

EXAMINATION POLICY



COER University, Roorkee

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Roorkee Uttarakhand 247 667

Preface

The University of Engineering and Technology Roorkee is established by Government of Uttarakhand vide **Gazatte Notification No. 224/XXIV-C-3/2021-13(10)/2018** in exercise of the powers conferred by sub-section(2) of section of the University Act 2020 (Act No. 07 of 2021), the Governor hereby appointed the day of March 25, 2021 as the date on which the said Act shall come into force.

The Board of Examinations of University is constituted as per section 22(e), section 27 and section 30(a) of the statues of the University. The constitution of the Board of Examination (BoE) as follows:

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| a) The Vice Chancellor | - | Chairman |
| b) The Pro Vice Chancellor | - | Member |
| c) Deans | - | Member |
| d) Head of all Department/Schools | - | Member |
| e) 2 Professor (by rotation) who are not holding the post of Dean/Head to be nominated by the Vice Chancellor for a period of 1 year | - | Member |
| f) 2 Assoc. Professor (by rotation) who are not holding the post of Dean/Head to be nominated by the Vice Chancellor for a period of 1 year | - | Member |
| g) Registrar | - | Member |
| h) Controller of Examination | - | Member |
| i) Special Invitee(s), if any | - | Non-Member(s) |

In the exercise of powers conferred by and in discharge of duty assigned Board of Examinations drafted a copy of Examination Ordinance 2021-22. The drafted copy is forwarded to academic council for approval.

Under the relevant Provision(s), the academic council has approved the examination ordinance 2021-22. The examination ordinance came into force from session 2021-22.

Registrar

Introduction and Definitions

This Ordinance shall apply to all the programs of the University. The Examination Ordinance and Allied Provisions 2021 and any amendments made therein, shall also be applicable to new Degree and Diploma programs that may be offered by the University in future.

Chapter 7.3: Conduct of Examinations

The University Examinations for all programs of study shall be conducted in accordance with the guidelines framed from time to time by the Examination Committee. Whereas, for the programs running under the curriculum of the statutory bodies. They shall follow the rules and regulations prescribed by their apex body and supersede any other rules.

7.3.1) End Semester Examinations (ESE)

- ✚ End semester examination is the final examination component of the assessments of a course, conducted at the end of the semester, and, at the end of the summer term, if a summer term is offered. Duration of these examinations shall be of 3 hours.
- ✚ The dates for the end semester examination shall be published in the academic calendar of the university, or as per the university notifications to this effect
- ✚ End semester examination of a course is a written examination conducted at specified examination centers / examination halls of the university, on the specified dates and times.
- ✚ The controller of examinations shall be responsible for the administration of the end semester examinations of the university
- ✚ The detailed schedule of the end semester examinations conducted at the end of a semester shall be published/announced by the Controller of Examinations (COE) at least Fifteen Days before the scheduled date of examinations.
- ✚ The end semester examinations shall be conducted at the designated examination centers/halls of the university

7.3.2) Mid Term Examinations (MTE)

- ✚ The Mid Term examinations for a course are a component of the continuous assessments as prescribed by the concerned program regulations and curriculum.

- ✚ Mid Term Examination shall be conducted twice in a semester. Duration of these examinations shall be of 60 minutes each.
- ✚ Dates for the Mid Term examinations, as applicable, shall be published in the academic calendar of the university, or the university notification to this effect.
- ✚ The Mid Term Examination of a course is a written examination conducted at specified examination halls of the university, on the specified dates and times.
- ✚ The Mid Term examinations of an academic term shall be conducted by the Controller of Examinations (COE).
- ✚ The detailed schedule of the Mid Term examinations of an academic term shall be published / announced by the COE at least 01 (one) calendar week before the scheduled date of Mid Term examinations.

7.3.3) Internal Assessment

- ✚ The Internal Assessment shall normally be conducted by the Course Co-Ordinator with prior approval from Dean(s)/ HOD(s) of the concerned School(s)/ Department(s).
- ✚ The concerned HOD/Dean shall attest and submit a consolidated Marks Sheet of the Internal Assessment Marks to the COE, before the commencement of the ESE of the concerned Semester and concerned Summer Term.
- ✚ A copy of the consolidated Marks Sheet shall be displayed in the concerned Department/ School.

7.3.4) Practical Examinations

- ✚ End semester practical examinations for practical/laboratory courses is the final examination component of continuous assessment of the concerned practical/laboratory course.
- ✚ The detailed list of batches of students for end semester practical examinations and corresponding examiners shall be forwarded by the Dean/HOD concerned to the COE for due approval of the Vice Chancellor.
- ✚ The detailed schedule of the end semester practical examinations shall be published by the COE in consultation with Dean(s)/HOD(s) concerned at least two (02) calendar weeks before the commencement of the end semester practical examinations.

- ✦ End semester practical examinations shall be conducted by the Dean(s)/HOD(s) concerned in the respective School(s)/ Department(s).
- ✦ The compilation and tabulation of marks, and, the grades awarded for all the students for each end semester practical examination for the specific program shall be done by the Dean/HOD of the School/Department concerned and forwarded to the COE.
- ✦ Project work/internship/dissertation/viva-voce/jury examinations shall be conducted by a committee recommended by the Dean/HOD of the School/Department concerned, forwarded to the COE for due approval of the Vice Chancellor.
- ✦ The project/dissertation reports/ the practical examination records, models and such other materials pertaining to these courses/examinations shall be preserved in the school/ department concerned.

7.3.5) Supplementary Examinations

- ✦ A student with "F" Grade in one or more courses, or who secured "D" Grade in one or more courses, may avail the benefit of the Supplementary Examinations to pass the failed Course(s) and/or improve her/his CGPA to enable her/him to satisfy the criteria for promotion.
- ✦ Supplementary examination, as applicable, shall be scheduled along with the ESE of next batch and during summer term examination.
- ✦ The COE shall announce the detailed schedule of the supplementary examinations at least two (02) calendar weeks before the commencement of the supplementary examinations.
- ✦ In preparing backlog results, maximum grade to be awarded to the concerned students shall be capped at "B+".

7.3.6) Special Supplementary Examinations

- ✦ Special supplementary examination can be conducted for the students, who have completed minimum duration of programmes and are either failed in any course or want to upgrade their class.
- ✦ These examination will be conducted only for theory examination.

- ✦ Students can register for the special supplementary examination within one month of the announcement of the result.
- ✦ The COE shall announce the detailed schedule of the special supplementary examinations at least two (02) calendar weeks before the commencement of the supplementary examinations.
- ✦ In preparing backlog results, maximum grade to be awarded to the concerned students shall be capped at "B+".

7.3.7) Summer Term

- ✦ The summer term is an additional academic term that may be offered during the summer break, typically for about eight (08) weeks during June-July. The minimum number of teaching days in the summer term shall be thirty (30) days.
- ✦ Summer term is offered only for theory courses.
- ✦ The total number of contact hours for these courses shall be maximum 20 hours. There will be no sessional in summer term.
- ✦ Maximum grade to be awarded in summer exam is capped to "B+".
- ✦ The departments/schools desirous of offering courses shall announce the details of the courses on offer for registration in the summer term on the dates scheduled in the academic calendar or dates announced through university notifications.
- ✦ Summer School is mandatory for the UG students having "NP" grade.
- ✦ A student having "F" Grade (fail) in the earlier semesters may re-register for the concerned course(s), if offered, to complete the concerned course(s) and earn the concerned credits.
- ✦ A student may re-register for the concerned course(s), if offered, in which the student had received lower grades in the earlier Semesters, to improve her/his performance and secure higher grades in the course(s) and improve the CGPA. Further, if a student re-registers for a course (or courses), the existing grades obtained in the concerned course(s) shall be declared null and void. These shall be replaced by the grades the student receives (after evaluation of the end of the summer term) in the concerned course(s).

- ✦ A student who wishes to register for the summer term must complete the registration process on or before the last date for registration as specified in the academic calendar or the university notification to this effect. No late registration shall be permitted.
- ✦ Student will also have to maintain a minimum attendance of 75% in summer school, failing which they will not be allowed to appear in the end semester examination.

Chapter 7.4: Unfair Means

7.4.1) What constitutes UFM

A candidate found guilty of any of the offences, mentioned in 4.2, shall be deemed to have used unfair means and his/her examination result shall be withheld. The Unfair Means committee shall after give personal hearing will recommend the penalty to be imposed on the student. If the student fails to turn up before the committee for personal hearing, the committee shall be entitled to decide about the penalty to be imposed without giving any further opportunity of hearing.

7.4.2) Description of Unfair Means and Malpractices in University Examinations

Use of Unfair Means and Malpractices shall mean and include any one or more of the following:

- ✦ Being in possession of books, notes, typed sheets or any other material connected or not connected with the Examination;
- ✦ Writing of any kind on the clothes worn by the student or any part of the body or any such material accessible to the student which may be or intended to be of possible help to the student in the Examination;
- ✦ Possession of the following banned items in the Examinations halls: Mobile phones, Tablets, iPads, any other electronic gadgets, except the permissible non- programmable Calculators. Possession of any of the above gadgets by a student in the Examination Hall will be considered as an act of Unfair Means. Further, the gadget(s) found in his/her possession shall be confiscated;
- ✦ Copying or attempting to copy from a student, assisting or attempting to assist another student, getting assistance from another student in the Examination Hall during the Examinations;

- ✚ Writing the Examination on unauthorized material/answer books;
- ✚ Smuggling/stealing in/out of the Examination Hall, the answer book/pages of answer book;
- ✚ Impersonation/deputation of any other person for the Examination;
- ✚ Passing or attempting to pass on to any one, a copy of the question paper or a part thereof, or a solution to a question from the question paper;
- ✚ Destroying/defacing or attempting to destroy/deface the Examination Answer Book;
- ✚ Physically or verbally abusing any Invigilator/Examiner, or other students, or any person connected with the conduct of Examination whether inside or outside the Examination Hall;
- ✚ Misbehaving or indulging in any kind of misbehavior with the Invigilator/Examiner or any other member of the supervisory staff or any official engaged in the University Examinations, or another student inside or outside the Examination Hall, before, during or after the Examination;
- ✚ Creating disturbance in the Examination Hall or in its vicinity or disrupting the Examination in any manner;
- ✚ Plagiarism, collusion, copying (completely or partially) records / reports / assignments of other students and cheating of all forms, or assisting/getting assistance from another student (except in cases of group projects or activities); and/or,
- ✚ Any other case of unfair means/malpractice as may be decided/ notified by the University from time to time.

7.4.3) Procedure for Booking of UFM Cases at the Examination Center

- ✚ **Issuance of Second Answer Book:** As soon as any case of unfair means comes to the notice of the Centre Superintendent of the examination center s/he shall take possession of the Answer Book of the candidate along with paper or other material found in his possession and provide the candidate with a second Answer Book immediately. On the top of the Answer Book it should be superscribed "Second Answer Book". The Superintendent shall record on the first Answer Book the time when the case was brought to his/her notice. S/he shall

also record the time on the second Answer Book when it was issued to the candidate.

- ✚ **Explanation of the Candidate:** While issuing the second Answer Book the candidate shall be asked by the Centre Superintendent to submit his explanation in writing. In case the candidate refuses to give his statement, s/he should not be forced to do so, only the fact of his/her refusal should be recorded by the Invigilator/s on duty at the time of occurrence and such a statement of the Invigilator/s be attested by the Centre Superintendent.
- ✚ **Statement of the Invigilator:** The Invigilator, who detects the use of UFM by a candidate, shall also record his/her statement which shall be verified and signed by the Centre Superintendent.
- ✚ **Material found from the Candidate:** As far as possible precise information as to from where the material was found (in the pocket, desk, shoes etc.) should be mentioned in the statement of the Invigilator/s. The copying material so detected by an Invigilator should also be signed by the Invigilator and countersigned by the Centre Superintendent on each page and the total number of pages detected should be mentioned on the title of the Answer Book and also in the UFM report form, duly signed by the Invigilator and Centre Superintendent.
- ✚ **Procedure to be followed in case of Smuggling Out Answer Book:** In case a candidate has smuggled out a Answer book, the Centre Superintendent should call for the student directly and try to secure the Answer Book. In case of non-availability of the Answer Book, the matter should be reported to the police and a copy of the FIR be sent to the office of Controller of Examinations along with the statement of the Invigilator present in the room and also of the candidate. The statement of the attendant/guard/police constable etc., if any should also be forwarded.
- ✚ Other Cases of Unfair Means:
 - **Impersonation:** In case of impersonation, the Centre Superintendent should send to the Controller of Examinations, the statement of the person found to be impersonating, the Invigilator/s and the real candidate, if possible. He may also report the matter to the police in the prescribed format and shall arrange for taking photographs of the impersonator from 3 angles (front and two sides, left and right) and send along with the case. The

expenditure incurred in this connection shall be reimbursed by the examination division of the university.

- **Misconduct:** In case of misconduct of a serious nature, the matter should be reported to the police, if necessary. Statement of the Invigilator/s and that of the attendant/guard/policeman concerned may be obtained and sent to the office of the Controller of Examinations.

✚ **Documents required to be sent in UFM Cases:** All cases of UFM should be recorded in the form for reporting UFM cases, the form shall be accompanied by the following documents:

- First and/or second Answer Books and additional sheets;
- Explanation of the Candidate;
- Statement of the Invigilator;
- Unfair Aid Material found from the student

Note: All the columns of the proforma must be filled properly in order to strengthen the case.

✚ **Dispatch of UFM Cases:** A separate sealed cover should be sent to the office of Controller of Examination along with the prescribed proforma in each case booked daily under UFM with a covering proforma.

✚ The fact that a particular roll no. was booked under UFM should be recorded daily in the attendance sheet as well as in the statement for dispatch of Answer books to the Controller of Examinations.

✚ Under no circumstance shall the student be manhandled by anybody.

✚ In respect of the cases detected by the members of the team of observers, the Centre Superintendent should forward the same to the Examination Division after giving an opportunity to the candidate concerned to give his/her explanation. For these cases also requisite proforma should be used.

7.4.4)List of Penalties for different types of Offences under UFM Category

Category	Offence(s)	Penalty
I	Recovered material not related to the subject or found writing something on the question paper, which is not the answer to the questions being asked on his question paper.	Issue of warning to not repeat the same
II	<p>Relevant material written by the candidate on any part of body, wall, door of the room, table or desk</p> <p>OR</p> <p>Related matter found in the form of book, manuscript, pages of books, clothes, scale, handkerchief, writing pad, geometry box, etc.</p> <p>OR</p> <p>Possession of any message, mutual conversation by words of mouth or gestures. The recovered material is related to the subject, but not used</p> <p>OR</p> <p>The candidate is showing his Answer Book to the other candidate to copy from his Answer Book</p> <p>OR</p> <p>The candidate is copying from the Answer Book of another candidate</p> <p>OR</p> <p>Carrying mobile phone, ear phone, pager, scientific calculator other than where explicitly allowed, laser pen or other electronic device in the examination hall.</p> <p>OR</p> <p>Writing by the candidate even after the stipulated time is over and is being</p>	Cancellation of concerned paper

	reminded by the invigilator repeatedly not to do so.	
III	<p>Recovered matter is related with subject and is being used.</p> <p style="text-align: center;">OR</p> <p>Recovered material is copied on the Answer Book before distribution of the Question Paper</p>	Cancelling the relevant paper along with one more paper (Theory) in which the candidate has secured minimum marks
IV	Candidate is caught with a material which he/ she has chewed or swallowed or torn into pieces & the candidate refuses to sign the documents and also misbehaves with the invigilation staff	Cancellation of all the Subjects

V	Replacement of Answer Book, exchange of Answer Book with other student, addition of extra pages in the Answer Book, smuggling of Answer Book/ pages	Cancellation of all subjects & further debarring for one year
	OR	
	Manhandling with staff on duty or creating disturbance in the examination hall/center	
VI	Run away with Answer Books from the Examination Hall	Cancellation of all subjects and further debar the candidate for Two (02) Years
	OR	
	Impersonation	
VII	Two times UFM Offender	Cancellation of the Semester
VIII	Three times UFM Offender	Expulsion from the University

Chapter 7.6 : Declaration of Results & Promotion Rules

7.6.1) Assessment System

University shall follow the following assessment system, whereas for the programmes running under the curriculum of the statutory bodies like NCISM, COA, PCI, MCI, DCI, INC, ICAR Bar Council of India, NCTE etc., they follow the rules and regulations of their apex body and supersede the other rules.

Theory Course:

Mode of Assessment	Frequency	Marks	Total	Weightage in Final Marks	Exam Type
Class Test	2	--	05	05	CWA (20%)
Assignments/ Tutorials	4/6	--	10	10	
Project/ Presentation/ Quizzes	1	--	05	05	
Attendance	--	10	10	10	10%
Mid Term Examinations	2	10	20	20	MTE (20%)
End Semester Examinations	1	100	100	50	ESE (50%)
TOTAL			150	100	

Theory Course with Practical:

Mode of Assessment	Frequency	Marks	Total	Weightage in Final Marks	Exam Type
Class Test	2	--	03	03	CWA (10%)
Assignments/ Tutorials	4/6	--	05	05	
Project/ Presentation/ Quizzes	1	--	02	02	
Internal Assessment Practical	Every week	--	10	10	IPA (10%)
Attendance	--	10	10	10	10%
Mid Term Examinations	2	10	20	20	MTE (20%)
End Semester Examinations	1	100	100	40	ESE (40%)
End Semester Practical	1		10	10	ESPE

Exams					(10%)
TOTAL			160	100	100

Practical Course

Mode of Assessment	Frequency	Marks	Exam Type
Attendance	--	10	Att. (10%)
Lab Work Assessment	Every week	20	IPA (40%)
Viva Voce/ Lab Quiz	2	20	
End Semester Practical Examinations	End of Semester	50	ESPE (50%)

7.6.2) Grading

- ✚ The University follows a system of relative grading however if number of students registered in course is less than 30 Absolute grading system may be used. The relative grading shall classify the students based on their relative performance in the concerned course.

✚ Grade Table for Absolute Grading:

Marks	Grade	Grade Points	Description
90 & Above	O	10	Outstanding
80 to 89	A+	9.5	Excellent
70 to 79	A	9	Very Good
60 to 69	B+	8	Good
55 to 59	B	7	Above Average
50 to 54	C+	6	Average
45 to 49	C	5	Below Average
40 to 44	D	4	Pass
Less than 40	F	0	Fail
	NP	--	Not Permitted
	U	--	Audited Satisfactorily
	NC	--	Not Completed
	I		Incomplete

* Relative Grading will be calculated using standard deviation

✚ Procedure to calculate Relative Grading:

In all courses where no of students is more than 30, relative grading will be used. Formula for Standard Deviation is as follows:

$$\sigma = \sqrt{\frac{\sum (X_i - \bar{X})^2}{N}}$$

Where,

σ = Standard Deviation

N = Number of Students in the subject

X_i = Marks obtained by student

\bar{X} = Mean of Marks obtained by students in the subject

Award of Grades using Statistical method:

Lower Range of Marks	Grade	Upper range of marks
$\bar{X} + 1.5 \sigma <$	A+	--
$\bar{X} + 1.0 \sigma <$	A	$\leq \bar{X} + 1.5 \sigma$
$\bar{X} + 0.5 \sigma <$	B+	$\leq \bar{X} + 1.0 \sigma$
$\bar{X} <$	B	$\leq \bar{X} + 0.5 \sigma$
$\bar{X} - 0.5 \sigma <$	C+	$\leq \bar{X}$
$\bar{X} - 1.0 \sigma <$	C	$\leq \bar{X} - 0.5 \sigma$
$\bar{X} - 1.5 \sigma <$	D	$\leq \bar{X} - 1.0 \sigma$
	F	$\leq \bar{X} - 1.5 \sigma$

Note: All students who will secure more than 90%marks, will be awarded "O" Grade and ranges of other grades will be decided by marks moderation board

✚ Declaration of the F (Fail) Grade:

- Student not satisfying the minimum performance criteria shall be awarded "F" grade.

- Further, if a student is absent for the End Semester Examination, the student shall be declared as "Fail" and given an "F" grade in the concerned Course.
- The "F" grade is declared as a penalty on the student in the concerned Course(s) as per the recommendations of the Unfair Means Committee and subsequent approval of the Chairperson, Board of Examinations.
- ✚ "NP" grade denotes that student is not permitted to appear in the End Semester Examinations due to shortage of attendance, disciplinary or other grounds in the concerned Course(s).
- ✚ "NC" grade is given for "Non-Completion" of Course requirements in the concerned Course and the student will have to re-register for the Course until he/she obtains the "U" grade in the Course concerned to earn the mandatory credits associated with concerned Course.
- ✚ "U" grade ("Audited Satisfactorily") is awarded in a course that the student opts to register for Audit. The student has to satisfy the minimum attendance requirement, and, minimum performance criteria for securing the "U" grade, failing which, that Course will not be listed in the Grade Card given to the concerned student.
- ✚ "I" (Incomplete) Grade is a placeholder grade which denotes Malpractice case (under investigation) reported against the student in the End Semester Examination of concerned Course. The placeholder grade "I" shall be replaced with a regular grade based on recommendations of the Unfair Means Committee and the subsequent approval and decision of the BOE.
- ✚ The Course(s) in which a student has received "I" grade shall not be included in the SGPA/ CGPA calculations.

7.6.3) Academic Performance Indices: SGPA and CGPA

- ✚ The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):
 - The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e. $SGPA (S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$, Where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.
 - The CGPA is also calculated in the same manner taking into account all the

courses undergone by a student over all the semesters of a programme, i.e.
 $CGPA = \frac{\sum (C_i \times S_i)}{\sum C_i}$, Where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

- ✚ Credits earned by students through recognized online learning platforms shall be incorporated in the Grade Cards as per the prevailing guidelines of UGC and as recommended by respective BOS.
- ✚ The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
- ✚ Illustration of Computation of SGPA and CGPA

Illustration of SGPA

Course	Credit (C)	Grade Letter	Grade Point (G)	Credit Point (C x G)
Course 1	3	A	8	3 x 8 = 24
Course 2	4	B+	7	4 x 7 = 28
Course 3	3	B	6	3 x 6 = 18
Course 4	3	A+	10	10 x 3 = 30
Course 5	3	C	5	3 x 5 = 15
Course 6	4	B	6	4 x 6 = 24
TOTAL				139

Thus, $SGPA = 139/20 = 6.95$, therefore Grade for that Semester is "B+"

Illustration of CGPA

Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6
Credit: 20 SGPA: 6.9	Credit: 22 SGPA: 7.8	Credit: 25 SGPA: 5.6	Credit: 26 SGPA: 6.0	Credit: 26 SGPA: 6.3	Credit: 25 SGPA: 8.25

Thus, $CGPA = (20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.25) / 144 =$
6.75

7.6.4) Credit Transfer Policy

- ✚ The online learning courses available on the SWAYAM Platform will be considered for credit transfer.

- ✦ During the current semester, the candidate while filling up her/his exam form will have to submit an undertaking for credit transfer forwarded through mentor faculty and Dean of the School. In this case, the student need not appear for exam for the said course.
- ✦ Mentor Faculty in June and November every year shall notify the list of the online learning courses eligible for credit transfer in the forthcoming Semester.
- ✦ The mentoring faculty will intimate the exam section about the completion of a course by a letter with the certificates of completion and the list of students, who have passed MOOC courses in the current semester.
- ✦ The student qualifying MOOCs from SWAYAM platform will be given equivalent credit transfer. i.e. 4-week course is equal to 1 credit, 8-week course is equal to 2 credit, 12-week course is equal to 3 credit, 15/16 weeks course is equal to 4 credit.
- ✦ Any candidate can be permitted to opt for only up to 20% of credits of the total courses being offered in a particular program in a semester through the online learning courses provided through SWAYAM platform.
- ✦ If a student opts for additional MOOC course above 20%, it will be considered as add-on credit and will be reflected on the marks sheet but will not be taken into account for tabulating CGPA.
- ✦ Grades will be provided as per ABSOLUTE grading system.

7.6.5) Award of Grace Marks/ Moderation of Marks

- ✦ Moderation of marks may be carried out in special/ unique circumstances such as, out-of syllabus question, wrong question etc., so as to benefit all the candidates in a paper/ course of the examination irrespective of the marks secured by candidates individually.
- ✦ The moderation of marks may be done on the basis of the representation by the examinees concerned or on the basis of the unanimous decision of the Board of Examiners concerned for valid reasons that have to be substantiated in the minutes of the Board of Examinations meeting

- ✚ Grace marks can be given as per the table given as under provided the candidate passes the examination by the award of such Grace marks.

Head of Passing	Grace Marks
up to 50	2
51 – 100	3
101 – 150	4
151 – 200	5
201 – 250	6
251 – 300	7
301 – 350	8
351 – 400	9
401 and above	10

- ✚ Such moderation (as described above) shall be permissible in more than one Course, Subject Provided that the benefit shall not exceed 1% of the aggregate marks in that examination.
- ✚ No grace marks shall be awarded in the case of failure in Practical examination(s).]
- ✚ If a candidate who passes in all subjects and heads of passing in the examination without the benefit of any grace marks but misses Distinction or First Division by marks less than 3 his/ her aggregate in the final examination, such grace marks shall be awarded to him/ her so as to entitle him for the respective higher division, as the case may be. Such marks shall be added to the paper in which he/ she gets the least marks in the final. The marks entered in the marks-sheet will be inclusive of such grace marks and it will not be shown separately.
- ✚ The Grace marks will be awarded only, if candidate appears in all the papers prescribed for the examination in case of regular candidates or all the failed papers in case of candidates writing supplementary examinations. Absence of a candidate in any paper(s) that he or she has registered for the examination will make him ineligible for grace marks.

- ✦ Grace marks shall be awarded only to the required extent to help the candidate pass the paper/subject and not more even if the candidate has a higher limit of eligible grace marks in that examination.
- ✦ In case of professional degree/ diploma programs, the grace marks awarded shall be in concurrence with the rules and guidelines, if any, of professional statutory bodies at the All India level such as NCISM COA, PCI, MCI, DCI, INC, Bar Council, etc.

7.6.6)Results Finalization and Publication

- ✦ On the recommendations of the Result Monitoring Committee the Examination Committee shall approve the declaration of the Examination Results.
- ✦ The University Examination results shall be declared on the dates specified in the Academic Calendar or the Notification issued by the University to this effect.
- ✦ The results shall be published on the University website.
- ✦ Results Withheld and their Declaration
 - If there is discrepancy in the subjects mentioned in the examination form and actual examination given by the candidate, the results of such examinee will be withheld and will be declared after due confirmation of the term that he/she had kept with approval of the Chairperson, BOE & COE.
 - The results of those candidates held in reserve for malpractice and/or lapse in the examination will be declared as per the resolution passed by the Unfair Mean Committee.
 - The result of the candidate writing wrong subject in the examination form and actually appearing for the different subject shall be withheld. The result of such candidate will be declared after confirming from the Chairman of BOE regarding the subject and payment of a prescribed fine.
 - The results reserved for dues payable to university and/or School shall be declared on confirmation of payment of the said dues.
- ✦ The Grade Cards shall be issued to the students by the Examination Department on the dates announced by the COE.
- ✦ A soft copy of the provisional Grade Card shall be issued to the student after the announcement of the results of the End Semester Examinations.

- ✚ A printed Grade Card shall be issued to the students within three (03) months after the announcement of the concerned results.
- ✚ National Academic Depository (NAD): As per the directives of the UGC, digitized grade cards, provisional degree certificates, degree certificate etc., shall be stored in digital depository of National Academic Depository (NAD). These grade cards shall be uploaded within three (03) months of the announcement of the concerned examination results. Any verifying agency, academic institutions and the graduated students can verify and download the Grade Cards / Certificates at any time.



7.6.10) Minimum Performance Criteria

A student shall satisfy the following minimum performance criteria to be eligible to complete the concerned Course:

- ✚ A student must obtain a minimum of 40% of the total marks/weightage assigned for that Course;
- ✚ The student must obtain a minimum of 40% of the total marks/weightage assigned for End Semester Examination in that Course;
- ✚ Whereas for the programmes running under the curriculum of the statutory bodies like NCISM, COA, PCI, MCI, DCI, INC, Bar Council, etc shall follow rules/regulations of their respective apex body and supersede the other rule.
- ✚

7.6.11) Progression Policy

- ✚ For Post Graduate Student Progression from Semester I through Semester IV will be automatic irrespective of the SGPA obtained.
- ✚ For Under Graduate Student progression from 1st year to 2nd year, 2nd year to 3rd year and so on provided he / she has minimum Earned credits as under:
- ✚ Progression to Minimum Credit to be earned:
 - II - Earn 50% Credit of Year I
 - III - Earn 60% Credit (Cumulative) of Year I and Year II
 - IV - Earn 70% Credit (Cumulative) of Year I, Year II and Year III
 - V - Earn 80% Credit (Cumulative) of Year I, Year II, Year III & Year IV
 - VI - Earn 80% Credit (Cumulative) of Year I, Year II, Year III, Year IV & Year V

Whereas, for the programmes running under the curriculum of the statutory bodies like NCISM, COA, PCI, MCI, DCI, INC, Bar Council etc. shall follow rules/regulations of their respective apex body and supersede the other rule.

7.6.12) Maximum Duration for the Completion of a Program

- ✚ The permissible maximum duration (number of years) for completion of a Program, is n+2 year (UG & Diploma) and n+1 year (PG) where n is (number of years of program) as prescribed by the concerned Program Regulations and Curriculum.
- ✚ The enrolment of the student, who fails to complete the mandatory requirements for the award of the concerned Degree in the prescribed maximum duration, shall stand terminated and no Degree shall be awarded.
- ✚ The time taken by the student to improve Grades/CGPA shall be counted in the permissible maximum duration for completion of a program.

7.6.13) Requirements for the Award of Degree

- ✚ The award of the Degree shall be recommended by the BOE and approved by the Academic Council and Board of Management of the University.
- ✚ A student shall be declared to be eligible for the award of the concerned Degree if she/he has: Fulfilled the Minimum Credit Requirements and all other mandatory requirements as prescribed by the concerned Program Regulations and Curriculum for the award of the concerned Degree;
- ✚ Secured a minimum CGPA of 5.00 in the concerned Program at the end such Centers/Departments of the University; and no disciplinary action is pending against her/him.

7.6.14) Award of Class

The award of Class in a Degree shall be based on the CGPA in the concerned Program at the end of the Semester/Academic Term in which the student completes all the requirements for the award of the Degree. In case a student has earned more credits than the required minimum as prescribed by the concerned Program Regulations and Curriculum, the higher CGPA, as applicable, considering the Credits and Grades corresponding to the mandatory minimum credit requirements as prescribed by the concerned Program Regulations and Curriculum, for the award of the concerned Degree shall be considered for the award of Class. Classes shall be awarded as per the following scale:

- ✚ First Class with Distinction: CGPA of 8.00 and above
- ✚ First Class: CGPA from 6.50 to 7.99
- ✚ Second Class: CGPA of 5.00 to 6.49



Chapter 7.7: Miscellaneous

7.7.1) Issue of Duplicate Grade Cards/ Provisional Degree Certificate (PDC)/ Degree Certificate

- ✚ In the case of loss of the Original Grade Cards/ PDC/ Degree Certificate, etc., the student who wishes to apply for the issue of a duplicate Grade Cards/ PDC/ Degree Certificate, etc., must submit a written application in person with the following documents
- ✚ Original Copy of FIR (First Information Report) filed with Police intimating the loss of the Grade Card/ Certificate, etc., OR Lost Article Report digitally signed by the Commissioner of Police or any police authority and the full sheet of the newspaper in which the notification regarding the loss of the Certificate is published.
- ✚ A non-traceable certificate issued by the Police official duly signed by the Inspector or Sub-Inspector with round seal (*from the area in which the candidate lost the certificate*) by mentioning crime and occurrence sheet number and date OR Notarized Affidavit by the student that non-traceable certificate not issued by the Police official.
- ✚ An Affidavit on a non-judicial stamp paper duly signed on the prescribed stamp by the First Class Magistrate/ Notary Public with an undertaking to return the duplicate Grade Card/ Certificate in the case the original degree is found.
- ✚ The student must pay the prescribed fees as fixed by the University from time to time. The receipt of the payment of the prescribed fees should be attached with the application.
- ✚ The University will courier duplicate Grade Cards/ PDC/ Degree Certificate, etc., to the communication address provided by the concerned student (in the application for the duplicate certificate) or the student may collect the duplicate certificates in person from the University upon receiving communication from the University.
- ✚ The minimum processing period for issue of the duplicate Grade Cards/PDC/Degree Certificate, etc., shall be one (01) weeks from the date of application.

7.7.2) Issue of Transcripts

- ✚ An official Transcript is the University's certified statement of a student's academic record, which is a record of all the courses, registered, all grades received, CGPA and degree conferred, if applicable. The Transcript is issued under the seal of University and the signatures of the Controller of Examinations and the Registrar of the University.
- ✚ A student may apply for the issue of transcripts for the following purposes:
 - Application for the Higher Education
 - Competitive Examinations
 - Placements
- ✚ The student must submit the proof of the purpose along with the application.
- ✚ The student must pay the prescribed fees as fixed by the University from time to time. The receipt of the payment of the prescribed fees should be attached with the application.
- ✚ The processing time for the issue of Transcripts shall be a minimum of one (01) weeks from the date of application.

7.7.5) Prescribed Fee

Supplementary Examination Fee	-	₹ 1,000 per Subject
Re - Evaluation of Answer Booklet	-	₹ 2,000 per Subject
Summer School	-	₹ 2,500 per Subject
Degree Certificate	-	₹ 500 per Subject
Duplicate Grade Card/ Transcript Fee	-	₹ 1,000 per Set
Duplicate Degree	-	₹ 2,500 per Subject
Special Supplementary Examination Fee	-	₹ 5,000 per Subject
WES Verification	-	₹ 5,000 per Subject