



MIT-ADT
UNIVERSITY

PUNE, INDIA

A Leap Towards World Class Education

MIT Art, Design & Technology University, Pune



EXAM ORDINANCES - 2023

INDEX

CONTENTS

Sr. No.	Particulars	Page. No.
	CHAPTER I: Preliminary	
O.301	Short Title and Commencement	1
O.302	Definitions	1
	CHAPTER II: General	
O.303	Introduction	5
O.304	Examination Scheme: Internal and External	5
O.305	Academics and Examination Schedules	5
O.306	The Examination Work Compulsory	6
	CHAPTER III: Officers Related to Examinations	
O.307	Controller of Examinations	7
O.308	Responsibilities of Deans / Directors of the School towards examinations	8
O.309	Appointment of Center Director/Senior Supervisor etc. and their duties and responsibilities	10
O.310	Duties and responsibilities of the Examination Coordinator	12
O.311	Appointment of Invigilators and their duties and responsibilities	13
	CHAPTER IV:	
O.312	Appointment of Paper Setters and Examiners	15
	CHAPTER V:	
O.313	Examinations	17
O.314	The Semester-End (External) Examination	17
O.315	Internal Examinations (Continuous Assessment) (Practicals, Mid-Term, Assignments, Mid-Practical, Project Evaluations, Tests, Tutorials, Sessional, Quiz, Hackathon, Mid-Summer Term, Performance-Based Examinations etc.)	18

Sr. No.	Particulars	Page. No.
O.316	Supplementary Examinations	19
O.317	Annual Examinations	19
O.318	Makeup Examinations	20
O.319	Conducting the Makeup Examinations	21
O.320	A) Summer Term	21
	B) Summer Term Examination	22
O.321	Backlog Examinations	22
O.322	Improvement Examination	22
	CHAPTER VI: Pre, Conduct and Post Examinations	
O.323	Question Papers and Examination stationery	25
O.324	Vigilance and Surveillance at the Examinations	25
O.325	Use of Writer at Examinations	26
O.326	Central On-Screen Evaluation Center (COSAC)	26
O.327	Examination Results	27
O.328	Grade Cards and Transcripts	28
O.329	Amendment in the Result	28
O.330	Re-evaluation	29
O.331	Grace Marks	30
O.332	Additional Marks	30
O.333	Preservation of Documents	32
O.334	Convocation	33
O.335	Remuneration/Honorarium for Examination Duties	33
O.336	Malpractices / Unfair Means in Examinations / Negligence in Exam Duties	33
	Schedule A Nature of malpractice/unfair means by the students and quantum of punishment	35

Sr. No.	Particulars	Page. No.
	Schedule B Nature of malpractices / lapses / negligence on the part of the Paper setter, Examiner, Moderator, Referee, Teacher or any other person including Officers connected with the conduct of Examinations	42

MIT Art, Design and Technology University, Pune

Examination Ordinances, 2023

(Made under Sec 33 of the MIT Art, Design and Technology Act, 2015)

CHAPTER I

Preliminary

O.301 Short Title and Commencement

- (1) These Ordinances shall be called the Examination Ordinances, 2023, governing the conduct of examinations and procedures of evaluations
- ¹(2) They shall come into force from the Academic Year 2023-24.
- (3) They shall apply to all types of certificates, diploma, undergraduate and postgraduate examinations of all the programs conducted and evaluation processes carried out by the University.

O.302 Definitions

In these Ordinances, unless the context otherwise requires:

- (a) “Academic Calendar” means the schedule of academic and other activities of the University for the academic year, as approved by the Academic Council.
- (b) “Academic Council” means the Academic Council of the University.
- (c) “Academic Year” means the period defined in the academic calendar prepared by the University for carrying out academic and other activities for the year.
- (d) “Assessment” means the process of collecting, recording, scoring, describing and interpreting information about learning.
- (e) “Backlog” means the course(s) that a student has not passed or cleared in any of the examinations
- (f) “Backlog Examinations” means the examinations of those courses, which the students couldn’t pass in semester-end examinations, annual examinations, make up examinations or summer terms examinations.
- (g) “Board of Examinations” means the Board of Examinations (BoE) of the University.
- (h) “Board of Studies” means a Board of Studies (BoS) for every

¹ These Examination Ordinances, 2023 have been approved by the Governing Body in its meeting held on 25.05.2023 on recommendations of Academic Council and Board of Management in their meetings respectively held on 29.11.2022 and 06.02.2023 and came into force from the academic year 2023-24.

subject or group of subjects, as may be proposed by the Director of the School concerned and approved by the Board of Management.

- (i) “Continuous Assessment” means evaluation of the student by the concerned school throughout the semester as per the norms decided by the respective Board of Studies and approved by the Academic Council.
- (j) “Controller of Examinations” means the Controller of Examinations (CoE) of the University.
- (k) “Central On-Screen Evaluation Centre (COSEC)” means a computer lab or any other place having facilities of computers with internet and arrangement to scan and store the written answer books in safe custody and seating arrangements to sit the examiners/evaluators to assess/evaluate the answer books of the examinees on the computer screen, where the Director, COSEC has given access to the process of evaluation.
- (l) “Centre Director” means a person appointed by the Examination Department at the examination center to organize and conduct examinations of one or more schools.
- (m) “Certificate/Diploma/Degree” means a title/ qualification awarded after satisfactory completion of and achievement in a program.
- (n) Cumulative Grade Point Average (CGPA): Weighted average of the grade points obtained in all courses registered by the student across semesters.
- (o) “Course” means a prescribed set of instructions in a subject offered as a unit of studies within an academic program.
- (p) “Director” means a person who is heading the school of the University.
- (q) “Director, Central On-Screen Evaluation Centre” means a person appointed by the Examination Department to organize and arrange the evaluation of answer books that are made available by the examination department on the computer screen, having full control over and responsible to the activities of COSEC.
- (r) “Department” means a part of the School offering one or more specialisations/courses in the University;
- (s) “Departmental Post Graduate Committee (DPGC)” means a committee constituted by the University to ensure the academic standard of the postgraduate programs offered by the

school/department and to exercise such other rights and perform such other duties, as are prescribed in these ordinances.

- (t) “Departmental Undergraduate Committee (DUGC) means a committee constituted by the University to ensure the academic standard of the undergraduate programs offered by the school/department and to exercise such other rights and perform such other duties, as are prescribed in these ordinances.
- (u) “Evaluation” means the process of making judgments based on evidence and interpretations gathered through examination and assessment and on the basis of agreed upon criteria.
- (v) “Examination” means a quantitative measure of learners “performance and is usually held at the end of the academic session or semester.
- (w) “Examination Centre” means the school or the department of the University, where any type of examination is conducted either by the concerned school/department or by the examination department.
- (x) “Examination Department” means Examination Department of the University.
- (y) “Examination Portal” means a software solution enabling examination department of MIT Art, Design and Technology University to easily and safely publish and distribute online services regarding examinations for an online access by faculty members, students and other authorized persons.
- (z) “Expulsion” means the removal of a student from the University rolls.
- (aa) “Formative assessment” is a process used by teachers and students during instructions that provides feedback to adjust ongoing teaching and learning to improve students’ achievement of intended instructional outcomes.
- (ab) “HOD” means the Head of the concerned Department.
- (ac) “Internal Assessment” means an assessment of students carried out by the respective School/Department based on their continuous assessment such as mid-term examination, mid-practical examinations, assignments, project evaluations, test, tutorial, sessional, attendance, quiz, hackathon, etc.
- (ad) “Makeup Examinations” means an additional chance made available to the students, who have obtained I Grade in Odd Semester End Examinations and Even Semester End

Examinations and also have failed or have secured low grades in any of the courses, in Even Semester End Examinations, to appear for the examination and to improve their Grades, respectively.

- (ae) “Mid Term Examinations” means the examinations conducted by the concerned Director/Principal/HOD during the even and odd semesters.
- (af) “Senior Supervisor” means a faculty of other school appointed as a representative of Vice Chancellor to observe, monitor, control and reporting of the examinations being conducted on an examination center.
- (ag) “Principal” means a director of the school, so designated by the university as per the norms of the Regulating Bodies.
- (ah) “Rustication” from the University means the withdrawal of right of the student of access to entire premises and facilities of the University for a specified period and/ or till the fulfillment of specified conditions.
- (ai) “Question Bank” means a repository of quality questions of the course.
- (aj) Semester Grade Point Average (SGPA): Weighted average of the grade points obtained in all courses of a semester, registered by the student.
- (ak) “School” means a combination of various departments run in the University, wherein these departments are specialized in one particular area or faculty or subjects.
- (al) “Supplementary Examinations” means a chance for the students, who fail in the Mid Term Examination, to appear for one more examination, immediately after the declaration of results of the mid-term examination.

CHAPTER II

General

O.303 Introduction

The MIT Art, Design and Technology University made the Examination Ordinance, 2016 after its establishment. Said Ordinances were further amended in 2021 to include choice-based courses etc. Now, in view of the approval to the First Statutes of the University by the Government of Maharashtra on 28th September 2022 and the applicability of New Education Policy 2020 from the academic year 2023-24, these ordinances are made in supersession of all earlier ordinances pertaining to examinations.

O.304 Examination Scheme: Internal and External

Subject to the provisions of the Academic Ordinances, this Examination Ordinance and the approval of the Academic Council to the decisions taken by the Board of Studies, generally, a student is assessed for 100 marks for each course, out of which internal assessment would be of 40 marks and external assessment of 60 marks, except as otherwise provided by the Regulating Bodies.

As such, the university will conduct the theory, Jury, Practical, Project, Viva etc. examinations of 60 marks and the concerned school/Department will do the internal assessments of 40 marks. Internal assessment may comprise of mid-term examinations, practicals, projects, tutorials, attendance, jury, sessional etc.

O.305 Academics and Examination Schedules

Examinations schedules as compared to the Academic Schedules of the University will be as follows:

- i. Odd Semester
- ii. Odd Semester End Backlog Examinations
- iii. Odd Semester End Regular Examinations
- iv. Results of Odd Semester Backlog and Regular Examinations
- v. Odd Semester Makeup Examinations,
- vi. Even Semester
- vii. Even Semester End Backlog Examinations,
- viii. Even semester End Regular Examinations,
- ix. Results of Even Semester Backlog and Regular Examinations
- x. Summer Term,

- xi. Summer Term Examination, including Makeup Examinations i.e. students with I grade in Even Semester to get chance to appear for examination and students who have failed and who have obtained lower grades in Even Semester Examination and desire for improvement in grades.

O.306 The Examination Work Compulsory

- (1) The examination work, including as paper-setter, examiner, moderator, invigilator, squad member and other duties assigned by the examination department, shall be compulsory for all the teaching and non-teaching employees of the University and refusing or avoiding the same would amount to misconduct under the provisions of service conditions applicable to them.
- (2) The Controller of Examinations however, considering the situation of the applicant may relieve or relax from the examination duties.
- (3) No faculty member or the non-teaching employee, whose near blood relative is appearing for the concerned examination should accept any of the assignments relating to examination. The term near blood relative will include spouse, children, brother, sister, brother-in-law, sister-in-law, real uncle and real aunt. Such an employee will have to communicate to the Controller of Examinations through his/her HOD/Director that his/her relative is appearing for the examinations. The Controller of Examinations will take appropriate action regarding placement of his/her duties in the examinations.

CHAPTER III

Officers Related to Examinations

O.307 Controller of Examinations

The appointment, terms and conditions of service, powers and duties of the Controller of Examinations will be as follows:

(1) Appointment and terms and conditions of service

- (a) The Controller of Examination shall be a full-time salaried officer of the university appointed for a tenure of three years, which may be renewed for a similar term by the President.
- (b) The qualifications and experience for appointment of the Controller of Examinations shall be as prescribed by the rules and regulations issued by the University Grants Commission from time to time.
- (c) The emoluments and other terms and conditions of service of the Controller of Examinations shall be as prescribed by the rules and regulations issued by the University Grants Commission from time to time.
- (d) When the office of the Controller of Examination is vacant or when the Controller of Examination is, by reason of illness, absence or otherwise, unable to perform the duties of his office, the Vice-Chancellor may appoint a qualified and suitable person to officiate as the Controller of Examinations.
- (e) The Controller of Examinations may by writing under his signature addressed to the President, resign from his office by giving a notice of one month on either side.

(2) Powers and Duties

- (a) The Controller of Examinations shall be the principal Officer in-charge of conducting examinations and declaration of their results and making it available on the internet and intranet for the students. He shall discharge his functions under the supervision, direction and control of the Vice-Chancellor.
- (b) The Controller of Examinations shall be the Member Secretary of the Board of Examination and may be invited to a meeting of the Board of Management or Governing Body, as and when required. But he shall have no right to vote.
- (c) The Controller of Examinations shall be responsible for making all the arrangements necessary for holding and conducting examinations and tests properly and timely declaration of their results.

- (d) Subject to the prior approval of the Vice-Chancellor, the Controller of Examinations shall perform the following duties and responsibilities, namely:
- (i) to prepare and announce in advance the calendar of examinations which shall be placed before the Board of Examinations;
 - (ii) to appoint Examiners and Moderators from the list approved by the Board of Examinations;
 - (iii) to arrange for question papers and blank answer books and their safe custody;
 - (iv) to arrange to get performance of the candidates at the examinations properly assessed and to process results;
 - (v) to postpone or cancel examinations in part or in whole, in the event of malpractices or if the circumstances so warrant and take disciplinary action or initiate any civil or criminal proceedings, against any person or group of persons alleged to have committed malpractices;
 - (vi) to implement the recommendations of the Board of Examinations pertaining to conducting and supervising the online examinations pattern for the courses wherever feasible;
 - (vii) to take disciplinary action where necessary against the candidates, paper-setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations;
 - (viii) to make appraisal from time to time of the conduct of the University Examinations, wherever required to ensure efficiency and confidentiality;
 - (ix) to submit a report regarding the conduct of examinations to the Board of Examination and Academic Council.
 - (x) The Controller of Examinations shall advise the Vice-Chancellor in all matters related to the Examinations and shall exercise such other powers and perform such other duties as may be assigned to him, from time to time, by the Board of Examinations and the Vice-Chancellor.

O.308 Responsibilities of Deans / Directors of the School towards examinations

- (1) Every Director of the school shall submit the authenticated syllabus and course structure of Odd and Even Semester immediately after

starting the academic year but not later than a month.

- (2) When there is change in syllabi and maximum attempts (three) of the examination of that syllabi are over then Dean/Director of the school will submit the equivalence course/s of the same to the Examination Department.
- (3) The Director of every school shall submit the indent of annual requirements of Answer Books, drawing sheets, and examination stationery to the Examination Department at the beginning of the academic year.
- (4) While submitting the indent of annual requirement of answer books etc. the Directors of the school should submit the accounts of the answer books supplied at the time of previous examination. i.e. Number of answer books supplied, number of answer books used and number of balance answer books available at the school.
- (5) The Directors of every school shall submit the following information to the Examination Department at the beginning of academic year:
 - a) New programmes, if any.
 - b) Programmes/courses stopped, if any.
 - c) List of the admission cancelled students, who had taken admission in previous year/s.
 - d) List of the students who have taken gap or changed their programme/branch/specialization.
 - e) List of the students re-registered, if any.
- (6) The Directors of every school shall create the Academic Bank of Credits Id/Automated Permanent Academic Account Registry Id (ABC Id/APAAR Id) immediately after creation of enrollment numbers of the students by the Registrar Office of those students who already don't have these IDs.
- (7) 'Online Examination Forms' of Semester-End Examinations duly filled in by students should be approved by the Director/Principal at least one month before the date of commencement of the examinations, confirming –
 1. The Registrar's Office has confirmed that student is eligible for the program admitted.
 2. Term of the student has been granted.
 3. Students have paid all types of fees such as tuition fee, hostel fee, mess fee, transport fee etc.
 4. The student has filled and uploaded the correct pattern of

examination.

The examination forms filled and uploaded by the students should either be approved or rejected by the concerned school before commencement of examination, failing which it will be treated as rejected and processed accordingly.

- (8) Deans/Directors of the concerned school will arrange for printing of the hall tickets of the students whose examination forms are approved and authenticate the same with sign and seal of the Director.
- (9) Deans/Directors of the school will confirm about the eligibility of the student for promotion before allowing him/her for registration from even to odd semester.
- (10) The Directors of every school will communicate the name of the faculty member – Examination Coordinator, who would be single point of contact (SPOC) for all the activities pertaining to examination.

O.309 Appointment of Center Director/Senior Supervisor etc. and their duties and responsibilities.

- (1) The Director/Principal of the School would be the Director of the Examination Center, by virtue of his position. Accordingly, the appointment order will be issued by the Controller of Examinations.

Provided that the Director/Principal may recommend to Controller of Examinations to appoint any of the Professor of the School to work as Director of the Examination Center. However, the responsibility of any of mis- happenings in the Examination Center will be upon the concerned Director/Principal also along with the concerned professor.

- (2) In exceptional circumstances, the Controller of Examinations, with the approval of the Vice-Chancellor may appoint a Director/Principal/Professor from another school of the University, as the Centre Director of any school for the smooth conduct of examinations.
- (3) The Examination Department may appoint Chief Superintendent of the Examinations and Superintendent of the Examinations having regard to the number of examinees appearing for the examination, to assist the Director of Examination Center.
- (4) The professor / Associate Professor of the University may be appointed as the Vice Chancellor's nominee as Senior Supervisor to any of the Examination Centers by the Examination Department.

The Senior Supervisor will be reporting directly to the Vice Chancellor through the Controller of Examinations.

- (5) The Director of the Examination Center shall be responsible for the smooth conduct of the University examinations at the designated center.
- (6) The Director of the Examination Center shall appoint required invigilators and administrative staff for the conduct of examinations, as prescribed by the regulations.
- (7) In case the number of examinees are considerably high, the Examination Department may allow the Director of the Examination Center to appoint the internal squad for repeated visits to the examination halls.
- (8) The Director of the Examination Center shall make necessary arrangements to receive the question papers, answer books, and other material required to conduct the examination smoothly, sent by the Controller of Examinations, and preserve the same in his safe custody.
- (9) The Director of the Examination Center shall ensure that no person other than the examinees, invigilators, members of the squad, members of the Board of Examinations, and such other persons, as may be authorized by him or by the Controller of Examinations, shall be allowed to enter in the Examination Hall.
- (10) The Director of the Examination Center shall ensure that all the written answer books of the day are sent to the COSEC on the same day. For any reason, if the written answer books cannot be sent to COSEC on the same day, then the Director of the Examination Center will be responsible for keeping the same in safe custody.
- (11) The Answer Books involved in unfair means should however be sealed separately along with other forfeited material, if any, and report in the prescribed format and be sent to the Examination Department on the same day.
- (12) The Director of the Examination Center will update the Absentee and Unfair Means entries in the examination portal on the same day of conduct of examination. The daily report of the same will be submitted to the COSEC and Examination Department.
- (13) The Director of the Examination Center shall return the unused question papers and answer books to the Examination Department within the time prescribed by the Examination Department, along with the used and unused answer book statement.

O.310 Duties and responsibilities of the Examination Coordinator

- (1) The Examination Coordinator will be the single point of contact for all activities pertaining to the examinations.
- (2) The Examination Coordinator will submit the authenticated syllabi and course structure of Odd and Even semesters to the examination department immediately after starting the academic year.
- (3) The course structure of all the courses of the school, uploaded by the examination department, will be checked and confirmed to be correct.
- (4) When the online examination form filling is opened by the examination department, the Examination Coordinator will communicate the same to the students and see that all the students fill the examination forms within time.
- (5) The Examination Coordinator shall ensure that all the examination forms filled by the students are approved or rejected after confirming that the student is eligible for the programme as per the Eligibility Section, term of the student is granted, no action against the student is pending for any reason and all type of fees – school fee, hostel fee, mess fee, transport fee etc., is paid.
- (6) The Examination Coordinator shall submit the draft schedule of the examinations to the examination department and get the schedule of examinations, received from the Controller of Examinations, confirmed from the Director of the school.
- (7) The Examination Coordinator will be nominated as Chief Superintendent/Superintendent during the conduct of semester end examinations, who will assist the Center Director in conducting such examinations.
- (8) The Examination Coordinator will coordinate for collection of the Grade Cards of the students from the examination department and distribute the same to the students.
- (9) The Examination Coordinator will ensure approval of the online applications for Transcript Certificates, duplicate grade cards and applications for name corrections in time and collect these documents from the examination department and distribute to the concerned students.
- (10) The Examination Coordinator will perform all such duties regarding pre-examination, conduct of examination and post-examinations, as are communicated from the examination department from time to time.

O.311 Appointment of Invigilators and their duties and responsibilities

- (1) Invigilators shall be appointed by the concerned Director of the School/Center.
- (2) The Controller of Examinations may appoint the Invigilator/s, if he finds necessary any particular case.
- (3) Invigilators shall report at least 30 minutes before the scheduled examination time to the examination center and 15 minutes before to the concerned respective examination hall.
- (4) Question papers will be made available by the concerned Center Director in each examination hall before 10 minutes of the scheduled examination time.
- (5) Invigilators shall verify the hall ticket/ ID card of the examinees to ensure that the concerned examinee has rightly occupied his seat having regard to the course, paper and pattern as per the hall ticket.
- (6) Invigilators must distribute the answer books to the students before 10 minutes of starting the examination.
- (7) Invigilators should make announcements regarding following activities:
 - (a) Examinees should not carry any material like mobile phone, calculators (if not needed), smart watch, chits, suspicious cheating material etc. with them during the examination.
 - (b) Examinees should verify and confirm that there are no chits or any other suspicious material lying under or beside their desks.
 - (c) Examinees should fill in the blanks on the cover page of answer book with their Enrollment Number, Course Code, Course name, date of examination etc.
 - (d) The examinees should verify that the stitching of answer book is proper, the pages are in good condition and there are requisite number of pages, as per the printed page numbers in the answer books.
 - (e) Examinees should not talk or interact or share any material with each other during the examinations and if anybody is found talking, interactive or sharing the material etc. will be expelled out of the examination hall.
- (8) Invigilators should distribute the question paper to the examinees before 5 minutes of the examination.
- (9) Invigilators shall check the contents filled by the examinees on the answer sheet are correct and sign on the answer book and will take

the signature of the students on the attendance sheet / invigilator diary and maintain attendance record of the examination hall.

- (10) Invigilators should maintain the silence in the examination hall during the conduct of the examinations.
- (11) Invigilators must keep their mobile phone on silent mode in the examination hall and avoid using the same in the examination hall except in case of emergency.
- (12) Invigilators must watch the students continuously and should be vigilant.
- (13) Invigilators shall move in the examination hall to prevent indiscipline / copying.
- (14) Invigilators should not leave the examination hall during examination period except when the reliever has come to relieve him.
- (15) Invigilator will not allow any faculty member, including the subject teacher or other staff member in the examination hall except with the approval of Centre Director / Senior Supervisor. However, the squad appointed by the University is permitted to enter the examination hall and to check and frisk the students. It is specifically clarified that unless there is a lady member in the squad there will be no frisking/checking of the girls.
- (16) Invigilators must be vigilant, prevent unfair means. If any examinee is found to have been involved in the malpractice/unfair means the invigilator will report unfair means case/s, without any discrimination to the Center Director. Invigilators shall fill up the prescribed forms relating to unfair means and submit to the Center Director with answer book of the concerned examinee, separately.
- (17) Invigilators must inform the students to tie their supplement/s to the answer book before 5 minutes of the end of the examination time.
- (18) Once examination is completed, Invigilators shall collect the answer books, make course wise bundles serially and submit to the Center Director with the attendance sheets/invigilator diary. Invigilators must wait and support the process of verifying the answer sheets with the attendance sheet and other records and once approved shall leave the center with approval from the Center Director.

CHAPTER IV

Appointment of Paper Setters and Examiners

O.312 (1) The Board of Examinations shall lay down the guidelines for eligibility criteria including qualifications, experience of teaching or research etc. for appointment of examiners, paper setters, jury, referee, moderators and super moderators, supervisors, invigilators, junior supervisors, senior supervisors, etc.

(2) The Board of Studies shall prepare a panel of eligible teachers as paper setters, examiners and moderators for various courses of study as per the guidelines of respective programs/courses.

The Dean of the Faculty/School concerned shall table such a panel in the meeting of the Board of Examinations for approval.

(3) In order to appoint paper-setters, examiners and moderators, the Board of Examinations shall constitute committees for every subject/course consisting of the following members:

(a) the Vice-Chancellor,

(b) the Dean of the concerned Faculty,

(c) the Chairperson of the concerned Board of Studies,

(d) Controller of Examinations, Member Secretary.

(4) The committee shall prepare lists of persons for various examinations and tests, from amongst persons, included in the panels to be prepared by the Board of Studies and shall submit them to the Board of Examinations.

(5) The Board of Examinations shall appoint for various courses of study, as suggested by the Board of Studies, the papers setters, examiners, moderators and referees for a specified term.

(6) The Committee shall obtain three sets of question papers in sealed covers in the respective course. The Chairperson of the committee shall draw at random one of such sealed covers containing question papers. This sealed cover with seals intact shall be used for the examination purpose.

OR

The Controller of Examinations shall arrange to prepare exhaustive questions bank for each course and auto-generate parallel and equivalent question papers by using automated question paper generation software / artificial intelligent technology and to select the question paper set automatically.

- (7) The question bank should be course-wise and exhaustive having capacity to generate at least 10 question paper sets from the said question bank, as per the question paper pattern. The Dean of the Faculty will see that, a pool of experts of a concerned course, internal as well as external are included in the panel for preparation the question bank. The Controller of Examinations should see that the Question bank is validated and updated every year at least 30 days before the date of examination.
- (8) Preparing the question bank is a confidential activity and no faculty member or other person should keep with him copy of the question bank provided by him or the notes prepared for the same. Keeping the copy of question bank or the notes, as the case may be, will be treated as misconduct and liable for punishment as prescribed in 'schedule B' attached to these ordinances.
- (9) For internal examinations the Director/Principal shall appoint the paper setters and examiners, on recommendation of respective HODs.
- (10) The Question paper should be based on the Bloom's Revised Taxonomy and mapped with the COs/POs of the respective course.
- (11) No person should accept the appointment as paper setter / examiner/moderator of any course, if his/her near relations are pursuing study in that course in the University.
Each paper setter / examiner/moderator will have to sign a declaration to this effect in the prescribed format.
- (12) Paper setters/ examiners shall be required to maintain confidentiality regarding their appointment as paper setters/examiners/moderators and shall also maintain confidentiality regarding marks awarded by them and any other work related to the conduct of University examinations.
- (13) Copyright of any question paper set by the examiner shall vest in the University only.

CHAPTER V
Examinations

O.313 There will be the following types of examinations:

- (1) Semester-End (External) Examination:
 - (A) Theory Examinations
 - (B) Practical, Jury, Sessional, Project/ Dissertation - Viva Oral Examinations, etc.
- (2) Internal Examinations (Continuous Assessment)
(Practicals, Mid-Term, Assignments, Sessional, Mid-Practical, Assignments, Project Evaluations, Tutorials, Quiz, Hackathon, Mid-Summer Term, Tests, Performance-Based Examinations etc.)
- (3) Supplementary Examinations
- (4) Annual Examinations
- (5) Makeup Examinations
- (6) Summer Term Examination
- (7) Backlog Examinations

O.314 The Semester-End (External) Examination

(1) Theory Examinations

- (a) The Semester-End Examination is the final examination conducted by the University at the end of each Semester, as specified in the Academic Calendar.
- (b) The Controller of Examinations shall announce a detailed schedule of the Theory part of Semester-End Examinations and the concerned Director in consultation with the Controller of Examination shall announce the schedule of Practical, Jury, Sessional, Project/Dissertation -Viva Oral Examinations, etc. and both shall also display the same on the university website at the beginning of the academic year.
- (c) The Semester-End Examination shall be held at the predetermined and declared examination centers of the University.
- (d) Unless otherwise approved by the Board of Studies and Academic Council, the timings for theory examinations would be as follows:

Marks	Time / Duration of exam
65 to 100	3.0 hrs.
50 to 64	2.5 hrs.
40 to 49	2.0 hrs.
25 to 39	1.5 hrs.
Less than 25	1.0 hr.

(2) Practical, Jury, Sessional, Project/ Dissertation, Viva Oral Examinations, etc.

- (a) The Dean/Director of the concerned school shall prepare the schedule/timetable of the Practical, Jury, Sessional, Project/ Dissertation, Viva Oral Examinations etc. and display the same in the School at least one week before commencement of the examinations with copy to Controller of Examinations.
- (b) Practical, Jury, Sessional, Project/Dissertation, Viva Oral Examinations, etc. will be conducted by the respective schools at the end of each Semester, as specified in the Academic Calendar/timetable.
- (c) Panel for Jury, Sessional, Project etc. shall be constituted by the concerned Director under the chairmanship of HOD or in his absence a senior faculty member of the school, concerned course teacher, one faculty member in the school and one expert outside the university. All such names should be taken from the panel of examiners prepared by the Board of Studies and approved by the Board of Examinations.
- (d) Marks obtained by the students for the Practical, Jury, Sessional, Project/Dissertation, Viva Oral Examinations, etc. will be uploaded by the concerned faculty member on the Examination portal and original mark sheets with signatures of the external examiner, internal examiner, HOD and the Director will be submitted to the Examination Department, which will be preserved by the Examination Department as a permanent record.

O.315 Internal Examinations (Continuous Assessment) (Practicals, Mid-Term, Assignments, Mid-Practical, Project Evaluations, Tests, Tutorials, Sessional, Quiz, Hackathon, Mid-Summer Term, Performance-Based Examinations etc.)

- (1) Internal Examinations of the University shall be conducted by the concerned Director/Principal/HOD on the dates specified in the Academic Calendar.

- (2) A detailed schedule of Internal Examinations shall be published by the Director/Principal/HOD concerned, at least 01 (one) week before the scheduled date of Internal Examinations.
- (3) Detailed guidelines for internal assessments and continuous assessments shall be displayed at the respective schools.
- (4) The Director/Principal of the concerned school shall issue the appointment orders for internal and external examiners for the internal examinations, from the panel approved by the Board of Examinations on the recommendation of the Board of Studies.
- (5) Original mark sheets of internal examinations with the signatures of the External Examiner, Internal Examiner, HOD and Director and relevant documents, as prescribed by the Controller of Examinations from time to time, will be submitted to the Examination Department, which will be preserved by the Examination Department as a permanent record.
- (6) Records, Models, and such other objects and submissions of internal examinations shall be preserved in the School/Department concerned, in physical/digital form.
- (7) All the schools will submit the original mark sheets and other relevant documents of internal assessment, as communicated by the Controller of Examinations from time to time, at least one week before the date of semester-end examinations.

O.316 Supplementary Examinations

- (1) Students, who fail in the Mid Term Examination will have a chance to appear for one more examination called supplementary examinations.
- (2) Supplementary examinations are not conducted of those courses which are 100% internally assessed and students are evaluated continuously throughout the semester
- (3) Such supplementary Examinations will be conducted by the concerned school with prior intimation to the Controller of Examinations, immediately after the declaration of results of the mid-term examination.
- (4) Results of such supplementary examinations will be declared before starting the end semester examinations, so that student can appear for the semester end examinations.

O.317 Annual Examinations

- (1) As per the norms of the Regulating Bodies, if examinations of such programs are to be taken annually, then external and internal examinations of such programs will be conducted annually.
- (2) All annual external examinations will be scheduled and conducted by

the University and internal examinations by the concerned school, at the end of each academic year, as specified in the Academic Calendar.

O.318 Makeup Examinations

Provision of make-up examinations shall be available to such students only, who fall under the following categories. In no other circumstances make-up examination shall be available to students.

- (1) A student who fails to appear in one or all courses of the Semester at the Semester End Examination due to medical contingency requiring hospitalization (admitted in the hospital).
 - (a) The student has to communicate about his/her hospitalization to the HOD before the last date of the said Semester End Examination. The concerned HOD will communicate about the same to Examination Department on the same day.
 - (b) The student has to apply for make-up examinations, along with the relevant medical documents and certificates in proof of the medical contingency and hospitalization (hospital admit card, discharge card, proof of treatment/ medicine taken etc.) to the concerned HOD/Director.
 - (c) The concerned HOD/Director will forward the student's application with his/her remark whether student should be permitted to appear for Makeup Examination or not to the Controller of Examinations.
 - (d) Examination Department will verify the documents submitted by the student and after considering the remarks of HOD/Director, may permit to appear for Makeup Examinations and assign the placeholder grade 'T' for the course(s) until the declaration of the final grades the student is able to obtain after the make-up examination.
- (2) When any student has been nominated by the University for any sports, competition, hackathon etc. and/or such student is representing the University for any such activities and due to which a student could not appear in some or all courses of the Semester at the Semester End Examination
 - (a) The concerned student should apply to the HOD/Director, before starting the examinations, giving the details of the sports he has been nominated for or will be playing for the university. The HOD/Director, being satisfied that student may be permitted to refrain from appearing in the Semester End Examination, recommend the case. At the same time Director of Sports of the University will also support the recommendation

of the Director of the School.

- (b) Examination Department will verify the documents submitted by the student and after considering the remarks of HOD/Director and Director of Sports of the University will permit the student to appear for Makeup Examinations and assign the placeholder grade 'I' for the course(s) until the declaration of the final grades the student is able to obtain after the make-up examination.

O.319 Conducting the Makeup Examinations

- (1) Make up Examinations shall be conducted at the earliest opportunity after the declaration of odd semester examination results.
- (2) The students intending to appear for Makeup examination will apply through the HOD/Director to the examination department.
- (3) After the last date of submission of applications for makeup examinations, the schedule of the makeup examinations shall be published/announced by the Controller of Examinations in consultation with the Director/HODs concerned.
- (4) The Makeup Examination/s shall be conducted by the Examination Department of the University as per the schedule declared.
- (5) The center/s of the makeup examinations shall be declared by the Controller of Examinations.
- (6) The Examination Department will strive to declare the results of makeup examinations at the earliest but not later than 10 days after completion of examinations.
- (7) There will be no makeup examinations for courses those are 100% internally assessed and students are evaluated continuously throughout the semester e.g. courses like term projects, field work, studio work and other practical based courses. That is to say makeup examinations will be held only of those courses, examinations of which can be conducted in the examination hall/laboratory in the given time span of two or three hours, as the case may be. If a student could not pass the makeup examinations, then placeholdering of I Grade of such student will be removed by the examination department and the concerned student has to appear for regular backlog examinations to clear the failed courses.

O.320 A) Summer Term

The Summer Term is a special provision to enable students who have failed in courses or have secured low grades, in the previous semesters to repeat the course(s), on offer, at an accelerated pace, but with same rigor and

completeness of the Course Plan and Evaluation Scheme for the Course as prescribed in the concerned Program Curriculum.

B) Summer Term Examination

- (1) Summer Term Examinations will be available to the students who have failed in courses, or have secured low grades –
 - i. to improve by repeating the course/s at Summer Term on offer
 - ii. to improve by directly appearing for summer term examinations (students who obtain I grade, fail or obtain lower grades in an even semester, will appear directly for summer term examinations instead of makeup examinations, as there would be no makeup examination after even semester).
- (2) Those students who are appearing for Summer Term Examination after repeating the course in Summer Term and the students with I Grade appearing for Summer Term Examination will get the actual Grade, calculated as per the norms and students who are appearing for Summer Term Examination for improvement without repeating the course/s at Summer Term will get the Grade maximum up to B.
- (3) The detailed schedule of the Summer Term Examinations shall be published/announced by the Controller of Examinations at least one week before the scheduled date of the Summer Term Examinations.
- (4) The Summer Term Examinations, where applicable, shall be conducted by the Controller of Examinations on the dates specified in the Academic Calendar.
- (5) The Summer Term Examinations shall be held at the examination centers declared by the Controller of Examinations of the University.

O.321 Backlog Examinations

- (1) Those students who obtained “F” Grade in one or all the courses in Makeup Examinations, Semester End Examinations and/or Summer Term Examinations, such students may appear for the examinations of such courses during the backlog examinations.
- (2) Backlog examinations will be held along with the odd and even semester-end examinations.

O.322 Improvement Examination

- (1) The student who has **passed UG/PG degree examinations** of this university and who desires to improve the class will be permitted to appear for the same examination without being required to keep any terms.

Provided that in the case of jury examinations, where improvement examination after passing the degree examination is not possible, such students will have the option to appeal to the Appeal Board as provided in the Academic Ordinance. However, such an appeal should be made immediately after the results of any of such semester-wise jury are declared and not after passing the degree examinations, as in the case of theory examinations. Appeal against the result of last semester/year jury may be filed after declaration of result of that program.

- (2) For improvement of a class, the student will be required to apply with prescribed fees and will be allowed to appear for Theory examinations only.
- (3) A student who has re-appeared for the above examination/s but fails to improve his/her class/grade/CGPA, the performance of such re-appearance shall be ignored.
- (4) A student who has re-appeared for the above examination/s but gets lower CGPA/class/grade, performance of such re-appearance shall be ignored and original performance before the re-appearance will be considered, and the same will be communicated to the student concerned.
- (5) A student will be allowed to re-appear for examination for improvement of a class/grade/CGPA within the period of three years from the date of his/her passing the UG/PG examination.
- (6) A student will be allowed to reappear for one or more than one theory courses of the program he has studied.
- (7) A student will be allowed a maximum of three attempts for improvement of his/her class/grade/CGPA.
- (8) Grace marks will not be allowed for improvement of class.
- (9) Improved result will not be entitled for Gold Medal/Merit Certificate or any other award.
- (10) A student appearing for a class improvement exam will have to appear for the exam based on the current syllabus and courses running for the academic year. If the course/s is/are not on offer, then no improvement exams will be conducted for such course(s). If, however, the courses are on offer with different name, course code then Dean of the concerned faculty will give the equivalence.
- (11) A student who reappears for the examination for improvement of class/grade/CGPA and improves class/grade/CGPA, will have to surrender his/her original degree, grade cards of final year and provisional certificate, if any to the University.

- (12) In the revised grade card and provisional certificate, a mention of improvement will be made. However, the degree certificate will bear only a revised Class. Such degree certificate will be issued in the ensuing Convocation.

CHAPTER VI

Pre, Conduct and Post Examinations

O.323 Question Papers and Examination stationery

- (1) The Examination Department will ensure that minimum required answer books, drawing sheets, wherever applicable and all other material required for the smooth conduct of examinations are provided to all the Examination Centers of the University, at least one day before the date of examinations.
- (2) The Examination Department shall supply the sealed packets, containing a sufficient number of question papers having regard to the number of students in the examination centre, at least half an hour before the scheduled time of examination.
- (3) In case of emergency, when the question papers fall short and no question papers are supplied by the Examination Department in time due to any technical reason, then the Director of the Examination Center will arrange the required photocopies of the question paper, under his strict control and supervision.

O.324 Vigilance and Surveillance at the Examinations

- (1) The Examination Department shall appoint the required flying squads for vigilance during the conduct of examinations.
- (2) The flying squads will be entitled to visit any Examination Centre, enter the hall where the examinations are going on, frisk the students when they have doubts. However, in the case of female students there will not be frisking unless there is a lady squad member.
- (3) The flying squad will be entitled to forfeit the answer book being written by the examinee when there is proof that the student has been involved in unfair means.

When any such answer book is forfeited, the squad or its member/s will hand over the same to the Director, Examination Center with his remarks on the answer book or the document provided by the examination department, for further process.

When there is a doubtful situation as to whether the student is guilty of unfair means the Center Director in consultation with the Controller of Examinations may issue a fresh answer book. However, such answer book with remark of invigilator and Center Director along with forfeited material will be sealed separately and sent to Controller of Examinations on the day of incidence, positively.

- (4) The Chairman, Vigilance squad shall submit a report on a surprise

visit to the Examination center to the Controller of Examinations on the day of visit itself.

- (5) The Director, Examination Center will forward such unfair means cases to the Examination Department as early as possible. However, he shall send daily reports of unfair means cases to the examination department on email.
- (6) The Controller of Examinations may request the members of the Board of Examinations and Board of Management to visit the Examination Centers.

O.325 Use of Writer at Examinations

If the examinee is handicapped by birth or otherwise or met with an accident resulting in incapacity to write the answer book, the Director of Examination Center may allow him to use the writer as detailed below:

- (1) The examinee should have a medical certificate certifying that he is unable to write the paper due to an accident or disability by birth or otherwise.
- (2) The writer should be a student of a lower class than the examinee. e.g. if the examinee is studying in the first year, the writer should be a maximum of 12th pass.
- (3) The writer should be of a different branch of study or faculty.
- (4) The writer should have proof of identity, indicating in which class he is studying or has passed.

O.326 Central On-Screen Evaluation Center (COSAC)

Assessment of answer books for all examinations shall be done centrally or the assessment of the answer books shall be done using on-screen technology.

- (1) There will be one or more Central On-Screen Evaluation Center/s in the University for a school or group of schools, as notified by the Controller of Examinations with the approval of the Vice-Chancellor.
- (2) The director for every "Central On-Screen Evaluation Center" (Director, COSEC) shall be appointed from among the Directors of the schools, Professors or Associate Professors.

The Examination Department may appoint Chief Superintendent and Superintendent for COSEC depending upon the number of answer books being evaluated on the COSEC to assist the Director of COSEC.

Director, COSEC shall obtain the schedule of examinations and panel of evaluators of the concerned schools of the University from the

examination department well in advance i.e. before the date of starting the examinations and accordingly plan issuing letters of assignment to the concerned teachers at least 4 days before the date of actual starting of evaluation, so that evaluation is started immediately. There should be a plan on papers with details such as dates of receiving the papers, cutting the edges, scanning the pages and uploading the papers in ERP, tentative number of days required for evaluation etc. Copy of the said plan be shared with the Controller of Examinations well in advance.

- (3) The director, COSEC will make necessary arrangements to receive the bundles of answer books from various Examination Centers with due acknowledgment, cutting the edges of the answer books so that loose pages are scanned and making the scanned copies available for evaluation to the nominated evaluators, as per the plan mentioned above
- (4) The Director, COSEC shall be responsible for getting the evaluation done from the respective evaluators within 5 days from the date of the assignment of answer books. As such the director, COSEC shall appoint the number of evaluators having regard to the number of answer books. Every evaluator should evaluate a minimum of 40 answer books and a maximum of 60 answer books per day.
- (5) It shall be the duty of all the Directors to relieve the faculty members for evaluation of answer books, when it is communicated by Director, COSEC.
- (6) The Director, COSEC shall ensure that no person other than the authorized person enters in the 'Central On-Screen Evaluation Center.
- (7) After completion of evaluation of answer books, the Director, COSEC, shall preserve the answer books in safe custody till the results of next semesters are declared.

O.327 Examination Results

The results of examinations will be prepared, declared, and published by the Controller of Examinations.

- (1) The results of all the examinations will be prepared and processed on the Examination Software available in the examination department or manually, if needed.
- (2) The marks uploaded by the evaluators on the examination portal in COSEC or the marks awarded for jury, practical, sessional, project/dissertation, viva etc. or the marks given by the evaluators on the answer books, in case of physical assessment of the answer books, will be taken as the marks given by the evaluator for result

preparation.

- (3) The marks of internal examinations uploaded by the respective teachers/schools on the examination portal or physical marksheets submitted by them to the examination department will be taken as the internal marks for preparation of results.
- (4) Results will accordingly be processed and results so prepared will be declared by the Controller of Examinations with the approval of Vice Chancellor, after 100% checking of results and results so declared will be uploaded in the examination portal, having access to the students.
- (5) The results so declared shall be placed before the Board of Examinations for information.
- (6) Results of the examinations will be declared within 20 days from the date of the last paper of the examination. In case of makeup examinations, results will be declared within 10 days.

O.328 Grade Cards and Transcripts

- (1) After the results are processed the examination department will arrange for printing the Grade Cards of the students. Such grade cards will be sent to concerned schools for distribution to the students.
- (2) If any student approach to the examination department for issuance of duplicate grade cards, then the examination department will take the undertaking from the student to the effect that the student has lost the grade card or has been destroyed/damaged etc. and will issue the duplicate grade card with seal as “DUPLICATE” after payment of prescribed fees.
- (3) The examination department will issue the transcript certificates under the signature of Controller of Examinations to the students who requests for the same on payment of prescribed fees.
- (4) Transcript Certificates may be issued in multiple copies as requested by the student on payment of fees.

O.329 Amendment in the Result

If there is an error in the examination result due to oversight or negligence, the same may be corrected by the *Controller of Examinations* with the approval of the Vice-Chancellor or an officer authorised in this behalf, before submission of examination forms of ensuing examination. Oversight or negligence will include clerical mistake, data entry mistake or any technical error involving computer programming etc., which is not intentional.

O.330 Re-evaluation

- (1) A student who is not satisfied with the marks awarded to him/her in Semester End Examinations and Semester End Backlog Examinations, may apply for softcopies of the answer books on payment of fees, as may be prescribed by the University from time to time and get himself/herself satisfied that all the questions answered by him/her have been evaluated and marks are given to them and totaling of the marks is correct. If any discrepancy is found in evaluation and giving marks to each question or totaling of marks, a student may approach the Controller of Examinations.

In case the student is not satisfied with the marks awarded or feels under evaluated, then approach the subject teacher with the printout of the softcopy and get satisfied with the evaluation and marks awarded to the respective questions.

Even then, if the student is not satisfied with the advice of subject teacher, then the student may apply for reevaluation of maximum two courses of a semester to the examination department on payment of fees, as may be prescribed the University from time to time. The fees of reevaluation would be in addition to the fees prescribed for softcopies of the answer books.

- (2) The examination department will arrange for masking of the marks given by the examiner, so that the evaluator in reevaluation is not able to see the marks given by the original examiner.
- (3) During re-evaluation, due to increase in marks, if the grade/s is/are changing it will be considered as change in marks and accordingly effect will be given by the examination department, otherwise student will be communicated as “No Change”
- (4) When the difference between the marks given by the examiner and re-evaluator is more than 15%, then the answer paper/s will be sent to the third examiner for reevaluation and result will be calculated with the average of nearest two maximum marks. While sending the answer book/s to the third examiner, the marks given by the evaluator and re-evaluator should be masked, so that third examiner will not be in a position to see those marks.
- (5) In case of the examination pattern having jury, sessional etc., reevaluation of which is not practicable, then such student may file an appeal to the Appeal Board.
- (6) There would be no reevaluation of Makeup Examinations and Summer Term Examinations and as such no photocopies/softcopies of answer

books of Makeup Examinations and Sumer Term Examinations will be provided to the students, as Makeup and Summer Term Examinations are the additional facilities.

O.331 Grace Marks

Grace marks of maximum of 1% of the aggregate of the examination, under consideration or six (6) marks whichever is less, distributed in any number of courses, will be given to the student who fails in any one or more courses in Semester End, Makeup or Summer Examinations.

O.332 Additional Marks

- (1) Additional marks for co-curricular and extracurricular activities will be given in addition to the above-said grace marks.
 - (a) An additional three marks will be given to the students for participating in co-curricular activities such as quiz tests, mental mathematics, spell bee, case competitions, study tour, projects in exhibitions, essay competitions, hackathon etc. and extra-curricular activities such as sports, NCC, NSS, swimming, athletics, debate competitions, cultural activities, community service, education clubs etc., in addition to the grace marks, mentioned above.
 - (b) Additional marks shall be granted to the candidates in even semester-end examinations of the year, in which he has participated in co-curricular or extracurricular activities.
 - (c) If the candidate has taken part in more than one co-curricular or extracurricular activity and/or won the award, then considering the level of activity, maximum of 25 marks for winning and 20 marks for participating will be allotted taken together for all the activities.
 - (d) Eligibility of students to get additional marks for co-curricular or extracurricular activities, the concerned director/head/person mentioned below will certify and send the lists of the eligible students to the Examination Department, before the examinations are completed.

Co-curricular activities		Concerned activity Organizer / Head, approved by the Director of the school to which the student belongs
Extra-curricular activities		
i	Sports	Sport Director of the University
ii	NCC	Director, NCC wing of the university
iii	NSS	NSS Coordinator of the University
iv	Debate	

	competitions, Cultural activities, Community service, Education clubs, etc.	Concerned activity Organizer/Head, approved by the Director of the school to which the student belongs
--	---	--

- (e) There will be a committee under the chairmanship of Pro-Vice Chancellor, heading the Examination Department, and concerned Dean of the Faculties to scrutiny and verification of the marks given by the Director/Head/Concerned person. The committee in particular will see that the level of the activities mentioned are correct.
- (2) Standard formats for certification and giving marks for the concerned co-curricular or extracurricular activities will be prepared by the examination departments and circulated to all.
- (3) Students participating and winning the award/medal in co-curricular and extra-curricular activities mentioned above shall be allotted the additional marks, in addition to the grace marks depending upon the level of activity as detailed below.

Sr.	Level of activity	Medal winner	Participation
1	International Championships	20 Marks	15 Marks
2	AIU Inter University / National Championships	10 Marks	5 Marks
3	Zonal Inter University Championships (at Center Level)	10 Marks	5 Marks
4	State Championships	(Gold/ Silver) 5 Marks	3 Marks
5	District Championships	(Gold/ Silver) 5 Marks	3 Marks
6	MIT ADTU Inter-Collegiate Championships (Minimum candidates/ teams necessary to participate, if any, will be as per the norms of concerned activity)	(Gold/ Silver) 5 Marks	3 Marks

- (4) Grace Marks and Additional Marks shall apply to students-
 - (a) who fail in any examination, or
 - (b) for promotion from even to odd semesters, or
 - (c) for getting the next higher grade in the final semester of the program.
- (5) A student who is failing in a course will be given a maximum of five (5) grace marks or additional marks.
- (6) If additional marks are not utilized for passing any course/courses/examination and/or there is/are balance marks after utilizing for passing the course/courses/examination, the same will be utilized to improve SGPA and CGPA / promotion or the next higher grade of such student, as the case may be.
- (7) Additional marks acquired by the student for co-curricular or extracurricular activities will first be allotted for passing the course/courses. If balance additional marks are remaining, then such marks will be added in the marks of the courses in which he is getting lower grades. If there are balance marks, even after the marks are allotted as above, then the balance marks will be lapsed.
- (8) In any year, even after utilizing the additional marks, if a student is not getting the benefit to pass the course or the examination, then such marks will be carried forward and will be utilized to pass the said examination or course/s in the next attempt when he improves the marks or passes in one or more courses.
- (9) If the student has participated/won the medal/award at various levels of the same activity or more than one activity, additional marks for the activity of the highest level only will be considered.
- (10) The students who have benefited with grace marks or additional marks will be indicated by (*), (#), (\$) etc. on the grade cards.
- (11) The students who have benefited with grace marks or additional marks will not be eligible to get the Gold Medal or Scholarships or even their name in the Merit Lists.

O.333 Preservation of Documents

- (1) Used answer books will be preserved by the examination department either in examination department or Central Onscreen Evaluation Centre till the result of subsequent semester is declared.
- (2) Used answer books and other material used for evaluation of the student by the school at continuous / internal / practical

examinations etc. will be preserved by the concerned school and will be made available to the examination department or the committee constituted by the University for the purpose till the result of subsequent semester is declared. The school may dispose of such answer books and material after results of the subsequent examinations are over.

- (3) Mark sheets of the internal examinations received from the concerned school with the signatures of the concerned teacher, external, Director will be the permanent document of the University and will be preserved forever.

O.334 Convocation

The convocation of the University shall be held once in a year as prescribed the in S.36 of the First Statutes of the University.

O.335 Remuneration/Honorarium for Examination Duties

Remuneration/Honorarium will be paid for the examination duties at the rates as approved by the University from time to time.

O.336 Malpractices/Unfair Means in Examinations / Negligence in Exam Duties

- (1) Malpractice/Unfair Means Committee: In order to investigate and take disciplinary action for malpractices/unfair means and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations including the pre-examination stage and the post-examination stage or at any stage whatsoever, Board of Examinations shall constitute a committee of not more than seven persons of whom one shall be a woman, as follows:

- | | | |
|------|--|------------------|
| i. | Pro-Vice-Chancellor, heading the Examination Department. | Chairman |
| ii. | Dean of respective faculty | Member |
| iii. | Director of respective Examination Centre | Member |
| iv. | Dean/Director, School of Law | Member |
| v. | Chief Superintendent of the concerned examination center | Member |
| vi. | Senior Supervisor of the concerned examination center | Member |
| vii. | Controller of Examination | Member Secretary |

Any other person who may have knowledge of the issue under consideration of the committee, may be called as an invitee by the Chairman.

- (2) Malpractice/Unfair Means Activities/Negligence: The activities resorted to as mentioned in the ‘schedule A & B’ would amount to the malpractices/unfair means/lapses/negligence, as the case may be.

- (3) Procedure: The Controller of Examination or the person authorised by him shall arrange to inform the student or paper-setters, examiners, moderators, referees, teachers or any other persons connected with the examinations in writing of the act of malpractice/unfair means/negligence alleged to have been committed by the student or the concerned person and shall ask to show cause as to why the charge/s leveled against him/her should not be held as proved and the punishment stipulated in the 'schedule A and B' be imposed, in writing.
- (4) The student or the concerned person may appear before the enquiry committee on the day, time and place fixed for the hearing, with a written reply/explanation to the show cause notice served. Student or person concerned shall remain present before the committee himself/herself only in person.
- (5) In spite of giving a chance of being heard, if the student or the concerned person does not appear before the committee or do not communicate his/her inability to remain present and request to give the chance to appear on subsequent date in writing, before the date of enquiry, the committee may proceed ex-parte and complete the hearing/proceeding.
- (6) The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against him/her should be shown to him/her by the enquiry committee. Evidence, if any, shall be recorded in the presence of the student or concerned staff.
- (7) A reasonable opportunity, including an oral hearing, shall be given to the student or the concerned person in his/her Defence before the committee. The reply/explanation given by the student or the concerned person to the show cause notice shall be considered by the enquiry committee before making recommendations in the matter.
- (8) The enquiry committee shall follow the above procedure in the spirit of the principle of natural justice.
- (9) The committee shall submit its report to the Vice Chancellor for consideration and decision. The Vice Chancellor shall take disciplinary action against the candidates or persons, directly or indirectly involved in the unfair means/malpractices/ negligence, as provided against the respective unfair means in the 'schedule A and B'. Decision taken by the Vice Chancellor shall be placed before the Board of Examinations for information.

Schedule A
Nature of malpractice/unfair means by the students
and quantum of punishment

Sr. No.	Nature of Malpractice	Quantum of Punishment
1	Examinee carrying with or in possession of the copying material in the form of written, printed, stored in electronic gadget like mobile phone, smart watch, i-pad etc., during the examination session.	Annulment of performance in the concerned course/subject, in theory as well as annual practical, if any, but does not include performance at internal examinations. (CPC).
2	Writing or scribing on the question paper, clothes, body part, articles – scale, compass, mobile, handkerchief etc.	Annulment of performance in the concerned course/subject, in theory as well as annual practical, if any, but does not include performance at internal examinations. (CPC).
3	Examinees making marks, signs, writing roll numbers, name, using any other means of disclosing identity/frequent changes in ink without supervisor's permission, with an intent of getting illegal/undue benefits.	Annulment of performance in the concerned course/subject, in theory as well as annual practical, if any, but does not include performance at internal examinations. (CPC).
4	The examinee makes an appeal to the examiner for an increase in marks or otherwise, revealing his identity or not.	Annulment of performance in the concerned course/subject, in theory as well as annual practical, if any, but does not include performance at internal examinations. (CPC).
5	Examinee (s) communicating or talking with another Examinee/s during the examination session.	Annulment of performance in the concerned course/subject, in theory as well as annual practical, if any, but does not include performance at internal examinations (CPC). Same punishment to both the students, if they are talking with each other.
6	Conduct of mischief or causing deliberate disturbance in the examination hall. (e.g. making noise, disturbing others, etc.)	Annulment of performance in the concerned course/subject, in theory as well as annual practical,

Sr. No.	Nature of Malpractice	Quantum of Punishment
		if any, but does not include performance at internal examinations. (CPC).
7	Examinees caught during the examination session while copying from the copying material in the form of written, printed, stored in electronic gadgets like mobile phone, smart watch, i-pad, written on body part, cloths, question paper, articles etc.	Annulment of performance of the whole examination, in theory as well as annual practical, if any, but does not include performance at internal examinations. (WPC).
8	Examinee found exchanging (giving or taking) answer books/supplements/copying material with other examinee(s).	Annulment of performance of the whole examination, in theory as well as annual practical, if any, but does not include performance at internal examinations. (WPC) of both the examinees.
9	Examinees writing in provocative or abusive language and threatening in the answer book.	Annulment of performance of the whole examination, in theory as well as annual practical, if any, but does not include performance at internal examinations plus same punishment of annulment of one more examinations (WPC+1)
10	Examinee tampering with answer book/ torn pages of own or another examinee inside or outside the examination hall.	Annulment of performance of the whole examination, in theory as well as annual practical, if any, but does not include performance at internal examinations plus same punishment of annulment of one more examinations (WPC+1)
11	Examinee found in possession of answer-book/ supplement of another examinee, forcibly or with or without his/her knowledge.	Annulment of performance of the whole examination, in theory as well as annual practical, if any, +1 but does not include performance at internal examinations (CPC). Same punishment to both the students, if they are talking with each other.
12	Examinee found inserting previously written pages smuggled in from outside, in the	Annulment of performance of the whole examination, in theory as

Sr. No.	Nature of Malpractice	Quantum of Punishment
	answer book	well as annual practical, if any, but does not include performance at internal examinations. (WPC) of both the examinees.
13	The examinee or his/her associate influencing the examiner/moderator/similar authority connected with the examination with a clear intent of getting illegal /undue benefits.	Annulment of performance of the whole examination, in theory as well as annual practical, if any, but does not include performance at internal examinations (WPC).
14	<p><u>Impersonation</u></p> <p>i. Examinee who impersonates.</p>	<p><u>Following actions shall be taken:</u></p> <p>a. Annulment of performance of the whole examination, in theory as well as annual practical, if any, + 2 examinations (WPC + 2) but does not include performance at internal examinations. Further, he/she should be handed over to the police and FIR be lodged against the examinee by the officer-in-charge of the Examination Center.</p> <p>b. Matter should be communicated to the employer of the impersonating examinee if he/ she is employed anywhere.</p> <p>c. In case the examinee is unemployed and is a student undergoing education with an examination authority other than the University, the information should be given in writing to the concerned examination authority.</p>
15	ii. Bonafide examinees who is Impersonated.	Annulment of performance of the whole examination, in theory as well as annual practical, if any, + 2

Sr. No.	Nature of Malpractice	Quantum of Punishment
		examinations (WPC + 2) but does not include performance at internal examinations. Further, he/she should be handed over to the police and FIR be lodged against the examinee by the officer-in-charge of the Examination Center.
16	Examinee found with answer-book/s having two different handwritings, one of the examinee's own and the other of a different person.	Annulment of performance of the whole examination, in theory as well as annual practical, if any, but does not include performance at internal examinations (WPC).
17	Cases of mass copying during the examination period were reported from the examination center.	Result of the examinee/s involved is to be withheld for conducting an Inquiry. Punishment shall be awarded as deemed fit on scrutiny of the Inquiry Report.
18	Cases of copying /mass copying reported by the examiners from R.A.C.	Result of the involved examinees to be withheld for conducting Inquiry, Punishment shall be awarded as deemed fit on scrutiny of the Inquiry Report.
19	Examinee attaching currency notes to his/her answer-book with without a request to the examiners to assess their answer-books favorably.	Annulment of performance of the whole examination, in theory as well as annual practical, if any, but does not include performance at internal examinations (WPC) and forfeiture of the entire amount and depositing the same in University examination bank account.
20	Examinee throwing the question paper/ any other copy material to the other examinee, after writing the answer/s on the paper.	Annulment of performance of the whole examination, in theory as well as annual practical, if any, but does not include performance at internal examinations plus same punishment of annulment of one more examination. (WPC+1)

Sr. No.	Nature of Malpractice	Quantum of Punishment
21	Examinee destroying his/her own answer book or supplement/s or any copy material in possession after being caught under malpractice.	Annulment of performance of the whole examination, in theory as well as annual practical, if any, but does not include performance at internal examinations plus same punishment of annulment of two more examinations. (WPC+2)
22	Examinee smuggling out his/her own answer book or supplement or blank answer book/s and/or supplement/s.	Annulment of performance of the whole examination, in theory as well as annual practical, if any, but does not include performance at internal examinations plus same punishment of annulment of two more examinations. (WPC+2)
23	Free copying or using unfair means, with or without the connivance of the Invigilator by a group of two or more examinees, during an examination session.	Annulment of performance of the whole examination, in theory as well as annual practical, if any, but does not include performance at internal examinations plus same punishment of annulment of two more examinations (WPC+2) of all the students involved. If the Invigilator is found to have been involved in unfair means he will be dealt with by the committee independently.
24	Examinee attempting to send Question Paper or its contents out of Examination Hall by any means.	Annulment of performance of the whole examination, in theory as well as annual practical, if any, but does not include performance at internal examinations plus same punishment of annulment of two more examinations. (WPC+2)
25	Examinee possessing any weapon, explosives, similar material and/or under the influence of any narcotic drugs/alcohol etc. in the examination hall or bringing any of them in the examination hall or causing any kind of violence in the examination hall	Annulment of performance of the whole examination, in theory as well as annual practical, if any, but does not include performance at internal examinations plus same punishment of annulment of three

Sr. No.	Nature of Malpractice	Quantum of Punishment
		more examinations. (WPC+3) A complaint should be lodged with the police by the Center Director.
26	Tampering with the Certificate / Grade Card or their copies and any other documents Issued by the University.	Annulment of performance of the whole examination, in theory as well as annual practical, if any, but does not include performance at internal examinations plus same punishment of annulment of three more examinations. (WPC+3) and filing a Police complaint by the concerned School against the student involved in such activities.
27	The examinees threatening or intimidating the staff associated with examination.	Annulment of performance of the whole examination, in theory as well as annual practical, if any, but does not include performance at internal examinations plus same punishment of annulment of two more examinations. (WPC+2)
28	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);	Annulment of performance of the whole examination, in theory as well as annual practical, if any, but does not include performance at internal examinations (WPC).
29	All other cases not covered above shall be dealt with independently on the basis of unfair means resorted to and reported to university, and all such cases to be placed before Unfair means Committee and punishment be awarded as deemed fit by the committee.	

NOTE

- a. Annulment of the performance means cancellation of the entire performance of that examination. If the examinee has appeared in more than one examination simultaneously, as regular/ex-student and has been found guilty in one of the examinations, his/her performance in the concerned examinations simultaneously attempted shall stand cancelled. The term granted to the alleged examinee and the internal marks allotted to

him/her shall remain unaffected, unless specifically cancelled by the penalty awarded.

- b. Further, the candidate shall not be allowed to join any course/programme of this University during the period of punishment imposed on him/her.
- c. A Police Complaint may be lodged against the examinee or a person who is found involved in destroying or attempting/ facilitating to destroy the evidence of the unfair means or answer book and/or supplements of any relevant documents.
- d. If, on previous occasion, a disciplinary action was taken against a student for unfair means used at examination, and he/she is caught again for unfair means resorted to at the examinations in this event he/she shall be dealt with severely and enhanced punishment can be imposed on such student. This enhanced punishment may extend to double the punishment provided for the unfair means when committed in the second or subsequent examinations.
- e. Students involved in unfair means at practical/dissertation/project report/ Viva examination shall be dealt with as per the punishment provided for the theory examinations.
- f. Electronic gadgets like mobile phone, smart watch, i-pad etc. is caught in the examination hall will be confiscated and will not be returned to the student involved in unfair means.
- g. The competent authority, in addition to the above-mentioned punishments, may impose a fine on the students who have declared guilty of unfair means.

Schedule B

Nature of malpractices / lapses / negligence on the part of the Paper setter, Examiner, Moderator, Referee, Teacher or any other person including Officers connected with the conduct of Examinations

Sr. No.	Nature of Malpractices/Lapses	Punishment
1	Paper setter found responsible for leakage of the question set or questions in the question bank, whether intentionally or due to the negligence before the time of examination.	Disqualification from any examination work for a period of one year and disciplinary action by the Vice Chancellor and a fine in the range of Rs. 5,000/- to Rs. 10,000/- to be decided by the Vice Chancellor.
2	Leakage of question/question paper/question in the question bank by any person/s connected with the conduct of the examinations.	Disciplinary action as per the rules applicable to the concerned person by the Vice Chancellor and a fine in the range of Rs. 5,000/- to Rs. 10,000/-.
3	Favoring a student (examinee) by examiner, moderator, referee in assessment of answer books/ dissertation/Project report/ Thesis by assigning the student marks to which the student is not entitled to at the examination.	Disqualification from any examination work for a period of one year + disciplinary action by the Vice Chancellor and + a fine in the range of Rs. 5,000/- to Rs. 10,000/-
4	Examiner/Moderator intentionally/negligently not assigning the student in assessment of his/her answer books/dissertation/project work, the marks to which the student is entitled to.	Disqualification from any examination work for a period of one year and disciplinary action by the Vice Chancellor and a fine in the range of Rs. 5,000/- to Rs. 10,000/- to be decided by the Vice Chancellor.
5	Paper setter omitting question/s or repeating the question/s while preparing the paper set.	Disqualification from any examination work for a period of one year and disciplinary action by the Vice Chancellor and a fine in the range of Rs. 5,000/- to Rs.10,000/- to be decided by the Vice Chancellor.
6	Papersetter setting question or giving questions in the question bank outside the scope of the syllabus/curriculum.	Disqualification from any examination work for a period of one year and disciplinary action by the Vice Chancellor and a fine in the range of Rs. 5,000/- to Rs.10,000/- to be decided by the Vice Chancellor.

Sr. No.	Nature of Malpractices/Lapses	Punishment
7	While assessing answer book examiner showing negligence in detecting malpractices used by the student/s.	Disqualification from any examination work for a period of one year and disciplinary action by the Vice Chancellor and a fine in the range of Rs. 5,000/- to Rs.10,000/- to be decided by the Vice Chancellor.
8	Guiding Teacher showing negligence in supervision of dissertation/project work (e.g. use of manipulated data by a student)	Disqualification from any examination work for a period of one year and disciplinary action by the Vice Chancellor and a fine in the range of Rs. 5,000/- to Rs.10,000/- to be decided by the Vice Chancellor.
9	Center Director / Deputy Director/ Assistant Director / member of the squad showing apathy in carrying out their duties (e.g. not taking round of the examination hall at Examination Center during examination period.)	Disqualification from any examination work for a period of one year and disciplinary action by the Vice Chancellor and a fine in the range of Rs. 5,000/- to Rs.10,000/- to be decided by the Vice Chancellor.
10	Center Director / Deputy Director/ Assistant Director / member of the squad / any other person related to conduct of examination helping, student in copying answers during the examination or showing negligence in reporting case of copying answers by students when on supervision duty.	Disqualification from any examination work for a period of one year and disciplinary action by the Vice Chancellor and a fine in the range of Rs. 5,000/- to Rs.10,000/- to be decided by the Vice Chancellor.
11	Invigilator helping student in mass copying while on examination duty.	Permanent disqualification from any examination work and disciplinary action by the Vice Chancellor and a fine in the range of Rs. 10,000/- to Rs. 25,000/- to be decided by the Vice Chancellor.
12	Any other person concerned with the conduct of university examination is found guilty of any type of malpractice / negligence.	Disciplinary action as per the rules applicable to the concerned person and a fine in the range of Rs. 5,000/- to Rs.25,000/-, as decided by the Vice Chancellor
