



# **DVV Clarification**

**Policy document on  
Declaration of results**

## **Appendix-I**



**Academic Year**  
**2019-2020**

## EXAMINATION POLICY

### 1 EXAMINATIONS

- (i) At the beginning of each Academic Session and in any case not later than the 30th of August of every calendar year, the university shall prepare and publish a semester wise or annual, as the case may be, Schedule of Examinations for each and every course conducted by it and shall strictly adhere to the Schedule.
- (ii) Explanation - "Schedule of Examination" means a table giving details about the time, day and date of the commencement of each paper which is a part of a scheme of examinations and shall also include the details about the practical examination".
- (iii) Provided that if, for any reason whatsoever, the university has been unable to follow the Schedule, it shall, as soon as may be practicable, submit a report to the Government incorporating the detailed reasons for making a departure from the published Schedule. The Government may, on considering the report shall issue such directions to the university as it may deem fit.

### 2 DECLARATION OF RESULT

- (i) The university shall strive to declare the results of every examination conducted by it within a period of twenty days from the last date of the examination for that particular programme/course and shall in any case declare the results latest within a period of 20 days from such date;

"Provided that if, for any reason whatsoever, the university is unable to finally declare the results of any examination within the aforesaid period of forty-five days, it shall submit a report incorporating the detailed reasons for such delay to the Government. The Government may, on considering the report shall issue such directions to the university as it may deem fit."



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- (ii) No examination or the results of an examination shall be held invalid only for the reasons that the university has not followed the schedule as stipulated in section -37 or, as the case may be, in this section.”

**3 SHORT TITLE AND APPLICABILITY:**

- (i) This Ordinance governs the Examination system & Course Credit Regulations & Grading System - Ansal University and shall take effect from date of approval of the First Ordinance.
- (ii) Based on this Ordinance the “Examination Conduct Rules” shall be prepared by the University.
- (iii) This Ordinance shall be applicable for all examinations conducted at Ansal University.

**4 OBJECTIVES:**

- (i) To conduct the examinations on time and efficiently, under strict supervision, without allowing any malpractice to occur at any stage.
- (ii) To declare the results of the examinations on time and with complete accuracy.
- (iii) To offer the best services to the students and faculty with the overall aim of improving the quality of education provided.

**5 TYPE OF EXAMINATIONS, ACADEMIC YEAR, DATES & MEDIUM OF EXAMINATIONS:**

- (i) **Medium of Examinations—**  
The Medium of Examinations shall be English.
- (ii) **ACADEMIC YEAR—**  
The academic year runs for a period of approximately twelve months and comprises of two semesters as per the ‘Details of courses of study under various programmes’.
- (iii) **DATE OF EXAMINATIONS—**  
The dates of all the examinations shall be as per the University Academic Calendar.



(iv) **TYPE OF EXAMINATIONS—**

There are two types of examinations, at Ansal University:

**End Semester Examination:** End Semester Examinations shall be held at the end of each semester and will cover the entire course of the syllabus in that semester.

**Internal Tests:** There will be two Internal Tests in each semester. Internal-I will cover the syllabus taught up to a day before its commencement. Internal -II will cover the syllabus taught after Internal -I

The above Final Examination & Internal Tests are in addition to the Class Tests, Tutorial Assessments, Projects and Industrial visits evaluations, as conducted at the School or Departmental level.

**6 EXAMINATION PROCESS**

In order to conduct examinations in an efficient, strict and transparent manner, the system must have its requisite components in place, i.e. paper setting with utmost regard to secrecy, correctness and confidentiality; the physical conduct of the examination with due supervision and invigilation, a fair and an efficient evaluation system and finally the dissemination of results and record-keeping of grades in a timely and factually correct manner. For this purpose, Examination Committee, Controller of Examinations and Examination cell functions are outlined as given below:

**6.1 EXAMINATION COMMITTEE**

There shall be an Examination Committee at the University level constituted by the Academic Council.

The composition of the Examination Committee shall be as under:

- (a) Dean nominated by the Vice Chancellor - Convener
- (b) Deans of Schools/ Heads of Dept. - Ex-officio Members not exceeding six, nominated by the Vice Chancellor.
- (c) Controller of Examinations - Member Secretary

The tenure of the Examination Committee shall be two years. Two fifth 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.



**i) Functions of the Examination Committee shall be:**

- (a) 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.
- (b) To supervise generally all the examinations of the University and issue such directions as it may consider necessary for conduct of examinations.
- (c) To review from time to time the results of the University examinations and submission of reports thereon to the Academic Council.
- (d) To make recommendations to the Academic Council for the improvement of the examination system.
- (e) To appoint such number of sub-committees as it may think fit, and in particular, may delegate to any one or more persons or sub-committee(s), its powers to deal with examination matters.
- (f) To consider the complaints received against Officers and Staff engaged for conduct of examinations and recommend to the Vice Chancellor about the action to be taken against the concerned person(s).
- (g) To consider and recommend the rates of remuneration for the Paper Setters, Examiners, Superintendents of Examination Centers and other staff engaged on examination duty, Tabulators and Collators etc associated with the examination duty.
- (h) To consider any written report/representation/complaints received within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of Schools/Depts. 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.

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 reevaluation of the answer books etc.



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## 6.2 FUNCTIONS OF CONTROLLER OF EXAMINATIONS

The Controller of Examinations shall be a full time Officer of the University and shall perform the following functions:

- (a) Subject to the superintendence of the Examination Committee, he shall conduct all the examinations of the University and shall make all other arrangements, and be responsible for the due execution of all processes connected therewith.
- (b) He shall be ex-officio Member Secretary of the Examination Committee and such other Committee(s) as may be constituted by the University, but he shall not be entitled to vote. He shall be bound to place before such Committee(s) all such information as may be necessary for transaction of its business.
- (c) He shall be responsible for the due custody of the records pertaining to evaluation, examinations and related activities.
- (d) He shall collect information from the Departments/ Constituent Units of the University, as may be necessary, for the discharge of his duties.
- (e) He shall also perform such other duties as may be prescribed in the Guidelines on Conduct of Examinations and Evaluation of Students Performance from time to time, by the Board of Management or Academic Council or other authorities of the University.
- (f) While he, for any reason, is unable to act or the office of the Controller of Examinations falls vacant, all the duties of the Office shall be performed by such person as may be appointed by the Vice Chancellor, until the Controller of Examinations resumes his duties or the vacancy is filled.

## 6.3 EXAMINATION CELL

The role of Examination cell is to oversee the examinations at the university level and shall have the following major functions:

- (a) To prepare tentative Examination Schedule and submit the same to the Controller of Examinations for approval and notification.
- (b) To keep the Question Papers received from the paper setters in safe custody and keep proper record of the used and unused question papers.
- (c) To scrutinize the examination forms of the students and determine eligibility of students for taking examination. In case any student is found ineligible, it will record reasons of ineligibility against each student.
- (d) To ensure compliance of provisions of Regulations and Guidelines relating to conduct of examinations.





- (e) To make necessary arrangements for conduct of Examinations including display of examinations schedule, seating arrangements, security arrangements, if required, and for recording attendance of students.
- (f) To appoint amanuensis for visually handicapped and disabled students who are unable to write with their own hands.
- (g) To appoint Invigilators (minimum two in a room) and other supporting staff; and supervise their functioning.
- (h) To ensure smooth conduct of Examination.
- (i) To forward cases of use of unfair means by the students to Examination Discipline Committee of the University.
- (j) To arrange evaluation of answer books from the Evaluators approved by the Vice Chancellor, as per the norms fixed by the Academic Council.
- (k) To notify the last date for receipt of examination forms and fees for the students.
- (l) To notify the schedule of Internal and End semester examinations including practicals.  
To design 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, instructions to the students.
- (n) To ensure proper conduct of examinations such as proper supervision and invigilation, effective security cordoning off of the examination venues 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.

## 7 MODERATION BOARD FOR MODERATION OF QUESTION PAPERS

7.1 There shall be a Moderation Board constituted by the Vice Chancellor as under for one or more courses:

- |   |                  |
|---|------------------|
| (a) Vice Chancellor   | Chairperson      |
| (b) Dean of the discipline concerned.                                       | Member           |
| (c) One Expert in the discipline/specialization nominated by concerned dean | Member           |
| (d) Controller of Examinations  | Member Secretary |

Three members shall constitute the quorum for meetings. The tenure of the Moderation Board shall be two years.

7.2 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.

## 7. RESULTS MODERATION COMMITTEE

8.1 The University will constitute a Results Moderation Committee for each Programme / Course as under:

- |   |                  |
|---|------------------|
| (a) Vice Chancellor                                       | Chairperson      |
| (b) Dean of the discipline concerned                      | Member           |
| (c) One senior Faculty member nominated by concerned Dean | Member           |
| (d) Controller of Examinations                            | Member Secretary |

8.2 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 the examiners, if any. It will also suggest steps to be taken by the University to rectify the same as well as the action to be taken in any case where the result is unbalanced.
- (c) The provision of moderation of marks (up to maximum of 2 marks per semester) shall be permissible in borderline cases for upgrading "D" grade to "C" Grade, for improvement of SGPA, CGPA and also the Division.
- (d) Considering the time requirement for moderation of large number of programmes and students, on approval from Vice Chancellor, where 2 marks are to be awarded in borderline cases, the results may be moderated by Controller of Examination and approved by the Chairperson Moderation Committee.
- (e) The recommendations of the Moderation Committee shall be placed before the Vice Chancellor for approval.

## 9 ATTENDANCE

- (a) Every student shall be required to achieve 75% attendance in all the lectures, tutorials and practicals and participate in seminars arranged in the Department/ Constituent Units and events organized at the



School/University level during the programme. However, to account for contingencies such as prolonged illness, accidents, tragedy in the family etc., a relaxation up to a maximum of 15% can be granted by the Head of the respective Teaching Departments. Thus, the attendance requirement for appearing in the end semester examinations shall be a minimum of 75% (60% after giving relaxation) of the classes actually held in all courses taken together in a semester. In exigencies, prior permission shall be taken by the student for absence. However, for internal assessment components like class test a faculty may set a required percentage of attendance criteria to ascertain eligibility to appear in such tests.

- (b) If a student is found to be continuously absent from the classes without any information for a period of 15 days, a notice may be sent to the student about his unauthorized absence under intimation to his guardian/parents. If he still remains absent unauthorisedly for another 15 days after the date of issue of the notice, the name of such a student shall be struck off the rolls. Such a student shall have to seek the permission of the Vice Chancellor for re-admission and he has to pay required readmission fee.
- (c) A student with less than 75% of attendance (60% after relaxation) in the lectures, seminars and practicals taken together in a semester/trimester/year, shall be detained from appearing in the examinations
- (d) The minimum attendance requirement if provided by any regulatory authority shall prevail over the attendance requirements stipulated here above.

#### 10 MAKE-UP OF DEFICIENCY IN ATTENDANCE

- (a) Students who have been detained due to shortage of attendance in semester will register with their School for repeating all the courses during the subsequent semesters with the next batch of students. They will be required to pay fee as prescribed by the University.

The regularity in attending the classes and timely submission of assignments by due date will determine whether a student repeating the semester is permitted to take the re- examination or not.

#### 11 EXAMINATION FEES

- (a) The examination fees, as applicable and as approved by the statutory authority of the University shall be payable by the students of School for various examinations.



- (b) Examination fee of a candidate who dies before appearing in the examination shall be refunded in full to his guardian or his successor.
- (c) The entire fees paid by a candidate whose application for appearing in 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.

## 12 CONDUCT OF EXAMINATIONS

- (a) The examinations shall be held for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding degree, diploma, certificates, as per the prescribed Schemes of Teaching & Examinations and Syllabi as approved by the Academic Council.
- (b) Examinations shall be open to regular students i.e. candidates who have undergone a course of study in the Institution / Constituent Units for a specified period of that programme of study in the Scheme of Teaching & Examination and Syllabi.
- (c) 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 and university I-card or fails to satisfy the officer that it will be produced within a reasonable time.
- (d) The Centre Superintendent shall have the power to call upon any student appearing at an examination to give a specimen signature for purpose of identification.
- (e) Permission to appear/ re-appear at a University examination may be withdrawn before or during the course of the examination which, in the opinion of the Vice Chancellor, justifies the student's expulsion.
- (f) Notwithstanding anything contrary to these Regulations, no student who is undergoing any restriction at the time of submitting the application form or during the period of examination or who was expelled during the academic year just preceding the date of examination at which he intends to appear shall be admitted to the examination.

## 13 GRADING SYSTEM

- 13.1 The level of student's academic performance as the aggregate of continuous evaluation and final examination shall be reflected by letter grades on a four point scale according to the connotation as per table given below:



Grade	Qualitative Meaning	Grade Point Attached
A	Excellent	4
B	Good	3
C	Average	2
D	Borderline	1
F	Fail	0

**13.2 General guidelines for award of Grades are:**

- (a) Grading will be done on raw score awarded by the evaluator in Mid Semester Evaluation (MSE) as well as in End Semester Examination (ESE). The marks of different components- Mid Semester Evaluation (MSE) and End Semester Examination (ESE) shall be added. The total marks obtained shall be out of 100 and the same would be converted into grades on 4 point scale based on the relative performance.
- (b) Evaluation of different components of a Course for each student shall be initially done in numerical marks.
- (c) A Normal Class with a range of scores will be graded by a convenient method and will produce an almost normal distribution of grades.
- (d) The natural gaps in histogram drawn from raw scores will be identified and will be used as demarcation for the grades.
- (e) The weightage of End Semester Examination (ESE) to Mid Semester Evaluation (MSE) for B.Arch. courses is 50% to 50% whereas for other schools, the weightage of End Semester Examination (ESE) to Mid Semester Evaluation (MSE) is 60% to 40%.
- (f) The range of marks for "A" grade shall be the upper limit of "B" grade to 100%. The range of marks for "C" grade shall be from 50% to lower limit of "B" grade. The lower limit of "D" Grade will be 40% except for courses of SSAA, for which the lower limit of 'D' grade will be 45%.
- (g) The results, if considered necessary, shall be moderated by a duly constituted Results Moderation Committee.
- (h) The project and dissertation shall be evaluated by Board of Examiners through seminar(s), presentation(s), report/portfolio/working model submission(s) and the viva-voce examination.
- (i) The Semester performance of a student will be indicated as "Semester Grade Point Average" (SGPA). The SGPA will be weighted average of Grade Points of all letter grades received by a student for all the Course units in the semester. The formula for Computing SGPA is given below:



$$SGPA = \frac{\sum CG}{\sum C} = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 + \dots}{C_1 + C_2 + C_3 + \dots}$$

Where C1, C2, C3 denote credits associated with courses, and G1,G2,G3 are the Grade Point of the letter grades awarded in the respective Course. An example of these calculations is given below:

**Semester I**

Course code	Associated Course Credits (C)	Grade Awarded	Credits earned	Grade Point (G)	Point Secured (C)×(G)
(1)	(2)	(3)	(4)	(5)	(6)
SS 1001	5	C	5	2	10
CS 1002	4	C	4	2	8
APH 1002	4	A	4	4	16
HIS 1001	3	B	3	3	09
MEL 1003	4	F	0	0	00
ECE 1001	4	B	4	3	12
<b>Total</b>	<b>24</b>		<b>20</b>		<b>55</b>

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

Earned credits in the semester (total of column 4) = 20

Points secured in this semester (total of column 6) = 55

$$SPGA = \frac{\text{Points Secured in the semester}}{\text{Associated Credit Units in the semester}} = \frac{55}{24} = 2.29$$

\*CGPA is not applicable in first semester



**Semester II**

Course code	Associated Course credits (C)	Grade Awarded	Earned credits	Grade Point (G)	Point Secured (C)×(G)
(1)	(2)	(3)	(4)	(5)	(6)
SS 1002	4	D	4	1	4
CS1003	5	B	5	3	15
ELE 1600	4	C	4	2	08
CHM 1001	5	A	5	4	20
HIS 1002	4	B	4	3	12
ECE 1002	5	C	5	2	10
MAE1000	3	F	0	0	00
<b>Total</b>	<b>30</b>		<b>27</b>		<b>69</b>

Associated Credit Units in the semester (total of column 2) = 30

Earned Units in the semester (total of column 4) = 27

Cumulative associated credit Units (in previous semesters 24 and current semester 30) = 54

Points Secured in II semester (total of column 6) = 69

Cumulative points secured (total of points secured in 1<sup>st</sup> semester 55 and in II semester 69) = 124

$$\text{SGPA} = \frac{69}{30} = 2.30$$

$$\text{CPGA} = \frac{\text{Cumulative Points Secured in all passed course in I \& II Semesters}}{\text{Cumulative Associated Credit Units in I \& II Semesters}} = \frac{124}{54} = 2.29$$

In the case of Term or Annual system of evaluation of students performance, term grade point average (TGPA) or Annual Grade Point Average (AGPA) shall be assessed as per above guidelines.

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



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## 14 PASSING CRITERIA

- 14.1 A student has to fulfill the following conditions to pass any academic programme except B. Arch. of the University:
- (a) A student should earn minimum "D" grade in all courses separately. However, he/she can improve his/her grade ("D" grade onwards) by re-appearing.
  - (b) To pass a course, student must obtain 40% marks in the aggregate of Mid Semester Evaluation (MSE) & End-Semester Examination (ESE) subject to the condition that he/she must have obtained a minimum of 30% in the End Semester Examination. In order to pass a particular course, student must appear in the Final examination irrespective of the marks obtained in the Mid Semester Evaluation.
  - (c) For successful completion of a programme, the student should secure a minimum Cumulative Grade Point Average (CGPA) of 2.0 at the end of final year of the Programme.
- 14.2 For B.Arch. programme, a student has to fulfill the following conditions:
- (a) To pass a course, student must obtain 50% marks in the aggregate of Mid Semester Evaluation (MSE) & End Semester Examination (ESE) subject to the condition that he/she must have obtained a minimum of 50% in the Mid Semester Evaluation (MSE). Students who have not secured minimum of 50% in the Mid Semester Evaluation (MSE) will not be allowed to appear in the End Semester Examination (ESE).
  - (b) For successful completion of a programme, the student should secure a minimum Cumulative Grade Point Average (CGPA) of 2.0 at the end of final year of the Programme.

## 15 ACADEMIC BREAK

15.1 Students who apply for Academic Break and the case is recommended by the Heads of Institutions for justifiable reasons to be recorded, can be granted academic break of one year to the students, if approved by the Vice Chancellor, under the following circumstances:

- (a) The student has been continuously ill.
- (b) Career advancement
- (c) Justified personal reasons.





15.2 The student who is granted academic break shall not be required to pay the academic fee for that year. However, on rejoining, he/she will pay the fee applicable to the batch he/she joins.

## 16 PROMOTION TO NEXT SEMESTER/YEAR

- 16.1 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.
- 16.2 The maximum permissible period for completing a programme shall be  $n+2$  academic years, including academic break, if availed, where "n" represents the duration of the programme in years.
- 16.3 Student will be promoted to next year only if he/she has cleared at least 50% of the courses of the current year and 75% of the courses of the previous year. If the number of courses is odd, then it will be rounded to lower integer. In case, the student is not promoted to next year, he/she has to appear as a regular student in the current year. But for B. Arch. programme, in addition to the above condition, it is compulsory for students to pass two courses, Building Construction & Structures and Structural System & Design, every year in each semester. In case, student fails in any of these courses, he/she will not be promoted to the next year. However, if there are any minimum requirements for promotion prescribed by any regulatory body the same shall be applicable.

## 17 RE-APPEARING

There is a provision for re-appearing in the examination (without attending the course-work again) for a course. Re-appearing in examination will be in following cases:

- (a) A student who has fulfilled the attendance requirement(s) and is eligible to appear in an examination, fails to appear in the examination shall be eligible to subsequently re-appear in the examination when scheduled for next batch of students.
- (b) A student who fails to meet passing criteria in a course shall be eligible to re-appear in the examination of such course as and when scheduled, with a view to improve the performance.
- (c) In case, a student re-appears in the next session, permission will not be granted to re-appear in Internal Exams.
- (d) A student who has to re-appear in End Semester Examination in terms of provisions made above shall be examined as per the syllabus in the Scheme of Teaching applicable at the time of his/her joining the concerned programme. However, in cases where only some minor modifications have been made in the syllabus of the course(s) and the



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HOI of the concerned Institution/Institution so certifies, the examination may be held in accordance with the revised syllabus.

## 18 IMPROVEMENT OF SCORE

- (a) If a student has poor performance in number of courses in a particular term, he may at his option, take only one academic break for one year, and re-register for both the semesters of that academic year in the next academic year on payment of prescribed fee. Such a student may have the option of repeating any or all the courses in the semester(s) and retain the credits already earned by him in other course(s).
- (b) A student shall be allowed to improve his SGPA and CGPA by re-appearing in the Examination(s) in the Courses of his choice when these examinations are held in normal schedule in which case his Mid Semester Evaluation (MSE) shall be carried forward. However, permission will not be granted to improve Mid Semester Evaluation. The marks obtained in that course(s) shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree.
- (c) A student, who has failed to secure the required passing CGPA i.e. 2.0 shall, have the option to re-appear in the Final Examinations of those courses in which he/she desires to improve his/her performance in order to secure the minimum CGPA, when these examinations are scheduled for next batch of students.
- (d) Improvement in the score of courses completed by a student prior to his lateral entry in the University shall not be allowed.

## 19 RE-CHECKING/RE-EVALUATION OF ANSWER BOOKS OF END SEMESTER EXAMINATIONS

- 19.1 Student is entitled to ask for re-checking or re-evaluation of any of his/her paper(s) on the payment of prescribed fee within 15 days from the declaration of the result.
- 19.2 In case of re-evaluation, student's answer sheet will be evaluated by second examiner. If there is a difference upto 10% in the marks awarded by both examiner, average of both marks will be taken and considered as final marks in that paper. But if the difference is greater than 10%, answer sheet will go to third examiner for evaluation and then nearest of two will be considered for calculating average marks. However, if the re-evaluated marks are less than the earlier obtained marks, the same less marks will be treated as final.
- 19.3 In case, a student gets revised grade(s) after re-checking/re-evaluation, he/she has to surrender original Detailed Grade Sheet for obtaining new one with updated grades.



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## 20 EXAMINATION DISCIPLINE COMMITTEE

20.1 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.

20.2 The constitution of the Examination Discipline Committee will be as under:

- |     |   |                  |
|-----|---|------------------|
| (a) | Dean nominated by the Vice Chancellor         | Convener         |
| (b) | Dean of the discipline concerned              | Member           |
| (c) | Two Faculty members nominated by the convener | Members          |
| (d) | Controller of Examinations                    | Member Secretary |

The Convener may co-opt any Dean/Head of Department for particular meeting of the Examination Discipline Committee.

20.3 The tenure of the nominated members of the Committee shall be two years.

20.4 Three members present shall constitute the quorum.

20.5 A member shall be eligible for re-appointment.

## 21 DISCIPLINARY CONTROL OF STUDENTS IN EXAMINATIONS

21.1 During examinations, the candidate shall be under the disciplinary control of the Controller of Examinations who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or invigilator(s) at the Centre, the Controller of Examinations will refer the matter to the Examination Disciplinary Committee. The said Committee will make recommendations for disciplinary action as it may deem fit, to the Vice Chancellor.

21.2 The student 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.

21.3 No student will be allowed to appear in the Examination unless he/she is carrying his/her ID card during Internal Examination and Admit Card during End Semester Examination.

21.4 If a student loses Examination Admit Card before completion of examinations, he may apply to the Controller of Examination through



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his/her Dean/HoD. He/She will be required to pay prescribed fee for issue of duplicate Examination Admit Card.

21.5 If any student is found copying or in possession of copying material and using any other form of unfair means during the exam, he/she shall be charged under Unfair Means Case. However, student can ask for second A/Book. Case of such students will be referred to Examination Discipline Committee. The quantum of punishment may vary from cancellation of paper to any other punishment as decided by the committee.

21.6 Acts of Unfair Means

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

- (a) Talking to another candidate or any person, inside or outside the Examination Hall, during the examination without the permission of Invigilator(s).
- (b) Leaving the Examination Hall without handing over the answer book or any other specifically designed response sheet to the Invigilator(s) and taking away, tearing off or otherwise disposing off the same or any part thereof.
- (c) In possession of written/printed matter related to the subject of examination on anything (such as mobile phone, piece of paper or cloth, scribbling pad etc.), other than the answer book, 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 any other response sheet.
- (e) Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
- (f) Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any copying material, notes, paper or other material or device, used or in possession of a student for assistance or help in answering a question or a part thereof.
- (g) 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 other source before the examination or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.
- (h) Any other action on the part of a student which in the opinion of invigilator(s)/COE is considered as a support to help the student in the examination.

21.7 Discipline - Expulsion from Examination:



- (a) Candidates shall maintain absolute discipline in the examination hall. If a candidate disobeys the instructions of the invigilator(s) or misbehaves in any manner, he/ she can be expelled from the examination by the Examination Superintendent, if necessary.
- (b) If a candidate acts in a violent manner or uses force or makes a display of force towards any invigilator or any other staff/person at the Examination Center or acts in a manner likely to hinder the authorities in discharging their duties, the Examination Superintendent may expel the candidate from the examination.
- (c) If a candidate brings any dangerous weapon at the examination center he would be expelled from the examination and disciplinary action initiated against the candidate.
- (d) Candidate expelled on any of the grounds mentioned above may not be allowed to appear in the subsequent papers, based on the reasons for expulsion.
- (e) All disciplinary matters /Unfair Means Cases shall be forwarded to the Chairman Examination Discipline Committee by COE. The Examination Discipline Committee may punish a candidate by canceling his examination and/or debarring him from appearing in any examination of the Institute for one or more years after giving the candidate an opportunity to show cause and after considering any explanation submitted by the candidate and all available evidence and facts of the case.

**21.8 Procedure for award of the punishment under unfair means cases:**

- (a) The COE shall send a show cause Notice to the candidate, followed by requirement to attend a hearing of the student alleged to be guilty of malpractice/ using unfair means, asking him/ her to submit his/ her plea in writing and appear personally before the Examination Discipline Committee on a fixed date, time and place.
- (b) The COE shall place the Unfair means case (s) before the Examination Discipline Committee for a decision in a time bound manner. The Examination Discipline Committee shall consider the reply to show cause, all available evidence, statements and facts of the case and decide on the action to be taken.
- (c) In case the candidate does not appear before the Examination Discipline Committee on the date and time of hearing as mentioned in the Show Cause Notice, the case will be heard ex parte and disposed off after due consideration of facts of the case, available evidence and records, without any further chance provided.
- (d) Recommendation of the Examination Discipline Committee shall be conveyed to the Vice Chancellor, who after satisfying himself with the action to be taken shall promulgate the award of punishment, notifying all concerned.



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### 21.9 Action against the candidate:

- (a) If a student is found guilty of any malpractice in any paper during the Examination and if the Examination Discipline Committee is satisfied that the candidate actions are not premeditated, then the result of that paper or all the papers in that Semester Examination may be cancelled after approval by the Vice Chancellor.
- (b) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination, the Examination Discipline Committee if satisfied that the action of the candidate was premeditated, then it may cancel his/her said paper, or all papers of the said examination and/or debarred from examination up to a period of three years, depending upon the nature of the offence after approval by the Vice Chancellor.
- (c) The Examination Discipline Committee may cancel the said examination of a candidate and/or debar him from appearing in an examination for the entire semester or more, for an offence of use of threatening to force or use of violence or if it is concluded that the candidate was in any manner guilty of serious misconduct in connection with his examination and/or was instrumental in or has abetted the tampering of Institute records including the answer books, mark-sheets, result chart, degree, diplomas or if the candidate has suppressed information or misrepresentation of information to fraudulently enroll in an examination. The quantum of punishment to a candidate using unfair means ranging between cancellations of paper up to debarring from appearing in the examination for a period of up to three years shall be related to the nature of misdemeanour for which the University shall frame its rules.

### 22 RE-EXAMINATION/QUASHING/REVISION OF RESULTS

22.1 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.

22.2 Notwithstanding anything 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 centres, if he is satisfied that the examination has not been held under proper conditions and make necessary arrangements for affected candidates in the same year or when it deems fit.





- 22.3 The Vice Chancellor shall have the powers to quash the result of a candidate wholly or partially after it has been declared, if :
- (a) any error (such as error in recording of score in result, ineligibility of student for admission due to falsification of documents etc) or mistake is found in his result;
  - (b) it is found that he was not eligible to appear in the examination;
  - (c) there is any other reason which may be determined by the Vice Chancellor.
- 22.4 If in quashing the result, a candidate is declared as failed who was previously declared to have passed in an examination, the University may, after considering the circumstances of the case give to the candidate the benefit of any privilege which he may have acquired by studying in the next higher class in a Department/Constituent Unit or taking an examination conducted by the University.
- 22.5 The University shall have the powers to revise the result of the candidate(s) in a particular course(s), if it is satisfied that a malafide 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 this purpose.

### 23 APPEALS AND REVIEW

- 23.1 A student on whom any punishment has been imposed may, within 15 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.
- 23.2 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.

### 24 ISSUE OF DETAILED GRADE SHEET

- 24.1 In the Detailed Grade Sheet, total of the marks obtained in Mid Semester Evaluation (MSE) and End Semester Examination (ESE) of each course shall be shown. It will also show the grade obtained in each course, SGPA and CGPA (if applicable).





24.2 Duplicate grade sheet shall be issued against payment, of prescribed fee.

## 25 PROGRAMMES COVERED UNDER STATUTORY BODIES

In case of the programmes required to be approved by 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.

## 26 APPOINTMENT OF PAPER SETTERS, EXAMINERS & EVALUATORS

- 26.1 In case of setting of Question Papers for End Semester Examination of each semester, concerned Dean will recommend a panel of 3 Paper Setters for each course to the Vice Chancellor out of which one will be selected by him. Paper Setter, selected by the Vice Chancellor will be requested to set 2 sets of Question Papers which will be moderated by a Moderation Board.
- 26.2 After moderation of both the Question Papers, one will be selected by COE for the current semester and the other will be kept in reserve for future use.
- 26.3 The qualifications of the paper-setter/ Examiners/Evaluators shall be as per the regulations that may be framed from time to time in consonance with the Act, Statutes and Ordinances of the Ansal University.
- 26.4 A Viva-Voce examination and Project report / Dissertation evaluation prescribed in a programme shall be conducted by a one internal examiner, one external examiner and the concerned Dean. Dean may, however, nominate any member of the faculty to represent him/her.
- 26.5 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.
- 26.6 Final Practical Exams will be conducted by one Internal & one External Examiner to be nominated by the Dean of the concerned school.
- 26.7 In case of practical and Viva-Voce examinations at the post graduate level, external examiner shall be a person not below the rank of an Associate 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 an expert in the subject with not less than three years experience of teaching the subject at the degree and/or post graduate level.
- 26.8 No one who is a Paper-setter at any post-graduation examination shall be appointed as an external Viva-Voce examiner at the examination.



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- 26.9 No external examiner shall ordinarily be given examiner ship for more than two external practicals. However, the Controller of Examination may relax the condition.
- 26.10 In case of under graduate practical examinations, one external examiner shall not ordinarily examine more than 75 students per day.
- 26.11 In case of written examinations an examiner shall not ordinarily evaluate / value more than 75 scripts per day.
- 26.12 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.
- 26.13 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.

## 27 APPOINTMENT OF AMANUENSIS FOR WRITING EXAMINATION

- 27.1 Amanuensis shall be provided on request made by the student to the Head of Institution/Constituent Unit on the recommendations of Examination Sub-Committee well in advance duly supported by a Medical Certificate (subject to verification) 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.
- 27.2 The amanuensis must be a student of at least one lower grade of education than that of the candidate.
- 27.3 The Examination 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.
- 27.4 A separate room for such disabled candidate and one separate Invigilator to supervise his examination shall be provided.
- 27.5 The amanuensis shall be paid an honorarium as prescribed by the University from time to time.
- 27.6 No extra fee shall be charged from the student for providing the facility of amanuensis.
- 27.7 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.



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## 28 INSPECTION OF EXAMINATION CENTRE

- 28.1 Every examination centre shall be open to inspection by the Chancellor, Vice Chancellor, Registrar or Controller of Examinations and such other officers so authorized by the Vice Chancellor or Controller of Examinations in his behalf.
- 28.2 There shall be Observers/Flying Squads who shall be required to visit centers allotted to them during the course of examination and check that the examinations are being conducted properly according to the Regulations. Every Observer/member of Flying Squad shall submit his inspection report on the same day to the Controller of Examinations by name.

## 29 LOSS OF ANSWER BOOK(S)

- 29.1 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 29.2 below;
  - (b) Whether the student be required to appear again in that paper on a date to be fixed by the Vice Chancellor.
- 29.2 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
- 29.3 In case of loss of Project Report/Summer Placement Report/ Dissertation of a student, the student will be required to submit duplicate copy thereof

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

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



### 31 CREDIT UNITS FOR VARIOUS PROGRAMME

31.1 The Programme structures and examinations shall normally be based on Semester System. However, the Academic Council may approve Trimester/ Annual system for specified programmes.

31.2 Credit Units for each programme shall be decided by the Board of Studies of each Faculty for an award of Degree the minimum credit unit shall normally be as follows:

	(Average per semester)
(a) Under Graduate Programmes	25
(b) Post Graduate Programmes	30
(c) Integrated Programmes	30

31.3 The credit units attached to each course shall be defined in terms of learning hours i.e. Lectures, Tutorials, Practicals, Field work, Self study hours etc. Normally, one credit unit will require 12-20 learning hours in a semester.

31.4 Credits will also be assigned to courses based on Seminar, Term Paper, Dissertation, Project etc.

31.5 Each Programme of studies shall have three types of courses:

(a) Core Courses: Compulsory for each student of the Programme.

(b) Elective/Optional Courses: The student shall have the option to choose these courses from a set of courses within the school/department.

(c) Trans-disciplinary Courses: The student shall have the option to choose these courses from a set of courses.

31.6 While selecting the courses in a semester, in case of courses with pre-requisites, the student should have passed in the pre-requisite course with a minimum D Grade. However, to pass in the course and for award of degree, the student shall be required to improve his/her grade from "D" to Grade "C" in such courses.

31.7 Registration for courses should be such that the student should complete the minimum requirement of credit units for the award of degree within the minimum prescribed duration for the programme. In case, a student is not able to earn the required credit units within the minimum prescribed duration for the programme, he/she has to re-appear the courses on the payment of prescribed fee during the semester with junior batch of students when they are held during the normal schedule.

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Controller of Examinations



Registrar





**Academic Year  
2020 Onwards**

## EXAMINATION POLICY

### 1 EXAMINATIONS

- (i) At the beginning of each Academic Session and in any case not later than the 30th of August of every calendar year, the university shall prepare and publish a semester wise or annual, as the case may be, Schedule of Examinations for each and every course conducted by it and shall strictly adhere to the Schedule.
- (ii) Explanation - "Schedule of Examination" means a table giving details about the time, day and date of the commencement of each paper which is a part of a scheme of examinations and shall also include the details about the practical examination".
- (iii) Provided that if, for any reason whatsoever, the university has been unable to follow the Schedule, it shall, as soon as may be practicable, submit a report to the Government incorporating the detailed reasons for making a departure from the published Schedule. The Government may, on considering the report shall issue such directions to the university as it may deem fit.

### 2 DECLARATION OF RESULT

- (i) The university shall strive to declare the results of every examination conducted by it within a period of twenty days from the last date of the examination for that particular programme/course and shall in any case declare the results latest within a period of 20 days from such date;

"Provided that if, for any reason whatsoever, the university is unable to finally declare the results of any examination within the aforesaid period of forty-five days, it shall submit a report incorporating the detailed reasons for such delay to the Government. The Government may, on considering the report shall issue such directions to the university as it may deem fit."





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- (ii) No examination or the results of an examination shall be held invalid only for the reasons that the university has not followed the schedule as stipulated in section -37 or, as the case may be, in this section."

**3 SHORT TITLE AND APPLICABILITY:**

- (i) This Ordinance governs the Examination system & Course Credit Regulations & Grading System - Sushant University and shall take effect from date of approval of the First Ordinance.
- (ii) Based on this Ordinance the "Examination Conduct Rules" shall be prepared by the University.
- (iii) This Ordinance shall be applicable for all examinations conducted at Ansal University.

**4 OBJECTIVES:**

- (i) To conduct the examinations on time and efficiently, under strict supervision, without allowing any malpractice to occur at any stage.
- (ii) To declare the results of the examinations on time and with complete accuracy.
- (iii) To offer the best services to the students and faculty with the overall aim of improving the quality of education provided.

**5 TYPE OF EXAMINATIONS, ACADEMIC YEAR, DATES & MEDIUM OF EXAMINATIONS:**

- (i) **Medium of Examinations—**  
The Medium of Examinations shall be English.
- (ii) **ACADEMIC YEAR—**  
The academic year runs for a period of approximately twelve months and comprises of two semesters as per the 'Details of courses of study under various programmes'.
- (iii) **DATE OF EXAMINATIONS—**  
The dates of all the examinations shall be as per the University Academic Calendar.





**(iv) TYPE OF EXAMINATIONS—**

There are two types of examinations, at Sushant University:

**End Semester Examination:** End Semester Examinations shall be held at the end of each semester and will cover the entire course of the syllabus in that semester.

**Internal Tests:** There will be two Internal Tests in each semester. Internal-I will cover the syllabus taught up to a day before its commencement. Internal -II will cover the syllabus taught after Internal -I

The above Final Examination & Internal Tests are in addition to the Class Tests, Tutorial Assessments, Projects and Industrial visits evaluations, as conducted at the School or Departmental level.

**6 EXAMINATION PROCESS**

In order to conduct examinations in an efficient, strict and transparent manner, the system must have its requisite components in place, i.e. paper setting with utmost regard to secrecy, correctness and confidentiality; the physical conduct of the examination with due supervision and invigilation, a fair and an efficient evaluation system and finally the dissemination of results and record keeping of grades in a timely and factually correct manner. For this purpose, Examination Committee, Controller of Examinations and Examination cell functions are outlined as given below:

**6.1 EXAMINATION COMMITTEE**

There shall be an Examination Committee at the University level constituted by the Academic Council.

The composition of the Examination Committee shall be as under:

- (a) Dean nominated by the Vice Chancellor - Convener
- (b) Deans of Schools/ Heads of Dept. - Ex-officio Members not exceeding six, nominated by the Vice Chancellor.
- (c) Controller of Examinations - Member Secretary

The tenure of the Examination Committee shall be two years. Two fifth 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.



**i) Functions of the Examination Committee shall be:**

- (a) 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.
- (b) To supervise generally all the examinations of the University and issue such directions as it may consider necessary for conduct of examinations.
- (c) To review from time to time the results of the University examinations and submission of reports thereon to the Academic Council.
- (d) To make recommendations to the Academic Council for the improvement of the examination system.
- (e) To appoint such number of sub-committees as it may think fit, and in particular, may delegate to any one or more persons or sub-committee(s), its powers to deal with examination matters.
- (f) To consider the complaints received against Officers and Staff engaged for conduct of examinations and recommend to the Vice Chancellor about the action to be taken against the concerned person(s).
- (g) To consider and recommend the rates of remuneration for the Paper Setters, Examiners, Superintendents of Examination Centers and other staff engaged on examination duty, Tabulators and Collators etc associated with the examination duty.
- (h) To consider any written report/representation/complaints received within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of Schools/Depts. 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.

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 reevaluation of the answer books etc.



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## 6.2 FUNCTIONS OF CONTROLLER OF EXAMINATIONS

The Controller of Examinations shall be a full time Officer of the University and shall perform the following functions:

- (a) Subject to the superintendence of the Examination Committee, he shall conduct all the examinations of the University and shall make all other arrangements, and be responsible for the due execution of all processes connected therewith.
- (b) He shall be ex-officio Member Secretary of the Examination Committee and such other Committee(s) as may be constituted by the University, but he shall not be entitled to vote. He shall be bound to place before such Committee(s) all such information as may be necessary for transaction of its business.
- (c) He shall be responsible for the due custody of the records pertaining to evaluation, examinations and related activities.
- (d) He shall collect information from the Departments/ Constituent Units of the University, as may be necessary, for the discharge of his duties.
- (e) He shall also perform such other duties as may be prescribed in the Guidelines on Conduct of Examinations and Evaluation of Students Performance from time to time, by the Board of Management or Academic Council or other authorities of the University.
- (f) While he, for any reason, is unable to act or the office of the Controller of Examinations falls vacant, all the duties of the Office shall be performed by such person as may be appointed by the Vice Chancellor, until the Controller of Examinations resumes his duties or the vacancy is filled.

## 6.3 EXAMINATION CELL

The role of Examination cell is to oversee the examinations at the university level and shall have the following major functions:

- (a) To prepare tentative Examination Schedule and submit the same to the Controller of Examinations for approval and notification.
- (b) To keep the Question Papers received from the paper setters in safe custody and keep proper record of the used and unused question papers.
- (c) To scrutinize the examination forms of the students and determine eligibility of students for taking examination. In case any student is found ineligible, it will record reasons of ineligibility against each student.
- (d) To ensure compliance of provisions of Regulations and Guidelines relating to conduct of examinations.



- (e) To make necessary arrangements for conduct of Examinations including display of examinations schedule, seating arrangements, security arrangements, if required, and for recording attendance of students.
- (f) To appoint amanuensis for visually handicapped and disabled students who are unable to write with their own hands.
- (g) To appoint Invigilators (minimum two in a room) and other supporting staff; and supervise their functioning.
- (h) To ensure smooth conduct of Examination.
- (i) To forward cases of use of unfair means by the students to Examination Discipline Committee of the University.
- (j) To arrange evaluation of answer books from the Evaluators approved by the Vice Chancellor, as per the norms fixed by the Academic Council.
- (k) To notify the last date for receipt of examination forms and fees for the students.
- (l) To notify the schedule of Internal and End semester examinations including practicals.  
To design 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, instructions to the students.
- (n) To ensure proper conduct of examinations such as proper supervision and invigilation, effective security cordoning off of the examination venues 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.

## 7 MODERATION BOARD FOR MODERATION OF QUESTION PAPERS

7.1 There shall be a Moderation Board constituted by the Vice Chancellor as under for one or more courses:

- |   |                  |
|---|------------------|
| (a) Vice Chancellor   | Chairperson      |
| (b) Dean of the discipline concerned.                                       | Member           |
| (c) One Expert in the discipline/specialization nominated by concerned dean | Member           |
| (d) Controller of Examinations  | Member Secretary |

Three members shall constitute the quorum for meetings. The tenure of the Moderation Board shall be two years.

7.2 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.

## 7. RESULTS MODERATION COMMITTEE

8.1 The University will constitute a Results Moderation Committee for each Programme / Course as under:

- |   |                  |
|---|------------------|
| (a) Vice Chancellor                                       | Chairperson      |
| (b) Dean of the discipline concerned                      | Member           |
| (c) One senior Faculty member nominated by concerned Dean | Member           |
| (d) Controller of Examinations                            | Member Secretary |

8.2 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 the examiners, if any. It will also suggest steps to be taken by the University to rectify the same as well as the action to be taken in any case where the result is unbalanced.
- (c) The provision of moderation of marks (up to maximum of 2 marks per semester) shall be permissible in borderline cases for upgrading "D" grade to "C" Grade, for improvement of SGPA, CGPA and also the Division.
- (d) Considering the time requirement for moderation of large number of programmes and students, on approval from Vice Chancellor, where 2 marks are to be awarded in borderline cases, the results may be moderated by Controller of Examination and approved by the Chairperson Moderation Committee.
- (e) The recommendations of the Moderation Committee shall be placed before the Vice Chancellor for approval.

## 9 ATTENDANCE

- (a) Every student shall be required to achieve 75% attendance in all the lectures, tutorials and practicals and participate in seminars arranged in the Department/ Constituent Units and events organized at the





School/University level during the programme. However, to account for contingencies such as prolonged illness, accidents, tragedy in the family etc., a relaxation up to a maximum of 15% can be granted by the Head of the respective Teaching Departments. Thus, the attendance requirement for appearing in the end semester examinations shall be a minimum of 75% (60% after giving relaxation) of the classes actually held in all courses taken together in a semester. In exigencies, prior permission shall be taken by the student for absence. However, for internal assessment components like class test a faculty may set a required percentage of attendance criteria to ascertain eligibility to appear in such tests.

- (b) If a student is found to be continuously absent from the classes without any information for a period of 15 days, a notice may be sent to the student about his unauthorized absence under intimation to his guardian/parents. If he still remains absent unauthorisedly for another 15 days after the date of issue of the notice, the name of such a student shall be struck off the rolls. Such a student shall have to seek the permission of the Vice Chancellor for re-admission and he has to pay required readmission fee.
- (c) A student with less than 75% of attendance (60% after relaxation) in the lectures, seminars and practicals taken together in a semester/trimester/year, shall be detained from appearing in the examinations.
- (d) The minimum attendance requirement if provided by any regulatory authority shall prevail over the attendance requirements stipulated here above.

#### 10 MAKE-UP OF DEFICIENCY IN ATTENDANCE

- (a) Students who have been detained due to shortage of attendance in semester will register with their School for repeating all the courses during the subsequent semesters with the next batch of students. They will be required to pay fee as prescribed by the University.

The regularity in attending the classes and timely submission of assignments by due date will determine whether a student repeating the semester is permitted to take the re- examination or not.

#### 11 EXAMINATION FEES

- (a) The examination fees, as applicable and as approved by the statutory authority of the University shall be payable by the students of School for various examinations.



- (b) Examination fee of a candidate who dies before appearing in the examination shall be refunded in full to his guardian or his successor.
- (c) The entire fees paid by a candidate whose application for appearing in 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.

## 12 CONDUCT OF EXAMINATIONS

- (a) The examinations shall be held for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding degree, diploma, certificates, as per the prescribed Schemes of Teaching & Examinations and Syllabi as approved by the Academic Council.
- (b) Examinations shall be open to regular students i.e. candidates who have undergone a course of study in the Institution / Constituent Units for a specified period of that programme of study in the Scheme of Teaching & Examination and Syllabi.
- (c) 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 and university I-card or fails to satisfy the officer that it will be produced within a reasonable time.
- (d) The Centre Superintendent shall have the power to call upon any student appearing at an examination to give a specimen signature for purpose of identification.
- (e) Permission to appear/ re-appear at a University examination may be withdrawn before or during the course of the examination which, in the opinion of the Vice Chancellor, justifies the student's expulsion.
- (f) Notwithstanding anything contrary to these Regulations, no student who is undergoing any restriction at the time of submitting the application form or during the period of examination or who was expelled during the academic year just preceding the date of examination at which he intends to appear shall be admitted to the examination.

## 13 GRADING SYSTEM

- 13.1 The level of student's academic performance as the aggregate of continuous evaluation and final examination shall be reflected by letter grades on a four point scale according to the connotation as per table given below:





Grade	Qualitative Meaning	Grade Point Attached
A	Excellent	4
B	Good	3
C	Average	2
D	Borderline	1
F	Fail	0

**13.2 General guidelines for award of Grades are:**

- (a) Grading will be done on raw score awarded by the evaluator in Mid Semester Evaluation (MSE) as well as in End Semester Examination (ESE). The marks of different components- Mid Semester Evaluation (MSE) and End Semester Examination (ESE) shall be added. The total marks obtained shall be out of 100 and the same would be converted into grades on 4 point scale based on the relative performance.
- (b) Evaluation of different components of a Course for each student shall be initially done in numerical marks.
- (c) A Normal Class with a range of scores will be graded by a convenient method and will produce an almost normal distribution of grades.
- (d) The natural gaps in histogram drawn from raw scores will be identified and will be used as demarcation for the grades.
- (e) The weightage of End Semester Examination (ESE) to Mid Semester Evaluation (MSE) for B.Arch. courses is 50% to 50% whereas for other schools, the weightage of End Semester Examination (ESE) to Mid Semester Evaluation (MSE) is 60% to 40%.
- (f) The range of marks for "A" grade shall be the upper limit of "B" grade to 100%. The range of marks for "C" grade shall be from 50% to lower limit of "B" grade. The lower limit of "D" Grade will be 40% except for courses of SSAA, for which the lower limit of 'D' grade will be 45%.
- (g) The results, if considered necessary, shall be moderated by a duly constituted Results Moderation Committee.
- (h) The project and dissertation shall be evaluated by Board of Examiners through seminar(s), presentation(s), report/portfolio/working model submission(s) and the viva-voce examination.
- (i) The Semester performance of a student will be indicated as "Semester Grade Point Average" (SGPA). The SGPA will be weighted average of Grade Points of all letter grades received by a student for all the Course units in the semester. The formula for Computing SGPA is given below:



$$SGPA = \frac{\sum CG}{\sum C} = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 + \dots}{C_1 + C_2 + C_3 + \dots}$$

Where C1, C2, C3 denote credits associated with courses, and G1,G2,G3 are the Grade Point of the letter grades awarded in the respective Course. An example of these calculations is given below:

**Semester I**

Course code	Associated Course Credits (C)	Grade Awarded	Credits earned	Grade Point (G)	Point Secured (C)×(G)
(1)	(2)	(3)	(4)	(5)	(6)
SS 1001	5	C	5	2	10
CS 1002	4	C	4	2	8
APH 1002	4	A	4	4	16
HIS 1001	3	B	3	3	09
MEL 1003	4	F	0	0	00
ECE 1001	4	B	4	3	12
Total	24		20		55

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

Earned credits in the semester (total of column 4) = 20

Points secured in this semester (total of column 6) = 55

$$SPGA = \frac{\text{Points Secured in the semester}}{\text{Associated Credit Units in the semester}} = \frac{55}{24} = 2.29$$

\*CGPA is not applicable in first semester



### Semester II

Course code	Associated Course credits (C)	Grade Awarded	Earned credits	Grade Point (G)	Point Secured (C)×(G)
(1)	(2)	(3)	(4)	(5)	(6)
SS 1002	4	D	4	1	4
CS1003	5	B	5	3	15
ELE 1600	4	C	4	2	08
CHM 1001	5	A	5	4	20
HIS 1002	4	B	4	3	12
ECE 1002	5	C	5	2	10
MAE1000	3	F	0	0	00
<b>Total</b>	<b>30</b>		<b>27</b>		<b>69</b>

Associated Credit Units in the semester (total of column 2) = 30

Earned Units in the semester (total of column 4) = 27

Cumulative associated credit Units  
(in previous semesters 24 and current semester 30) = 54

Points Secured in II semester (total of column 6) = 69

Cumulative points secured  
(total of points secured in 1<sup>st</sup> semester 55 and in II semester 69) = 124

$$\text{SGPA} = \frac{69}{30} = 2.30$$

$$\text{CPGA} = \frac{\text{Cumulative Points Secured in all passed course in I \& II Semesters}}{\text{Cumulative Associated Credit Units in I \& II Semesters}} = \frac{124}{54} = 2.29$$

In the case of Term or Annual system of evaluation of students performance, term grade point average (TGPA) or Annual Grade Point Average (AGPA) shall be assessed as per above guidelines.

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



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## 14 PASSING CRITERIA

- 14.1 A student has to fulfill the following conditions to pass any academic programme except B. Arch. of the University:
- (a) A student should earn minimum "D" grade in all courses separately. However, he/she can improve his/her grade ("D" grade onwards) by re-appearing.
  - (b) To pass a course, student must obtain 40% marks in the aggregate of Mid Semester Evaluation (MSE) & End Semester Examination (ESE) subject to the condition that he/she must have obtained a minimum of 30% in the End Semester Examination. In order to pass a particular course, student must appear in the Final examination irrespective of the marks obtained in the Mid Semester Evaluation.
  - (c) For successful completion of a programme, the student should secure a minimum Cumulative Grade Point Average (CGPA) of 2.0 at the end of final year of the Programme.
- 14.2 For B.Arch. programme, a student has to fulfill the following conditions:
- (a) To pass a course, student must obtain 50% marks in the aggregate of Mid Semester Evaluation (MSE) & End Semester Examination (ESE) subject to the condition that he/she must have obtained a minimum of 50% in the Mid Semester Evaluation (MSE). Students who have not secured minimum of 50% in the Mid Semester Evaluation (MSE) will not be allowed to appear in the End Semester Examination (ESE).
  - (b) For successful completion of a programme, the student should secure a minimum Cumulative Grade Point Average (CGPA) of 2.0 at the end of final year of the Programme.

## 15 ACADEMIC BREAK

15.1 Students who apply for Academic Break and the case is recommended by the Heads of Institutions for justifiable reasons to be recorded, can be granted academic break of one year to the students, if approved by the Vice Chancellor, under the following circumstances:

- (a) The student has been continuously ill.
- (b) Career advancement
- (c) Justified personal reasons.



15.2 The student who is granted academic break shall not be required to pay the academic fee for that year. However, on rejoining, he/she will pay the fee applicable to the batch he/she joins.

## 16 PROMOTION TO NEXT SEMESTER/YEAR

- 16.1 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.
- 16.2 The maximum permissible period for completing a programme shall be  $n+2$  academic years, including academic break, if availed, where "n" represents the duration of the programme in years.
- 16.3 Student will be promoted to next year only if he/she has cleared at least 50% of the courses of the current year and 75% of the courses of the previous year. If the number of courses is odd, then it will be rounded to lower integer. In case, the student is not promoted to next year, he/she has to appear as a regular student in the current year. But for B. Arch. programme, in addition to the above condition, it is compulsory for students to pass two courses, Building Construction & Structures and Structural System & Design, every year in each semester. In case, student fails in any of these courses, he/she will not be promoted to the next year. However, if there are any minimum requirements for promotion prescribed by any regulatory body the same shall be applicable.

## 17 RE-APPEARING

There is a provision for re-appearing in the examination (without attending the course-work again) for a course. Re-appearing in examination will be in following cases:

- (a) A student who has fulfilled the attendance requirement(s) and is eligible to appear in an examination, fails to appear in the examination shall be eligible to subsequently re-appear in the examination when scheduled for next batch of students.
- (b) A student who fails to meet passing criteria in a course shall be eligible to re-appear in the examination of such course as and when scheduled, with a view to improve the performance.
- (c) In case, a student re-appears in the next session, permission will not be granted to re-appear in Internal Exams.
- (d) A student who has to re-appear in End Semester Examination in terms of provisions made above shall be examined as per the syllabus in the Scheme of Teaching applicable at the time of his/her joining the concerned programme. However, in cases where only some minor modifications have been made in the syllabus of the course(s) and the



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HOI of the concerned Institution/Institution so certifies, the examination may be held in accordance with the revised syllabus.

## 18 IMPROVEMENT OF SCORE

- (a) If a student has poor performance in number of courses in a particular term, he may at his option, take only one academic break for one year, and re-register for both the semesters of that academic year in the next academic year on payment of prescribed fee. Such a student may have the option of repeating any or all the courses in the semester(s) and retain the credits already earned by him in other course(s).
- (b) A student shall be allowed to improve his SGPA and CGPA by re-appearing in the Examination(s) in the Courses of his choice when these examinations are held in normal schedule in which case his Mid Semester Evaluation (MSE) shall be carried forward. However, permission will not be granted to improve Mid Semester Evaluation. The marks obtained in that course(s) shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree.
- (c) A student, who has failed to secure the required passing CGPA i.e. 2.0 shall, have the option to re-appear in the Final Examinations of those courses in which he/she desires to improve his/her performance in order to secure the minimum CGPA, when these examinations are scheduled for next batch of students.
- (d) Improvement in the score of courses completed by a student prior to his lateral entry in the University shall not be allowed.

## 19 RE-CHECKING/RE-EVALUATION OF ANSWER BOOKS OF END SEMESTER EXAMINATIONS

- 19.1 Student is entitled to ask for re-checking or re-evaluation of any of his/her paper(s) on the payment of prescribed fee within 15 days from the declaration of the result.
- 19.2 In case of re-evaluation, student's answer sheet will be evaluated by second examiner. If there is a difference upto 10% in the marks awarded by both examiner, average of both marks will be taken and considered as final marks in that paper. But if the difference is greater than 10%, answer sheet will go to third examiner for evaluation and then nearest of two will be considered for calculating average marks. However, if the re-evaluated marks are less than the earlier obtained marks, the same less marks will be treated as final.
- 19.3 In case, a student gets revised grade(s) after re-checking/re-evaluation, he/she has to surrender original Detailed Grade Sheet for obtaining new one with updated grades.





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## 20 EXAMINATION DISCIPLINE COMMITTEE

20.1 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.

20.2 The constitution of the Examination Discipline Committee will be as under:

- |     |   |                  |
|-----|---|------------------|
| (a) | Dean nominated by the Vice Chancellor         | Convener         |
| (b) | Dean of the discipline concerned              | Member           |
| (c) | Two Faculty members nominated by the convener | Members          |
| (d) | Controller of Examinations                    | Member Secretary |

The Convener may co-opt any Dean/Head of Department for particular meeting of the Examination Discipline Committee.

20.3 The tenure of the nominated members of the Committee shall be two years.

20.4 Three members present shall constitute the quorum.

20.5 A member shall be eligible for re-appointment.

## 21 DISCIPLINARY CONTROL OF STUDENTS IN EXAMINATIONS

21.1 During examinations, the candidate shall be under the disciplinary control of the Controller of Examinations who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or invigilator(s) at the Centre, the Controller of Examinations will refer the matter to the Examination Disciplinary Committee. The said Committee will make recommendations for disciplinary action as it may deem fit, to the Vice Chancellor.

21.2 The student 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.

21.3 No student will be allowed to appear in the Examination unless he/she is carrying his/her ID card during Internal Examination and Admit Card during End Semester Examination.

21.4 If a student loses Examination Admit Card before completion of examinations, he may apply to the Controller of Examination through



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his/her Dean/HoD. He/She will be required to pay prescribed fee for issue of duplicate Examination Admit Card.

**21.5** If any student is found copying or in possession of copying material and using any other form of unfair means during the exam, he/she shall be charged under Unfair Means Case. However, student can ask for second A/Book. Case of such students will be referred to Examination Discipline Committee. The quantum of punishment may vary from cancellation of paper to any other punishment as decided by the committee.

**21.6 Acts of Unfair Means**

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

- (a) Talking to another candidate or any person, inside or outside the Examination Hall, during the examination without the permission of Invigilator(s).
- (b) Leaving the Examination Hall without handing over the answer book or any other specifically designed response sheet to the Invigilator(s) and taking away, tearing off or otherwise disposing off the same or any part thereof.
- (c) In possession of written/printed matter related to the subject of examination on anything (such as mobile phone, piece of paper or cloth, scribbling pad etc.), other than the answer book, 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 any other response sheet.
- (e) Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
- (f) Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any copying material, notes, paper or other material or device, used or in possession of a student for assistance or help in answering a question or a part thereof.
- (g) 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 other source before the examination or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.
- (h) Any other action on the part of a student which in the opinion of invigilator(s)/COE is considered as a support to help the student in the examination.

**21.7 Discipline - Expulsion from Examination:**



- (a) Candidates shall maintain absolute discipline in the examination hall. If a candidate disobeys the instructions of the invigilator(s) or misbehaves in any manner, he/ she can be expelled from the examination by the Examination Superintendent, if necessary.
- (b) If a candidate acts in a violent manner or uses force or makes a display of force towards any invigilator or any other staff/person at the Examination Center or acts in a manner likely to hinder the authorities in discharging their duties, the Examination Superintendent may expel the candidate from the examination.
- (c) If a candidate brings any dangerous weapon at the examination center he would be expelled from the examination and disciplinary action initiated against the candidate.
- (d) Candidate expelled on any of the grounds mentioned above may not be allowed to appear in the subsequent papers, based on the reasons for expulsion.
- (e) All disciplinary matters /Unfair Means Cases shall be forwarded to the Chairman Examination Discipline Committee by COE. The Examination Discipline Committee may punish a candidate by canceling his examination and/or debarring him from appearing in any examination of the Institute for one or more years after giving the candidate an opportunity to show cause and after considering any explanation submitted by the candidate and all available evidence and facts of the case.

**21.8 Procedure for award of the punishment under unfair means cases:**

- (a) The COE shall send a show cause Notice to the candidate, followed by requirement to attend a hearing of the student alleged to be guilty of malpractice/ using unfair means, asking him/ her to submit his/ her plea in writing and appear personally before the Examination Discipline Committee on a fixed date, time and place.
- (b) The COE shall place the Unfair means case (s) before the Examination Discipline Committee for a decision in a time bound manner. The Examination Discipline Committee shall consider the reply to show cause, all available evidence, statements and facts of the case and decide on the action to be taken.
- (c) In case the candidate does not appear before the Examination Discipline Committee on the date and time of hearing as mentioned in the Show Cause Notice, the case will be heard *ex parte* and disposed off after due consideration of facts of the case, available evidence and records, without any further chance provided.
- (d) Recommendation of the Examination Discipline Committee shall be conveyed to the Vice Chancellor, who after satisfying himself with the action to be taken shall promulgate the award of punishment, notifying all concerned.



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## 21.9 Action against the candidate:

- (a) If a student is found guilty of any malpractice in any paper during the Examination and if the Examination Discipline Committee is satisfied that the candidate actions are not premeditated, then the result of that paper or all the papers in that Semester Examination may be cancelled after approval by the Vice Chancellor.
- (b) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination, the Examination Discipline Committee if satisfied that the action of the candidate was premeditated, then it may cancel his/her said paper, or all papers of the said examination and/or debarred from examination up to a period of three years, depending upon the nature of the offence after approval by the Vice Chancellor.
- (c) The Examination Discipline Committee may cancel the said examination of a candidate and/or debar him from appearing in an examination for the entire semester or more, for an offence of use of threatening to force or use of violence or if it is concluded that the candidate was in any manner guilty of serious misconduct in connection with his examination and/or was instrumental in or has abetted the tampering of Institute records including the answer books, mark-sheets, result chart, degree, diplomas or if the candidate has suppressed information or misrepresentation of information to fraudulently enroll in an examination. The quantum of punishment to a candidate using unfair means ranging between cancellations of paper up to debarring from appearing in the examination for a period of up to three years shall be related to the nature of misdemeanour for which the University shall frame its rules.

## 22 RE-EXAMINATION/QUASHING/REVISION OF RESULTS

22.1 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.

22.2 Notwithstanding anything 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 centres, if he is satisfied that the examination has not been held under proper conditions and make necessary arrangements for affected candidates in the same year or when it deems fit.



- 22.3 The Vice Chancellor shall have the powers to quash the result of a candidate wholly or partially after it has been declared, if :
- (a) any error (such as error in recording of score in result, ineligibility of student for admission due to falsification of documents etc) or mistake is found in his result;
  - (b) it is found that he was not eligible to appear in the examination;
  - (c) there is any other reason which may be determined by the Vice Chancellor.
- 22.4 If in quashing the result, a candidate is declared as failed who was previously declared to have passed in an examination, the University may, after considering the circumstances of the case give to the candidate the benefit of any privilege which he may have acquired by studying in the next higher class in a Department/Constituent Unit or taking an examination conducted by the University.
- 22.5 The University shall have the powers to revise the result of the candidate(s) in a particular course(s), if it is satisfied that a malafide 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 this purpose.

### 23 APPEALS AND REVIEW

- 23.1 A student on whom any punishment has been imposed may, within 15 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.
- 23.2 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.

### 24 ISSUE OF DETAILED GRADE SHEET

- 24.1 In the Detailed Grade Sheet, total of the marks obtained in Mid Semester Evaluation (MSE) and End Semester Examination (ESE) of each course shall be shown. It will also show the grade obtained in each course, SGPA and CGPA (if applicable).





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24.2 Duplicate grade sheet shall be issued against payment of prescribed fee.

## 25 PROGRAMMES COVERED UNDER STATUTORY BODIES

In case of the programmes required to be approved by 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.

## 26 APPOINTMENT OF PAPER SETTERS, EXAMINERS & EVALUATORS

- 26.1 In case of setting of Question Papers for End Semester Examination of each semester, concerned Dean will recommend a panel of 3 Paper Setters for each course to the Vice Chancellor out of which one will be selected by him. Paper Setter, selected by the Vice Chancellor will be requested to set 2 sets of Question Papers which will be moderated by a Moderation Board.
- 26.2 After moderation of both the Question Papers, one will be selected by COE for the current semester and the other will be kept in reserve for future use.
- 26.3 The qualifications of the paper-setter/ Examiners/Evaluators shall be as per the regulations that may be framed from time to time in consonance with the Act, Statutes and Ordinances of the Ansal University.
- 26.4 A Viva-Voce examination and Project report / Dissertation evaluation prescribed in a programme shall be conducted by a one internal examiner, one external examiner and the concerned Dean. Dean may, however, nominate any member of the faculty to represent him/her.
- 26.5 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.
- 26.6 Final Practical Exams will be conducted by one Internal & one External Examiner to be nominated by the Dean of the concerned school.
- 26.7 In case of practical and Viva-Voce examinations at the post graduate level, external examiner shall be a person not below the rank of an Associate 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 an expert in the subject with not less than three years experience of teaching the subject at the degree and/or post graduate level.
- 26.8 No one who is a Paper-setter at any post-graduation examination shall be appointed as an external Viva-Voce examiner at the examination.





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- 26.9 No external examiner shall ordinarily be given examiner ship for more than two external practicals. However, the Controller of Examination may relax the condition.
- 26.10 In case of under graduate practical examinations, one external examiner shall not ordinarily examine more than 75 students per day.
- 26.11 In case of written examinations an examiner shall not ordinarily evaluate / value more than 75 scripts per day.
- 26.12 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.
- 26.13 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.

## 27 APPOINTMENT OF AMANUENSIS FOR WRITING EXAMINATION

- 27.1 Amanuensis shall be provided on request made by the student to the Head of Institution/Constituent Unit on the recommendations of Examination Sub-Committee well in advance duly supported by a Medical Certificate (subject to verification) 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.
- 27.2 The amanuensis must be a student of at least one lower grade of education than that of the candidate.
- 27.3 The Examination 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.
- 27.4 A separate room for such disabled candidate and one separate Invigilator to supervise his examination shall be provided.
- 27.5 The amanuensis shall be paid an honorarium as prescribed by the University from time to time.
- 27.6 No extra fee shall be charged from the student for providing the facility of amanuensis.
- 27.7 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.



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## 28 INSPECTION OF EXAMINATION CENTRE

- 28.1 Every examination centre shall be open to inspection by the Chancellor, Vice Chancellor, Registrar or Controller of Examinations and such other officers so authorized by the Vice Chancellor or Controller of Examinations in his behalf.
- 28.2 There shall be Observers/Flying Squads who shall be required to visit centers allotted to them during the course of examination and check that the examinations are being conducted properly according to the Regulations. Every Observer/member of Flying Squad shall submit his inspection report on the same day to the Controller of Examinations by name.

## 29 LOSS OF ANSWER BOOK(S)

- 29.1 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 29.2 below;
  - (b) Whether the student be required to appear again in that paper on a date to be fixed by the Vice Chancellor.
- 29.2 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
- 29.3 In case of loss of Project Report/Summer Placement Report/ Dissertation of a student, the student will be required to submit duplicate copy thereof

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

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



### 31 CREDIT UNITS FOR VARIOUS PROGRAMME

- 31.1 The Programme structures and examinations shall normally be based on Semester System. However, the Academic Council may approve Trimester/ Annual system for specified programmes.
- 31.2 Credit Units for each programme shall be decided by the Board of Studies of each Faculty for an award of Degree the minimum credit unit shall normally be as follows:
- |                               | (Average per semester) |
|-------------------------------|------------------------|
| (a) Under Graduate Programmes | 25                     |
| (b) Post Graduate Programmes  | 30                     |
| (c) Integrated Programmes     | 30                     |
- 31.3 The credit units attached to each course shall be defined in terms of learning hours i.e. Lectures, Tutorials, Practicals, Field work, Self study hours etc. Normally, one credit unit will require 12-20 learning hours in a semester.
- 31.4 Credits will also be assigned to courses based on Seminar, Term Paper, Dissertation, Project etc.
- 31.5 Each Programme of studies shall have three types of courses:
- (a) Core Courses: Compulsory for each student of the Programme.
  - (b) Elective/Optional Courses: The student shall have the option to choose these courses from a set of courses within the school/department.
  - (c) Trans-disciplinary Courses: The student shall have the option to choose these courses from a set of courses.
- 31.6 While selecting the courses in a semester, in case of courses with pre-requisites, the student should have passed in the pre-requisite course with a minimum D Grade. However, to pass in the course and for award of degree, the student shall be required to improve his/her grade from "D" to Grade "C" in such courses.
- 31.7 Registration for courses should be such that the student should complete the minimum requirement of credit units for the award of degree within the minimum prescribed duration for the programme. In case, a student is not able to earn the required credit units within the minimum prescribed duration for the programme, he/she has to re-appear the courses on the payment of prescribed fee during the semester with junior batch of students when they are held during the normal schedule.

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Controller of Examinations



Registrar

