

CHAPTER VII

Examination and Evaluation

1 Course

A course is a unit of instruction or segment of subject-matter to be covered in a semester. Each course has definite credit hours, one credit hour represents one hour lecture in theory or two hours practical in laboratory during a week and extended to the period of the semester.

2 Evaluation of Course

The evaluation of a student's achievement in a course shall be based on performance in internal (Minors, assignments, attendance, seminars, quizzes, presentations, class performance) and external (majors) examinations. All examinations shall be monitored by Controller of Examinations.

3 Examinations

Various examinations conducted for a course are as under:

- (i) **Minor Examination:** There shall be an examination in each course lasting for one and half hour as per academic calendar once in a semester. This examination shall be conducted by the examination branch. The subject matter to be covered therein shall be announced by the teacher.
- (ii) **Practical and Oral Examination:** All final practical and oral examinations shall be completed before the commencement of the major examination. Practical examination shall be conducted by course teachers and one teacher nominated by the Head of the Department.
- (iii) **Major Examination:** Towards the end of the semester, there shall be one major examination in each course which shall last for three hours and shall cover the entire subject matter of the course. This examination shall be conducted by the Controller of Examinations as per academic calendar.
- (iv) **Remajor Examination:** After major examination, a remajor examination shall be conducted for theory and practical courses. Re Major examinations are to be held separately for even and odd semesters. A student is allowed to appear in any 8 papers (theory + practical courses) , in each Re- Major Exam, of his degree/diploma programme, excluding courses of special nature like Training/Colloquium Report, Project Report, etc.

Example:

For the even semester Jan-Jun 2024, the Major Examinations will be held in May – June 2024.

Once the Major Exams for even semester ends, the students shall be given a week's time to fill Re Major Examinations of courses of odd semesters whose Remedial classes have already been held and attended by the students. Thereafter the COE shall notify the date of Re Major Examinations for Odd semester.

After the Declaration of Major Result of even semester, the remedial classes shall be conducted by the department wherever required, followed by Re Major Examinations for the courses of even semesters.

A student is allowed to fill 8 papers (theory+ practical) each in Re Major Examination of Even semester and Odd Semester.

- (v) Answer sheets of minor/major/remajor examinations shall be open for scrutiny by the students within three days from the date declared by the concerned course teacher.

4 Internal Assessments and Major Examination

Student in the University will be evaluated continuously through internal assessment (IA) (minor exams, assignments, attendance, class test and activities like viva voce, quiz, seminars, presentations, group discussions, etc.) and major examination. A student has to get at least D grade i.e. 40 % marks in total i.e. internal assessment plus major examination marks to pass a course. Provided that student has been appeared at least once in major or remajor examination of the concerned course.

The Re- Minor Examinations shall be conducted by the Examination Branch preferably two weeks before the commencement of Major Examinations. A student who was absent in the Minor Examination due to any reason or a student who wants to improve his score in the Minor examination shall be allowed to sit in this Exam.

Further a student shall also have an opportunity to improve his internal assessment of theory course only in all components within the semester in which he has registered for the course. Student has to apply on the prescribed form to the examination branch through the Head of the Department.

Table 10. Breakup of examination

(a) Total Marks per theory Course 100 (for regular students)	
Major	60
Minor	20
Attendance	5
Activities	5
Class Test	5
Assignment	5
(b) Total Marks per theory Course 100 (for migrated students)	
Written examination	60
Class test	20
Viva voce	10
Assignments	10

A student who has been admitted by means of migration shall have to undergo transitory/ additional courses (if any) of previous semesters as decided by the

Equivalence committee within two semesters of taking admission in the University. Student has to apply on the prescribed form to the examination branch through the Head of the Department for External and Internal evaluation. The external evaluation shall be conducted by the examination branch while internal evaluation in all components shall be conducted by the Head of the Department with the prior approval of the COE. Student shall be allowed to apply for major examination and internal assessment (all components) in a course simultaneously.

Example: If a migrated student has to appear in examination of courses bearing codes CH351 and CH451, but he wants to appear in major examination of CH351 only then he shall be allowed to be evaluated in internal assessment(all components) for CH351 only. He shall not be allowed to appear in Major examination of CH351 and be evaluated in internal assessment for both CH351 and CH451 or CH451 only.

Table 11. Attendance marks criteria

Attendance % age	Total marks per course 5	Total marks per course 10
$\geq 95\%$	5	10
$\geq 90 \ \& \ < 95$	4	8
$\geq 85 \ \& \ < 90$	3	6
$\geq 80 \ \& \ < 85$	2	4
$\geq 75 \ \& \ < 80$	1	2

Where a student has not fulfilled the attendance criteria, but his deficiency in attendance is condoned off by the appropriate authority in accordance with para 31(iii), Chapter II Admission, Registration and Attendance, he shall be allowed to sit in Major Examination, and shall also be entitled to minimum marks in attendance.

Table 12. Breakup of practical examination

(a) Breakup of practical examination for regular students							
Total Marks per Practical Course 50				Total Marks per Practical Course 100			
Internal (MM 20)		Final (MM 30)		Internal (MM 40)		Final (MM 60)	
File record	10	Practical performance	5	File record	20	Practical performance	10
Attendance	5	Viva voce	5	Attendance	10	Viva voce	10
Lab performance	5	Practical file	5	Lab performance	10	Practical file	10
		Written	15			Written	30
(b) Breakup of practical examination for migrated students							
Total Marks per Practical Course 50				Total Marks per Practical Course 100			
Internal (MM 20)		Final (MM 30)		Internal (MM 40)		Final (MM 60)	

File record	10	Practical performance	5	File record	20	Practical performance	10
Viva voce	10	Viva voce	5	Viva voce	20	Viva voce	10
		Practical file	5			Practical file	10
		Written	15			Written	30

5 Examination Schedule

- (i) The schedule for major examination shall be prepared by the controller of examinations (COE) and notified to the students and teachers 20 days before the commencement of major examination. However, if the conditions so warrant, the COE may change the date of examination on short notice.
- (ii) Candidates coming late by more than 15 minutes in minor examination and more than 30 minutes in major examination shall not be allowed to appear in the examination. No examinee shall be allowed to go out of the examination hall before the expiry of half time from the commencement of the examination.

6 Examination Material

All examination material such as answer-books, twine, drawing papers, log tables, graph paper etc. will be supplied by the COE.

7 Make-up Examinations

- (i) If a student misses minor examination on account of illness or some other valid reason he may submit petition through the concerned faculty to the head of the department within three actual working days of the date of missed examination for permission to appear in the make-up examination. If illness is cited as the reason, the petition shall be accompanied by a medical certificate from the authorized medical officer. If the head of department is satisfied with the veracity of the reasons, he may direct the faculty to hold the make-up examination and endorse a copy of the same to examination branch. It will be the responsibility of the student to get in touch with the teacher and have a date fixed for the make-up examination before the commencement of major examinations of that semester. In case more than one student has been allowed for make-up examination of the same course, the faculty shall fix a common date of missed examination. However, if a student misses the make-up examination, he shall be awarded zero mark in the said examination.
- (ii) Normally, make-up examination shall be allowed in lieu of the missed minor examination in the following circumstances:
 - (a) Demise of blood relation or spouse.
 - (b) Student's own hospitalization or illness on production of Medical Certificate from the authorized medical officer.
 - (c) Natural calamity in the home town/ village.
 - (d) Participation in the State, Inter-University/ National/ International meets and National/ State Competitive Examination.

8 Procedure for Conduct of Major Examination

- (i) There shall be a question paper bank for major examination for each course to be maintained by the dean/ COE.
- (ii) The dean/ COE may ask a teacher to submit a panel of two paper setters/ examiners(internal or external as decided by the dean academics) for each course within 4 weeks of the commencement of the semester in the prescribed format. No person below the rank of Assistant Professor or equivalent shall be included in the panel. The dean/ COE may add/ replace another name to the panel. Each examiner (internal or external) will be asked to submit two sets of question papers.
- (iii) Examiner shall be supplied with detailed instructions including copy of course content, course outline and model question paper.
- (iv) The answer books of major examination shall be evaluated by the internal or external examiner.
- (v) The dean/ COE shall prepare and circulate an invigilation schedule seven days before the commencement of the examination.
- (vi) In case teacher goes on leave during the major examination, the head of the department concerned or teacher himself shall make alternate arrangement and intimate the same to the dean/ COE.
- (vii) The dean/ COE shall appoint one Superintendent and atleast one Deputy Superintendent of Examination for each centre, which shall be responsible for the proper conduct and supervision of the examination.
- (viii) In each centre, a 'Confidential Room' shall be earmarked where the examination material shall be supplied to the Superintendent. 'Confidential Room' to be appointed by the dean/ COE.
- (ix) One day before the scheduled date of examination, the dean/ COE shall pick up at random, one paper out of the two papers and hand over the same to the Superintendent 'Confidential Room' for having it cyclostyled/ Photostat.
- (x) The invigilator(s) shall reach the place of examination at least 15 minutes before the commencement of examination and shall pick up the answer books and question papers from the Superintendent at 'Confidential Room' immediately.
- (xi) The invigilator shall mark attendance of the students after the commencement of examination on the prescribed sheet.
- (xii) At the end of the examination, answer-books shall be collected from the students by the invigilator(s) and deposited along with blank and unused answer-books, etc. to the 'Superintendent of Examination' in the 'Confidential Room' immediately after the examination.
- (xiii) Invigilator(s) finding any student resorting to unfair means or creating disturbance or acting in any manner so as to cause any inconvenience to other students shall report the matter to the dean/COE through 'Superintendent of Examination' for suitable action.

9 Teacher's Grade Report

- (i) Each teacher or examiner shall prepare two copies of grade report on the prescribed proforma. The grade report of each course shall be signed by the teacher and head of the department and the same shall be presented to the dean/ COE in person by the teacher within 4 days from the last date of examination.
- (ii) The dean/ COE after retaining a copy of 'grade report' for office record shall forward one copy of the same to the registrar for his record.
- (iii) When a course is taught by more than one teacher, evaluation, grading and final marking would be the responsibility of the teacher designated by the HOD.
- (iv) **Tabulation of Result**
 - (a) Tabulation of results shall be done from the examiner's reports in the office of the dean/ COE within four days from the last date of the receipt of the report.
 - (b) Each tabulation sheet shall be signed by the dealing assistant and the concerned officer.
- (v) The 'grade report' shall be prepared program-wise and semester-wise.
- (vi) After the tabulation sheets in the office of the dean/ COE are ready, the same shall be collated by the officials of the offices concerned after putting their signatures on reciprocal basis.

10 Preparation of Semester Reports

- (i) After collation of the results, the office of the dean/ COE shall transcribe the grades on the individual student's transcript on the prescribed format for each semester to be called semester report.
- (ii) The persons deputed for this purpose shall further check the transcribed grades on the semester report and sign individually.
- (iii) A separate detail marks certificate (DMC) for each semester will be issued and it will comprise Hall Mark and Serial Number. All the DMCs will be under the supervision of registrar/COE.

11 Re-evaluation/ Re-checking of Answer Sheets

- (i) If a Candidate feels that his/her answer book has not been fairly evaluated, he/she may apply within 07 working days of the notification of result by the University to Examination Branch in the prescribed application form accompanied by the detailed marks card in original and fee as prescribed by the University per paper/course for re-evaluation/re-checking .
- (ii) Candidate can either apply for re-evaluation or re-checking. They are not allowed to apply for both in the same course in the same examination.
- (iii) The fee for re- evaluation/rechecking of answer book once paid will not be refunded.
- (iv) The date on which the result is uploaded on university website shall be considered as date of notification of result for the purposes of re-evaluation/ rechecking.
- (v) In Re-Checking, Answer books are checked just to ensure that all the questions attempted by the candidate have been valued, the marks awarded have been totally corrected and the total marks have been correctly carried over to the result statement.
- (vi) In Re-Evaluation, Answer books are re- checked.
- (vii) Re-evaluation/ rechecking is permitted in all semesters of all courses/subjects.

- (viii) This facility shall be for theory papers only. Re-evaluation/rechecking shall not be permitted in the case of Practical examinations, viva -voce, project report, internal assessment ,outdoor marks, dissertation and thesis.
- (ix) The answer books of Major / Re Major examinations only shall be re-evaluated/rechecked.
- (x) The marks obtained by the candidate in any individual question or section of the subject / course / paper / head of passing shall not be communicated.
- (xi) When a candidate applies for re-evaluation/rechecking, he/she surrenders his/her original performance and will now accept the revised performance in which:
 - (a) there can be NO CHANGE,
 - (b) there can be INCREASE in the marks,
- (xii) If there is any change in the result of the examination due to Re-evaluation/ rechecking of answer book, no examinee can complain in the Court of law, nor any action can be initiated against the Examiner(s) concern/Institute/University.
- (xiii) In process of Revaluation of answer-book(s), answer-book(s) will get revaluated by another examiner.
- (xiv) Student can apply for Re-evaluation / rechecking of his/her answer books only.
- (xv) A answer book for a course can be re-evaluated /rechecked only once.
- (xvi) Each answer-book shall be re-evaluated/rechecked by one examiner only.
- (xvii) In process of Re-evaluation/ rechecking of answer-book(s), answer-book(s) will get revaluated by examiner other than the first examiner/ evaluator.
- (xviii) If the award of the second examiner (re-valuator) is equal to or less than 10 marks than the award of the first examiner, award of second examiner shall stand.
- (xix) If the award of the second examiner (re-valuator) increases by more than 10 marks, the COE may appoint a third examiner.
- (xx) In no case the re-evaluation/rechecking will be done in the presence of the candidate or any one else on his /her behalf. However the examinee may be permitted to see his re-evaluated/rechecked answer book on payment of fee as prescribed by the university.
- (xxi) The result of re-evaluation/rechecking will be declared as far as possible within a period of six weeks from the last day fixed for the receipt of the application for Re-evaluation/rechecking.
- (xxii) The revised result of re-evaluation/rechecking will be final and binding on the candidate. No further request for re-evaluation will be entertained in the matter.
- (xxiii) Any doubt about the interpretation of these rules or matter not provided herein will be resolved by the COE, whose decision will be final and binding.

12 System of Retaining Examination Script

University will retain the answer sheets of Minor examinations for Two Consecutive years and of Major examinations for three consecutive years after the conduct of the relevant examination. Entire student record will be kept on paper as well as at other sources.

13 System of Re-appearance for Examinations

If a student fails in the major examination, he is allowed to avail as many as chances he prefers during the normal duration of concerned programme. Beyond the normal duration of a programme, if a student fails to complete the degree programme he/she

can be offered one more year by the dean on the recommendation of the head of the department. Any student, if still fails to complete the degree, the vice chancellor, on the recommendation of the dean, may further permit a student for one more year within the maximum permissible duration for completing the programme. Further, in special circumstances, the vice chancellor, on the recommendation of the dean, may further permit a student for one more semester over and above the maximum duration in any programme. Every time the student will apply on the prescribed form through the head of the department to the competent authority by paying the requisite fee equivalent to 25 % of normal semester.

14 System of Improvement

If a student intends to improve his cumulative grade point average (CGPA), he is allowed to avail as many as chances he prefers during the normal duration of concerned programme of study. However, after the completion of normal duration of concerned programme, only one chance will be given that too within six months on the specific approval of vice chancellor.

15 Grading System

The grading reflects a student's own proficiency in the course. The credit system enables continuous evaluation of a student's performance, and allows the student to progress at an optimum pace suited to individual ability and convenience, subject to fulfilling minimum requirement for continuation. The final scores obtained by the students are graded in an absolute manner on the basis of percent marks obtained by the students as follows:

Table 13 The percent marks, grades, grade points and their description

Percent Marks	Grade	Grade Points	Description
>80	A+	10	Outstanding
(70-80]*	A	9	Excellent
(60-70]	B+	8	Very good
(55-60]	B	7	Good
(50-55]	C+	6	Average
(45-50]	C	5	Below Average
[40-45]	D	4	Marginal
<40	F	0	Poor
-	I	-	Incomplete
-	W	-	Withdrawal
-	S	-	Satisfactory completion
-	US	-	Course continuation

**The circular bracket indicates that boundary point is not considered in the interval and square bracket indicates that boundary point is included in the interval.*

However, dean/COE may formulate an appropriate procedure or may set a higher performance requirement to award grades according to student's performance vis-à-vis teacher's expectation.

16 Description of grades

- (i) **'A+' grade:** An 'A+' grade stands for outstanding achievement.
- (ii) **'A' grade:** 'A' grade stands for excellent achievement.
- (iii) **'B+' grade:** 'B+' grade stands for very good achievement.
- (iv) **B grade:** 'B' grade stands for good achievement.
- (v) **'C+' grade:** The 'C+' grade stands for average performance.
- (vi) **'C' grade:** The 'C' grade stands for average performance.
- (vii) **'D' grade:** The 'D' grade stands for marginal performance; i.e. it is the minimum passing grade in any course.
- (viii) **'F' grades:** Students who obtain 'F' Grade in any course will be eligible to take a re-major examination (an examination with weightage same as that of Major). Fees for re-major examination will be charged as per the University norms. Students can earn any regular grade in re-major examination of a course. The 'F' grade is not counted in the calculation of the SGPA or CGPA.
- (ix) **'I' grade:** The 'I' grade denotes incomplete performance in any course. It may be awarded in case of absence on medical grounds or other special circumstances, during the major examination period. A student will be eligible for an 'I' grade provided he has met the attendance criterion. The student should complete all requirements within
 - (a) 10 days of the last date of major examinations;

OR

 - with permission of the dean concerned, the period can be extended to the first week of the next semester.
 - (b) The request is to be made to the head of the department of the student's programme who will notify the same to concerned teacher.
Requests for 'I' grade should be made at the earliest but not later than the last day of major examinations. Attendance in the course for which 'I' grade is being sought will be certified by the concerned teacher. The concerned teacher can instruct all students awarded 'I' grade to appear for the re-major examination. On the basis of their performance a student having 'I' grade can earn any regular grade. 'I' grade does not appear permanently in the grade card.
- (x) **'W' grade:** The 'W' grade is awarded in a course where the student has opted to withdraw from the course. Withdrawal from a course is permitted until one week after the minor examination. The W grade stays on grade card.
- (xi) **'S' and 'US' grades:** The 'S' grade denotes satisfactory performance and completion of a course. The 'US' grade is awarded for non-completion of the course requirements, and if it is a core course, the student will have to register for the course until he obtains the 'S' grade.

17 Evaluation of Performance

The performance of a student will be evaluated in terms of two indices, viz. the Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester, Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters.

The earned credits (EC) is defined as the sum of course credits for courses in which A+ to D or S grades have been obtained.

Points earned in a semester = Σ (Course credits x Grade point) for courses in which A+ to D grade has been obtained)

The SGPA is calculated on the basis of grades obtained in all courses, except courses in which S/US grade is awarded, registered for in the particular semester.

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits registered in the semester, excluding S/US grade courses}}$$

The CGPA is calculated on the basis of all pass grades, except courses in which F and S/US grades are awarded, obtained in all completed semesters.

$$CGPA = \frac{\text{Cumulative points secured in all passed courses (A + to D grade)}}{\text{Cumulative earned credits, excluding F and S/US grade courses}}$$

Table 14. Typical academic performance calculations for one semester

Course No. (Column 1)	Course Credits (Column 2)	Grade Awarded (Column 3)	Earned Credits (Column 4)	Grade Points (Column 5)	Points Secured (Column 6)
MALXXX	5	C+	5	6	30
CSLXXX	4	C	4	5	20
PHLXXX	4	A+	4	10	40
PHPXXX	2	B+	2	8	16
MELXXX	4	F	0	0	0
TTNXXX	2	S	2	-	-

Credits registered in the semester (total of column 2) = 21

Credits registered in the semester excluding S/US grade courses = 19

Earned credits in the semester (total of column 4) = 17

Earned credits in the semester excluding F and S/US grade courses = 15

Points secured in this semester in all passed courses (total of column 6 with A+ to D grade in courses), excluding S/US grade courses = 106

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits registered in the semester, excluding S/US grade courses}} = \frac{106}{19} = 5.579$$

$$CGPA = \frac{\text{Cumulative points secured in all passed courses (A + to D grade)}}{\text{Cumulative earned credits, excluding F and S/US grade courses}} = \frac{106}{15} = 7.067$$

Semester performance: Earned credits (EC) = 17; SGPA = 5.579

Cumulative performance: Earned credits (EC) = 17; CGPA = 7.067

Percentage calculation: $CGPA \times 10 = 7.067 \times 10 = 70.67$

Table 15. Typical academic performance calculations for two semesters

Course No.	Course Credits	Grade Awarded	Earned Credits	Grade Points	Points Secured
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(Column 1)	(Column 2)	(Column 3)	(Column 4)	(Column 5)	(Column 6)
MALXXX	5	B+	5	8	40
EELXXX	4	A	4	9	36
CYPXXX	2	B	2	7	14
MELXXX	4	C+	4	6	24
AMLXXX	4	A+	4	10	40
HUNXXX	1	S	1	-	-

Credits registered in the semester (total of column 2) = 20

Credits registered in the semester excluding S/US grade courses = 19

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

Earned credits in the semester excluding S/US grade courses = 19

Points secured in this semester in all passed courses (total of column 6 with A+ to D grade in courses) = 154

Cumulative points earned in all passed courses = 106 (past semester) + 154 (this semester) = 260

Cumulative earned credits excluding S/US grade courses = 19 (past semester) + 19 (this sem.) = 38

Cumulative earned credits excluding F and S/US grade courses = 15 (past semester) + 19 (this sem.) = 34

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits registered in the semester, excluding S/US grade courses}} = \frac{154}{19} = 8.105$$

$$CGPA = \frac{\text{Cumulative points secured in all passed courses (A + to D grade)}}{\text{Cumulative earned credits, excluding F and S/US grade courses}} = \frac{106 + 154}{15 + 19} = 7.647$$

Semester performance: Earned credits (EC) = 20; SGPA = 8.105

Cumulative performance: Earned credits (EC) = 37; CGPA = 7.647

Percentage calculation: CGPA x 10 = 7.647 x 10 = 76.47

On completing all the degree requirements, the SGPA and CGPA, will be calculated and these values will be indicated on the detailed marks certificate (DMC) of a semester. However, only the CGPA will be indicated on final degree/diploma.

18 Unfair Means

1. The following *inter-alia* shall be deemed to be unfair means:

- (a) Talking to another student or any person, inside or outside the Examination Hall during the examination hours without the permission of Invigilator.
- (b) Leaving the examination hall without returning the answer book, if any, to the Invigilator and taking away or tearing off or otherwise disposing of the same or any part thereof.
- (c) Writing on blotting paper or any other piece of paper a question or anything relating to a question or solving a question on anything other than the answer-sheet.

- (d) Using abusive or obscene language in the examination hall or writing the same in the answer sheet.
- (e) Making an appeal to the Examiner through the answer book.
- (f) Possession or having access to the books, notes, papers or any other material, whether written, inscribed or engraved or any other device, which could be of help or assistance to him in answering the question paper or part thereof.
- (g) Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with, causing disappearance of or attempting to do one or more of these things in respect of any book, notes papers or other material or device, used or attempted to be used for assistance or help in answering a question or a part thereof.
- (h) Passing on or attempting to pass on a copy of a question or a part thereof or the question paper itself or a part thereof, or solution to a question or a part thereof, to any other student or to any other person during the examination.
- (i) Smuggling an answer-sheet/ continuation sheet into the Examination Hall, or taking out or replacing or attempting to get replaced the answer-book / continuation sheet during or after the examination with or without the help or connivance of any other person connected with the examination, or through any other agency, whatsoever.
- (j) Inserting in the answer book any sheet(s) written outside the examination hall.
- (k) Receiving or attempting to receive, with or without the help or connivance of any member of the supervisory or menial staff or outside agency, a solution to a question or a part thereof.
- (l) Approaching or influencing directly or indirectly the Instructor, Tabulator or any other person, connected with the examination, with the object of inducing him to leak out the question paper or any part thereof, or to enhance marks or to favorably evaluate or to change the award.
- (m) Undue influence i.e., direct or indirect interference or attempt thereof on the part of the candidate or of any person on his behalf in the discharge of the duties or a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the provisions of this clause any such person as is referred to therein who abuses, insults, intimidates, assaults, any member of the supervisory or inspecting or any other staff on examination duty or other student(s) or threatens to do so shall be deemed to have interfered with the duties of the staff on exam duty.
- (n) Copying, attempting to copy, taking assistance for help from any book, notes, paper or any other material or device such as cell phones, or from any other student, or facilitating or rendering any assistance to any other student to do any of these things. Presenting a thesis/ dissertation or practical/ report not prepared by the student himself.
- (o) Mutual/Mass copying
- (p) Leaving examination room before the expiry of half time.
- (q) Arranging or permitting any person to impersonate for the student in the examination.

- (r) Forging or using a forged document and/ or signatures.
- (s) Changes the seat without the permission of invigilator or occupies a seat not allotted to him.
- (t) Tempers with marks during showing of answer books.
- (u) Consulting notes/books in or outside the Examination hall during exam hours.
- (v) Possessing lethal weapon or fire arm or coming in drunken condition to the examination hall.
- (w) Forcing entry into the examination hall for the purpose of taking the examination even after being told that he/ she is not eligible to sit in the examinations.
- (x) Misbehaving or creating disturbance of any kind in and around the examination hall or organizing a walk out or instigating other students to walk out.

2. Committee for the Prevention of Unfair Means

The Committee for the Prevention of Unfair Means is authorized to take disciplinary action against a student for misconduct during examination conducted University. They can decide quantum of punishment after reviewing nature of malpractices at theory and practical examination.

(i) Objectives

To scrutinize the charges on the student and impose suitable penalty, if proved.

(ii) Constitution of the Committee for prevention of Unfair Means

The Committee for prevention of Unfair Means shall be constituted by the Vice Chancellor of the University as under

- (a) Dean Academic Affairs -Chairman
- (b) A Senior Professor/Associate Professor in the University -Member (VC Nominee)
- (c) HOD or the subject expert of the concerned department nominated by HOD-Member
- (d) Representative of non teaching staff- Member (VC nominee)
- (e) Dean Students Welfare -Member Secretary

Provided that at least one member shall be a woman and one member shall represent scheduled caste/ scheduled tribes as notified by Government.

Committee for prevention of Unfair Means will function as a recommendatory body. It will submit its report to the Controller of Examinations which will issue final orders after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the concerned implicated student in his defence, the principle of natural justice has been followed and

the recommended quantum of punishment is in accordance with the guidelines laid down by the University from time to time.

(iii) Function of the Committee for prevention of Unfair Means

The Committee for Prevention of Unfair Means shall perform the following functions

- (a) To consider the matters relating to alleged use of unfair means in the Examinations.
- (b) To enquire into alleged act of unfair means during examination referred to it by the Controller of the Examinations.
- (c) To give personal hearing to the students involved in alleged act of unfair means.
- (d) To submit their finding, conclusion and recommendation for quantum of punishment as per the provisions of Academic Regulations to the Vice Chancellor.

(iv) Procedure for Processing the Cases:

(a) Procedure to be followed by Invigilator/ any other authorized official

- i. If a student is caught using unfair means during the course of his examination, the Invigilator-in –charge / Examination Superintendent shall immediately take the possession of the answer book along with the relevant material found with the student both duly signed by the student.
- ii. The Invigilator-in-charge shall get the prescribed form for unfair means filled and signed by the student and give his/her comments on the same.
- iii. If the student does not hand over the relevant material and/or refuses to fill up and sign the prescribed form the same shall be recorded on the prescribed form.
- iv. The invigilator will give a new answer booklet to the student if the student intends to continue his/her exam. Otherwise the student may be allowed to leave the exam hall after half of the time allowed for exam is over. The new answerbook shall be marked as Answer Book II and the student will continue to work in that book.
- v. No extra time will be given for completing the examination as a result of this exercise. After the examinations are over these answer books duly marked as I and II, the material found in possession and the prescribed form duly filled and signed by the Invigilator-in-charge shall be delivered separately to the Centre Superintendent for the necessary action. All other answer books shall be handed over to the Centre Superintendent as usual.
- vi. The evaluation of the answerbooks of the student alleged to have used unfair means shall be held only if the decision of the Committee for Prevention of Unfair Means acquits the student of the charges of use of unfair means in the examination.

a.1 Procedure to be followed by Examiner during Assessment

If the examiner at the time of assessment of answerbook suspects that there is *prima facie* evidence that the student/s whose answerbook/s the examiner is assessing appears to have reported to unfair means in the examination, the examiner shall forward his/ her report through the Dean alongwith the evidence, to the Controller of Examinations, with his opinion in a sealed envelope marked as “Suspected unfair means case”.

a.2 Procedure to be followed by Controller of examination

- i. The Controller of Examination shall forward the material recovered from the possession of the student or the Suspected unfair means case” received from examiner during assessment to the Committee for Prevention of Unfair Means to the Committee for Prevention of Unfair Means.
- ii. The Controller of Examinations shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him and shall ask him to show cause as to why the charge/s leveled against him should not be held as proved and punishment be imposed.
- iii. The student may appear before the Committee for Prevention of Unfair Means on a day, time and place fixed for the meeting, with a written reply/ explanation to the show cause notice served on him. The student himself only shall present his case before the Committee.
- iv. The documents that are being taken into consideration or are being relied upon for the purpose of proving charges against the student by the Committee for Prevention of Unfair Means should be shown to him by the Committee if the student presents himself before the Committee.
- v. Reasonable opportunity should be given to the student in his defence before the Committee. The reply/explanation given by the student shall be considered by the Committee before making final recommendations in the case.
- vi. The Committee should follow the above procedure in the spirit of the principle of natural justice.
- vii. After serving a show cause notice, if the implicated student fails to appear before the Committee, the Committee shall take decision in his case *in absentia*, on the basis of available documents/ evidence which shall be binding on the student.

(iv) With holding of the result

Examination result of the concerned student involved in the case of the use of unfair means shall be held in reserve till the Controller of Examination notifies the final decision in the matters of unfair means and the student is informed accordingly.

(v) Remedial Measures

A student found using “unfair means” or “attempt to use unfair means” during minor/reminor/major/ remajor/ practical examination shall **be deemed to have failed in that course and consequences of failure will follow**. In addition to this

the punishments as given in **Chapter VI, Conduct, Discipline and Punishment, Academic Regulation, Career Point University, Hamirpur, H.P may also be imposed.** The students who are caught using unfair means may be counseled by the faculty mentor so that they do not repeat the incident during the course of their studies. The punishment as recommended by the Committee for the Prevention of Use of Unfair Means should be approved by the Vice Chancellor. A copy of the punishment awarded to the student should be sent to the parents of the student.

If a candidate is found guilty of using unfair means in examination after the result has been declared, the same shall be cancelled beside the candidate being awarded the punishment which would have been awarded to him had the fact of use of unfair means come to the notice before the declaration of his result.

(vi) Appeal against the Punishment Awarded by the Committee for the Prevention of Use of Unfair Means

A candidate aggrieved by the punishment awarded to him may prefer an appeal to the Vice Chancellor within 7 days from the date of order. Further the Vice Chancellor may entertain an appeal after the expiry of the said period, if he is satisfied that the appellant has sufficient justification for not preferring the appeal in time. The **reasons for condonation** of delay shall be recorded in writing.

19 Prescribed Fees

Details of prescribed fees related to minor/major/ re-major/ improvement examinations/ qualification verification are given below in Table 16.

Table 16 Details of fees

Sr.No.	Particulars	Fees (Rs.)
1.	Minor examination	NIL
2.	Major examination	NIL
3.	Remajor/Improvement examination	1000/- per theory or practical course
4.	Duplicate admit card	100/-
5.	Late submission of examination forms	100/- per theory or practical course
6.	Re-evaluation/ re-checking	600/- per theory or practical course
7.	Ph.D Thesis evaluation/Viva-Voce	15000/-
8.	M.Sc/LLM/M.Tech/other PG Studies Dissertation or Thesis evaluation	5000/-
9.	Verification of qualification on request of a person applying from within Indian territory (each time)	500/-
10.	Verification of qualification on request of a person applying from a place outside India i.e. from abroad (each time).	2000/-

Note: Over and above the rules defined in this chapter, some special rules/regulations will also be considered by the University which are made time to time by the regulatory bodies like University Grant Commission (UGC)/ Pharmacy Council of India (PCI)/ Bar Council of India (BCI)/ state government/ regulatory commission/ any other regulatory body in respect of different programmes.

20. Grace Marks

In case of absolute grading, upto 5 marks may be given as grace to a student if he fails in only One paper (theory only) in Major Examination conducted for a semester. The grace marks can be given in all semesters of normal duration of study.

21. Process Of Question Paper Moderation

Question Paper Moderator means a person appointed by the COE to scrutinize the question papers received from the Paper Setter(s) to detect any aberrations, provide remedy and validate the questions with the approved norms and the corresponding Academic Regulations before the question paper is accepted for the conduct of an examination.

Obvious things to check include the following:-

- (i) Do the questions unambiguously communicate the examiner's intentions? I.e., could a student sitting the exam reasonably be expected to know what is required of him?
- (ii) Are the questions completable in the time allotted?
- (iii) Is the marking scheme sufficiently detailed to allow efficient and consistent marking?
- (iv) Does the examination fairly cover the material examined?
- (v) Are there any technical (e.g. mathematical) errors?

Moderation Committee

(i) Constitution of the Committee

The Controller of Examinations shall appoint "Moderation Committee" for the purpose of moderation of question papers of the Major Examinations submitted by various paper setters / subject faculty. The Moderation Committee shall consist of: -

- (a) Deputy/ Assistant Controller of Examinations, Chairman
- (b) Head of Department concerned or the subject expert nominated by him, Member
- (c) Examination Coordinator, Member Secretary.

(ii) Functions of the Committee

The Moderation Committee shall ensure the following:

- i. the questions are from within the syllabus and framed in a manner intelligible to the student
- ii. the coverage and level of the question paper are appropriate and consistent with the curriculum and assessment framework
- iii. the question paper contains no ambiguity and the wording of each question is precise, definite and easily understandable
- iv. the rubric for the question paper is correct
- v. the question paper conforms to the format approved by the University.
- vi. there are no spelling mistakes or other errors in the question paper.
- vii. two set of question papers are entirely different from each other.

In case, the moderation is done in a question paper is more than 30% (not merely edited), the case shall be reported with full justification to the Lapses Committee.

(iii) Prohibitions and security requirements

As the Moderation Committees' work is secret in nature, members must meet certain security requirements.

- i. They must take all necessary measures to ensure the security and confidentiality of the examination papers and other material they are working on.
- ii. The members must not disclose their appointment to any unauthorised person.
- iii. The members must not carry mobile phones or any other communicative gadgets where the moderation committee meeting is going on.
- iv. Failure to preserve the secrecy of all information and examination materials/documents classified as confidential will be viewed seriously and shall be liable for disciplinary action.

(iv) Procedure

The committee shall analyse atleast 25% question papers of all levels taken together submitted by the each division/ department. Both sets of question paper for the same code shall be moderated. For the purpose of counting 25%, both sets of a course code shall be treated as one. Provided that question paper of atleast one course code from each program shall be moderated. Thereafter, it shall record its findings in the format (Annexure.....) and submit the report to Controller of Examinations.

22.Examination Duties

The COE shall appoint Superintendent, other supervisory and ministerial staff as required from time to time with the prior approval of Vice Chancellor.

Superintendent

- i. A senior faculty member in active and regular service of Career Point University Hamirpur , H.P shall be appointed as the Superintendent. There shall be one superintendent for each exam centre.
- ii. There shall be one Superintendent for each examination centre.
- iii. The Superintendent will be overall in charge of the conduct of examinations according to the rule/ regulations of the University and also according to the instructions issued in this regard from time to time.
- iv. The Superintendent shall ensure proper maintenance of the stock of blank answer books and supply the required number daily for the conduct of examination.
- v. The Superintendent shall keep the question papers received from the Controller of Examinations in his safe custody and ensure security of the place where these are stored.
- vi. The Superintendent shall start examination of every session/shift according to the time given by the university in the date sheet.
- vii. The Superintendent should provide all facilities to the supervisory / ministerial staff.
- viii. The Superintendent shall be present in the campus during the conduct of examination each day/ session/shift. In case of emergency, timely intimation to the effect be given to Controller of Examinations.
- ix. If the conduct of any member of staff is found unsatisfactory, the Superintendent shall may remove him from examination duty and report the matter to Controller of Examinations.
- x. The Superintendent shall merge two or more examination halls/ rooms on days when the number of candidates is less.
- xi. The Superintendent shall conduct rounds of examination centre to see if the examination is being conducted smoothly. Rounds must be made of all rooms connected with examination centre after very short intervals. The supervision of Examination Hall/ room shall not be left entirely to the invigilators.
- xii. The Superintendent shall ensure safe delivery of the answer books to the evaluation section of Examination branch.
- xiii. The Superintendent shall record the dates of inspection of Flying squads/ Inspectors and forward the same to Examination Coordinator (conduct).
- xiv. The Superintendent will send a confidential report to the Controller of Examinations about the work of each Supervisory Staff after the expiry of examination.
- xv. The Superintendent shall procure the list of question papers from the Assistant Controller of Examinations.
- xvi. The Superintendent shall compare the number of copies of question papers with the number of candidates taking the examination and write carefully the date, time and session of examination on each envelope containing question papers and arrange these in the order of dates and session.
- xvii. The Superintendent shall ensure that the question papers of evening session are not opened in the morning and vice versa.

- xviii. The Superintendent shall make proper seating arrangements.
- xix. The Superintendent shall notify the directions for candidate, date sheet, seating plan etc. outside the Examination hall/ room.
- xx. The Superintendent shall see that atleast 5 minutes before the start of examination, the candidates are seated properly at their respective seats and distribution of answer books has been completed.
- xxi. The Superintendent shall maintain daily the proper account of blank answer books issued, used and returned and send a statement of the stock of answer books indicating the balance thereof on the termination of examination.
- xxii. The Superintendent shall ask the supervisory staff to read their duties a day before the commencement of examination.
- xxiii. The Superintendent shall see that the duties assigned to the supervisory staff are properly attended to.
- xxiv. Any infringement of rules or disobedience or misbehavior on the part of any member of the Supervisory staff should be reported to the Controller of Examinations on the day of occurrence.
- xxv. At the examination rooms/ hall where any deaf candidate is appearing, the Superintendent shall give all the necessary instructions in writing.
- xxvi. The Superintendent is requested to see that candidate is not allowed to meet anyone or receive post/ parcel etc. during the examination.
- xxvii. The Superintendent should keep the question papers at his office under lock and key. He should ensure that the keys of the almirah and the room containing question papers are always kept in his personal custody and no one else possesses duplicate keys of the same.
- xxviii. The Superintendent shall immediately bring to the notice of the Controller of Examinations any serious misprint, mistranslation or ambiguity found by him in the question paper so that necessary action is taken.
- xxix. The supervisory and ministerial staff shall work under the overall guidance and supervision of the Superintendent

Supervisory Staff

The members of supervisory staff shall be appointed only from among the faculty engaged in different Schools of the Career Point University Hamirpur, H.P.

a) Deputy Superintendent

- i. The Superintendent shall be assisted by Deputy Superintendent in maintain discipline in the Examination Centre. If necessary, he shall have to perform any of the duties of the Superintendent temporarily under his instructions. He will be under Superintendent and will take charge of the examination centre in case of emergency.
- ii. He shall read rules related to conduct of examination, for he may have to act as Superintendent during latter's absence. In case of two or more Deputy Superintendents, the senior most must keep himself equipped with the examination rules.

- iii. He will not leave the examination Centre without the permission of Controller of Examinations.
- iv. He will report to the Controller of Examinations cases of gross irregularities in the conduct of examination, if any.
- v. Additional Deputy Superintendent will be appointed in case number of students exceeds 1000.
- vi. He may be required to do clerical work under the directions of Superintendent, if situation so demands.

b) Invigilators

Every faculty member of the University may be appointed as an invigilator.

Duties:

- i. The duties of invigilator are to assist the Superintendent in the general control and maintaining discipline.
- ii. He should reach the examination centre atleast 20 minutes before the commencement of examination.
- iii. One invigilator shall be appointed for 30 students.
- iv. The invigilator must ensure that correct paper according to date sheet is handed over to him. He must also count the number of answerbooks, question papers and extra/ continuation sheets at the time when they are handed over to him. He must check whether each Answer book bears the seal of the University.
- v. The invigilator must see that every student takes his proper seat and writes his correct roll number, course code, course name, program name, branch, academic session, date and puts his signature on the specifies portion only of the title page and nowhere else. After satisfying himself about the correctness of the abovestated details, he shall sign the title page of the answer book at the specific portion only.
- vi. The invigilator may permit late entry of a student for upto 15 minutes in minor/ re minor examinations and 30 minutes in major / re major examinations after the commencement of examination. However no extra time will be given to such students.
- vii. No invigilator shall disturb a student by unnecessary halting near them and trying to read their answer except in case of suspicion of unfair means. He is expected to see that the students are promptly supplied with blank answer books, water etc.
- viii. The invigilator shall keep moving about his room and should not read a book or news paper or knit etc. while supervising.
- ix. It shall be the duty of the faculty who can be appointed as invigilator, to inform Superintendent about his parent/ spouse/ child/ brother/ sister taking exam. The Superintendent shall ensure that such faculty is not appointed as invigilator in the above said examination hall/ room

- x. The invigilator shall distribute blank answer books to students after they have taken their seats. No student should be allowed to leave his seat after he has received answer book until the expiry of half the time after the distribution of question paper. Only one answer book shall be issued to a student. However in cases of alleged use of unfair means Answer book II may be issued after the suspected Answer book has been confiscated by the Superintendent/ Flying Squad etc.
- xi. No question paper is to be taken from any students for reading it. No question paper is to be given to any outsider under any circumstances.
- xii. Invigilators are responsible for the safe delivery of answer books of the students supervised by them to the Superintendent. They shall see that answer books and the extra/ continuation sheets are properly stitched. They shall ensure that answer books are arranged according to roll number in ascending order and that no students leaves the room without delivering his answer book even if no question is attempted.
- xiii. Invigilator shall see that no student makes use of Unfair Means. If any student uses unfair means, the invigilator shall take into possession any book or article so used and report the matter to Superintendent.
- xiv. It is generally believed that in case the invigilators are effectively vigilant, there cannot be single case of copying. The invigilators are hence expected to give their full cooperation to eradicate this evil.
- xv. No students suffering from any infectious disease like plague, COVID is allowed to sit for the examination. If invigilator suspects such case, he shall make a report to the Superintendent.
- xvi. Absence of invigilator without written permission from the examination hall/ room, no matter for whatever duration, where he is appointed by the Superintendent or change in the examination hall/ room without the written permission of the Superintendent will be treated as serious breach of discipline. Superintendent is authorized to permit an invigilator to leave the examination hall, provided the duty of the said invigilator is adjusted.
- xvii. After half of duration of the examination, the invigilator will record the Roll Number of the absentees and return the remaining Answer Books and question papers. This would be entered in the prescribed proforma of ACCOUNT OF ANSWER BOOKS.
- xviii. Invigilator shall not carry mobile phone or any other gadget in the examination hall/ room.
- xix. Invigilator will make correct entries in the forms/ formats/ memos etc. supplied by the Superintendent. In case where a student has not signed the attendance sheet, invigilator must read out loud the roll number to satisfy him regarding the absence of the students.
- xx. Invigilator will not allow the students to keep their belongings inside the examination hall/ room .He must inform the students about unfair means and advise them to check their pocket's etc for unwanted material.

- xxi. Invigilator will check the admit card of the students before they are admitted into the room and ensure that the students are seated in their right places according to the seating plan.
- xxii. Invigilator will display the whole seating arrangement on the Black/ White board inside the Class Room.
- xxiii. Invigilator will not allow students to use pencils while filling details like roll number etc.
- xxiv. Invigilator will not allow students to write anything on question papers except their roll number.
- xxv. Invigilator will sign the continuation sheets/ extra sheets.
- xxvi. Invigilators must be alert and vigilant in the room so as to ensure that the Examination is conducted fairly and smoothly without giving any room for complaint. They should always be moving inside the room allotted to them and on any account they should not be found outside the room.
- xxvii. Invigilators should get the unsued/ blank pages of answer book crossed by the students.

Ministerial Staff:

For the smooth conduct of examination there shall be other ministerial staff to be appointed under the authority of COE .The ministerial staff shall assist in various task allocated to them by Superintendent of examination which may include packing of answer sheets, room wise distribution of answer sheets, preparing attendance sheet, keeping its records, allotting answer sheets for checking etc.

The ministerial staff shall work under the overall control and superintendence of the Superintendent.

Note:

1. *In the case of any difficulty or emergency not covered by the above instructions, the Superintendent may be consulted and his decision obtained.*
2. *The Superintendent or any member of supervisory/ ministerial staff who commits breach of trust will make himself liable for legal or disciplinary action or both.*

23. Special Examination

The Vice Chancellor may provide special chance to students to complete their degree within the duration specified by Chapter III, Academic Regulation.

Inherent powers

For ensuring free and fair examination in the university the COE of the university shall have inherent powers. Such powers will be used in case of urgency where the other rules and regulations create a void or failed to provide a remedy.