



STAREX UNIVERSITY, GURUGRAM

(Established by Haryana Private Universities (Second Amendment) Act No.20 of 2016)

(Recognized by UGC U/sec. 2(f) of the UGC Act, 1956)

(Empowered to Award degrees U/sec. 22 of the UGC Act, 1956)

EXAMINATION POLICY



STAREX UNIVERSITY

Binola, Gurugram

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Conduct of Examinations and Evaluation of Students performance for the programmes/courses leading to all Under Graduate (UG) Degrees Programmes, Post Graduate (PG) Degrees Programmes & Diploma/Certificate Programmes following the Semester System of Examinations other than Research Degree Programmes/Courses.

Applicability: This policy shall apply to all the programmes/courses launched by the University leading to Under Graduate (UG) Degrees Programmes, Post Graduate (PG) Degree Programmes & Diploma/Certificate Programmes following the Semester System of Examinations (other than research programmes).

1. Medium of Instruction:

- 1.1. The medium of instructions in respect of all the Programmes/Courses of Study offered by the School(s)/Department(s) of Study of the University shall be as per the decision taken by the Academic Council.
- 1.2. Question Papers of the all subjects of all the programmes/courses for examinations of the University shall be set in English or as per the requirement, except in case of examinations in language(s)/literature, where the question papers may be set and answered in the respective languages either in totality or in part, depending upon the requirements of the course and as per the decision taken by the Academic Council.

2. Examinations:

Definitions:-

- 2.1 **Academic Programmes/ Courses** shall mean a programme/course containing various subjects and/or any other components leading to a Bachelor's Degree (UG)/Master's Degrees (PG) & Diploma/Certificates.
- 2.2 **An Academic Year** is a period of nearly 12 months devoted by the students for completion of the requirements specified in the scheme of teaching and examinations and apportioned into 'terms' and 'breaks' etc. as stipulated in this policy.
- 2.3 **Semester System** is an academic term which divides the academic year in two parts.
- 2.4 **Board of Studies (BOS)** shall mean the Board of Studies of the School/Department concerned offering the course



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- 2.5 **Subject** means a component of the academic programme/course, carrying a distinctive code number and specific credits assigned to it. Code for the subjects shall be allocated in consultation with the Examination Division.
- 2.6 **External Examiner** shall mean an examiner who is not from the institution to which the students are enrolled and appointed to set the end-term examination question papers/moderator/evaluation of answer sheets and/or act as an Examiner for practical examination in the University.
- 2.7 **Internal Examiner** shall mean an examiner who is from the same institution and assigned the responsibilities to set the question papers, evaluation of answer sheets, theory class test/conduct practical class tests and/or act as a practical examiner in the University.
- 2.8 **Student** shall mean a person enrolled to the School/Department of the University for any of the academic programmes/courses, to which this Policy is applicable.
- 2.9 **University** shall mean Starex University, Gurugram (Haryana).
- 2.10 **Internal Assessment/Continuous Evaluation** shall mean the Internal Assessment/Continuous Evaluation of the students.
- 2.11 **End-Semester Examination** shall mean the examination conducted by the University after completion of the semester.
- 2.12 **DCO** shall mean the Detailed Course Outline or lecture plan prepared by the concerned faculty member(s).

3. Academic Courses for Examinations:

The University shall hold examinations for all such academic programmes/courses as are approved by the academic council and as it may notify from time to time for awarding degrees/diploma/certificate, as per the prescribed syllabi and Scheme of Teaching and Examination as are approved by the Academic Council.

4. Criteria for Examinations:

- 4.1 Examinations of the University shall be open to the students i.e. candidates/students, who are enrolled for a programme/course of study in the University, for a period specified for that course/subject of study in the Syllabi and Scheme of Teaching and Examination.



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- 4.2 Application for admission to an examination shall be made on the prescribed form or as per procedure of the University accompanied by the requisite fee to reach the Examination Branch by the date fixed for the purpose.
- 4.3 If a student, before issue of roll number or before appearing in the examination, is found to be ineligible to take the examination, his/her candidature may be cancelled by the Examination Division.
- 4.4 If a student, subsequent to the issue of Roll number or subsequent to appearance in an examination, is found to be ineligible to take the examination, his/her candidature shall be cancelled by the Controller of Examination.
- 4.5 Provided that the Academic Council may allow any other category of candidates/students to take the University Examinations for any specified academic programme/course to the fulfilment of such conditions as may be laid down by the Academic Council from time to time.
- 4.6 Provided further that a student may be debarred from appearing in the examination as provided in Clause concerned of this policy or as provided in any other policy of the University
- 4.7 **Unless otherwise provided, a person who:**
- (a) Has already passed an examination of this University or any other University shall not be permitted to re-appear in that examination or a corresponding examination again.
 - (b) A candidate for an examination in full subject of this University cannot simultaneously read for or appear at another examination of Regular Programme of this University or of another University/Board, in full subjects, in the same academic year or as per guidelines issued by the UGC from time to time.

The bar shall not apply to a candidate appearing in another examination of the University for passing or for improvement of division/result or for additional subject, provided that he/she does not take the examination in more than two subjects / papers simultaneously with the full subjects of his/her main examination.



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5. Course Content and Duration:

- 5.1 A Bachelor's(UG)/Master's (PG) degree and Diploma/Certificate programme/course shall comprise of a number of subjects and/or other components as specified in the Syllabi and Scheme of Teaching and Examination of the concerned programme/course, as are proposed by the concerned Board of Studies and approved by the Academic Council. Each subject shall be assigned a weightage in terms of specified credits. The minimum and/or maximum credits to be acquired for the award of degree shall be specified by the Syllabi and Scheme of Teaching and Examination of the concerned programme/course.
- 5.2 The minimum period required for completion of a programme/course shall be the programme/course duration as specified in the Syllabi and Scheme of Teaching and Examination for the concerned programme/course.
- 5.3 The maximum period allowed for completion of a programme/course shall be the maximum programme/course duration as specified in the Syllabi and Scheme of Teaching and Examination for the concerned programme/course. All the programme/course requirements shall have to be completed in the specified duration.

6. Submission of Examination Forms and Fee:

The University shall notify the fees payable by the students for various examinations after the same is approved by the Chancellor/Vice-Chancellor. A student who has not paid the prescribed fees prior to the examinations shall not ordinarily be eligible to appear in the examination. The Vice-Chancellor may at his/her discretion allow in certain cases of genuine hardship, an extension in the last date of payment of fees.

Subject to any modification by the competent authority of the University, the Examination Fee and other charges shall be applicable as per the policy of the University.

6.1 Extension of last date (s) :

- (a) The Vice-Chancellor may, when he/she considers it appropriate in any exceptional case:
 - i) Extend the date for submission of examination form and fee keeping in view the circumstances; and
 - ii) Accept the examination form and fee after the expiry of the last date with late fee as prescribed by the University from time to time.



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- (b) If the result of any particular candidate(s) is declared late or is revised due to re-checking/re-evaluation of answer book(s) before the last date fixed for the submission of examination forms without late fee, the candidate may submit the examination form along without late fee or with usual late fee as prescribe for relevant period, before the commencement of examination and after the expiry of dates fixed by the University.

6.2 A Candidate who:

- i) Fails to present himself/herself for an examination; or
- ii) Has appeared in an examination provisionally and is subsequently declared ineligible by the Controller of examination or an officer authorized by him/her, according to the Ordinances, shall not be entitled to refund of fee or to have it kept in deposit for a subsequent examination.

6.3 A Candidate shall not be entitled to refund of examination fee paid by him/her:

- i) If permission accorded to him/her to take an examination is subsequently cancelled, as a result of misrepresentation/suppression of facts.
- ii) If he/she tried to obtain admission to an examination by making a false statement of facts in his/her Admission/examination form.

6.4 Refund of examination fee shall not be allowed:

- i) When a candidate's name is struck off for non-payment of School/faculty/Department dues.
- ii) When a candidate's name is struck off on account of his/her rustication or expulsion from the School/ Faculty/Department or his/her character certificate is found contrary to his/her conduct.

7. Detention / Cancellation of candidature for appearing in the Examination:

- 7.1 (a) The Candidature of a candidate for appearing in the examination in Particular subject(s) in which he/she falls short of attendance and the same has not been made up nor condoned in accordance with the Ordinance may be detained from appearing in the exam in that particular subject(s)/paper(s), wherever prescribed in the relevant Ordinance.



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- (b) The Candidature of a candidate for appearing in the examination shall stand detained /cancelled if his/her name is struck off from the rolls of the University teaching School/Department provided that such action is taken before the commencement of examination.
- (c) The Candidature of a candidate shall stand detained /cancelled if he/she is rusticated or expelled from the University School/Department or his/her character certificate is withdrawn for misconduct before the commencement of examination.
- (d) When the candidature of a candidate is to be cancelled before his/her appearance in the examination on grounds of his/her being ineligible, the Examination Division is authorized to pass the order.
- (e) The Controller of Examination shall have the authority to cancel the candidature of a candidate for any university examination on grounds of his/her ineligibility after he/she had actually appeared in it and to cancel his/her result accordingly.

8. Declaration and Publication of Result

- 8.1 The controller of examination will publish the result of various examinations on the recommendations of the Examination Committee and with the approval of the Chancellor/Vice-Chancellor or as prescribed in the Haryana Private University Act, 2006 and/or as directed/advised by the Academic Council of the University.
- 8.2 However, if on scrutiny of the pass percentage, it appears that there has been a distinct change of standards in the examination as a whole or in a particular subject, the matter shall be submitted to the Vice-Chancellor, who may refer the matter to the Examiner(s) concerned for report or may take such action as he/ she may consider necessary.
- 8.3 The result of the students, after publication, shall be communicated to the Dean/Head of the School/Department concerned.
- 8.4 After the publication of the result, the result cards of the students, showing the subject wise marks/grades obtained, will be issued to students after taking the No Dues Certificate issued by the Finance Section of the University.



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9. Rectification of Results

- 9.1 The Competent Authority shall have the power to quash/revise the result of a candidate after it has been /declared, if:
- 9.2 She/he is disqualified for using unfair means in the examination; or
- 9.3 A mistake is found in his/her result; or
- 9.4 He/she is found ineligible to appear in the examination; or
- 9.5 If so directed by a court of law of competent jurisdiction.

10. Re-checking/re-evaluation of answer books

A candidate shall be entitled to have his/her answer-books re-checked/re- evaluated, wherever applicable, on payment of fee as prescribed by the University per answer-book, as follows:

- 10.1 Application for re-checking/re-evaluation, as the case may be, is received by the examiner of the University within 15 days of the date on which result is declared by the University.
- 10.2 Re-checking will be done only to see if the marks awarded to various answers have been correctly added and that all the answers have been assessed by the Examiner.
- 10.3 In case of a request for re-evaluation, decision shall be taken as per regulation/guidelines of respective regulatory body(ies). Whenever re-evaluation is applicable, the answer-books will be got re-evaluated from the examiner other than the original examiner as per the rules and regulations of the University.
- 10.4 If any mistake is discovered as a result of re-checking of answer-books or the nature of result changes on account of re-evaluation of answer-books, the Controller of Examination will have power to rectify/revise the result.
- 10.5 The candidate intended to apply for re-checking/re-evaluation of answer- books should ascertain before applying for the same that re-checking/re- evaluation is permissible under the rules and that they are applying within the prescribed time. In case, the application of a student for re-checking/re- evaluation of answer-books is rejected on such grounds, the fee paid by them will not be refunded.
- 10.6 There shall be no re-evaluation in respect of the following or as expressly prohibited by the rules/regulations in the concerned course Ordinance.



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10.6.1 BPT and any other streams, provided by the regulation of the respective regulating bodies.

10.7 Laboratory/Practical examination, viva-voice/Sessional, thesis/dissertation evaluation and project report evaluation etc.

11. RE-Examinations:

Notwithstanding anything contained in any other Ordinance/Regulations, the Academic Council shall have the power, in respect of all examinations held by the University, to hold a re-examination in the same year for special reasons to be recorded.

12. Place of Suing:

All the legal disputes relating to examinations of the students will subject to the Courts having Jurisdiction in Gurugram (Haryana).

13. General Provision regarding conduct of examinations

- 13.1 Conduct of Examinations: Subject to the Ordinance and directions issued by the Academic Council, the Controller of Examinations with the help of Examination Centre Superintendent and other functionary shall be responsible for all arrangements in connection with the conduct of examinations and all matters connected therewith.
- 13.2 All Schools/Departments to assist in conduct of Examinations.
- 13.3 Every School/University teaching department shall, for supervision of the University examinations, recommend the names of such number of teachers as are required by the Controller of Examinations. In making these recommendations, the guidelines, if any, issued by the Controller of Examinations shall be kept in consideration/view.
- 13.4 If a teacher, who is assigned the examination duty, fails to perform the same, he/she shall be treated as absent from his/her School/Department for relevant period besides rendering him/her liable to such other disciplinary action, including debarring him/her from any University Examination, as the Vice Chancellor deems appropriate.

14. Superintendents

- 14.1 The Superintendents of Examination Center shall be appointed by the Controller of Examinations.



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- 14.2 For observing the proper and smooth functioning of the Center, the flying squad(s), headed by a Convener shall be appointed by the Controller of Examinations.
- 14.3 Convener of the flying squad(s) shall not ordinarily be below the rank of Associate Professor of the School/Departments or a Assistant Professor with at least 05 years' experience.
- 14.4 The Controller of Examinations may appoint one or more members of the flying squads/observer(s) who should not be below the rank of an Assistant Professor of the University teaching department having at least two years teaching experience.
- 14.5 Where no requirement of appointment of flying squad(s) is deemed necessary, the Controller of Examination may appoint one or two observer(s) in lieu thereof.

15. Missing/Misplaced/Lost Answer Books

- 15.1 A candidate whose answer-books(s) is/are lost after having been received by the center Superintendent of Examinations and who, but for this answer-books, would have either passed the examination or is likely to be placed in compartment/re-appear shall, unless he/she opts for the examination on a date to be fixed by the Controller of Examinations, be deemed to have obtained in that paper marks equal to the marks obtained by him/her in the other theory papers of the same Subject and if there is no theory paper in that Subject or if there are more than two theory papers in that Subject, marks equal to the average of the marks obtained by him/her in other theory papers. Half the prescribed examination fee will be charged from the candidate for re-examination if he/she opts for re-examination.
- 15.2 In case of a dispute as to whether the candidate's answer-book(s) was duly received or not, the finding of the Controller of Examinations, subject to confirmation of Vice Chancellor, shall be final.

16. Type of Examinations

- 16.1 Wherever not otherwise provided in any programme/ course ordinance, there will be two type of examinations, at the University:
- 16.2 **End-term:** End term examination shall be held at the end of each semester/academic year, as the case may be, and will cover the entire syllabus for that semester/academic year.
- 16.3 **Internal Test:** There may be one/two Internal Assessment test(s) in each semester/ academic years, as the case may be. Each Internal Assessment test will cover the syllabus taught up to the date of test.



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- 16.4 The other components of the Internal Assessment would be as prescribed in the concerned course ordinance.
- 16.5 **Practical Examinations:** Practical Examination(s) shall be held as provided in the respective course curriculum/ordinance for the course.

17. Academic Year:

The academic year is for a period of approximately twelve months and comprises two semesters as per the Ordinance of various courses/programmers, wherever there is a semester scheme.

18 Date of Examination

The dates of all the examinations shall be as per the University Academic Calendar or as fixed by the Vice Chancellor/Academic Council from time to time.

19 Printing of question papers & evaluation of answer books: -

- 19.1 Ordinarily there will be in house printing of question papers or as decided by the Controller of Examinations in consultation with the Vice Chancellor.
The Controller of Examinations of the University will maintain complete secrecy in printing and distribution of question papers among examinees.
- 19.2 The answer books shall ordinarily be evaluated centrally in the University premises by the internal/external examiners as provided in the relevant course ordinance Paper setter may also act as evaluator if he/she does not belong to the remote area. However, the Vice-Chancellor, where deemed necessary, may appoint a moderation of evaluated answer copies for each subject/paper for sample checking of answer book evaluated by the examiner so as to avoid erratic /under evaluation.

Answer sheets of the internal assessment tests/tutorials/project work etc. shall be evaluated by the concerned faculty under the control & supervision of the Controller of Examination or as per the decision of the Competent Authority.



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19.3 Submission & Display of Grades (Whenever applicable/prescribed):

The marks obtained/grades of a course will be forwarded by the Course Coordinator in a consolidated form to the Controller of Examinations. The Grades shall be calculated at the level of Controller of Examinations. Any moderation of grades as per procedure mentioned in “Course Credit Regulations & Grading System” and compilation of results including due check of all its aspects will be done at the level of Controller of Examinations. After rectifications & correction if any, the Controller of Examinations shall display the final result.

20. Instructions to the candidates for examination

- 20.1 The examination hall shall be opened each day at least 30 minutes before the scheduled time of commencement of examination. All the candidates must be in the examination hall 10 minutes before the commencement of examination. No candidate, who is late by more than half an hour, shall be admitted to the examination hall.
- 20.2 When a candidate leaves the examination hall, he/she shall, before doing so, hand over his/her answer-book to the Centre Supdt./Deputy Centre Supdt/ Assistant Superintendent/Invigilator concerned. After having left the hall as such, he/she will not be re admitted to the Hall and no extra time shall be allowed to a candidate who arrives late in the examination hall without any fault on the part of the University.
- 20.3 No candidate shall be permitted to leave the hall till half the time is over, after the distribution of the question paper. A candidate leaving the examination hall after the half time is over will not be allowed to take the question paper with him/her. He/she will only be allowed to take the question paper with him/her after full time is over. Each candidate shall occupy in respective time seat allotted to him/her by writing/mentioning his/her roll number thereon.
- 20.4 Each candidate shall write on the front page of his/her answer-book, his/her roll number and other particulars in the space provided and roll number on the question paper delivered to him/her.
- 20.5 All candidates are required to bring their own pens and no one is allowed to tear out any leaf from his/her answer-book.
- 20.6 A candidate shall show his/her valid identity card/admit card on demand and shall not put his/her name/roll number or any other identification mark including mobile number, on any page of the answer-book.



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21. Duties of Centre Superintendent /Dy. Centre Superintendent and Assistant Superintendent of Examinations:

- 21.1 The Centre Superintendent shall ensure that the examination hall is opened 30 minutes before the commencement of examination.
- 21.2 The Controller of Examinations shall supply to the Centre Superintendent, before the commencement of examination, a confidential list containing the particulars of the examinee(s) along with the subjects/optional papers taken up by them.
- 21.3 The Centre Superintendent shall not admit any candidate to the examination whose name does not exist in the confidential list or allow any candidate to take examination in any paper/optional paper other than that shown against his/her name in the confidential list. Provided that, in doubtful cases, the Centre Superintendent may allow a candidate to take the paper provisionally at his/her risk and responsibility and immediately thereafter refer the matter to the Controller of Examinations for confirmation/clarification. The answer book(s) of such a candidate will be sent to the Controller of Examinations as a stray case in a separate cover.
- 21.4 The question papers, set for the examination, shall be delivered to the Centre Superintendent by the Controller of Examinations in a sealed cover/bag which shall be opened by the Centre Superintendent in the presence of two members of the Supervisory staff/Observer if any. The Superintendent/Assistant Superintendent/Observer shall sign the question paper opening certificate certifying that the sealed cover/bag was in proper condition and that it was opened in the examination hall at the proper time. This certificate shall be forwarded to the controller of Examinations on the same date. Provided that if there is only one Assistant Centre Superintendent on any particular day, the question paper shall be opened in the presence of Assistant Centre Superintendent and the Observer, if any.
- 21.5 Before the commencement of the examination, the Centre Superintendent shall ensure that the seating arrangement in the examination hall is proper and has been made in such a way so as to avoid mutual copying by the examinees.
- 21.6 Adequate blank answer sheets shall be supplied by the Examination Branch of the University.



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- 21.7 The Centre Superintendent shall remain in the examination hall during the time allotted for each paper and shall immediately draw the attention of the Controller of Examinations to any misprint, wrong translation or any other discrepancy in the question papers which comes to his/her notice.
- 21.8 Immediately after the time allotted is over, the Centre Superintendent shall collect the answer-sheets from the invigilators, have the arranged roll number wise, pack them securely and send the same to the Controller of Examinations immediately thereafter.
- 21.9 The Centre Superintendent is expected to be frugal in expenditure, to be incurred in all matters.
- 21.10 Any attempt to use unfair means in the examination or any violation of the rules by the candidates shall immediately be reported by the Centre Superintendent to the Controller of Examinations.
- 21.11 If, in the opinion of the Centre Superintendent, it is necessary to permit a candidate to leave the examination hall during the Examination for a brief period, he /she shall be accompanied by the Supervisor/Invigilator put on the outside duty. The Centre Superintendent may fix time, if necessary, within which the candidate must return to his/her seat.
- 21.12 Ordinarily, one Assistant Superintendent shall be appointed for every 30 candidates but the Centre Superintendent may appoint an additional Assistant Superintendent with the approval of the Controller of Examinations.
- 21.13 Assistant Superintendents shall remain in the examination hall during the time allotted for each paper and shall not leave the hall without the permission of the Centre Superintendent.
- 21.14 In case, an Assistant Superintendent is unable to discharge his/her duty on account of unavoidable circumstances, he/she shall inform the Examination Branch immediately so as to make alternative arrangement in his/her place.
- 21.15 Assistant Superintendents are required to help the Centre Superintendent in the distribution of question papers and answer sheets etc. among the examinees and in collecting back the answer sheets from the candidates at the termination of examination and perform such other duties as may be assigned to them by the Centre Superintendent.



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21.16 If, any candidate is found resorting to use of unfair means in the examination or involved in creating disturbance or acting in a manner so as to cause inconvenience to other candidates, the Assistant Superintendent shall, at once, report the matter to the Superintendent.

22. Appointment of Centre Superintendents, Dy. Centre Superintendents and Assistant Centre Superintendents

The Center Superintendent/Deputy Superintendent/Assistant Superintendent /Invigilators shall be appointed by the Controller of Examinations as per the need of the examination as per in rules and regulations.

23. Creation of Examination Centers:

The examinations shall ordinarily be held at such center as may be created in the premises of School/Departments of the University.

24. Special arrangements for Amanuensis (Writer for Answers)

24.1 A candidate may be allowed the help of an amanuensis(Writer)if:

- a) He/she is blind: OR
- b) He/she is permanently disabled for writing with his/her own hand; OR
- c) He/she is temporary disabled for writing, such as fracture of the right or left arm, fore-arm or dislocation of a shoulder, elbow or wrist, etc. the candidate shall produce a certificate from a Professor/Director of the specialty concerned of a Medical College/Institution and where there is no Medical College/Institution, from the Civil Surgeon of the District concerned, to the effect that the candidate is unable to write his/her answer books because of the temporary disablement.

24.2 On the written request from the blind candidate(s) through the Dean/ Head of the teaching Department/School, the Controller of Examinations is authorized to appoint amanuensis in accordance with the prescribed qualifications of the writer. Intimation with full particulars on the prescribed Performa will be sent to the University by Superintendent-in-Chief in the last packet. In case of other handicapped persons amanuensis will be appointed with the approval of the Vice Chancellor.

24.3 In case a person's Physical handicap is such as to render him/her incapable of answering the paper in the prescribed time, an extra time up to one hour may be allowed to blind students.



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- 24.4 The amanuensis shall be two grades lower in education than the candidate, but he/she must not have secured more than 60% marks in the Examination. The requirement of having obtained not more than 60% marks in the last examination may be relaxed if the qualification of the writer is more than two grades lower than that of the examinee.
- Provided further that in case of blind candidate, amanuensis shall be of one grade lower in education than the examinee but he/she must have not secured more than 60% marks in the examination.
- 24.5 The Superintendent shall arrange for a suitable room for the disabled candidate and put on duty one additional Assistant Superintendent for him/her out of the list supplied by the University Office.
- 24.6 The candidate other than blind person asking for writer on genuine medical grounds shall pay in advance to the University an additional prescribed fee per paper. No payment shall be made to the writer by the University which will be the responsibility of the examinee himself/herself.

25. Punishment for use of unfair means:

- 25.1 Before the examination begins the Centre Superintendent or the Deputy Superintendent of the Examination Centre shall call upon all the candidates to deliver to him all papers, books or notes which they may have in their possession. He shall also warn the candidates that if any of them fails to do so, he shall be liable to penalty. Where all late comers is admitted, this warning shall be given to him at the gate.
- 25.2 The Center Superintendent or the examiner in case of Sub-Clause 24.4(g) shall forward to the Controller of Examinations on each day of the examination a declaration signed by him to the effect that the warning as required in Clause-i above was administered.
- 25.3 The Centre Superintendent shall take action against an examinee who is found using or attempting to use unfair means as defined in Caluse-24 below, in the examination hall or within the premises of the examination center.
- 25.4 Use of unfair means shall include the following:
- Having in his possession or accessible to him during examination hours any papers, books or notes, written or printed or any kind of material including body, clothing etc.
 - Writing during the examination hours on any material (including the question paper or blotting paper) other than the answer-book.



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- c) Talking to another candidate or to any person other than the members of the supervisory staff in or outside the Examination Hall during the examination hours.
- d) Consulting notes/books in or outside the Examination Hall during examination hours.
- e) Attempting to take or taking help from any notes or hints written on any part of the body or on the clothes worn by the candidate or on the furniture being used by the candidate.
- f) Receiving help from another candidate with or without his concept or giving help to another candidate or receiving help from any other person during examination hours.
- g) Disclosing his identity deliberately or making any distinctive marks in his answer-book for that purpose or making an appeal to the examiner through the answer-book or using abusive or obscene language in the answer-book.
- h) Presenting to the examiner a practical or class-work-note-book which does not belong him.
- i) Communicating or attempting to communicate, directly or through another person with an examiner or with an official of the University with the object of influencing him in the award of marks or making any approach or manipulation for that purpose.
- j) Swallowing/destroying any note, paper etc. found with him during the examination hours.
- k) Making deliberate arrangement to cheat in the examination, such as:
 - i. Smuggling of an answer-book/continuation sheet in or outside the examination hall or insertion in the answer-book of any sheet(s)
 - ii. Substitutions, wholly or partly, of an answer-book/continuation sheet by another answer-book/continuation-sheet during or after the examination hours.
 - iii. Impersonation.
 - iv. Obtaining admission to the examination on a false representation.
 - v. Forging another person's signature.
 - vi. Failing to deliver his answer-book to the person In-charge before leaving the Examination Hall.
 - vii. Tempering with the particulars, including roll number, written on another candidate's answer-book and/ or writing wrong particulars, including Roll Number on one's own answer book.
- l) Refusing to obey the Centre Superintendent or any other member of the supervisory staff/inspecting staff or creating disturbance of any kind during the examination or otherwise misbehaving in or around the examination hall or threatening or assaulting any official connected with the examination, any time during, before or after the examination.
- m) Any other act of unfair-means/misconduct not covered in these provisions.



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- i) If a candidate is found to be or suspected to be guilty of using unfair means in the examination, the Superintendent may take away his answer-book and permit him, if he so desires, to answer the remaining part of the question- paper on a new answer-book which shall be supplied to him on demand. The candidate may also appear in the rest of the examination in the subsequent papers at his own risk and subject to the decision the University may take in his case for use of unfair-means. The Superintendent may also obtain the explanation of the candidate in writing.
- ii) The Superintendent of the examination center shall report to the University on the form prescribed by the University, at the earliest, each case where use of unfair-means in the examination had been suspected or discovered with the explanation of the candidate concerned, if any. If the candidate refuses to give any explanation this fact shall be recorded in the report. In case the candidate refuses to part with his answer-book when asked to do so, no new answer-book be given to him and he be asked to leave the examination hall.
- iii) An Examination Discipline Committee (EDC) shall be constituted with the approval of the Vice-Chancellor to deal with cases of unfair-means in connection with the examinations. At least three members shall form the quorum.
- iv) Committee shall have the power to:
 - a. Cancel the particular paper or the entire examination in which the student has been found guilty of use of unfair means, such cancellation of paper will mean award of zero mark in the paper and cancellation of the entire examination will be treated as failure in the examination.
 - b. Debar the candidate from appearing in the said examination and/ ordinary other examination conducted by the University up to a period of three years.
 - c. The following are the guidelines for the Examination Discipline Committee on unfair means cases for award of punishment to the candidates who indulge in unfair-means.



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	Nature of Misdemeanor	Punishment
A)	For relevant material found in the candidate's possession concerning the subject and the paper in which the candidate appeared irrespective of the evidence that the material had been used for copying.	Cancellation of the paper or of the entire examination in which the candidate appeared.
B)	For being found with material relevant to the subject of paper with the evidence of copying or attempt at copying.	Cancellation of the entire examination in which the candidate appeared, in addition, the candidate may also be debarred from appearing at the University examination for one year.
C)	For major misdemeanor like smuggling in an doubt of the answer-books/continuation sheets, impersonation and misconduct etc.	Cancellation of the entire examination in which the candidate appeared, in addition, the debarring him from appearing in the University Examination up to three year.
D)	Any other misdemeanor not covered in (a), (b), (c) above.	Cancellation of the entire examination in which the candidate appeared, in addition, the debarring him from appearing in the University Examination up to three year.

- v) If the committee is unanimous in respect of their decision regarding the guilt of a candidate and regarding the quantum of punishment, its decision shall be final. If there is a difference of opinion amongst the members of the Committee, the matter shall be referred to the Vice-Chancellor whose decision shall be final.
- vi) A candidate who is warded punishment by the Examination Discipline Committee on unfair means on having been found using unfair means may submit an application to the Controller of Examinations for reconsideration of his case within 30 days of the receipt of the decision of the committee along with a fee of Rs. 1000/-. Such reconsideration will be allowed only once.



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- vii) The committee shall consider the reports of the Supervisor/ inspecting staff before arriving at decision. If it considers necessary the committee may take the evidence of any person. In no case the candidate shall be allowed to represent himself by an advocate or any other person.
- viii) If a candidate appearing in un cleared subject(s) paper(s) of a lower examination along with the higher examination is found guilty of use of unfair means in a subject/paper of the lower or the higher examination, either of the examinations or both the examinations (higher and lower) may be cancelled.
- ix) In case a candidate denies the allegation(s) against him or if the Committee otherwise thinks it necessary, it shall fix a date, time and place for holding the enquiry and give a notice to the candidate by post or through e-mail by their respective School/Department. Sending such notice/communication through e-mail or any other method by their respective School/Departments to the candidate at the address given by him in his examination application shall be deemed to be a discharge of the University liability as to notice even if the candidate did not receive the communication or that he/she was not available at the said address. No adjournment t of the meeting may be granted to the candidate on any account. On the date and time fixed in the notice which shall not be less than seven days from the date of its dispatch, the Committee shall meet at the required place specified in the said notice for the purpose of holding the enquiry and the said candidate shall be allowed to be present, and heard in the same. The Committee after granting such hearing to the candidate as it may deem necessary, record it's finding about the guilt of the candidate.
- x) If any examiner reports any case of use of unfair means which he detected during the course of evaluation of answer-books the same shall also be decided by the Standing Committee after getting the answer-books checked and giving the candidate a reasonable opportunity to defend himself.
- xi) If unfair means adopted by a candidate come to the notice of the University after the examination, his case will be decided by the unfair-means Committee on such evidence as may be available after giving the candidate a reasonable opportunity to defend himself.
- xii) If a candidate is found guilty of unfair-means after his result has been declared the same shall be cancelled beside the candidate being awarded the punishment which would have been awarded to him had fact of use unfair means come to notice before the declaration of his result.
- xiii) The disqualification under this ordinance will be treated as a failure in the examination and consequences of failure will follow. If a candidate is also disqualified from appearing at the next one or more examinations he shall not be admitted to any course of study, or allowed to appear at any examination of his University, during the period of such disqualification.



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- xiv) If the Vice-Chancellor receives complaints to the effect that the integrity of a University examination has been violated at an examination centre as a consequences of mass copying or other use of unfair means, he, may after enquiry, order re-examination in one or more papers.
- xv) The record/files of the decided cases shall be disposed of after two years after the period of disqualification.

26. PAPER-SETTING AND EVALUATION

General Provisions

- 26.1 Each Board of studies shall recommend, persons for appointment as paper-Setters & Examiners for various University Examinations, by the dates notified by the Controller of Examinations, Keeping in view the dates of Semester/annual examinations.

Provided that the Vice Chancellor may extend the date so notified, in special circumstances.

- 26.2 In these provisions:
- a) An External Examiner shall be one who is not teaching in any School/Department of this University. He /she shall be a teacher with a requisite qualification and experience in the subject as laid down by the concerned BOS of the course or as per the University regulations working /worked in other than this University.
 - b) An Internal Examiner shall be one who is teaching at this University and is having requisite qualification and experience laid down by the concerned regulating body or by this University, as applicable.
- 26.3 The Board of Studies for a subject shall recommend for each examination alternate names for appointment as Paper-Setters as per the guidelines of the concerned regulatory bodies or as may be decided by the University.
- 26.4 Notwithstanding anything contained in any other Ordinance for the time being in force, the Vice Chancellor in consultation with the Chairperson of the Board of Studies concerned, shall have the power to remove permanently or for a specified period any Paper-Setter/Examiner if any Schools/Department for any examination, if his/her work is found unsatisfactory as to standard of marking or who is found to have committed irregularities or caused inordinate delay in the submission of Awards/Question-paper etc., or there is some doubt with regard to his/her integrity or is otherwise unable to perform the work or to conform to the directions of the university authority/Controller of Examination.



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26.5 Where the appointment of any Paper-Setter/Examiner is cancelled under above clause or any Paper-Setter/Examiner is incapable of acting as such or does not accept the appointment in an emergency to meet a particular situation, the Vice Chancellor is empowered to appoint a substitute his/her place as deemed suitable.

26.6 External Paper-Setters and External Examiners shall be appointed on year to year basis, but no such person will ordinarily continue to act as such for a period of more than three years continuously in the same paper and shall not be eligible for re-appointment unless there is a gap of at least one year.

An Examiner shall be considered to have worked for full one year irrespective of the fact whether his/her appointment was only for the Annual or the Supplementary Examination.

26.7 No person shall be appointed as Paper-Setter:

- If he/she has written or revised a help-book or Guide relating to that paper for use of candidates for the examination concerned.
- If he/she does not possess teaching experience in the subject for
 - . 3 Years or
 - . 2 years , in the case of a University professor / associate professor, assistant professor provided that this condition may be relaxed by the Vice-Chancellor on the recommendation of board of studies in the case if a subject in which qualified teachers are not easily available.

26.8 If any of his/her relations is appearing in the examination. For this purpose “relation” shall mean- “wife, husband, son, daughter, sister, wife’s brother, Brother’s son and daughter, sister’s son and daughter, first cousin, husband’s sister, brother nephew, niece, grandson, grand- daughter, daughter-in-law and son-in law”.

26.8.1 If he/she:

. Is convicted of any offence which, in the opinion of the Vice- Chancellor, involves moral turpitude.

. Is declared insane.

If a person has already been appointed and has acquired any of the disqualification, his/her appointment shall be cancelled.

26.8.2 No person shall be appointed as Examiner if he/she does not have five years teaching experience. However, this condition may be relaxed by the Vice-Chancellor in respect of the subject where the qualified teachers are not available.



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27. Limit on number of papers

27.1 No person may be appointed to set more than two question-papers for examinations during a year. The Annual and the Supplementary examinations for the same paper for one course of study being considered as one. Any exceptions shall need the approval of the Vice Chancellor

28. This shall not include:

28.1 Setting of Question-Papers for Practical Examination;

28.2 Examining a Thesis /Dissertation; OR

28.3 Professional examination.

28.4 A person shall be appointed Paper-Setter/Examiner only for one main examination during a year.

29. Unless specified otherwise:

29.1 Each paper in Theory shall be set by a single Paper-Setter;

29.2 The paper-setter may also act as examiner for evaluating the answer-books. Provided that, where the number of answer-books to be evaluated by the Paper-Setter-cum-Examiner exceeds 300, an additional Examiner(s) may be appointed. The number of answer-books shall be distributed, more or less; equal between among the Paper-Setter-cum-Examiner and the additional examiner(s) wherever felt necessary of the Vice-Chancellor can appoint a Head examiner. Where a Dissertation/Thesis paper is examined by two Examiners, and the Examiners fail to agree and the difference is not more than 10% of the maximum marks, the average of the two shall be taken as final award. If the unresolved difference between the External and the Internal Examiners is more than 10% of the maximum marks the appointment of a Third Examiner shall be made by the Vice Chancellor, ordinarily on the recommendation of the Head of the Department concerned, whose award shall be treated as final. The Controller of Examinations shall issue instructions to the Paper-Setter/Examiners with regard to maintaining secrecy and any other matter incidental there too. The Paper-Setters shall send the question-papers to the Controller of Examinations in sealed covers before the date to be notified in their appointment letters.



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The appointment of a Paper-Setter shall be deemed to be cancelled, if he/she fails to send the question-paper by the date fixed in this behalf, provided that the Controller of Examinations may, for sufficient cause, extend the period. The Examiners will send the Awards in accordance with the instructions issued in this behalf, by the dates prescribed for the purpose, failing which they will render themselves liable to a deduction from their remuneration at the prescribed rate per day of delay. The Vice Chancellor may, however, for sufficient reason, condone such delay to the extent he/she deems fit.

Deduction in the remuneration of the examiners shall be made on committing mistake/delays as per rules and regulations.

30 Moderation of Question-Papers:

- a. The question-paper set by the Paper-Setters for University Examinations may, wherever deemed necessary by the Controller of Examination be moderated by the Moderation Board constituted by the Vice-Chancellor. Provided that the Vice Chancellor may also, nominate specialization experts(s) either from within the University or from outside the University to assist the Head of the Department in the moderation of the question-paper(s) or to moderate the question paper singly or by the members of the Moderation Board, as the case may be. The External Moderator(s) will be paid remuneration as decided by the University.

Note: The Moderator will see that the question-paper conforms to the syllabus and guidelines. If in a question-paper, it is found by the Moderator that some questions need to be substituted by other questions as a whole, the question- paper shall be sent to the Paper-Setter with the remarks of the Moderator. In case of difference of opinion between the Paper-Setter and the Moderator or if there is not enough time for the question-paper to be referred back to the Paper-Setter, the matter shall be referred to the Vice Chancellor whose decision shall be final.

31 Complaints against Question-Papers

- a. Complaints against question-papers shall be entertained only if they are made by and/or through the Dean/Head of School/Department of the University and received by the Controller of Examinations under registered cover or in person, within three days of the examination in that paper. No complaint will be entertained thereafter.



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- b. A Committee of four persons (including the Controller of Examinations) shall be approved by the Vice Chancellor. This committee shall, within a week of the receipt of the complaint, or as soon as possible, consider and decide, in consultation with the Paper-Setters, if necessary, complaints received.

The decision of the Committee shall be subject to the approval of the Vice Chancellor. Three members of the Committee will form the quorum.

32 Award of Grace Marks:

- a. Unless specified otherwise in any other Ordinance, Grace Marks may be given to the candidates for various examinations, to the extent and in the manner given below:

A Candidate who fails in one or more paper(s)/subject(s) (Written, Practical, Sessional /Internal Assessment or Viva-Voce) and/or in the Aggregate shall be given Grace Marks up to 1% of the aggregate marks (excluding the marks for Internal Assessment/ Sessional(s) of the Paper(s)/Subject(s)) of the examinations, if by the addition of these marks, he/she passes the examination or is placed in compartment/reappear or earn exemption. However, if such a candidate, after ascertaining from the D.M.C./University Exam Branch that he/she has been given grace marks, represents against the Grace Marks awarded to him/her, the same shall be withdrawn and his/her result may be revised. The option once exercised shall be final. The request of the candidate for withdrawal of Grace Marks must reach the Controller of Examinations within one month of the dispatch of the Detailed-Marks-Card by the University, after which no request will be entertained.

33 Issuance of Migration Certificates:

- a. A candidate, who has passed the final semester/annual examination or a part of examination, may apply for Migration Certificate from the University on the prescribed application form along with a fee of Rs. 1000/-. The Migration Certificate shall be issued by the University as per the guidelines issued from time to time.

34 Interpretation of rules:

- a. Where there is an ambiguity in the rules and the interpretation of the same is required, the decision/interpretation of the Competent Authority shall be final.

The examination fee may be revised, as necessary, for every new batch on year to year basis and shall be notified as part of the Examination Notice for a particular year, before start of examination process.



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35 Transfer of Credits:

- 35.1 A student may be permitted to do certain subjects in another Institution/University subject to compatibility of subject content and assessment process with the prior approval of the Dean of the School concerned and the competent authority; and the University may allow transfer of credits of such subjects on the recommendation of the Dean of the School. Similar benefit could also be given, on the recommendation of the Dean of the school, if a student has successfully completed a subject, equivalent to a core subject of the programme/course for which the student has registered, in a recognised Institution/University prior to joining a Programme/course of study.
- 35.2 The University shall give equivalent credit weightage to the students for credits earned through Online Learning Courses (in the category of Elective subjects) through SWAYAM platform in the credit plan of the Programmes/course of Study as per guidelines of UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016 and as amended from time to time.
- 35.3 The maximum credits that can be accepted for transfer shall not exceed 25% of the total credits required for the completion of the Programme of Study in which a student has been admitted.
- 35.4 Only such subject(s) may be considered for acceptance of credit transfer, in which the student has secured at least D Grade or a minimum of 40% marks, as the case may be. In case a student has earned more credits from other Universities/Educational/Research Institutions, the student may indicate his/her preference of subjects for credit transfer.

36 Grading System:

After adding the teaching continuous evaluation/internal assessment marks to the end semester examinations, the marks secured by a student from maximum 100 shall be converted into a letter grade. The grade points are the numerical equivalent of letter grade assigned to a student in the points scale as given below:-



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Letter Grade	Letter Description	Grade Point	Class Interval (in %)
O	Outstanding	10	90 and above
A+	Excellent	9	75 and < 90
A	very good	8	60 and <75
B+	Good	7	55 and <60
B	above average	6	50 and <55
C	Average	5	45 and <50
P	Pass	4	40 and < 45
F	Fail	0	<40
Ab	Absent	0	Absent

Grade P (grade point 4) shall be the subject passing grade unless specified otherwise by the Syllabi and Scheme of Teaching and Examination for the course. For grade(s) below the passing grade as defined in the Syllabi and Scheme of Teaching and Examination, the associated grade points shall be zero. Both acquired marks and grades shall be reflected on the end semester mark-sheets.

Note:

- i. F = fail, and the students graded with 'F' in a programme or course shall be required to re-appear in the examination
- ii. Minimum qualifying marks for a subject is 40% or less than 45% i.e. 'P' grade.
- iii. 'C' grade is 45% or less than 50%
- iv. 'B' grade is 50% or less than 55%
- v. 'B+' grade is 55% or less than 60%
- vi. 'A' grade is 60% or less than 75%
- vii. 'A+' grade is 75% or less than 90%
- viii. 'O' grade is 90% and above
- ix. Students shall have to qualify the sessionals (tests, assignments, attendance, presentation etc.) and end-semester examinations separately and the student failing to qualify either of the components shall not be considered as qualified in any case.
- x. Students shall be allowed to improve their grades during the maximum duration of the course of study.
- xi. There shall be no rounding of SGPA/CGPA
- xii. The SGPA/CGPA obtained by a student is out of a maximum possible 10 points.
- xiii. A student in order to be eligible for the award of the degree/diploma of the University must have obtained CGPA of 4 at the end of the course.
- xiv. Provided that students who are otherwise eligible for the award of the degree/diploma but have secured a CGPA less than 4 at the end of the permissible period of semesters may be allowed by the University to repeat the same subject of the same type in lieu thereof in the two extra semesters provided in **clause 5.2 on "Duration of course"**.



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University shall adopt the 10-points grading system with the letter grades as given below. The Cumulative Grade Point Average (CGPA) obtained by a student shall be Classified into the following divisions:-

CGPA	Class/Division
10	Outstanding
9 and above, but less than 10	First Class with distinction
8 and above, but less than 9	First
7 and above, but less than 8	High Second
6 and above, but less than 7	Second
4 and above, but less than 5	Third
less than 4	Fail

In respect of components other than internal assessment and end semester examination, wherever prescribed, the level of attainment necessary to qualify for the award of degree/diploma/certificate will be prescribed in respect of each such courses of study separately by the academic council on the recommendation of the concerned Board of Studies.

- To qualify for the award of Ph.D / M.Phil degree a candidate should obtained prescribed credits as per the UGC Regulations.
- To qualify the award of master degree a candidate should obtain the prescribed credits relevant to the course
- To qualify the award of bachelor's degree with a particular subject as honors, a candidate should obtain the prescribed credits including those in skill oriented subjects relevant to the course.
- To qualify the award of post-graduation diploma/diploma/certificate, a candidate should obtain the prescribed credits to the relevant course.

37 Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- 37.1 Performance in a semester will be expressed as Semester Grade Point Average (SGPA) and shall be rounded to two decimal digits.
- 37.2 Cumulative performance of all the semesters together will reflect performance in the whole programme and it will be known as Cumulative Grade Point Average (CGPA), and shall be rounded to two decimal digits.
- 37.3 The formula for calculating of SGPA and CGPA is given below:



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$$SGPA = \frac{\sum CiGi}{\sum Ci}$$

$$CGPA = \frac{\sum \sum CniGni}{\sum \sum Cni}$$

Where:-

Ci - number of credits for the ith course

Gi - grade point obtained in the ith course.

Cni- number of credit of the ith course of the nth semester

Mni - marks of the ith course of the nth semester

Gni - grade points of the ith course of the nth semester

37.4 Audit papers (as per clause 4.4) shall not be accounted for in the calculation of SGPA and CGPA.

37.5 The successful candidates as per **clause 11.6** and having an overall CGPA higher than an equal to the minimum CGPA specified in the Syllabi and Scheme of Teaching and Examination for the award of the degree shall be awarded the degree and shall be placed in Divisions as below:

- i. CGPA of 4.00 - 4.99 shall be placed in the Third Division
- ii. CGPA of 5.00 to 6.49 shall be placed in the Second Division.
- iii. CGPA of 6.50 or above shall be placed in the First Division
- iv. CGPA of 10 shall be placed in the Exemplary Performance. Exemplary Performance shall be awarded, if and only if, every subject of the course offered to the student is passed in the first chance of appearing in the paper that is offered to the student. A student with an academic break shall not be awarded the exemplary performance.
- v. The CGPA x 10 shall be deemed equivalent to percentage of marks obtained by the student for the purpose of equivalence to percentage of marks.

38 Award of Degree:

A student shall be awarded a degree if:

38.1 He/She has registered himself/herself, undergone the programme/course of studies, completed the project/training report/dissertation specified in the curriculum of his/her programme/course within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree.

38.2 There are no dues outstanding in his/her name to the University; and

38.3 No disciplinary action is pending against his/her.

38.4 He/She has acquired the CGPA higher than or equal to the minimum CGPA specified in the Syllabi and Scheme of Teaching and Examination for the award of the degree.



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39 Subject to the provisions of the Act, the statutes and the Ordinance such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees, instructions to examiners. Superintendents Examination Centre, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purpose by the Vice-Chancellor.

Notwithstanding anything stated in this Policy, for any unforeseen issues arising, and not covered by this Policy, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining the opinion/advice of a Committee consisting of any or all of the Deans of the faculty. The decision of the Vice-Chancellor shall be final.