



MIT-ADT
UNIVERSITY
PUNE, INDIA
A leap towards World Class Education

MIT Art, Design & Technology University, Pune



EXAMINATION ORDINANCES - 2021



**MIT ART, DESIGN AND TECHNOLOGY
UNIVERSITY, PUNE**

Rajbaug, Loni Kalbhor, Pune 412201, India

Examination Ordinances - 2021

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Examination Ordinances, 2021

In exercise of the powers conferred by and in the discharge of duties assigned under the relevant provision(s) of the MIT Art, Design and Technology Act, 2015, Statutes and Ordinances, made thereunder, the *Academic Council* hereby makes the following Ordinances, namely:

CHAPTER I

PRELIMINARY

O.301 Short Title and Commencement

- (1) These Ordinances shall be called the **Examination Ordinances, 2021.****
- (2) They shall come into force from the Academic Session 2021-22.**

O.302 Definitions

In these Ordinances, unless the context otherwise requires:

- (1) “Academic Calendar” means the schedule of academic and other related activities as approved by the Academic Council;**
- (2) “Academic Council” means the Academic Council of the University;**
- (3) “Academic Office” means the Academic Office of the University;**

(4) “*Backlog*” means the course(s) that a student has not passed or cleared in the Semester-End Examination. It includes theory and performance-based courses. Backlog examinations will be held regularly along with semester-end examinations.

(5) “*BOE*” means the Board of Examinations of the University;

(6) “*BOS*” means the Board of Studies of a particular Department/Programme of the University;

(7) “*CA*” means Continuous Assessment

(8) “*CoE*” means the Controller of Examinations and Evaluation of the University;

(9) “*Clause*” means duly numbered Clauses of these Ordinances;

(10) “*Centre Director*” means a person appointed by the University to conduct examinations at the examination centre;

(11) “*Course*” means a specific subject usually identified by its course-number and course-title, with specified credits and syllabus/course-description, a set of references, taught by some teacher(s)/course-instructor(s) to a specific class (a group of students) during a specific academic session/semester;

(12) “*Course Instructor*” means the teacher/faculty member or the course instructor of a particular course;

(13) “*Director, Central on-Screen Assessment Centre (COSAC)*” means the Director nominated by the Vice-Chancellor for arranging evaluation of answer books and having a control over COSAC activities

(14) “*Degree Programme*” includes all *Degree and Diploma Programme*;

(15) “*Department*” means a unit of the School offering a particular programme leading to the *Degree/Diploma/PG Diploma/Certificate* ;

(16) “*DGPA*” means *Development Grade Point Average*

(17) “*DPGC*” means the *Departmental Post Graduate Committee*;

(18) “*DUGC*” means the *Departmental Undergraduate Committee*;

(19) “*Examination Department*” means the department constituted by the University to deal with all issues related to University examinations;

(20) “*Examination Centre*” means the department where University examinations are conducted;

(21) “*Expulsion*” means permanent removal of the student from the University rolls with a prohibition on future enrolment;

(22) “*HoI*” means *Head of the School*

(23) “*HOD*” means the *Head of the Department/School concerned*.

(24) “Internal Assessment” means assessment that is carried out by the respective School based on their continuous assessment, mid-term, mid-practical examinations, course work, mid- course, end-course evaluation, etc. Assessment will be conducted by the school, paper- setting and assessment by the teacher who teaches that course under teacher autonomy.

(25) *Proctored Examination* means where an invigilator monitors students during an offline or online examination.

(26) “Programme Curriculum” includes a set of Programme Structures and Programme-Specific Ordinances, if any, Course-Structure & Course-Contents/Syllabi;

(27) “Performance-based Examinations” (PBE) means all those examinations that measure student’s ability to apply skills and knowledge learned from a course or courses of study. It shall include but not be limited to projects, portfolios, sectional work, semester-end jury, orals, lab work, practical, etc.

(28) “Rustication” from the University means a withdrawal of the right of the student of access to entire premises and facilities of the University for a specified period and/ or till the fulfilment of specified conditions by the University authority;

(29) “School” means any Academy, College, Institute, School of studies run by the university for offering various programmes and monitoring, supervising, mentoring, teaching, training and research activities in broadly related fields of studies;

(30) “University” means MIT Art, Design and Technology University, Pune.

O.303 INTRODUCTION

(1) The Examination Ordinances, 2021 are applicable to the Under-Graduate and Post-Graduate Degree, Diploma and PG Diploma Programme of the University.

CHAPTER II

EXAMINATIONS

O.304

- (1) These Ordinances shall be called the Ordinances governing the conduct of examinations and procedures of evaluations.**
- (2) The provisions of these Ordinances shall be applicable to all Semester Examinations and Evaluation processes and procedures of all the programmes conducted by the University.**
- (3) Examinations of the University, other than the Doctorate examinations, shall be open to regular and eligible students, i.e., such students who undergo a regular course of study at the University for a period specified for that course of study after fulfilling the minimum attendance and credit requirements as laid down in the respective ordinance of that course.**

(4) Every teacher and non-teaching employee of the *university* shall mandatorily render necessary assistance and services towards examinations and an evaluation process. Examination duties are mandatory, and no one can get exemption from the same on any account. Refusal for examination duties shall evoke disciplinary action(s).

(5) Semester-End Examination is the final examination conducted by the *University* at the end of each Semester, as applicable, as specified in the *Academic Calendar*.

(6) A detailed schedule of the Semester-End Examinations conducted by the *University* shall be published/announced by the Controller of Examinations at least 15 days before the scheduled date of examinations.

(7) Duly filled in ‘Online Examination Forms’ by students and forwarded by the HoI shall reach the Examination Department one month before the actual commencement of the examination.

(8) The Eligibility Section, under the Registrar’s Office, shall submit ‘Enrolment Numbers’ of newly admitted students to the Examination Department at least two months before the commencement of examinations. The Examination Department shall not conduct examinations of students whose enrolment numbers are not submitted to the Examination

Department.

- (9) The Semester-End Examination shall be held at designated *examination centres* of the *University*.
- (10) Mid-Term/*Internal Assessments* of the *University* shall be conducted by the HoIs/HODs of the *Schools* concerned on the dates specified in the *Academic Calendar* of the respective *schools*. Detailed guidelines or manual of the internal assessments shall be maintained at the level of the respective school.
- (11) A detailed schedule of Mid-Semester/*Internal Assessments* will be published/announced by the HoIs/HODs concerned, at least 01 (one) week before the scheduled date of Mid Semester */Internal Assessments*.
- (12) The respective *schools* shall take the responsibility of automating the complete *internal assessment* system, like maintaining an e-portfolio of the student as mentioned in Clause 306 of *internal assessment*.
- (13) A student who fails in any course(s) shall appear for *backlog* examination(s) when the said courses become available for examination. The number of attempts of *backlogs* will be reflected on the Grade Card that students receive.
- (14) Final Examinations of a Summer Term, wherever

applicable, shall be conducted by the Controller of Examinations on the dates specified in the ‘Examination Schedule’ prepared in tune with the *Academic Calendar*. The Summer Term Final Examination shall be held at the designated *examination centres* of the *University*.

- (15) A detailed schedule of Final Examinations of the Summer Term shall be published/announced by the Controller of Examinations at least 01 (one) week before the scheduled dates of the Final Examinations of the Summer Term.
- (16) Mid-Summer Term/*Internal Assessments* of students registered for the Summer Term, where applicable, shall be conducted by the HoIs/HODs concerned in their respective *Schools*.
- (17) Make-Up Examinations, if any, are the special examinations, conducted after Semester-End Examinations (Even Semester) (as per the provisions of the Academic Ordinances), i.e. the second chance available to students for improvement and promotion purposes, shall be conducted by the *University* at designated centres of the *University*, on the request of the *School(s)*.
- (18) A schedule of Make-Up Examinations shall be published/announced by the Controller of Examinations in consultation with HOIs/HODs

concerned, within one week from the date of the scheduled examination(s).

- (19) Semester-End Examinations for Practical, Jury, Viva Voce, Project Evaluation, etc., as applicable shall be conducted by the HoIs/HODs concerned in their respective *Schools*, on behalf of the Examination Department, and the requisite documents like mark sheets, marking scheme shall be maintained.
- (20) A detailed schedule of Semester-End Examinations referred to in the above *clause* (1), shall be published by the Controller of Examinations in consultation with HoIs/HODs concerned at least fifteen days before the commencement of the Semester End Examinations concerned.
- (21) The *Examination Department* shall prepare an Examination Calendar based on the *Academic Calendar* of the *University*. The same shall be displayed on the *university* website well in advance of the commencement of examinations. An academic year shall consist of two types of semesters:
 - (a) Odd Semester (I, III, V, VII, IX etc.): Generally, July to December in each academic session.
 - (b) Even Semester (II, IV, VI, VIII, X etc.): Generally, January to June in each academic

session.

O.305 Separate Passing

- (1) Every course of UG/PG programme under the *university* will have separate passing for *university* semester-end examinations and combined aggregate passing of internal and semester-end examinations, to declare the student ‘pass’ in that course.
- (2) Separate passing criteria shall be set by the respective *Schools* with an approval of the *Academic Council* on the recommendations of the *BoS*. It must be mentioned in the respective *School* syllabus.
- (3) It will be mandatory for every student to complete the academic requirement pertaining to internal assessment as specified by the respective schools. In case of incompletion or non- compliance of internal assessment by the student, s/he will not be eligible for Term Grant.
- (4) For MIT Institute of Design/ SoFA/ SoER/ SFT/ SoD/ MANET/ SBSR, separate passing in internal assessment for each course shall be mandatory to make the student eligible to appear for a semester-end examination.
- (5) A student who fails in the semester-end examinations will have to reappear for *backlog*

examinations as and when held by the *university*.

- (6) A student who fails in *internal assessments* will mandatorily have to appear again for *internal assessments* of the course in which s/he has failed. If the student has failed in the *internal assessments*, such student can only complete the course requirement by repeating the course(s) in the following semester(s) when they become available for registration (applicable to Clause ‘O.305. (4) Above).
- (7) A student must fill in an online application form for the said course(s) that she has failed to appear for semester-end examination and pay requisite fees and appear for the said assessment(s) / examination.

O.306 Continuous Assessment (CA) as part of Internal Assessments:

- (1) CA in a theory course may comprise formative assessments like Written Tests, Assignments, Presentations, Quizzes, Viva-Voces, Case-Studies, Group Discussions, Seminars, etc. as prescribed by the concerned Board of Studies (*BoS*) from time to time.
- (2) In a course consisting of laboratory components, each practical performed by a student will be subjected to evaluation by the concerned faculty member(s). The

evaluation will involve documentation of the Practical Exercise/Experiment, Precision in the performance of the experiment, Viva-Voce Examination, etc.

- (3) In the case of Industrial Training/Project/Dissertation, CA will include a periodical Progress Report(s) and the end presentation with a written report.
- (4) In the case of fieldwork, the CAs will include Professional Development, Record Keeping, Use of Supervision, Regularity in Field Work, Participation in Individual & Group Seminars, Laboratory Work, etc. or/and as approved by the Board of Studies of the concerned course or programme of study.
- (5) CA in a particular course shall be based on two assessments i.e. CA1 & CA2; the first one is conducted before the Mid-Semester per course but before the last teaching day of the semester so that students can be evaluated continuously as well as comprehensively. The schools following block teaching methodology for one or more courses will have mid-course and end- course evaluations in place of CA1 & CA2.
- (6) The *Academic Calendar* of the *School* may provide a place for conducting CAs, then CAs shall be conducted as per the designated schedule mentioned in the *Academic Calendar*.

- (7) There will be review of *internal assessments* which will be done by the ‘DUGC’ and ‘DPGC’ constituted at the *School* level.

- (8) The documents for reviewing for the ‘DUGC’ and ‘DPGC’ shall include *internal assessment* documents submitted by students (assignments, answer papers, reports, models, posters, etc.), mark sheets, marking criteria, planning, notices, circulars issued, etc. which are included in the Course File.

- (9) The *School / Department* concerned shall maintain a complete record in respect of the CAs of each student and display it on the notice board of the respective *department(s)/School(s)*.

- (10) Each *School / Department* shall submit the record of CAs at least one week before the commencement of Semester End Examinations to the office of the Controller of Examinations (*CoE*).

O.307 Performance-Based Examinations (PBE)

- (1) Performance-based examinations include all those examinations that measure students ability to apply skills and knowledge learned from a course or courses of study. It shall include but not limited to projects, sessional work, semester-end jury, orals, lab

work, practical etc.

- (2) Performance-based examinations shall be conducted by a committee/ faculty member (s) nominated by the HoI/HOD of the *Department/School/Institute/College* concerned.
- (3) The compilation and uploading of marks of all students for performance-based examinations for specific programmes shall be done by an individual examiner (internal). The Examination Committee/HoI of the *School* concerned shall coordinate performance-based examinations.
- (4) Records, Models and such other student submissions pertaining to performance-based examinations shall be preserved in the *School/Departments* concerned, in physical / digital form, till the completion of the review process of the Academic Appeals Board.
- (5) The Conduction of Semester-End Evaluation of Dissertations / Projects through a Viva Voce / Lab Practical / Practical Examination / Jury /Any other under this category of examination shall be done following the guidelines which are separately available.

CHAPTER III

APPOINTMENT OF PAPER SETTERS AND EXAMINERS, AND GUIDELINES TO PAPER SETTERS / EXAMINERS

O.308

- (1) Paper-Setters/ Examiners shall be appointed by the Chairman, Board of Examinations upon the recommendations of the Chairman, *BoS* and HoI of

School concerned.

- (2) Duly approved copies of the syllabus with course structure shall be submitted by the Registrar's Office to the Examination Department on or before the commencement of the academic year, based on which paper sets shall be prepared by paper-setters.
- (3) Question paper sets shall be prepared by the panel of minimum three paper-setters out of which at least one shall be an external paper-setter and two shall be internal paper-setters. There shall be a Chairperson for every course. The Chairperson shall be an internal paper setter. The Chairperson will receive paper sets by other paper setters (along with model answers and a marking scheme) and approve the same after scrutiny.
- (4) The Paper-Setter shall be guided by the scope of the Course as per the syllabus prescribed and the Course/Teaching Plan. The paper set should be such that a student, well prepared on the course can reasonably be expected to answer it within the time allotted. The questions in each course shall be uniformly distributed over the syllabus and as specified in the Course/Teaching Plan.
- (5) The Question paper should be based on the Bloom's Revised Taxonomy and mapped with the COs of the respective course. A detailed document of guidelines is separately available.
- (6) Paper-Setters, who do not set and falter to submit

question paper(s) to the Examination Department within the prescribed time limit, shall give in writing the reason(s) for defaulting to the respective Chairperson/HoI.

- (7) Copyright of any question paper set by the examiner shall vest with the *University* only.
- (8) Paper setters/ examiners shall be required to maintain confidentiality regarding their appointment as paper setters/examiners and shall also maintain confidentiality regarding marks awarded by them and any other work related to the conduct of *University* examinations.
- (9) Answer books shall normally be assessed by Internal Faculty / External member(s) appointed by the Chairman, Board of Examinations on the recommendation of HoI of the *School* concerned unless decided otherwise, by the Chairman, Board of Examinations.
- (10) Where applicable, specific conditions/requirements regarding paper-setters and/or evaluators prescribed by the Regulatory Bodies shall be complied with.
- (11) No person should accept the appointment as a Paper Setter / an Examiner, if his/her near relations are pursuing study in the *University* in the concerned semester of the programme. Each paper setter / examiner will have to sign a declaration to this effect in the prescribed format.

O.309. Semester-End Project Evaluation / Lab Practical / Jury / Any other relevant points under this Category of examination:

Notification of the Conduction of Semester-End Evaluation of Dissertation / Project through Viva Voce / Lab Practical / Practical Examination / Jury /Any other under this category of examination:

- (1) The respective Schools shall notify the Examination Centre / CoE for the conduct of Semester- End Evaluation of a Dissertation / a Project through a Viva-Voce / Lab Practical / Practical Examination / Jury /any other under this category of examination well before the actual commencement of the said examination.
- (2) Appointment of the Centre Director: The HoI of the respective School shall be appointed as the Centre Director for the conduct of Semester-End Evaluation of a Dissertation / a Project through a Viva-Voce / Lab Practical / Practical Examination / Jury /any other under this category of examination.
- (3) Appointment of Examiners: The HoI of the respective School shall appoint Internal and External examiners for Semester-End Evaluation of a Dissertation / a Project through a Viva- Voce / Lab Practical / Practical Examination / Jury /any other under this category of examination from the panel of examiners submitted by the respective Boards of studies. The authority to change the examiners for any reason whatsoever shall rest solely with the HoI

of the respective School. The HOD of the department / School concerned or the senior-most of the internal examiners shall be appointed as the Coordinator for the Semester-End Evaluation of a dissertation / a project through a Viva-Voce / Lab Practical / Practical Examination / Jury /any other under this category of examination of UG/PG programmes.

(4) In case of Jury Panel / Dissertation / Project Viva Voce: The panel typically shall consist of:

- (a) Chairperson – S/he should be from the same Faculty for a specific group of disciplines/programmes. S/he should have teaching experience of at least five years, who will be able to oversee proper adherence to such examination procedure and will chair all juries/dissertation/project viva-voices for that specific group for the specified date.
- (b) Guide – The student's project guide/examiner, etc. at the School level
- (c) External Experts – External Experts can be invited, having different subject expertise, under the broader umbrella of the specific discipline/programme. S/he can be a practicing individual, an industry representative, or an academician who is selected based on the nature / domain / course of the student's project.
- (d) A faculty member from the respective discipline

/ programme (could also be the Coordinator / Head of the Department) or the broad faculty stream in which their discipline / programme falls.

- (5) Appointment of Support Staff: The Centre Director shall appoint support staff as applicable for the conduct of Semester-End Evaluation of a Dissertation / a Project through a Viva-Voce / Lab Practical / Practical Examination / Jury / any other under this category of examination.
- (6) In the case of the Creative Programme, students shall submit a portfolio consisting of the assignments / projects / models / artwork or any other requisites as specified by the respective School for the said course completed during the period, with an approval of the faculty-in-charge of the course. The faculty-in-charge of the course shall submit a report consisting of the details of assignments / projects given models / artwork or any other requisites as specified by the respective School for the said course, with the marking scheme, rubrics, and weightage given to each work, to the HoI of the School.
- (7) The jury members (internal and external examiners together) will evaluate the portfolio on the basis of

the report. Students shall be present (offline or online as per the demand of the situation) and explain their work to the Jury members at the time of evaluating their portfolio.

- (8) The Jury members shall submit consolidated marks countersigned by the faculty-in- charge and the Head of the concerned Institution to the CoE of the University.

0.310. Duties and Responsibilities of Examiners during Semester-End Performance- Based Evaluation (Dissertation / Project through a Viva-Voce / Lab Practical / Practical Examination / Jury /Any other under this category of examination):

- (1) The Dean shall appoint External and Internal examiners as approved by the Board of Studies.
- (2) They shall report to the Centre Director of the nominated examination centres well before the commencement of the examination. They shall be present at the examination center (offline or online as per the demand of the situation) throughout the duration of the examination, as specified in their appointment orders. The non- availability of any examiner shall be reported to the HoI of the School by the Centre Director.

- (3) They shall ensure that the Semester-End Performance Based Evaluation of a Dissertation / a Project through a Viva-Voce / Lab Practical / Practical Examination / Jury /any other under this category of examination is carried out correctly as per the School norms and guidelines, in coordination with the Centre Director.
- (4) They shall ensure that marks are awarded as per School norms and that marks are entered in marks lists duly signed.
- (5) They shall ensure that the marks lists are packed and sealed in prescribed covers and dispatched to the HoI of the School on the same day

CHAPTER IV **CENTRE DIRECTOR FOR CONDUCTING** **UNIVERSITY EXAMINATIONS**

O.311

- (1) The Controller of Examinations on the recommendation of the *School* concerned shall appoint the *Centre Director* for the *School* / for smooth conduct of *University* examination with a prior approval of the Pro-Vice-Chancellor / Vice-Chancellor. The administrative staff and invigilator(s) required for the conduct of the examination will be appointed by the *Centre Director* with a prior intimation to the *CoE*.

(2) In exceptional circumstances, the Controller of Examinations on the direction of the Pro-Vice-Chancellor / Vice-Chancellor may appoint a person as the *Centre Director* for the conduct of *University* examinations at a center even though he/she may not be a staff member of the *School/ the University*.

(3) The *Centre Director* shall be responsible for smooth conduct of the *University* examinations at the designated centre.

(4) The *Centre Director* shall ensure that no person other than the examinees, invigilators, and such persons, as may be authorized by him or by the *University*, shall be allowed to enter the Examination Hall.

(5) The *Examination Department* shall supply on adequate number of copies of question papers (in sealed packets) and answer booklets required at each centre to the *Centre Director* in a reasonable time.

(6) The *Centre Director* shall return unused question papers and answer booklets to the *Examination Department* within the time as prescribed by the *Examination Department*.

(7) The *Centre Director* shall dispatch used answer booklets to the Director, Central On-Screen Evaluation Centre (COSEC) of the *University*, immediately on the conclusion of examinations, each

day.

CHAPTER V

APPOINTMENT OF VIGILANCE SQUAD

O.312

- (1) A vigilance squad will be appointed by the *CoE* with a prior approval of the Pro Vice- Chancellor / Vice-Chancellor.
- (2) The Chairman, Vigilance squad shall submit a report on a surprise visit to the *Examination centre* directly to the *CoE*.

CHAPTER VI

GUIDELINES FOR THE MODERATION OF ANSWER BOOKS

O.313

- (1) The moderation system shall be applicable to all the faculties for undergraduate and post graduate examinations for semester-end examination only (Theory).
- (2) 100% moderation of answer books shall be carried out in the case of students failing by 10% of marks of aggregate marks of that paper.
- (3) 100% moderation shall be carried out in case of students obtaining a Distinction Grade.
- (4) Moderation of answer books of at least 5% of the total number of students obtaining marks between passing marks and marks required for First Class /

Distinction shall be carried out on a random sample basis.

- (5) A Moderator shall be appointed by the Chairman, Board of Paper-Setter of that particular subject.
- (6) Moderation work shall be carried out simultaneously with the central assessment of answer books at the Central On-Screen Assessment Centre (CSAC).
- (7) Where marks awarded by the moderator vary from those awarded by the original examiner, the marks awarded by the moderator shall be taken as final.
- (8) When the difference between the marks given by the examiner and moderator is more than 15%, the answer paper shall be sent to the second moderator. The final marks shall be calculated by calculating the average of the nearest two maximum marks.

O.314 GRACE

- (1) Grace marks of a maximum 1% of the aggregate or six marks for any two courses or maximum 5 marks if in any one course, whichever is less, shall be applicable for students (i) who fail the exam (Odd or Even Sem), (ii) for promotion in even semester, (iii) for the getting next higher grade at the final semester of the programme or (iv) for clearing Practical/theory in the final semester of the programme.

O.315 Grant of Additional Marks for Extra-Curricular Activities

- (1)** Additional marks under this category shall be granted over and above the grace marks mentioned in Clause O.313 above.
- (2)** (Maximum Five additional marks may be granted to the candidate appearing for university examinations of Degree or Diploma, as an incentive for their participation in any one or more of the following activities: (i) NCC, (ii) NSS, (iii) Debates, etc. as decided by the university authorities from time to time.
- (3)** The additional marks shall be granted to the candidate only once for any activities mentioned in the list during the span of his programme completion.
- (4)** Additional marks shall be added to any course for passing, as the case may be
- (5)** The additional marks shall be granted to the candidate in an even semester only for that examination during that academic year for which the candidate has participated in any of the above-said activities.
- (6)** Additional marks shall be displayed on the Grade Card.

(7) Provided that the additional marks shall not be taken into consideration for the purpose of an award of Gold Medal Prize, Merit List, Scholarships, for such other similar purposes.

(8) If the student has participated in the sports representing the university at various levels shall be granted additional marks as specified in the separate circular 'Additional Marks to the students for participation in Sports Activities'

CHAPTER VII **USE OF UNFAIR MEANS**

O.316

(1)

(a) There shall be a Committee called Unfair Means Committee to enquire into the Unfair Means Cases relating to the students, paper setters, examiners, moderators, invigilators and any other person involved in or connected with the examinations. The Unfair Means Committee shall submit the report / recommend the penalties to the Board of Examinations.

(b) The Unfair Means Committee shall consist of the following members

(i) The Dean of the Faculty concerned
(ii) The Principal/Director of the *School*/Institute

Chairman

Member

(iii) Head of <i>Department</i> concerned	Member
(iv) Chief Superintendent of the <i>Examination Centre</i> /Chairman Examination Committee of the School	Member
(v) Member of the Particular Course / Invigilator/Examiner, as per requirement	Invitee Member
(vi) Controller of Examinations	Member Secretary Convener

(2) Use of unfair means in relation to various components of Continuous Assessments, such as Assignments, Term Projects/Papers, Practical, Reports, and such assessments, and the Mid-Term and End-Term Final Examinations shall be as specified below:

(a) Unfair means in relation to components of Continuous Assessment (other than the Mid Term Examinations):

(i) Plagiarism, collusion and cheatings of all forms shall be treated as the Use of Unfair Means.

(ii) Use of unfair means, in relation to continuous assessment, shall be of following categories:

Minor category: All unfair means not covered under the major category shall be regarded as the minor category of the use of unfair means.

Major category: Any act of plagiarism,

collusion or cheating in a Thesis/ Dissertation or a Major Project shall fall under the major category of the use of unfair means.

- (iii) In case of a minor category, the Faculty-in-charge / examiner shall communicate the infringement to the student and report the same to the Director / Principal of the *School* / Institute through the Head of the *Department*.
- (b) The Director / Principal shall enquire into the incident take any of the following actions:
 - (i) Award zero marks in the concerned component of assessment and/ or;
 - (ii) Impose a condition that the student who uses unfair means shall not be awarded a grade better than ‘C’ in the subject concerned.
 - (iii) In the case of the major category, the faculty-in-charge / examiner may communicate the infringement to the student and report the matter to the Principal / Director of the *School* through the Head of the *Department* together with the material evidence.
 - (iv) The Principal / Director may make

preliminary investigations and forward the case to the Controller of Examinations together with the evidence, documents and the findings of the investigation.

(c) Unfair Means in relation to Examinations— both Mid-Term and End-Term Final Examination:

- (i) Possession of papers, books and notes of any kind while writing the examination or writing of any kind on his clothes or any part of his body or table or desk or chair or on any instruments, or any other material with notes or hints written thereon, or any such material accessible to the student which may be or intended to be of possible help to the student in the examination.
- (ii) Using mobile phones for any purpose.
- (iii) Assisting or getting assistance from another student.
- (iv) Passing or attempting to pass onto any of the one, a copy of the question paper or apart thereof, or a solution to a question from the question paper.
- (v) Destroying/defacing or attempting to destroy/deface the examination answer

book.

- (vi) Misbehaving or threatening the invigilator or any other member of the supervisory staff or any member of the inspection team or the flying squad, or another student inside or outside the examination hall, before, during or after the examination.
- (vii) Creating disturbance in the examination hall or its vicinity or disrupting the examination in any manner.
- (viii) Resorting to use of forbidden equipment / instrument, practice or ideology, as established by traditions or any other method with an intent of drawing additional favour or misleading the judgment of the jury / Examination Members.
- (ix) Any other case of unfair means as may be decided by the Unfair Means Committee.
- (x) In the case of Unfair Means of major category in relation to continuous assessment: After receipt of the report of Unfair Means, the *CoE* shall call upon the accused student to submit his/her written defence and appear before the Unfair Means Committee to represent his/her case

personally.

(xi) If the student fails to appear before Unfair Means Committee; the case will be dealt with ex-parte.

(xii) The Unfair Means Committee may recommend one or more of the following penalties against the guilty student: Impose the “F” Grade in the concerned course; *Rustication* for one or more semesters/academic terms.

(xiii) The period of *rustication* shall be counted in the maximum duration allowed to complete the programme.

(c) In the case of Unfair Means in relation to Mid-Term and End-Term Examinations:

(i) The invigilator or any other member of the Examination Supervisory Staff shall report a case of Unfair Means, if any in the Examinations to the Centre In-Charge, if any, or to the *CoE*.

(ii) The invigilator shall confiscate the Answer Book of the student and all materials, notes, etc., used by the student.

(iii) The invigilator may issue a new Answer Book to the student and allow the student to continue writing the Examination.

- (iv) The invigilator will record an Unfair Means case in the Invigilator Records and report the same to the Centre In-Charge, if any, or to the *CoE* for further action.
- (v) The *CoE* shall examine the report and evidence and make his / her report on the matter to be placed before the Unfair Means Committee, which will be convened by the *CoE*.
- (vi) The *CoE* shall call upon the accused student to submit his/her written defence and appear before the committee to represent his/her case personally.
- (vii) If the student fails to appear before the Unfair Means Committee, the case will be dealt with by ex-parte.

(d) The Board of Examination, after considering the report of the Unfair Means Committee, may impose one or more of the following penalties against the guilty student:

- (i) Impose the 'F' Grade in the course concerned
- (ii) *Rustication* for one or more semesters
- (iii) *Expulsion* from the *University*
- (iv) Handing over the case to the Police if it

is found that the commission of a criminal offence is involved

(v) Downgrading of the grade

(vi) Any other action as deemed fit by the *university authorities*

(e) The period of *rustication* shall be counted in the maximum duration allowed to complete the programme.

(f) In case of the report of the unfair means relating to Paper-Setters, Examiners, Moderators, Invigilators or any other person related to or connected with the examination, the Controller of Examinations shall place the report of the same before the Unfair Means Committee and the Committee shall investigate and enquire into the unfair means reported to it and recommend to the Board of Examinations penalties to be imposed, as provided in the service conditions applicable to the employee concerned and/or as per the rules of Regulatory Bodies / Appointing Authority. The Board of Examinations after considering the report of the Unfair Means Committee, may give a hearing to the employee concerned, if needed and submit its recommendations to the Board of

Management for an appropriate action in the matter.

CHAPTER VIII

ASSESSMENT, PREPARATION AND DECLARATION OF RESULTS

O.317

- (1) There shall be a centralized assessment of answer books for which schedules shall be notified in each, semester. The CoE shall nominate Assessment Centre(s) Director – COSAC, who shall be appointed by the Pro Vice-Chancellor/Vice-Chancellor. He or she then shall appoint required administrative staff for assessment and Evaluation.
- (2) Answer books from various centres / Examination Departments will be received in the Central on Screen Assessment Centre (COSAC). The Answer Books shall be cropped, scanned, and uploaded on the system for assessment. The Answer Books of the *University* Examinations will be kept in safe custody at the COSAC Centre(s).
- (3) The examiner shall assess a minimum of 30 answer papers per day. As assessment and evaluation work is mandatory, it shall be the responsibility of the HoIs to relieve the teacher concerned for the said work.
- (4) The results of examinations will be prepared, declared, and published by the *CoE* after the due

approval of the Pro Vice-Chancellor/Vice-Chancellor. The results so declared shall be placed before the Board of Examinations for approval in an ensuing meeting.

(5) Grade Cards shall be prepared and issued by the *Examination Department* on the date of declaration of the result.

0.318 Examination Committee at School level

(1) *The Dean* will constitute an Examination Committee for administrative work related to Examinations like coordinating paper-setting, conduct of examination(s) (internal as well as semester-end examinations, project, internship, jury, sessional, practical examinations, etc.), assessment, *Internal Assessment* Reviewing, moderation (if any), uploading of marks and result analysis etc.

(2) There shall be a Chairman for an Examination Committee, nominated by the HoI for a period of three years. A faculty member whose blood relative is studying in the same respective School should not be nominated as the Chairman / Member of the Committee.

(3) There shall be one member from each programme in the Examination Committee.

(4) The Chairman of the Examination Committee shall be a member of *DUGC/DPGC/Unfair means Committees*.

(5) The Examination Committee shall conduct a minimum of one meeting per semester. It shall maintain records of the same.

O.319 Amendment in the Result

(1) If there is an error in the result due to any computation (clerical / manual) / data entry / printing system error, oversight due to negligence or any other relevant cause then the same may be corrected by the *CoE* with due approval of the Pro Vice-Chancellor / Vice-Chancellor.

CHAPTER IX

TO PROVIDE SOFT COPIES OF

ANSWERBOOK(S) AND RE-EVALUATION

O.320

(1) Soft copies of answer books shall be provided to students on demand and if the student is not satisfied with the outcome of the discussion with the faculty, he/she can apply for re-evaluation by making a written request to the *CoE* and on a payment of the revaluation fee prescribed from time to time. If during re-evaluation, marks change by more than 5% of the total marks allotted for the same, a change

report will be created and submitted to the *CoE* for correction. If the change is less than 5%, the student will be communicated that there is ‘No Change’ in the result. However, when the difference between the marks given by the examiner and re- evaluator is more than 15%, the answer paper shall be sent to the third examiner for re- evaluation.

- (2) The final result shall be calculated by calculating the average of the nearest two maximum marks.
- (3) There shall be no re-evaluation of ‘Performance-based Examinations’, ‘*Internal Assessments*’ and ‘*Online Proctored Examinations*’ of the *University*.

CHAPTER X **MAKE-UP EXAMINATION**

O.321

- (1) Make up Examinations shall be conducted after Even Semester Examinations only, for the sake of promotion.
- (2) Provision of semester-end (scheduled during the inter-semester break) make-up examinations shall be available to such students only, who fall under *Clauses 321 (3) and (4)* below. In no other circumstances, semester-end make-up examination

shall be available to students.

- (3) A student, who fails to appear for some or all courses of the Semester at the Semester-End (Final) Examination due to medical contingency requiring hospitalization and the said student informs the HOD concerned timely (i.e., before the last date of the said Semester End Examination) and submits an application to appear for the make-up examinations, along with relevant medical documents and certificates in proof of the medical contingency and hospitalization, the HOD concerned shall make a specific report to the *DUGC/DPGC/DRPC* in this regard. The respective Committee may grant permission on the merit of individual cases and forward the application to the *Academic Office* of the *University*. The student concerned will be assigned the placeholder grade 'I' for the course(s) until the declaration of the final grade, the student is able to obtain after the make-up examination.
- (4) Students who fail in one or more courses ('F' Grade) and /or secure 'D' Grade in one or more courses may avail the benefit of the Make-up Examination to pass/improve their grades. Such students shall submit an application form for the make-up examination through respective *Schools* to the Controller of Examinations.
- (5) If the student fails in courses attempted in the make-up examination, the student will be awarded 'F'

grade in the course(s) and will have to re-appear for the examination to be conducted as scheduled in the following semester end examinations as a *backlog*.

- (6) No special Make-Up examinations will be available for courses that are 100% (completely) internally assessed e.g. courses like term project, field work, studio work and other practical based courses. If a student has secured an 'I' Grade or 'F' Grade in such courses, they can only be completed by repeating the courses in the following semester(s) when they become available for registration.
- (7) For students who have once failed (F grade) in any course, and / or, have secured 'D' Grade in the course(s), a maximum of 'B' Grade will be awarded in subsequent make-up examinations irrespective of their performance.

CHAPTER XI **SUMMER-TERM EXAMINATION**

O.322

- (1) Summer-Term Examination is for improvement.
- (2) Academic Ordinances for a Summer-Term (for slow learners or on the medical ground only) and procedure to start the Summer Term, are as under:
 - (a) Summer Term is a special provision to enable students who have failed in theory courses, or have secured low grades, in the previous semesters to repeat the Course/s, on offer, in any course(s) at an

accelerated pace, but with same rigour and completeness of the course plan and evaluation scheme for the course as prescribed in the programme syllabus. The total number of contact hours for the courses remain the same as that during regular semesters, and therefore the courses run at an accelerated pace. Extra classes will be conducted during the Summer Term to provide time required to complete the course work. The evaluation and grading pattern also remain the same as during the regular semester.

- (b) Registrations for a Summer Term may be made open to students of some *departments / institutes* and scheduled as per the *academic calendar*.
- (c) The *departments / institutes* will announce courses on an offer for registration on the prescribed date. Students cannot request for a specific course to be offered.
- (d) Students must register for the course(s) subject to conditions mentioned in the following *clauses*, and on payment of the prescribed fee per course.
- (e) A student can register for courses up to maximum of 12 credits.
- (f) Only those students who fulfil the following conditions will be permitted to register for the

Summer Term.

- (i) have paid all the required fees and other charges, including hostel charges, etc., where applicable, for the Summer Term,
- (ii) have cleared all *University* fees and hostel dues, etc. of the previous semester (s) / year (s), and
- (iii) Have not been debarred from getting registered for a specified period on disciplinary or any other grounds.

O.323 While starting a Summer-Term, the following points are to be taken into consideration -

- (1) After the completion of one year, students are allowed to register for Summer Term, provided they fulfil the conditions mentioned in the Ordinances.
- (2) The Student who desires of registering for a Summer-Term are to apply to the Dean of the Faculty through the Head / Director / Principal of the *Department* / Institute / *School* / College concerned.
- (3) Applications of the student/s recommended by the Head / Director / Principal concerned and approved by the

Dean of the Faculty are to be submitted to the Registrar through the Controller of Examinations. After getting an administrative approval and on receiving the Summer Term Fee, a Summer-Term may be started.

- (4) For the Summer Term, subject wise pro-rata fees is to be charged, as per the number of subject/s registered (maximum 12 credits), the programme wise fee, per subject.
- (5) On the completion of the Summer Term, the *Examination Department* will conduct Examinations of those students, who submit a Summer-Term Completion Certificate issued by the *School* concerned.

CHAPTER XII **PROMOTION**

O.324

- (1) **Yearly Promotion:** Promotion of a student from an even semester to the next higher (odd) semester is subject to the condition that the student must have secured a CGPA of at least **4.5** at the end of the academic year (after considering the results of the semester-end Make-Up Examination and the Summer Term after the completion of the even semester, if applicable).
- (2) The student will be promoted to the third year when he / she passes all the courses from the first year and secures a CGPA of 4.5 or more in the second year of the

programme. Further, the student will be promoted to the fourth year when he / she passes all the courses from the second year and secures a CGPA of 4.5 or more in the third year of the programme. Likewise, for promotions to the further, fifth year and onwards, the same rules will be applicable.

- (3) Wherever applicable, the requirements of the Regulatory Bodies with respect to the promotion of students to be complied.

CHAPTER XIII **REMUNERATION/HONORARIUM FOR EXAMINATIONS**

0.325

- (1) The Vice-Chancellor, with the consent of the Board of Management, may from time to time decide remuneration for external paper setters, moderators, examiners, evaluators, invigilators and other staff members engaged in examination work.
- (2) The remuneration for the examination related work assigned to the *University* faculty and staff members, shall be decided by the Vice-Chancellor with the consent of the Board of Management.

CHAPTER XIV

PRESERVATION OF DOCUMENTS AND ANSWER BOOKS

O.326

(1) Preservation of Confidential Documents, Answer Books, *internal assessment*, and performance-based examination records shall be specified and communicated to all concerned by the *Examination Department* with a prior approval of the *Academic Council* on the recommendation of the Board of Examinations.

CHAPTER XV

NUMBER OF CHANCES IN APPEARING FOR THE EXAMINATION OF THE OLD SYLLABUS

O.327

(1) A student can appear for three continuous examinations with the same syllabus she/he enrolled in the course. After three continuous examinations, if the student fails to clear the course, he/she can appear for examination with the current syllabus for the course.

CHAPTER XVI

IMPROVEMENT OF CLASS / GRADE / CGPA

O.328

(1) The student who has passed UG/PG degree examinations of this *university* with the class mentioned in the column 1 and who desires to improve the class as shown in column no 2 below will be permitted to appear for the same examination without being required to keep any terms.

Column 1	Column 2
Pass class or second class or first class, first class with distinction as the case may be	Second class or first class or first class with distinction, first class with distinction with improved CGPA as the case may be

(1) For improvement of a class, the student will be required to apply and will be allowed to appear for theory examinations only.

(2) 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.

(3) 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. In this case, 'No Change' report will be generated and the same will be communicated to the student concerned.

(4) A student will be allowed to re-appear for examination for improvement of a class/grade within the period of three years from the date of his/her passing the UG/PG examination.

(5) A student who has passed the UG / PG degree prior to the commencement of these ordinances will also be allowed to improve his/her grade within a period of two years from the date of his/her passing the UG/PG examination.

(6) A student will be allowed to reappear for minimum one or maximum 1/3rd theory courses of the programme at a time on which the class is awarded.

(7) A student will be allowed maximum three attempts for all the selected courses for improvement of his/her class/grade/CGPA within the stipulated period of two years. Please read clause 6 & 7 together for a better

understanding.

- (8) A student appearing for the improvement of class/grade/CGPA shall not be entitled to get benefit of any rules of the *university* regarding condonation.
- (9) A student appearing for the improvement of class/grade/CGPA shall not be entitled for any prize/medal/scholarship/award, etc.
- (10) A student who wishes to appear for class improvement examination should submit their application through the portal to the *CoE* of the *university*.
- (11) They need to fill in the exam form with the prescribed fees.
- (12) A student appearing for a class improvement exam will have to take the exam based on the current syllabus and courses running for the academic year. If the course is not on offer, then no exams will be conducted for such course(s).
- (13) A student who reappears for the examination for improvement of his/her class / grade and improves his/her class/grade by such re-appearance, will have to surrender their original degree, grade card and provisional certificate to the *University*.
- (14) In the revised degree certificate, original degree, grade card and provisional certificate, which will be issued to a student, a mention will be made of the fact that he/she improved his/her class/grade/CGPA under this

provision of class improvement on the Grade Card.

CHAPTER XVII

EVALUATION OF THE EXAMINATION SYSTEM/RESULTS

O.329

- (1) Each School shall determine ‘What do the Programme-wise Results indicate’?
- (2) The Examination Department shall maintain and monitor the record of an average number of days from the date of the last semester-end/ year- end examination till the declaration of results every semester (mentioning the name of the programme, end the date of the examination, and the date of the announcement of results along with the number of days elapsed in between, for all the programme for each year).
- (3) The Examination Department shall keep the record of the average percentage of student complaints/grievances about evaluation against the total number that appeared in the examinations every semester.
- (4) The Examination Department shall bring out an Examination Manual every year which will be circulated among all students.
- (5) The Examination Department shall determine the ‘Pass percentage of students’ every semester (Total number of final year students who passed in the university examination/ Total number of final year

students who appeared for the examination×100)

- (6) The Controller of Examinations shall submit a Certified report indicating the pass percentage of students of the final year (final semester) eligible for the degree programme wise / year-wise to IQAC every year.
- (7) The Examination Department shall carry out evaluation or analysis of the results.
 - (a) It shall review, from time to time, the results of university examinations and evaluation, and forward reports thereon to the Board of Examinations and Evaluation.
 - (b) It shall determine the Incremental growth of students at the entry and exit levels. Each School shall prepare a database with regards to the marks/percentage/grade scored at the entry level and the same shall be submitted to the Examination Department before the first semester-end examination for further analysis.
 - (c) It shall also monitor progress of students from the backward category at the entry and exit levels.
 - (d) It shall also monitor progress of students from minority communities at the entry and exit levels.

- (8) There shall be Grievance-redressal mechanism in Continuous Assessment (CA) too. DUGC and DPGC will resolve issues raised by students in this regard.
- (9) The Examination Department shall list down number of students applying for revaluation/re-totaling programme wise and a report of the same shall be placed before the IQAC, every academic year.
- (10) The Examination Department shall prepare a report on the 'Status of automation of Examination division, every year.
- (11) The *CoE* shall present an annual Report before the IQAC.
- (12) The Examination Department shall also arrange training sessions for newly recruited teachers creating an awareness about the Examination System.

0.330 The University offers a few University Common Compulsory (UCC) and University Common Elective (UCE) Courses

- (1) The University offers a few University Common Compulsory (UCC) and University Common Elective (UCE) courses with an aim to develop winning personalities, with a holistic approach and

make students ready for employment or future careers. These courses are over and above the prescribed programmes and separate ordinances are in place for the conduct and evaluation of these courses. All the clauses of the University Common Compulsory (UCC) and University Common Elective (UCE) courses Ordinances 2020 are to be strictly followed while awarding Degrees/ Diplomas to students. On similar lines, separate Ph.D. ordinances 2016 are in place for doctoral and post-doctoral studies. All the clauses of the Ph.D. ordinances are to be strictly followed while awarding a Ph.D. degree to scholars.

O.331 CONVOCATION

- (1) A Convocation for the purpose of conferring degrees, diplomas and other distinctions of the University, shall ordinarily be held once in a year on such date and place as may be fixed by the Vice-Chancellor.
- (2) Details related to Convocation shall be given in the Rules and Regulations prepared in this regard.

CHAPTER XVIII **POWER TO REVISE, MODIFY, AMEND** **NOTWITHSTANDING ANYTHING CONTAINED IN** **THE ABOVE ORDINANCES:**

O.332

- (1) The Academic Council has the right to revise, amend

or modify any of the above Ordinances from time to time, and shall be binding on all the parties concerned, including Students, Faculty, Staff, Departments and University Authorities.

(2) In case of any dispute, the decision of the Academic Council will be final and binding.

(3) In case of difficulty in the application of any of the clauses of the Ordinances specified above, the Vice-Chancellor shall have all powers to amend/modify/remove the difficulty in the relevant Ordinances.

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