

SANGAM UNIVERSITY, BHILWARA



EXAMINATION REGULATIONS

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1. These Examination Regulations are applicable to all the Programmes being run in all the Schools of the University. If in relation to any matter, these Regulations are silent or rules contained in these Regulations are not in consonance with the rules of the Approving Body/Affiliating Body of the Programme, then rules of the Approving Body will prevail.

1. SEMESTER SYSTEM:

The Course structures and examinations shall normally be based on Semester System: July to December – Odd Semester; January to June – Even Semester. Some courses will be based on Annual System: July to June. A number of courses as approved and prescribed by Academic Council shall be offered in each Semester. During summer vacation, some courses may be offered for which the provision shall be there in the Regulations. Courses offered in one Semester may also be offered in some other Programmes if the Academic Council approves it. In that case the Course Code shall remain the same in the other Programme also.

2. COURSE CODES:

Each course offered shall be assigned a Code and that course shall be identified by that Code. This Code shall consist of a string of alphanumeric characters as given below:

- a. The first two to three characters shall denote the Programme to which the course belongs.
- b. Next two digits shall represent the branch (for example EE for Electrical Engineering).
- c. Next two numbers should denote the semester (for example first and seventh semester should be represented by 01 and 07 respectively).
- d. Next two digits should denote the course.
- e. In case of specialization subjects, then one character shall precede the digits denoting the course.

Some examples are given below as a guideline:

BB0302 (BBA, THIRD SEM, SUBJECT ALLOTTED CODE 02)

BBL0103 (BBA, LOGISTICS, FIRST SEM, SUBJECT ALLOTTED CODE 03)

MB0105 (MBA, FIRST SEM, SUBJECT ALLOTTED CODE05)

MB03M06 (MBA, THIRD SEM, MARKETING SPECIALISATION, SUBJECT ALLOTTED CODE 06)

DMI0304 (DIPLOMA, MINING, THIRD SEM, SUBJECT ALLOTTED CODE 04)

BTEE0502 (B.TECH., ELECTRICAL ENGINEERING, FIFTH SEMESTER, SUBJECT ALLOTTED CODE 02)

MTCE0204 (M.TECH., CIVIL ENGINEERING, SECOND SEM, SUBJECT ALLOTTED CODE 04)

3. COURSE EVALUATION:

3.1 In addition to Mid Semester and End Semester Examinations, student shall be evaluated for his/her academic performance in a course through case discussion, presentation, analysis, practical, home work assignments, semester papers, projects, field work, seminars, internship, quizzes, class tests or any other mode as may be prescribed in the syllabi. The basic structure of each course shall be prescribed by the Board of Studies and approved by the Academic Council.

3.2 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, and laboratory classes/field study.

L	T	P	Total Credit
3	0	2	4

One hour of classroom contact and two hours of practical are equivalent to 1 credit respectively.

3.3 Continuous evaluation components such as Assignment-I, Assignment- II, Mid Semester Examination, End Semester Examination will be normally followed for all the courses.

3.4 Faculty of each course is responsible for setting Assignment I and Assignment II to be given to the students. The Programme Coordinator is responsible for vetting the Assignments. Question Paper for Mid Semester Examination will be set by the respective course Faculty. Some of the End Semester Examination Question Paper will be set by the empanelled course experts from other Institutes/Universities.

3.5 The following table indicates the distribution of marks for various components in a Semester for theory & Lab Subjects:

3.5.1 THEORY PAPER ASSESSMENT:

S.NO.	COMPONENT	MAXIMUM MARKS	TYPE/DURATION
1.	Assignment - 1	7.5.	
2.	Mid Semester Exam	40	1.50 HOURS
3.	Assignment - 2	7.5	
4.	End Semester Exam	60	2.50 HOURS
5.	Attendance	05	
	Total	100	

Marking Scheme for Attendance:

75% - 80%	03 Marks
81% - 85%	04 Marks
> 85%	05 Marks

The Mid semester examination will be of 40 marks but will have 50% weightage. The pattern of the Question paper will be as follows:

S.NO.	Parts	MAXIMUM MARKS	TYPE/DURATION
1.	Part - A	It covers 10 Multiple Choice Questions of 0.5 mark each.	Total Marks: 05
2.	Part - B	It covers 05 short answer type questions of 3 marks each.	Total Marks: 15
3.	Part – C	It covers 04 descriptive type questions of 5 marks each.	Total Marks: 20
			Total Marks 40

The End semester examination will be of 60 marks. The pattern of the Question paper will be as follows:

S.NO.	Parts	MAXIMUM MARKS	TYPE/DURATION
1.	Part - A	It covers 10 Multiple Choice Questions of 0.5 marks each.	Total Marks: 05
2.	Part - B	It covers 5 short answer type questions of 3 marks each.	Total Marks: 15
3.	Part – C	It covers 5 descriptive type questions of 8 marks each. Each question will have internal choice.	Total Marks: 40
			Total Marks 60

3.5.1 Different Question Paper Pattern for some subjects:

Some subjects have some special requirements for assessing students. For example subjects like Music, Drawings, Vocational Courses, Mental Ability and Logical Reasoning and Reasoning and Quantitative Aptitude. In such cases the format of the question paper can be changed to facilitate proper assessment, if permitted by the President.

3.5.2 PRACTICAL ASSESSMENT:

Practical exam will be conducted for the course one week before the ESE Examination. The distribution of practical subject marks will be as follows:

(For example if any Lab course is of Marks 100)

S.NO.	COMPONENT	MAXIMUM MARKS
01.	Practical Performance	Marks 50
02.	Record	Marks 20
03.	Attendance	Marks 05
04.	Quiz	Marks 10
05.	Viva Voce	Marks 15
	Total	Marks 100

The project and dissertation shall be evaluated by the Board of Examiners through seminar(s), presentation(s), report submission(s) and the viva-voce examination.

4. **SPECIAL EXAMINATION:**

4.1 Provisions of Special Examination are applicable to all the Programmes whether run on semester or yearly basis, except courses of one year duration.

4.2 Special Examination will be conducted after declaration of main semester result.

4.3 Students of **only** final semesters having 'F' grade or I grade in any subject(s) in any semester(s), can take the Special Examination to improve their result. For the purpose of this exam, students' marks of Mid Semester Examination, Practical Examinations, 2 Assignments and attendance will be carried forward. The student will have to appear only in the Special ESE.

Students who have no marks to be carried forward, will have to appear in the Special ESE and obtain minimum passing marks required to clear the course.

In case of subjects having, Practical Examinations, if a student has not taken practical examination earlier, will have to take the Practical Examination at the time of Special ESE.

For this purpose students will have to fill up the Back Paper Examination Form and pay the back paper fee.

4.4 **Improvement Examination:** Students who are pass in all the subjects but are not able to achieve the requisite CGPA to get the degree/diploma, may take Improvement Exams to improve their CGPA.

In case a student who is eligible to receive a Degree/Diploma but wants to improve his/her CGPA may also take Improvement Exams, if approved by the President on the recommendations of the Dean of the concerned School.

These exams will be held thrice in an academic year, i.e. along with Odd Semester ESE and Even Semester ESE and Special Exams.. Student can choose any three subjects of their choice irrespective of the fact whether those subjects belong to Odd Semester or Even Semester.

For this students will have to fill up the requisite form and pay the fee for Improvement Exam.

4.5 After the End Semester examination of any semester, if a student fails to clear any subject then he/ she would be required to repeat the back subjects in the corresponding semester in the forthcoming session(s). For this purpose student will have to appear only in the End Semester Exam and his/her previous Assignment Marks and Mid Semester Marks will be retained. His/Her result will be prepared on the basis of Relative grading of current batch at that time.

Students who miss MSE without any reasonable cause will not be allowed any marks for MSE.

4.6 Missing MSE OR ESE in special cases

If a student misses MSE because he/she was representing the University in some sport/academic/important events like NCC etc. at that time, he/she will be allotted marks for MSE in proportion to the marks scored by him/her in the ESE, if approved by President at the recommendations of the Dean/Deputy Dean of the concerned School.

If such students miss out on some or all the ESE because of the reasons mentioned above, then special exams of those courses will be conducted for them if approved by the President at the recommendations of the Dean/Deputy Dean of the concerned School.

In case of one year courses, if a student is unable to take some or all the exams, he/she shall be awarded I grade in the missed paper(s). Such students can appear next year in the Examination as Ex-students. For this they will have to fill up the back paper form and pay back paper fee.

In case of First Year Students and Lateral Entry students, if they miss their MSE due to late admission, a Special MSE exam shall be conducted for them. In case such a student misses even a Special MSE exam, then he/she shall be awarded marks for MSE on the basis of his/her marks in the ESE.

4.6 Transfer Cases

In case of transfer cases in any Programme, students have to clear those courses which are taught here but they have not studied in their previous college/university. Such students will have to appear only in the ESE of those courses and he/she will be allotted marks for other components, namely, MSE, Assignments and attendance in proportion to the marks scored by him/her in the ESE.

4.7 Students who wish to take Back paper exams are required to fill up the requisite form and submit it to the Examination Department after paying back paper fees in the Accounts Department so that they could be registered for the back examination with main students.

4.8 Students who have appeared in the End semester examination but were absent in the laboratory component, then they will be required to appear only in the concerned laboratory component. For this purpose also they will have to fill up the requisite form and pay exam fee as applicable.

5. EXAMINATION FEES:

Examination Fee is collected by the University along with the tuition fee and other charges at the start of each Semester/Academic Year and is nonrefundable.

6. COURSE CREDITS:

Each course shall be assigned a number of credits, which shall reflect its weightage. The number of credits of a course in a Semester shall ordinarily be calculated as under:

6.1 Lectures :

One lecture hour per week shall be assigned one credit.

6.2 Practical:

One laboratory hour per week shall be assigned half a credit. Not more than three credits may be assigned to a practical course having only laboratory component.

6.3 Special Courses:

Courses like Projects and Industrial Trainings/Summer Training in the UG programmes shall be treated as any other course and shall be assigned such number of credits as arrived at by taking into consideration the quantum of work required to be put in by a student in that course.

7. COURSE EVALUATION:

7.1 A student shall be evaluated for his/her academic performance in a course through Practical, Assignments, Mid Term Examination (MSE), and the End-Semester Examination (ESE).

7.2 The summer training shall be evaluated through the quality of work carried out, the report submitted and presentations. The Project shall be evaluated through seminar/presentation, quality of work carried out, Project Report submitted and the viva-voce examinations duly verified by the programme coordinator.

The evaluation of performance in the Even Semester will follow the standards followed previously when the course was offered during the last Semester. The course evaluation of students is done through grading system.

8. EVALUATION SYSTEM:

8.1 Grading:

The academic performance of a student shall be graded on a ten-point scale as per the guidelines of Examination rules 13.

8.2 Semester Grade Point Average (SGPA):

The Letter Grades other than 'F' awarded to a student in all the subjects (except in audit subjects) in a Semester shall be converted into a Semester performance index called the Semester Grade Point Average (SGPA). The SGPA will be weighted average of Grade Points of all letter grades other than F received by a student for all the subjects registered in the Semester. The formula for Computing SGPA is:

$$SGPA = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

Where U_1, U_2, U_3 denote credits associated with subjects taken by the Student and G_1, G_2, G_3 are the Grade Point of the letter grades awarded in the respective subject in that particular semester.

8.3 Cumulative Grade Point Average (CGPA)

The calculation of CGPA is similar to that of calculating SGPA but will take into account all the subjects done in all the semesters up to that point of time.

Whenever a student repeats a subject and gets a new letter grade, the new grade replaces the earlier grade in the calculation of SGPA/CGPA.

In case of School of Agriculture Science and Technology and School of Pharmacy, If for any purpose, the SGPA/CGPA is required to be converted into percentage of marks, then SGPA/CGPA is to be multiplied by 10.

In case of other Schools, if the SGPA/CGPA is required to be converted into percentage of marks, then SGPA/CGPA is to be multiplied by 9.5. This gives percentage up to $\pm 1\%$ accuracy.

8.4 Absolute grading system will be implemented from Academic Year 2021-22 for the students admitted during AY 2021-22. For old students relative grading system will be used. Grades allotted will be as given below:

Marks Range	Grade	Grade Point
91 – 100	A+	10
81 – 90	A	9
71 – 80	B+	8
61 – 70	B	7
51 – 60	C+	6
41 – 50	C	5
35 - 40	D	4
< 35	F	Fail

9. **RESULT MODERATION COMMITTEE (RMC)**

President shall appoint a Result Moderation Committee for each Academic Year comprising of:

President	:	Chairman
Controller of Examination	:	Member Secretary
Deans/Deputy Deans/HODs	:	Members
President's Nominee	:	Member

In absence of President senior most Dean/Deputy Dean will preside over the RMC meeting.

Any abnormality or any extraordinary event impacting the results of any programme can be brought to the notice of the RMC through Controller of Examinations. On receipt of such a request COE shall convene a meeting of the RMC in consultation with the President. COE may also suo moto convene a meeting of RMC in consultation with President, if any discrepancy or abnormality in result comes to his notice.

Decision of RMC will be final.

10. RUSTICATION/ SUSPENSION FROM A SEMESTER/ YEAR:

A student rusticated or suspended or debarred from attending the classes due to any reason whatsoever, shall have to meet the requirement of 75% attendance in each course in a Semester as specified in the Regulations if he/she is permitted to continue the course at any point of time later.

11. ELIGIBILITY FOR AWARD OF DEGREE:

A Student would become eligible for the award of the Degree/Diploma/Certificate, if he/she fulfills the following conditions.

A student would be deemed to have fulfilled the requirements of graduation if he /she has cleared all the courses prescribed for the enrolled programme or the composite programme as the case may be, cleared the total credit requirements in terms of projects, thesis, dissertation, seminar etc where applicable obtained the minimum CGPA prescribed, and satisfied all the requirements of the prescribed academic regulations. Further, a student would be deemed to have become eligible for the degree if in addition to satisfying the graduation requirements has also satisfied all the rules of evaluation and that no case of indiscipline or unfair means is pending against him. However, in case the student has any outstanding dues payable to the University including hostel charges or any other charges, then the degree will be withheld until the said dues are cleared.

The following classification based on CGPA will be made for various programmes

Distinction	CGPA of 9.00 or more
First Division	CGPA 6.50 or more but less than 9.00
Second Division	CGPA of 4.50 or more but less than 6.50 for (Diploma & UG programmes) CGPA of 5.50 or more but less than 6.50 for PG programmes.

The Transcript, Provisional Certificate and the Degree will be issued to a graduating student only when he/she has cleared all the dues pending against his/her name, else these would be detained. The dues will not be adjusted against the Caution Money, which would be refunded in full after the issuance of the Transcript, Provisional Certificate and the Degree.

12. GRADING SYSTEM:

12.1 The University follows Relative Grading System. The level of students' academic performance as the aggregate of continuous evaluation and the end Semester examination shall be reflected by the Letter Grades on a ten point scale according to the connotation as per **Table –A.**

TABLE –A

Letter Grade	Qualitative Meaning	Grade Point Attached
A+	Outstanding	10

A	Excellent	9
B+	Very Good	8
B	Good	7
C+	Above Average	6
C	Average	5
D	Satisfactory	4
F	Fail	0

The other symbols and reports used in the grade sheet are:

AU	-	Audit
RC	-	Registration cancelled
DP	-	Discontinued from the Programme
RRA	-	Required to Register Again
EL	-	Elective
S	-	Satisfactory
GA	-	Grade Awaited
TGA	-	Thesis Grade Awaited
I	-	Incomplete
U	-	Unsatisfactory
NC	-	Not Cleared
W	-	Withdrawn
XR	-	Previous grades 'X' repeated

12.2 General guidelines for award of Relative Grades are:

- 12.2.1 Evaluation of different components of a Course Unit for each student shall be initially done in numerical marks.
- 12.2.2 The marks of different components viz., internal continuous assessment of course work, practical, Mid Semester Examination etc. and End Semester 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 the 10 point scale.
- 12.2.3 The grade awarded will be based on the total performance of a student in a particular course as against the relative performance of other students taking the same course in the concerned semester.
- 12.2.4 The procedure for evaluation and award of grades for Project/Training/Seminar/Comprehensive viva-voce shall be such as may be decided by the respective Board of Studies.

12.3 Conversion of numerical marks into letter grades:

- 12.3.1 First calculate the average marks scored by the class and find out the Standard Deviation of the marks. Create six classes by adding .5 SD, 1SD and 1.5 SD to the Average Marks and similarly. subtracting .5 SD, 1 SD and 1.5 SD. Grades will be assigned as given below:

Average +1.5 SD	86.6939	A+	90 >	Grade	Marks Range
Average +1 SD	83.3459	A	84 - 90		
Average +.5 SD	79.9979	B+	80 - 83	A+	Greater than the end of 'A' range, provided it is greater than 90%, if it is less than 90%, 2 then
Average	76.65	B	77 - 79		
Average +1.5 SD	86.6939	A+	90 >	A	Grade 'A' will be assigned.
Average +1 SD	83.3459	A	84 - 90		
Average +.5 SD	79.9979	B+	80 - 83	A	From end of 'B+' range to Average + 1.5 SD
Average	76.65	B	77 - 79		
Average -.5 SD	73.3020	C+	74 - 76	A	From end of 'B+' range to Average + 1.5 SD
Average - 1 SD	69.9540	C	70 - 73		
Average -1.5 SD	66.6060	D	35 - 69	A	From end of 'B+' range to Average + 1.5 SD
		F	<35		

B+	From end of 'B' Class range to Average + 1 SD
B	From Average to Average + .5 SD
C+	Up to end of 'B' Class range from Average - .5SD
C	Up to end of 'C+' Class range from Average - 1SD
D	Up to end of 'C' Class range from Average - 1.5SD
F	Less than the start of class 'D', provided it is less than 35%, otherwise Grade 'D' will be assigned.

The above scheme is explained below with the help of an example. In this case the Average Marks of the class are 76.65% and the Standard Deviation is 6.695977. Two constraints as discussed above are also there. They are: (1) Grade 'A+' can be assigned only if marks are greater than 90%, Grade 'F' can be assigned only if the marks scored are less than 35%, otherwise grade 'D' will be assigned.

12.3.2 In case the class size is less than 30 students, then Absolute Grading will be used. In that case the Grades will be assigned as per scheme given below:

Marks Range	Grade	Grade Point
91 – 100	A+	10
81 – 90	A	9
71 – 80	B+	8
61 – 70	B	7
51 – 60	C+	6
41 – 50	C	5
35 - 40	D	4
< 35	F	Fail

12.3.3 In some subjects, descriptive non-letter grades (VG-Very Good, GD-Good, AV-Average, PO-Poor, AC-Acceptable, UA-Unacceptable) are awarded which carry no grade points.

12.3.4 If a course has theory & lab components then calculations of Grade points should be based on the weightage of the credit allotted to both the components.

- 12.4 The Semester performance of a student will be indicated as “Semester Grade Point Average” (SGPA). The SGPA will be weighted average of Grade Points of all letter grades received by a student for all the Course units in the Semester.

An example of these calculations is given below:

First Semester:

Course code	Associated Course Unit Credits	Grade Awarded	Credits earned	Grade Point	Point Secured
MBA0101	4	B	4	7	28
MBA0102	4	A	4	9	36
MBA0103	4	B	4	7	28
MBA0104	4	A	4	9	36
MBA0105	3	B+	3	8	24
MBA0106	3	B+	3	8	24
MBA0107	4	B+	4	8	32
Total	26		26		208

Total associated credits in the Semester (total of column 2) = 26
 Earned credits in the Semester (total of column 4) = 26
 Points secured in this Semester (total of column 6) = 208

$$\text{SGPA} = \frac{\text{Points secured in the Semester } 208}{\text{Credit Units in Courses appeared } 26} = 8.00$$

CGPA will be same as SGPA in case of 1st semester.

Second Semester:

Course code	Associated Course credits	Grade Awarded	Earned credits	Grade Point	Point Secured
MBA201	4	B+	4	8	32
MBA202	4	C+	4	6	24
MBA203	4	B+	4	8	32
MBA204	4	B+	4	8	32

MBA205	3	B+	3	8	24
MBA206	4	B+	4	8	32
MBA207	3	B+	3	8	24
Total	26		26		200

Associated Credit Units in the Semester (Total of column 2) = 26
 Earned Units in the Semester (Total of column 4) = 26
 Cumulative associated credit Units (in previous Semesters = 26 and current Semester = 26) = 52. Points Secured in II Semester (total of column 6) = 200
 Cumulative points secured (total of points secured in 1st Semester = 208 and in 2nd Semester = 200) = 408

$$\text{SGPA} = \frac{\text{Points secured in II Semester} = 200}{\text{Credit Units of appeared courses in II Semester} = 26} = 7.92$$

$$\text{CGPA} = \frac{\text{Cumulative points secured in all passed course in I \& II Semesters} = 408}{\text{Cumulative Associated Credit Units in I \& II Semesters} = 52} = 7.84$$

Final Grade Card will indicate Cumulative Grade Point Average (CGPA) and shall be based only on Grade Points obtained in courses for which units have been earned.

Conversion from Grade Point Averages to Percentages of marks shall not have any 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.

13. PASSING CRITERIA:

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

13.1. Attendance – Minimum 75% of attendance in each course should be maintained to appear in the End Semester Exams.

13.2 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 school and shall normally be as follows:

	Minimum (Average per Semester)	Maximum (Average per Semester)
(a) Under Graduate Programmes	17	33
(b) Post Graduate Programmes	16	38
(c) Integrated Programmes	25	38

(d) Diploma Programmes	22	30
(e) Certificate Programmes	22	30

- 13.2 Each Course Unit shall have two components of evaluation: continuous internal assessment through 40 % and the Semester end examination which will carry weightage not less than 60%. For successful completion of a Course Unit, student must score D grade in his/her final grade.
- 13.3 A student must pass in summer training, internship or project dissertation (wherever prescribed), by securing at least D Grade
- 13.4 For successful completion of a programme, the student should secure a minimum Cumulative Grade Point Average (CGPA) at the end of the final year which is 4.5 and 5.5 in case of UG and PG Programmes respectively.
- 13.5 A student who has /repeated the examination of any course, the marks obtained in the repeat exam shall be taken into consideration for calculating the SGPA and CGPA and eligibility for the award of a degree and the new grade will appear with a remark in the revised grade sheet.

14. PROMOTION TO NEXT SEMESTER/YEAR:

A student has to pass at least 50% of the subjects in a year including both semesters to be eligible for promotion to the next year. This applies to the yearly courses also.

For example if there are 12 subjects in a year (including 2 semesters), then the student has to pass at least in 6 subjects to be eligible for promotion to the next year. In case of 13 subjects he has to clear at least 7 subjects to be promoted to the next year ($13/2 = 6.5$, rounded off to 7). In such cases the students will have to appear in the back papers when the exams for that semester are held in the next year as an ex-student. He/she will have to pay back paper fee for all the exams he takes.

If after taking back paper exams, he is able to reduce the number of backs to less than 50% of the subjects in the year in which he had backs, he will be promoted to the next year.

Total number of cumulative backs in any year shall be less than 50% of the number of subjects of the year in which he is appearing.

15. CONDUCT OF EXAMINATIONS:

15.1 The examinations shall be held for all such academic programmes as are approved by the Academic Council or it may notify from time to time for awarding degree, diploma, certificates. A copy of Scheme of each Programme notified by Academic Council should be submitted to the Examination Department. The last date for receipt of examination forms shall be notified by the Controller of Examinations. The schedule of end Semester examinations including practical will be notified by him through the Schools.

15.2 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. In exceptional circumstances COE may use his discretionary power to permit the student to be admitted to the examination hall. The Centre Superintendent shall have the power to call upon any student appearing at an examination to give a specimen signature for the purpose of identification.

15.3 Permission to appear/re-appear at an examination may be withdrawn before or during the course of the examination which, in the opinion of the Vice Chancellor, justifies the student's expulsion.

15.4 No student who is undergoing any restriction at the time of submitting the application form or during the period of examination or who was expelled during the academic year just preceding the date of examination at which he intends to appear shall be admitted to the examination.

15.5 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 staff engaged in the conduct of Examination shall be advised through Guidelines to take all steps for proper conduct of examinations such as proper supervision and invigilation, effective security, cordoning off the examination centers 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 by the students during examinations.

16. APPOINTMENT OF AMANUENSIS FOR WRITING EXAMINATION

16.1 Amanuensis shall be provided on a request made by the student well in advance to the Controller of the Examinations, on the recommendations of Examination Sub-Committee. The request shall be duly supported with a Medical Certificate from an authorized Medical Officer under the following circumstances.

Candidates having impairment of movement in arms and hands, can read independently but have problem in writing due to:

- a. locomotors impaired and cerebral palsy students
- b. sudden illness rendering the candidate unable to write.
- c. an accident involving injury rendering the candidate unable to write

16.2 The amanuensis must be a student of at least one lower grade of education than that of the candidate.

16.3 The Examination Sub- Committee shall select a suitable amanuensis from any other school and forward to the Controller of Examinations, the details of the person appointed as amanuensis of the candidate.

16.4 A separate room for such disabled candidate and one separate Invigilator to supervise his examination shall be provided.

16.5 The amanuensis shall be paid an honorarium by the student.

16.6 No extra fee shall be charged from the student for providing the facility of amanuensis.

16.7 For a written examination of duration of one hour, twenty minutes extra time shall be provided. Similarly, for written examination involving more than one or less than one hour extra time shall be worked out on the basis of twenty minutes per one hour criteria.

17. DISCIPLINARY CONTROL OF STUDENTS IN RELATION TO EXAMINATIONS:

17.1 During examinations, the candidates shall be under the disciplinary control of the Examination Centre Superintendent who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or Observer or representative or the invigilators at the Centre, he may be expelled from the examination for that session. The Examination Centre Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The said Committee will make recommendations for disciplinary action as it may deem fit, to the Vice Chancellor.

17.2 The students shall maintain proper discipline and orderly conduct during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.

18. ACTS OF DISORDERLY CONDUCT IN THE EXAMINATION:

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

18.1 Misbehavior in the examination hall with the Centre Superintendent, the Invigilator on duty, the Examiner conducting a practical or oral examination or the members of flying squads, the observers or the other staff working at the Examination Centre, or with any other Candidate, in or around the examination centre, or threat to life of these examination staff, observers, members of flying squads etc. before, during or after the examination hour.

18.2 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;

18.3 Causing damage to laboratory equipments, books in library and other properties during examinations.

18.4 Disturbing or disrupting or instigating others to disturb/disrupt the examination.

18.5 Instigating others to leave the examination room.

18.6 Carrying any weapons into the examination centre.

18.7 Non-surrender of previous Grade sheets.

18.8 Any act not specified above as determined by the Academic Council.

18.9 Shouting outside the room specially giving out answers or clues to answers.

19. ACTS OF UNFAIR MEANS:

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

19.1 Carrying anything in the examination hall i.e. cell phone, tablets, I pad, alarms etc. that caused disturbance to others or helping material, stationary or writing on student desk or on body of the student.

19.2 Talking to another candidate or any person, inside or outside the examination hall, during the examination without the permission of a member of the supervisory staff;

19.3 Leaving the examination hall without handing over the answer book and or continuation sheet, if any, or any other specifically designed response sheet to the Invigilator or Supervisor concerned or Centre Superintendent or the concerned authorized officer deputed to the examination centre, and taking away, tearing off or otherwise disposing off the same or any part thereof;

19.4 Writing matter connected with or relating to a question or solving a question on anything (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 Examination Department to the candidate.

19.5 Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.

19.6 Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.

19.7 Making appeal to the Examiner/Evaluator soliciting favor through the answer book or through any other mode.

19.8 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.

19.9 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.

19.10 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 other person;

19.11 Smuggling into the examination hall and or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a solution to a question paper or to a part thereof or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet or any other response sheet during or after the examination with or without the help of or in

connivance with any person connected with the examination, or through any other agency, whatsoever.

19.12 Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any source before the examination or to enhance marks, or favorably evaluate, or to change the award in favour of the candidate.

19.13 Any attempt by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who;

19.13.1 Abuses, insults, intimidate, assault any member of the supervisory or inspecting staff, or threaten to do so;

19.13.2 Abuses, insults, intimidate, assault 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.

19.14 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: arranging to impersonate for any person, whosoever he may be, or for himself or impersonating for other candidate at the examination.

19.15 Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.

19.16 Lifting of some other's work(s) and inserting it in his/her Class Work Submissions, Project, Seminar Reports and Dissertation, etc. without proper acknowledgement, credit and reference or plagiarizing the Project,/Class Work Submissions and Reports, etc.,

19.17 Any other act of omission or commission declared by the Academic Council to be unfair means in respect of any or all the examinations.

20. REPORTING OF CASES OF UNFAIR MEANS, MISBEHAVIOUR, MISCONDUCT OR DISORDERLY CONDUCT OF EXAMINATIONS:

20.1 A candidate who is suspected to have used unfair means or misbehaved or commits any of the acts not in accordance with the norms 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 the Invigilator and the Centre Superintendent which shall be witnessed in writing by two other members of the supervisory staff on duty at the time of occurrence of the incident.

20.2 A candidate detected (confirmed yet allowed) or suspected of using unfair means in the examination may be permitted to answer the question paper, on a separate answer book in the remaining duration of the examination. The answer book in which the use of unfair means is suspected shall be seized by the Invigilator or Centre Superintendent, who shall send both the answer books to the Controller of Examinations with his report. This will not affect the concerned candidate's appearance in the rest of the examinations.

20.3 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 Centre Superintendent/ Examination Sub-Committee or by the examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the examinations 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.

21. DISCIPLINARY PROCEEDINGS:

21.1 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 precise nature of allegations against him and shall require him to furnish his written explanation within a stipulated period under intimation to the Dean/Deputy Dean/HOD of the concerned School.

21.2 On receipt of the explanation from the candidate through the Dean/Deputy Dean/HOD of the concerned School or on the expiry of the period stipulated for submitting explanation, if no explanation is received from the candidate, the Controller of Examinations shall submit the case before the Examination Discipline Committee for consideration and taking appropriate decision in the matter.

21.3 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.

21.4 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.

21.5 All decisions of the Examination Discipline Committee as approved by the Vice Chancellor shall be communicated to the student through the Dean/Deputy Dean/HOD of the concerned School or by the Controller of Examination in his/her absence.

21.6 Notwithstanding anything contained expressly or impliedly in these Regulations, 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 Programme, the permission granted to such candidate to pursue that Programme or to appear at an examination in relation thereto:

- 21.6.1 The student was ineligible for admission to the course but was wrongly admitted, or
- 21.6.2 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 a discrepancy was found in the attendance record on account of which the candidate who had taken the examination was in fact ineligible, or
- 21.6.3 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 defend his case against the proposed action and provided further that such action shall require the confirmation of the Academic Council.

22. ISSUE OF GRADE SHEETS:

22.1 In the Grade Sheets, the Final Grades with course units will show separately. The total marks obtained by students shall be converted into letter grades as per norms. The letter Grade so assessed shall also be shown along with its course credits. An over-all SGPA and CGPA shall also be shown. Last Grade Sheet of the Programme shall mention Pass/Fail status along with SGPA and CGPA. For example the Grade Sheet of IV Semester of MBA shall mention Pass/Fail status of the student.

22.2 Duplicate grade sheet shall be issued against payment of fee as may be prescribed. Such an application shall be submitted through Dean/Deputy Dean of the school and approved by Controller of Examinations.

23. RECHECKING / RE-EVALUATION OF ANSWER BOOKS

The answer sheets of Mid Semester Examinations will be shown to the students. In case any student wants to get his answer sheet reevaluated, he/she can make such a request to the Dean/Deputy Dean. The Dean/Deputy Dean can take a decision and get the needful done at the School level.

If a student wishes to see his answer sheets or get his End Semester answer sheets reevaluated, then he will have to apply to Examination Department within 15 days of declaration of result by filling up a form and depositing the requisite fee.

24. EXAMINATION AUTOMATION SYSTEM

Examination Module is automated through ERP software. Various functioning of Examination are run through ERP. Following are the Examination functions running on ERP.

S. No.	Function	Description
1	Examination Schedule	Prepared through ERP
2	Examination Form Filling	Students can fill exam via student login
3	Examination Admit Card	Students can download Exam admit card from their student login
4	Examination conduction process	Room's records, Duty chart, Student attendance are done via ERP.
5	Marks Filling	Teachers can fill marks from their ERP login.
6	Marks verifying	Marks can be verified after marks filling by verifier on ERP
7	Grade Sheet calculation	Grade Range calculation, Grade calculation is done on ERP
8	Grade sheet	Grade sheet is generated from ERP
9	Result Declaration	Grade Sheet and Marks are displayed on student portal after declaration of result by Examination Department.
10	Back exam	Back Forms Back marks filling will be done via ERP.

25. AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS:

A student shall be awarded a degree/diploma/Certificate, if:

- 25.1 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;
- 25.2 He has cleared all his/her dues towards the University including Hostel or any other charges.
- 25.3 No disciplinary action is pending against him/her.

26. 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 examination of the University, for reasons,

which, in their opinion, justify such withholding e.g. unruly or disorderly conduct, or violence on the campus or conviction for an offence involving violence or moral turpitude.

27. WITHDRAWAL OF DEGREES, DIPLOMAS AND OTHER ACADEMIC DISTINCTIONS

- 27.1 If any student has secured admission by falsification of documents or concealment of material facts or conviction for an offence involving violence and moral turpitude, or for such other serious offence, the degree/diploma/certificate/other academic distinction awarded to him shall be withdrawn by the University with the approval of the Academic Council.
- 27.2 In order to take action of 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 framed shall be communicated by the Registrar through registered post or by hand duly acknowledged. 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 charges.
- 27.3 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 committee formed by the Vice Chancellor.
- 27.4 Every proposal for the withdrawal of an honorary degree shall require prior approval of the Academic Council
