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NOTIFICATION NO.KU/POL./2024/012

Date: 29th February 2024

Subject: Karnavati University- Rules and Regulations for the Conduct of Examination and Award of Degrees (Issue 01 Revision 03)

Karnavati University hereby notifies recent developments in “Rules and Regulations for the Conduct of Examination and Award of Degrees” as appended herewith. These rules are applicable to both internal and external examinations conducted within our University. The purpose of these regulations is to uphold the standards of quality, integrity, and credibility in our examination system. This provides consistency in the overall procedures and conduct of the examinations, thereby maintaining the high-quality standards aligning with the university's commitment to providing a world-class education.

This comes into immediate effect, and we expect all students, faculty, and staff to adhere to them.



Tariq Ali Saiyed
Tariq Ali Saiyed
Registrar

UID
Ignite your
ambition

KSD

UWSB

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Rules and Regulations for the Conduct of Examination and Award of Degrees

Policy Title	Rules and Regulations for the Conduct of Examination and Award of Degrees
Key Stakeholders	Student, Teaching and Non-teaching employees
Approved on	20 th February 2024
Date Effective	29 th February 2024
Next Version	
Relevant Policies	
Relevant Committees/Council	University Examination Committee Academic Council
Related guidelines	UGC Regulations, 2008 for Grant of Degrees and their awards by Universities.

1. Short Title

These rules shall be called the “*Rules and Regulations for the conduct of Examination and Award of Degree*”.

2. Extent of Application

These rules shall be applicable to all the examinations conducted by the University with respect to the courses/programs run by the constituent Institutes of the University, unless specifically provided otherwise.

3. Objective

These rules and regulations are made in order to achieve the following objectives:

- i. Maintaining quality, integrity and credibility in the University examinations.
- ii. Secure the confidence and rights of the students.
- iii. Maintaining a system of evaluation of the performance of students with the right blend of internal and external evaluation.
- iv. To provide consistency in the procedures and conduct of the examinations and maintain quality standards.

4. Definitions

- i. “**Answer Book**” shall mean the sheet in which the students shall record their answers to the questions asked in the question paper, which shall be evaluated.
- ii. “**Certificate/Diploma/Degree**” shall mean an academic certificate which is conferred by the University after the successful completion of an academic program/course.
- iii. “**Controller of Examination**” shall be an officer of the University appointed by the Vice-Chancellor (Provost) for the conduct of the examinations, as per the University Statues.
- iv. “**Convocation**” shall mean the ceremonial assembly conducted by the University to award the Degrees, Diplomas, Certificates, Academic Distinctions, Honorary Degrees and Certificates to the students who have completed their degree, program/course as per the passing requirements.
- v. “**End-semester**” shall mean exams conducted at the end of each semester in an academic year, marking the completion of such a semester.

- vi. **“Evaluation”** shall mean examining the answer books of the students for the purpose of evaluating his/her performance in a given examination.
- vii. **“Examination”** shall mean a process of evaluation conducted by the Examination Department of the University, it may be in any mode (written/oral/online), internal or external.
- viii. **“Examination hall”** shall mean the assigned room in which the students are writing their exam under the supervision of the junior supervisor, as per the seating arrangement.
- ix. **“Grade card”** shall mean a certificate issued to the student indicating the subject details of the semester and the grades scored by the student in all the subjects in the examination.
- x. **“Internal exams”** includes mid-term exams/viva/presentations etc conducted as continuous evaluation during the semester.
- xi. **“Re-checking”** shall mean checking the answer sheets and looking for carry forward errors, totaling errors or errors of non-evaluation of any answer.
- xii. **“Re-evaluation”** shall mean evaluation of the answer book at the request of the student after the result is declared.
- xiii. **“Regulatory authority”** shall mean a body established by the Central/State Government for laying down the norms and conditions for ensuring academic standards of higher education, such as, UGC, AICTE, ACPC NCTE, MCI, DCI, BCI, PCI, NAAC, ICAR, DEC, CSIR.
- xiv. **“Student”** shall include all the students enrolled in the various programs/courses offered by the University by its constituent Institutes.
- xv. **“University”** shall mean Karnavati University, Gandhinagar.
- xvi. **“Honorary Degree”** shall mean a way of honoring a distinguished visitor's contributions to a specific field or to society in general.

SECTION I

5. General Guidelines for the conduct of Examinations

- i. Planning and arrangement for the conduct of the examinations shall be done by the University Examination Department with the assistance of the concerned Institutes where examinations are to be conducted.

- ii. Students have to adhere to the examination guidelines announced by the department.
- iii. Officials will be appointed by the Examination Department for the smooth conduct of the examination.
- iv. It is mandatory for the teaching and non-teaching employees of University to perform the duties with respect to the conduct of the exam when called upon by the order from the Examination Department.

6. Powers and Functions of the Examination Department

Examination Department of the University will be headed by the Controller of Examination (in their absence, the Registrar). The examination department will perform the following functions -

- i. Monitoring the smooth conduct of all the examinations at the University and Institute level.
- ii. Coordinating with and Monitoring the fair assessment and evaluation of all the examinations at the University and Institute level.
- iii. Moderating and keeping in safe custody the question papers/manuscripts and the answer books, marks and grades and the like.
- iv. Supervising and monitoring the process of “Printing of the Question paper” as per the guidelines made for the same.
- v. Inviting Panel of Examiners from respective schools approved by the Board of Examinations. The University Examination Department shall have the right to modify the Panel of Examiners proposed by the respective schools.
- vi. Selection of Examiners (Internal/External) from the Panel prepared for setting of the question paper and evaluation of the answer books.
- vii. Appointment of the Central Assessment coordinator, Senior Supervisor(s), Junior Supervisor(s), Department Level Exam Coordinator. The Central Assessment coordinator, Senior and junior supervisor shall be from the teaching staff of the concerned Institute of the University. Department Level Exam Coordinator will be a non-academic staff of the University.
- viii. Exam registration of the students as per list of eligible students provided by respective schools.

- ix. Prepare time-table for the conduct of Exam, along with the assessment timelines.
- x. Inviting and receiving the question papers/assignments from examiners for end semester examinations.
- xi. Overseeing the Hall Ticket generation process.
- xii. Scrutiny of the seating plan(s), prepared by the constituent Institute(s) with the approval of the concerned Dean(s).
- xiii. Scrutiny of the invigilation duty data charts prepared by the constituent Institute(s) with the approval of the concerned Dean(s).
- xiv. Maintaining the data of all the internal examination marks received from the constituent Institutes.
- xv. Timely declaration of the results of exams.
- xvi. Managing rechecking/reevaluation of answer books, and declaration of revised results.
- xvii. Printing and Issuing Grade Cards as per the rules of the University.
- xviii. Processing and Disposal of the cases of Unfair means.
- xix. Preparing time table for the Repeat Registration students and declaring their results.
- xx. Maintenance of all the examination related records.
- xxi. Supervise the printing of Degree/Diploma/Certificate as per the University rules.
- xxii. Ensure that integrity and discipline is maintained during the entire process of the examination.
- xxiii. Taking actions/corrective/remedial measures for the errors/mistakes/lapses occurred during the conduct of the examination by any of the stakeholders.

7. Course Evaluation

- i. The assessment of the students for the curricula being taught shall be broadly done in two segments:
 - Segment 1: Continuous evaluation
 - Segment 2: End Semester ExamThe broad details are as under:

Sr. No.	Segments	Components	Conducted during	Responsibility	Remarks
1.	Continuous Evaluation	Written tests, quizzes, vivas etc. as per syllabus	Throughout the Semester	HOI's should be Responsible for the smooth conduct, timely results, and fairness. He/she shall assign responsibilities to HoDs /Faculty Mentors	**
2	End Semester Exam	<ul style="list-style-type: none"> Practical / Jury (Performance and viva-voce) & Assignment Submission Theory papers 	End of the Semester	HOI shall be responsible for smooth conduct, fairness, and timely result	**

** The teacher who is teaching a particular course shall be responsible for the performance of the students in that course. He/she should ensure that students are fairly assessed and their results are monitored by him/her.

Internal and external component weightage

School Name	Course	Program Type	Theory		Practical	
			Continuous Evaluation	Annual Examination	Continuous Evaluation	Annual Examination
Karnavati School of Dentistry (KSD)	B. D. S	UG	10%	90%	10%	90%
	M. D. S	PG	---	100%	---	100%

School Name	Course	Program Type	Theory / Practical	
			Continuous Evaluation	End Semester Examination
All other Schools	All Undergraduate Courses	UG	50%	50%
	All Postgraduate Course	PG	50%	50%

8. Rules regarding Question Paper/Assignments

- i. The internal exam paper shall be set by the concerned subject teacher as per the evaluation criteria decided by the constituent Institutes in accordance with the guidelines issued by the regulatory authority, if any.
- ii. The end semester paper shall be set by an Internal and External (subject expert) Examiner according to the University rules. End Semester Assignments shall be

prepared by External Examiners selected from the Panel of Examiners provided by the concerned Institutes.

- iii. The end semester question papers should be submitted to the Examination Department in a sealed envelope. The question paper should indicate the number of marks allotted for each question and section, along with the subject name, code, CO mapping, Blooms Levels and the instructions.
- iv. The format, number of questions, type of questions (MCQ, Short-answer, Long-answer, Short notes, essay type etc.) and total marks including marks of each question, shall be as decided by the Board of Examinations of the constituent Institute with the advice of University Examination Department.

9. Officials

- i. Following officials will be responsible for overall conduct of examinations:
 - a. Chairperson, Board of Examinations
 - b. Examiner
 - c. Department Level Exam Coordinator
 - d. Junior Supervisor
 - e. Senior Supervisor
 - f. Members of Vigilance squad
 - g. Central Assessment Coordinator

10. Responsibilities of the Chairperson, Board of Examination - The Chairperson shall be the Dean/Director of any Institute and shall have the following responsibilities:

- i. To ensure that the question papers are submitted by the concerned internal examiner with answer keys (including distribution/scheme of marks) to the examination department as per the deadline.
- ii. Shall ensure that the evaluation of the answer books is done within 10 (ten) days from the date of the completion of the written end semester examination of the concerned subject, by all the respective examiners.
- iii. Shall ensure that the marks of continuous evaluation/internal examinations are forwarded to the Examination Department at least 8 (eight) days before the commencement of the end term examinations.

- iv. Ensuring that the end semester examination marks for practical/viva/Jury examination is submitted on the same day to the Examination Department.

11. Responsibilities of the Examiner - The Internal Examiner shall be a teaching employee from the University and the external examiner shall be an academician/practitioner from outside the University, both shall be appointed by the Examination Department with following responsibilities:

- i. Allot marks as per the marking scheme. Ensure that there are no errors in evaluation.
- ii. Sign the answer books, Assignments, Jury and Viva mark sheet assessed by him/her.
- iii. Any answer book which reveals the identity of the student (name or any other sign) shall be submitted and reported to the Examination Department
- iv. Complete the evaluation within 10 (ten) days from the date of the examination.

12. Responsibilities of Department Level Exam Coordinator - The Department Level Exam Coordinator shall be appointed by the Dean of the Constituent Institute from among the non-teaching employees of such institute, in consultation with the Examination Department, with following responsibilities:

- i. He/she shall assist senior supervisors in making preliminary arrangements for the conduct of examinations for e.g., arrangement of benches/desks/chairs/writing seat numbers and the like.
- ii. To make necessary arrangements for required stationery i.e., answer books, supplementary, hollow stickers, supervisor reports etc.
- iii. To assist the senior supervisor during the examination.
- iv. Collect the answer books and reports from the junior supervisors in tamper proof envelopes and maintain a record of all the documents received.
- v. Collect the remaining blank/ unused answer books, supplementary from the junior supervisor and maintain their records.
- vi. Submission of the jury marksheet, viva marksheet and absent student list of all examinations to the examination department on the same day of the exams.
- vii. Perform such other work as assigned by the examination committee in respect of conducting the examination in a proper manner.

13. Responsibilities of Junior Supervisor - The Junior Supervisor shall be any teaching employee and shall be appointed by the Dean of the constituent Institute in consultation with the Examination Department, with following responsibilities:

- i. Shall supervise the students while giving the exam and ensure that no Unfair means are being used.
- ii. Shall allow only students with the admit cards into the examination hall.
- iii. To open the sealed cover of question paper 5 (five) minutes before the beginning of the examination and distribute the question papers to the students on the allotted time.
- iv. To not allow any student to enter the examination hall 30 (thirty) minutes after the beginning of the examination (depending upon the nature of the examination).
- v. To not allow any student to leave the examination hall for first one hour and last 10 minutes of the exam (depending upon the nature of the examination).
- vi. To ensure that all the students maintain discipline and follow the instructions given during the examination.
- vii. To ensure no bags/ purses/wallets/ reading material / Mobiles/Laptops/Smart watches/Pen drives/Earphones or any other device like are kept inside the evaluation room.
- viii. To ensure that once a student has submitted his/her answer book, neither the student shall be given the answer book back nor will such student be allowed to re-enter the examination hall.
- ix. To sign all the answer books of the students after verification of all the details.
- x. To mark attendance of the students, present and giving the examination.
- xi. To prepare a report of Unfair means in the prescribed manner and submit it to the Senior Supervisor.
- xii. To inform the senior supervisor of any unauthorized behavior of the student during the examination immediately.

14. Responsibilities of Senior Supervisor - The Senior Supervisor shall be appointed by the Dean of the constituent Institute in consultation with the Examination Department, with following responsibilities:

- i. Supervision of the conduct of examination, prepare the duty charts for the junior supervisors.
- ii. Collect the sealed question papers from the Exam Department coordinator and distribute it to the junior supervisor 15 (fifteen) minutes before the start of the Examination.
- iii. Receive the answer books from the junior supervisors and verify the report submitted by them.
- iv. Submit the answer books safely to the University Examination Department.
- v. Ensure timely submission of the mark sheets of Jury/viva and the absent student list on the same day through the Department level Exam Coordinator.

15. Appointment and Responsibilities of Examination Vigilance Squad - A vigilance squad shall be appointed by the Examination Department on the recommendations of the Vice-Chancellor (Provost), for overseeing and supervising the conduct of the examinations in a fair manner. Professors, Board of Management, and/or Academic Council may become the members of the Vigilance squad, and shall have following responsibility:

- i. Ensure that the exams are conducted smoothly and in a fair, impartial manner.
- ii. Shall observe the conduct of exams through the CCTV arrangements and shall also make surprise visits to the examination halls.
- iii. Observe that there is no misconduct on part of the students and no negligence of the supervisors.
- iv. Check the students physically in the examination hall while giving the exam, in case of suspicion of having any prohibited material.
- v. Report unfair means/misconduct/negligence to the Senior supervisor for necessary actions.
- vi. Suggest measures for improvement in the conduct of examinations based on their observations while on their visits.

16. Role and Responsibility of the Central Assessment Coordinator

- i. The Central Assessment Coordinator shall be appointed by the Dean in consultation with the Examination Department.

- ii. He/she shall supervise the evaluation timelines prepared by the examination committee.
- iii. He shall maintain a log of all the answer books assessed on one (1) day and the number of unassessed copies on the same day.
- iv. To ensure that no unauthorized person is allowed in the premises where the assessment work is being carried.
- v. To maintain secrecy and confidentiality about the assessment process.

17. Online Examination – The University may adopt the following to maintain the sanctity and integrity of Online examination:

- i. Select the types of examinations.
- ii. In case of online proctored written exams, the procedure shall be devised by the constituent Institute as per the directions of the Examination Department.
- iii. The students shall without fail keep be prepared with all the hardware and software which shall be required during the online examination.
- iv. Use of Unfair means is strictly prohibited. And the student shall be subject to the rules of using Unfair means in examination and action will be initiated as per university rules.
- v. The instructions to be followed by the Teachers and Students during the online examination shall be released and communicated to the concerned persons by the Examination department from time to time.

18. Use of Unfair Means (UFM) during the Examination – all students shall avoid any misconduct and use of unfair means in respect of continuous assessment, examinations and any other component.

- i. Unless otherwise specified all the works and submissions made by the students in the course of their study for the purposes of evaluation shall be expected to be the original work of the student.
- ii. The following conduct/actions of the students shall be treated as UFM –
 1. Violation of any of the instructions given by the supervisor inside the examination hall,
 2. Disclosure of identity of the student in the answer book,

3. Misbehavior of any type with the supervisor inside the examination hall, leading to disturbance to the other students.
 4. Carrying or using any of the prohibited items or reading materials in the examination hall.
 5. Copying or cheating from or helping/assisting any other student in copying.
 6. Talking to other students, exchanging answer books, using signs or gestures while communicating.
 7. Mutilating/damaging/tearing the answer book. Taking the answer book (blank/written) outside the examination hall.
 8. Impersonation or sending any other person in place of the student to write the exam.
 9. Any other behavior which is considered as improper for the purposes of examination.
 10. Violation of plagiarism rules of the university shall also be treated as use of UFM.
 11. Possession of any drug, lethal weapon, firearms and the like.
 12. Bringing any forged document, like the identity card or admit card.
- iii. In case a Junior supervisor, Senior supervisor or member of the vigilance squad finds any student using UFM in the examination, such person should follow the following procedure to report such case –
- a. Inform the senior supervisor about the incident.
 - b. Junior Supervisor shall collect the evidence indicating the use of UFM, collect the answer sheet from the student and issue a fresh answer sheet. The answer book of such student shall be submitted separately along with the report, in a separate seal cover/envelope.
 - c. Take the statement of the student and junior supervisor on the UFM form.
 - d. Senior supervisor would sign the form and submit it to the Examination Department for further process.
- iv. The Examination Department will constitute a committee to examine the UFM cases. Committee shall convene a hearing giving the concerned student an opportunity to present his/her case, and if required the junior and senior supervisor may be called upon. Until then the result of such students shall be withheld.

- a. The Examination committee shall decide the action which is to be taken against the student depending upon the seriousness of the case of UFM, which can also lead to withholding the semester result or debarring the said student if found guilty.
- b. The decision of the committee shall be forwarded to the Vice Chancellor (Provost) who shall provide his approval on the same.
- c. The committee shall conclude the proceedings within 15 (fifteen) days from the date of the last examination of the University, the decision of the committee shall be communicated to the student within 7 (seven) days from the date of conclusion of the proceedings. Till the time the proceedings conclude and the decision is communicated to the student, his/her result shall be withheld.
- v. Forms of Punishment, shall depend upon the nature of UFM and the seriousness.
 - a. Assigning students to Community Service activities.
 - b. Cancellation of the result of the subject in which the student is found guilty.
 - c. Cancellation of the result of the semester examination for which the student is found guilty.
 - d. The student may be rusticated.
 - e. Any other punishment as decided by the committee.
 - f. Disciplinary measure as recommended by the committee.

19. Lapses During Exam

- i. Any lapses (including negligence) committed by the supervisory staff while preparing for the examinations, during the examination or during the assessment and preparation of results or at the time of rechecking, re-assessment, shall be reported to the Examination Department which shall decide the actions to be implemented for such lapses.

SECTION II

20. Preparation and declaration of Results

- i. The Controller of Examination (in his absence, the Registrar) shall oversee, supervise and coordinate in the process of central evaluation, data entry, grace marks and finalization of the result and he/she shall ensure timely publication of the results.

- ii. Result analysis will be done under the leadership of the Dean within 14 days of the declaration of results and submitted to BOS.
- iii. The results of internal examinations should be declared within 7-10 days and within 20 days in case of end term examinations. This time period is subjected to change, with reasonable extension, as per the discretion of the Controller of Examination.
- iv. The minimum passing requirement in a subject of a program offered by the constituent institutes is as below –

Institute	Course	Program Type	Minimum Passing Marks per subject- (Internal & End Sem – Individual Component Passing)
Karnavati School of Dentistry (KSD)	B.D.S.	UG	50%
	M.D.S.	PG	50%
All other Schools	All Undergraduate Courses	UG	40%
	All Postgraduate Courses	PG	50%

- v. Grading Criteria – the marks in each subject shall be converted to a letter grade on a ten-point scale, Under Graduate grading Scheme is as per the following table:

Range of Marks (%)	85 and Above	70 – 84.99	60 – 69.99	55 – 59.99	48 – 54.99	40 – 47.99	Below 40
Letter Grade	O+	O	A	B+	B	C	D
Grade Point	8.5-10.0	7.0-8.49	6.0-6.99	5.5-5.99	4.8-5.49	4.0-4.79	0

- vi. Grading Criteria – the marks in each subject shall be converted to a letter grade on a ten-point scale, Post Graduate grading Scheme is as per the following table:

Range of Marks (%)	90 and Above	80 – 89.99	70 – 79.99	60 – 69.99	55 – 59.99	50 – 54.99	Below 50
Letter Grade	O+	O	A	B+	B	C	D
Grade Point	9.0-10.0	8.0-8.99	7.0-7.99	6.0-6.99	5.50-5.99	5.0-5.49	0.0

21. Semester and Cumulative Grading

- i. The students' performance in a semester will be indicated by the Semester Grade Point Average (SGPA). The SGPA and Cumulative Grade Point Average (CGPA) are calculated as below:
 - a. $SGPA = \frac{\sum C_i G_i}{\sum C_i}$ where C_i is the number of credits, of subjects, iG_i is the Grade Point for the subjects I and $i = 1$ to n ; $n =$ a number of subjects in a semester.
 - ii. Performance at the end of two or more consecutive semesters will be indicated by the CGPA. CGPA is calculated as below:
 - iii. $CGPA = \frac{\sum C_i G_i}{\sum C_i}$ where C_i is the number of credits, of subject, G_i is the Grade Point for the subject i ; And $i = 1$ to n , $n =$ number of subjects of all semesters up to which the CGPA is computed.

22. Finalization and Publication of the Results

- i. As soon as the end semester results are prepared, they shall be communicated to the students.
- ii. The printing of grade cards shall take place immediately after the results of the end semester are prepared and provided to all schools for distribution.
- iii. The University shall issue a provisional certificate to a student if requested, provided such student has applied in the prescribed format along with prescribed fees.

23. Procedure for Re - checking and Re-evaluation of answer books.

- i. In case a student is not satisfied by his/her result, such an aggrieved student can ask for re-checking or re-evaluation of his/her answer book.

- ii. Re-checking and re-evaluation is only allowed for theory/ written exams and shall not be allowed for the marks scored in practical's/ team work/sessional work /internships /trainings / project work /dissertation /viva-voce/oral examinations. Rechecking and re-evaluation shall not be applicable on the internal examinations conducted by the Institute/University.
- iii. A student may apply for rechecking or re-evaluation of his/her answer book by an application to the University Examination Department, within 8 (eight) working days from the date of declaration of the results for the respective semester after paying the requisite fees prescribed by the University.
- iv. Late submission of the application form or failure to submit the fees shall lead to non-acceptance of the application.
- v. If the result is adverse after the revaluation the student shall abide by the same.
- vi. The result will be considered to be changed only if the marks obtained after re-evaluation has a difference of 10% or more of the maximum marks that can be obtained. If the margin is less than 10% the result will not be changed.
- vii. If the change in result is more than 15% of maximum marks, then the answer sheet will be evaluated by a second examiner (External Examiner) appointed by the Vice Chancellor. Average of two nearing marks will be considered as final marks.
- viii. If there is a change in result after re-evaluation as per the provisions mentioned above, subsequent changes will be made in the overall results as per the examination policy of the University.

24. Re-appear in Examination

- i. The students who were unable to take or are absent in an end term examination as per the schedule due to any reason, including shortage of attendance, use of Unfair Means, medical emergency, shall be treated as “absent”.
- ii. Such students shall be allowed to re-appear in the next end-term examination, after the payment of requisite fees per subject, as prescribed by the university.
- iii. Students who have failed in a course or courses may also pay the prescribed fees and re-register for the examination.

SECTION III

25. Eligibility for appearing in the exam

- i. A student shall become eligible for appearing for an exam –
 - a. If he/she has at least 75% (seventy-five) attendance in each subject
 - b. He/she has filled up the examination form and paid the examination fees within the stipulated time
 - c. He/she has to clear all outstanding dues, including tuition fees, registration fees, student activity fee, library fines, and any other financial obligations owed to the university. Clearance of dues is necessary for issuance of examination hall tickets before starting of the end semester Examination,
 - d. He/She should not be under any disciplinary actions that prohibits from taking the semester end examinations. Resolve any pending disciplinary issues before the examination period.
 - e. He/She has to submit all required assignments, projects, and other course-related work as per the deadlines set by the respective departments.
 - f. Adhere to the examination guidelines and code of conduct set by the university. Any violation of these guidelines may result in disqualification from appearing in the examinations.
- ii. The hall-ticket for the students who are not found eligible to appear in the examination shall not be generated.

26. General Guidelines for the Students

- i. In order to pass a semester, the student will have to pass all the examinations of subjects in the respective semester.
- ii. To assess the performance of the student in his/her academic subject, a “**continuous evaluation system**” shall be followed.
- iii. At the end of each semester, every student shall be awarded a letter of grade based on the performance of the student in the internal and external examinations
- iv. The students have to individually pass in both internal and external component of the course to be declared as pass in any course.

- v. The components for internal evaluation will be decided by the concerned Dean of various Institutes, which shall be communicated to the students at the beginning of the academic session.
- vi. The mode and manner in which the end semester examination is to be conducted will be decided by the Examination Department.
- vii. The weightage of the continuous evaluation and the semester end examinations in respect of each subject shall be determined by the Examination Department and be made known to the students before the commencement of examination.
- viii. The student is expected to appear for all components of internal and external evaluation.
- ix. The student shall not leave the examination hall without the permission of the supervisor, and follow all the instructions given by the supervisor in the examination hall. Students shall not leave the examination hall after the final bell without handing over their answer books to the supervisor.
- x. The students should read the instructions given at the admit card, answer book and question paper thoroughly. Use of only blue/black ball pen ink is permitted for writing in the answer book. Students shall enter the examination roll no, subject code, subject title and etc. at the given blanks on the front page of the answer book.
- xi. The student is not allowed to carry any reading material in the form of chits, books, papers (written or printed) or any electronic or prohibited device like Mobiles/Laptops/Smart watches/Pen drives/Earphones or any other device inside the examination hall.
- xii. Any misconduct by the student during the examination and inside the examination hall shall be dealt with by the examination committee and strict disciplinary action shall be taken.
- xiii. A writer shall be allowed for the students who are facing any medical difficulty and have sought permission in advance before the start of the examination. Certificate from the consulting doctor is required as an eligibility for using a writer. The educational qualification of the writer shall be lower than the student.

Procedure to be followed for availing WRITER facility

- The concerned HOI on receipt of application of WRITER shall verify facts and forward the application to University with due remarks.
- Senior Supervisor of the examination Centre will arrange separate block for the Candidate who is going to appear in the examination with pre- sanctioned WRITER.
- The senior supervisor has to ensure that only the examiner and his/her WRITER is allowed in the place of examination.
- Senior Supervisor will collect contact details of Parents/Guardians for contacting in case of emergency.
- The examinee will be given additional 30 Minutes after the completion of Scheduled time duration of the Paper.

SECTION IV

27. Award of Degree/Diploma/Certificate

- i. No student shall be considered eligible for the award of the degree unless he/she has successfully completed the program/course in which he/she is enrolled and secured the minimum credits/grades prescribed by the University for the award of degree.
- ii. The Controller of Examination shall prepare a list of all the students eligible for the award of degree/diploma/certificate and other academic titles. Such students shall be awarded the degree/diploma/certificate at a Convocation Ceremony. The Controller of Examination and the Vice Chancellor (Provost) shall sign the degree/diploma/certificates.
- iii. The degree/diploma/certificate shall contain all the required and necessary details including student enrollment number, name, division obtained, date of passing and year, name of Institute and such other details as decided by the Academic Council.
- iv. The Registrar shall issue a Provisional Degree/Diploma/Certificate to a student who has fulfilled all the requirements of the respective program/course in which he/she is enrolled, for the award of the Provisional Degree/Diploma/Certificate.

- v. In case, a student has lost his Degree/Diploma/Certificate, he/she may apply for the duplicate Degree/Diploma/Certificate to the Registrar's office after submission of notarized affidavit and paying the prescribed fees.

28. Rules and Procedure of Convocation

- i. The rules and procedure of holding the Convocation shall be as framed by the Academic Council. The Convocation shall be held every year to award the Degree/Diploma/Certificate, it may be held twice in a year.
- ii. All the students who are eligible for the award of Degree/Diploma/Certificate shall be conferred with such award in the Convocation ceremony held by the University.
- iii. The University may conduct the Convocation within 180 (one hundred and eighty) days from the date of the final results (results of the last semester of an academic course). It shall notify the students of the date of Convocation 30 (thirty) days in advance.
- iv. The students have to register for attending the Convocation ceremony, either in person or in absentia, after the payment of requisite fees.
- v. In case, a Convocation is not held, due to any cause/reason, the University shall give away the Degree/Diploma/Certificate to the eligible students.
- vi. The Academic Council shall frame rules relating to conduct of the ceremony and related ceremonial aspects including the order of precedence, the dress code, invitees, registration and fees of convocation, content of the degree, and the like and shall communicate the same.

29. Grace Marks

- i. Where a candidate in a University examination fails in any head of passing (whether a distinct head, a sub-head or a group-head or a grand total) his failure in that head of passing shall be condoned as follows:

Where the head of passing Maximum marks for consists of condonation

- 1. Less than 100 marks ... 2
- 2. 100 marks ... 3
- 3. More than 100 but not more than 200 marks ... 4
- 4. More than 200 marks ... 2 per cent subject to a maximum of 10 marks

- ii. A candidate whose failure is condoned under this Ordinance shall not be eligible for scholarship or other awards.

The condonation marks shall not be counted for the purpose of eligibility of a class. Provided that the condonation to the extent mentioned above may be given in not more than three heads of passing each being under a different subject for the purpose of passing or exemption in that subject or subjects.

- iii. If the result of any course/course is skewed, the Provost may approve for moderation of the result of the course/courses.

*****END*****