



EXAMINATION REGULATIONS

Sub part of Academic Regulations of 2022

Clause 5.1 to Clause 5.6

5. Regulations for the conduct of examinations, including the terms of office and manner of appointment and the duties of examining bodies, examiners, and moderators

5.1. General Guidelines

5.1.1. The University Examinations: General Guidelines

- (a) Examinations of the University shall be open to all student's subject to their meeting the minimum requirement for taking the said examination.
- (b) Students shall register for the examination through ERP in a programme of study comprising of course/s.
- (c) Any student who has been expelled or rusticated from the University or has been debarred from appearing in the University examination following due process for any reason shall not be permitted for any examination during the period for which the sentence is in operation.
- (d) Notwithstanding anything contained in the Regulations relating to admission of students to an examination of the University, the Vice Chancellor may, in special cases in which he is satisfied on the cause, may allow the student to take the examination.
- (e) The permission given to a student to appear in an examination may be withdrawn if it is found that:
 - i. the student was not eligible to appear in the examination or
 - ii. any of the particulars given or document submitted by the student in or with the application for enrolment, admission or admission to an examination is false or incorrect.
- (f) No student shall be permitted to enter the examination hall without having a valid identity card and admit card/hall ticket which is generated through ERP.
- (g) Student will be liable for punishment for any kind of misbehavior or indiscipline during the examination inside the examination hall or outside the examination hall as per rules made in that respect by the Board of Assessments and Evaluations.
- (h) If a student acts in a violent manner or uses force or makes a display of force towards any staff engaged in examination work, the student may be expelled

from the hall, and if needed police help may be sought.

- (i) Students expelled on the above ground will not be allowed to appear in the subsequent papers.
- (j) If a student is found guilty of misconduct in an examination and if such a fact comes to the notice at a later date of him being instrumental in tampering with University records, the unfair means committee may cancel the examination of such a student.
- (k) When any of the above-mentioned penalties are imposed, the student concerned shall be given the opportunity to show cause in writing as to why the proposed penalty may not be imposed on him and shall consider the explanation, if any, be filed within the specified time, before the Director of Assessments and Evaluations.
- (l) In case of a student who is unable to appear in the examination due to sickness or other causes, such cases may be treated as special cases after satisfying the genuineness and as per the gravity of the case; the remedial measures may be taken by the Dean of the school with the approval of the Vice-Chancellor.
- (m) The University shall lay down the eligibility conditions for appearing in the Examination like minimum attendance in the rules of the programmes. Students shall have to obey the academic rules and regulations in this regard.
- (n) No Regular student will appear in the examination of the University if he:
 - i. has concealed important information from the University at the time of admission;
 - ii. has been prosecuted in any indiscipline case and so decided by the Vice-Chancellor;
 - iii. does not possess the minimum academic qualification to appear in the examination;
 - iv. does not satisfy all the provisions of this Regulation or/and any other Regulations which govern the permission to appear in the examination;
 - v. has not fulfilled the attendance requirement.

5.1.2. The assessment system for different schools Scheme and their Programme /courses will differ based on the programmes outcomes and the learning outcomes. The Assessments and Evaluations would comprise of written examination and/or jury/seminar/vivas for assessments.

The percentage and weightage distribution of marks to be assigned for assessments as decided by the Board of studies to be approved by Academic Council from time to time.

- (a) The written examination system: This method is followed for programme /courses within the school curricula, in addition to in-class presentations, researched term papers. This mode of evaluation will also involve a mid-semester and an end of term question paper-based examination.
- (b) The Jury System: The jury method of evaluation is the hallmark of some schools for example the School of Design & Innovation and the School of Film & Animation. According to this system, students undergo evaluations in which they present their work to their peers and to a group of experts (internal and external). The students are then required to defend his proposal in front of this collective.
- (c) The seminar system: This method of evaluation is adopted for the seminar classes in which students are evaluated through a series of in-class presentations, as well as, a mid-semester presentation and an end of term research(ed) paper and presentation.

The performance of the Students shall be evaluated in two components. The Students' performance shall be assessed by Internal Continuous Formative Assessment with a 60% weight in the first component and by conducting the Semester End Summative Assessment with a 40% weight, in the second component. The allocation of marks for the Internal Assessment and Semester End Examinations are as shown below: -

(a) Internal Continuous Formative Assessment – 60% / 60 Marks

Sr. No.	Bloom's Taxonomy Levels	Particulars	Marks
1	L1 and L2	Objective class tests/Seminar projects	20 Marks
2	L3, L4, L5 and L6	<ul style="list-style-type: none"> • Subject specific Term Work Modules • Industry Projects 	30 Marks
		<ul style="list-style-type: none"> • Group presentations supported by Peer Evaluation Forms • Class Assignment Submissions • Laboratory Practical Applications • Journal & Micro-book submissions • Case Study – interpretation and analysis • Debates and Psychometric Assessments <p>In addition to the above, assessment modes like Breakout Room Discussions, Pop Quizzes & Polls, open book tests, field/ experimental work, Business Simulations/Games and any other assessments that teachers may deem fit</p>	
3		Regular attendance and active participation in routine class instructional deliveries and in practical work – tutorial - field work etc as the case may be, and Overall conduct as a responsible Student, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	10 Marks

(b) Semester End Summative Assessment – 40% / 40 Marks

Summative Assessment in the end term examination shall be on the principles of the hierarchy of learning of the bloom's taxonomy.

5.1.3. Passing Standard

- (a) To pass an UG programme, a student shall obtain not less than 40% marks in aggregate.
- (b) To pass in each course of UG programme a student shall obtain minimum of 40% marks in External Examination in that semester.
- (c) To pass a PG programme, a student shall obtain not less than 50% marks in aggregate.
- (d) To pass in each course of PG programme a student shall obtain minimum of 45% marks in External Examination in that semester.

A student will be said to have passed the course if he passes the Internal Continuous Formative Assessments & Semester End Summative Assessments together.

5.1.4. Carry Forward of the Marks in Case If the student Gets 'NQ' Grade in One Or More Subjects

- (a) A student who FAILS in the Semester End Examination of the course, shall reappear for the Semester End Examination of that course. However, his marks of the Internal Examinations shall be carried over and he shall be entitled for the grade obtained by him on passing.
- (b) A student who PASSES in the Semester End Examination but FAILS in the Aggregate of the course shall reappear for the External Examination of the course. However, his marks of the Internal Examinations shall be carried over and he shall be entitled for the grade obtained by him on passing.

5.1.5. Allowed to Keep Terms (ATKT)/Promotion Criterion Students are allowed to keep term as per the following rules.

For programme with semester system:

Admission in Semester	Candidate should have passed in all the courses of following examinations of the University	Appeared	Candidate should have earned at least 60% credits of the Semester/s mentioned below.
I	As per Eligibility		-
II		I	-
III		I & II	I and II
IV		III	-
V	I, II,	III and IV	III and IV
VI		V	-
VII	I, II, III, IV,	V and VI	V and VI
VIII		VII	-

If the calculation of 60% of the credits comes in fraction, then round it off to next integer if it is 0.5 or more, else to the immediate previous integer.

For programme with Trimester system:

Admission in Trimester	Candidate should have passed in all the courses of following examinations of the University	Appeared	Candidate should have earned at least 60% credits of the Trimester/s mentioned below .
I	As per Eligibility		-
II		I	-
III		I & II	I and II
IV		III	I,II and III
V	I, II	III and IV	III and IV
VI	III	V	-

If the calculation of 60% of the credits comes in fraction, then round it off to next integer if it is 0.5 or more, else to the immediate previous integer.

5.1.6. Grading System

- (a) In a class of students up to 30, the absolute grading will normally be used and the level of students' academic performance shall be reflected by letter grades on a ten point scale according to the cannotation as under.

- i. Undergraduate programmes:

Grades conversion table for UG courses at ATLAS SKILLTECH UNIVERSITY			
Sr. No	Grade Point	Letter Grade	Description
1	10	O	Outstanding
2	9	A+	Excellent
3	8	A	Very Good
4	7	B+	Good
5	6	B	Above Average
6	5	C	Average
7	4	D	Pass
8	0	NQ	Not Qualified
9		Ab	Absent
10		I/C	Incomplete
11		S	Satisfactory
12		N	Unsatisfactory

In order to convert the GP/SGPA/CGPA into a percentage, please multiply it with 9.5

ii. Postgraduate Programme:

Grades conversion table for PG courses at ATLAS SKILLTECH UNIVERSITY			
Sr. No	Grade Point	Letter Grade	Description
1	10	O	Outstanding
2	9	A+	Excellent
3	8	A	Very Good
4	7	B+	Good
5	6	B	Average
6	5	C	Pass
7	0	NQ	Not Qualified
8	0	Ab	Absent
9		I/C	Incomplete
10		S	Satisfactory
11		N	Not Satisfactory

- (b) In a class of more than 30 students, relative grading will be used where the marks awarded to a student in a course shall be transformed into normal distribution curve by using statistics to ensure the uniformity in spread of scores regardless of the nature of curricular areas.

In order to convert the GP/SGPA/CGPA into a percentage, please multiply it with 9.5.

A student obtaining Grade NQ shall be considered Not Qualified and will be required to reappear in the examination.

For non-credit courses ‘Satisfactory’ or ‘Unsatisfactory’ shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

- (c) Computation of SGPA and CGPA

The following procedure explains computation of the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$SGPA (S_i) = \sum (C_i \times G_i) / \sum C_i$$

where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

- ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \sum (C_i \times S_i) / \sum C_i$$

where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

5.1.7. Passing Criteria

A student has to fulfill the following conditions to pass any academic programme of the University:

- (a) A student who has earned minimum number of credits prescribed for the concerned programmes as per the Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the Programme of study. Credit Units for each programmes shall be decided by the Board of Studies of each Institution.
- (b) For a student who has reappeared/repeated the examination of course unit(s), the marks obtained in the repeat Course Unit(s) shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree.

5.2. Committees for Examination

5.2.1. The Board of Assessment and Evaluation (as per First Statutes Clause 3.4)

- (a) The Board of Assessment and Evaluation shall be the principal authority of the University for conducting the examination and making policy decisions in regard to organizing and holding examinations, schemes or policies for skill-based assessments and weightage, improving the system of Assessment and Evaluation, appointing the paper-setters, examiners, moderators, skill assessors from industry, and also to prepare the schedule of Assessment and Evaluation and declaration of results. The Board of Assessment and Evaluation will also oversee and regulate the conduct of examinations in examination centers, skill centers, study centers or any center related to the University.
- (b) The Board of Assessment and Evaluation shall consist of the following members, namely: —
 - i. The Vice-Chancellor – (Chairperson)
 - ii. One Member nominated by the Governing Body – (Member)
 - iii. Two Deans by rotation, nominated by the Board of Management – (Member)
 - iv. One evaluation expert, co-opted by the President (Member)
 - v. The Director of Assessment and Evaluation – (Member Secretary).

5.2.2. Examination Committee

The University would appoint an Examination Committee comprising of the following:

- i. Pro Vice Chancellor – Chairperson
- ii. Deans of schools/ Heads of departments not exceeding eight nominated by the Vice Chancellor
- iii. Director of Assessments and Evaluations – Member Secretary

The tenure of the Examination Committee shall be two years. Two third members will form the quorum of the meeting. There will be at least one meeting of the Examination Committee in each semester. The decisions of the Examination Committee shall be placed before the Academic Council.

(a) Functions of the Examination Committee shall be:

- i. To frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of student's performance and conduct of examinations as well as for tabulators/programmers for preparing the results of the examinations.
- ii. To supervise generally all the examinations of the University and issue such directions as it may consider necessary for conduct of examinations.
- iii. To review from time to time the results of the University examinations and submission of reports thereon to the Board of Assessment & Evaluation.
- iv. To make recommendations to the Board of Assessment & Evaluation for the improvement of the examination system.
- v. To appoint such number of sub-committees as it may think fit, and in particular, may delegate to any one or more persons or sub-committee(s), its powers to deal with examination matters.
- vi. To consider the complaints received against Officers and Staff engaged for misconduct/mistakes during examinations and recommend to the Board of Assessment & Evaluation for further process.
- vii. To consider and recommend the rates of remuneration for the Examiners, Superintendents of Examination Centres and other staff engaged on examination duty, Tabulators and Collators, etc associated with the examination duty.

(b) Examination committee's duties and responsibilities

The Examination Committee would work together with individual Deans of Schools and their teams at the start of every Academic Year/Semester (before 31 July) to achieve the following objectives:

- i. Prepare tentative Examination Schedules and submit the same to the Director of Assessments and Evaluations for approval and notification.
- ii. Minimum 45 days prior to an exam, help create panels of paper setters, examiners, evaluators and submit the same to the Director of Assessments and Evaluations for approval by the Board of Assessment

& Evaluation. It will also suggest the names of external experts for moderation of question papers.

- iii. Make arrangements for printing of Question Papers for internal class tests and other components of internal assessment, where necessary.
- iv. The Question Papers to be received by the Director of Assessments and Evaluations to be kept in safe custody with proper record of the used and unused question papers.
- v. Arrange printing of Answer Books on standard format provided by the University and maintain record of used and unused answer books.
- vi. When situation requires it, arrange for Question Banks to be created for conduct of Online Exams
- vii. The Director of Assessment & Evaluation shall scrutinize the examination forms of the students and determine eligibility of students for taking examination. In case any student is found ineligible, he/she will record reasons of ineligibility against each student and inform the examination committee.
- viii. Ensure compliance of provisions of Regulations and Guidelines relating to conduct of examinations. The committee members shall act as Vigilance Squad during the examination.
- ix. Make all necessary arrangements for conduct of Examinations including display of examinations schedule, seating arrangements, security arrangements, if required, and for recording attendance of students, in every manner possible – emails, notice boards and through the use of relevant Learning Management System (LMS) announcements
- x. Appoint amanuensis for visually handicapped and disabled students who are unable to write with their own hands.
- xi. Report immediately cases of use of unfair means by the students in the examinations, if any, to the Director of Assessments and Evaluations for consideration by the Unfair Means Inquiry Committee of the University.

5.2.3. Unfair Means Inquiry Committee

The Unfair Means Inquiry Committee would be constituted to investigate and decide on cases pertaining to Unfair Means found to be used by students while attempting their exams. The Committee would comprise of the following:

- i. Pro-Vice Chancellor - Chairperson
- ii. Two Deans of Schools
- iii. One Senior Officer of the University OR an evaluation expert
- iv. Director of Assessments and Evaluations - Member Secretary

The Chairperson may co-opt any Dean for particular meeting of the Unfair Means Inquiry Committee. The tenure of the nominated members of the Committee shall be two years. A member shall be eligible for re-appointment. Three members present shall constitute the quorum

The committee would deliberate over all such cases and arrive at conclusions and decisions, which would be binding on all parties concerned.

(a) Procedure for handling Unfair Means in an examination hall

If students are found copying or using any other unfair means in the examination hall/room, the Invigilator in charge of an examination hall take action against the examinee, in the following manner:

- i. The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answer-book and a UFM proforma shall be filled with date and time.
- ii. The statement of the examinee and the Invigilator shall be recorded.
- iii. The examinee shall be issued a fresh answer-book marked 'Duplicate-Examinee Using Unfair Means' to attempt answer within the remaining time prescribed for the examination.
- iv. All the material so collected and the entire evidence along with a statement of the examinee and the answer-book duly initialed by the student shall be forwarded to the controller of examination by name in a separate confidential sealed packet marked 'Unfair Means'.

- v. The material so collected from the examinee, together with both the answer-books, viz, the answer-book collected while using unfair means and the other supplied afterwards, will be sent to the Unfair Means Committee for its decision.
- vi. The cases of the use of unfair means at the examination, as reported by the Invigilator along with the report of the unfair means activity, shall be examined by an Unfair Means Committee constituted by the Vice-Chancellor. The Committee shall after examining the cases, decide the action to be taken in each case as per rules and submit the report to the Director of Assessments and Evaluations in regard to all cases of the use of unfair means with the recommendations of the Committee in each case.
- vii. Further, the Director of Assessments and Evaluations shall send the report of the Unfair Means Committee to the Board of Assessment & Evaluation for approval of decisions recommended by the Unfair Means Committee.
- viii. Procedure for Investigation in Case of Malpractices and appeals and reviews as annexed in Annexure I

5.3. Examination Process

5.3.1. Process Before Exams

- i. Examination committee shall submit the examination Schedules/timetables to the Director of assessment & evaluation for review.
- ii. The finalized examination timetable is published at least 15 days before the exam period. This timetable is accessible on the university's official website, notice boards, and through email notifications to students and faculty.
- iii. The student will access to the examination timetable on his/her ERP.
- iv. Concerned paper setter for all schools would be expected to submit 3 sets of duly reviewed question papers to the office of Director of Assessments and Evaluations as per the prescribed format, at least 30

days prior to the commencement of the Examinations. Out of 3 sets, 2 sets shall consist of completely different questions. (Annexure II-appointment of Paper Setters, Examiners & Evaluators)

- v. In the case of Online Exams, the questions would be compiled into Question Banks
- vi. The question papers once submitted would be reviewed by External Subject Experts within 3 days of submission.
- vii. Invigilators would be chosen by the Director of Assessment and evaluation at least 14 days prior to the commencement of Examinations
- viii. Examination halls would be finalized by the Director of Assessment and evaluation at least 14 days prior to the commencement of Examinations Seating arrangements and fixing stickers with application ID's to be completed a day prior to exam.
- ix. Director of Examinations & Assessments to choose Question Paper Set. Question papers to be sent for printing only after the approval of the Subject Experts, a week before exams
- x. Invigilation chart shall be published through email notifications to the faculties & staff.
- xi. The learning disability student who needs help during the examination will require to apply for the same with relevant document and the Director of Assessment & Evaluation shall appoint amanuensis (Appointment of Amanuensis for Writing Examination as Annexed in Annexure –III)

5.3.2. Process During Exams

- a. The Examination Centre shall be open to inspection by the Pro-Vice Chancellor, Deans/Directors of schools, Director of Assessments and Evaluations and any such officers so authorized by the Vice Chancellor.
- b. Invigilators are required to collect the answer book, junior supervisor file (Invigilators report forms) at least 30 minutes before the examination begins.
- c. In case of Online Exams, the invigilators would open the virtual

classroom at least 30 minutes before the examination begins.

- d. Students should carry only the requisite exam material with them like stationery, writing board, simple calculators, water bottle. They are not allowed to share any material during the course of the examination.
- e. In case of Online Exams, the students' videos would have to be switched on and the students' face should be clearly visible in the middle of the frame
- f. Mobile phones, smart watches, scientific calculators, written material, etc. are strictly prohibited.
- g. Answer sheets to be distributed 10 minutes before the exams commence
- h. Students are not supposed to write their names on the answer sheets.
- i. The invigilator must personally get the signature sheet signed by each candidate. While doing that, the invigilator must check the details of the student on both the ID card and the answer sheet and only then sign their answer booklet with the date mentioned.
- j. In case of Online Exams, only those students whose videos would have been switched on, would be considered as Present
- k. There will be a Senior Supervisor / Vigilance Squad on the floor at all times. Any indiscipline in class, additional assistance, clarification in the question paper, etc. should be communicated to them.
- l. In case of students who use unfair means to attempt the exam, they would be immediately referred to the Director of Assessments and Evaluations, who would in turn raise the concern with the Unfair Means Inquiry Committee for the issue to be addressed
- m. The policy to deal with cases of students using Unfair Means to attempt the exams, is provided separately
- n. Students are allowed to submit their paper before the end time and leave the hall. However, during the last 15 mins, no student will be allowed to leave the examination.
- o. Invigilators to ensure that all the answer sheets are collected as soon as

the examination ends. Only students with a learning disability will be given 25% extra time.

5.3.3. Process Post Exams

- a. All answer sheets will be submitted in the Examination Office and the invigilator must wait till the counter check is done
- b. Respective Faculty members to submit the marks within 8 days from the date of the respective examination.
- c. The Director of Assessment & Evaluation will conduct a thorough moderation of all evaluated answer books as per following:
 - i. 100% moderation for candidates who have failed by a margin of up to 10% of the total aggregate marks for that course or paper.
 - ii. 100% moderation for candidates who have obtained more than 90% of the total marks.
 - iii. Additionally, a random selection of 5% of all answer books will also be moderated to ensure consistency and fairness in the evaluation process.

5.3.4. Preparation of Result

- a. **Grace Marks for Passing in Each Head of Passing (Theory / Practical / Oral / Sessional External / Internal)**

The examinee shall be given the benefit of grace marks only for passing in each course/head of passing in External/Semester End Examination or Internal Examination Assessment,

Provided that the benefit of such gracing marks given in different courses of passing shall not exceed 1% of the aggregate marks in that examination of the programme
Provided further that the benefit of gracing of marks under this Regulation shall be applicable only if the candidate passes the entire examination of semester / year.

Grace Marks for NSS/NCC Students, Sports, Cultural & Co-Curricular Activities.
Candidates appearing for any of the University examination/s conducted on behalf of the University, shall be eligible for the award of maximum of 10 grace marks at

their option, whenever necessary in addition to the marks secured in each head of passing for participation in any one of the activities mentioned below: -

- (a) Students who participated in N.S.S programme and have satisfactorily completed at least 120 hours of social service comprising the time spent in at least 2 types of projects as certified by the Dean of their respective school and forwarded by the N.S.S. in-charge.

OR

- (b) Students who have participated in socially useful project work beyond their regular curriculum for 120 hours as certified by the Dean of their respective school.

OR

- (c) Students who are one of the members of the team/s reaching at Quarter final stage at inter-collegiate sports competition or have secured one of the eight places in order of merit in individual sport event conducted by the University or have represented the University in sports events either at the State level or at Zonal level or at National level or at International level and have produced the necessary certificate from the Dean of their respective school.

OR

- (d) Students who are members of team/s securing First three positions in culture group events or have secured one of the first three places in individual cultural events or whose performance have been adjudged best as an Actor/Actress, Music Director, Lighting/ sound effect Operator, Author, Choreographer, or as Director in group events conducted at the Inter-collegiate cultural competition organized by the University, or have represented the University in any of the cultural events either at the State-level or at the Zonal level or at the National level or at the International level in the same academic year as certified by the Dean of their respective schools .

- (e) Students who are members of the student's council constituted by the University section 40 (2) (a) of the Maharashtra Universities Act 1994, and have actively participated in the various schemes, programmes and attended functions of the University during that academic year, as certified by the in charge of the student's welfare activities.

The benefit of 10 grace marks to candidates would be available only in any one of the activities mentioned above, at their option subject to their fulfilling

following conceptions: -

- i. That they are appearing for any university examination, for the first time.
- ii. That in case of failure in one or more heads of passing an examination, the benefit of grace marks shall be granted to the extent of 5% of the maximum marks allotted to a course.
- iii. That the grace marks will be granted for the purpose of claiming exemptions in subject/s provided it shall not exceed 5% of the maximum marks allotted to a subject.
- iv. That the maximum of 10-grace marks shall be granted for the purpose of enabling a candidate for the award of class and or distinction, in the examination
- v. That benefit of grace marks under this Regulation shall be given in even semester examination.

b. Condonation Marks

If a student fails in only one course, having passed in all other courses, his/her deficiency of marks in such course may be condoned by not more than 10 marks in that examination. This shall not apply over and above gracing marks.

c. Amendment in Result Due to errors

In any case where it is found that the result of examination has been affected by any error, the Director of Assessment & Evaluation shall have the power to amend such result/s in such matter as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of the Vice-chancellor/ Pro Vice-chancellor, provided the error are reported/detected within 6 months from the date of declaration of results. Errors detected thereafter shall be placed before the Board of Assessment & Evaluation

Error means: -

- (a) Error in computer/data entry, printing or programming and the like.
- (b) Clerical error, manual or machine in totaling or entering of marks on ledger/register.
- (c) Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation, and result preparation.

Error due to fraud, malpractice

In any case where the result of examination has been ascertained and published and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby an examinee has benefited and such examinee, has in the opinion of the Board of Assessment & Evaluation been party of privy to or connived at such malpractice, fraud or improper conduct, the Board of Assessment & Evaluation shall have power at any time notwithstanding the issue of the certificate or the award of Prize or Scholarship, to amend the result of such examinee and to make such declaration as Board of Assessment & Evaluation considers necessary in that behalf.

5.3.5. Declaration of Result

Results to be declared through ERP within 20 calendar days from the date of the last examination. This date can be further extended by another 10 days (to a total of 30 calendar days from the date of the last examination) due to exigencies, but a detailed report would have to be submitted to the office of the Vice Chancellor providing clear reasons for any such delay.

5.3.6. Rechecking/Re-Evaluation of Answer Books/Project Reports and Examination results

a. Rules and Procedure for the Revaluation of the Answer-book/s

- (a) A student seeking revaluation of an answer script of an end-semester examination shall apply to the Director of Assessments and Evaluations through the ERP by filling the revaluation form within three (03) working days of declaration of the grades.
- (b) In case of revaluation resulting in change of marks/grades the revised marks/grade shall be final.

b. Rules and Procedure for photo copy of Answer-book/s

- (c) The facility of obtaining photo copy of assessed and/or moderated answer book/s by the examinee is extended with a view to bring transparency in the examinations system and ensure its credibility.
- (d) This facility, thus provided, shall be for theory papers only of all the examinations conducted by the University in the current semester.
- (e) The photo copy shall be sought by submission of application in the prescribed form along with the non-refundable fee of Rs.500/- per answer- book by the

examinee.

- (f) The prescribed application form as available on the ERP for obtaining photo copy of answer book shall have to be filled and signed by the applicant examinee within seven (07) working days from the date of the declaration of result of the examination or receipt of the statement of marks by the University.
- (g) The University shall endeavor to supply photo copy of answer books as far as possible within seven (07) working days from the date of receipt of application to the University.
- (h) While obtaining the photo copy the applicant examinee shall have to produce the original receipt of submission of application form and to establish his/her identity.
- (i) On receipt of photo copy the applicant examinee shall be the sole custodian of it and under any circumstances the examinee shall not part with the custody/possession of the same and also shall not use the same for any other purpose/s.
- (j) The photo copy so obtained by the examinee shall be for his/her exclusive and relevant use. Neither the said examinee nor any other person can use the said copy to dispute or challenge the quality of assessment or quantum of marks assigned to the answers therein.

If the examinee is found guilty of indulging in any unfair act/attempt he/she shall be liable to be tried before the Unfair Means Inquiry Committee of the University and the decision taken by the authorities based on the recommendation of the said committee shall be final.

- (k) On receipt of the photocopy if the discrepancy of following nature is noticed by the examinee, he should apply to the University in the prescribed form along with the said photocopy and copy of the question paper within seven (07) working days of receiving their photocopy.

- i) Mistake in totaling

- ii) Non assessment of a question / sub-question if required

After due verification, the Director of Assessment and Evaluation shall make necessary rectification in the marks allotted to the said subject and

consequently in the result of the candidate without charging any further fee for rectification.

- (l) In case of non-assessment of question / sub-question the original assessor or if the answer book is moderated the moderator will be called for rectification. It will be binding on the concerned examiner / moderator to attend the call of the University. Not attending the call of the University within the stipulated period will be treated as misconduct.
- (m) The examinee is free to apply for Photocopy of answer books of as many subjects as he desires.

5.4. Re-sit Examination

- (a) Due to unavoidable circumstances, if any student is unable to appear for the examinations, then the student will have the opportunity to appear for re-sit examinations. However, the student is supposed to submit an application explaining reasons for missing the examinations supported by documentary evidence.
- (b) Students who failed to secure minimum passing marks/grade in three course shall be given one more opportunity (subject to approval from the dean/director of the programme) to appear in re-sit examination , within 30 days of the declaration of the results of semester/trimester examination.
- (c) The pattern of the internal and external examination of re-sit examination shall be the same or an alternative method, recommended by the Board of Studies and approved by the Academic Council from time to time.
- (d) A student who scores minimum passing marks in each of the course of the programme but fails to qualify for passing on the aggregate marks will have the option to to reappear in an examination for a maximum of three courses of his choice to qualify on the minimum requirement of aggregate passing marks
- (e) If a student fails to pass in re-sit examinations, he has a choice to appear in supplementary examination as per ATKT rules.
- (f) A student who has to reappear/repeat in an end term examination in terms of provisions made above shall be examined as per the syllabus in the Scheme

of Teaching & Examination and syllabus applicable at the time of joining the concerned programme. However, in cases where only some minor modifications have been made in the syllabus of the course(s), and the HOD of the concerned Department/Institution so certifies, the examination may be held in accordance with the revised syllabus.

- (g) Students who are eligible to re-sit in an examination, or are repeating the course(s) shall have to apply to the Director of Assessments and Evaluations through the ERP by filling the re-sit examination form

5.5. Grade Improvement

- (a) If a student has poor performance in a number of courses in a particular term, he/she may at his option, take an academic break for one year, and re-register for both the semesters of that academic year in the next academic year. Such a student may have the option of repeating any or all of the courses in the semester(s) and retain the credits already earned by him in other course(s).
- (b) A student shall be allowed two chances to improve his SGPA and CGPA by repeating the Semester Examination(s) in the Course Units of his choice when these examinations are held in normal schedule or in supplementary examination, if any, when scheduled, in which case his internal evaluations shall be carried forward. He can alternatively be allowed to do so by repeating the Course Unit(s) of his choice when they are offered. The marks obtained in repeat course unit(s) shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree.
- (c) Improvement in the score of courses completed by a student prior to his lateral entry in the University shall not be allowed.

5.6. Official Transcripts to Students

The University will issue an Official Transcript to a student for seeking admission to pursue higher studies in foreign universities/institutions per the guidelines. The student is required to fill the form on ERP with the prescribed fee.

Procedure for Investigation in Case of Malpractices:

- a. The answer sheet of the student caught using unfair means would be immediately confiscated and they would be referred to the Director of Assessments and Evaluations, who in turn would refer such cases to the Unfair Means Inquiry Committee
- b. Such candidates may be served a show-cause notice and made aware of the charges /allegations reported against them to prepare their defense at the time of their appearance before the Unfair Means Inquiry Committee and informing them thereby, of the proposed action to be taken in their case with a request to reply to the show-cause notice as to why the action proposed under it should not be taken against them.
- c. The reply received by the Committee from the candidate when they appear before it, will be considered by the Committee and the final recommendation in the matter will be made.
- d. The punishment finally awarded can be equal to or less than what is mentioned in the show-cause notice, but not more than what is mentioned therein.
- e. Practical / Dissertation/Project Report Examination Students involved in malpractices at the Practical / Dissertation/Project Report Examinations shall be dealt with as per the punishment provided for the theory examination.

Appeals and Review

- (a) A student on whom any punishment has been imposed may, within 7 days from the date of the receipt of the communication in that behalf, make a representation to the Vice Chancellor for review of his case. The Vice Chancellor, if he deems it necessary, refer it back to Board of Assessment and Evaluation for review. The recommendations of the Board of Assessment and Evaluation on the Appeal shall be placed before the Vice Chancellor who will thereupon review the case and pass such orders as he may consider fit or refer it to the Academic Council for advice.
- (b) In the case of a candidate who has been expelled from the University in terms of provisions of these Regulations, the Academic Council on the

recommendation of the Vice Chancellor, on the expiry of three years or such period as specified after such expulsion exempt a candidate from further operation of the punishment awarded.

- (c) If within four months of the publication of the results, it is brought to the notice of the Director of Assessments and Evaluations that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of these regulations shall apply *mutatis mutandis* to the case of such a candidate provided that before imposing any penalty including the penalty of cancellation of his result, he shall be given another opportunity to show cause against the proposed punishment and his explanation, if any, shall be considered by the Academic Council.

Appointment of Paper Setters, Examiners & Evaluators

- (a) The Deans of respective schools shall forward to the Director of Assessments and Evaluations, the panels of internal and external paper setters, examiners for practical examinations, viva-voce examinations, workshops, etc., evaluators of answer books, head examiners, external experts for moderation of question papers.
- (b) The Director of Assessments and Evaluations shall prepare a consolidated panel of paper setters, examiners, evaluators, moderators, head examiners on the basis of names received from the Deans.
- (c) The Vice Chancellor may, however, appoint a person whose name is not included in the panel recommended by the Director of Assessments and Evaluations, if he is satisfied that the person in question possesses the minimum qualifications and experience as prescribed in these regulations.
- (d) The qualifications of the paper-setter/ Examiners/Evaluators shall be as follows:
- (e) A person to be qualified as a paper-setter/ Examiners should have:
 - i. Taught the subject for at least 3 years up to the standard of examination
 - ii. Should have a minimum of 5 Years of total teaching experience
- (f) Process for Appointment of Examiners
 - i. The examiners generally shall be teachers having taught the course.
 - ii. Each department will have a paper-moderation committee appointed by the Dean. All question papers of the department will be moderated by the committee if so required.
- (g) Process for Setting Question Papers
 - i. As per dates specified in Academic Calendar, all processes and necessary action shall be taken by the Director of Assessments and Evaluations to conduct the examinations.
 - ii. A brief notice will be issued by the Director of Assessments and

Evaluations to all appointed examiners to set the question paper 40 days before the date of the start of examination, mentioning the important points like place for setting of question paper, due date of submission of question paper, authority to whom the question papers be submitted etc.

- iii. The Director of Assessments and Evaluations shall strictly follow the processes of confidentiality while executing the exam related work including data entry and printing
 - iv. All appointed examiners shall set question papers in three sets for each course out of which one set shall be randomly selected and used for that examination
 - v. Before submission of question papers, all examiners must ensure that the question paper is error free and it has been sealed properly for the respective examinations. The same shall thereafter be moderated, if required.
 - vi. All question papers shall be submitted to the Director of Assessments and Evaluations.
 - vii. All question papers shall be submitted within due dates duly moderated and authenticated by the moderator(s).
 - viii. All question papers received by the Director of Assessments and Evaluations, shall be kept in sealed and safe custody.
- (h) A viva-voce examination prescribed in a programme shall be conducted by a board of two examiners of whom one shall be an external examiner and the other internal examiner.
 - (i) In case of practical and Viva-Voce examinations at the post graduate level, external examiner shall be a person not below the rank of an Assistant Professor and shall not ordinarily be a teacher of the Department/Constituent Unit. In case of practical and Viva-Voce examination at the under graduate programme, the external examiner shall be a teacher of the subject with not less than three years' experience of teaching the subject at the degree and/or post graduate level.
 - (j) The internal examiners in case of practical examinations both at the UG degree and the PG degree level shall be appointed from amongst the teachers

of the University whose candidates are to be examined on the recommendation of the Deans of the respective school.

- (k) Ordinarily at least three Paper-setters shall be appointed for every subject.
- (l) No one who is a Paper-setter at any post-graduation examination shall be appointed as an external Viva-Voce examiner at the examination.
- (m) No external examiner shall ordinarily be given examiner-ship for more than two external practicals. Provided, however, the Director of Assessments and Evaluations may relax the condition.
- (n) Any person who has acted as an examiner /paper-setter for three consecutive years, shall ordinarily not be eligible for re-appointment until a period of one year has elapsed between the year in which he last acted as an examiner and the year in which he is re-appointed. Provided that such gap will not be necessary in case of internal examiners if the number of available eligible examiners in the subject concerned is less than the number of internal examiners required.
- (o) An examiner may be discontinued any time even before the expiry of the three-year period if in the opinion of the Director of Assessments and Evaluations his work is found to be unsatisfactory.
- (p) An examiner's work shall be deemed to be unsatisfactory if
 - i. mistakes of such a nature are found in his work in the course of checking and scrutiny that affect the result or
 - ii. he is found to have delayed the work without good cause or
 - iii. he has an adverse report from the Head Examiner, or
 - iv. in the opinion of the Dean of the school and or the Director of Assessments and Evaluations or any authority of the University, there are reasonable doubts about his integrity or on suspicion that he is accessible to examinees or their relations and
- (q) The paper-setter, while setting the question papers, shall draw a memorandum of instructions for the guidance of the examiners/ evaluators so that the evaluation of answer books may be in conformity/uniformity with the standard of the paper setter.

- (r) In the case of programme /courses where the thesis is permissible in lieu of a paper or a project, there shall be a Board of two examiners for evaluating a thesis/ project. The maximum number of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the evaluation of these two examiners differs by 20%, the project report/ thesis shall be referred to the third examiner, (other than a teacher of the University). The average of two (of the three) awards nearest to each other and to the best advantage of the candidate shall be taken as the correct evaluation.
- (s) No person shall act as a paper-setter or examiner or moderator either in theory, viva-voce or practical examination, if any of his relations is taking the examination. Provided, however, this provision shall not debar a person from acting as an examiner for practical examination at a centre other than that at which his relation is appearing.
- (t) No person shall act as tabulator for any examination, if any of his relations is appearing or has appeared at that examination.

Setting of Question Papers & Moderating of assessments

- (a) The syllabus in each paper shall be demarcated into well-defined units/areas of content along with a topic-wise breakdown. The Units shall be numbered.
- (b) The question papers for the end term examinations shall be set in such a manner as to ensure that they cover the entire syllabus of the concerned course unit.
- (c) Three sets of question papers shall be prepared for each course of which two will be prepared by internal faculty teaching the course and the third set will be prepared by an external paper setter.
- (d) After the assessment of every course is completed, a committee comprising of Dean of the School, Course Coordinator and Director of Assessment and Evaluation will analyze and moderate the results.

Annexure III**Appointment of Amanuensis for Writing Examination**

Amanuensis (any person who would write an examination on dictation from a student) shall be provided on request made by the student to the Head of Department/Constituent Unit on the recommendations of Board of Assessments and Evaluations well in advance duly supported with a Medical Certificate from an authorized Medical Officer under the following cases:

- a) candidates having impairment of movement in arms and hands, can read independently but have problem in writing.
- b) locomotors impaired and cerebral palsy students
- c) sudden illness rendering the candidate unable to write.
- d) an accident involving injury rendering the candidate unable to write
 - i. The amanuensis must be a student of at least one lower grade of education than that of the candidate.
 - ii. A separate room for such disabled candidate and one separate Invigilator to supervise his examination shall be provided.
 - iii. For a written examination of duration of one hour, fifteen minutes extra time (25%) shall be provided. Similarly, for written examination involving more than one or less than one-hour extra time shall be worked out proportionately on the basis of 25% extra time criteria.



EXAMINATION REGULATIONS

Sub part of Academic Regulations of 2022

Clause 5.1 to Clause 5.6

Amendment to ATKT rules passed vide resolution no.5th of Board of Assessment & Evaluation on 27th June 2024 and approved by vide resolution no.18th by Academic Council on 15th July 2024.

Allowed to Keep Terms (ATKT)/Promotion Criterion Students are allowed to keep term as per the following rules.

For Programme with Semester System:

- a. A learner shall be allowed to keep term for Semester II irrespective of number of courses not appeared for exam/failure in the Semester I.
- b. A learner shall be allowed to keep term for Semester III if he / she passes each of Semester I and Semester II

OR

A learner fails in not more than THREE courses of Semester I and Semester II taken together

- c. A learner shall be allowed to keep term for Semester IV irrespective of number of courses of failure in Semester III.
- d. A learner shall be allowed to keep term for Semester V if he/she passes Semester I, Semester II, Semester III and Semester IV

OR

A learner shall have passed Semester I and II in full and secured ATKT in the Second Year by failing in not more than THREE courses in each of Semester III and Semester IV taken together.

- e. A learner shall be allowed to keep term for Semester VI irrespective of number of courses of failure in the Semester V.
- f. A learner can appear for the Semester VI examination but the result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.
- g. A learner shall be allowed to keep term for Semester VII only if he/she passes Semester I, Semester II, Semester III, Semester IV, Semester V and Semester VI
- h. A learner can appear for the Semester VIII examination but the result of Semester VIII shall be kept in abeyance until the learner passes Semester VII.

For Programme with Trimester System:

- a. A learner shall be allowed to keep term for Trimester II irrespective of number of courses not appeared for exam/failure in the Trimester I.
- b. A learner shall be allowed to keep term for Trimester III if he / she passes each of Trimester I and Trimester II

OR

A learner fails in not more than FOUR courses of Trimester I and Trimester II taken together

- c. A learner shall be allowed to keep term for Trimester IV if he / she passes each of Trimester I , Trimester II and Trimester III

OR

A learner fails in not more than FOUR courses of Trimester II and Trimester III taken together

- d. A learner shall be allowed to keep term for Trimester V if he/she passes Trimester I, Trimester II, Trimester III and Trimester IV

OR

A learner fails in not more than FOUR courses of Trimester III and Trimester IV taken together

- e. A learner can appear for the Trimester VI examination but the result of Trimester VI shall be kept in abeyance until the learner passes each of Trimester I, Trimester II, Trimester III, Trimester IV and Trimester V.

ATKT Examination

- a. The ATKT Exams will be held twice in a year
- b. The conduct of ATKT examinations will be before the regular exam
- c. The examination committee has the authority to pass a special resolution to conduct ATKT Examination at a frequency and intervals as may be required to help a learner to save an academic year. Such resolutions would require a three fourth majority to be passed.