

# **K.R. MANGALAM UNIVERSITY**

**Sohna Road, Gurgaon - 122103**



## **EXAMINATION RULES & REGULATION**

**2022**

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## 1. DEFINITIONS

(I) In these Regulations/Rules, unless the context otherwise requires following definitions are used:

- i. **“Academic Year”** is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations. The academic year is divided into two semesters – Odd Semester and Even Semester followed by a Summer & Winter Break; and Optional Summer Semester during Summer Break.
- ii. **“K.R. Mangalam University Entrance Examination”** shall mean the Admission Test conducted by the University for Admission to any Academic Programme of the University.
- iii. **“Answer Book”** means the document/notebook containing the answer or answers as given by a student during examination to the question or questions contained in the question paper meant for the said examination.
- iv. **“Audit Course”** shall mean a Course opted by a student outside his/her Scheme and student does not earn credits for the Course (This is also called a non-credit Course).
- v. **“Casual Student”** is a student who is not promoted and is a non-attending student until his status changes after getting promoted.
- vi. **“CoE”** means the Controller of Examinations.
- vii. **“Course”** is a component/module of an Academic Programme for which credits, a syllabus and required number of learning hours per week are specified. The learning hours are suitably distributed into Lecture hours (L), Tutorial hours (T), Studio hours (S), and Practical hours (P) per week. Each Course is identified by a code (Course Code) and title (Course Title).
  - (a) **“Course Code”** shall mean a curricular component identified by a designated Code number normally consisting of a string of alphanumeric characters.
  - (b) **“Course Title”** shall mean a name of Course conveying what is covered by the Course.
  - (c) **“Course Credit/Credit”** shall mean a number indicating the weightage assigned to a Course e.g. theory, practical, studio, project, dissertation, thesis, research work, or any other academic component, on the basis of learning hours per week for all learning activities. This is suitably divided among L, T, P and S, depending on the nature of Course.
- viii. **“CGPA”** shall mean the Cumulative Grade Point Average, reflecting the up-to-date cumulative performance of a student.
- ix. **“End-Term Examination” (ETE)** means a comprehensive examination conducted by the K.R. Mangalam University at the end of a Semester for each Course as prescribed in Scheme of Examination of a Programme.
- x. **“Examination Cell”** means the group consisting of core staff and faculty for overlooking the operations and management of examinations and academic records under overall control of CoE.
- xi. **“Examination Centre”** means the University, any institution or part thereof, or any other place, fixed by the University for the purpose of holding its examinations and includes the entire premises attached thereto.
- xii. **“Examination Committee”** means the Examination Committee constituted by the Vice Chancellor to devise detailed procedure for an efficient, transparent and fair evaluation of students, including coordination of activities relating to conduct of examinations.
- xiii. **“External Examiner”** shall mean a person who is not in the employment of K.R. Mangalam University or its constituent units and is appointed as an Examiner.
- xiv. **“Internal Examiner”** shall mean an Examiner who is a teacher of the University or its constituent units.
- xv. **“Invigilator”** means a person who assists the CoE/Superintendent of the Examination Centre in conducting and supervising an examination.

- xvi. **“Maximum Registration Period”** shall mean the maximum period specified in the Scheme of Teaching and Evaluation for a Degree, Diploma or Certificate Programme for which a student is admitted.
- xvii. **“Minimum Registration Period”** shall mean the minimum period specified in the Scheme of Teaching and Evaluation of a Degree, Diploma or Certificate Programme for which a student is admitted.
- xviii. **“Panel of Examiners”** shall mean a Panel constituted with the approval of the Vice-Chancellor for the conduct of practical/studio examination, viva-voce examination etc. and evaluation of students’ performance at the University or constituent units of the University.
- xix. **“Ph.D./Doctoral Programme regulations”** shall mean University Regulations for Ph.D. Programme.
- xx. **“Question Paper”** means a document containing question(s) to be administered at an examination to be answered by a student.
- xxi. **“Result Moderation Committee”** shall mean the Committee appointed by the Vice Chancellor to moderate grades/marks awarded by the Evaluator for a Course.
- xxii. **“Scheme of Teaching and Examination”** shall mean the Scheme of Teaching and Evaluation for a Programme as approved by the Academic Council.
- xxiii. **“Scrutinizer”** means a person engaged to check the compilation of the result by comparison of award lists and the result sheets prepared by the office of CoE.
- xxiv. **“Semester”** is the defined period of an Academic Year that provides the number of working days as prescribed by the Regulatory Agencies. In a semester student must register for required courses as per the Scheme of Studies. However, the minimum credits should not be less 70% and maximum credits should not be more than 120% of required credits of the Semester as per the Scheme of Studies.
- xxv. **“Semester System”** means a *modus operandi* of teaching/learning/evaluation of student performance in an academic Programme of the University and its constituent units in segments in an Academic Year.
- xxvi. **“SGPA”** shall mean the Semester Grade Point Average reflecting the performance of a student in a Semester.
- xxvii. **“Superintendent of an Examination Centre”** means a person appointed by the University to conduct and supervise its examinations at a center

(II) “He” & “His” imply “he”/”she” and “His”/“Her”, respectively.

## 2. CONTROLLER OF EXAMINATIONS (CoE)

The Controller of Examinations shall be a full time officer of the University. The Controller of Examinations shall perform the following functions:

- i. 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.
- ii. He shall be ex-officio Member Secretary of the Examination Committee and other such Committee(s) as may be constituted by the University, but he shall not, by virtue of this sub-section, be entitled to vote. He shall be bound to place before such Committee(s) all such information as may be necessary for transaction of its business.
- iii. He shall be responsible for the due custody of the records pertaining to evaluation, examinations and related activities.
- iv. He shall collect information from the Schools/constituent units of the University, as may be necessary, for the discharge of his duties.

- v. He shall also perform such other duties as may be prescribed in these 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.
- vi. 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.

### 3. EXAMINATION COMMITTEE

There shall be an Examination Committee in the University constituted by the Vice-Chancellor.

**(a) The composition of the Examination Committee shall be as under:**

- i. Chairperson - Professor/Dean of a School, nominated by Vice Chancellor,
- ii. Members - Professors/Deans of Schools/Heads of constituent units /Associate Professors not exceeding five nominated by the Vice Chancellor,
- iii. Secretary - Controller of Examinations, ex-officio.

The tenure of the nominated Members of the Examination Committee shall be of two years. Two-third Members will form the quorum of the meeting. There will be at least one meeting of the Examination Committee in each Semester. The decisions of the Examination Committee shall be placed before the Academic Council through Vice Chancellor.

**(b) Functions of the Examination Committee shall be:**

- i. 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.
- ii. To supervise generally all the examinations of the University and issue such directions as it may consider necessary for conduct of examinations.
- iii. To review from time to time the results of the University examinations and submission of reports thereon to the Academic Council.-
- iv. To make recommendations to the Academic Council for the improvement of the examination system.
- v. To appoint such number of sub-committees with the approval of Vice-Chancellor as it may think fit, and in particular, may delegate to any one or more persons or sub-committee(s), its power to deal with examination matters.
- vi. 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).
- vii. To consider any written report/representation/complaints received within seven days after completion of the examination regarding setting of the question paper etc. for consideration of the Vice-Chancellor and also decide the action to be taken against any examiner/paper setter/moderator in cases of mistakes/omissions/ negligence/leakage in paper-setting/moderation/evaluation etc.
- viii. To investigate the cases of large divergence in the results of any Course. For this purpose, the Examination Committee may itself scrutinize the answer books or may order 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 Examination 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 debarring the examiner/evaluator from examiner ship permanently or for a specified period, a reevaluation of the answer books etc. If the errant examiner is an employee of the University, such act will also amount to misconduct on the part of employee.

#### **4. MODERATION OF RESULT**

- (I) Moderation of Marks will be carried out by the Results Moderation Committee which will take into account the following:
- i. Tough/Out of syllabus question paper
  - ii. Incomplete coverage of syllabus
  - iii. Mistakes and omissions in the Question Paper
  - iv. Non-Uniformity or imbalance in the Question Paper as per Syllabus
  - v. Poor performance by the students
  - vi. Inconsistent Marking
- (II) The Vice Chancellor shall constitute a **Results Moderation Committee**, in each semester, comprising of the following members:
- i. Dean, Academics or any other Dean (Chairman)
  - ii. One Professor
  - iii. Controller of Examinations (Secretary).
  - iv. Chairman may co-opt up to two members, if required, with the approval of the Vice Chancellor.
- (III) The functions of the Result Moderation Committee shall be as under:
- i. The Committee shall scrutinize the statistics of results prepared by the Controller of Examinations and if need be, moderate the same after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards before declaration of results.
  - ii. The Committee shall bring to the notice of the Vice-Chancellor any lapses or omissions on the part of the paper setter(s) 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 imbalanced.
  - iii. Result Moderation Committee will formulate the guidelines according to the Semester result to improve the grades/results. However, Result Moderation Committee will take decisions based on overall result of the University, which will remain confidential.
  - iv. The recommendations of the Result Moderation Committee shall be placed before the Vice-Chancellor for approval, before implementing.
- (IV) Student who are not regular in classes or involved in cases of indiscipline or use of unfair means may not be given the benefits of moderation.

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

The maximum permissible period for completing a programme up to two academic years (four semesters) shall be n+1 year (n+ two semesters) and for the programmes of more than two academic years duration, the maximum permissible period shall be n+2 academic years (n+ four semesters), where “n” represents the minimum duration of the programme, in years, as approved by the Academic Council.

#### **6. COURSE REGISTRATION**

- i. It is mandatory for all students to register in every semester for the courses they have been advised to enroll by the faculty advisors through a Course Registration process.
- ii. The Course Registration dates will be announced in advance by the University to enable an easy and systematic registration.
- iii. The faculty advisors also called Registration Advisors will be available during that period to provide advice and counsel the students.
- iv. Students having any outstanding dues to the University will not be permitted to register for the Semester.
- v. Late registration after 10 calendar days from the commencement of the semester may be permitted in extenuating circumstances only with the approval of the HOD/Dean and only after clearing all the dues and paying the late registration fine.

- vi. If a student fails to register for a semester, his admission to the University will be subject to cancellation.
- vii. A student who fails to register for a semester but wants to continue his active admission/on-rolls status has to seek approval from the faculty advisor/HoD/Dean and Registrar for not registering for the Semester.
- viii. Any student willing to improve grade or re-appear in a Course to clear 'F' grade is also required to register in the Course at the beginning of semester, by the specified date and after payment of due fees and late fine, if any.

## 7. ADDING/DROPPING A COURSE/WITHDRAWAL FROM A COURSE

- i. A student may be permitted to add a Course to the registered courses within a pre-specified period from the commencement of a regular semester, subject to the availability of resources and the maximum number of credits required to be registered in a semester.
- ii. A student may be permitted to drop one or more Course(s) from the registered courses within a pre-specified period from the commencement of a regular semester, subject to the minimum number of credits required to be registered in a semester.
- iii. Final registration for that semester will reflect registered courses after the add/drop date. The course(s) dropped will not appear in the Semester Grade Sheet of the student and can be taken in subsequent semesters.
- iv. After the pre-specified period for add/drop of courses, if a student feels that his performance in a registered Course is not going to be satisfactory, the student will have an opportunity to withdraw from the Course. However, such withdrawal can only be made with the written approval of the Head of School/Dean. Withdrawal is permitted only when the number of credits availed by the student subsequent to withdrawal is equal to or above the minimum number of credits required to be registered in a semester. If a student is permitted to withdraw from a Course, its grade will be reported as 'W'.
- v. Withdrawal from a Course is permitted only under extremely exceptional circumstances like medical emergencies, family tragedies and/or other unavoidable contingences. However, no withdrawal is permitted after the finalization of the grade in a semester. A student who withdraws from a Course shall be required to re-register in the Course.
- vi. While exercising the Add option, the student may lose attendance in those Courses added during add/drop period.

## 8. ATTENDANCE

- i. Every student shall aim to achieve 100% attendance in all the lecture, tutorial, practical, studio classes and participate in seminars arranged in the School/ constituent units and events organized at the Institution/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 25% may be granted. **Thus, the attendance requirement for appearing in the End-Term examinations will be a minimum of 75% of the classes actually held in each Course separately.**
- ii. If a student is found to be continuously absent from the classes without any information for a period of 10 days, a notice will be sent to the student about his unauthorized absence, asking him to explain why his name should not be struck off the rolls of University, under intimation to his guardian/parents. If student still remains absent unauthorizedly for another 10 days after the date of issue of the notice, the name of such a student will be struck off the rolls. Such a student may, however, apply for re-admission which may be considered by the Head of School/constituent unit as per prescribed procedure, and only after the Admission Committee approves the recommendations, student will be re-admitted on payment of prescribed re-admission fee and settlement of all pending dues.
- iii. A student with less than 75% of attendance in lectures, tutorials, seminars, practical and studio classes, separately in each Course, in a semester, will be debarred from appearing in the examinations of such Course. Under no circumstances, the student shall be allowed to sit

- for the examination of relevant Course if his attendance in concerned Course unit is below 75%.
- iv. The Vice-Chancellor may, however, consider a written request made on very genuine grounds for the condonation of deficiency in attendance up to 15% on the recommendations of the Head of School/constituent Unit, before the commencement of the examinations, for the reasons listed below:
    - Hospitalization due to prolonged in-patient treatment.
    - Serious accident.
    - Tragedy in family.
    - Other serious unavoidable circumstance(s).
  - v. Dean Academic/Dean of School/HOD will announce the names of all such students who are not eligible to appear in the End-Term Examination (ETE) of one or more course(s), on the last day of teaching, before the start of End-Term examination and simultaneously intimate the same to the Controller of Examinations (CoE). In such cases, the student will be marked absent in the ETE and the absent will be treated as zero marks in ETE of such course(s).
  - vi. In case, any student, who has been debarred to appear in ETE, appears in the ETE of a course by error, his ETE shall be treated as null for that Course and the student will be marked Absent in the ETE and the Absent will be treated as zero marks in ETE of such course.

## 9. ASSESSMENT & EVALUATION

- (i) The University will adopt the guidelines issued from time to time by the UGC and other regulatory/statutory bodies concerned with the conduct of examinations. The question papers for the examinations will be set in such a manner as to ensure that they cover the entire syllabus. The tests and examinations shall aim at evaluating not only the student's ability to recall information but also his/her understanding of the subject and its applications. Some of the questions will be analytical and invite original thinking or application of theory.
- (ii) The entire evaluation system comprising of the Policies, Procedures, Mechanisms, Guidelines etc., has been designed and developed to meet the most fundamental (basic) quality characteristics of being fair (justifiable), objective (unbiased) reliable (precise), robust (resilient), while also being flexible (responsive) and transparent (variable). It will be ensured that appropriate level of confidentiality is maintained in terms of certain specific details, in order to achieve the above quality characteristics.
- (iii) While the actual process of evaluation will be confidential, the system of evaluation will be sufficiently transparent. The performance of a student in a Course will be assessed continuously in a semester through, Attendance, Assignments, Jury, Seminars etc. and End Term Examination (ETE) or other relevant evaluation components.
- (iv) For every Course that a student registers in a semester, a letter grade will be awarded based upon his performance over the entire semester. The letter grade and its 'Grade Point' will indicate the results of both, qualitative and quantitative assessment of student's performance in a Course.
- (v) The Semester Grade Point Average (SGPA) earned by a student is a quantitative indication of his performance during a semester. For each registered Course, the grade points earned are multiplied by the credits for that Course. The total of all credit points earned is calculated and this is divided by total credits in semester to give the SGPA. The Cumulative Grade Point Average (CGPA), which indicates the overall performance of a student from the time he joined the University.
- (vi) All students who have registered for a particular Course are eligible to write the End-Term Examination for that Course, unless found to be ineligible due to shortage of attendance/acts of indiscipline/withdrawal from a Course or any other actions by the university.



### **Evaluation Components**

- (i) The grade awarded to a student in a Course, except for a practical Course & studio Course, shall be based on Class Test/Class Participation/ Assignments/ / Presentations/ Tutorials / /Quizzes/Viva etc., as applicable, in addition to one Mid Term Exam and End Term Exam. The weightage of various components of continuous evaluation for all Schools *shall be as follows*:

End Term Exam	50%
Mid Term Exam	20%
Class Test/Class Participation/ Assignments /Presentations/Tutorials/Quizzes/Viva	20%
Attendance	10%
<b>Total</b>	<b>100%</b>

\*Marks for attendance shall be awarded as follows:

<b>Attendance (%)</b>	<b>Marks</b>
< 60	0
$60 \leq \% \text{ attendance} < 70$	5
$70 \leq \% \text{ attendance} < 75$	6
$75 \leq \% \text{ attendance} < 80$	7
$80 \leq \% \text{ attendance} < 85$	8
$85 \leq \% \text{ attendance} < 90$	9
$\geq 90$	10

- (ii) The grade awarded to a student in a **Laboratory/Practical Course** will be based on the performance in a regular conduct of experiment, Lab Record/ Quizzes/Viva Voce, in addition to End Term Practical Exam. The weightage of various components of continuous evaluation for all Practical Courses for all Schools *shall be as follows*:

Conduct of Experiment	20%
Lab Record/ Quizzes/Viva Voce	20%
Attendance	10%
End Term Practical Exam	50%
<b>Total</b>	<b>100%</b>

(iii) Evaluation Component of B.Arch.

Programme	Exam Name	Weightage (in %)	Maximum Marks
B.Arch. (all years)	<b>[A] STUDIO SUBJECTS</b>		
	Mid-Term Internal Jury	20	20
	End-Term Internal Jury	30	30
	End-Term External Jury	30	30
	End-Term Examinations	20	20
	<b>[B] THEORY SUBJECTS</b>		
	Class Activities 1: Assignments/ Presentations/ Field Reports	10	10
	Class Test – I	10	10
	Class Activities 2: Assignments/ Presentations/ Field Reports	10	10
	Class Test – II	10	10
	Attendance	10	10
	End Term Examinations	50	50
	<b>[C] PRACTICAL SUBJECTS (e.g. Computer Application in Architecture, Workshop)</b>		
	Mid-Term Internal Jury	20	20
	End-Term Internal Jury	20	20
	Attendance	10	10
	End-Term External Jury	50	50
	<b>[D] THESIS/ DISSERTATION/ SEMINAR</b>		
	Mid-Term Internal Jury	20	20
	End-Term Internal Jury	30	30
	End-Term External Jury	50	50

(iv) Evaluation Component of Pharmacy PCI Courses

S. No.	Exam Name	Max Marks
1	Non Pharmacy Practical Courses-Continuous Mode-Attendance	2
2	Non Pharmacy Practical Courses-Continuous Mode-Based on Practical Record, Viva Voce	3
3	Non Pharmacy Practical Courses-End Term Examinations	15
4	Non Pharmacy Practical Courses-Sessional Exam-I/II	5
5	Non Pharmacy Theory Courses-Continuous Mode-Attendance	2
6	Non Pharmacy Theory Courses-Continuous Mode-Student /Teacher Interaction	3

7	Non Pharmacy Theory Courses-End Term Examinations	35
8	Non Pharmacy Theory Courses-Sessional Exam-I/II	10
9	Pharmacy Practical Courses-Continuous Mode-Attendance	2
10	Pharmacy Practical Courses-Continuous Mode-Based on Practical Record, Viva Voce	3
11	Pharmacy Practical Courses-End Term Examinations	35
12	Pharmacy Practical Courses-Sessional Exam-I/II	10
13	Pharmacy Theory Courses-Continuous Mode-Attendance	4
14	Pharmacy Theory Courses-Continuous Mode-Assignment	3
15	Pharmacy Theory Courses-Continuous Mode-Student /Teacher Interaction	3
16	Pharmacy Theory Courses-End Term Examinations	75
17	Pharmacy Theory Courses-Sessional Exam-I/II	15
18	Miscellaneous Pharmacy Theory Courses End Term Examinations	50
19	Miscellaneous Pharmacy Theory Courses-Continuous Mode-Assignment	3
20	Miscellaneous Pharmacy Theory Courses-Continuous Mode-Attendance	4
21	Miscellaneous Pharmacy Theory Courses-Continuous Mode-Student /Teacher Interaction	3
22	Miscellaneous Pharmacy Theory Courses-Sessional Exam-I/II	15
23	Miscellaneous Pharmacy Practical Courses End Term Examinations	15
24	Miscellaneous Pharmacy Practical Courses-Continuous Mode-Based on Practical Record, Viva Voce	3
25	Miscellaneous Pharmacy Practical Courses-Continuous Mode-Attendance	2
26	Miscellaneous Pharmacy Practical Courses-Sessional Exam-I/II	5
27	M.Pharm Practical Continuous mode Attendance	10
28	M.Pharm Practical Continuous mode Based on practical record / viva voce	10
29	M.Pharm Practical End Term Examination	100
30	M.Pharm Practical Sessional Exam-I/II	30
31	M.Pharm Theory Continuous mode Attendance	8
32	M.Pharm Theory Continuous mode Students Teacher Interaction	2
33	M.Pharm Theory End Term Examination	75
34	M.Pharm Sessional Exam-I/II	15
35	M.Pharm Discussion/Presentation (Proposal Presentation)	75
36	M.Pharm Journal Club	25
37	M.Pharm Research Work	400
38	M.Pharm Discussion/Presentation (Proposal Presentation)	50
39	M.Pharm Journal Club	25
40	M.Pharm Research Work	350
41	D.Pharmacy Practical End Term Examination	80
42	D.Pharmacy Practical Sessional Exam-I/II/III	20
43	D.Pharmacy Sessional Exam-I/II/III	20
44	D.Pharmacy Theory End Term Examination	80

**(v) BPT Evaluation Pattern (2021 onwards)**

The evaluation of all courses will be cumulative of continuous evaluation (Internal Assessment) and End Term Examinations. Weightage of components will be 40% for Internal Assessment and 60% for End Term Examination, as given in the table below:

Type of Courses	Category Exam Name	Weightage (in %)
Theory Course	Attendance	10%
	Sessional-I	15%
	Sessional-II	15%
	End Term Examination	60%
	<b>Total</b>	<b>100%</b>
Lab Course	Attendance	10%
	Conduct/Lab Record	10%
	Quiz/ Class Test/ Viva	20%
	End Term Examination	60%
	<b>Total</b>	<b>100%</b>
Lab Course	Attendance	10%
	Conduct/Case Records	30%
	Conduct/Lab Record	60%
	<b>Total</b>	<b>100%</b>

**(vi) Re-appear Examinations**

The evaluation pattern is structured as follows:

**End Term Exam: (50 marks)**

Written exam for three hours having descriptive questions will be conducted and the assessment criteria will be as given below:-

End Term Exam	50%
Marks obtained in continuous assessment earlier during the semester	50%
<b>Total</b>	<b>100%</b>

**Re-appear Examination for Pharmacy PCI Courses (B.Pharma/M.Pharma)**

End Term Exam	75%
Marks obtained in continuous assessment earlier during the semester	25%
<b>Total</b>	<b>100%</b>

**Re-appear Examination for Pharmacy Diploma Courses**

End Term Exam	80%
Marks obtained in continuous assessment earlier during the semester	20%
<b>Total</b>	<b>100%</b>

### Re-appear Examination for BPT Courses (2021 onwards)

End Term Exam	80%
Marks obtained in continuous assessment earlier during the semester	20%
<b>Total</b>	<b>100%</b>

#### 10. ABSENCE IN ANY EVALUATION COMPONENT

If a student fails to take Assignment/Quiz/Tutorial/other evaluation component for any reason whatsoever, including ill-health, no second chance will be given and zero marks will be awarded for that component. However, in case of pre-excused absence by the Dean of concerned School, the Concerned faculty may provide an opportunity to the student to appear in that evaluation component.

#### 11. GRADING SYSTEM

Based on the performance in all evaluation components of a Course, each student will be awarded a final grade in the Course registered, at the end of the semester. The total marks obtained by a student in the Course will be converted to a corresponding letter grade as described below.

##### A) For All Courses except Pharmacy PCI Courses and Diploma

Marks Range (%)	Letter Grade	Grade Points	Description of the Grade
%marks > 90%	O	10.0	Outstanding
80 < %marks ≤ 90	A+	9.0	Excellent
70 < %marks ≤ 80	A	8.0	Very Good
60 < %marks ≤ 70	B+	7.0	Good
55 < %marks ≤ 60	B	6.0	Above Average
50 < %marks ≤ 55	C	5.5	Average
40 ≤ %marks ≤ 50 (For B.Arch. & B.Pharm. = 50)	P	5.0	Pass
%marks < 40 (For B.Arch. & B.Pharm.<50)	F	0	Fail
-	AB	0	Absent
%marks ≥ 50	S	-	Satisfactory
%marks < 50	U	-	Unsatisfactory
-	W	0	Withdrawal

**B) For Pharmacy PCI Courses**

Percentage of Marks Obtained	Letter Grade	Grade Point	Performance
90.00-100	O	10	Outstanding
80.00-89.99	A	9	Excellent
70.00-79.99	B	8	Good
60.00-69.99	C	7	Fair
50.00-59.99	D	6	Average
Less than 50	F	0	Fail
Absent	AB	0	Fail

A Student is declared to have passed/cleared a course, if he/she has earned any one of the following grades: O,A,B,C and D.

- i. **'F' Grade:** A student obtaining Grade 'F' shall be considered failed in the Course and will be required to reappear in the End-Term examination to pass the Course. When 'F' is converted to another grade, 'F' will be replaced and result of that semester will be revised and re-declared. New Grade Sheet will be issued for that semester and all subsequent semesters.
- ii. **'P' Grade:** The 'P' grade stands for marginal performance and is the minimum passing letter grade.
- iii. **'D' Grade:** The 'D' grade stands for marginal performance and is the minimum passing letter grade.
- iv. **'AB' Grade:** A student "Absent" in all components of evaluation of a Course shall be reported as Absent (AB) and shall be considered failed in the Course. For all practical purposes like promotion, SGPA/CGPA calculation, 'AB' (absent) shall be treated as 'F' (failed).
- v. **'S' and 'U' Grade:** This grade is awarded for non-credit/audit Courses outside the Scheme. 'Satisfactory (S)' or 'Unsatisfactory (U)' shall be awarded in non-credit/audit courses and this will not be counted for the computation of SGPA/CGPA. For a non-credit/audit Course, the student will have to go through same process of evaluation and also the minimum attendance requirement. Extra courses that may result from transfer from one degree program to another degree programme or change of Scheme shall be considered as non-credit courses, and grade obtained in them be suitably converted to 'S' or 'U'.
- vi. **'W' Grade:** A 'W' grade is awarded when the student withdraws from a Course. 'W' will not be counted for the computation of SGPA/CGPA. In subsequent Semester when student registers for the same course and gets a grade, 'W' will be replaced and result of the semester will be revised and re-declared. New Grade Sheet will be issued for that semester and all subsequent semesters.

**C) For Pharmacy Diploma Course**

<b>Division</b>	<b>Condition to be fulfilled</b>
First Division with Distinction	$\geq 75\%$
First Division	$\geq 60\%$ but $< 75\%$
Second Division	$\geq 50\%$ but $< 60\%$
Third Division (Pass)	$\geq 40\%$ but $< 50\%$
Fail	Less Than 40%

- I. The candidates securing 60% marks or above in aggregate in all subjects in a single attempt at the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examinations shall be declared to have passed in first class the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examinations, as the case may be. Candidates securing 75% marks or above in any subject or subjects shall be declared to have passed with distinction in the subject or those subjects provided he/she passes in all the subjects in a single attempt.
- II. The Candidates should also satisfactorily complete practical training of minimum 500 hours (Part-III).
- III. **Diploma Eligibility:** A student has to fulfill the following conditions to pass any academic programme (D.Pharma.) of the University and become eligible for award of Diploma Certificates. Student should have obtained a minimum Pass percentage (40%) in all prescribed courses as per the Scheme. Student should have a minimum 40% at the end final year of programme and should have cleared all dues.

**D) Grading System for Agriculture Sciences:-**

<b>Percentage of Marks Obtained</b>	<b>Conversion into Points</b>
100	10 Points
90 to $< 100$	9 to $< 10$
80 to $< 90$	8 to $< 9$
70 to $< 80$	7 to $< 8$
60 to $< 70$	6 to $< 7$
50 to $< 60$	5 to $< 6$
$< 50$ (Fail)	$< 5$

For Example:

Percentage of Marks Obtained	Conversion into Points
80.76	8.076
43.60	4.360
72.50 (but shortage in attendance)	Fail (1 point)

CGPA	Division
5.000-5.999	Pass
6.000-6.999	II division
7.000-7.999	I division
8.000 and above	I division with distinction

SGPA = Total points scored/ Total credits (for 1 semester)

CGPA =  $\Sigma$ Total points scored/ Course credits

% of Marks = CGPA\*100/10

## 12. COMPUTATION OF SGPA AND CGPA

The Semester Grade Point Average (SGPA) for a semester and Cumulative Grade Point Average (CGPA) for all semesters, are calculated as follows.

SGPA is computed for a particular semester while CGPA is computed from admissions to a particular semester.

### (I) Calculation of Semester Grade Point Average (SGPA)

The performance of a student in a semester is indicated by a number called SGPA. The SGPA is the weighted average of the grade points obtained in all Courses registered by the student in that semester. The SGPA is calculated as follows:

$$SGPA = \frac{\sum \{\text{credit of a Course} \times \text{grade points for that Course}\}}{\text{total credits of the semester}}$$

Or

$$SGPA = \frac{\sum_{i=1}^n \{C_i * G_i\}}{\sum_{i=1}^n C_i}$$

Where

$n$  is the total number of courses in which student is registered in the Semester for which SGPA is computed and  $i$  represents the serial number of course ( $i = 1, 2, 3, \dots, n$ );

$C_i$  is the Credit of the  $i^{\text{th}}$  Course;

$G_i$  is the grade points of the Grade in the  $i^{\text{th}}$  Course;

$\sum_{i=1}^n C_i$  is the sum of credits of all courses in which student is registered in the semester including those in which the student has 'F' grade.

### (II) Calculation of Cumulative Grade Point Average (CGPA)

The overall (cumulative) performance of a student from the time of his admission/first registration up to a particular semester is indicated by a number called Cumulative Grade Point Average (CGPA). The CGPA is weighted average of the grade points obtained in all courses registered by the student since his first registration to the point of CGPA calculation. The CGPA is calculated as



follows:

$$CGPA = \frac{\sum_{j=1}^m \{C_j * G_j\}}{\sum_{j=1}^m C_j}$$

Where

*m* is the total number of courses in which student is registered from the time of his admission/first registration including the Semester up to which CGPA is to be computed and *j* represent the number of semester (*j* = 1, 2, 3,.....*m*).

### **(III) Rounding and Percentage**

- i. The SGPA and CGPA shall be rounded off to 2 (two) decimal places and reported in the Grade Sheet and Transcript.
- ii. The overall Percentage for a semester can be obtained by multiplying SGPA by 10 and overall Percentage for up to a semester can be obtained by multiplying CGPA by 10.

### **13. POLICY ON IMPROVEMENT OF GRADE**

- i. Students are allowed to improve grade in a Course. However, a Course with a Pass ('P') grade is only permitted for improvement and only one Course can be taken for improvement in a semester.
- ii. Grade Improvement is applicable for theory subjects only.
- iii. Student shall register in the Course in the beginning of the Semester for which he wants grade improvement.
- iv. Student may be required to pay prescribes Grade Improvement fees per Course and late fine, if any.
- v. Student shall appear for the End-Term Examination of the Course along with regular students as per the syllabus applicable at the time of reappearing in the examination.
- vi. The 50 marks of End-Term Examination shall be evaluated and 50 marks of different components will be carrying forward for award of grade and the final grade considered for the Course for CGPA calculation will be the higher of the two grades. These will be done by CoE while preparing the result of such student.
- vii. If there is a change in the grade of the Course, the Grade will be replaced and result of that semester will be revised and re-declared. New Grade Sheet will be issued for that semester and all subsequent semesters.

### **14. REAPPEARING IN A COURSE WITH 'F' GRADE**

- i. Examinations for 'F' grade students will be ordinarily conducted only in the end of odd and even semesters, as per the Scheme of Examination for the semester.
- ii. Student shall register in the Course with 'F' grade in the beginning of the semester for re-appearing by filling up the Re-Appearing Form along with the prescribed re-examination fees per Course and late fine, if any
- iii. Student is required to re-appear only in the End-Term Examination of the Course with for 'F' grade and carry out the work assigned as Assignments/Projects/Quizzes/Studio etc.
- iv. After registration in the Course in the beginning of the semester, the HOD/Dean will allocate

faculty for each Course, who will assign work to the student, monitor him for the Courses throughout the semester and submit marks for Assignments/Projects/Quizzes/Studio etc. out of a maximum of 50 marks.

- v. The 50 marks of End-Term Examination shall be evaluated and 50 marks of different components will be added for final grades.
- vi. A student, who has to re-appear in an End-Term examination in terms of provisions made above, shall be examined as per the syllabus applicable at the time of reappearing in the examination.

## 15 PROMOTION RULES FOR ALL SCHOOLS, except governed by regulatory bodies

(I) The Promotion rules for all the UG/PG programmes shall be as per details given below.

### (A) Promotion rules for 2 year Degree Courses

S.No.	Year	Minimum Credits
1	For promotion to <b>II</b> year	50% of <b>I</b> year credits

### (B) Promotion rules for 3 year Degree Courses

S.No.	Year	Minimum Credits
1	For promotion to <b>II</b> year	50% of <b>I</b> year credits
2	For promotion to <b>III</b> year	Full credits of <b>I</b> year + 50% of <b>II</b> year credits

### (C) Promotion rules for 4 year Degree Courses, except governed by regulatory bodies \*

S.No.	Year	Minimum Credits
1	For promotion to <b>II</b> year	50% of <b>I</b> year credits
2	For promotion to <b>III</b> year	Full credits of <b>I</b> year + 50% of <b>II</b> year credits
3	For promotion to <b>IV</b> year	Full credits of <b>I and II</b> year + 50% of <b>III</b> year credits

\*Promotion rules for School of Medical & Allied Sciences will be governed by the directives received from Pharmacy Council of India time to time.

### (D) Promotion rules for 5 year Degree Courses

S.No.	Year	Minimum Credits
1	For promotion to <b>II</b> Year	50% of <b>I</b> year credits
2	For promotion to <b>III</b> Year	Full credits of <b>I</b> year + 50% of <b>II</b> year credits
3	For promotion to <b>IV</b> year	Full credits of <b>I and II</b> year + 50% of <b>III</b> year credits
4	For promotion to <b>V</b> year	Full credits of <b>I,II and III</b> year + 50% of <b>IV</b> year credits

## (II) Not Promoted Student

- (i) A student who is not promoted shall be called as **Casual Student/Not Attending**. He is not to come to University until his status changes after getting promoted.
- (ii) He should express in writing that he be allowed to continue on-rolls of the University.
- (iii) He shall apply, within prescribed time, to re-appear in the ETE of the requisite Course(s) to fulfill the requirements of promotion to next year (clear required minimum Credits and obtain required minimum CGPA). For re-appearing in ETE of required Course(s) he should follow instructions in Clause 14.

- (iv) If a Casual/Not promoted student wants to study one or more Courses in a Semester, he shall pay the full Semester fees. He will then be considered as a regular student and will be governed by all attendance and evaluation rules for the semester. His previous grades of the Semester will be wiped and he will start afresh. He will not get benefits of Clause 14.

#### **16 ADDITIONAL CRITERIA FOR B.Arch. DEGREE**

- (i) The pass percentage of student shall not be less than 45% (in both, continuous assessment as well as End-Term examination) and shall not be less than 50% in overall, in each Course.
- (ii) Students, who have passed in the continuous assessments of a Course, shall ONLY be permitted to appear in End-Term examination of that Course.
- (iii) The B.Arch. programme comprises of two stages:  
Stage-I (First 3 years)  
Stage-II (Fourth & Fifth year)
- (iv) The students admitted to the program shall have to complete the first stage within five years of admission to the program. However, the maximum time allotted to complete both the stages (I and II) is 8 years
- (v) **AWARD OF DEGREE**  
The degree will be awarded to those students who successfully complete stage I and stage II of B.Arch. programme with 100% credits of all 5 years as per above mentioned promotional rules, failing which the student shall be declared unfit for architectural degree.

#### **17. PROMOTION RULES FOR LATERAL ENTRY, INTERNAL MIGRATION & EXTERNAL MIGRATION STUDENTS**

- (i) The Dean/HoD of the School has to certify that the credits earned by the student under Lateral Entry/Internal Migration or External Migration are in accordance with the Scheme of the Programme.
- (ii) In case of any variation in the credits earned by the student, with existing Scheme of the Programme, the Dean/HoD has to intimate to the student that he has to earn the remaining credits in order to be eligible for the Degree.
- (iii) The Registrar has to ensure the compliance of the above requirements.

#### **18. PASSING CRITERIA AND AWARD OF DEGREE**

A student has to fulfill the following conditions to pass any academic programme of the University and become eligible for award of degree:

- i. Should have obtained a minimum Pass Grade in all the prescribed courses as per the Scheme.
- ii. Should have earned minimum number of credits prescribed for the concerned programme as per the Scheme.
- iii. Should have a minimum Cumulative Grade Point Average (CGPA) of 5.00 at the end of final year of Programme.
- iv. Should have cleared all dues.

**The degree shall be awarded only upon compliance of all the laid down requirements for the program.**

#### **19. AWARD OF DIVISION**

### **I. For All courses except Pharmacy PCI and Diploma**

<b>Division</b>	<b>Condition to be fulfilled</b>
First division with Distinction	CGPA $\geq$ 8.50
First Division	CGPA $\geq$ 6.50 but $<$ 8.50
Second Division	CGPA $\geq$ 5.00 but $<$ 6.50

### **II. For Pharmacy PCI Courses**

<b>Division</b>	<b>Condition to be fulfilled</b>
First division with Distinction	CGPA of 7.50 and above
First Division	CGPA of 6.00 to 7.49
Second Division	CGPA of 5.00 to 5.99

## **20. AWARD OF MEDALS**

For each batch of each Degree Programmed, the student with highest CGPA will be awarded the University Gold Medal subject to following conditions:

- i. The Student be eligible for award of “First Division with Honors”
- ii. If there is more than one student with highest CGPA (without rounding), all will get the medal.
- iii. In addition, University may give more awards from time to time.

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

- i. The text and the format of the degrees and diploma documents, certificates, citations and other documents of academic distinctions shall be as approved by the Academic Council. The nomenclature of Degree, Diploma, and Certificate etc. shall be same as specified by UGC, AICTE, NCTE, MCI, Pharmacy Council of India, Council of Architecture, Bar Council of India and other such Statutory Bodies.
- ii. The degrees, diplomas shall be signed by the Registrar and countersigned by the Vice-Chancellor. Transcript and Provisional Degree Certificate shall be signed by the Registrar and Controller of Examinations, and Semester Grade-sheet shall be signed by the Controller of Examinations.
- iii. The certificates, citations and other documents relating to other academic distinctions shall be signed by the concerned Dean and Registrar.
- iv. A student shall be awarded a degree/diploma, if:
  - (a) He has registered, undergone the complete course of studies, completed the project report/dissertation/training report or any other component as specified in the Scheme of Studies within the stipulated time, and secured the minimum grades and CGPA prescribed for award of the concerned degree/diploma/certificate.
  - (b) After the Approval by the Academic Council and on being concurred by the Board of Management, the degrees/diplomas/certificates shall be awarded to the successful students at convocation or otherwise, if convocation is not possible.
  - (c) A Provisional Degree Certificate shall be issued to a student after the approval of the result by Academic Council.
- iv. Processing of Award of Degree/Diploma/Certificates
  - (a) After declaration of results, CoE shall prepare the list of eligible students for award of degree/diploma/certificate etc., certifying that the students have fulfilled all requirements, as given in 20(iii) (a) above, and submit it to the Registrar.
  - (b) The Registrar shall ensure that the particulars of the students are correct and there are no dues to the University/School/Constituent Unit and no disciplinary action is pending

against them.

- (c) The Registrar shall place the particulars of all the successful and eligible students for the award of certificate, diploma, or degree before the Academic Council through Examination Committee, for approval.
- (d) Approval accorded by the Academic Council for award of the degrees, diplomas, certificates etc., shall be placed before the Board of Management for its concurrence. On being concurred by the Board of Management, the degree shall be awarded to the successful students at Convocation or otherwise, if convocation is not possible.
- v. In extreme exigency, the degree, diploma, certificate may be awarded to the successful students before the Convocation with the approval of Vice-Chancellor and the matter be reported to the Academic Council.

## **22. EXAMINATION RULES AND PROCEDURES**

### **22.1 Appointment of Paper Setters, Examiners & Evaluators**

- i The Head of School/constituent units (Dean/HoD) shall forward to the Controller of Examinations the panel of internal and external paper setters, examiners for End-Term practical examinations, viva-voce examinations, evaluators of answer books, head examiners, external experts for moderation of question papers etc. for approval by the Vice Chancellor.
- ii The Controller of Examinations shall prepare a consolidated panel of internal/external paper setters, examiners, evaluators, moderators, head examiners on the basis of names received from the Head of School/constituent units. He may, at his discretion, add or delete the name(s) from the panel recommended by the Head of School/ constituent units.
- iii The Vice-Chancellor, on the recommendations of the Controller of Examinations shall approve the panel of internal/external paper setters, examiners, evaluators, Head Examiners, moderators ordinarily from amongst persons recommended by the Controller of Examinations. He may, however, appoint a person whose name is not included in the panel recommended by the Controller of Examinations, if he is satisfied that the person in question possesses the requisite qualifications and experience.
- iv. A viva-voce examination for Dissertation/Thesis/Training etc. shall be conducted ordinarily by a board of minimum two examiners of whom one shall be an external examiner and the other internal examiner. For undergraduate courses the external examiner may not be mandatory.
- v. In case of practical/studio 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 School/constituent unit. In case of End-Term practical or viva-voce examination at the under graduate level, the external examiner shall be an expert in the subject with not less than three years' experience of teaching the subject at the graduate and/or post graduate degree level.
- vi The internal examiners, in case of practical/studio examinations, both at the UG degree and the PG degree level, shall be appointed from amongst the teachers of the University and its constituent units whose candidature are to be examined on the recommendation of the Head of School/constituent units .
- vii An examiner may be discontinued any time, if in the opinion of the Controller of Examinations, his work is found to be unsatisfactory.
- viii An examiner's work shall be deemed to be unsatisfactory in case of one or more of the following:
  - (a) Mistakes of such a nature that affects the result are found in his work in the course

of checking and scrutiny.

- (b) He is found to have delayed the work without good and sufficient reason.
  - (c) In the opinion of the Examination Committee or the Controller of Examinations or any authority of the University, there are reasonable doubts about his integrity or suspicion that he is accessible to examinees or their relations.
  - (d) If there is serious complaint against his paper e.g. the paper was much above or below the standard or contained questions outside the prescribed Course or the breach of any such condition.
- ix. 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.
  - x. No person shall act as a paper-setter or examiner or moderator in theory, viva-voce, jury or practical examination if any of his relations is taking the same examination.
  - xi. No person shall act as tabulator for any examination, if any of his relations is appearing or has appeared at that examination.

## **22.2 Setting of Question Papers**

- i. The Question Paper prepared by the Faculty Member/External Examiner should be set within the prescribed Syllabus of the Course, for the specific examination.
- ii. Questions must be based on different degrees of difficulty to test the level of understanding of main concepts.
- iii. Question Papers must cover all modules/units of the Course syllabus.
- iv. Question Paper(s) shall be prepared by Internal Examiners for Class Test/Class Participation/Assignment/Presentations/Tutorials/Quizzes/Viva, Mid-Term and End-Term Examinations or any other prescribed examination.
- v. For selected courses, External Examiners may be appointed by Vice Chancellor, who will prepare one Question Paper.

### **End-Term Examinations**

- i. Question Paper for End-Term Examinations shall normally be of 3 (three) hours duration, unless specified otherwise.
- ii. Maximum Marks shall be 50 (Fifty).
- iii. Question Paper should comprise of seven questions with compulsory first question as multiple choice type covering the entire syllabus.
- iv. Student will have to attempt a total of five questions out of the seven questions.

### **Important Notes**

- i. Care should be taken to ensure that there is no missing data in any question.
- ii. The figures/diagrams, if any, should be drawn neatly & should be labeled and dimensioned properly.
- iii. The instructions to the students, if any, should be clear & must be given at the beginning of the Question Paper.
- iv. The instructions regarding use of calculator, graph paper, tables & other material required to answer the questions should also be clearly mentioned in the question paper, wherever needed.

## **22.3 Examination Admit Card**

- i. Students who are eligible for appearing in End-Term examination shall be issued Admit Card.
- ii. The Admit Card will be issued by the University to students eligible to appear in End-Term examination based on the attendance in each Course and other applicable provisions.
- iii. Students re-appearing in any of the University Examination must fill up the Reappear Examination Form.
  - (a) Student shall fill up all details clearly with blue/black ink and sign. The Head of

School or an officer nominated by him shall verify the eligibility of the student.

- (b) Examination form duly signed by Head of School/Dean along with proof of fees paid (in original) shall be forwarded to Controller of Examination.
  - (c) CoE or an officer authorized by him shall verify and authenticate eligibility of the student to reappear in the course(s). Thereafter Examination Admit Card portion will be detached and forwarded to School for handing over to the student.
- iv. CoE/Center Superintendent/Invigilator/Supervisory staff at examination centers shall ensure that **no student is permitted to appear in any examination without Admit Card**. The student is also required to carry his University I-Card along with the admit card to the examination hall.
- v. If a student loses Admit Card before completion of examinations, he may apply to the Controller of Examinations through his Head of School/Dean. Duplicate Admit card will be issued after verification and payment of prescribed fee.

#### **22.4 Conduct of Examinations**

- i. 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.
- ii. Examinations shall be open to regular students i.e. students who have undergone a course of study in the School/constituent units for a specified period of that programme of study in the Scheme of Teaching & Examination and Syllabi.
- iii. The last date for receipt of examination forms and fees shall be notified by the CoE. The schedule of End-Term examinations including practical examination shall be notified by him through the Schools/constituent units.
- iv. 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.
- v. 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.
- vi. 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.
- vii. 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 preceding the date of examination at which he intends to appear, shall be admitted to the examination.
- viii. Detailed Guidelines relating to the conduct of examinations such as Schedule of Examinations, submission of examination forms, issue of admit cards, issue of duplicate admit cards, instructions to examiners, examination center superintendents, invigilators, other members of staff engaged in examination duty shall be approved by the Vice-Chancellor. The Examination Centre shall be advised through Guidelines to take all steps for proper conduct of examinations such as proper supervision and invigilation, effective security cordoning off of the examination centers from the range of loudspeakers and other interference and taking stern action in all cases involving copying and use of unfair means, misbehavior or misconduct of students during examinations.

#### **22.5 Appointment of Amanuensis for Writing Examinations**

- i Amanuensis may be provided on request made by the student to the Head of Institution/Constituent Unit on the recommendations of the Head of School/ constituent units well in advance duly supported by a Medical Certificate (subject to verification) by an authorized Medical Officer of University's choice, if required, under the following cases:
  - (a) Students 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 student unable to write.
  - (d) An accident involving injury rendering the student unable to write
- ii The amanuensis may be a student of at least one lower grade of education or of a different stream than that of the student.
- iii The Head of School/constituent unit shall select suitable amanuensis from the institution as far as possible and forward to the CoE, the details of the person appointed as amanuensis and of the student for whom amanuensis has been appointed.
- iv A separate room for such disabled student(s) and one separate Invigilator to supervise the examination shall be provided.
- v No extra fee shall be charged from the student for providing the facility of amanuensis.
- vi 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.

## 22.6 Disciplinary Control of Students in University Examinations

- (I) During examinations, the students shall be under the disciplinary control of the CoE/Examination Centre Superintendent/Invigilator who will issue necessary instructions. If a student disobeys instructions or misbehaves with any member of the supervisory staff or University observer or representative or the invigilators at the Centre, he may be expelled from the examination for that session. The Examination Centre Superintendent/Invigilator shall immediately report the facts of such a case with full details of evidence to the CoE who will refer the matter to the Examination Committee. The said Committee will make recommendations for disciplinary action as it may deem fit, to the Vice-Chancellor.
- (II) The students shall maintain proper discipline and orderly conduct during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct during the examinations.
- (III) **Acts of Disorderly Conduct during the Examination**  
Acts of disorderly conduct during an examination include, but are not limited to:
  - i. Misbehavior in the examination hall with the Centre Superintendent, the Invigilator on duty, the Examiner conducting a practical or oral examination or the members of flying squads, the observers, the representatives of the University or other staff working at the Examination Centre, or with any other Student, in or around the examination center, or threat to life of these examination staff, observers, members of flying squads etc. before, during or after the examination.
  - ii. Intentionally damaging or tearing off the answer book(s) or a part thereof or a continuation sheet or any other specific response sheet used in the examination;
  - iii. Causing damage to laboratory equipment's, books in library and other properties.
  - iv. Disturbing or disrupting or instigating others to disturb/disrupt the examination.
  - v. Instigating others to leave or enter the examination room/center.
  - vi. Carrying any weapon into the examination room/center.



- vii. Any act not specified above but deemed as unbecoming of an examiner by the Academic Council.

**(IV) Acts of Unfair Means**

The following shall be deemed to be the act of unfair means, but are not limited to,

- i. Talking to another student or any person, inside or outside the examination hall, during the examination without the permission of a member of the supervisory staff.
- ii. Leaving the examination hall without handing over the answer book and or continuation sheet, if any, or any other specifically designed response sheet to the Invigilator or Supervisor.
- iii. concerned or Centre Superintendent or the concerned authorized officer of the University deputed to the examination center, and taking away, tearing off or otherwise disposing off the same or any part thereof;
- iv. Writing matter connected with or relating to a question or solving a question on anything (such as piece of paper, cloth, scribbling pad, palm or any body part etc.), other than the answer book, the continuation sheet, question paper, any other response sheet specifically provided by the University to the student.
- v. Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.
- vi. Writing or sketching any religious symbols, figures, numbers or any other expression on the answer book, continuation sheet or any other response sheet.
- vii. Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
- viii. Making appeal to the Examiner/Evaluator soliciting favour through the answer book or through any other mode.
- ix. Possession by a Student or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.
- x. Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used by a student for assistance or help in answering a question or a part thereof.
- xi. Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof, to any other Student or to any person by any means.
- xii. Smuggling into the examination hall and or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a solution to a question paper or to a part thereof or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet or any other response sheet during or after the examination with or without the help of or in connivance with any person connected with the examination, or through any other agency, whatsoever.
- xiii. Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any source before the examination or to enhance marks, or favorably evaluate, or to change the award in favour of the student.
- xiv. Any attempt by a student or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an

examination center before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who

- (a) Abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so;
  - (b) Abuses, insults, intimidates, assaults any other student or threatens to do so, shall be deemed to have interfered with or influenced the discharge of the duties of the Supervisory and the inspecting staff within the meaning of this para.
- xv. Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other student, to do any of these things or facilitating or rendering any assistance to any other student to do any of these things.
- xvi. Arranging to impersonate for any person, whosoever he may be, or for himself or impersonating for other student at the examination.
- xvii. Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.
- xviii. Any other act of omission or commission declared by the Academic Council/Board of Management to be unfair means in respect of any or all the examinations including internal assignment, dissertation, studio, project etc.

(V) **Reporting of Cases of Unfair Means, Misbehavior, Misconduct or Disorderly Conduct of Examinations**

- i. A student who is suspected to have used unfair means or misbehaved or committed any of the acts mentioned in clause 22.6(IV) above, during the course of the examinations is expected to give a statement about the facts of the incident. He shall, however, not be forced to give a statement, but the fact of his having refused to make a statement shall be recorded by the Invigilator and/or the Centre Superintendent which shall be witnessed in writing by two other members of the supervisory staff on duty at the time of occurrence of the incident
- ii. A student detected or suspected of using unfair means in the examination may be permitted to answer the remaining question paper, on a separate answer book in the remaining duration of the examination. The answer book in which the use of unfair means is suspected shall be seized by the Invigilator or Centre Superintendent, who shall send both the answer books to the Controller of Examinations with his report. This will not affect the concerned student appearing in the rest of the examinations.
- iii. All the cases relating to disorderly conduct of examinations, misbehavior/misconduct of students and their use of unfair means in the examinations and mass copying shall be reported by the concerned invigilator through the Centre Superintendent or by the examiner, evaluator, moderator, tabulator or the person connected with the University examinations as the case may be, with all the relevant material. The Controller of Examinations shall place before the Examination Committee all those cases for consideration and decision in each individual case. The Committee may recommend penalties, if any.

(VI) **Disciplinary Proceedings**

- i. The Controller of Examinations or any person authorized by him on his behalf shall communicate to the student, against whom a report has been received, the precise nature of allegations against him and shall require him to furnish his written explanation within a stipulated period under intimation to the Head of School/Constituent Unit.
- ii. On receipt of the explanation from the student through the Head of School/ Constituent Unit or on the expiry of the period stipulated for submitting explanation, if no explanation is received from the student, the CoE shall submit the case before the Examination Committee for consideration and make recommendations to the Vice-Chancellor.
- iii. After considering all the material on record including the explanation, if any, submitted by the student, the Examination Committee, if satisfied that the student is guilty of the use of dishonest

or unfair means or disorderly conduct in the examination, will take a decision in each case and recommend to the Vice-Chancellor the punishment that may be imposed on the student according to the nature of the offence.

- iv. Ordinarily, all decisions shall be taken by the Examination Committee by simple majority. If the members are equally divided, the case shall be referred to the Vice-Chancellor, whose decision shall be final.
- v. All decisions of the Examination Committee as approved by the Vice-Chancellor shall be communicated to the student through the Head of School/Constituent Unit by the CoE.
- vi. Notwithstanding anything contained expressly or implied in these Regulations, the Vice-Chancellor may, on being satisfied after such enquiry, as he may deem fit, for the following contingencies, withdraw retrospectively, prior to the publication of the final results of a student in a Course, the permission granted to such student to pursue that Course or to appear at a University examination in relation thereto:
  - (a) the student was ineligible for admission to the programme but was wrongly admitted, or
  - (b) the student was ineligible to write the examination on account of shortage of attendance but was permitted to do so by some mistake or some other unavoidable reason, or
  - (c) a discrepancy was found in the attendance record on account of which the student who had taken the examination was in fact ineligible, or
  - (d) a discrepancy was discovered in the award of marks etc. which rendered that result of the student liable to be cancelled to his disadvantage.

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

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

#### **(VII) Mass Scale Copying or Use of Unfair Means**

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

#### **(VIII) Penalties**

- i. The Examination Committee may recommend penalties for defaulting student as under:
  - (a) The examination(s) for the session or Course(s) in respect of which a student is found to have used unfair means shall be cancelled.
  - (b) If a student indulges in copying or any malpractice in the End-Term Examination, all the ETEs written in the semester may be deemed to be cancelled and the student shall be awarded an 'F' grade in all the courses registered in the semester.
  - (c) The entire examination of the student in respect of which he is found to have used unfair means may be cancelled and he shall further be disqualified from appearing in any University examination for a period to be specified by the Committee.
- ii. A student, against whom an enquiry is pending about his allegedly having resorted to the use of dishonest or unfair means, or disorderly conduct in the examination or against whom action is initiated under the provisions of the preceding clause shall, if he takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination.

That subsequent examination will stand cancelled and his result thereof shall not be declared if on account of the punishment imposed on him as a result of the said enquiry or action, he would not have been entitled to appear in the examination but for his provisional admission thereto.

#### **(IX) Appeals and Review**

- i. 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, refer it back to Examination Committee for review. The recommendations of the Examination 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. The Vice Chancellors decision will be final.
- ii. If within four months of the publication of the results, it is brought to the notice of the CoE that a student 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 student 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.

#### **22.7 Inspection of Examination Centre**

- i. Every examination Centre shall be open to inspection by the Chancellor, Vice-Chancellor, Dean Academics or Controller of Examinations and such other officers so authorized by the Vice-Chancellor or Controller of Examinations on his behalf.
- ii. 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 to the Vice-Chancellor.

#### **22.8 Rechecking/Re-Evaluation of Answer Books/Project Reports and Examination Results**

- i. After the publication of the results of the University examinations, if a student, whether passed or failed, has strong grounds and belief that there is some mistake in his result, he may apply to the Controller of Examinations through Head of School/Dean on prescribed application form along with attested copy of his Grade sheet for re-checking of his answer book in one

- ii. or more papers, as the case may be, on payment of Rupees 200/- per Course (or any other prescribed fee) and Rupees 1500/- for showing of answer book within two weeks of the date of declaration of result.
- iii. The Controller of Examinations may accept the application for rechecking of answer books up to 15 days from the expiry of the date, in exceptional cases.
- iv. Whereas, the re-checking does not mean reassessment or re-evaluation of the answer book, the Controller of Examinations may appoint any Officer to ensure that:
  - (a) There is no mistake in the total on the title page of the answer book.
  - (b) The total of various parts of a question has been correctly made at the end of each question.
  - (c) All totals have been correctly brought forward on the title page of the answer book.
  - (d) No portion of any answer has been left un-evaluated.
  - (e) Total marks in the answer book tally with the marks in the award list submitted by the examiner.
  - (f) The answer book or any part thereof has not been changed / detached.
  - (g) The handwriting of the student in supplementary answer sheet(s) tallies with the main answer book.
- v. In the event of detection of any omission or mistake in the script or in the compilation of the result of a student, the matter shall be reported to the Controller of Examinations, who will get the omission or mistake rectified by referring the answer book to the concerned examiner.
- vi. In case there is change in the grade of a Course, the student will be required to surrender the grade sheet issued to him, if any. If student refuses to surrender his previous grade sheet, he shall be treated to have misbehaved and shall be dealt with by the Examination Committee under the relevant provisions of these Regulations.

### **23. Disposal of user Answer Books**

The answer book will be preserved for a period of one year from the date of declaration of the results, after which answer books will be shredded and disposed of by the Examination Cell with prior approval of the Vice Chancellor.

### **24. Doctoral Programmes**

These regulations shall also be applicable to Ph.D. students with the proviso that all programmes leading to the degree of Doctor of Philosophy (Ph.D.), shall be governed by the Regulations and Standards Leading to Award of the Degree of Doctor of Philosophy (Ph.D.).

### **25. Convocation**

- The convocation of the University for conferring of degree and for other purposes shall be held in the 1<sup>st</sup> term of the academic Year for award of degree to the students passing out in the previous year.
- Special Convocation may be held at any time to confer an honorary degree upon to a person for outstanding achievement after duly proposed by Academic Council and approved by Board of Management and subject to confirmation by chancellor.
- The convocation will be chaired by the chancellor of the University and in his absence by Vice Chancellor.
- There will be a dress code for the candidates receiving the degree and other participants as approved by Board of Management.

### **26. MISCELLANEOUS**

- a. Notwithstanding anything stated in these Regulations, for any unforeseen issues arising, not covered by these Regulations, or in the event of differences of interpretation, the decision of the Vice-Chancellor shall be final.
- b. These Rules and Regulations will be applicable to all students from Academic Session 2021-2022.

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Sd/-  
Dr. Pankaj Gupta  
(Member)

Sd/-  
Dr. Kshama Sharma  
(Member)

Sd/-  
Dr. Dilraj Preet Kaur  
(Senior Coordinator Academic)

Sd/-  
Prof. Kiran Bala  
(Dean SJMC)

Sd/-  
Prof. Meena Bhandari  
(Dean SBAS)

Sd/-  
Gp. Capt. P. Mahajan  
(CoE)