Vice chancellor is satisfied that there has been a mass-scale copying or use of unfair means at a particular center(s), he may cancel the examination of all the candidates concerned and order re-examination.



## **(8) PENALTIES**

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

Sr No	Sun-para of Regulation 29(30) & 29(4) for Acts of Students	Penalties to be recommended by Examination Discipline Committee
1	29(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	29(4)(a) & (b)	The examination for the session or course unit in respect of which a candidate is founded to have used unfair means be cancelled.
3	29(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 unfair means be cancelled
4	29(4)(g), (h), (i), (k), (l), (m), (n), (o) & (p)	The entire examination of the candidate in respect of which he is found to have used unfair means be cancelled and he shall further be disqualified from appearing at any University examination for a period to be specified by the Committee.

(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. The 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 provision 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 Vice Chancellor for review of his case. The Vice Chancellor, 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 Vice Chancellor 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 Regulation, the Academic council on the recommendation of the Vice chancellor, on the expiry of there 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.

### **30. INSPECTION OF EXAMINATION CENTRE**

- (1) Every examination centre shall be open to inspection buy the Chancellor, Vice chancellor, Pro-Vice Chancellor or Controller of Examinations and such other officers so authorized by the Vice Chancellor or Controller of Examinations in his behalf.
- (2) There shall be the Observers/Flying Squads who shall be required to visit centers allotted to them during the course of examinations 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.

### **31. RE-EXAMINATION/QUASHING/REVESION OF RESULTS**

- (1) If the Vice Chancellor 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 any thing contrary to these Regulations. The Vice Chancellor 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 centers. Conditions and make necessary arrangements of affected candidates in the same year or when it deems fit.
- (3) The vice Chancellor shall have 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 examinations;
  - (c) there is any other reason which may be determined by the Vice Chancellor.

- (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 examinations 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 malafide has been shown 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 Vice Chancellor for his purpose.

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

- (1) If any answer book of student(s) is lost at the Examination Center after having been received by the Centre Superintendent of the examination or by any of the invigilators or during transmission to concerned parson 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 Vice Chancellor 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 his behalf or by an examiner is lost, the Vice Chancellor 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 32(3) below;
  - (b) whether the student be required to appear again in that paper on a date to be fixed by the Vice Chancellor.
- (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 Vice Chancellor staff will be final.

### **33. 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 15 (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.
- (2) Duplicate grade sheet shall be issued against payment of fee as may be prescribed.

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

- (1) The answer book of a student in any examination shall not be reassessed under any circumstances. However, After the publication of the results of the university examinations, if a candidate, whether passed or failed, has strong grounds and belief that some mistake has been made in connection with his results, he may apply to the Controller of Examinations through HOD on prescribed application form along with attested copy of his Grade sheet for re-checking of his answer book in one or more papers as the case may be on payment of prescribed fee within two weeks of the date of declaration of results.
- (2) The Controller of Examination may accept the application for rechecking of answer books upto 15 days from the expiry of the date in exceptional cases.
- (3) Whereas, the re-checking does not mean reassessment or re-evaluation of the answer book, the Controller of Examination may appoint any Officer to see that:
  - (a) There is no mistake in the grand total on the title page of the answer book
  - (b) The total of various parts of a question has been correctly made at the end of each question;
  - (c) All totals have been correctly brought forward on the title page of the answer book;
  - (d) No portion of any answer has been left un-evaluated;
  - (e) Total marks in the answer book tally with the marks sheet;
  - (f) The answer book or any part thereof has not been changed/detached;
  - (g) The handwriting of the candidate in supplementary answer sheet tallies with the main answer book
- (4) In the event of detection of any omission or mistake in the script or in the compilation of the result of a student, the matter shall be reported to the Controller of Examinations who will get the omission rectified by referring the answer book to the concerned examiner.
- (5) If the re-checking revealed, subject to the provisions made under para 31 (4) above, any discrepancy by virtue of which the marks of the student are revised, the record shall be

corrected accordingly and revised grade sheet shall be issued after the previous grade sheet is surrendered.

- (6) If any such student refuses to surrender his previous grade sheet required under Para 31 (5) above shall be treated to have misbehaved and shall be dealt with by the Examination Discipline Committee under the relevant provisions of these Regulations.
- (7) The Vice Chancellor shall also have the powers to affect the recovery of the Grade sheet by force through any the law enforcing agencies.

### **35. REFUND OF EXAMINATION FEE**

- (1) Examination fee, if any, once paid shall not be refunded or transferred 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 mean 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 regulation, must be made within one year after the fee is deposited. No claim shall be entertained thereafter.

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

(Section 28(a) of the Act, Article 6(3)(b)(ix) of the First Statutes and Cause 17 of the First Ordinances)

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.

### **37. 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 Register and countersigned by the Vice Chancellor 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, certificate etc. shall be placed before the Executive Council for its concurrences. On being concurred by the Executive Council, the degree shall be awarded to the successful candidates at convocation
- (6) In extreme emergency, the degrees, diplomas, certificates shall be awarded to the successful students before the Convocation with the approval of Vice Chancellor and the matter be reported to the Academic Council.

### **38. 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 Vice-Chancellor. 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 examinations 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 and offence Involving violence or moral turpitude.

### **39. 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 academic distinction awarded to him shall be withdrawn by the University with the approval of the Executive Council.
- (2) In order to take action under Section 27 of the Act for 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 Vice Chancellor. The charge sheet along with the list of witnesses and documents on the basis of 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 Vice chancellor for a decision on the basis of 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 Chancellor.

### **40. OFFICIAL TRANSCRIPTS TO STUDENTS**

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

### **41. 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 Vice chancellor;

- (2) Notwithstanding anything states in these Regulations, for any unforeseen issues arising, or not covered by these Regulations or in the event of differences of interpretation, the Vice-chancellor may take a decision, with the approval of the founder President of the Foundation.

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