

**Conduct and Evaluation of Examinations of  
Certificate/Diploma/U.G./P.G./Ph.D. Programmes**

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# CONDUCT AND EVALUATION OF EXAMINATIONS OF CERTIFICATE/DIPLOMA/U.G./P.G./ PH.D. PROGRAMMES

## 1. PREAMBLE

All examinations of the Panipat Institute of Engineering and Technology, Panipat, shall be conducted by the Examination Cell headed by the Controller of Examinations, as per procedures and regulations approved by the Academic Council / Governing Body from time to time. Rules and Regulations presented here are framed for Examination Cell of the Panipat Institute of Engineering and Technology, Panipat based on the decisions taken by the competent authorities / bodies of the Institute, and in accordance with concerned statutory bodies of the governments. The details presented in this document will serve as guidelines for all operations of the Examination Cell of the Institute, including the ***planning, coordination and conduct of examinations as well as for preparation of results***. Those associated with Examination Cell need to ensure that they themselves comply with these rules and regulations and shall arrange to have these enforced onto and complied to by those to whom these are applicable.

## 2. APPLICABILITY OF REGULATIONS FOR THE TIME BEING IN FORCE

Notwithstanding the integrated nature of a programme spread over more than one academic year, the regulations in force at the time a student joins a programme shall hold good only for the examinations held during or at the end of the semester or the academic year, as the case may be. Nothing in these regulations shall be deemed to debar the Institute from amending the regulations subsequently, and the amended regulations, if any, shall apply to all students whether old or new, as decided by the Institute.

## 3. POLICIES OF EXAMINATIONS

Wherever the guidelines/ statutes/ rules & regulations of statutory bodies like UGC, AICTE, MCI, DCL, INC, NCTE, COA, BCI, PCI, NCTE, etc. are available, they will be applicable ipso facto and will supersede the guidelines of the Institute.

### 3.1 Semester/Yearly System

The Institute may follow the semester system in general or the yearly system of examinations as may be recommended by the governing body of the Institute.

### 3.2 Uniform Examination System (Weightage of Marks)

Uniform examination system with 40:60 and 50:50 weightage of marks (Internal: External respectively) will be followed, for theory and practical courses respectively unless specified otherwise in the course curriculum or in the applicable Ordinance.

### 3.3 Centralized Examination

- (a) The Semester End Examinations (SEEs) will be centralized and Centre Superintendent(s) will be appointed with the approval of the Director for the conduct of the examinations.
- (b) To help the conduct of examinations, the teachers/academic staff members of the Institute will be appointed by the Director as Assistant Superintendents / Invigilators, on recommendation of the Controller of Examinations. If examinee's strength at an examination centre is less than 40, no Assistant Superintendent shall be appointed and the examination

shall be conducted by the Centre Superintendent and the Dy. Superintendent.

### 3.4 Guidelines for Appearing in Examinations

In order to appear in the examinations, a student must have:

- a) **No dues** from the Accounts Office/Hostel/Library, etc., and
- b) **Attendance:** Minimum attendance required to appear in Semester End Examinations (SEE) shall mainly be governed by the relevant Ordinance of the concerned Faculty.

Unless stated otherwise in the applicable Ordinance, a student shall be required to have a minimum attendance of 75% in each course / subject separately in a semester. However, Head of the concerned Department (regulating the concerned subject(s)), on the recommendation of the concerned class In-charge, may condone attendance shortage upto 5% for individual student for reasons to be recorded.

Under special circumstances, Dean of the respective Faculty, on recommendation of the concerned Head(s) of the Department(s), may condone the attendance shortage upto 5% in addition to the condonation by the respective HoD, for the reasons to be recorded. The Director, on recommendation of the concerned Dean, may further condone the attendance shortage upto 5% (in addition to the above condonations).

A student who actively appears in the sessional test(s) shall be granted corresponding attendance.

Besides availing the above 'condonations', a student, who participates at the following Level(s) in Sports/ Games / Cultural / Co-curricular activities / Hackathons or other competitions (as certified by the concerned HoD), will be treated 'on duty' for the actual period(s) spent on the competition(s) plus travel for the same; attendance for such period(s) shall be added as follows to such student's actual attendance to the extent specified in the following respective cases:

- (i) **STATE LEVEL:** Up to 5% by the concerned HoD, on recommendation of the concerned Class In-charge(s); up to 10% by the Dean of the concerned Faculty, on recommendation of the concerned HoD(s); and up to 15% by the Director, on recommendation of the concerned Dean(s), with reasons of 'granting' attendance to be recorded by each granting authority.
- (ii) **NATIONAL OR INTER-UNIV. LEVEL:** With due recommendations (by preceding officer as stated in above para, and with reasons recorded, up to 10% by the concerned HoD, up to 15% by the Dean of the concerned Faculty and up to 20% by the Director.
- (iii) **INTERNATIONAL LEVEL:**
  - iii.a) With due recommendations (by preceding officer as stated in above para (i)), and with reasons recorded, up to 15% by the concerned HoD, up to 20% by the Dean of the concerned Faculty and up to 25% by the Director.
  - iii.b) The Director may, on the recommendation of a Committee, cause the above 'duty periods' to be revised upwards to the extent of granting 75% attendance in case of exceptional / rare brilliance and outstanding promise / performance in said domains at the International fora.

In granting marks, if any, of attendance, although the attendance shortage

'condoned' for a candidate shall not be considered as 'added' to actual attendance, thus no marks awarded for condoned attendance, but marks shall be awarded for attendance obtained by the student by being 'on-duty period' for HoD-certified co-curriculars.

A student, whose attendance falls short of 75% or falls short of the minimum attendance requirement even after condonation and / or after grant of attendance for 'on-duty periods', shall not be allowed to appear for SEE for that(those) subject(s)/course(s). A student, who has been detained in the given course(s), shall have to attend the course(s), i.e., classes for that(those) subject(s) again as & when such subject(s) is(are) offered, and meet the minimum attendance requirement in that(those) subject(s) in order to be eligible to appear in SEE of such subject(s). Moreover, such detained student has also to again appear in and pass in CIE (as per applicable components) without any carry over of marks in any CIE component in that(those) subject(s) from the earlier semester. If a subject has no SEE component, but has only CIE component, even then the student has to fulfil the attendance criteria to become eligible to be passed in such a subject.

Although a student, who is detained in one or more subjects in a semester, shall be promoted to the subsequent semester, yet it shall be the sole responsibility of the student to meet the minimum attendance requirements in the subject(s) he/she was detained in. An exception to this clause is the case of a student who, after admission / registration to first year of the Programme, does not attend classes in any subject or gets detained in all subjects in 1<sup>st</sup> semester, such a student shall not be promoted to the second semester, as he/she shall be lacking in fundamentals, thereby hindering his/her comprehension of subsequent subjects. Such a student shall repeat his first semester next year with consequential fees, etc.

**NOTE:** IT SHALL NOT BE BINDING ON THE INSTITUTE TO ADJUST SUCH DEFAULTER'S TIME-TABLE, SO EACH STUDENT NEEDS TO EXERCISE GREAT CARE TO AVOID ATTENDANCE SHORTAGES BECAUSE HE/SHE MAY NOT BE ABLE TO ATTEND CLASSES AND PASS IN CIE DUE TO CLASH IN TIME-TABLE / SCHEDULE OF HIS / HER CURRENT SEMESTER CLASSES & HOUSE TESTS, ETC. WITH THAT OF PREVIOUS SEMESTER, THEREFORE, HE /SHE MAY GET AN OPPORTUNITY TO CLEAR SUCH BACKLOG (DUE TO ATTENDANCE SHORTAGE) ONLY AFTER THE COMPLETION OF LAST SEMESTER OF THE PROGRAMME, THUS ENTAILING ONE/ MORE EXTRA YEARS TO COMPLETE THE PROGRAMME.

In case any student, who in fact has been detained by the department, appears by default in the Semester End Examinations, his/her result shall be treated as null and void.

### **3.5 Course Completion**

Student has to complete his/her courses in stipulated time as notified in the relevant programme Ordinance.

### **3.6 Scheduling of Examinations**

The Examinations will be scheduled as per Academic Calendar finalized by the Dean (Academic Affairs) with the approval of Director. However, under special circumstances, the Director has the authority to modify the Academic Calendar.

#### **4. RULES & REGULATIONS FOR EXAMINATIONS**

**4.1** A student shall have to submit an Enrollment Form in prescribed format for getting the enrolment number on the payment of prescribed fee, after the admission is confirmed and after migration certificate from the previous institution is submitted in original. The enrollment number, once allotted, will remain the same, till the student continues his studies in the Institute without break. Enrollment number will be issued by Regn. Branch / Academic Branch.

#### **4.2 Submission of Examination Forms Online**

Appearing in the examinations will be subject to satisfying the eligibility criteria:

- (i) All applications for permission to appear in any of the examinations of the Institute shall be submitted on the prescribed forms to the Controller of Examinations as per dates notified by the Controller of Examinations.
- (ii) Application to appear in examinations shall be accompanied by the following endorsement in the Examination form:
  - (a) He/she bears good moral character.
  - (b) He/she has the required attendance as prescribed by the relevant Ordinance of the Programme.
  - (c) There is nothing against him/her which may disqualify him/her to take the examinations.
- (iii) A candidate may be permitted to submit the examination form after the last date by the:
  - (a) Head of the Department with the prescribed late fee notified from time to time before the examinations, up to 15 days before commencement of the examinations.
  - (b) By the concerned Dean with the prescribed late fee, up to seven days before the examinations.
  - (c) Under special circumstances, the Director, on recommendation of the concerned Dean, may allow a candidate with genuine reasons to submit his/her examination form and grant permission to him/her to appear in the examination even at lesser than seven days. The Director may permit such a student on payment of late fee and fine as deemed fit.
- (iv) Examination fees once paid shall not be refundable.
- (v) Filling of examination form does not ensure that the student will be issued an admit card but the issuance of admit card will depend upon the fulfilment of the eligibility conditions as mentioned in above clauses 'ii(a-c)'.

### **4.3 Declaration of Programme of Examinations**

The dates of programme of examinations (date sheet) denoting subjects and paper codes shall be notified by the Controller of Examinations at least 15 days prior to the first day of the commencement of Institute examinations. The examination programme fixed by the Controller of Examinations shall be displayed in the concerned Dept./ School/ Centre at a conspicuous place at the examinations centre (notified by the Institute) before the commencement of the examinations and it shall remain there till completion of the examinations. Instructions for the candidates shall also be displayed on the Notice Board.

### **4.4 Issuing of Admit Cards**

- (i) Admit Cards will be issued to the eligible students after getting list of detained students from the concerned Department, which must be provided by the Department at least seven days before the commencement of examinations.
- (ii) A student, whose application has been accepted to appear in the examinations and is found eligible, shall be issued Admit Card containing the Name of the student, the Examination Centre, Enrolment / Roll Number and name(s) of subject(s).
- (iii) If any candidate enters the examination hall without his/her admit card, he/she shall be allowed to take examination only in either of the following conditions:
  - (a) If the Centre Superintendent/Deputy Superintendent of an examination centre is satisfied that admit card of a student is left at home/room, he/she may permit the student to appear in examinations. However, the same shall be noted on his/her attendance sheet and the information will be sent to the COE and the Accounts Department for adding Rs. 100/- in his/her dues against the penalty for not bringing the Admit Card.
  - (b) If Admit Card is lost or destroyed inadvertently by the student, the student will apply on the prescribed form to the COE for issuing the duplicate Admit Card after depositing the prescribed fee of Rs 500/-. The office of the COE will ensure that the duplicate Admit Card is issued to the student on the same day or is sent to the examination centre of the student before the next examination of the student.
- (iv) The students, who have not been issued Admit Cards and whose names/roll nos. are not in the Roll lists, shall not be allowed to sit in the examinations unless permitted by the Director. To the candidates, who do not possess Admit Cards but are permitted in the examinations at a later date, the following shall apply:
  - (a) Their names shall be in the additional list of students.
  - (b) They shall carry the original copy of the permission obtained.

### **4.5 Issuing of Blank Answer Books**

Blank Answer Books will be sent to the Centre Superintendent of the Examination Centre before the conduct of examinations after getting the requirements from the concerned Department(s) whose students are appearing in the Examinations. The Centre Superintendent will depute a person to collect blank answer booklets from the Examination Cell along with

the prescribed format for keeping the account of answer books consumed during the examinations. The prescribed format shall be filled and sent back along with the remaining answer books after the examinations are over on daily basis.

#### **4.6 Issuing of Roll List**

Roll list and verification cards will be sent to the Centre of examinations five days before the examinations. For those students who obtain permission to appear in the examinations on a later date, their names shall be sent separately.

### **5. PROCEDURE FOR APPOINTMENT OF PAPER-SETTER/ EXAMINER/ EVALUATOR**

- (i) The Boards of Studies of different Departments shall recommend to the Director through the respective Head of the Department the Panel of examiners for conducting the examinations / Panel of paper-setters / Panel of evaluators for evaluating answer sheets in each subject. In making their recommendations, the Board of Studies shall ensure that the minimum eligibility criteria have been followed. The Examiners/ Paper Setters/ Evaluators have to be Professors/ Associate Professors or Assistant Professors with minimum three years' experience, except in an emerging area where faculty with such experience are not available.
- (ii) The Director may appoint anyone for giving (conducting) the examinations / for paper-setting/ for evaluating answer sheets from the panel / list referred to him by the Head of the Department. The Director may also appoint anyone else, who is eligible but his/her name has not been mentioned in the list for any of the purposes mentioned herein above.
- (iii) Controller of Examinations shall issue general instructions for the guidance of the examiners/paper-setters/evaluators for the proper discharge of their duties.
- (iv) Where the appointed examiner/ paper-setter/ evaluator is incapable of acting as such or declines the offer, the Director shall appoint a substitute.
- (v) In situations where appointed examiner is not able to come to the Institute, the Director shall appoint any other eligible examiner out of the panel or otherwise.
- (vi) Under special circumstances, the Head of the Department may, after meeting personally or on phone, take permission from Director and call anyone else as examiner, if the already appointed examiner fails to come to the Institute on the day of examination.

### **6. PAPER SETTING**

#### **6.1 Paper Setting**

- (i) The question paper shall be set from the entire syllabus of a course / subject. Paper setter shall ensure that no question is out of syllabus.
- (ii) The paper setter may set the Question paper taking guidance from the question paper(s) of previous year(s), if any, provided to the paper setter by the COE, but conforming to the currently applicable syllabus.
- (iii) Each paper setter will be assigned a unique Identity Code.

#### **6.2 Materials to be Sent to Paper Setter by Email / Post**

- (i) Copy of syllabus along with the Evaluation Scheme, also stating the duration of Exam.
- (ii) Copy of question paper of previous year for reference.



- (iii) Appointment letter.
- (iv) Renumeration / Honorarium form with Undertaking.

### **6.3 Setting of the Question Papers**

Two distinct question papers shall be prepared for each subject by the paper-setter. Question papers shall be invited through email by COE. Email containing attachments of question papers (each one separately password-protected, preferably '.pdf file') and other requisite documents such as Declaration, filled in Remuneration form, etc. shall be sent by paper-setter to COE office well in time, followed immediately by sharing of both passwords, as text messages, onto the mobile no. of the CoE.

### **6.4 Instructions for Paper Setters**

- (i) The question paper must be typed in the format provided. Technical terms should be preferably in capital letters/ characters (unless small case and capital case letters / characters carry different meanings or denote different entities) and preferably bold-faced (unless bold-faced letters / characters carry different meanings or denote entities different from ordinary letters/ characters).
- (ii) Session or year should not to appear on the question paper.
- (iii) Each question and each part of a question should be clear in language and free from ambiguity.
- (iv) The question paper will be strictly as per the prescribed syllabus/scheme, fairly distributed over the whole course of study and not concentrated on any one or a few portions.
- (v) The numerical parts in question paper should not be more than 50% except in mathematics (as subject of paper) and/or the papers similar in nature to mathematics.
- (vi) Log tables or other materials are supplied to the candidates only when it is recommended by the paper setters. It is, therefore, necessary to write specifically in the Head Note whether the log tables, PWF tables, graph papers, Indian Standards, etc. are to be supplied to the examinees for general use. It should also be clearly mentioned in the head note by the paper setter whether the use of calculator is permitted or not, and of which specification (e.g., non-programmable, etc.). Programmable calculators, mobile phones and other electronic devices are not allowed in the examinations and shall lead to Use of Unfair Means Cases / offences.
- (vii) Paper setter should clearly indicate in head note of Question paper regarding number of questions to be attempted from a particular section. He/she should ensure that sum of marks allotted to each section/question is equal to the maximum marks and is as per Evaluation Scheme.
- (viii) The paper setter should not keep with him/her any copy or rough drafts of the question paper set by him. All drafts and notes must be destroyed.
- (ix) Paper setters are requested to ensure that both the question papers are separately password-protected before these are emailed to CoE or personally handed over to the authorized authority of the Institute. The passwords be shared with the CoE on his/her mobile number as text messages.
- (x) Paper setter should certify that to best of his/her knowledge, none of his/her direct or indirect dependents/relatives (i.e., wife, husband, son,

daughter, grand son, grand daughter, brother, sister, nephew, niece, uncle, aunt, first cousin, son-in-law and daughter-in-law, etc.) are appearing in the examination in which his/her set question paper may be one of the papers. Paper setter has to avoid his/her own book material in the paper.

- (xi) In case serious mistakes are found in the paper, which may create confusion in the minds of the examinees, the Institute can drop the name as paper setter and can cease the remuneration.
- (xii) Director may also appoint more than one paper setter for the same subject under special circumstances.

### **6.5 Methodology**

- (i) Moderation of question paper: After receiving the question paper from the paper setter, the paper will be printed and can be moderated, if necessary.
- (ii) Moderator shall be a senior Subject expert (out of the list recommended by the concerned Head of the Department) and can be from the Institute or called from outside the Institute with the prior permission of the Director. He/ She shall visit the Controller of Examination office and moderate the paper for checking the formation of questions, avoiding repetition of questions (if any) and checking whether the questions have been set within the syllabus, distribution of marks, subject name/code, quality of question paper, proof reading, etc.
- (iii) Upon moderation, the sealed envelope containing moderated question paper should be duly authenticated by the moderator, confirming the correctness of paper and forwarded.

### **6.6 Printing and Packing of Question Papers**

- (i) Two sets of question papers for each subject are to be got prepared, out of which one set of question paper is released on the day of examination with the approval of the Director or the nominated person to ensure the integrity of conduct of examination. The year of examination will not be mentioned on the Question paper.
- (ii) The number of printed question papers shall be according to the maximum number of students expected to appear, plus 5 additional question papers.
- (iii) Immediately after printing, these shall be sealed, with the number of printed question papers written on the envelope and kept in safe custody of the Controller of Examinations.
- (iv) The balance one unused question paper (out of the two set question papers) shall be sealed in an envelope and kept in safe custody of the Controller of Examinations. For the next examinations, only one new question paper may be got prepared for that subject unless the syllabus has changed, in which case two fresh question papers will be got prepared.

## 7. RULES AND REGULATIONS FOR CONDUCT OF INSTITUTE EXAMINATIONS

### 7.1 Centre Superintendents

Centre Superintendents shall be appointed by the Director, who shall be responsible for the safe custody of answer books and satisfactory conduct of the examinations. Questions papers shall normally be supplied to the Centre Superintendent(s) as and when the examination of a subject is scheduled. Overall responsibility for safe and fair conduct of examinations at a centre will be of the Centre Superintendent. In the absence of the Centre Superintendent, the Dy. Centre Superintendent shall perform the functions of the Centre Superintendent with intimation to the Controller of Examinations.

### 7.2 Deputy Centre Superintendents

Deputy Centre Superintendent(s) will be appointed by the Centre Superintendent from amongst the teaching faculty of the rank not lower than of Assistant Professor to make all preparatory arrangements for holding examinations including seating arrangement for candidates.

- (i) He/She shall conduct the examinations under supervision of Centre Superintendent according to instructions of the Controller of Examinations from time to time in this regard. He/she will take all necessary measures for fairness and smooth conduct of examinations at a centre.
- (ii) The Deputy Centre Superintendent(s) will perform such duties as are assigned to him by the Centre Superintendent of Examination Centre. He/She will particularly be responsible for opening of Question papers in the presence of Centre Superintendent, seating arrangements, checking the absentee statements, updating the record of consumed answer books on daily basis, packing of answer books along with the attendance sheet, docket, question paper, etc. and then dispatch to the Controller of Examinations immediately on the day of each Examination.
- (iii) He/She will also ensure that cases of Use of Unfair Means (UUM) have been sent to Examination Cell in a sealed envelope on daily basis.

### 7.3 Invigilators

- (a) Invigilators shall be appointed by the Centre Superintendent in a manner that their ratio to candidates does not exceed one invigilator to 36 candidates registered at any particular session with a minimum of one invigilator in a room, even if the number of examinees is less than 20 in the concerned room. In case the number of invigilators appointed in any room exceeds the prescribed ratio of 1:36, the Centre Superintendent will submit the following report to the COE:

1	2	3	4	5	6
Date of Examination	Room No.	Capacity of Room	Students allotted in the room	No of invigilators appointed in the room	Reason(s)

- (b) Only those teachers be engaged in whom the Centre Superintendent has full faith with regard to integrity and fairness.
- (c) The Academic/Teaching Assistant in the Department may be engaged as an invigilator, if required.

#### **7.4 Watch and Ward**

- (i) There shall be Security Guard(s) whose function shall be to maintain discipline outside the examination hall/halls. He/she/they may be assisted by additional staff. This duty may be given to security staff of the Institute.
- (ii) A room/place may be allocated in the Examination Centre where the students may keep their belongings; however, the Institute shall not be responsible for the security of such material.
- (iii) Security Officer or the deputed Guard will be authorized to carry out frisking / search of students outside the examination hall for ensuring that prohibited materials are not taken into the exam hall. Search of female students shall be done only by female Faculty/ female Security Guard.

#### **7.5 Examination Halls and Rooms**

- (i) The doors of the examination hall and rooms should be opened each day only 15 to 20 minutes before the time fixed for the commencement of the examinations.
- (ii) A seating plan of the examination showing the room number and the position of each candidate relative to the others should invariably be pasted/displayed outside the Examination Centre and a copy of the same should be maintained in the Exam. Cell records for inspection as and when necessary.
- (iii) A space of not less than 1 square meter should be assigned to each student. If there are space constraints, the students of different courses should be seated judiciously and a reasonable distance be maintained between the examinees with the same question papers.
- (iv) Seating arrangements for candidates should be properly notified at more than one prominent place and it should also be displayed outside each examination room.

#### **7.6 Receipt of Question Paper & Opening of Question Papers in Examination Centre**

- (i) Sealed envelopes containing question papers will be sent by the Examination Cell to the Centre Superintendent through Institute messenger or will be got collected via authorized person of the Centre Supdt. The Centre Superintendent will hand over the receipt of the envelopes received, and if tampered with or opened, it should be brought to the notice of the Controller of Examinations immediately.
- (ii) One Hour before the time for distribution of question papers, the question papers shall be taken out without breaking the seal. Such envelopes along with undistributed question papers (if any) should be sent back to the Controller of Examinations after conclusion of each examination.
- (iii) The envelopes containing the question papers should be opened by the Centre Superintendent/ Deputy Centre Superintendent in the Examination centre in the presence of at least two invigilators. The envelopes should be slit opened and the seals be left unbroken. The invigilator and the Superintendent should affix signatures at the place provided on each cover

after being satisfied that correct envelope is being opened and no envelope is tampered with.

- (iv) The question papers should be counted and the number should be tallied with the figures given on the face of the envelope containing the question papers. Before distributing the question papers to the candidates, it has to be made sure either by personal inspection or through invigilators that the correct question papers for the session are being given to the concerned candidates in the Examination Hall/ Centre. This precaution is very important since the possibility of wrong question paper being packed in the packet cannot be absolutely ruled out.
- (v) If the number of the question papers in any envelope falls short of the required number, the questions may be dictated or the better option is that the photocopies of the question paper should be provided to the students and the Controller of Examinations should be informed immediately of this fact by phone. Students (getting late dictated / photocopied paper) shall be given the usual time for answering questions 'after' the paper is offered.

### **7.7 Invigilation Duty**

- (i) Invigilation is a part of essential duty. No teacher should absent himself/herself from invigilator's duty without the prior permission of the Centre Superintendent of the Centre at which he/she has been deputed for invigilation work. Centre Superintendent shall inform about such absentees to the Director at the end of each examination.

#### **(ii) Duties of the Assistant Superintendents / Invigilators:**

The sanctity of the examination depends greatly on the conduct of an Invigilator. Any laxity / lack of alertness on the part of an invigilator is likely to result in undesirable consequences affecting the reputation of the Institute and the future of examinees.

- (a) An invigilator is expected to be alert / vigilant at every moment beginning from the entry of the candidates till such time that all answer books are collected & deposited back. It is necessary that he/she is fully vigilant and makes frequent rounds in the Examination Room.
- (b) An invigilator is under the control of the Centre Superintendent. During the period of duty, she/he should not leave the examination centre without the permission of the Centre Superintendent or Deputy Centre Superintendent.
- (c) An invigilator should report at the centre at least half-an-hour before the time fixed for commencement of the examination.
- (d) An invigilator may be required to act as witness when desired by the Centre Superintendent for opening of the question paper packets and sealing of the packets of answer books.
- (e) It shall be the duty of the invigilators to guard against all kinds of malpractice or misconduct on the part of any candidate inside the hall/centre. She/he will report such malpractice or misconduct to the Deputy Centre Superintendent/ Centre Superintendent and render such assistance to the Deputy Centre Superintendents as required, in regard to the conduct of the examinations.

- (f) Use of mobile phones is strictly prohibited in the Examination Hall. Invigilators should deposit their mobile phones with Centre Superintendent while on duty.
- (g) In case, the invigilator or any other staff on/off duty is found assisting the candidate(s) in unfair means, the disciplinary action will be initiated against him/her. The action against the defaulting candidate(s) will also be taken as per UUM policy.

### **7.8 Responsibilities of the Invigilators**

- (i) To check the Admit Cards
- (ii) To distribute answer books and question papers to the examinees. Also, to distribute specially required materials, if any, for the question papers.
- (iii) To ensure that the examinees occupy their allotted seats in the room/examination hall.
- (iv) To make announcements asking the examinees to:
  - a) produce the Admit Card.
  - b) leave books, notes, copying material, mobile phone, electronic devices, and/or any papers outside the examination hall.
  - c) write only Roll number on the question paper and nothing else.
  - d) use only allowed accessories as may be applicable per paper.
  - e) write subject name, paper code, roll number and Enrollment number, semester and year in the allotted spaces in the answer booklets, and sign the attendance sheets as and when presented/circulated.
  - f) note the remaining time, and hasten up and conclude as and when time is up.
  - g) fill the number of supplementary sheets used, if any, and strike out the unused pages and attach the main sheet with the supplementary sheet (if any) with thread.
- (v) To check the serial no. of the answer book and get the attendance signed by the student against his enrolment/ roll number.
- (vi) To prepare the absentee statement in respect of the room under his/her charge and submit the same within one hour of start of examination to the Centre Superintendent.
- (v) To check all the entries filled in, including that the correct roll number is written in words at the allotted space on the answer sheet by the student, on the cover page of Answer Book with help of admit card of the student and that the student has signed at the appropriate place/space provided in Answer Book. The invigilator should sign only after checking all the above.
- (vi) To ensure that the cover pages of answer books bear the date stamp and his/her signature.
- (vii) The invigilator shall sign each answer book at the assigned box as evidence of verification of candidature of the student.
- (viii) Not to allow any examinee who reports after 30 minutes of commencement of the examination to sit for the examination and not to allow any examinee to leave the examination hall/room before half the time is over from the prescribed time.
- (ix) The invigilators must ensure that the Answer Book (duly closed) and Question paper of the candidate have been left behind on his/her seat in the examination hall/ room when a student goes out to toilet, etc.

- (x) Towards the end of the examination, no student shall be allowed to leave the room in the last 15 minutes; the door(s) of the room shall be latched / bolted / locked from inside till all the answer books are collected, counted and found correct.
- (xi) To collect answer books from the examinees as soon as the examination is over and to hand over the same to the Deputy Centre Superintendent in sequential order of subject and roll number after duly counting and tallying these with student's attendance sheet.
- (xii) To return surplus/loose answer sheets/question papers to the Centre/Dy Superintendent immediately after the examination.

## **8. ATTENDANCE & VERIFICATION**

- (i) The Enrolment number and signature of all the students appearing in the examinations shall be recorded in the daily attendance sheet and verification sheet on the prescribed Performa supplied by the Controller of Examinations.
- (ii) This statement duly countersigned by the invigilator, Deputy Centre Superintendent in charge and the Centre Superintendent should be forwarded to the Controller of Examinations after the conduction of Examinations.
- (iii) However, the copy of the attendance sheet should also be sent to CoE with the docket along with the question paper in the sealed packet of Answer Books.

## **9. DISPATCH OF ANSWER BOOKS**

- (i) Before the answer books are dispatched to CoE, the Centre Superintendent/Deputy Centre Superintendent should ensure that the title page has been filled in correctly by each candidate and signed by the invigilator concerned.
- (ii) In some cases, candidates do not write their full Roll number and/or other particulars on the title page of the answer books. The responsibility in such case will be solely of the Invigilators, Deputy Centre Superintendent and the Centre Superintendent.
- (iii) All answer sheets duly sealed should be forwarded to the Controller of Examinations along with a copy of attendance sheet, docket and question papers on the scheduled day of examinations.
- (iv) After the examinations are over, Centre Superintendent should return the used and un-used envelopes of the question papers containing surplus question papers to the Controller of Examinations along with the verification sheets.
- (v) The account of used answer books along with remaining answer books is also to be deposited to COE.

## **10. DISCIPLINARY CONTROL**

- (i) During the examination, the candidates shall be under the disciplinary control of the Centre Superintendent of the Centre and they will obey his / her instructions. If a candidate disobeys the instructions of the Centre Superintendent/Deputy Centre Superintendent or any of the invigilators or misbehaves towards any of the them, he/she may be suspended by the Centre Superintendent from that day's examination. The misbehaviour done by the student should be reported by the Centre Superintendent to the Director on the same day for further action as per rules.

- (ii) However, if the candidate has any grievance against the Centre Superintendent / Deputy Centre Superintendent / Invigilator, he / she can submit the grievance to the Controller of Examinations for appropriate action.

## **11. INSTRUCTIONS FOR THE CANDIDATES**

- (i) All the candidates should be in proper uniform with the Institute ID card.
- (ii) A candidate is expected to be present at the Examination Centre 15 minutes before the commencement of examination.
- (iii) No candidate shall be admitted to the examination hall after 30 minutes of commencement of the examination.
- (iv) The candidate shall have the proper Admit Card and the valid institutional Identity Card, without which he/she shall not be eligible to appear in the examination.
- (v) Candidates are not permitted to leave examination hall during the initial one hour and in the last 15 minutes,
- (vi) Exchange of answer books, any materials such as calculators, drawing instruments, etc. among the candidates is strictly prohibited.
- (vii) Candidates shall write their Roll Numbers on the question paper also, but nothing else.
- (viii) Possession of any arms, weapons, mobile phone, electronic devices, etc. in the examination hall or at the Examination Centre by the candidates is strictly prohibited.
- (ix) The candidate shall behave properly before, during and after the examination to maintain the conducive atmosphere at the Examination Centre
- (x) Each examinee shall cross the blank page(s) of Answer Book left after attempting / completing the whole paper.
- (xi) The candidate is prohibited from keeping in his/her possession in the examination hall any blank paper, notes, scribbles chits, books, mobile phone, programmable calculator or watch, electronic communication devices, etc. The violation of this instruction shall attract suitable punitive action.
- (xii) The candidate found guilty of misbehaviour or using/attempting to use unfair means shall be liable for suitable punitive action.
- (xiii) Disclosure of identity on the part of the examinee by way of communicating name/sheet number/ signature /phone number /address or any other request to the examiner in the answer book is a punishable offence as per rule and shall be treated as a case of UUM.
- (xiv) The examinee is prohibited from taking away the answer book(s) / part of Answer Book or any enclosure(s) issued to him out of examination hall. Violation shall attract punitive action as per the rules of the Institute.
- (xv) A candidate, who has come to appear in the examination under the influence of intoxicating drinks/drugs, shall not be allowed to enter in the examination hall and if found appearing in the examination, will be turned out from the examination hall immediately.
- (xvi) Use of electronic devices / instruction booklets / other stationery such as, mobile phones / smart watches / smart glasses / tablets and personal audio equipment is not permitted in the Examination Centre.



## **12. FLYING SQUAD**

The flying squad will overview and supervise the conduct of examination as per instructions of the Director / COE and shall take surprise inspection of examination venues, so as to eliminate possibilities of use of unfair means by candidates, to hold the examination in a fair, impartial and smooth manner and to maintain credibility of the examination.

### **12.1 Appointment of flying squad**

- (i) A flying squad shall consist of a Convener, 1 to 3 Squad Members and will be appointed by the Director or the COE with the permission of the Director.
- (ii) Each person of the squad shall be of the rank of Associate Professor and above.
- (iii) They will be instructed about their duties and work normally on the same day as of the surprise visit planned.
- (iv) The flying squad will be accompanied by an officer / responsible personnel from the security department of the Institute.

### **12.2 Duties of flying squad**

- (i) The Flying Squad shall monitor all aspects of the conduct of examinations, entry of candidates in the examination centre and ensure that the examinations are conducted in punctual manner, thereby enhancing the general credibility of the system and discouraging any tendencies on the part of the examinees or any other person to indulge in malpractices or misbehaviour in examinations. These squads shall be adequately empowered to verify the entire examination process at the Examination Centre.
- (ii) The Flying Squad/Invigilators or Supervisory staff shall have the authority to search any student to find out as to whether the student has got any objectionable material with him/her or not. However, female student can be searched only by female members of the flying squad/Invigilators/supervisory staff. Refusal of the candidate to be searched would raise a presumption against him/her that he/she is in possession of objectionable material to be used in the examination.
- (iii) To inspect the examination halls and check the seating arrangement. If the seating arrangement is improper, it shall be informed to the Centre Supdt. / Dy. Superintendent for corrective action there and then.
- (iv) To observe that internal vigilance group (Invigilator, Dy. Centre Superintendent, etc.) is active and performing their duties in a proper manner.
- (v) To keep vigil on all aspects of the conduct of examination at the centre and report the cases of malpractice/misconduct, if any, to the Deputy / Centre Superintendent. The Centre Superintendent shall take action in such cases as per prescribed procedure.
- (vi) Squad may also inspect the toilets / other surrounding areas for hidden books/notes, etc.

## **13. APPOINTMENT OF AMANUENSIS**

- (i) An amanuensis is allowed in case of blind candidates and those candidates who are disabled to write due to an accident, disease or congenital deformity.

- (ii) On the concerned Department Head's recommendation, COE will further recommend to the Director the appointment of amanuensis for a particular student. The Director may take the decision on the basis of application, meeting the student personally or may ask the student to submit a medical certificate attested by CMO from the authorised hospital. The student should submit an application to the Head of the Department at least one month before the commencement of examinations. In case of accident occurred recently, the affected student can write an application directly to the Director through the concerned Head of the Department and in exceptional circumstances directly to the Director.
- (iii) Exception can only be in the case of any unforeseen mishap, in which case the student may apply any time before starting of examination or even during the examination, however, in such cases, the appointment of amanuensis will depend upon the availability of the appropriate person at that time.
- (iv) The amanuensis shall be a person of a lower qualification than the candidate concerned and should preferably be not from the same discipline / branch of study.
- (v) The Centre Superintendent of Examinations shall arrange for a suitable space for the disabled candidate.
- (vi) An extra half an hour shall be given to such candidates for each 3 hours duration paper.
- (vii) The payment of the amanuensis, if any, shall be borne by the candidate.

#### **14. CANCELLATION OF APPOINTMENTS/EXAMINATIONS**

The Director reserves the right to cancel or rescind any appointment relating to examinations or cancel or reschedule any examinations at any time in the interest of smooth conduct of examinations.

#### **15. LOST ANSWER BOOK**

The Director, after he/she is satisfied that the answer book of a candidate has been lost after having been handed over to the Centre Superintendent of examinations, may:

- (i) Permit the candidate to reappear in the subject (of which the answer book has been lost) on a date and time to be fixed by the Controller of Examinations.  
OR
- (ii) Award him/her the marks for the lost answer book, equal to the average of the marks obtained by the candidate in the other papers of that semester, if the case pertains to first or 2<sup>nd</sup> semester.  
OR
- (iii) Award him/her the average marks of the remaining subjects / papers which he / she has already 'cleared' (i.e., other subjects from the same semester and subjects of all previous semester(s) except the subjects of 1<sup>st</sup> and 2<sup>nd</sup> semesters), if the case pertains to 3<sup>rd</sup> and higher semesters.

If there is a dispute as to whether a candidate's paper was duly handed over or not, the decision of the Director, to whom the Controller of Examinations shall report his/her findings, shall be final.

## **16. REGULATION FOR UNFAIR MEANS/ PROCEDURE FOR DEALING WITH UNFAIR MEANS AND MASS COPYING CASES**

Examination is a formal procedure intended to measure examinee's knowledge/talent. Since result of examination has an impact on individual's future academic career and vocational goal, he/she may get tempted to use unethical/unfair means (UUMs) with the purpose of obtaining the desired goal which puts him/her at an advantage as compared to others.

Code of conduct for an examinee is, therefore, framed so as to keep him/her away from adopting unethical methods during the examinations. Each examinee should follow this code of conduct. A candidate found guilty of any of the following offences shall be deemed to have used unfair means, leading to UUM case:

- (i) No candidate shall bring any objectionable material (such as books, mobiles, guides, etc.) which may help / enable a student in answering the question paper in the examination hall.
- (ii) Writing name or putting signature or any other identification mark in the Answer Book which may disclose, in any way, the identity of the candidate.
- (iii) Writing Roll number at any place other than the space provided for it.
- (iv) Having in possession (or nearby lying on the floor, table, chair, etc.) the book(s), notes, papers or any other like materials which may be used in the examination.
- (v) Receiving assistance from other examinee(s) / students / staff, or giving assistance to other examinees in copying in any form during the examination.
- (vi) Smuggling (in or out of the examination hall) of Answer Book(s), etc. and tearing leaf / leaves from the Answer Book(s) or tampering with the Answer Book(s) in any way.
- (vii) Impersonation, i.e., sending some other person to appear in the examination(s).
- (viii) Communicating with the Examiner / any other person connected with the Examination, with the object / intention of unduly influencing him/her in any way.
- (ix) Any other type of misconduct or a deliberate attempt to cheat in the examinations.
- (x) Writing question(s) or answer(s) on any paper other than in the Answer Book.
- (xi) Any other case of Unfair Means detected at any stage during or after the Examination.
- (xii) Using mobile phone or any other smart device(s) for receiving/sending messages. Even keeping mobile phone or any such device (in on or off mode) during examination period shall be considered as an attempt to cheat.
- (xiii) Refusal of the candidate, to be searched / frisked by the invigilator/flying squad / staff on examination duty, would raise a presumption against him/her that he/she is in possession of objectionable material to be used in the examination hall.

## **17. PROCEDURE TO BE FOLLOWED BY THE INVIGILATOR/ CENTRE SUPERINTENDENT IN BOOKING UUM CASES**

### **17.1 Issuance of Second Answer Book.**

As soon as any case of unfair means comes to the notice of the Invigilator / Superintendent / Flying Squad of the examination centre, he/she shall take possession of the Answer Book of the student along with paper / other

objectionable material found in his/her possession. The student shall be provided another Answer Book immediately and a stamp of 'Second Answer Book' will be placed on the top of such Answer Book.

**17.2 Statement of the Candidate**

While issuing the fresh Answer Book, the student shall be asked by the Invigilator/ Centre Superintendent to submit the information on prescribed format. If he/she does not give such information, the verification can be done by Centre Superintendent / another Invigilator. In case a student refuses to cooperate and does not agree with the observation of the invigilator/centre superintendent, he/she may be counselled that he/she should cooperate and write his/her comments in the remarks. He/she should be informed that he/she may write about his/her grievance to the CoE / Registrar after the examination.

**17.3 Statement of the Invigilator**

Flying Squad/Invigilator, who detects the Use of Unfair Means by a candidate, shall record the statement which shall be countersigned by the Centre Superintendent and the same should be enclosed with the case.

**17.4 Material found from the Candidate**

Precise information on the prescribed format, as to from where the material was found, should be mentioned in the statement of the invigilator(s), for example, from of the pocket, desk, shoes, etc. of the student or from nearby lying on the floor, table, chair, etc. The incriminating material so detected by an Invigilator should also be signed by the invigilator on each page and the total number of pages detected should be mentioned on the title of the Answer Book duly signed by the Invigilator and Centre Superintendent. Supervisory staff can also ask the concerned student to sign on such papers. If it is a mobile phone/electronic device, it should be packed in the envelope and sealed. It should be signed by the Invigilator and Centre Superintendent and it should be mentioned on the envelope/packet as UUM material. The packet should preferably be signed by the student also. The same (incriminating material) should also be mentioned in UUM prescribed format.

**17.5 Other Cases of Unfair Means**

**(i) Impersonation:**

The Centre Superintendent /Deputy Centre Superintendent should hand over the person impersonating as the examinee to the Security Officer who will file an FIR at the Police Station and will hand over the said person to the Police. The matter shall also be reported to the Director, the Head of the concerned Department in which the student studies, and to the Chief Proctor.

**(ii) Misconduct:**

In case of misconduct by any examinee, the statement of the Invigilator/ Centre Superintendent / Deputy Centre Superintendent shall be sent to the Head of the Department for taking appropriate action against the student, besides taking action(s) as per Guidelines for UUM Committee.

**17.6 Documents required to be sent in UUM cases.**

All cases of UUM should be recorded on the Proforma.

The duly filled Proforma shall be accompanied by the following documents:

- (i) One (+ One = Two, if another answer book issued) Answer Book(s).
- (ii) Statement of the candidate on the prescribed format.
- (iii) Statement of the Invigilator on the prescribed format.
- (iv) 'Unfair aid'/material found from the student.

#### **17.7 Dispatch of UUM Cases**

Copies of UUM should be sent separately in a sealed envelope (duly labelled) to the Controller of Examinations of the Institute along with the prescribed Proforma for each case booked under UUM on daily basis.

All the material such as answer books of unfair means, together with the material recovered from the examinee(s) duly signed by the examinee(s), invigilator and by the Centre Superintendent be sent to the Controller of Examinations, Panipat Institute of Engineering and Technology, Panipat, separately under sealed cover soon after examination is over on the same day. Examination result(s) of the examinee(s) shall be withheld till finalization by UUM committee. The decision of UUM case shall be made within 15 days from the registration of the case of UUM. The decision of the UUM Committee in imposing penalty for the offence(s) committed by the candidate shall be final and binding on the student.

#### **17.8 Student Grievance**

If the student has any grievances against the Centre Superintendent/ Deputy Centre Superintendent /Invigilator or he/she has reasons to be dissatisfied with the decision of the UUM Committee, he/she can submit the grievance to the COE and in his absence, to the Registrar of the Institute, who will take necessary action to redress the grievance of the student.

#### **17.9 Miscellaneous**

- (i) The fact that a particular Roll No. was booked under UUM should be recorded in the attendance sheet as well in the statement for dispatch of Answer Book to the Controller of Examinations of the Institute.
- (ii) The student booked under UUM shall not be expelled from the examination centre for that paper, rather a fresh answer book can be issued to attempt his/her question paper except that in the case of impersonation, the impersonating person shall be booked for offence as per the relevant clause.
- (iii) Candidates found using any of the Unfair Means are not to be debarred from appearing in the remaining papers except where so provided.
- (iv) Students may be physically searched / frisked by the Centre Superintendents/ Deputy Centre Superintendents/ Invigilators / Members of the Flying Squad deputed by the COE of the Institute before or during the examination at any time. In case of a female candidate, search should be made by female faculty members/ female security personnel only.
- (v) If a candidate forces his/her way out with the answer book, the complete statement explaining the circumstances under which the candidate left the examination hall with the answer book should be reported separately to the Centre Superintendent. The invigilator's statement should also contain the time of the incident and details of the case as to how the candidate took away the Answer book. If any

effort was made to recover the Answer Book, that should also be stated and the same may be sent to the COE.

**17.10 Guidelines for UUM Committee regarding penalties for different types of offences under UUM**

S. No.	Offence	Maximum Penalties
A.	<ol style="list-style-type: none"> <li>1. Doesn't follow the instructions given by the Centre Superintendent/Invigilator.</li> <li>2. Communicates with another examinee or try to pass on information even after a word of caution from the invigilator or any competent authority.</li> <li>3. Any sort of writing on the question paper except the Roll No. at the given space.</li> <li>4. Any exam.-relevant literature found near or just beneath his/her seat but he/she has not copied from the said material as ascertained by the Centre Superintendent / Observer / invigilator.</li> <li>5. Use of indecent or abusing words in the answer book.</li> <li>6. Attempts to remove Encrypted code / Bar Code or any sticker from the answer book.</li> <li>7. Indulges in writing the matter relevant to subject before commencement of examination.</li> <li>8. Attempts oral communication with other examinee(s).</li> <li>9. Indecent behaviour at the examination centre or in the examination hall.</li> </ol>	<p>Warning will be issued to the candidate not to repeat in future. If repeated, CONCERNED PAPER will be awarded ZERO marks or "F" grade.</p>
B.	<ol style="list-style-type: none"> <li>1. If examinee is found in possession of notes, chits, answer book of any other examinee, etc. however he/she has not written from the said material in his/her answer book.</li> <li>2. Deliberately reveals his/her identity or intentionally makes some irrelevant symbols, sketches, etc. in the answer book which may reveal his/her identity.</li> <li>3. Possess any sort of examination-relevant material in the examination hall or even outside the examination hall like toilet, lobby, etc. or tries to contact any unauthorized person during the examination timings.</li> </ol>	<p>Cancellation of result of CONCERNED PAPER and will be awarded ZERO marks or "F" grade in that paper.</p>

	<p>4. Brings any electronic gadgets (except memory less non-programmable scientific calculator, if permitted in that paper) in the examination hall.</p> <p>5. Attempts to bribe the examiner by mentioning address, contact detail, Mobile No., etc. or to contact the examiner directly or through any representative for examiner's favour.</p> <p>6. Any sort of writing on the question paper regarding solution of the questions.</p>	
C.	<p>1. Examinee has copied from the subject examination-relevant material, scribble on chits, compass box, calculator, pad, cloth, handkerchief, dress or any part of the body or stored in electronic-gadgets including mobile-phone.</p> <p>2. Examinee has indulged in exchange of answer book with other examinee(s).</p> <p>3. Examinee has copied from other examinee(s) or deliberately allows other examinee(s) to copy from his own answer book or pass on the examination-relevant material or literature in any form to other examinee(s) in the examination hall/ room.</p> <p>4. If the examiner finds some written/printed papers, etc. of examination-related material from the answer book of an examinee.</p> <p>5. Attempts to get rid of or to destroy any kind of exam.-relevant prohibited material with which he/she is caught or helps other(s) in such an act.</p> <p>6. Examinee is found to throw away his/her answer book, supplementary answer book, question paper, practical job or part thereof.</p> <p>7. If examinee is found to have torn the answer book, question paper, any other examination-related material or part thereof from his/her own possession or other examinee(s).</p> <p>8. If the examiner reports that the examinee's answer book is written with more than one type of hand writing.</p> <p>9. If the examiner reports about missing pages or additional pages in the answer book of the examinee.</p> <p>10. If the examinee obstructs the process of conducting the examination in any way.</p>	<p>Cancellation of result of the CONCERNED PAPER and two other papers in which the candidate has secured the minimum marks percentage among the rest of the papers except the paper in which candidate has UUM. That is, total three papers will be awarded ZERO marks or "F" grades</p>

	<p>11. If the examinee tries to destroy the evidence by chewing the chit or in any other manner, which was found in his/her possession during examination.</p> <p>12. If the examinee attempts to bribe by way of keeping currency notes and/or other valuable(s) in his/her answer book.</p> <p>13. If the UUM committee is satisfied from the report of the examiner that the candidate has copied from one another or from any other sources or involving in mass copying during the examination.</p> <p>14. If examinee possess any sort of examination-relevant material written/printed on compass box, calculator, pad, cloth, hand kerchief, dress or any part of the body or stored in electronic gadgets including mobile phone in the examination hall or even outside the examination hall like lobby, etc.</p>	
D.	<p>1. If the examinee obstructs/threatens orally or assaults the invigilator or any staff / competent authority on examination duty.</p> <p>2. Tries to bring duly written answer book or supplementary from outside.</p> <p>3. If the examinee is found with bulk material like book, note book, and short notes etc. related with the concerned paper.</p>	<p>Cancellation of result of the all the theory papers in that semester (all the theory papers in that semester will be awarded ZERO marks or "F" grades).</p>
E.	<p>1. If person impersonates as examinee and if this is detected during or after the examination.</p> <p>2. If the examinee carries away an answer book, supplementary or practical job or part thereof outside the exam hall.</p> <p>3. Leaves the examination hall without submitting his answer book or tries to destroy it.</p> <p>4. If the examinee is not appearing in that particular examination but he/she is a candidate of other examination(s) of the Institute and behaves in an undisciplined manner during particular examination or helps other examinee(s) in using unfair means.</p>	<p>Cancellation of result of all the theory papers and practical examinations in that semester. (All the theory and practical papers will be awarded ZERO marks or "F" grades in that semester).</p>
F.	<p>1. Possesses gun, revolver, knife or any other prohibited weapon in or around examination hall.</p>	<p>Cancellation of result of all the theory papers and practical examinations (i.e., the papers and practical</p>



	2. Physically assaulting invigilator or any competent authority on examination duty.	examination will be awarded ZERO marks or "F" grades) in that YEAR and candidate has to repeat that session.
G.	1. If during the examination or afterwards, any examinee is found to have indulged in unfair means other than specified in A to F as above and which has been bearing on the examination or result of the examinee and/or any other examinee.	The examination committee shall decide the penalty depending upon the nature and complexity of involvement of the examinee on case-to-case basis.

### 17.11 Mass Copying Cases

Mass copying shall be dealt with differently than the individual UUM cases. Modes of the mass-copying may include cases as under:

- (i) Copying from the printed sheet circulated in the examination hall.
- (ii) Displaying copying material on the blackboard.
- (iii) Use of loud speaker from outside.
- (iv) Dictating answer(s) by the Invigilator(s), etc.
- (v) Any other evidence which proves mass copying.

Each case of mass copying will be investigated separately by a committee constituted by the Director and the enquiry report will be placed before the Director who will take appropriate decision on case-to-case basis.

#### Note:

1. If in Institute examinations, a candidate voluntarily surrenders to the Centre Supdt. / Dy. Superintendent or any other member of the supervisory staff the papers / books / notes in his / her possession before the question paper is distributed, no action may be taken against the student.
2. In exceptional cases where student is involved in criminal act, reporting to the Police authority may be recommended by the disciplinary committee to the Director who will take the appropriate decision.
3. In case, the invigilator or any other staff on/off duty is found assisting the candidate in unfair means, the disciplinary action will be initiated against him/her. The action against the candidate will also be taken as per UUM policy.
4. Disciplinary aspects of students pertaining to examinations will be dealt with by the HoD/ Dean concerned/ Chief Proctor.

### 18. EVALUATION PROCEDURE

After getting Answer Books from the Exam. Centre:

- (i) Answer books shall be coded (to hide the details of students) in Examination Cell before handing them over to the evaluator.
- (ii) Evaluation by internal/external evaluators shall be done in Examination Cell/ Evaluation Hall only.
- (iii) In special circumstances, the coded answer books can be sent to external evaluator(s) with the prior permission of Director.
- (iv) Marks shall be entered for each question in the space provided and total marks on the front page of answer book in addition of awarding them at the starting of the answer.
- (v) Decoding shall be done in the Examination Cell only before tabulation.

## 19. IMPORTANT INSTRUCTIONS FOR EVALUATORS

- (i) No question or part of a question should remain un-evaluated. In particular, extreme care should be exercised in case where there are multiple choice/ short/ very short answer type questions.
- (ii) Marks awarded to a question or any part of a question must appear at two places. Firstly, where the answer of the question started, secondly, on the front page against the serial number of the question.
- (iii) There should be no mismatch between the marks given and entered on, i.e., in the table on the front page and where the question is written.
- (iv) Ensure that marks are correctly counted before writing the total sum on the front page.
- (v) Marks awarded to a question or any part of a question must be written legibly at both places. This is necessary to avoid any confusion during the process of re- checking / re-totalling.
- (vi) Overwriting/corrections may be avoided. However, where correction becomes unavoidable it should be encircled and authenticated by signatures in red by the evaluator on the right side of the circle.
- (vii) While evaluating an answer book, if any new page(s) is(are) found, inserted or any handwritten chit(s) pasted on any page(s) of the answer booklet, it should be brought to the notice of the Controller of Examinations. Same procedure should be followed if there is any evidence of double handwriting in any answer booklet.
- (viii) If a student has attempted more questions than asked for, the marks of best attempted / scored requisite number of questions must be granted on the front page and words "over attempted (OA)" be mentioned in red at the starting of those answers which have not been taken into account.
- (ix) Evaluation of answer sheets should be completed within the stipulated period.
- (x) *Last but not the least, due to RTI in operation, xerox copies of any evaluated answer booklet could be obtained by the student immediately after the declaration of the result. Any compromise with the instructions mentioned above can seriously discount the honour and integrity of the evaluator on the one hand and name and fame of the Institute on the other hand, so evaluators must ensure that no question escapes fair evaluation, particularly where the answer is attempted at two places.*

In certain cases, a student also leaves one/a few blank pages and then writes the answer of a fresh question, hence the following should be followed:

- (i) It is necessary that evaluator should put his/her initial or at least a tick mark at the end of each attempted answer. It will convince the student that each answer has been thoroughly evaluated/checked.
- (ii) That none of evaluator's relatives (brother, sister, son, daughter, grandson, granddaughter, cousin, nephew, niece, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law or any other financially dependent person) has appeared in the said examination.
- (iii) Word "END" should be written at the end of the last attempted answer and the remaining pages should be crossed (X) if the same are not crossed by the candidate.
- (iv) For evaluation of answer book, only red pen should be used.

## **20. PRACTICAL EXAMINATIONS**

Practical examinations will be conducted by the Internal and External examiners as approved by the Director and should be conducted strictly according to the curriculum and evaluation scheme.

Practical awards along with the attendance must reach in the office of Controller of Examinations either on the same day or the next day after the conduct of the practical examination(s).

## **21. STUDENT GRIEVANCES WITH RESPECT TO EVALUATION**

In case any written representation(s)/complaint(s) is(are) received from the students within seven days after completion of the examinations regarding setting up of question paper, etc. along with specific recommendations of the Head of the Department, the same shall be considered by the Director. The Director may take appropriate decision or may refer the case to the duly constituted committee for the purpose and may take the decision on the recommendation of the said committee.

## **22. EXAMINATION AND EVALUATION**

The evaluation of the students in all undergraduate and post graduate programs shall be based on two components, namely, Continuous Internal Assessment (CIA) and Semester End Examination (SEE).

Unless stated otherwise in the relevant Ordinance of the concerned Programme, the following shall generally apply to all programmes:

### **22.1 Continuous Internal Assessment (CIA)**

- a) Each student shall be continuously assessed for his/her academic performance in each course through the best 2 out of the 3 sessional tests, besides assignments, seminars, quizzes, etc., during a semester.
- b) The weightage of CIA for each theory course shall be 40 percent of the marks allotted to the course and that for Laboratory courses shall be 50 percent of the marks as given in the Evaluation Schemes of the respective programme. However, for the courses in some of the programmes, the guidelines /recommendations of the statutory professional council /body governing the respective programme shall be followed.

### **22.2 Evaluation of Theory Courses**

In each theory course, the assessment of a student shall be based on Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE).

#### **22.2.1 Continuous Internal Evaluation (CIE) with 40% weightage:**

For a theory course, the CIE shall have 3 components (Unless stated otherwise in the relevant Ordinance of the concerned Programme), as given in Table-1.

- i) There shall be three Internal Assessment (IA) tests called sessionals in each course in a semester with at least two of these in the form of formal tests. The third one can be a formal test, a seminar, a viva-voce examination or an equivalent procedure ensuring that the level of difficulty and the standard of evaluation are commensurate with those in formal tests.
- a) The two best scores out of the three sessionals will be taken in arriving at component-1 of the final CIE score in the course. This will provide relief for contingencies arising out of illness or other extra-ordinary circumstances and it avoids the need for special tests for the absentees.
- b) The relative weightage of the components of assessment will be as given in Table-1. The final score in any course shall comprise of score in three components of Continuous Internal Evaluation (CIE) combined with performance in Semester End Examination (SEE):

<b>Table-1: Component Weightages of Theory Courses</b>		
<b>Component</b>	<b>Description of the Component</b>	<b>Relative Weightage (Out of 100)</b>
<b>CIE Components</b>		
Component-1	Two best of three Sessionals	25 each, total 50 which is finally scaled down to 25
Component-2	Attendance	05
Component-3	Assignments/ Participation in Seminars/ surprise test(s)/ quizzes/ discipline, etc.	10
CIE Total		40
<b>SEE</b>	Semester End Examination (SEE)	60
Grand Total		100

The requirement of passing marks in theory courses is as given in Table-2:

<b>Table-2: Minimum Passing Marks for Each Course</b>	
CIE	Minimum 40%
SEE	Minimum 40%
CIE + SEE	Minimum 45%
<b>NOTE:</b> If both components CIE and SEE are applicable for a course, the above are the requirements for passing the course, however, if a 'single' component is applicable, then 45% shall be the pass marks for 'that sole component', or, for that matter, for passing that course.	

Marks of attendance for theory courses shall be awarded as per Table-3:

<b>Table-3: Marks of Attendance for Different Courses</b>			
S. No.	Percentage of Attendance	Marks for Theory Courses	Marks for Practical Courses
1.	<75	00	00
2.	≥75 to < 79	01	02

3.	$\geq 79$ to $< 83$	02	04
4.	$\geq 83$ to $< 87$	03	06
5.	$\geq 87$ to $< 91$	04	08
6.	$\geq 91$	05	10

- ii) In granting marks of attendance, only such attendance shall be considered as is actually obtained by the student (by attending classes / by appearing in sessionals / by being 'on-duty period' for HoD-certified co-curriculars), excluding the attendance shortage condoned for him/her to whatever extent such condonation(s) is(are).
- iii) Internal assessment tests (Sessionals) I, II and III may be spaced out with an interval of about a month.
- iv) There shall be no retest in any sessional I, II and III in the current/ running semester.
- v) A student, who is absent in all three IA tests or who scores less than 40% in CIE, *but has put in the necessary minimum attendance*, he/she may be permitted to take the IA Tests (without attending classes for the same subject(s)) in a subsequent semester when the course is on offer in the department. However, his / her marks of Attendance and of Assignments, etc. (i.e., components-2 & -3 of Table-1) will be carried forward in arriving at the CIE score.
- vi) If the student fails in the course, on the basis of CIE and SEE taken together, *but has put in the necessary minimum attendance*, the student may take the sessionals/IA tests in a subsequent semester when the course is on offer in the Department and/or reappear in SEE.
- vii) Even Semester sessionals / IA Tests shall be held in the Even Semester(s) and the Odd Semester sessionals / IA Tests shall be held in the Odd Semester(s). Notwithstanding the above, the Director may allow, under special circumstances, an Odd Semester Test to be conducted in the Even Semester and vice versa.
- viii) For evaluation of Component-3 of Table-1, the concerned faculty may employ one or more assessment tools such as home assignments, objective type tests, surprise test(s)/ quizzes, paper presentations, seminars, problem solving, laboratory work, etc., suitable to the course.
- ix) Faculty member of each course shall declare the marks obtained by the student in the IA tests within a period as specified by the Dept./ Institute.
- x) Towards the end of the semester, all faculty members shall send the CIA marks (i.e., obtained in sessionals, quizzes, assignments, attendance etc.), in confidence to the Head of the Department, who will then forward these to the Controller of Examinations.

### **22.2.2 Conduct of Semester End Examinations (SEEs):**

- i) For each theory and practical course, there shall be semester end examinations of at least 2 to 3 hours duration (or as specified in the evaluation schemes of different courses). At the time of registration, a student shall apply to the Controller of Examinations on a prescribed form and pay the prescribed 'Examination Fee' for seeking permission to appear in the semester end examinations. If the application is in order, and the student has pursued a regular course of study in the semester, satisfying the attendance and other requirements as stipulated in the Ordinance, he/she will be eligible to appear in the semester end examinations and shall be issued an Admit Card for appearing in the examinations by the Controller of Examinations.
- ii) If a student has not passed the SEE (whether of theory or practical / laboratory course, etc.), he/she will have to appear in SEE again whenever held for that subject. Notwithstanding the above, the Director may allow, under special circumstances, an odd semester subject's examination to be conducted in the even semester and vice versa.
- iii) All Semester End Examinations shall be conducted by the CoE.
- iv) Schedule of examinations shall be notified by the CoE at least fifteen (15) days prior to the first day of the commencement of Semester End Examinations.
- v) For theory as well as practical examinations (including dissertation / thesis / project / training / internship, etc.), all paper-setters and examiners shall be appointed by the CoE with the approval of the Director. Names of paper-setters and examiners shall be obtained from the panel approved by the concerned U.G. Boards of Studies through the concerned Head of the Department.
- vi) In emergent situations, where, for some reason the recommendations cannot be obtained from the U.G. Board of Studies, recommendations may be obtained from one of the Deans nominated by the Director.
- vii) The CoE shall be authorized to add one or more names in the panel of paper-setters and examiners received by him from the U.G. Boards of Studies/ authorized Dean, from the panel approved in previous years (provided that the paper-setter / examiner to be so added hasn't been black-listed and that there are no adverse comments against him/ her from the concerned HoD/ Dean) by the BoS before the list is submitted to the Director for approval. However, the Director, if deems fit, can appoint paper-setters and examiners outside of the list proposed by the CoE.
- viii) After the receipt of the question paper(s) from the paper setter, the same may be got moderated by the moderator(s) to be appointed by the CoE with the approval of Director.

- ix) CoE shall ensure that minimum of two question papers (duly moderated, if need be) in each subject are available in the question paper bank.
- x) The paper-setter appointed by the CoE, out of the approved panel for setting the Question paper, shall set the Question Paper in accordance with the approved Scheme of Studies & Examinations and the Syllabus.
- xi) Some of the question papers will be got set by the paper setters from outside the Institute as per the discretion of the Director.

## 22.3 Evaluation of Laboratory Courses/ Subjects

22.3.1 In each laboratory course, the assessment of a student shall be based on:

- a) Continuous Internal Evaluation (CIE) with 50% weightage. For a Lab. course, the CIE shall have four components as given in Table-4.
- b) Semester End Examinations (SEE) with 50% weightage, which shall comprise of two components as per Table-4.

22.3.2 As a part of CIE, each practical shall be evaluated on the same or the very next turn as per components-1, 2 & 3 of Table-4 (however, marks of attendance granted at the end of the semester as per Table-3 last column).

<b>Table-4: Component Weightages of Laboratory Courses</b>		
<b>Component</b>	<b>Description of the Component</b>	<b>Relative Weightage (Out of 100)</b>
<b>CIE Components</b>		
Component-1	Performance in Viva-Voce	20
Component-2	Performance in Practical	10
Component-3	Practical File Record	10
Component-4	Attendance (marks as per last col. of Table-3)	10
CIE Total		50
<b>SEE Components</b>		
Component-1	Performance in Practical	20
Component-2	Performance in Viva-voce	30
SEE Total		50
Grand Total		100

22.3.3 The requirement of passing marks in a laboratory course is also as given in Table-2. The marks of attendance for laboratory courses shall be awarded as per the last column of Table-3.

22.3.4 The SEE shall be conducted by a panel of two examiners, one of whom, as internal examiner, shall be a teacher of the Lab. course, however, if a Lab. course is conducted by more than one teacher, the HoD of the concerned Dept. (offering & regulating that course) shall depute one teacher as the internal examiner. The second examiner shall be appointed by the Director. The second examiner may be an external examiner from outside the Institute from the panel of examiners recommended by the Department's U.G.BoS.



## 22.4 Industrial Training/Internships

The candidate shall be required to undergo industrial trainings / internships of the specified duration, wherever required / provided in the relevant Ordinance / Scheme of Studies & Examinations, in an industry/ business enterprise / organization approved by the Head of the Department. The Training will be completed under the supervision of an officer (herein called Co. Training Supervisor) of the Company / Organization under whose guidance and supervision the training was allotted to the candidate. However, the Department shall appoint a faculty member as Training Supervisor / Guide (for a class/ group of trainees / interns) who shall liaison with Training Dept. / Training & Placement Office to look into allotment & other logistics of training. The Dept. shall also depute faculty mentor(s) to conduct surprise checks on training sites or otherwise periodically review / monitor/ supervise the quality & continuity of training. The mentor may add his/her remarks in the Training Log Book, which may be considered by the Training Supervisor (Faculty) while evaluating the training. The candidate shall be required to submit to the Training Supervisor (Faculty) a comprehensive training report within one month (or as specified in the relevant Ordinance) of completion of the training along with Co. Training Supervisor's certificate in the beginning of the report stating that the report is an out-come of the work done by the candidate during his/her training. The CIE of the Training shall be conducted as per Table-5 unless specified otherwise in the relevant Ordinance of the Programme:

Component	Description of the Component	Relative Weightage
Component-1	Award by Training Supervisor of the Company	30%
Component-2	Daily Diary & Training Report evaluation by Training Supervisor/ Guide (Faculty)	30%
Component-3	Evaluation of Presentation & Internal Viva-voce by Training Supervisor / Guide (Faculty)	40%

The SEE, if applicable as per Ordinance / Scheme of Studies & Examinations, shall be conducted and evaluated as specified in the Scheme & the Syllabus.

## 22.5 Project (Major/Minor) Evaluation

22.5.1 Unless stated otherwise in the Ordinance of the relevant Programme and the Scheme of Studies & Examinations, each student shall undertake a minor project in the pre-final semester and a major project in the final semester of the programme. On completion of the project, a student is required to submit a project report in the format as prescribed by the Dean (Acad.).

22.5.2 All faculty members are eligible to be appointed as Project Guides/ Supervisors. The Head of the department shall allocate project guides based on the fields of projects & specializations of the teachers, as per Project Allocation & Evaluation Guidelines.

22.5.3 The Project topics & expected outcomes will be approved by the Departmental Committee comprising of Head of the Department or his nominee, a seniormost teacher of the Department, departmental

Coordinator of Projects and the concerned Project Guide.

22.5.4 The CIE of the Project shall be conducted as per Table-6 (with components-2 & -4 assessed by the Committee stated in above clause).

22.5.5 The candidate shall submit two copies of project report (duly signed by Project Guide) to the Head of the Department before the commencement of SEE of the relevant semester.

22.5.6 SEE for Project shall be conducted by a panel of two examiners (out of the panel recommended by the U.G.BOS), one of them shall be the Project Coordinator as the Internal Examiner, and the second to be appointed by the Director. Subject to the discretion of the Director, one of the examiners may be an examiner from outside the Institute.

Unless stated otherwise in the Ordinance of the relevant Programme, the project evaluation shall have components as given in Table-6.

<b>Table-6: Minor / Major Projects Evaluation</b>		
<b>CIE Components:</b>		
<b>Component</b>	<b>Description of the Component</b>	<b>Relative weightage (out of 100)</b>
Component-1	Student-Guide Interaction.	05
Component-2	Mid-term Project Progress Presentation before the Committee.	15
Component-3	Quality of the project report assessed by the Guide.	15
Component-4	Pre-submission Presentation Evaluation by the Committee.	25
Weightage of CIE		60
<b>SEE Components:</b>		
Component-5	Project Presentation & / or Demonstration	10
Component-6	Project Report	10
Component-7	Viva Voce	20
Weightage of SEE		40
Grand Total of CIE and SEE		100

The requirement of pass marks in a project is also as given in Table-2.

## 22.6 Criteria For Passing A Course

Unless stated otherwise in the relevant Ordinance, the minimum pass marks for a course/ subject shall be 45% (in CIE+SEE, if both components are applicable to the course, else in the sole component applicable) or 'D' grade on the seven-point scale. The grades and grade points shall be awarded as given in Table-7.

<b>Table-7: Award of Grades &amp; Grade Points on Seven-point Scale</b>			
<b>Academic Performance</b>	<b>Percentage of Marks</b>	<b>Grade</b>	<b>Grade Point</b>
Outstanding	92 – 100	O	10
Excellent	82 – 91	A+	9
Very Good	72 – 81	A	8
Good	62 – 71	B+	7

Above Average	56 – 61	B	6
Average	50 – 55	C	5.5
Pass	45 – 49	D	5
Fail	<45*	F	0
Absent	-	Ab	0

\* As grades are awarded not in individual CIE or SEE but in (CIE+SEE), so for a course, minimum passing marks are 45% even if only one component, i.e., CIE or SEE is applicable.

## 22.7 Semester and Overall Performance: Calculations Of SGPA & CGPA

### 22.7.1 Grade Letter and Grade Points:

Based on the grand total awards (CIE+SEE: if both components are applicable as per Scheme of Studies & Examinations, else the sole component applicable) obtained in a course, the grade letters and grade points shall be awarded as given in Table-7.

A student's performance/progress will be measured by the number of credit-points that he/she has earned satisfactorily in each semester and the complete programme.

### 22.7.2 Calculation of Semester Grade Point Average (SGPA):

The overall performance of a candidate in a semester shall be evaluated in terms of Semester Grade Point Average (SGPA) given by:

$$SGPA = \frac{\sum_{i=1}^n C_i \times P_i}{\sum_{i=1}^n C_i} = \frac{\text{Total Credit Points earned in a Semester}}{\text{Total credits in a Semester}}$$

where,

$C_i$  = Number of credits earned in the  $i^{\text{th}}$  course of a semester for which SGPA is to be calculated.

$P_i$  = Grade point earned in the  $i^{\text{th}}$  course. A grade lower than D in a course shall not be taken into account.

$C_i \times P_i$  = Credit Points earned in the  $i^{\text{th}}$  course of the Semester of the Program for which SGPA is to be calculated.

$i$  = 1, ...,  $n$ , where 'n' represents the number of courses in which a student is registered in the concerned semester and obtained a grade not lower than D in the semester of the Program for which SGPA is to be calculated.

### Example of Computation of SGPA

Semester	Course	Credit ( $C_i$ )	Letter Grade	Grade Point ( $P_i$ )	Credit Points (Credit x Grade Point) ( $C_i \times P_i$ )
1	Course-1	3	A	8	3*8=24
1	Course-2	4	B+	7	4*7=28
1	Course-3	3	D	5	3*5=15
1	Course-4	3	O	10	3*10=30
1	Course-5	3	C	5.5	3*5.5=16.5
1	Course-6	4	B	6	4*6=24

$\sum C_i$	20	$\sum (C_i \times P_i)$	137.5
SGPA of 1 <sup>st</sup> semester			137.5/20=6.87

### 22.7.3 Calculation of Cumulative Grade Point Average (CGPA):

The overall performance of a candidate in a programme shall be evaluated in terms of Cumulative Grade Point Average (CGPA) given by:

$$CGPA = \frac{\sum_{j=1}^m C_j \times S_j}{\sum_{j=1}^m C_j}$$

where,

$C_j$  = Total Number of credits for all the courses in the  $j^{th}$  Semester of the Programme.

$S_j$  = SGPA of the  $j^{th}$  Semester of the Programme.

$j = 1, \dots, m$ , where 'm' represents the number of Semesters in a Programme.

Example of Computation of CGPA

Semester 1	Semester 2	Semester 3	Semester 4
Total Credits: 20 SGPA: 6.87	Total Credits: 24 SGPA: 7.83	Total Credits: 22 SGPA: 5.69	Total Credits: 18 SGPA: 6.05
$CGPA = \frac{(20 \times 6.87 + 24 \times 7.83 + 22 \times 5.69 + 18 \times 6.05)}{(20 + 24 + 22 + 18)} = \frac{559.4}{84} = 6.66$			

Alternatively, CGPA can also be computed from weighted-average of total credit-points earned in a programme as follows:

$$CGPA = \frac{\sum_{j=1}^m C_j \times P_j}{\sum_{j=1}^m C_j}$$

Where,

$C_j$  = Number of credits earned in the  $j^{th}$  course of the Program for which CGPA is to be calculated.

$P_j$  = Grade point earned in the  $j^{th}$  course; A grade lower than D in a course shall not be taken into account.

$j = 1, \dots, m$ , where 'm' represents the number of courses in which a student was registered and obtained a grade not lower than D up to the last semester of the Program for which CGPA is to be calculated.

22.7.4 The SGPA and CGPA shall each be rounded off to 2 decimal places.

22.7.5 In case of any difficulty regarding the award of grades or working out SGPA or CGPA, the decision of the Director shall be final.

22.7.6 SGPA shall be computed for a semester only if all requirements are satisfied for that semester, i.e., the candidate is at least pass in all the subjects of that semester. Similarly, CGPA for a programme shall be computed at the end of the programme only if the candidate satisfies all requirements (including non-credit courses, if any) for the programme.

## 23. CONTINUING THE DEGREE PROGRAMME AS EX-STUDENT

After completion of his/ her studies for the stipulated duration of the programme up to the last semester, a student shall be allowed to appear in examination(s) only as an ex-student for the left-out papers.

#### **24. UNFIT FOR A CERTIFICATE/ DIPLOMA/ DEGREE**

A student, who fails to complete his / her Certificate / Diploma / Degree within the stipulated duration as specified in relevant Ordinance, shall be deemed to be unfit for the award of the that Certificate/ Diploma/ Degree.

#### **25. CRITERIA FOR AWARD OF GRACE MARKS**

25.1 A student shall be eligible for grace marks for clearing one or more courses / semesters up to a maximum of 1% (rounded off to the next higher integer) of the concerned semester maximum marks. These marks can be distributed across subjects as needed, but the total grace marks per semester should not exceed the limit per semester. Grace marks are not a matter of right of the student but the discretion of the Institute.

25.2 Grace marks shall be given only if the candidate has appeared in the concerned paper(s).

25.3 The grace marks shall be added to the individual CIE or SEE score (or to the overall CIE+SEE score, if such score is less than 45%) of the subject(s) whichever have deficiency of maximum up to 1% of the concerned semester maximum marks. Such grace marks shall thus be reflected in the semester aggregate, SGPA and finally in the CGPA.

25.4 If a student has been made to pass by way of grant of grace marks in one or more subjects, he/she shall not be entitled for the award of such honours as 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> position, or Gold, Silver or Bronze Medal, however, he/ she shall be entitled to earn an Honours Degree if requirements for the same are met with.

#### **26. APPLICABILITY OF COURSE SYLLABUS TO OLD STUDENTS**

26.1 A student, who has to reappear in Semester End Examinations of one / more subject(s), shall be examined as per the current syllabi of such subject(s). If, in the view of the Director, the syllabus(syllabi) for the subject(s) in question has(have) gone through a major change (in title and content), the student may be allowed to reappear in the SEE(s) as per the syllabus(syllabi) which was(were) applicable at the time of his/her joining the concerned course.

26.2 If the subject(s) (in which a candidate was to reappear) has(have) been phased out, then the candidate shall reappear in the subject(s) with the syllabus(syllabi) which was(were) applicable at the time of his/her joining the concerned course.

#### **27. STUDENTS' GRIEVANCE REDRESSAL COMMITTEE**

In case of any written representation / complaints received from the students along with specific recommendations of the respective Head of the Department(s) routed through the concerned Dean(s) within seven days after completion of the examinations regarding inappropriateness of question paper(s), conduct of examinations, etc. or any grievance un-resolved even after viewing the answer books (before the Committee constituted for the same purpose) or after re-evaluation, the same shall be considered by the Students

Grievance Redressal Committee (SGRC) to be constituted by the Director. The Director shall take appropriate decision on the recommendations of the SGRC, before the declaration of result(s) of the said examinations.

## **28. ADMINISTRATION OF EXAMINATIONS**

Subject to the provisions of the Act, the Statutes and the Ordinances, such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate Certificates/ Diplomas / Degrees, instructions to Observers/ Flying Squads, paper setters, examiners and examinees, superintendents, invigilators, their remuneration and any other matters connected with the setting up of question papers, conduct of examinations, etc. will be dealt with as per the guidelines approved for the purposes by the Academic Council.

## **29. EARNING CREDITS FOR AWARD OF GRADE**

29.1 A student shall be deemed to have earned the credits assigned to a course (theory / practical) if he/she has successfully completed the course in stipulated hours, fulfilling the minimum attendance criteria and has secured the minimum required grade in the course.

29.2 A student, who obtains Grade F (Fail) or Ab (Absent) or is Detained in any subject(s), shall be considered failed and will be required to reappear in the examination(s) of the same subject(s). The student detained on account of shortage of attendance in any subject(s) will also have to attend classes and fulfil the attendance criteria and earn the sessional marks (CIA) in those subject(s).

29.3 The non-credit courses will not be counted for the computation of SGPA / CGPA.

29.4 For programmes governed by statutory professional bodies/ councils, the recommendations of such councils shall be followed in the respective programmes.

## **30. PROMOTION FOR AWARD OF CERTIFICATE / DIPLOMA / DEGREE**

30.1 The requirement of passing marks in theory / practical courses is as given in Table-2 and the Note thereunder. However, where ever the guidelines of the statutory bodies like UGC, AICTE, MCI, DCL, INC, BCI, NCTE, PCI, etc., are available, these will be applicable and in fact will supersede the guidelines of the Institute.

30.2 A student shall be considered to have PASSED a semester / year if he/she has obtained a pass grade or above in each course of the semester/year respectively, and fulfilled all requirements. He / She shall be eligible to receive a Certificate / Diploma / Degree after passing all the prescribed number of years of the Programme and after having earned the prescribed number of credits.

30.3 There shall not be any restriction for promotion from any semester/ year to the next semester/ year; a candidate shall be eligible for promotion to the next semester / year of study with one/ more/ all back papers. An exception to this clause is the case of a student who, after admission / registration to first year of the Programme, does not attend classes in any subject or gets detained in all subjects in 1<sup>st</sup> semester, such a student shall not be promoted to the 2<sup>nd</sup> semester, as he/she shall be lacking in fundamentals, thereby hindering

his/her comprehension of subsequent subjects. Such a student shall repeat his/ her first semester next year with consequential fees, etc.

30.4 Although a student detained (due to shortage of attendance) in one/more/all the course(s) of a semester shall be promoted to the next semester, yet he/she will have to:

- (i) attend classes for that(those) subject(s) again (as & when such subject(s) is(are) offered), and fulfil the minimum attendance requirement in that(those) subject(s) to be eligible to appear in SEE of such subject(s);
- (ii) again appear in and pass in CIE of that(those) subjects.

BOTH THE ABOVE TASKS 'i' & 'ii' WOULD BE ALMOST IMPOSSIBLE TO ATTEMPT DURING NORMAL DURATION OF THE PROGRAMME BECAUSE THE TIME-TABLE / SCHEDULE OF CLASSES AND HOUSE TESTS, ETC. OF CURRENT SEMESTER (TO WHICH PROMOTED) WOULD HARDLY ALLOW A STUDENT TO ATTEND CLASSES AND APPEAR IN TESTS ETC. OF SUBJECTS (IN WHICH DETAINED) OF PREVIOUS SEMESTER. SO, EACH STUDENT NEEDS TO EXERCISE GREAT CARE TO AVOID ATTENDANCE SHORTAGES BECAUSE HE/SHE MAY BE ABLE TO CLEAR SUCH BACKLOG (DUE TO ATTENDANCE SHORTAGE) ONLY AFTER THE COMPLETION OF LAST SEMESTER OF THE PROGRAMME, MEANING THEREBY ONE/ MORE EXTRA YEAR(S) TO COMPLETE THE PROGRAMME.

30.5 The minimum passing Percentage for each semester is 45%, the minimum SGPA for passing each semester and the minimum CGPA for passing the Programme are 5.0 each for all programmes except when stated otherwise in the relevant Programme Ordinance.

30.6 Sessional (CIA) marks (or any component thereof) awarded to the students at previous attempt in the concerned subject will be carried forward only if the student *has fulfilled the minimum attendance requirement*, and has passed in the CIA. With attendance criteria fulfilled, if he/she is absent in all three IA tests or scores less than 40% in CIE, he/she may be permitted to take the IA Tests (without attending classes for the same subject(s)) in a subsequent semester when the course is on offer in the department and his / her marks of Attendance and of Assignments, etc. (i.e., components-2 & -3 of Table-1) will be carried forward in arriving at the CIE score.

### **31. IMPROVEMENT EXAMINATIONS**

31.1 A student who has 'passed' a Programme and is desirous of improving his / her performance/ Grade shall be allowed to appear, as an 'ex-student', in improvement examinations twice in one or more 'theory' paper(s) of any semester(s) within a period of five years of his / her passing the Programme (Certificate/ Diploma/ Degree). Such an ex-student shall fill the Examination Form mentioning the code(s) and name(s) of subject(s) in which he/ she would like to improve his/her grade, and submit the same along with fee (same as prescribed for supplementary exams. of the concerned semester). Upon issue of Admit Card, he/she shall appear in the respective papers along with regular/ re-appear examinees.

31.2 The result of improvement examination shall be declared only if he/she improves his/her performance/ grade in the 'aggregate' of all the semester /annual examinations. For instance, if a candidate appears in improvement examination of one paper and scores a grade lower than the previous grade, the result of improvement examination shall not be declared, however, if he/she appears in improvement examination of two papers and

scores a grade lower than the previous grade in one subject and such a higher score in the second subject as to cause the 'aggregate' of all semesters to be improved, then result of improvement examination in both papers shall be declared, and made applicable for each subject. The fact, that the candidate has improved the performance, shall be mentioned in the freshly issued Detailed Marks Card.

31.3 The candidates applying for improvement will take the examination(s) according to the current syllabus applicable for regular students, provided that the current subject title and contents more or less resemble those of the then subject (decision of the Director, based on the recommendation of the concerned Head of the Department and the concerned Dean of the Faculty, shall be final in this regard). However, if the then subject has been phased out of the Scheme of Studies and Examinations, then the candidate shall take the examination according to the then syllabus and as per schedule as notified by the Controller of Examinations.

## **32. ISSUE OF GRADE CARD FOR THE CERTIFICATE/ DIPLOMA/ DEGREE**

32.1 At the end of each semester, a Grade Card shall be issued to each registered student showing the Name of the affiliating University, Institute Name, Programme name, course/subject details (code, title, grades, credits) along with SGPA of each semester and CGPA earned in each even semester, and the Fail/Pass status. The final Grade Card at the end of the programme shall include total credits earned, CGPA, Fail/Pass status and Division.

32.2 A failed student, who appears in back paper / supplementary/ reappear examination(s) in accordance with relevant clause(s) of the Ordinance/ Rules & Regulations, shall be issued fresh Grade Card superseding the previous one. The new Grade Card shall indicate the latest Grade(s) obtained by the student in such Course(s) which he/she opted to reappear in, together with the Grade(s) obtained by him/her in other course (s) in the previous examination.

32.3 Whenever a student applies for scrutiny of grades in accordance with relevant Clause of the Ordinance/ Rules & Regulations, and which results in a change in the Grade(s) in one or more subjects in any semester, fresh Grade Card shall be issued replacing the previous one corresponding to the semester in which the changes have occurred. The Grade Card shall indicate the latest Grade(s) obtained by the student following the scrutiny together with the Grade(s) obtained by him/her earlier in the other course(s).

32.4 Whenever the result of a student in any semester examination gets modified due to scrutiny/revaluation, which results in any change in the result of any higher semester examinations, fresh Grade Card shall be issued for all the affected higher semesters, replacing the original ones.

32.5 If the Grade in any subject improves through re-valuation, fresh grade card shall be issued, replacing the previous one. However, if upon revaluation, the Grade comes out to be lower than or equal to the previously obtained Grade, previous Grade card shall remain effective, and no new Grade card shall be issued.

32.6 The Certificate/ Diploma/ Degree shall be issued by the affiliating University on the successful completion of the Programme. A consolidated Transcript



containing the CGPA earned in the programme and other required details shall be issued to each student by the College.

### **33. TRANSFER OF CREDITS**

Credit transfer shall be allowed in all programmes of the Institute and for the advance entry into the programmes. The recommendation of the quantum of credits to be accepted shall be made by a Committee constituted for the purpose. Such committee shall include Dean of the concerned Faculty, Head of the respective Department, one senior faculty member of the Department and the Controller of Examinations.

### **34. BACK PAPER / REAPPEAR EXAMINATIONS**

34.1 Student with attendance less than that prescribed in the Ordinance of concerned programme will be required to repeat, i.e., attend classes of the subject (in which he/she was detained and was not allowed to appear in the examinations) whenever it is on offer in the Institute, satisfy the attendance criteria and then reappear in the examination of that subject.

34.2 A student, having fulfilled the attendance criteria, on being failed in the Semester End Examination (SEE) of any subject, shall be eligible to reappear in Back paper examinations of that subject alongwith regular examination of that subject. He/She shall apply to Controller of Examinations in the prescribed form along with prescribed 'examination fee' to seek permission to appear in back paper examination. If the application is in order, the Controller of Examinations shall issue the Admit Card to the student entitling him/her to appear in the Back paper examination.

### **35. APPROVAL AND MODERATION OF RESULT**

35.1 Before declaration of the results of examinations, these together with a statement of percentage of passes in the whole examination and in each subject shall be submitted to the Director. If Director feels, on scrutiny of the figures submitted, that there is a distinct change of standard in the examination as a whole or in a particular subject, he/she may refer the matter to the examiners concerned for a report or may take such action as he/she considers appropriate or, if he/she does not feel the need of any change, may order for Declaration of the results.

35.2 The Institute has right to scale up or scale down / moderate the theory / practical examination / sessional marks of any subject whenever required for converting of marks into letter grades on the basis of the result statistics of the Institute as in usual practice.

35.3 The modality for moderation of marks, if needed, before the declaration of result, shall be decided by a committee of Dean, HoD, Registrar and Controller of Examinations and an external member not below the rank of Professor nominated by the Director.

### **36. DECLARATION OF RESULT**

The Controller of Examinations shall declare the results of various examinations in such manner as may be directed as per evaluation scheme and as per the Ordinance. Simultaneously with their declaration, the results shall also be communicated to the concerned Heads of the Departments.

### **37. PROVISIONAL RESULT**

For the reasons given by the student(s) of the emergent situation(s), the Director may order for the early declaration of result of an individual or a group of students provisionally on payment of the prescribed fee provided that the result has not been compiled but the Examination Cell has received all the awards.

### **38. ISSUE OF DUPLICATE MARK SHEETS**

In case of loss or destruction of a marks sheet, a student may obtain a duplicate marks sheet, on submitting an application along with the prescribed fee, stating the real reason / need for the duplicate marks sheet and submitting an affidavit, to that effect, signed and certified by the Notary / First Class Magistrate, stating that the original has been lost / destroyed; along with the General notice in a Newspaper.

### **39. CHANGE OF NAME / DATE OF BIRTH / PARENTS' NAME(S)**

The name / date of birth of the candidate / name of parents as entered in the record of the student shall not be altered except after the Controller of Examinations being satisfied on the recommendations of the Registrar that there has been a clerical error in the Institute Office or there is any proof provided by the student.

### **40. AWARD OF CERTIFICATE / DIPLOMA / DEGREE**

A student shall have to apply for a certificate / diploma / degree in the prescribed format along with the prescribed fee. He / She will be awarded the Certificate/ Diploma/ Degree in the session in which he/she clears all the courses of the programme. Normally, a certificate / diploma / degree shall be awarded during the convocation. A student shall be eligible for the award of the Certificate/ Diploma/ Degree if:

- (i) He/she has enrolled himself/herself in the Programme, undergone the prescribed courses of studies, completed the project report / training report (if required as per relevant Ordinance) and other requirements specified in the curriculum of his/her programme within the stipulated time, obtained a pass grade (i.e., grade 'D') or above in all the courses prescribed for the programme leading to this Certificate/ Diploma / Degree, a minimum CGPA of 5 (or, as stipulated in the relevant Ordinance) and secured the minimum credits prescribed for award of the concerned certificate / diploma / degree.
- (ii) He/ She bears a good moral character.
- (iii) No disciplinary action is pending against him/her.
- (iv) Nothing is due in his/her name to the Institute.

### **41. RECTIFICATION OF RESULTS**

41.1 A student shall be entitled to have his/her answer books of theory paper scrutinized. A student may apply, within two weeks from the date of the declaration of the result, for Scrutiny of the Examinations answer books of specific course(s) on the payment of prescribed fees. Scrutiny shall mean verifying whether all the questions and their parts have been duly evaluated and the marks given as per the question paper, and the totalling of the marks. If a discrepancy is found, the same shall be rectified through appropriate changes in the results as well as marks sheets of the concerned examinations after approval from the Director.

41.2 The Director, on the recommendation of Examination Committee, shall have the power to quash the result of a candidate after it has been declared, if:

- (i) A mistake is found in his/her result and/or

- (ii) He/she is found ineligible to appear in the examinations.

#### **42. PROCEDURE OF SCRUTINY**

A student shall be entitled to have his/her answer books scrutinized by following the laid down procedure:

- (i) The student who is not satisfied with his/her award of marks in theory paper, may apply on a prescribed scrutiny form, along with scrutiny fee prescribed per subject for scrutiny, within 15 days from the date of declaration of result. Duly filled form, along with a photocopy of the marks sheet will be submitted to the Office of the Department, along with the fee receipt and a no-dues certificate from the accounts office.
- (ii) Head of the Department will forward the same to the Controller of Examinations.
- (iii) After receiving the scrutiny form, the Controller of Examinations will call the subject expert (scrutinizer) of the concerned subject from within or outside of the Institute and the scrutinizer will check whether all the questions have been evaluated or not and their numbers have been correctly posted on the front page and their sum is correct or not. The CoE will preferably call, as scrutinizer, the faculty member who has examined the copies.
- (iv) If the scrutinizer finds any discrepancy, he/she will rectify the same after informing the CoE in writing. If the scrutinizer finds that any question or a part of the question has not been evaluated, he/she will evaluate the same, give marks, post the same on the front page and retotal.
- (v) The result of scrutiny will be declared within two weeks from the last date of the receipt of application form.

#### **43. SHOWING THE COPY/ANSWER BOOKLET TO THE STUDENT**

The following provision is made in the interest of transparency in evaluation:

- (i) The Controller of Examinations will notify the dates and time, within 10 days from the evaluation of answer books of the Semester End Examinations (SEE) of theory papers, to students to view / inspect their respective answer books, in a stipulated period.
- (ii) The answer sheet(s) will be shown to the student by the following committee:
  - (a) Dean of the concerned Faculty or his nominee not below the rank of Professor – Chairperson of Committee.
  - (b) Head of the Department or his nominee – Member.
  - (c) One subject expert from the faculty either from the same Department or other Department or from outside the Institute – Member.
  - (d) Answer book evaluator – Member.
  - (e) Concerned Class In-charge – Member-Secretary.
- (iii) The student will not be allowed to carry a camera, mobile, pen or any other electronic device in the identified place. However, the student will be provided a pen to write down notes on a separate piece of paper provided to him/her by the office of the COE.
- (iv) The student will also not be allowed to write anything on the answer sheet. The student will not be accompanied by anyone. If it is found that the student has written anything in the copy, disciplinary action on the recommendation of the Committee will be taken.

- (v) Students will have approx. 15 minutes to review their respective answer sheets for each subject. If they find any discrepancies, they should write down the discrepancies/grievances on a provided sheet and submit this sheet along with an application to the committee.
- (vi) The committee will take corrective action
- (vii) If a student is not satisfied, or even otherwise, he/she may apply for scrutiny of answer books and/or for re-valuation as per applicable rules.

#### **44. STATUS OF DETAINED STUDENTS**

- (i) An academic year consists of two semesters (Odd and Even semester), each comprising of approx. 15 to 18 weeks of academic work equivalent to 90 actual teaching days. Attendance of the student shall be counted from the date of admission in the Institute or the start of academic session whichever is later in a given semester.
- (ii) If a student is detained in any subject due to shortage of attendance, he/she shall have to attend the classes in that subject (theory/practical) whenever such subject shall be on offer. Although he/she will be promoted to the subsequent semester(s) but to pass that subject, he/she will have to attend its classes and also pass in CIA again. This will be the sole responsibility of the student; as Institute in no way shall be responsible to arrange the classes as per his/her specific requirements.
- (iii) Student detained in even semester shall have an option to choose either to abandon the entire academic year (both semesters) and repeat the entire year course in the next academic year OR to abandon only the even semester. If the student chooses to abandon the even semester only, he/she shall be further governed by the relevant clauses of the Ordinance

#### **NOTE:**

- (i) Any facilities / provisions mentioned in the relevant Ordinance and /or these Rules & Regulations can be obtained by the student till the copy of the relevant document(s) is(are) available in the record.
- (ii) Answer Books of Institute Examinations will be kept safe in record for a minimum period of one year after declaration of the results.
- (iii) No application will be considered unless the Department / Institute dues have been cleared by the student.
- (iv) Notwithstanding anything stated in these Rules & Regulations, for any unforeseen issues arising and not dealt with herein, or in the event of difference of interpretation, the Director may take a decision, after obtaining the opinion/ advice of the Examination Committee. The decision of the Director shall be final and binding.

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