

**SANGAM UNIVERSITY, BHILWARA**



**DRAFT EXAMINATION REGULATIONS**

**2025-26**

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## EXAMINATION REGULATIONS

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 EVALUATION:

- 2.1 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.
- 2.2 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	1	2	5

One hour of classroom contact (both lecture and tutorial) or two hours of practical for a complete semester are equivalent to 1 credit respectively.

- 2.3 Continuous evaluation components such as Internal Assessment, Mid Semester Examination, End Semester Examination will be normally followed for all the courses.

2.4 Faculty of each course is responsible for setting Assignment I and Assignment II to be given to the students. 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 duly approved by President for that academic session from other Institutes/Universities.

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

**2.5.1 THEORY PAPER ASSESSMENT:**

Theory paper assessment will have following components as tabulated below:

S.NO.	COMPONENT	MAXIMUM MARKS	DURATION
1.	Internal Assessment	15	*
2.	Mid Semester Exam	15	*
4.	End Semester Exam	70	2 hours 30Minutes
	<b>Total</b>	<b>100</b>	

\*Method assessment of Internal Component i.e. Assignment and Mid-Term shall be decided by the course coordinator with approval of the Dean of respective Schools. Course coordinator is required to maintain record of the same and produce before Dean / CoE whenever asked to do so.

End semester examination will be of 70 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.  OR 5 Questions of 1 mark 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 10 marks each. Each question will have internal choice.	Total Marks: 50
			Total Marks 70




**\* Note: In case of programs governed by any regulating bodies/ councils (i.e. PCI/ICAR/AICTE etc.) it may vary as per council guideline.**

### **2.5.2 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.

**Short term/ low credit programme [2-credit= 1L+ 1T] examination will be conducted on MCQ pattern may be conducted if it is the demand of the subject.**

### **2.5.3 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 in the Class	Marks 40
02.	Record	Marks 20
03.	Attendance	Marks 05
04.	Viva Voce	Marks 15
05.	Practical Performance in ESE	Marks 20
	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..

### **3. SPECIAL EXAMINATION:**

3.1 Provisions of Special Examination are applicable to all the Programmes whether run on semester or yearly basis.

3.2 Special Examination will be conducted after declaration of main/final semester/year result.

- 3.3 Students of **only** final semesters having 'F', 'Ab', 'U' grade in any subject(s) in any semester(s), can take the Special Examination to pass the exam.
- 3.4 The Special Exams can be taken by even a student who is leaving the University before completion of his/her Degree/Diploma.
- 3.5 The maximum number of subjects in which a student can take Special Examination is six except in case of one year programmes in which a student can appear only in three subjects. In case a student has back in a subject which has practical and theory components, this will be considered one subject (if it is mentioned under scheme during credit allotment). In case a student has back only in the practical component or in the theory component, even in that case this will be considered one subject.
- 3.6 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 Special Examination Form and pay the examination fee as applicable.

#### 4. **IMPROVEMENT EXAMINATION:**

Students who have passed in all the subjects but are not able to achieve the requisite CGPA to get the degree/diploma or a student who is eligible to receive a Degree/Diploma but wants to improve his /her CGPA may take the Improvement Exams.

Student can choose any three subjects of his/her choice irrespective of the fact whether those subjects belong to Odd Semester or Even Semester. For the purpose of Improvement and Special Exams the previous marks of Internal Assessment and Mid Semester Examination will not be carried forward (marks of practicals will be carried forward). The exam should be conducted for 70 marks and the marks should be extrapolated to be out of 100 marks.

These exams will be held thrice in an academic year, i.e. along with Odd Semester ESE, Even Semester ESE and Special Exams. For this students will have to fill up the requisite form and pay the fee for Improvement Exam as prescribed from time to time.

#### 5. **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 shall be given another opportunity to take the MSE which will be conducted by the Schools by taking the prior approval of the Controller of the Examinations.

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.

#### **6. TRANSFER CASES (STUDENT MIGRATING FROM OTHER UNIVERSITY):**

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 and Assignments in proportion to the marks scored by him/her in the ESE.

The student will be given a certificate certifying that he/she has passed those subjects and no grade sheet will be issued for that.

#### **7. BACK EXAM**

7.1 Students who wish to take back paper exams are required to fill 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 the main students.

7.2 For the purpose of Back Exams of the Degree/Diploma/Certificate the previous marks of Internal Assessment and Mid Semester Examination shall be carried forward (Marks of Practical will also carried forward). However, if the student has not appeared in internal assessment component because of genuine reasons, he / she may be allowed to reappear in such components only after permission from Vice Chancellor after producing sufficient evidence for the genuineness of the absence.

7.3 If Student of Certificate / Diploma program who has failed in any course and wish to appear in Internal Component i.e. Assignment and Mid-Term, he/she must submit an application duly signed by Dean of respective School. Statement of marks in such cases is to be submitted along with Assignments and Mid-Term Answer sheets

7.4 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.

7.5 In case of practical and theory component of same course students have to pass each individually. If any student got failed in practical/theory he/she will be applicable for back examination.

**8. EXAMINATION FEES:**

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

**9. 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:

**9.1 Lectures:**

One lecture and tutorial hour per week shall be assigned one credit.

**9.2 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.

**9.3 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 and mentioned in scheme of teaching and evaluation.

**10. COURSE EVALUATION:**

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

10.2 Method assessment of Internal Component i.e. Assignment and Mid-Term shall be decided by the course coordinator with approval of the Dean of respective Schools. Course coordinator is required to maintain record of the same and produce before Dean / CoE whenever asked to do so.

10.3 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.

- 10.4 In case of dissertation/Internship, it will be evaluated by Mid Sem Evaluation / Quiz/Feedback from the Company/ seminar/presentation and the marks and report will be verified by Dean/Head of the School/Department.

**11. EVALUATION SYSTEM:**

**11.1 Grading:**

The academic performance of a student shall be graded on a ten-point scale as per the guidelines of Examination rules (12).

**11.2 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 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.

**11.3 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 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.

- 11.4 Absolute grading system has been implemented from the Academic Year 2021-22 for the students admitted from the AY 2021-22.

Grades allotted will be as given below:

Letter Grade	Grade Point
O (outstanding)	10
A+ (Excellent)	9
A (Very good)	8
B+ (Good)	7

B (Above average)	6
C (Average)	5
P (Pass)	4
F (Fail)	0
Ab (Absent)	0
U (Unfair Means)	0
W (Withdrawn)	0

For non-credit courses 'Satisfactory' or 'Unsatisfactory' will be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

For the award of grades following grade ranges for the absolute grading system to be followed as per the below mentioned guidelines:

Grade	Grade Definition	Marks Range
O	Outstanding	90%-100%
A+	Excellent	80%-89.99%
A	Very Good	70%-79.99%
B+	Good	60%-69.99%
B	Above Average	50%-59.99%
C	Average	45%-49.99%;
P	Below Average/Pass	40%-44.99%
F	Fail	Less than 40%

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




<b>Total</b>	<b>26</b>		<b>26</b>		<b>208</b>
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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 1<sup>st</sup> 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
<b>Total</b>	<b>26</b>		<b>26</b>		<b>200</b>

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 1<sup>st</sup> Semester = 208 and in 2<sup>nd</sup> 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.

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.

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.

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

AU - Audit  
XR - Previous grades 'X' repeated

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

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

Pro President : Chairman  
Controller of Examination : Member Secretary  
Deans/Deputy Deans/HODs : Members

In the absence of Pro President, the senior most 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 the 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 the President, if any discrepancy or abnormality in result comes to his notice.

Decision of RMC will be final.

**13. 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.

**14. 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 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 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.

#### **15. DEGREE CRITERIA**

After the 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.

The topper of the programme without any back/improvement exam will be awarded gold medal.

The student having highest marks with back/improvement/ special exam he/she will not be awarded gold medal, the second highest CGPA student will be considered for awarding the Gold Medal.

#### **16. PASSING CRITERIA:**

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

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

16.1 (B) This will change the current passing criteria from 35% to 40%. It is proposed to waive of the criteria of minimum passing marks of 25% in Theory Exam of End Semester Exam for Diploma / Certificate Programs

16.2 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 keeping in view the guidelines provided by the Government under the New Education Policy, 2020 or otherwise.

- 16.3 Each Course Unit shall have two components of evaluation: continuous internal assessment of 30% and the Semester end examination of 70% . For successful completion of a Course Unit, student must score P grade in his/her final grade.
- 16.4 A student must pass in summer training, internship or project dissertation (wherever prescribed), by securing at least P Grade
- 16.5 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.
- 16.6 In the case of practical and theory component in one course, students have to pass out individually in both. (In case of any other governing council the rules will be follows as per guideline.)

#### **17. PROMOTION TO NEXT SEMESTER/YEAR:**

- 17.1 All the students will be promoted to the next semester/year irrespective of the subjects in which they have backs. This rule applies to all the Schools except the School of Agriculture Science and Technology.
- 17.2 In case of the School of Agriculture Science and Technology the following rule applies from the Academic Year 2023-24:
1. Special Exams will be held after Sixth Semester in which the students can appear for back papers of only Fifth and Sixth Semesters.
  2. The maximum number of subjects in which a student can appear is 6. The back in the practical exam will be considered while calculating six back papers in which a student can appear. For example a student fails In theory as well as practical exam of a subject, then it will be considered as two backs.
  3. If a student has more than six backs after the sixth semester, then he/she will not be Promoted to the next class and he/she shall not be eligible for appearing in the Special Exam. Such students shall appear in the regular exams as Ex-students.

#### **18. MAXIMUM DURATION TO PASS A DEGREE/DIPLOMA/CERTIFICATE**

The maximum time allowed to complete a degree/diploma/certificate is  $2N$  where  $N$  stands for the normal duration of the degree/diploma/certificate. For example the normal duration of UG is 3 years, a student will get a maximum of 6 years ( $2N$ ,  $2 \times 3 = 6$  years) to complete the degree of UG.

## 19. CONDUCT OF EXAMINATIONS:

19.1 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 degrees, diplomas, and certificates. A copy of scheme of each programme notified by the Board of studies and approved 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 CoE through the Schools /Website.

From the Academic Year 2024-25 Mid Semester Examinations will be conducted by the Schools.

19.2 A student may not be admitted into the examination hall, if he fails to present to the Invigilator or an official assigned to supervise the examination his Admit card or fails to satisfy the Invigilator 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 Controller of Examinations shall have the power to call upon any student appearing at an examination to give a specimen signature for the purpose of identification.

19.3 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.

19.4 Any student who is undergoing any rustication 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 not be admitted to the examination unless permitted by Vice Chancellor.

19.5 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, 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 the examinations.

**20. APPOINTMENT OF AMANUENSIS FOR WRITING EXAMINATION**

- 20.1 Amanuensis shall be provided on a request made by the student well in advance to the Controller of the Examinations. 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
- 20.2 The amanuensis must be a student of at least one lower grade of education than that of the candidate.
- 20.3 A separate room for such disabled candidate and one separate Invigilator to supervise his examination shall be provided.
- 20.4 The amanuensis shall be paid an honorarium by the student.
- 20.5 No extra fee shall be charged from the student for providing the facility of amanuensis.
- 20.6 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.

**21. DISCIPLINARY CONTROL OF STUDENTS IN RELATION TO EXAMINATIONS:**

- 21.1 During examinations, the candidates shall be under the disciplinary control of the Center 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 concerned member of the supervisory staff or Observer or representative or the invigilators 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.
- 21.2 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.

**22. ACTS OF DISORDERLY CONDUCT IN THE EXAMINATION:**

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

- 22.1 Misbehavior in the examination hall with 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 threatening to life of these examination staff, observers, members of flying squads etc. before, during or after the examination hour.
- 22.2 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;
- 22.3 Causing damage to laboratory equipments, books in library and other properties during the examinations.
- 22.4 Disturbing or disrupting or instigating others to disturb/disrupt the examinations.
- 22.5 Instigating others to leave the examination room.
- 22.6 Carrying any weapons into the examination centre.
- 22.7 Non-surrender of previous Grade sheets.
- 22.8 Any act not specified above as determined by the Academic Council.
- 22.9 Shouting outside the room specially giving out answers or clues to answers.

**23. ACTS OF UNFAIR MEANS:**

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

- 23.1 Carrying anything in the examination hall i.e. cell phone, tablets, I pad, alarms etc. that cause disturbance to others or helping material, stationary or writing on student desk or on the body of the student.
- 23.2 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;
- 23.3 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 the concerned authorized officer deputed to

- the examination centre, and taking away, tearing off or otherwise disposing off the same or any part thereof;
- 23.4 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.
- 23.5 Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.
- 23.6 Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
- 23.7 Making appeal to the Examiner/Evaluator soliciting favor through the answer book or through any other mode.
- 23.8 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.
- 23.9 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.
- 23.10 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;
- 23.11 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.
- 23.12 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.

23.13 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;

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

23.13.2 Abuses, insults, intimidate, assault any other candidate or threaten to do so, shall be deemed to have interfered with or influenced the discharge of the duties of the Supervisory and the inspecting staff within the meaning of this Para.

23.14 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.

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

23.16 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.,

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

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

24.1 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 which shall be witnessed in writing by two other members of the supervisory staff on duty at the time of occurrence of the incident.

24.2 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 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 to the Controller of the Examinations. The Controller of Examinations shall place before the Examination Discipline Committee all those cases for consideration and decision.

**25. DISCIPLINARY PROCEEDINGS:**

- 25.1 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.
- 25.4 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.
- 25.5 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 through the Student Section.
- 25.6 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:
- 25.6.1 The student was ineligible for admission to the course but was wrongly admitted, or
- 25.6.2 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
- 25.6.3 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.

**26. ISSUE OF GRADE SHEETS:**

- 26.1 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.
- 26.2 Duplicate grade sheet shall be issued against payment of fee as may be prescribed, student also have to submit an affidavit on a stamp paper of Rs.100/- mentioning the cause of duplication.

**27. 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 Cell within 15 days of the declaration of the result by filling up a form and depositing the requisite fee.

Revaluation in a subject will be allowed only if the student has scored at least 15% of the marks prescribed for the ESE. In case the student has scored less than 15% marks prescribed for the ESE, his/her answer sheet will only be checked for errors in totaling of marks and unevaluated answers. If there are unevaluated, then the answer sheet will be sent for reevaluation.

If the award of the second examiner is more than the award of the first examiner subject to a limit of 10% of the maximum marks prescribed for the ESE, the same shall be taken as the marks obtained on revaluation. In case the award of the second examiner exceeds the above limit of 10%, the answer book shall be referred to a third examiner and the average of the two closest awards shall be taken into account.

The award of the second examiner is less than that of the first examiner up to the extent of 5% of the maximum marks prescribed for the paper, the award of the first examiner shall stand. (b) In case the award of the second examiner is less than that of the first examiner and the decrease is more than 5% but not more than 10% of the maximum marks prescribed for the paper, the average of the two awards shall be taken as the marks of revaluation.

If the award of the second examiner is less than that of the first examiner and the decrease in marks exceeds 10% of the maximum marks prescribed for the paper, the answer-book shall be referred to a third examiner and the average of the two closest awards shall be taken as the marks of revaluation.

**28. 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 or 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.

**29. WITHDRAWAL OF DEGREES, DIPLOMAS AND OTHER ACADEMIC DISTINCTIONS**

29.1 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.

29.2 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.

29.3 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.

29.4 Every proposal for the withdrawal of an honorary degree shall require prior approval of the Academic Council

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