

Examination Ordinance

2023-24



As recommended by the Examination Committee meeting held on March, 2023 the examination ordinance was passed by the 46th meeting of the Academic Council held on April 25, 2023, approved by the 58th Meeting of the Board of Management, held on April 25, 2023 vide the ordinance to be effective.

Assam down town University
*Sankar Madhab Path, Gandhi Nagar, Panikhaiti, Guwahati,
Assam, India Pin-781026*

Sl. No.	Contents	Page No.
1.	Title	1
2.	Date of Enforcement	1
3.	Applicability	1
4.	Definitions	1
5.	Examinations of the University	8
6.	Students to appear in the Examination	22
7.	Requisition of stationery for End Semester Examinations	24
8.	Paper Setter & Moderation	24
9.	Examination Centre	29
10.	Officer in-charge for Examination Centre and his / her duties and responsibilities	29
11.	Procedure of Expulsion	32
12.	Dispatch of Blank Answer Scripts etc. by the University	36
13.	Dispatch of Question Papers	36
14.	Candidates to take seat 15 minutes before examination hour	38
15.	Provision for an Amanuensis (writer)	39
16.	Penalty for contravention	39
17.	Attendance Sheet and Absentee Statement	39
18.	Duties of the Invigilators	40
19.	Answer scripts to be arranged serially	42
20.	Answer scripts to be securely packed	42
21.	Answer scripts to be dispatched on the same day	42
22.	Other papers which are to be sent to the Examination Cell	43
23.	Action in the Examination Branch	43
24.	Appointment of Examiners	43
25.	Scrutinizer	44
26.	Tabulation of marks and preparation of Results	45
27.	Minimum Marks / Grade for passing	47
28.	Provision for Grace Marks	47
29.	Cases of untraced Answer Scripts	48
30.	Review of the results by the Examination Committee	48
31.	Withholding result and confirmation of expulsion	48
32.	Declaration of result	48
33.	Issue of Marks-sheet / Grade Card	49
34.	Revision / Rectification of Results	49
35.	Grievance Readdress Mechanism	49
36.	Double Evaluation	51
37.	Re-examination due to breach in the Regulations	51
38.	Duration of the Total Candidature for a Course	53
39.	Improvement of the Division or Grades	53
40.	Examination Disciplinary Action Committee (EDAC)	53
41.	Disposal of Old Answer scripts	54
42.	Authority for final decision	54
43.	Mark-Sheets and Transcripts	54
44.	Issuance of duplicate documents	54
45.	Issuance of Duplicate Degree/Mark-sheet	55
46.	Verification of Documents	55
47.	Students' Promotion Policy	55
48.	Absence from Examination – Affecting promotion	58
49.	Branch Change Policy	59
50.	Credit Transfer	60

The Assam down town University Examination Ordinance, 2023-24

1. Title:

This Ordinance shall be called the **Assam down town University Examination Ordinance, 2023-24**. It exemplifies regulations relating to the Undergraduate (UG) and Postgraduate (PG) Programs offered by Assam Downtown University.

2. Date of Enforcement:

The Examination Ordinance & Regulations – 2023-24 (UG & PG) shall come into force with effect from the Academic Session of 2023 – 2024 and shall supersede the existing Regulations on Examination (Amended 2022-23).

3. Applicability:

The examination ordinance shall be applicable to the students enrolled in the various Programs offered by various Departments/Faculties/ Colleges of the AdtU from the Academic year/session **2023-2024 and onward**. This shall also be applicable to the students who have been admitted to the various Programs of the University prior to the commencement of this Ordinance.

4. Definitions:

4.01 University: University means the Assam down town University to be referred to as the **AdtU** henceforth.

4.02 Department: The term ‘Department’ is used to mean a Department of the AdtU with reference to a Program of Study and designated as such by the University.

4.03 Faculty: A group of departments/programs concerned with a major division of knowledge clubbed together for academic and administrative conveniences.

4.04 Program: The term ‘Program’ is used to mean the whole learning experience or combination of courses in a particular field of study. A Program may be considered as a Course of Study, such as BA, BSc, B. Com, MA, MSc, B Tech, M.Tech, BBA, MBA, BCA, MCA, B.Pharm, M. Pharm, BSc. Nursing, MSc. Nursing etc. in the conventional system. A Program is the combination of a number of **courses** linked together.

- 4.05 Course:** A Course is a **paper** in the conventional system. It is essentially a component of the Program, that is thought of as a composite of several learning topics taken from a certain knowledge domain. All the topics included in a course, must endure a common thread linking the various components of a course.
- 4.06 Academic Year:** An academic year means ‘a period of twelve months’ Comprising of 180 working days. It is composed of two Semesters: Odd semester and Even Semester.
- 4.07 Semester:** The word “**semester**” is used to mean a half-yearly term or terms of studies including examinations, vacations, and semester breaks. The academic year comprising of around 180 working days is divided into two semesters, each semester having around 90 working days. With six working days in a week, this would mean that each semester will be having $90/6 = 15$ working weeks. Considering that each teaching day has 6 teaching hours, a teaching week would have $6 \times 6 = 36$ teaching hours, and therefore, each semester will have $36 \times 15 = 540$ teaching / learning hours including examinations available to the students.
- 4.08 Semester Duration:** A semester normally extends over a period of 15 to 16 working weeks. Each week has 36 hours of instructions spread over the week.
- 4.09 In-semester Examination:** The word “**in-semester examination**” is used to refer to the continuous evaluation within the half-yearly term.
- 4.10 End-semester:** The word “**end-semester**” is used to refer to the terminal processes of examinations and evaluations at the end but within the semester.
- 4.11 Examination:** This means an evaluation process conducted by the examination department. It is an assessment to measure a test-taker’s knowledge, skill, aptitude, physical fitness, or standing. In education, an examination is a test to show the knowledge and ability of a student. A student who takes an examination is a candidate. It may be in any form (written, oral, online, teleconferencing, etc.) or any category (Entrance, for promotion to higher level, selection, screening, etc.).
- 4.12 Controller of Examination (COE):** He/she is an officer of the University responsible for all activities of the Examination branch (i.e. conduct of Examinations, declaration of results etc.)

- 4.13 Examination Committee:** A committee constituted for examination purposes as per the provision of the Ordinance and the ADTU Act.
- 4.14 Invigilator:** An associate of the faculty nominated by the Dean/HOD/Program Coordinator.
- 4.15 Paper Setter:** A member of the faculty nominated by the Dean/HOD/Program Coordinator, who will set the question paper of the assigned course following the prescribed pattern.
- 4.16 Moderator:** A member of the faculty nominated by the Dean /HOD/Program coordinator, who will go through the question paper set by the paper setter and suggest changes as and where required within the prescribed norms.
- 4.17 Evaluator:** A member of the faculty nominated by the Dean/ HOD/Program coordinator, who shall evaluate the answer scripts and assign marks as per the question paper.
- 4.18 Scrutinizer:** A member of the faculty nominated by the Dean/HOD/Program coordinator, to scrutinize the answer scripts.
- 4.19 Supervisor:** A member of the faculty nominated by the Controller of Examination and approved by the Dean of Studies and appointed as such by the Controller of Examination.
- 4.20 Officer-in-Charge:** A member of the faculty nominated by the Controller of Examination and approved by the Dean of Studies and appointed as such by the Controller of Examination.
- 4.21 Program Coordinator:** A member of the faculty nominated by the Dean/HOD, to oversee the day-to-day activities of a particular program under the faculty.
- 4.22 Continuous evaluation:** The University has adopted the policy of continuous evaluation, which is carried out by the respective faculty in accordance with the rules and regulations of the university. Continuous evaluation aims at multi-level assessment and may include components like tests, open-book tests, assignments, quizzes, case studies, presentations, viva-voce, and others as approved by the Examination Committee. All the components of evaluation are to be spread across the Semester.

4.23 External Examiner: Shall mean an examiner who is not under the employment of the University.

4.24 Revaluation: It is a grievance redressing mechanism that facilitates the student's request for reassessment of the answer scripts by a different examiner.

4.25 Credit Point (CP): It is the product of grade point (GP) and number of credits for a course (CR), thus, $CP = GP \times CR$

4.26 Credit: A unit by which the coursework is measured. It determines the number of hours of instructions required per week. 'Credit' refers to the weightage given to a course, usually in terms of the number of instructional hours per week assigned to it. Credits assigned for a single course always pay attention to how many hours it would take for an average learner to complete a single course successfully. One credit is equivalent to 15 hours of teaching (lecture or tutorial).

4.27 Grade Point: Grade Point is a numerical weight allotted to each Grade Letter on a 10-point scale.

4.28 Letter Grade: Letter Grade is an index of the performance of students in a said paper of a particular course. Grades are denoted by letters O, A+, A, B+, B, C, P, F, and Abs. Students obtaining Grade F / Grade Abs shall be considered failed/ absent and, will be required to appear in the subsequent ESE (End Semester Examination). The UGC recommends a 10-point grading system with the following (Table: 1) Letter Grades:

- (i) A Letter Grade shall signify the level of qualitative/quantitative academic achievement of a student in a Course, while the Grade Point shall indicate the numerical weight of the Letter Grade on a 10-point scale.
- (ii) There shall be 08 (eight) Letter Grades bearing specific Grade Points as listed in Table 1, where the Letter Grades 'O' to 'P' shall indicate successful completion of a course.
- (iii) Apart from the 08 (eight) regular Letter Grades listed in Table 1, there shall be 03 (three) additional Letter Grades, which shall be awarded if a Course is withdrawn or spanned over the next Semester or remains incomplete as stated in Table 1.2.

Table 1: Letter Grades and Grade Points

Scale of Grading for Bachelor of Physiotherapy (4 years) and Master of Physiotherapy (2 years) programme

Marks obtained in a Course	Grade Point	Letter Grade	Description of Performance
90.00-100	10	O	Outstanding
80.00-89.99	09	A+	Excellent
70.00-79.99	08	A	Very Good
60.00-69.99	07	B+	Good
50.00-59.99	06	B	Average
Less than 50	0	F	Failed

Scale of Grading for Bachelor of Pharmacy (4 years) and Master of Pharmacy (2 years) programme

Marks obtained in a Course	Grade Point	Letter Grade	Description of Performance
90.00-100	10	O	Outstanding
80.00-89.99	09	A	Excellent
70.00-79.99	08	B	Very Good
60.00-69.99	07	C	Good
50.00-59.99	06	D	Average
Less than 50	0	F	Failed
Absent	0	AB	Failed

Scale of Grading for Under Graduate (3 and 4 years) and Post Graduate (2 years) Degree programmes under the Faculty of Commerce & Management, Computer Technology, Engineering, Humanities & Social Sciences, Paramedical Sciences and Science

Marks obtained in a Course	Grade Point	Letter Grade	Description of Performance
90.00-100	10	O	Outstanding
80.00-89.99	09	A+	Excellent
70.00-79.99	08	A	Very Good
60.00-69.99	07	B+	Good
50.00-59.99	06	B	Average
40.00-49.99	05	C+	Below Average
Less than 40	0	F	Failed

Scale of Grading for BSc (Hons.) Agriculture programme

Percentage of Marks obtained	Conversion into Point	OGPA	Division
100	10	10	I Division with Distinction
90 to <100	9 to <10	9.00-9.99	
80 to <90	8 to <9	8.00-8.99	
70 to <80	7 to <8	7.00-7.99	I Division
60 to <70	6 to <7	6.00-6.99	II Division
50 to <60	5 to <6	5.00-5.99	Pass
<50	<5	0	Failed

4.29 Grade Point Average:

SGPA (Semester Grade Point Average)

The SGPA of a student in a Semester shall be the weighted average of the Grade Points secured by the student in all the Credit Courses (both Core and Elective Courses) he/she registered in that Semester, irrespective of whether he/she could or could not complete the Courses. More specifically, the calculation of SGPA shall take into account the Courses graded with Letter Grades ‘O’ to ‘F’ as given in Table 1.

$$SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i} \quad (1.1)$$

The SGPA of a student in a Semester shall be calculated on a 10-point scale using Equation (1.1) up to two decimal places, where n is the total number of Credit Courses registered by the student in that Semester, G_i is the Grade Point secured in the i th registered Course and C_i is the Credit (weight) of that Course.

For BSc (Honours) Agriculture Programme, Grade Point Average (GPA) is calculated as

$$GPA = \text{Total Point Scored} / \text{Total Credits (for 1 Semester)}$$

CGPA (Cumulative Grade Point Average)

- (i) The CGPA of a student in a Semester of a Program shall be the accumulated weighted average of the Grade Points secured by the student in all the Credit Courses (both Core and Elective Courses) he/she registered and successfully completed so far starting from the enrollment in the Program. In other words, taking into account all the Courses graded with ‘O’ to ‘P’ as given in Table 1.1, generally the CGPA of a student shall be calculated starting from the first Semester of his/her enrolled Program, while the CGPA of a lateral-entry student shall be calculated starting from the Semester of his/her enrollment.
- (ii) The CGPA of a student in a Semester shall be calculated on a 10-point scale using Equation (1.2) up to two decimal places, where N is the total number of Credit Courses registered and successfully completed so far by the student, G_i is the Grade Point secured in the i th completed Course and C_i is the Credit (weight) of that Course.

$$CGPA = \frac{\sum_{i=1}^N C_i G_i}{\sum_{i=1}^N C_i} \quad (1.2)$$

For BSc (Honours) Agriculture Programme, CGPA is calculated as

$$\text{CGPA} = \frac{\Sigma \text{ Total Point Scored}}{\text{Course Credits}}$$

finally Overall Grade Point Average (OGPA) is calculated as

$$\text{OGPA} = \frac{\Sigma \text{ Total Point Scored}}{\text{Course Credits}}$$

- (iii) The CGPA shall be convertible into equivalent percentage of marks using Equation Conversion of CGPA to percentage marks:
= CGPA*10

For BSc (Honours) Agriculture Programme, equivalent percentage of marks is calculated as percentage of Marks =
(OGPA×100)/10

4.30 Transcript or Grade Card or Certificate: Based on the marks earned, a mark-sheet shall be issued to all the registered students after every Semester. The Semester marksheet shall display the course details (code, title, number of credits, grade secured) along with the total credit earned in that Semester.

4.31 Unfair means: Unfair means includes any unethical means and malpractices adopted by the student during the examination.

4.32 Words and expressions: used but not defined in this Regulation shall have the same/ similar meaning/s assigned to them in the Assam down town University Acts/ Statutes/ Ordinances.

4.33 List of Registered Students: The list of the students admitted to a program shall be provided by the admission section to the Dean of the faculty of studies. The Dean shall verify the list of students admitted and forward it to the IT who will upload the same on the ERP. Every student in their respective program shall register the requisite courses, which shall be verified by the respective Program Coordinator.

The final list of successfully registered students, who have fulfilled the attendance condition shall be provided to COE at least 15 days prior to the commencement of End-Semester Examination.

4.34 Attendance:

- a) All the students shall be expected to be present in every lecture, tutorial, practical, workshop, seminar etc., as the case may be, scheduled for them.
- b) Unless otherwise provided for a specific course(s), a student will be allowed to appear in the End-Term Examination of a particular subject,

only if he/she has attended at least 75% of the aggregate of all the lectures, tutorials, practical, workshops, seminars, etc. in a term for the respective subject and has satisfied all other conditions as per the requirements of the subject and the course.

- c) The Vice Chancellor may condone attendance shortage up to 10% for valid and convincing reasons for an individual student satisfying all the other conditions as per the requirement of the subject and the course; or such other conditions as decided by the Vice Chancellor. However, such a student will carry as punishment a discredit in his personal file maintained as a student record by the University/Institution.

5. Examinations of the University

Assam down town University is committed to follow an inherent mechanism in conducting fair and transparent evaluation. The examination process of the University is guided by an Examination Regulations. The university pursues a continuous evaluation system and students are evaluated based on in-semester examination and end-semester performance. The mode of evaluation of all the courses across the faculty of studies follows a 40:60 ratio, where 40% is devoted to in-semester performance and 60% is devoted to the performance in end-semester examination. A student shall have to earn 40% marks to be eligible to get the credit including both In-semester and end-semester components. Furthermore, a student must score 40% in the in-semester and 40% in the end-semester examinations separately to get the credit.

In-semester Examination

The in-semester component includes mid-semester examinations, periodic examinations, presentations, quizzes, assignments, and project work. The end-semester component is normally descriptive and held through a proctored-based online system. The evaluations of subjects under the Faculty of Pharmaceutical Science and Faculty of Nursing are conducted as per the Regulations of the Pharmaceutical Council of India (PCI) and Nursing Council of India (NCI) respectively.

Table 2: Distribution of Marks for each of the In-semester Components

Sl. No.	Criteria	Quantity (per semester)	Distribution of Marks
1.	Sessional Exam.	02 nos.	10
2.	Assignment(s)	01 no.	10
3.	Presentation	01 no.	10
4.	Quiz	02 times	05
5.	Class Participation	--	05
		Total	40

5.01 Criteria involved and mode of conduct:

1. Sessional Examinations:

- Two sessional examinations (written) per semester carry 30 marks each.
- Question paper must follow Bloom's taxonomy and printed at the Office of the Controller of Examination at least two days before the examination date.
- To be conducted as per the dates given in the Academic calendar.
- The sum of the two sessional marks is to be converted into the total mark as mentioned in the Table 2 above.

2. Quiz:

- Two quiz/MCQs-based question papers per semester comprising of 10 marks each shall be conducted.
- It will be a written examination which will mainly comprise of MCQ type conceptual questions from the existing syllabus or related topic to be conducted by the course in-charge during regular class. The duration of such an exam may be a maximum of 20 minutes and the course in-charge shall continue with regular class after the quiz.
- Such question paper may be given to the Office of Controller of Examination for printing at least 3 days before the examination.
- The examination will be held as per the dates mentioned in the academic calendar.
- The Sum of the two such examinations will be converted into the total mark obtained by the students under this component.

3. Assignments:

- Under this component, a course in-charge will inform the students about the topic from the existing syllabus, and the students are required to prepare an assignment.
- Every student will be given a topic and the student has to submit the assignment individually to the course in-charge.
- Students may be given a minimum of two months to prepare the assignment.
- The course in-charge will evaluate the assignments, upload the marks in the ERP, and submit the acknowledgment to the Office of the Controller of Examination.

4. Presentation:

- Under this component, the student shall prepare a presentation and present it during the class. The topic of the presentation shall be informed to the students well in advance from the syllabus by the course in-charge.

- The presentation may be a group presentation or an individual presentation.
- For a small class of 10-20 students, it may be an individual presentation, and for a large class, it may be a group presentation where in each group the number of students may be a maximum of 3.
- The topic of the presentation must be from the existing syllabus.
- In the case of groups, the whole presentation can be divided into parts so that each student can participate during the presentation.
- The evaluation shall be done by the Course in-charge and the marks shall be uploaded on the ERP immediately.

5. Class Participation:

- It can be evaluated from the student's attendance in the class.
- The student's involvement in class during the period of study.
- Evaluation is to be done for a total mark of 5 as mentioned in the Table 2.

5.02 Responsibility:

- The Dean under the strict supervision of the Controller of Examinations shall be responsible for monitoring the whole process for the internal assessment with the help of the concerned faculty member(s).
- Respective faculty will upload the marks to the ERP and submit the acknowledgment to the Office of the Controller of Examination forwarded by the Dean.
- Officials from the Office of the Controller of Examination will supervise the whole system with proper contact with the program coordinator and the Dean of faculty.

5.03 IT integration to examination

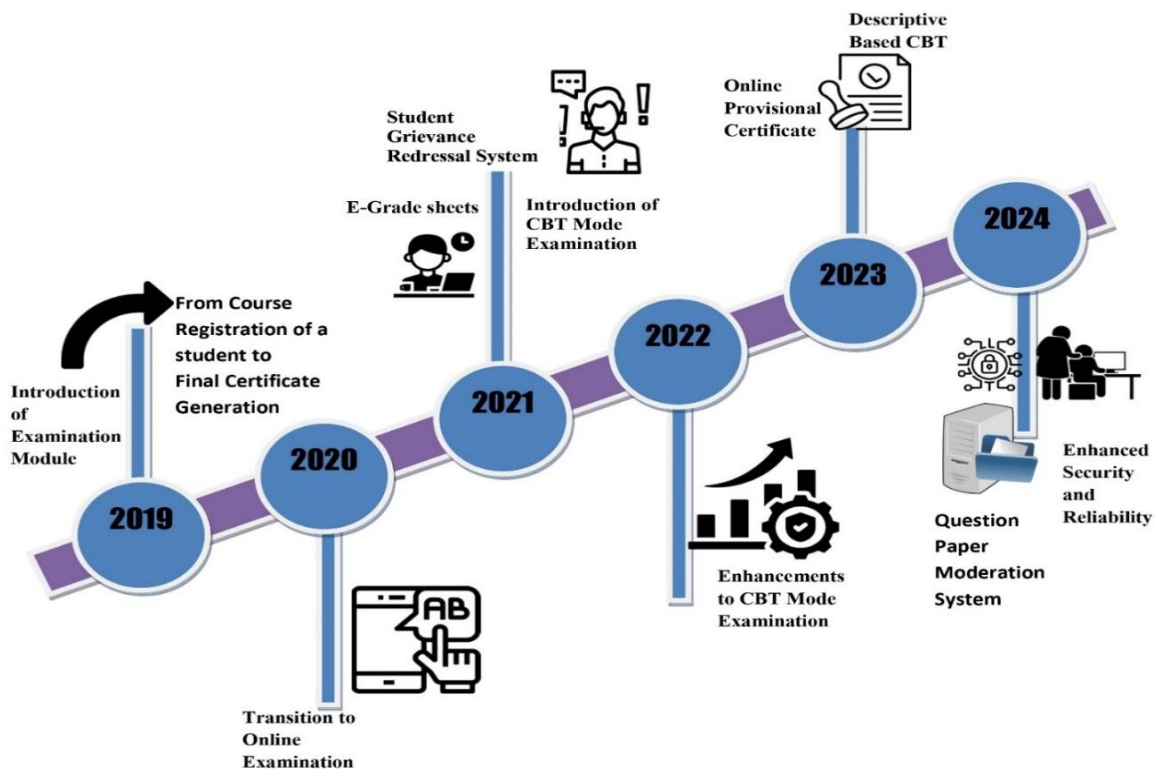
IT integration to examination has been the flagship component of managing the entire examination process. It starts with the registration of the students followed by course registration for each of the semester across verticals. The question repository is prepared and moderation is carried out through error checking and quality checking. With the declaration of the examination schedule, the student can download the hall ticket (admit card) from ERP to be eligible to appear for the examination. The admit cards can only be downloaded provided the students clear their dues like fees, attendance, and others.

For offline examination, the question papers are downloaded and printed while in the case of Computer Based Examination/Test (CBT) the student logs in through ERP with the Hall ticket number to appear for the examination. Once the student finishes the examination, he can

submit the answer online. The faculty can check the answer sheets in ERP and award the marks in ERP at the designated place. The marks are automatically calculated through ERP and Semester Grade Point Average (SGPA) is generated. In the case of offline examination, the answer sheets are checked physically and the marks are entered in ERP which facilitates the generation of SGPA. The Internal marks components are uploaded by the respective faculty of the course by registering the subject and end-semester marks are entered in the ERP system after the evaluation of answer scripts. The sessional marks are entered in ERP by the respective faculty and an acknowledged copy printed through ERP is submitted to the Office of CoE.

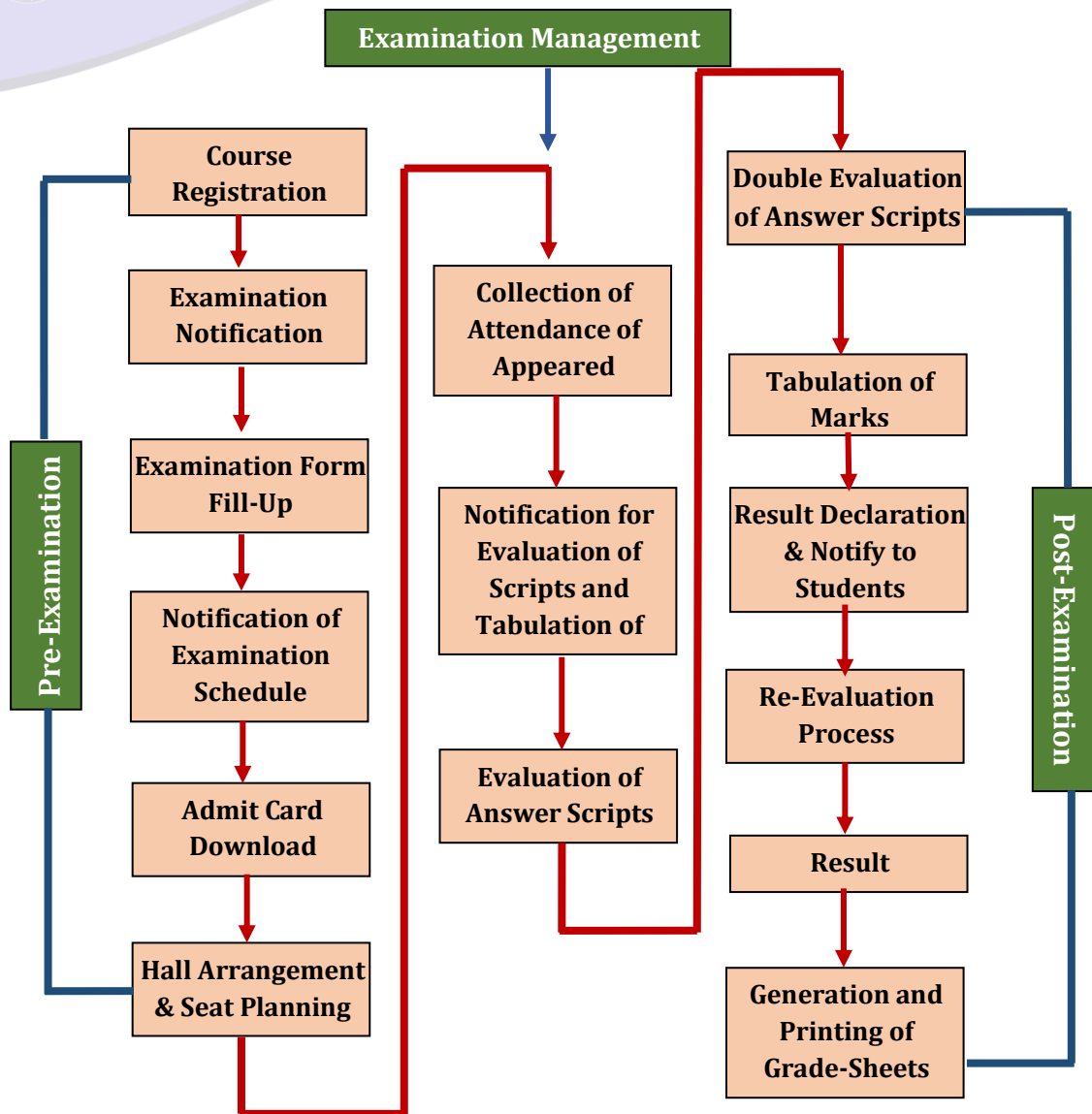
The tabulation sheets are also being generated through ERP and grace marks (if any) are calculated as per the rules and regulations of the examination ordinance. The students have the leverage of taking a printout of the e-mark sheet as and when required till the final mark sheets get printed. The mark sheets in hard copies are printed through ERP and distributed to the students. The final certificates are printed through ERP.

The ERP generates the transfer certificates, migration certificates and character certificates after the necessary clearance from the examination office to be issued by the Office of the Registrar.



5.04 Examination Automation System

- a) The ERP, which has been developed in-house cater to the integration of automation in the entire examination system.
- b) To begin with, the course registration of the students is done through the A-connect and are recorded in ERP.
- c) The ERP features subject creation, in-semester marks capturing, End-semester mark capturing, result processing and mark-sheet and certificate generation.
- d) The student may directly make the payment of fees through A-connect and keep track of the academic records through ERP.
- e) Faculties were able to enter the marks in the EAS module directly and can take out the print out of the acknowledgement to be submitted to the examination department.
- f) The question papers are directly uploaded in the ERP system and there is no need to take any printout of the question papers. The faculty may add questions in the question repository from time to time and enrich the question bank.
- g) The hall ticket/admit card are generated for the during the examination mentioning enrolment id and password to be used during the examination.
- h) The student appears the examination in the computer lab using the computer system and record the answer against the questions in the ERP.
- i) Onscreen valuation has been introduced for all the courses and programs which has helped the examiners to evaluate the answer sheet from anywhere and anytime.
- j) Open entry of marks in the EAS module, instead of marks entry by staff of CoE Office.
- k) The result is generated through the ERP and even grace marks, if required, can be calculated automatically during the generation of result.
- l) Tabulation of marks generated in the ERP module.
- m) The mark-sheets and e-marksheet for the students are generated through the ERP.
- n) The students are able to apply for transfer certificate, character certificate and migration certificate online after the completion of course.
- o) Automatic transfer of students to alumni portal at the completion of course after the student receive the final degree certificate.



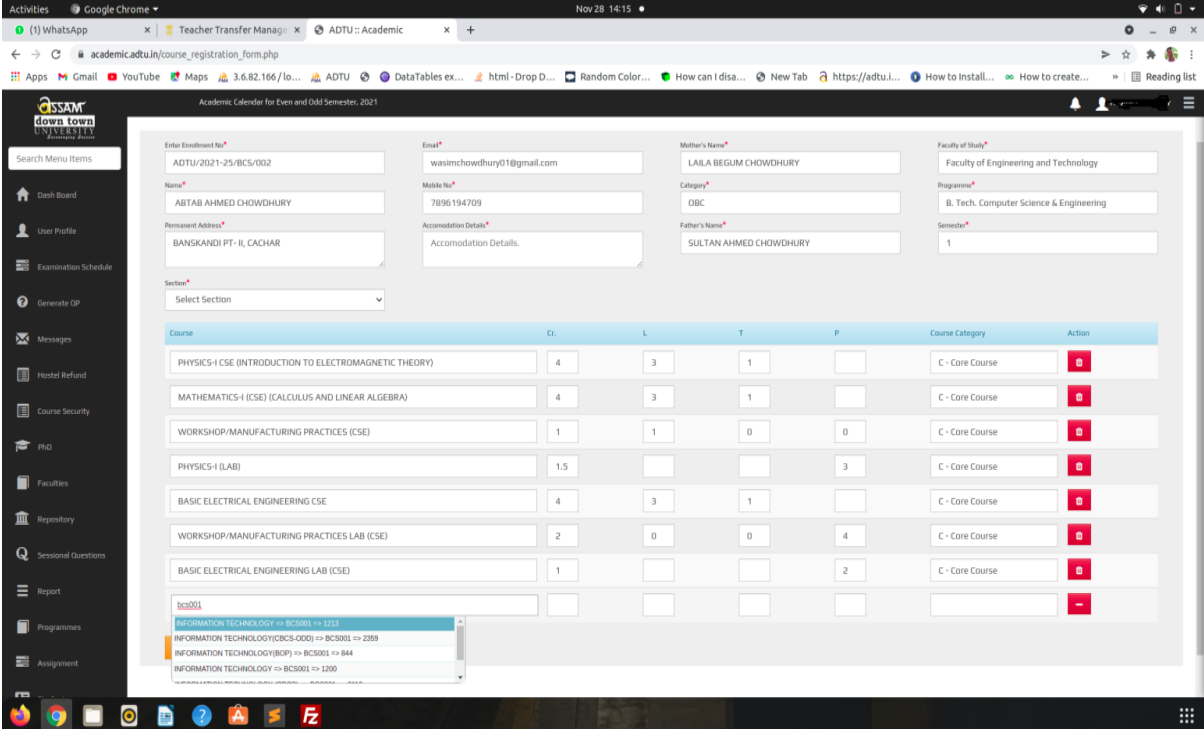
The status of automation related to examination activities

Sl. No.	Description	Status
1.	Enrolment of students	Online
2.	Registration of courses	Online
3.	Uploading of question bank	Online
4.	Information regarding examination schedule to students	Online
5.	Uploading of Continuous Assessment, Mid- and End Semester Examinations marks	Online
6.	Generation of admit cards	Online
7.	Student appearing in Examination	Online
8.	Checking of Answer Sheets	Online
9.	Declaration of results	Online
10.	Payment of fees for re-evaluation, improvement exam, backlog papers, etc.	Online
11.	Grievance redressal	Online

The Examination portal mainly consists of the following processes: -

- Course Registration of Students (in the academic portal for every new session)
- Question repository update (Verification/Moderation of questions)
- Practical marks & sessional marks tabulation in the Examination portal by the concerned faculties
- Updation of examination schedule (in the academic portal)
- Admit Card download
- Online Examination by the students
- Result sheet generation
- Grace marks calculation (if needed)
- Calculation of SGPA
- Calculation of CGPA (for final year students)
- Marksheet Print/E-Marksheet Publish
- Pass Certificate/Convocation (if any)
- Compartmental Exam (if any)

Course Registration:



Academic Calendar for Even and Odd Semester, 2021

Enter Enrolment No.*
ADTU/2021-25/BCS/002

Name*
ABTAB AHMED CHOWDHURY

Permanent Address*
BANSKANDI PT-II, CACHAR

Email*
wasimchowdhury01@gmail.com

Mobile No.*
7896194709

Accommodation Details*
Accommodation Details:

Mother's Name*
LAILA BEGUM CHOWDHURY

Father's Name*
SULTAN AHMED CHOWDHURY

Faculty of Study*
Faculty of Engineering and Technology

Programme*
B. Tech. Computer Science & Engineering

Semester*
1

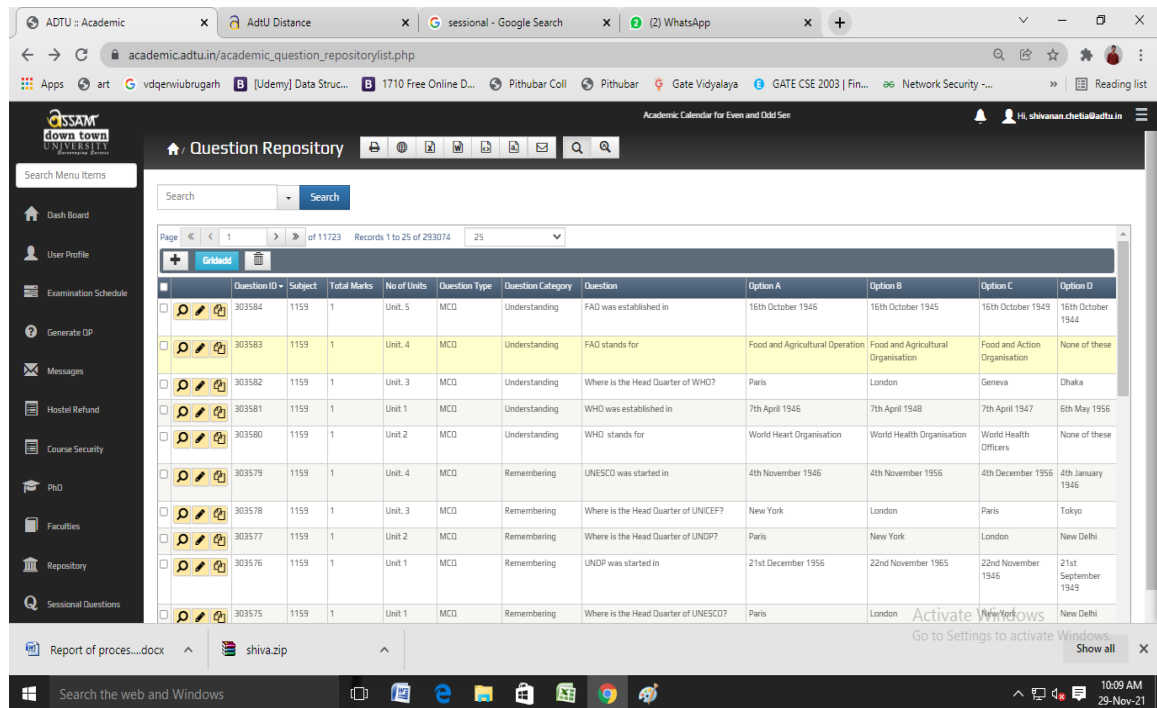
Section*
Select Section

Course	Cr.	L	T	P	Course Category	Action
PHYSICS-I CSE (INTRODUCTION TO ELECTROMAGNETIC THEORY)	4	3	1		C - Core Course	
MATHEMATICS-I (CSE) (CALCULUS AND LINEAR ALGEBRA)	4	3	1		C - Core Course	
WORKSHOP/MANUFACTURING PRACTICES (CSE)	1	1	0	0	C - Core Course	
PHYSICS-I (LAB)	1.5			3	C - Core Course	
BASIC ELECTRICAL ENGINEERING CSE	4	3	1		C - Core Course	
WORKSHOP/MANUFACTURING PRACTICES LAB (CSE)	2	0	0	4	C - Core Course	
BASIC ELECTRICAL ENGINEERING LAB (CSE)	1			2	C - Core Course	
bc5001						
INFORMATION TECHNOLOGY => BCS001 => 1213						
INFORMATION TECHNOLOGY(BCS-000) => BCS001 => 2359						
INFORMATION TECHNOLOGY(BOP) => BCS001 => 844						
INFORMATION TECHNOLOGY => BCS001 => 1200						

Step 1: Course Registration is done in the academic portal by going to the sub menu “Course Registration” under the student tab in the beginning of an academic session.

Step 2: The Concerned Programme Coordinators filled up the above form with student Enrolment ID, Semester and the courses assigned to the particular student.

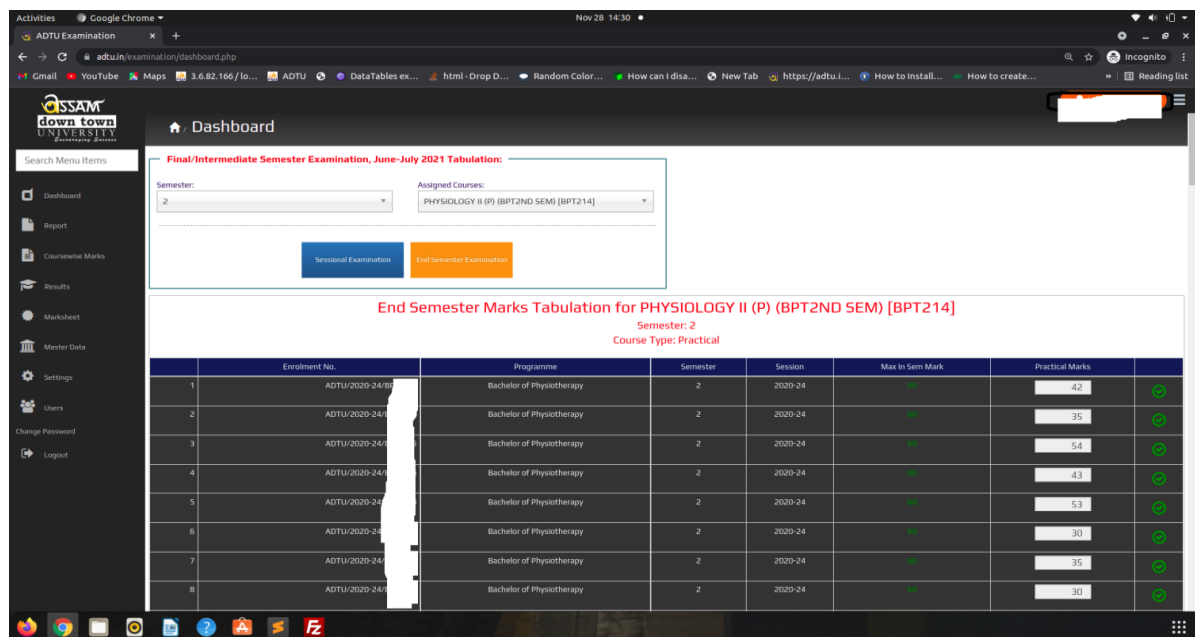
Question repository update:



Step1: Questions are uploaded in the Question Repository of academic portal by the assigned faculties.

Step2: Uploaded questions are verified by the authorised dignitaries. (The online examination system displays only the verified/moderated questions) .

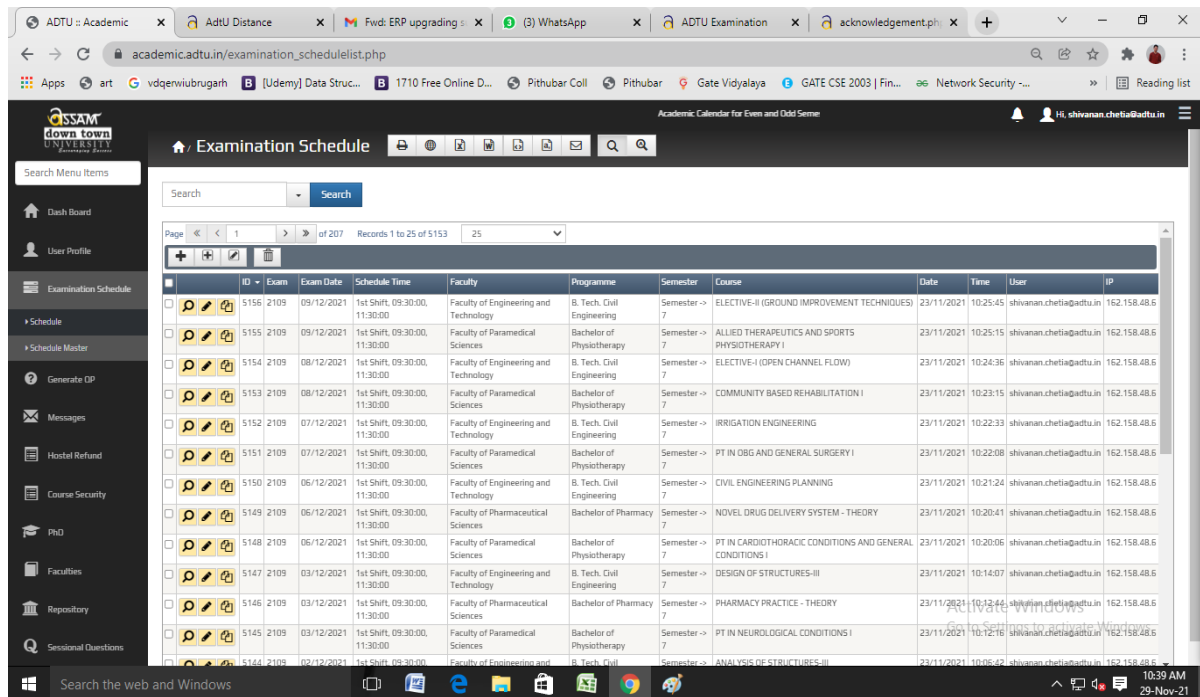
Practical marks & Sessional marks tabulation in the Examination portal:



Step1: Practical marks and sessional marks can be inserted by selecting the semester, course and type of examination in the Dashboard of Assigned Faculties.

Updation of Examination Schedule in the academic portal:

The online examination system depends on the course registration of a student and the course schedule set in the academic portal. When a student login in the online exam (regular) portal to give exam, the system checks the course registration and the schedule, after which he/she gets the questions of that particular course to appear.



Academic Calendar for Even and Odd Semes

Examination Schedule

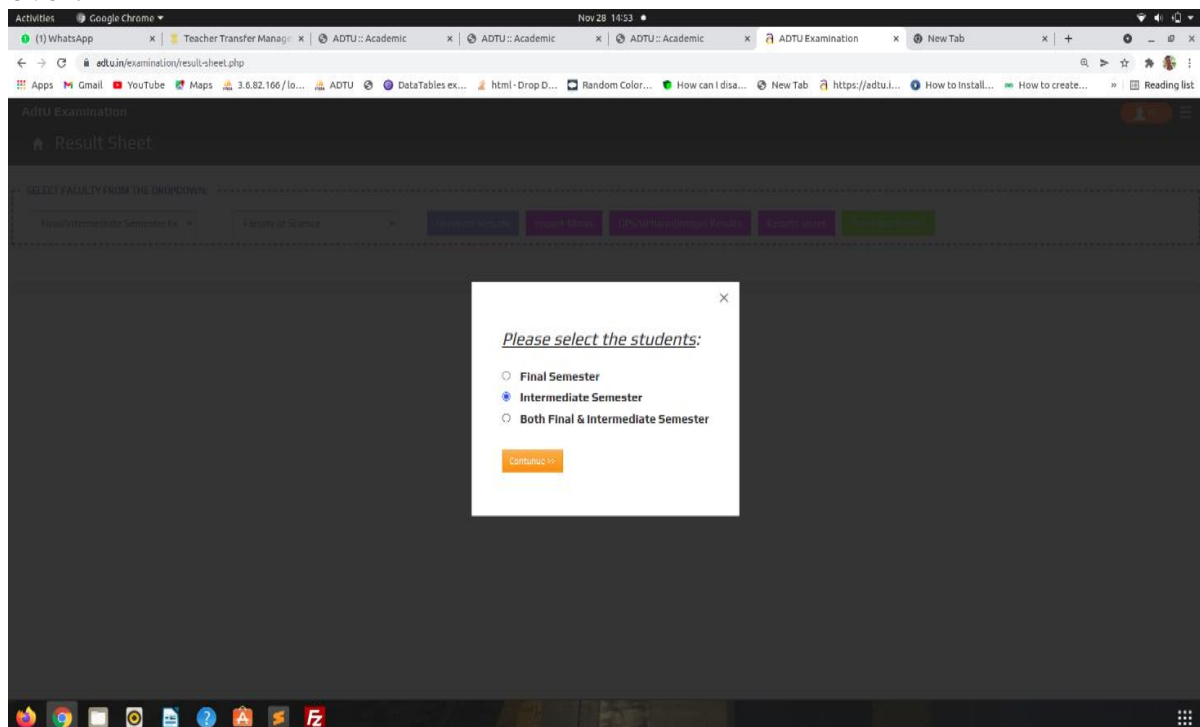
Search

Page 1 of 207 Records 1 to 25 of 5153

ID	Exam	Exam Date	Schedule Time	Faculty	Programme	Semester	Course	Date	Time	User	IP
5156	2109	09/12/2021	1st Shift, 09:30:00, 11:30:00	Faculty of Engineering and Technology	B. Tech. Civil Engineering	Semester -> 7	ELECTIVE-II (GROUND IMPROVEMENT TECHNIQUES)	23/11/2021	10:25:45	shivanan.chetia@adtu.in	162.158.48.6
5155	2109	09/12/2021	1st Shift, 09:30:00, 11:30:00	Faculty of Paramedical Sciences	Bachelor of Physiotherapy	Semester -> 7	ALLIED THERAPEUTICS AND SPORTS PHYSIOTHERAPY I	23/11/2021	10:25:15	shivanan.chetia@adtu.in	162.158.48.6
5154	2109	08/12/2021	1st Shift, 09:30:00, 11:30:00	Faculty of Engineering and Technology	B. Tech. Civil Engineering	Semester -> 7	ELECTIVE-I (OPEN CHANNEL FLOW)	23/11/2021	10:24:36	shivanan.chetia@adtu.in	162.158.48.6
5153	2109	08/12/2021	1st Shift, 09:30:00, 11:30:00	Faculty of Paramedical Sciences	Bachelor of Physiotherapy	Semester -> 7	COMMUNITY BASED REHABILITATION I	23/11/2021	10:23:15	shivanan.chetia@adtu.in	162.158.48.6
5152	2109	07/12/2021	1st Shift, 09:30:00, 11:30:00	Faculty of Engineering and Technology	B. Tech. Civil Engineering	Semester -> 7	IRRIGATION ENGINEERING	23/11/2021	10:22:33	shivanan.chetia@adtu.in	162.158.48.6
5151	2109	07/12/2021	1st Shift, 09:30:00, 11:30:00	Faculty of Paramedical Sciences	Bachelor of Physiotherapy	Semester -> 7	PT IN DBG AND GENERAL SURGERY I	23/11/2021	10:22:08	shivanan.chetia@adtu.in	162.158.48.6
5150	2109	06/12/2021	1st Shift, 09:30:00, 11:30:00	Faculty of Engineering and Technology	B. Tech. Civil Engineering	Semester -> 7	CIVIL ENGINEERING PLANNING	23/11/2021	10:21:24	shivanan.chetia@adtu.in	162.158.48.6
5149	2109	06/12/2021	1st Shift, 09:30:00, 11:30:00	Faculty of Pharmaceutical Sciences	Bachelor of Pharmacy	Semester -> 7	NOVEL DRUG DELIVERY SYSTEM - THEORY	23/11/2021	10:20:41	shivanan.chetia@adtu.in	162.158.48.6
5148	2109	06/12/2021	1st Shift, 09:30:00, 11:30:00	Faculty of Paramedical Sciences	Bachelor of Physiotherapy	Semester -> 7	PT IN CARDIOTHORACIC CONDITIONS AND GENERAL CONDITIONS I	23/11/2021	10:20:06	shivanan.chetia@adtu.in	162.158.48.6
5147	2109	03/12/2021	1st Shift, 09:30:00, 11:30:00	Faculty of Engineering and Technology	B. Tech. Civil Engineering	Semester -> 7	DESIGN OF STRUCTURES-III	23/11/2021	10:14:07	shivanan.chetia@adtu.in	162.158.48.6
5146	2109	03/12/2021	1st Shift, 09:30:00, 11:30:00	Faculty of Pharmaceutical Sciences	Bachelor of Pharmacy	Semester -> 7	PHARMACY PRACTICE - THEORY	23/11/2021	10:12:44	shivanan.chetia@adtu.in	162.158.48.6
5145	2109	03/12/2021	1st Shift, 09:30:00, 11:30:00	Faculty of Paramedical Sciences	Bachelor of Physiotherapy	Semester -> 7	PT IN NEUROLOGICAL CONDITIONS I	23/11/2021	10:12:16	shivanan.chetia@adtu.in	162.158.48.6
5144	2109	02/12/2021	1st Shift, 09:30:00, 11:30:00	Faculty of Engineering and Technology	B. Tech. Civil Engineering	Semester -> 7	ANALYSIS OF STRUCTURES-III	23/11/2021	10:08:42	shivanan.chetia@adtu.in	162.158.48.6

Result Sheet Generation:

Result sheet is generated after the online examination and marks tabulation is over.



ADTU Examination

Result Sheet

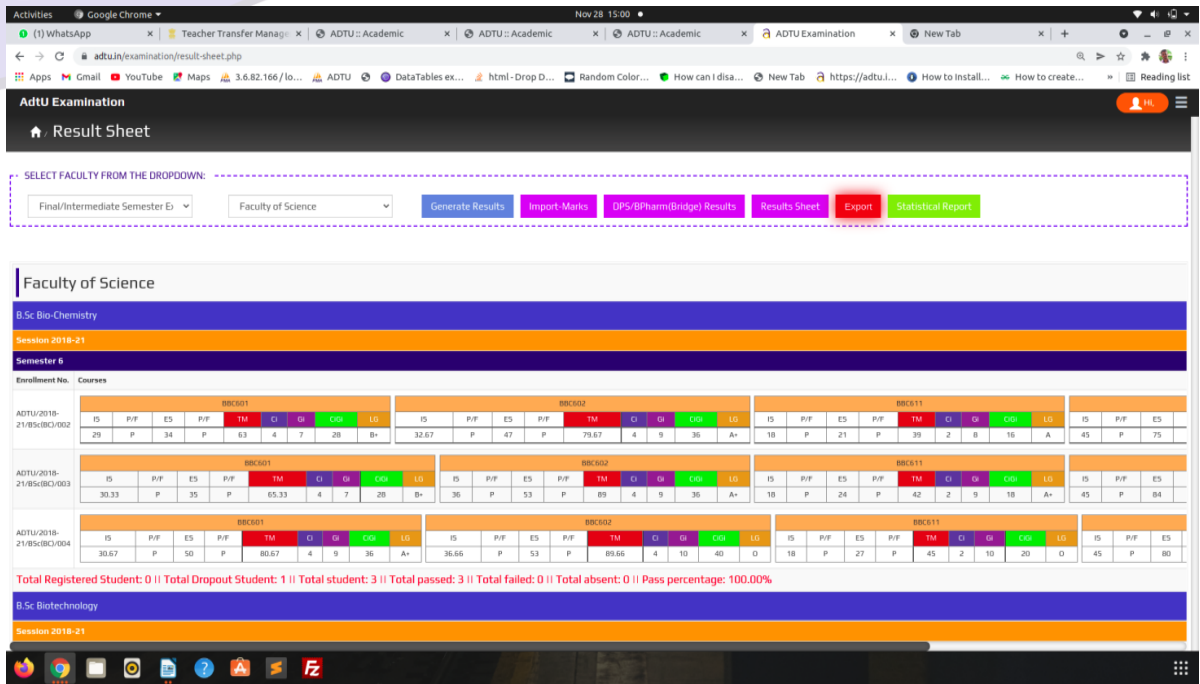
SELECT FACULTY FROM THE DROPDOWN

Faculty of Paramedical Sciences | Faculty of Science

Please select the students:

- Final Semester
- Intermediate Semester
- Both Final & Intermediate Semester

Continue >>>



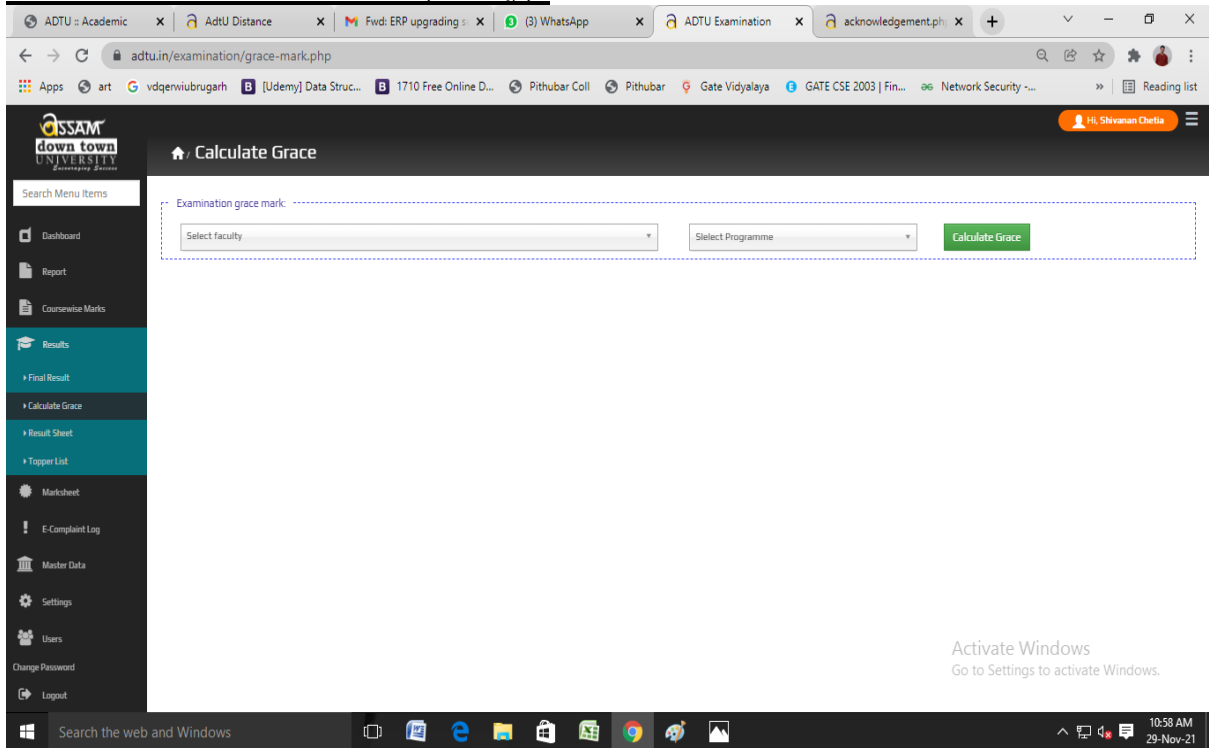
Step 1: Go to Results in the left sidebar of Examination portal.

Step 2: Select Result Sheet.

Step 3: In the drop-down select the examination and faculty.

Step 4: Click on “Generate Results” button and then select type of Semester (Final or Intermediate).

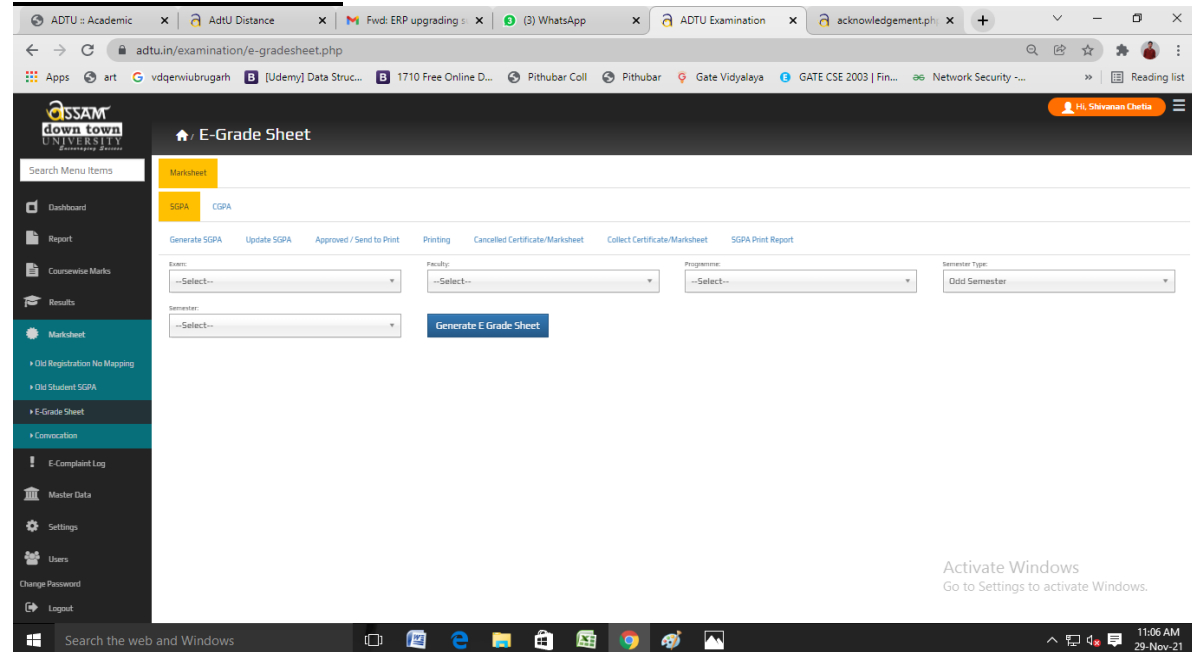
Grace Marks Calculation (if any):



Step 1: Grace marks are calculated by going to “Calculate Grace” menu under the “Results” tab.

Step 2: In the grace marks panel Select the faculty name and the programme name from the dropdowns than click on “Calculate Grace”.

Calculation of SGPA:

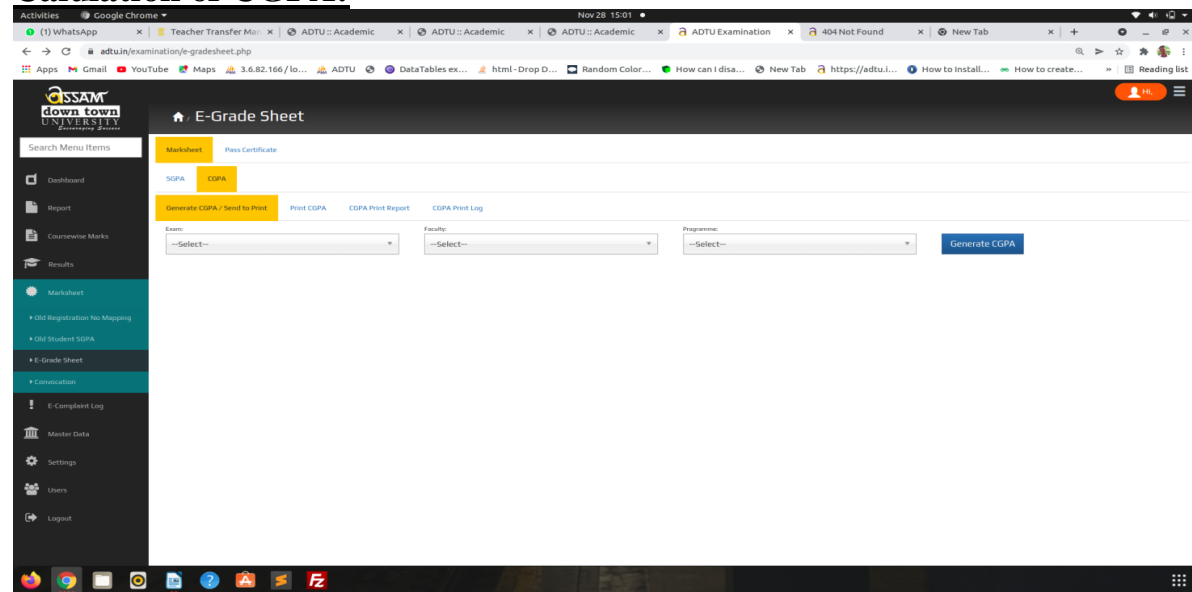


Step 1: Go to E-gradesheet menu in the left sidebar

Step 2: From the E-Gradesheet Select SGPA

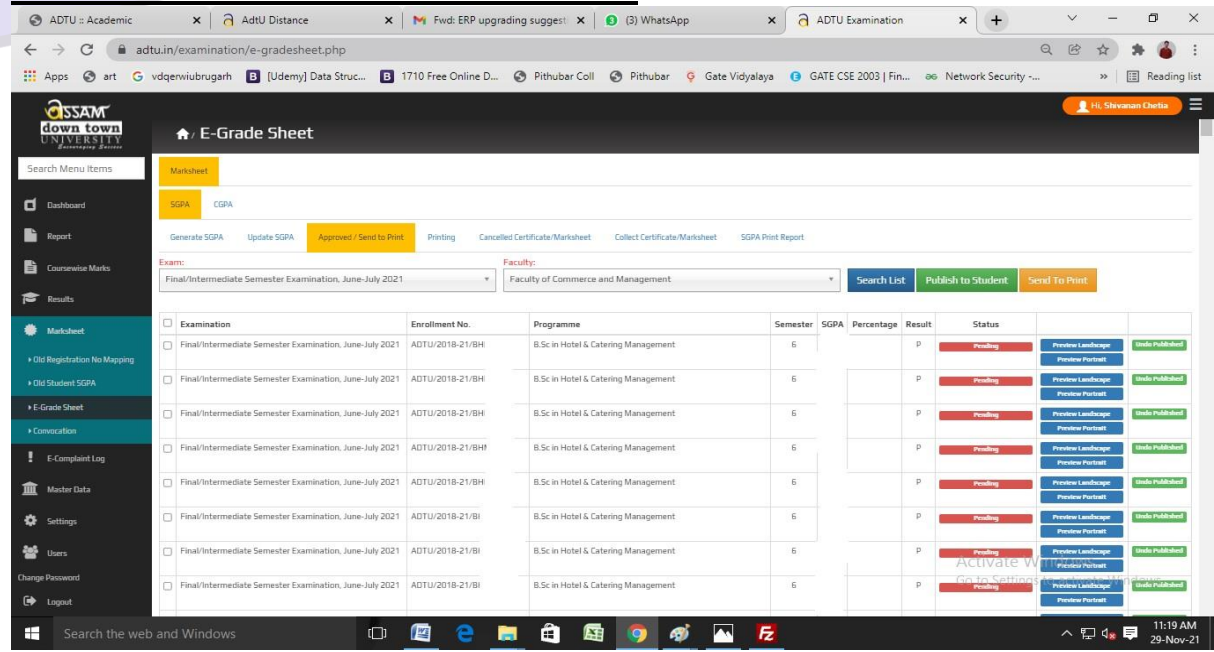
Step3: From the drop-downs select exam, faculty, programme, semester type and semester, then click on “Generate SGPA”.

Calculation of CGPA:



CGPA calculation process is similar to SGPA.

Marksheet Print/E-Marksheet Publish:

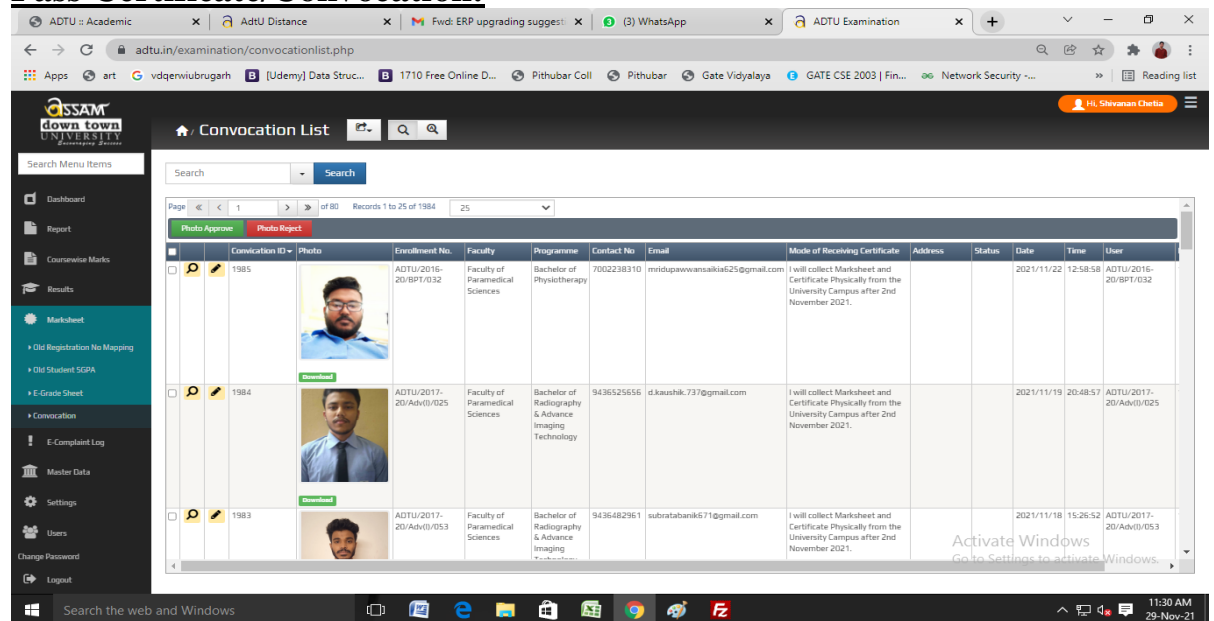


The screenshot shows the 'E-Grade Sheet' interface. At the top, there are buttons for 'Generate SGPA', 'Update SGPA', 'Approved / Send to Print', 'Printing', 'Cancelled Certificate/Marksheet', 'Collect Certificate/Marksheet', and 'SGPA Print Report'. Below these, there are dropdown menus for 'Exam:' (Final/Intermediate Semester Examination, June-July 2021) and 'Faculty:' (Faculty of Commerce and Management). A table lists examination records with columns: Examination, Enrollment No., Programme, Semester, SGPA, Percentage, Result, and Status. The 'Status' column contains 'Pending' and 'Approved' labels. At the bottom, there are buttons for 'Search List', 'Publish to Student', and 'Send To Print'.

SGPA marksheets are sent to print from the “Approved” tab under SGPA panel of “E-gradesheet”.

E-marksheet is also published to the student portal from the same panel by selecting the student Enrollment IDs.

Pass Certificate/Convocation:



The screenshot shows the 'Convocation List' interface. At the top, there are buttons for 'Photo Approve' and 'Photo Reject'. Below these, there is a search bar and a table of convocation records. The table has columns: Convocation ID, Photo, Enrollment No., Faculty, Programme, Contact No., Email, Made of Receiving Certificate, Address, Status, Date, Time, and User. The 'Photo' column contains student photos. The 'Made of Receiving Certificate' column contains text like 'I will collect Marksheet and Certificate Physically from the University Campus after 2nd November 2021.' At the bottom, there are buttons for 'Search' and 'Download'.

Pass certificate is generated automatically by the system if CGPA is found for a student and his/her photo of convocation application is approved.

Compartmental Examination:

- A student can apply for the compartmental examination from the student portal. The same is reflected in the academic portal under compartmental application panel.

- Same as Regular Examination, schedules are set in the Academic Portal.
- Students appear for the exam through online examination system
- Marks (both sessional and end-sem) for the Compartmental Examination are updated manually for each students.

5.05 Examinations to be conducted by the University:

The following Examinations shall be conducted for various Programs offered by the University on such date and time as *may be* fixed by the University from time to time:

- (i) Certificate Examinations,
- (ii) Under-Graduate Diploma Examinations,
- (iii) Bachelor Degree / Under-Graduate Diploma Examinations,
- (iv) Master Degree / Post Graduate Diploma Examinations,
- (v) PhD RET Examination for admission to PhD Programme,
- (vi) PhD Course Work Examination,
- (vii) Any other examination which the University decides to hold from time to time for conferring Degrees, Diplomas, Certificates, and Titles as laid down in CHAPTER-X of the First Statutes of the Assam Downtown University, 2011.

5.06 Examination Regulations:

The examination regulation follows a uniform pattern for all the courses and programs. However, there may be separate Examination Regulations for Programs offered by the University which are regulated by respective statutory bodies (INC, PCI, etc.) showing in detail the Program duration, Course structure and Curriculum, Marks distribution, Passing Criteria, eligibility criteria to appear the various examinations, Number of chances to appear in an examination to complete a Program, etc.

Regulations for various Programs offered by the University must be duly approved by the Competent authorities.

5.07 Examination Committee:

There shall be an Examination Committee constituted as follows:

- (i) Vice-Chancellor: Chairman,
- (ii) Pro-Vice-Chancellor, Member
- (iii) Dean of Studies, Member
- (iv) Controller of Examinations, Member
- (v) Academic Registrar, Member
- (vi) Executive Dean, Member
- (vii) Registrar, Member
- (viii) All Deans of the Faculty of Studies, Members
- (ix) Deputy Controller of Examinations, Members
- (x) Senior Deputy Controller of Examinations shall be the Member-Secretary of the Committee.

5.08 Power and Functions of the Examination Committee:

The Committee shall have the following duties and responsibilities:

- (i) To look after the conduct of the examinations,
- (ii) To approve the Examination Program for examination conducted by the University.
- (iii) To approve the results of the various examinations.
- (iv) To review the examination system from time to time.

5.09 Notification to Conduct Examinations:

The Controller of Examinations shall issue a notice regarding the conduct of the theory examination mentioning the commencement date through the issuance of the Examination date sheet.

The Controller shall issue notice for uploading sessional marks in the portal for each of the courses (both theory and practical). The concerned member of the faculty under the guidance of the Dean of that particular Faculty of Study shall complete the process and submit the portal generated acknowledgement to the Controller of Examinations.

After notification of the commencement of the theory examination, the Controller of Examinations shall issue a notice regarding the conduct of practical examinations/Project/Dissertation.

5.10 Preparation of time table for End Semester Examination:

- The time table for end Semester examinations shall be prepared and announced by the Controller of Examinations at least 25 days ahead of the start of the examination as per the schedule of the Academic Calendar.
- After preparation of the Examination time table, the draft copy of the same shall be forwarded to the Controller of examinations for finalization.
- After finalization, the same may be put up for approval of the Vice Chancellor.
- After approval, the time table shall be forwarded to the respective Deans as well as IT Officer for circulation and updating in ERP.

5.11 Conduct of Practical Examinations:

- The Practical Examinations shall be conducted by the individual department and the concerned faculty shall enter the marks in ERP followed by the submission of the respective Acknowledgement receipts to the Office of the Controller of Examinations.

- In conducting the practical examination which includes laboratory-based examination, viva for the project and practical based assignments, an external examiner must be present to conduct the examination with support from an internal examiner. An experienced person in the respective field from other reputed Institutes/Universities shall be assigned as an External Examiner for the Practical Examination.
- The Dean of the respective Faculty of Studies shall forward a panel of external examiners from the reputed University/Institute to the CoE. The CoE shall forward the panel of external examiners to the Dean of Studies for approval. The Office of the Controller of Examinations shall communicate with the External Examiner for the practical examination by sending an official letter/email. After confirmation, the Office of the Controller of Examinations shall inform the concerned department/faculty and the examination shall be conducted accordingly.

6. Students to appear in the Examination

6.01 Eligibility Criteria for a student to appear in University Examinations:

The student shall only be allowed to appear in a University Examination, if:

- (a) he/she is a registered student of the University,
- (b) he/she has registered himself/herself for the specific subject(s) through the ERP under the headings 'Course Registration',
- (c) he/she has fulfilled the attendance condition as per clause 6.03,
- (d) he/she is of good conduct and character,

Under some special cases, a student may be allowed to appear for an examination without being registered in the University, but the result of the said student will be kept on hold till the registration of the concerned student is completed.

- (e) there are no pending dues against his/her name as per the regulation of the University.

6.02 Application to appear in an Examination:

Application for admission to any examination conducted by the University shall be submitted through the ERP under course registration which will be approved by the Deans after satisfying themselves about the eligibility of the candidates to appear for an examination.

However, the University may evolve / adopt such methods as it deems fit from time to time for **admission to an examination**.

- Student Registration (through Academic portal in ERP) in different programs shall be done in ERP.
- In the list, the spelling of students' names and Enrollment ID (ADTU/batch/program code/serial no. e.g. ADTU/2017-21/BPT/025) must be in corrected form.
- Deletion or Addition of name in ERP from time to time may be done with prior approval of the competent authority and shall be informed immediately to the IT department, Office of the Registrar and Controller of Examinations accordingly.

6.03 Attendance of Students:

- It is the responsibility of the Program Coordinators (PC) to monitor the attendance percentage of students during the Semester. As per the university guideline, students must have 75% attendance in the semester. PC shall submit a report to the concerned Dean of the respective faculty of studies.
- Students having class attendance less than 75% shall not be allowed to appear for the sessional examination as well as the End Semester Examinations in that respective program.
- PC shall send a report the list of students having a percentage less than 75% at the end of each month to the concerned Dean.
- Concerned Dean shall verify the list of students having a percentage less than 75% and concerned PC shall inform them to report to the Dean's Office immediately. If the cause of absence is genuine (i.e. medical grounds or death of parents etc.), the Dean shall allow them to attend the classes regularly from the next day and to acquire 100% attendance from the next day onwards.
- If the cause of absence is not genuine, the concerned PC shall warn them to acquire 100% attendance from the next day onwards. For such a category of students, PC shall communicate with their parents to inform the matter. If they are again irregular in attending the classes, they shall not be allowed to appear in the next Sessional as well as End Semester Examinations. The Dean shall send a list of such irregular students to the Controller of Examinations and also shall mention not to allow them to appear in the next respective End Semester Examinations. Such category students shall appear for their respective semester examinations after one year along with the regular students of the respective semester. They shall also not allow attending the classes of next semester (odd/even) i.e. they shall finally lose one academic year.

6.04 Fees:

- (i) The fees for the different examinations shall be at the rate as prescribed by the University from time to time.

- (ii) No application shall be entertained unless accompanied by the prescribed fees.

6.05 Allotment of Roll Numbers:

Every applicant who is eligible to sit for the examination shall be allotted the ERP system-generated Unique ID will be considered as the Roll number of the candidates sitting for the examination and no separate Roll Number may be issued.

6.06 Admit Card:

Admit card for the examination may be downloaded through ERP where the system may generate Unique ID Cards through online.

Provided that the University shall have the right to cancel admission for examination of any candidate on valid grounds.

7. Requisition of stationery for End Semester Examinations:

- The Controller of Examinations shall take stock of the stationery including answer scripts and additional sheets required for conduct of examinations before 2 months from the commencement of the examinations
- Answer Scripts and additional sheets shall be printed with proper numbering in a press outside the University in case of requirement.
- The Examination Branch shall receive the printed Answer Script and additional sheets packets before 20 days from the commencement of the examinations.

8. Paper Setter & Moderation

8.01 Appointment of Paper Setters and moderators:

- (i) At the commencement of a semester, the Controller of Examinations shall collect lists of Paper Setters, Moderators, Examiners, and Scrutinizers from the respective Deans / Head of the Departments / Program Coordinators.
- (ii) The University shall strive to appoint a certain percentage of the Paper Setters / Examiners for the core courses from faculties outside the University.
- (iii) The university is striving to appoint at least 20-40% of the paper setter as external paper setters. The list of external paper setter shall be prepared in the Office of the Controller of Examination and accordingly, the CoE shall send the request letter/email. Upon confirmation, the CoE shall send a formal letter for setting the question paper along with the previous question paper and the syllabus. The external paper setter shall be given 25 days' time to send the question paper.

- (iv) The paper setter of the concerned subject shall send the question paper to the Controller of Examinations in the format provided following protocols in a sealed envelope. For setting a question paper, a faculty must follow the principle of Bloom’s Taxonomy so as to include the levels of Bloom’s Taxonomy.
- (v) The Office of the Controller of Examination shall formally send the request to the examiners/paper setter at least two months ahead of the scheduled end-semester examination. For each course, the Controller of Examination will invite three different sets of question papers.

8.02 Qualifications for Paper Setter, Paper Examiner and Moderators:

The Paper-Setter, Examiner or as a Moderator must possess the following qualifications:

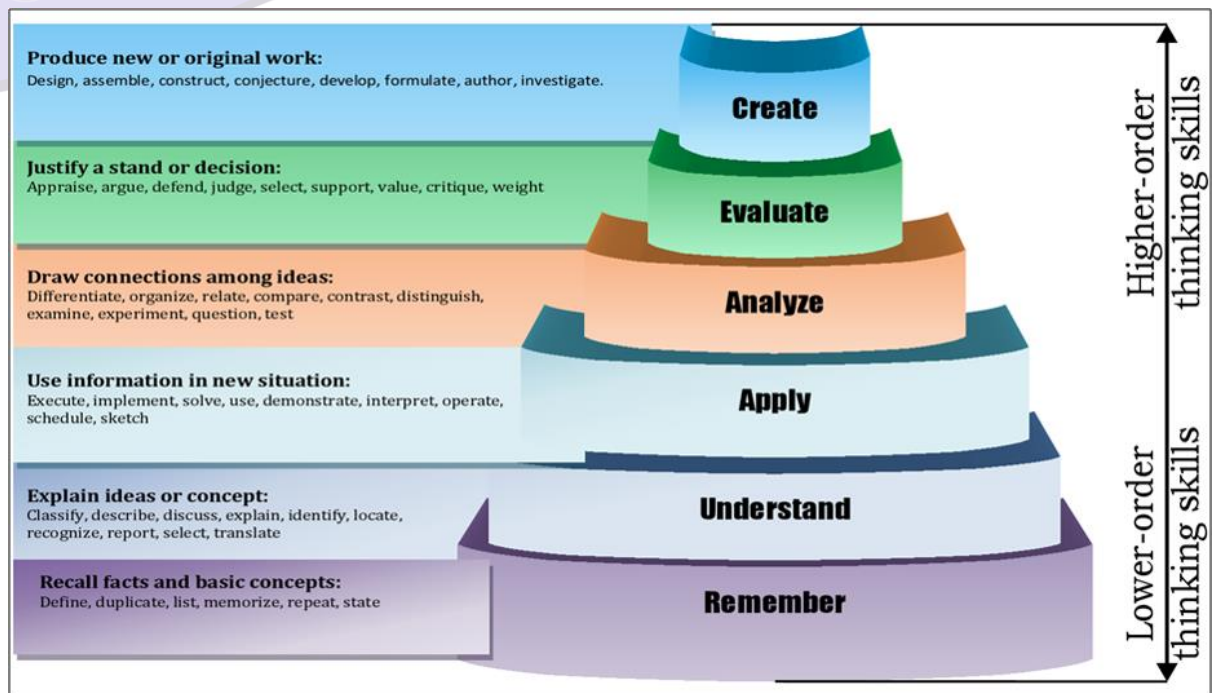
- (i) For Certificate /Under-Graduate Diploma Examinations: Course teacher in the University.
- (ii) For Bachelor’s Degree Examinations: Faculty from the University.
- (iii) For Master Degree Examinations: Faculty from the University.

8.03 Pattern of Question Papers:

The Board of Studies, which prepares the Syllabi for a particular Program shall lay down the pattern of question papers for the Program, if necessary, by enclosing a model question paper.

The question paper must follow the principles of Bloom’s Taxonomy. The question setter must adhere to skills or competencies to be demonstrated at each level of Bloom’s Taxonomy and action verbs for assessment.

Sl. No.	Level	Questions /verbs for test
1	Remember	List, Define, tell, describe, recite, recall, identify, show who, when, where, etc.
2	Understand	Describe, explain, contrast, summarize, differentiate, discuss
3	Apply	Predict, apply, solve, illustrate, determine, examine, modify
4	Analyze	Classify, outline, categorize, analyze, diagrams, illustrate, infer, etc.
5	Evaluate	Assess, summarize, choose, evaluate, recommend, justify, compare
6	Create	Design, Formulate, Modify, Develop, integrate, etc.



8.04 Framing of questions papers:

- (i) Question papers shall be prepared well ahead of the scheduled dates of the examinations.
- (ii) Questions shall be such as to enable the testing not only of knowledge but also of understanding, reasoning and analytical capacity of the candidates.
- (iii) The wordings of the questions shall be clear, precise and unambiguous.
- (iv) The paper setter will confidentially submit the question papers to the Controller of Examinations in a sealed envelope.

8.05 Moderation:

- (i) The question paper, after being received from the paper setter, shall be moderated by moderator(s) appointed by the Controller of Examinations with the approval of the Vice-Chancellor with strict Confidentiality.
- (ii) It shall be the duty of the Moderators to ensure that the questions paper follows the standard procedure and is in accordance with Bloom's Taxonomy. The moderators are required to ensure that the questions are set as per the scope of the syllabus and that the distribution of marks is strictly revealed in the question paper.
- (iii) The moderators must ensure that questions paper cover the entire syllabus.
- (iv) There may be internal either/or options, but they must be within the same Unit / topic only.
- (v) The moderator will strictly ensure that the question papers were prepared as per the course outcome mentioned in the syllabus to facilitate the attainment of the intended outcome.

8.06 Printing and Uploading of Question Papers:

After the finalization of the question papers by the moderators' necessary arrangements shall be made by the Office of the Controller of Examinations to print for use in the End Semester examination at least 15 days ahead of the date of commencement of the Examination. Once sent for printing of the question papers, no further changes or modifications are allowed in the question papers.

The printing of question papers shall be done with **utmost secrecy by the CoE.**

- Printing of question papers shall be done by the Office of the Controller of Examinations maintaining full confidentiality under the strict supervision of the CoE.
- The process shall be completed 15 days before the commencement of the Examinations.
- During the days of printing, no one except the members of examination branch is allowed to enter the branch.
- Mobile Phone, Pen Drive and any other electronic gadgets shall not be permitted to be brought inside the examination branch. Members of the Examination branch shall also keep their electronic gadgets including mobile phones (in switch-off mode) with the security person outside the examination branch at the time of entry.
- After printing the question papers shall be sealed and packed with proper labeling and must be kept in the strong Room under lock and key.
- The number of copies printed (course-wise) shall be recorded in a register.
- The custodian of Keys of the strong room is vested only with the Controller of Examinations.

8.07 Custody of printed question papers:

- (i) On receipt of the printed question papers, the Controller of Examinations shall keep them in his custody. It shall be the personal responsibility of the Controller of the Examinations to see that no leakage takes place at any stage whatsoever and that no other person has access to them.
- (ii) Strict secrecy to be maintained during sorting of the Question Papers.
- (iii) The Controller of Examinations shall remain invariably present **during the process of sorting out the question papers.**

8.08 Computer Based Examination

The University conducts Computer Based Examination for students, particularly for the End-Semester Examination (CBT). The CBT is being conducted for all the programs under different faculty of studies except for the programs guided by the regulation of statutory bodies (PCI, INC and ICAR)

Under the CBT examination, the students write the examination in computer, and the answer are saved in the ERP. During the examination, the student logs in to the system with his Enrolment ID and the password, generated through ERP, and is reflected in the admit card. For \security reasons, the question paper is guarded by an OTP which is sent to the invigilators just 1 minute from the start of the examination.

The question paper appears on the screen and there are definite spaces for the students to write the answer. The same screen is turned into an answer sheet. After the completion of the examination within a definite time period, the student saves the answer sheet and logs out of the examination. After the submission of the answer sheet in ERP, a separate log-in is created for the faculty to view the answer sheets for checking.

The question papers are uploaded in the ERP at least 15 days before the scheduled date of examination. The uploading is strictly done under the guidance of the Controller of Examinations in the examination cell. Once the uploading of the question paper in ERP is done, it is saved and locked. The question paper can only be retrieved on the day of the examination.

8.09 Examination Duration:

Each paper of more than **60 marks** shall ordinarily be of three hours' duration. The duration of the CBT examination is 2 Hours and the total mark for the paper is 60.

However, the concerned Board of Studies may fix a duration of shorter or longer than three hours for any specified paper depending on the marks allotted.

8.10 Internal Assessment:

- (i) A student must appear for both the components of the internal examination and end-semester examination in every course across all the faculty (Undergraduate, Post-Graduate and Diploma) to earn the required credit. The allotment of marks and mode of assessment shall be as provided in the Regulations of the Program concerned.

- (ii) The marks of the In-Semester examinations shall be shared by the respective Course Teacher immediately after the evaluation is over through ERP.

8.11 Practical Examinations, Viva-Voce etc.:

Practical examinations, if any, shall be conducted in presence of one external and one or more internal examiners as per the provision mentioned in the Regulation of the Programs concerned.

- (i) Viva-Voce, Oral examinations of the Project report, Dissertation etc. shall be undertaken by a Board of Examiners constituted by the respective Dean with the Supervisor(s), the External Examiners and the senior faculties as the members.
- (ii) The Controller of Examinations, with the approval of the appropriate authority, may depute an observer to observe the holding of the Practical Examination in any department. The person so deputed shall work in close collaboration with the Internal and External Examiner if any, in the Department, and at the end of the examination, submit a report to the Controller of Examinations about the conduct of the Practical Examination.

9. Examination Centre:

All the examinations of the University shall **normally be** held in the campus of the University. The CBT mode of examination is held in the computer labs of the University

10. Officer in-charge for Examination Centre and his / her duties and responsibilities:

There shall be an Officer-in Charge for every examination- center to be appointed by the Controller of Examinations with due approval of the Vice-Chancellor. The Officer-in-Charge to be so appointed should possess wide experience in conducting examinations.

The Officer-in-Charge:

- i) One day prior to Examination will ensure that the entire infrastructure and stationery are in order and available in sufficient quantity for smooth conduct of the Examination(s).
- ii) will ensure that adequate Waterman/Peons as per prescribed norms have been deputed on duty.
- iii) Shall appoint the required number of Assistant Officer-in-Charge and invigilators ahead of that examination. As a general rule, there may be one invigilator for every twenty candidates. The invigilators shall discharge their duties under the guidance of the Officer-in-Charge.

- iv) Shall be provided with a copy of the Roll Sheet of the candidates going to appear in his Centre by the Controller of Examinations.
- v) Shall prepare a seat-plan for the candidates immediately on receipt of the Roll Sheets from the Controller of Examinations and send a copy of the same to the latter.
- vi) Shall ensure that there is a gap of at least three feet between two candidates while **making the seat-plan**. Separate seat plans for sick candidates may be arranged whenever necessary.
- vii) shall satisfy himself/herself that all arrangements for the conduct of the examinations are in order well before the commencement of the examination.
- viii) Shall make seating arrangements according to the seat plan already prepared. He/she may, however, alter the seat plan as and when required as a precautionary measure against any unfair means.
- ix) Shall ensure arrangement for the necessary furniture, lights, fans, drinking water, urinal and lavatory in proper condition and also that no communication of any form to and from outside the examination hall is possible.
- x) shall call a meeting of all invigilators one or two days preceding the first day of the examination and shall give them proper instructions as to their duties and responsibilities.
- xi) will open the sealed Packets containing the Question Papers just 20 minutes before the start of the Examination and distribute the same to the invigilators as per the seating record and will cross-check the details and maintain the same record.
- xii) In the case of the CBT mode of examination, the invigilators have to see the working of the computer and inform the IT expert in case of any problem.
- xiii) shall invariably remain present at the center during the entire period of the examination and shall not take up any other extra assignment during that period. If, in case of emergency, he/she is required to leave the station, he/she shall do so with the prior approval of the Controller of Examination and put one member of his staff in charge of the examination during the period of his/her absence, with the concurrence of the Controller of Examination.
- xiv) Shall be in full control of the examination center.
- xv) shall also personally go around the examination rooms during the examination to ensure that proper invigilation is being done.
- xvi) shall have the authority to expel a candidate from an examination, if he / she violates examination rules or resorts to any disorderly conduct or adopts any unfair means for which he/she is liable to be expelled.

xvii) will report the following activities to the COE on the date of occurrence:

- a) Record of cancelled Answer Books
- b) Opening of wrong Question Paper
- c) Late arrival cases
- d) Discrepancies in Question Paper
- e) Unfair means cases
- f) Any untoward incident happened

10.01 Responsibilities of Examination Observer:

- a) The observer should reach the Examination Centre at least 30 minutes before the start of the examination to ensure that the packet of Question Papers opened in his presence and is secured.
- b) The Observer will remain present at the Examination Centre throughout the duration of the Examination and may take record during the examination.
- c) The Answer Books will be sealed in the presence of the observer at the end of every ESE.
- d) The Observer will submit a confidential report to COE after the completion of the Exam.

10.02 Eligibility for Appointing Supervisory Staff:

For the smooth functioning of examinations Supervisory staff is appointed as follows by the concerned competent authority:

Sl. No.	Supervisory Duty	Eligibility	Appointing Authority
01	Officer-In-Charge	Professor/Associate Professor having experience of acting as Assistant Office-in-Charge of 5 years in any University examination	Controller of Examinations
02	Assistant Officer-In-Charge	Associate Professor/Assistant Professor with an experience of 5 years as faculty	Controller of Examinations
03	Observer	Deans/Senior Professors of the University	Controller of Examinations
04	Invigilators	Any Faculty	Officer-in-Charge

11. Procedure of Expulsion:

The University has zero tolerance to any kind of unfair means during the examination. If any candidate is found to be using any unfair means during the examination, the invigilator may cease his answer sheet and report it directly to the Officer-in-Charge. The Office-in-Charge of the center may take appropriate decisions as per the rules and procedure of the examination.

Whenever a candidate is found liable to be expelled, the Officer-in-Charge shall obtain from him / her a statement in the prescribed form on which at least two invigilators present shall put their signatures as witness. He/she shall forthwith report the case with full facts and evidence to the University authorities (CoE/Registrar/VC). The relevant answer scripts, the candidate's statement and **incriminating documents**, if any, shall accompany the report. If the candidate refuses to sign the statement, this fact shall be clearly mentioned in the report and two witnesses shall sign it.

A notice shall also be served upon the candidate to the effect that the expulsion case will be finally decided by the University with such other consequences as may follow there from. Pending the final decision of the University, the candidate shall be declared ineligible to appear in the remaining Papers of the examinations **of the same semester**.

Clause	Nature of Misconduct/Malpractice	Quantum of Punishment
1	Appeal for favorable consideration /marking any identification in the answer book	Written warning and Regret letter from the candidate
2	Misbehaving/Refusing to obey the legitimate orders of Invigilator.	Written warning to the student and
3	Changing the seat without permission or occupying the seat not allocated to him/her	
4	Writing of Candidate's Name/Register Number in the answer booklet other than in the earmarked spaces/ any other special marking, using color pencils or sketch pens or shades/ tearing off or spoiling the stationery supplied by the University	Cancellation of the performance in that subject only
5	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him/her to award pass marks	

6	Willfully writing wrong Roll Number in the answer booklet	
7	Talking to or communicating in any manner with other candidates (inside/outside exam hall) during the examination, including through gestures, signals, mobile phones etc. inside or outside the exam hall.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved
8	Helping others to copy or getting help from others in the examination hall in the form of writings on the question paper/showing answer(s) from the answer booklet	
9	Carrying or possession of papers, books, notes or any material relating to the examination such as writings on the desk/any part of the body/writings on scale, programmable calculator, handkerchief, hall ticket or any other electronic storing devices like electronic watches, mobile /smart phones, palm computers etc.	Case(1): Material(s) relevant to the examinations Cancellation of all the Examinations taken up in that session Case(2): Material(s) not relevant to the examinations Cancellation of the performance in that subject only
10	A candidate on permission to visit the toilet during the examination is found reading or possesses some incriminating material relevant to the syllabus of the paper in the Verandah/toilet etc.	Cancellation of the performance in that subject only
11	Student involved in malpractice at Practical examination /Dissertation /Project report at UG/PG level /Project	Cancellation of the performance in that subject only
12	Mass copying by candidates	Cancel the entire examination of all the candidates concerned for that session
13	Attempting to or concealing, destroying, disfiguring, rendering illegible, swallowing, running away with answer script, notes paper or other material or device, used or attempted to be used for assistance in answering a question	

14	Any insertion in answer booklet including currency notes/bank cheques/other material in an attempt to bribe any of the Person(s) connected with the conduct of examinations	Cancellation of all the examinations taken up in the semester/year
15	Passing of answer booklet or any incriminating materials to another candidate and / or Possession of another candidate's answer booklet	Cancellation of all the examinations taken up in the semester/year and debar both the candidates for one Next semester/year examinations
16	Smuggling into the examination hall an answer book or a continuation sheet /arranging to send an answer book / replacing or attempting to get the answer book or continuation sheet replaced, during or after the examination with or without the help of any person or in connivance with any other person connected with the examination or through any other agency	<p>a) If the person concerned is a candidate taking the examination, Cancel all the examinations taken up in the semester/year</p> <p>b) If the person concerned is a student not taking the examination, the matter shall be referred to the Head of the Institution for necessary action</p> <p>c) If the person concerned is a staff of the Institution, disciplinary action shall be initiated against him/her by Head of the Institution and he/she may be debarred from examiner ship permanently.</p> <p>d) If the person concerned is an outsider the Police may be informed for necessary action</p>
17	Impersonating any candidate to take/appear for the theory/ practical/ clinical and oral examinations conducted by the University.	<p>Cancellation of the results of the entire examinations in all the subjects (which includes theory, practical/clinical and oral) taken in that session in respect of the concerned examinee for whom impersonation was done and also debarring him/ her from appearing for the University Examinations for two years.</p> <p>If the person who impersonates is a student of the University, suitable action will be taken</p>

		<p>against such student by the Dean of Faculties.</p> <p>If the person who impersonates is an outsider, suitable action will be taken by the Dean of Faculties to inform the Police, after obtaining permission of the Vice Chancellor.</p>
18	Using obscene language/violence/threat at the Examination/Evaluation centre by a candidate(s) before/during/after the university examination toward Invigilator/Chief Superintendent/ Examiner/ Person(s) concerned with University Examinations	Cancellation of all the examinations taken up in the semester/year and debar for the next two semester examinations.
19	Injuring Invigilator(s)/ officials connected with the examinations	Cancellation of all the examinations taken up in the semester/year and debar for the next three years examinations.
20	Indulging in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the college/university campus/	
21	Engaging in any other act which has the tendency to disrupt the orderly conduct of the examination	
22	Smoking, possessing and using drugs/alcoholic items in the examination hall.	Cancellation of the results of the whole examinations in all the subjects (which includes theory, practical/clinical and oral) taken by the candidate(s) concerned in that session and also debarring him/her from appearing for the subsequent university examinations for one year/two semesters.
23	In the case of Tampering in Spelling, Name/Initial in the Certificates issued by other bodies	Cancel the admission
24	In the case of Tampering in the Date of Birth in the Certificate issued by other Bodies.	The Candidate not to be permitted to appear for any Examination of this University for a period of Two years from

		the Date of production of the forged documents.
25	Tampering in the Grade Certificate or any other Certificate issued by this University	The tampered certificate to be retained in the University and duplicate not to be given for Five Years from the Date of presentation of document.
26	Forged Official Communication with regard to correction/re-totaling of marks	Cancel the Whole Examination taken in the Semester/ and Debar for Next Two year i.e., Four Semester / Examination.
27	A Candidate who is apprehended more than once with incriminating materials	Cancel the Whole Examination taken in the Semester/ and Debar for Next Two Years i.e., Four Semester/ Examination.

Note: The above rules are only intended to guide the disciplinary committee. The committee is empowered either to enhance or to reduce the punishment depending upon the severity of the individual offence, considering extenuating circumstances, if any.

Accordingly, the existing scale of punishment to the students, who have committed malpractices in the examinations, is place before the Executive council for its consideration and approval.

Any other act or commission or omission on the part of examinee, including but not limited to list provided herein above may also be dealt with appropriate punitive action.

12. Dispatch of Blank Answer Scripts etc. by the University:

All blank answer scripts, Additional Sheets, Roll-sheets of candidates appearing in the examinations, attendance sheets, Top-Sheets, absentee-statement-forms and other connected papers shall be sent by the University Authorities to the Officer-in-charge of the examination center well ahead of the date of examination.

13. Dispatch of Question Papers:

The question papers shall be packed well and sealed properly in the University Examination Office with the required number of question papers before dispatching to the examination center. The Controller of Examination shall personally ensure that the packets have been properly sealed with the required number of question papers inside.

Only the Question paper packet meant for a particular date of examination shall be sent. The packet(s) containing the Question papers shall be sent to the Officer-in-Charge of the Examination at least half an hour before commencement of the examination.

13.1 Officer-in-Charge to check the Number of Question Paper packet/s:

On receipt of the Question paper packets, the Officer-in-charge shall verify the title of the Papers written over the packet with those mentioned in the Examination Schedule. If he/she detects any discrepancy between the two, he/she shall forthwith report it to the Controller of Examinations, who will then take necessary action immediately. If there is any shortage, he shall dispatch the required Paper/s without any delay, ensuring that these reach the Officer-in-charge before the commencement of the examination.

13.2 Opening of the packets of question papers:

The Officer in-Charge shall open the packets only fifteen minutes before the time fixed for the start of the examination. He/she shall open it in the presence of at least one invigilator. The Officer-in-charge and the invigilator present shall then sign on the cover of the Question Paper Packet clearly mentioning the date and time.

13.3 Action to be taken when the actual number of question papers falls short of the outer cover of the packet:

- (i) On receipt of the Question Paper packet on the day of the examination, the Officer-in-Charge finds that the number of question papers mentioned as shown in the packet label, actually falls short of the number required, he/she shall report the matter to the Controller of Examinations immediately without any delay.
- (ii) The Controller of Examinations shall immediately send to the Officer-in-Charge, the required number of additional question papers under Sealed Cover.
- (iii) After opening the question paper packet, if the question papers are found to belong to a subject other than the one scheduled for that day, the Officer in-charge shall report the matter to the Controller of Examinations immediately and concurrently re-pack and re-seal the question papers packets and send them to the Controller of Examinations.
- (iv) The Controller of Examinations will then take necessary steps to send the question papers scheduled for that day if the question papers are already available with him; otherwise, he shall get that Question paper re-set and shall hold the examination on the appointed date, if there is adequate time.
- (v) If there is not adequate time to hold the exam on that date and time, then the examination may be cancelled and a fresh date for the same paper shall be announced for holding the examination on the paper as early as possible.

14. Candidates to take seat 15 minutes before examination hour:

- (i) Every candidate shall take his/her seat at least fifteen minutes before the commencement of the examination.
- (ii) No candidate shall be admitted into the examination hall after **30 minutes** of the commencement of the examination.
- (iii) No candidate shall be allowed to leave the examination hall before **one hour** of the commencement of the examination.

14.1 Instruction to the Candidates:

- (i) The candidate shall write only his/her Roll No., Registration No. and Subject of examination clearly and legibly on the space provided on the front cover of the answer script. Unless these particulars are written clearly and legibly, the answer script may be treated as invalid.
- (ii) The students shall not bring to the Examination Hall any electronic gadget except an electronic calculator, if required for the examination.
- (iii) The students shall not carry into the examination room or have in his / her possession any book or any printed, handwritten, typed or photocopy or blank paper except his/her Admit Card, Registration Card, Instrument Box and calculator if needed, nor shall he / she inscribe anything in any part of his body or on any instrument.
- (iv) The students shall not receive any book or printed or handwritten or photo copy (Xerox) or blank paper from any other person while he/she is in the examination room or in the laboratory or in any other place to which he/she is allowed to have access during the course of the examination.
- (v) The students shall not communicate with any other candidate in the examination room or with any other person in and outside the examination room.
- (vi) The students shall not see, read or copy anything written by any other candidate, nor shall he/she knowingly or negligently permit any other candidate to see, read or copy anything written by him/her or conveyed by him/her.
- (vii) The students shall not write anything on the Question Paper or in other paper or materials during the examination or pass any kind of paper to any other candidate in the examination room, or any person outside the room.
- (viii) The students shall not disclose their identity to the examiner by writing their name or putting any sign / symbol in any part of their answer script.

- (ix) The students shall not use any abusive language write any objectionable remark or make any appeal to the examiner by writing in any part of his answer script.
- (x) The students shall not detach any page from the answer script or insert any authorized or unauthorized loose sheet into it. He /she shall also not insert any other answer script / loose sheet by removing the pins of the original answer scripts and re-fixing it.
- (xi) The students shall not resort to any disorderly conduct inside the examination-room or misbehave with the invigilator or any other examination official
- (xii) The students shall not do anything which is contrary to instructions and rules relating to the examination.

15. Provision for an Amanuensis (writer):

- (i) A candidate may be provided with an Amanuensis (writer) to write down on dictation on his / her behalf on the ground of his / her physical disability to write down by himself / herself due to accident or any other reason. The amanuensis may be provided till he / she recovers from the physical disability. The physical disability to write down by himself / herself must be supported by a Medical Certificate from a competent Medical Officer.
- (ii) The qualifications of the amanuensis so provided must not be equal to or higher than that of the candidate. This is also to be supported by a Certificate from the Department/Faculty where the Amanuensis is provided.
- (iii) Such candidates are to be accommodated in a separate room under the supervision of an invigilator so that their fellow candidates are not disturbed in the process.

16. Penalty for contravention:

Contravention of any of the instructions specified above by a candidate shall render him/her liable to be expelled from the examination without prejudice to any other actions that may be taken against him / her under the rules of the University.

Some of the important instructions under **Ordinance 14** shall also be printed on the front cover page of the Main Answer Script / Book.

17. Attendance Sheet and Absentee Statement:

Attendance-sheets with the particulars of the candidates will be allotted to every center. The invigilator shall verify the Admit Card and the Registration Number and obtain, the signature of each candidate appearing in the examination on the attendance-sheet every day. Those who are absent **shall be marked Absent or Abs** in the attendance-sheet

and the invigilator shall also sign the attendance-sheet at the bottom. Any correction against Name, Registration Number, Roll Number etc. of the candidate to be incorporated shall also be made then and there.

From the particulars in the attendance-sheet, the **Top-Sheet** and the **Absentee Statement** shall be prepared.

18. Duties of the Invigilators:

- (i) Invigilators shall be appointed by the Officer-in-Charge with the approval of the Controller of Examinations and shall work under the directions of the Officer-in-Charge and shall bring to his notice without loss of time any violation of rules detected by them.
- (ii) It is the primary duty of the invigilator to see that no unfair means are adopted by the candidates and that no instructions specified are violated.
- (iii) The invigilator should make an announcement that the examinees must not write anything else except their Roll No. on the question paper. For rough work, they may use the last page of the answer script.
- (iv) Before distribution of the answer sheets to the candidates the invigilator/s concerned shall ask the students to check their pockets, drawers of the desks etc. to see that no unauthorized material (printed or otherwise) is lying there. It should also be announced that the students cannot keep their mobile, telephones, or any other electronic device with them during the course of the examinations, unless otherwise specifically permitted.
- (v) While taking attendance of the examinees present, the invigilators must check the Admit Card of each examinee to prevent any chance of impersonation. The invigilator must ensure that the examinee has made all the required entries on the answer script and only then the invigilator should put his/her signature on the answer script.
- (vi) The Invigilators shall remain present in the examination-room during the entire duration of the examination and take constant vigilance of the examination.
- (vii) He/she shall see that no candidate communicates with any other candidate or to any other person during the examination hours.
- (viii) In the course of the examination if any candidate has to go out for a brief duration to attend the call of nature the invigilator shall record the temporary absence and the duration thereof in a temporary absentee-record and also keep him/her under observation.

- (ix) In case of delay beyond three minutes on the part of the candidate to return to the examination-room, the invigilator shall bring the matter to the notice of the Officer in-Charge for necessary action.
- (x) If the invigilator finds any candidate using unfair means, then he shall take the candidate with the relevant papers and incriminating materials to the Officer in-Charge for necessary action. The Officer in-Charge shall forthwith take action, and if he decides to expel the candidate, he shall obtain from the candidate a statement in the prescribed form and two invigilators shall sign it as the witnesses.
- (xi) If any invigilator does not report at the time fixed for him/her or leaves the examination premises earlier than the prescribed time without valid reason and intimation to the Officer-in-Charge, or connives at the unfair means adopted by any candidate or otherwise fails in his duties, then the Officer-in-charge may take immediate action against him/her and may, without prejudice to any other action that may be taken against him/her debar him from future appointment as invigilator.
- (xii) The invigilators for each room may be engaged through rotation by the Officer-in-Charge as a precautionary measure.
- (xiii) Five minutes before the closing time of the examination, the invigilator should sound a warning and instruct the examinees to tie the main answer script along with the continuation sheets.
- (xiv) The examinees should be instructed not to leave the examination room until the invigilators have counted all the answer scripts.
- (xv) It shall be the duty of the invigilators to distribute the blank answer scripts and the question-papers to the candidates at the prescribed hours. Fifteen minutes after the distribution of question-papers, the invigilator shall, after verifying the number of question papers and the number of candidates actually present in the room, hand over the unused question-papers to the Officer in-Charge, who will keep them in his custody till examinations are over. The Officer in-Charge shall then render the University authorities an account of the number of question-papers received, the number distributed, and the balance remaining.
- (xvi) The invigilator shall keep record of the answer scripts distributed to the candidates.
- (xvii) If any additional sheet is supplied to any candidate, the invigilator shall obtain the signature of the candidate with his / her Roll Number in a separate sheet.
- (xviii) At the end of every session, he shall prepare a statement clearly showing how many answer scripts were received by him/her, how many were distributed to the candidates and how many additional sheets were supplied to candidates, and compare the figures with the attendance-sheet.

- (xix) When the period of a session is over, the invigilator/s shall collect all the answer scripts immediately and shall ensure that no candidate leaves the room until his/ her answer scripts are collected, even if it is blank. Any candidate leaving his / her answer scripts on the desk shall himself/herself be responsible for the loss of the script if it is not traceable afterwards.
- (xx) In spite all precautions being taken by the invigilator, if the answer script of any candidate is not handed over to him / her, he / she shall record the fact in the Roll-Sheet / Attendance Sheet as well as in the Top Sheet / Statement Sheet of answer scripts and also report it to Officer-in-Charge, who shall in turn bring it to the notice of the CoE.
- (xxi) The invigilator shall arrange the answer scripts subject-wise, then and group wise wherever applicable and finally in order of Roll Numbers serially.
- (xxii) The invigilator, after ensuring proper serialization in the manner as mentioned above, shall finally submit the scripts to the Officer-in-Charge.
- (xxiii) In case an invigilator is unable to be present on account of unavoidable circumstances, he should inform the controller at least a day in advance.
- (xxiv) The invigilators should switch off or keep in silence mode their mobile telephones during the course of the examinations.
- (xxv) The invigilators should also bring to the notice of the Officer-in-Charge any complaints or other difficulties pointed out by any student regarding the question-paper set for the examination.

19. Answer scripts to be arranged serially:

The Officer-in-Charge, at the end of each examination-session, shall see that all the answer scripts are arranged **subject-wise, group-wise** if any, and serially in order of their Roll Number.

20. Answer scripts to be securely packed:

The Officer-in-Charge shall ensure that at least one relevant Question Paper along with sufficient numbers of 3-foil Marks-folios has been enclosed with the packet. He shall then pack and seal the Answer Script packet securely, paste over it the relevant **top-sheet** and then sign it.

21. Answer scripts to be dispatched on the same day:

The Officer-in-Charge shall dispatch the sealed packets containing the Answer Scripts to the Controller of Examinations on the same day with all measures of safety, security and secrecy, keeping with him/her a copy of the Dispatch Report.

22. Other papers which are to be sent to the Examination Cell:

At the end of the entire examination, the Officer in-Charge shall dispatch to the Controller of Examinations, in a separate cover, the attendance sheet, the absentee statement, the statement of answer scripts sent, the seat plan if modified, the records about any expulsion or other disciplinary actions, the unused answer scripts and surplus question-papers and all other connected records along with **an overall report on the conduct of the examination.**

23. Action in the Examination Branch:

On receipt of the answer script packets, the Controller of Examinations or the Officer authorized by him shall satisfy himself that the seals and the packing are in order and that the number of scripts mentioned over the packet tally with those in the packet Dispatch Report sent by the Officer in-Charge.

24. Appointment of Examiners:

On receipt of the Answer Scripts, the Controller of Examinations or his authorized officer **shall invite the respective Paper Setters to evaluate the answer scripts.** If the paper setter is not available, other faculties shall be invited on the advice of the concerned Dean / HOD or the Coordinator of the Department to evaluate the answer scripts.

a) Instructions to the Examiners:

The Controller of Examinations or the officer authorized shall provide the examiners with such instructions as the **last date by which the evaluated answer scripts are to be submitted** and other information relevant to the process of evaluation. He will also provide the model answers if the examiner happens to be one other than the paper setter. **The maximum period allowed for the evaluation of answer scripts by an evaluator shall be 15 (fifteen) days only.**

b) Duties of the Examiners:

An examiner shall not in any case accept the assignment as an examiner if he / she has any close relative appearing in the examination for which he / she is so appointed.

- (i) As soon as the examiner receives the packets of answer scripts, he/she shall carefully examine the seals and the packing of the packets so as to satisfy himself/herself that these have not been tampered with.

- (ii) Upon receiving the answer sheet packets, the examiner must count the number of answer scripts available in the packet. If the number of answer scripts found by him/her does not tally with the number as stated on the top sheet, he/she immediately reports it to the Controller of Examinations, stating clearly the actual shortage or excess.
- (iii) It shall be the duty of the examiner to examine the answer scripts with care, calmness precision, justice and fairness, and without any bias, prejudice or emotion, and to maintain the strictest secrecy of the job.
- (iv) The examiner shall record the marks scored against each answer on the margin of the answer scripts and shall then enter the scores answer-wise in the front cover of the answer scripts and add their total.
- (v) If any candidate is found to have answered more questions than required according to the instructions in the question-paper, the examiner nevertheless evaluate all the answers, but he shall write the words “**excess-answer**” against the answer which has secured the lowest score, after ensuring that the total of full marks for the remaining questions as printed on the question paper comes to be equal to the marks for which that paper has been set. He should note the words “**excess-answer**” also in the pro-forma on the front-cover.
- (vi) The examiner shall enter the total mark scored by each candidate in the mark-foil in triplicate after arranging these in order of their Roll-numbers.
- (vii) The examiner shall pack and seal the answer scripts with due care and precaution and hand over the packets to the proper authority according to the specified date. He/she shall also send the marks-folios in a separate sealed cover.
- (viii) **If an answer script gives rise to any suspicion as to the adoption of unfair means, it should be reported to the University Authorities (CoE) immediately.**
- (ix) It shall be the duty of the examiner to report to the University Authority if any approach was made to him by any candidate either directly or indirectly.

25. **Scrutinizer:**

The Controller of Examinations shall invite the designated scrutinizers to scrutinize the already evaluated answer scripts. The scrutinizer shall sign the answer script **in coordination with the examiner.**

a) **Qualification for scrutinizer:**

No one shall be appointed as a scrutinizer unless he is empaneled as an examiner.

b) Duties of scrutinizers:

It shall be the duty of the scrutinizer to ensure:

- (a) that the total number of questions answered **does not exceed** the number of questions required to be answered so that no extra answer is taken into account;
- (b) that **no answer** has been repeated for the same question;
- (c) that **no extra answer** has been taken into account;
- (d) that **no answer** has been given marks more than the ones allotted to it,
- (e) that **no answer** has been left unevaluated;
- (f) that there has not been any mistake in totaling;
- (g) that marks recorded inside the scripts are duly entered in the proforma on the front cover page of the Answer Script;
- (h) that marks in the mark-folios tally with those in answer scripts;
- (i) It shall be the duty of the scrutinizer **to maintain the strictest secrecy** about his/her work and **not to accept the assignment if he / she has any close relative appearing in the examination.**

26. Tabulation of marks and preparation of Results:

On completion of scrutiny of the evaluated answer scripts, Tabulators as suggested by the respective Dean / HOD/ Coordinator shall be appointed for tabulation of marks in the prescribed Tabulation Sheets for preparation of the results.

a) Tabulation of Marks for Computer Based Examinations:

After completion of practical/project/dissertation works and sessional examinations, the concerned faculty shall enter the marks in ERP and shall submit the respective acknowledgment receipt to the Office of the Controller of Examinations. For end semester examinations, the concerned faculty shall enter the marks for descriptive questions only. No need to enter the marks for Objective questions, the system shall receive them automatically.

b) Examinations in pen and paper mode:

- Controller Examination shall initiate the process of Tabulation in ERP immediately upon receipt of the respective Mark Foils for end-semester and In-semester components. The process shall be completed within one week after completion of the evaluation process.
- The concerned evaluator shall enter the marks (Sessional and End Semester for both Theory and Practical) in ERP as usual process.
- After entering the marks in ERP, the evaluator shall submit the respective Acknowledgment receipts (both Sessional and End Semester) to the Controller of Examinations.

c) Authentication of Tabulation Sheets:

Tabulations Sheets are to be prepared as per provisions of the Examination Regulations of the concerned Program showing the minimum marks for passing, both paper-wise and examination-wise. The Controller of Examination or his authorized officer shall get the Tabulations Sheets authenticated by the concerned Dean / HOD/ Coordinators.

d) Duties of the Tabulators:

The Tabulators are required:

- (i) To keep their assignment a complete secret.
- (ii) Not to accept such assignment if they have any close relatives appearing in the examination concerned,
- (iii) To keep the tabulation sheets and marks-foils in their safe custody till handed over to the designated officials after completion of the works.
- (iv) To inform the Controller of Examinations, any abnormal difference in the marks secured by any candidate in any paper as compared to those in other papers observed during the course of tabulation,
- (v) To carry over the marks secured by the back-log candidates in their earlier examinations from the earlier tabulation sets to the new tabulation sets while preparing the results of such back-log candidates.
- (vi) To compare the tabulation sets entries with the two sets of marks folios meant for the First Tabulator and the Second Tabulator and any discrepancy to be rectified with the help of the mark folios meant for the Head Examiner.
- (vii) To show pass statistics.
- (viii) To apply Grace Marks as per provisions wherever applicable.
- (ix) To prepare the final results showing the total number of candidates supposed to appear, the total number of candidates finally appearing, the total number of candidates remaining absent, the total number of candidates passed, the total number of candidates failed, the total number of candidates eligible to appear the next corresponding examination as compartmental etc.
- (x) To prepare Marks-Cards /Grade Cards in the prescribed formats and compare these with the concerned Tabulation Sets.
- (xi) To sign the printed Marks Cards / Grade Cards,
- (xii) To Point out the candidate securing the highest marks for candidates under Non-CBCS Mode and SGPA, CGPA for candidates under CBCS Mode.
- (xiii) To hand over the Grade Cards / Mark-Sheets to the designated officials after completion of the works.
- (xiv) To put their signatures along with names at the designated positions on each page of the Tabulation Sets on completion of the jobs.

27. Minimum Marks / Grade for passing:

No student shall be declared to have passed any examination unless he/she has obtained the minimum Pass Marks / Grade as prescribed in the Regulations of the Programs concerned.

28. Provision for Grace Marks:

If the Examination Committee considers it necessary, it may award grace marks on the following pattern:

- (i) A maximum of three (8) grace marks in all Programs of study of the University shall be permitted. This shall apply to all Programs of the University, whether conducted in the annual or the semester mode. If a candidate fails in a maximum of 2 (two) papers / courses **but passes in the aggregate**, a maximum grace of 8 (eight) marks may be awarded to be distributed between the two failed papers / courses to make the candidate just pass the papers / courses. The grace marks thus added shall be indicated as (+) to the individual papers / courses, and (+) to the Grand total.
- (ii) If a candidate fails in one paper / course only, **but passes in the aggregate**, a maximum grace of 8 (eight) marks may be awarded to the single failed paper / course to make the candidate just pass the paper / course. The grace marks thus added shall be indicated as (+) to the individual paper, and (+) to the Grand total without changing the overall total.
- (iii) If a candidate passes all the papers / courses, **but fails to secure a class by a maximum of 2 (two) marks only**, a grace of 2 (two) marks may be allowed to be awarded to make the candidate secure the class. The grace marks are to be awarded to the theory paper in which the candidate has secured the least marks. The grace marks thus added shall be indicated as (+) to the theory paper and as (+) to the Grand Total. The Grace Marks thus added are to be shown in the Tabulation Set only and not in the Marks Sheet.
- (iv) The Grace marks shall be awarded to the **Theory component(s)** of a Paper only, and not to the other components (Practical, Sessional, Project Work, Field Work, Dissertation, Thesis etc.).
- (v) Grace marks shall be given only to those candidates, who by obtaining them are able to either pass in the Examination concerned or can be promoted in the Examination concerned or where the same may be necessary for the grant of divisions. The award of grace marks shall be at the discretion of the Examination Committee and no appeal in this regard shall be entertained.
- (vi) Only minimum grace marks, as required to pass the Examination shall be awarded.

29. Cases of untraced Answer Scripts:

If all possible attempts / measures fail to trace a missing Answer Script of a paper / course, then the average of the marks secured in the other papers / courses shall be accepted as being secured in that paper / course by the candidate.

30. Review of the results by the Examination Committee:

Once the preliminary result statistics of an examination are ready, **the Examination Committee** shall review the general trend of the results and take necessary action, if any.

31. Withholding result and confirmation of expulsion:

- (i) The BOM under report to the Governing Body shall confirm the expulsion of a candidate who has been expelled by the Officer-in-Charge of an examination.
- (ii) The Governing Body may debar a candidate from appearing in future examination for one or more years.
- (iii) The University may withhold, with the approval of the Vice-Chancellor, the result of any candidate for non-clearance of various dues, library books and for want of any necessary information required for tabulation, computation of the results.

32. Declaration of result:

- (i) The Controller of Examinations shall strive to declare the results of every examination conducted **within a period of 15 (Fifteen) days from** the last date of the examination for that particular Program.
- (ii) However, the declaration of the results may take a few more days in view of **long vacation like the summer vacation, winter break etc.**
- (iii) The result of an examination shall be declared on approval of the **Examination Committee**. However, the Vice-Chancellor may order the declaration of results in anticipation of the approval of the **Examination Committee**.

a) Process of Declaration of Result

- After submitting the acknowledgment receipts (both Sessional and End Semester) Controller of Examinations shall verify the Tabulation Sheets in ERP.
- After verification of the Tabulation sheets in ERP, the Controller of Examinations shall call the Dean of the respective faculty of studies along with all program coordinators for the result verification.
- If the Deans and PCs are satisfied with the result, the Controller of Examination shall prepare a result summary.
- The Controller of Examinations shall call a meeting with the Examination Committee members for finalization of the result.

- The examination committee may advise the Controller of Examination in case of awarding grace marks as per the Examination Ordinance.
- The CoE shall generate the result sheets in ERP and permit the Dy. CoE to prepare the result sheets for different programs for circulation.
- After confirmation of results, as per the direction of CoE, IT cell shall generate the SGPA (only for the compartmental exam) and CGPA (for the final semester only) accordingly.
- After preparation of the result sheets and result summary, the final result is sent to the Vice Chancellor for approval.
- Post approval of the results, CoE shall send the result sheets to the Deans of various faculty of studies as well as the IT Officer for circulation and copy to the Vice Chancellor, Trustee members etc.
- The process of evaluation and declaration of results shall be completed within 30 days from the last date of examination in case of offline examination and 20 days in case of online examination.
- After the declaration of the result, the ERP generated Tabulation Sheets shall be printed for official records with proper sign and seal.

33. Issue of Marks-sheet / Grade Card:

Marks-Sheets/Grade Cards to the candidates shall be issued by the University within three weeks from the date of publication of the results of the respective examinations.

In CBCS Mode, where only **Grades are shown in the Grade Card**, the marks secured by the candidates in the End-Semester Examinations shall be notified by the Controller of Examinations through the concerned HODs, that too after the declaration of the results.

34. Revision / Rectification of Results:

- (i) The University shall have the right to revise the result of any examination already declared / published, if it is so warranted on scrutiny.
- (ii) In case of any clerical error or error in the process of calculation detected by anyone in the result so declared, the error in the result shall be rectified.

35. (a) Grievance Readdress Mechanism:

Students with any dissatisfaction or grievance regarding the marks awarded in any of the modes, Annual or Semester, in any of the **Papers / Courses** may appeal to the Controller of Examinations for remedial action such as Re-evaluation on payment of a fee as prescribed by the University from time to time.

- (i) A student has options to appeal for re-evaluation of his /her answer script to the Controller of Examination on payment of prescribed fees.
- (ii) Application for re-evaluation / re-scrutiny of answer scripts shall be made in the definite proforma available with the Examination Office through the head of the respective departments within 10 days of declaration of the results of the respective examinations.
- (iii) A student may apply for reevaluation in only TWO papers in each Semester.
- (iv) The Controller of Examination may appoint an examiner for re-evaluation and will consider and recognize the evaluation done by a university-appointed examiner.
- (v) There shall be no provision for re-evaluation of the Practical Papers, Project Work, Dissertation etc. However, the students who fail in practical examination or viva voce and wish to appear again may apply to be evaluated and can do so with the next schedule.
- (vi) After screening the application for re-evaluation, the CoE may send the answer scripts of the student to the examiners appointed by the CoE with the approval of Vice Chancellor.
- (vii) The marks/grades achieved by the students after the re-evaluation shall be final and binding.
- (viii) Fresh Marks – sheets / Grade Card shall be issued only if the candidate secures pass marks / passing grade in the re-evaluated paper.
- (ix) A candidate shall be eligible for re-evaluation in a maximum of two papers in a particular semester.
- (x) A student applying for reevaluation should note that the result of the reevaluation of answer-sheet shall be binding on him/her and that he/she shall accept the revised marks or grades after reevaluation.
- (xi) Reevaluation of answer scripts shall be deemed to be an additional facility provided to the students with a view to improving upon their results at the preceding examination result for any reason whatsoever shall not confer any right upon them for admission to next higher class which matters always be regulated in accordance with the relevant rules or regulations framed by the University.
- (xii) If as a result of reevaluation of the candidate attracts the provision of condonation of deficiency, the same may be applied to his/her only for fresh attempt.
- (xiii) At the second instance if the student is not satisfied with the marks awarded to him/her after the reevaluation, the student may ask for the access to answer script. The CoE may arrange for such facility and the xerox copy of the answer script may be provided against a fee.

(b) Closure of Grievance/Complaints:

The complaints shall be considered as disposed of and closed, when

(i) The grievant has indicated acceptance of the result published.

OR

(ii) The grievant has not responded to the result in four-week time from the date of receipt of information.

(c) Documentation:

The final decision of the Grievance Redressal Committee is documented in the Minutes of Meeting for future reference.

36. Double Evaluation:

The University follows Double valuation/ multiple valuation with appeal process for retotalling or revaluation:

(i) The system of Central valuation /Central Assessment Programme (CAP) of answer scripts is being followed by involving both External and Internal examiners with an appeal process for double-valuation of answer sheets.

(ii) Once the answer sheets are valued, the CoE organizes second evaluation of answer scripts for the students who get 5 marks less than the passing marks and for the students who get 90 and above marks or the student get SGPA of more than 9.00.

(iii) The double valuation is being carried out by both External and Internal examiners. If the difference between the two examiners is more than 10 marks, then the answer scripts are sent to the third examiner for valuation.

37. Re-examination due to breach in the Regulations:

In the event of any kind of breach in the Regulations, the Vice Chancellor may instruct the CoE to conduct an examination afresh on the recommendation of the concerned Examination Committee.

a) Re-examination due to absence

(i) Mid-Semester and End-Semester Examinations (for all of Theory, Practical and Project Courses, as applicable) shall be held on specified dates only. However, the following special cases of absence in any examination shall be handled by the Dean of Faculty on the basis of merit of the genuine case(s) of students:

(a) If a student intimates in advance with proper documentary evidence (including station leave permission, if applicable) about his/her inability to appear in the Mid-Semester, Mid-Semester (Practical) or Mid-Semester (Project) Examination of any Course due to some genuine reason(s) as specified in Ordinance, the Controller of Examinations upon recommendation of Dean of

Faculty with approval of Vice Chancellor may be allowed to conduct a Make-Up Examination on the Course for all such students on a convenient date prior to the commencement of the End-Semester examination.

- (b) If a student intimates in advance with proper documentary evidence (including station leave permission, if applicable) about his/her inability to appear in the End-Semester, End-Semester (Practical) or End-Semester Examination of any Course due to some genuine reason(s) as specified in Ordinance, the student shall be awarded with 'I' Grade in the concerned Course, which shall need to be converted into a regular Grade by appearing in a special examination on a convenient date prior to the commencement of the End-Semester examination.
- (ii) A Course Instructor may conduct more Sessional Tests on a Course, in addition to Sessional Test-I and Test-II, in order to avoid any request to re-conduct any Sessional Test missed due to any reason and may consider the marks of the best two Sessional Tests for the purpose of evaluation and grading. However, the two Sessional Tests to be considered for the purpose of evaluation and grading shall be as follows – one Sessional Test shall be conducted prior to the Mid-Semester Examination and another shall be conducted in between the Mid-Semester and End-Semester Examinations.

b) Genuine reasons of absence:

The following are the genuine reasons that may be considered for granting leave to a student in Examinations.

- (i) Serious illness or accident of the student requiring hospitalization or bed rest as certified by the University Medical Officer, or any other Government or recognized private Medical Officer countersigned by the University Medical Officer.
- (ii) Death or serious illness/accident requiring hospitalization of any immediate relative of the student.
- (iii) The student is authorized/permitted by the University to participate in any co-curricular event or start-up Program.
- (iv) The student is out of station with permission and cannot return due to unavoidable circumstances, such as mobility disruption, riot, or natural calamity.
- (v) The student needs to rush home due to family-related problems arising from unavoidable reasons, such as riot or natural calamity.

For availing leave on the ground of any of the reasons as stated above, the student shall be required to produce proper documentary evidence against the claimed reason (s), as applicable, such as a medical certificate of hospitalization or bed rest, death certificate, permission letter and

certificate of participation in co-curricular events or any such Program, report in newspaper or letter from local Police/District Administration about other incidents such as mobility disruption, riot and natural calamity. Additionally, wherever applicable, station leave permission of the student shall also be required.

38. Duration of the Total Candidature for a Course:

The total duration to clear the course for the students is $n + 2$ years for two and three years course and $n + 3$ for four years course, where, n is the regular duration of the course.

Exceptional Case:

A student not earning required credit and CGPA during the above-mentioned tenure may be permitted to appear for the examination under special circumstances only for a single time if the examination committee feels fit to allow such students under special circumstances with the recommendation of the Vice-Chancellor.

39. Improvement of the Division or Grades:

- (i) Unless otherwise provided, a candidate may be allowed to appear Examination to improve upon his/her performance in the Examination held in the preceding year.
- (ii) If a candidate appears at the Examination in order to improve upon his/her previous marks of the same Subject/Course, higher marks as obtained in his/her two such Examinations shall be taken into account for determination of his/her final result.

A candidate desiring to improve his/her Percentage of Marks will have to submit an application to the Controller of Examinations latest by 15th June of the Year in which he/she passed the Subject/Course, or as notified by the Controller of Examinations. To improve upon the Division or Percentage of Marks, a candidate may be allowed to appear at the next End-Semester Examination only in the Course (s) concerned.

The syllabus of the Examination will be the same as the one prescribed for the year, when the candidate appeared at the Examination in the Course concerned.

40. Examination Disciplinary Action Committee (EDAC):

There shall be an Examination Disciplinary Action Committee (EDAC) to take disciplinary action against students / candidates adopting unfair means in the examination hall.

a) Constitution of the EDAC:

The DAC may be constituted with the following persons:

1. Pro-VC, Chairman,
2. Dean of Studies as a member,
3. Officer-in Charge of the examinations concerned as member,
4. Controller of Examinations as member.
5. Dy Controller of Examinations - Member Secretary

b) Functions and duties of the EDAC:

- The students, against whom disciplinary action has been contemplated and whose cases have been forwarded to the EDAC by the Controller of Examinations shall be asked to appear before the EDAC on the stipulated date and time to defend their cases.
- The Member-Secretary shall place before the Committee the cases of each candidate (present or absent) along with the relevant documents, if available with him.
- The EDAC shall investigate the cases of the students thoroughly and send its recommendation to the BOM for taking necessary action on its part. Proceedings of the EDAC meeting shall be recorded and approved by the Chairman of the EDAC.
- The EDAC is to sit immediately after completion of the declaration of the results of the Regular Examination or well before the date of submission of Examination Forms for the next Regular Examinations. Recommendations of the EDAC need to be approved by the Board of Management.

41. Disposal of Old Answer scripts:

The answer scripts of an examination, after the results have been declared, shall be **stored at least for Five years from the date of declaration of the results of the respective examinations**, after which the scripts shall be disposed of in a manner as decided by the proper authority.

Examinations already held prior to the commencement of this Ordinance shall be deemed to have been conducted as per provisions of this Ordinance:

Any matter not covered under this Ordinance; the Controller of Examinations will have the authority to take decisions at his discretion.

42. Authority for final decision:

In case of any dispute, decisions of the Authority of the AdtU shall be final and binding.

43. Mark-Sheets and Transcripts

The procedure for obtaining Semester wise mark-sheet and the results are available on the ERP of the university.

44. Issuance of duplicate documents

The candidate has to apply to the Controller of Examination for the

duplicate mark-sheet or Certificate along with the prescribed fees.

45. Issuance of Duplicate Degree/Mark-sheet

The candidate has to apply for the duplicate mark-sheet and Diploma certificate along with an application attaching

- a) Mark-sheet or certificate
- b) Consolidated grade-sheet
- c) Passing certificate
- d) News Paper advertisement for Lost and Found Documents
- e) FIR copy of the lost document

A duplicate degree certificate or mark-sheet may be collected within 15 days from the submission of the application.

46. Verification of Documents:

The concerned person or agency shall send the document to be verified directly to the Controller of Examination. The verification of the document will be completed within 3 days.

47. Students' Promotion Policy

The progress of the student is tested throughout the academic year by a series of tests conducted at regular intervals under the continuous Evaluation System mode. The University follows continuous and comprehensive assessment strictly and ensures that they do their work thoroughly and regularly. The promotion of a student does not depend upon a single End semester examination. For a student to be promoted to the next semester is expected to pass all the major subjects and also show progress during the year in all other subjects.

Two Years Degree Course:

- a) For the academic progression, a student may be allowed for automatic promotion from Semester 1 to Semester 2 and Semester 3 to Semester 4.
- b) For the promotion to Semester 3 (2nd Year) a student can have a maximum of 4 (Four) failed courses (Back Papers) in the First Year taking together Semester 1 and 2.

The students having backlogs in 1st year (Semesters 1 & 2) and 2nd year (Semesters 3 & 4) must clear all the courses in n+2 years to be eligible to get the degree.

If a student carries more than the required number of failed courses but the student has attended more than 80% of the classes in such case,

special approval may be obligatory from the Vice-Chancellor with the recommendation of Dean, Academics for the promotion to next year. Alternatively, for the promotion to different years, a student must not have more than 4 failed courses in different years.

Three Years Degree Course:

- a) For the academic progression, a student may be allowed for automatic promotion from Semester 1 to Semester 2, Semester 3 to Semester 4 and Semester 5 to Semester 6.
- b) For the promotion to Semester 3 (2nd Year) a student can have a maximum of 4 (Four) failed courses (Back Papers) in the First Year taking together Semester 1 and 2.
- c) For the promotion to the Third Year (Semester 5), a student must clear all the courses available in the First Year (Semesters 1 and 2) and may have 3 (Three) failed courses in the Second Year (Semesters 3 & 4 taken together).
- d) The students having backlogs in 2nd Year (Semesters 3 & 4) and third year (Semesters 5 & 6) must clear all the courses in n+2 years to be eligible to get the degree.
- e) Under Extraordinary circumstances, in case the student fails to clear all the papers available in the First Year to get a promotion to the Third year, he may be given a special chance to clear the papers to be eligible to get the promotion to Third Year under the discretionary power of Vice-Chancellor.
- f) In the case of lateral entry, a student may get a promotion from Semester 3 to Semester 4 automatically. To get a promotion in Semester 5, a student must not have more than 4 failed courses available in Second Year (Semesters 3 and 4 taken together). To get the final degree, a student must clear all the available courses in n+2 years.
- g) If a student carries more than the required number of failed courses but the student has attended more than 80% of the classes in such case, special approval may be obligatory from the Vice-Chancellor with the recommendation of Dean, Academics for the promotion to next year.
- h) Alternatively, for the promotion to different years, a student must not have more than 4 failed courses in different years.

Four Years Degree Course:

- a) For academic progression, a student may be allowed automatic promotion from Semester 1 to Semester 2, Semester 3 to Semester 4, Semester 5 to Semester 6 and Semester 7 to 8.
- b) For the promotion to Semester 3 (2nd Year) a student can have a maximum of 4 (Four) failed courses in the First Year taking into account Semesters 1 and 2.
- c) For the promotion to the Third Year (Semester 5), a student must clear all the courses available in the First Year (Semesters 1 and 2) and must not have more than 3 (Three) failed courses in the Second Year (Semesters 3 & 4 taken together).
- d) For the promotion to the Fourth Year (Semester 7), a student must clear all the courses available in the Second Year (Semesters 3 and 4) and may have 3 (Three) failed courses in the Third Year (Semesters 5 & 6).
- e) The students having backlogs in the Third year (Semesters 5 & 6) and Fourth year (Semesters 7 & 8) must clear all the courses in n+3 years to be eligible to get the degree.
- f) In the case of lateral entry, a student may get a promotion from Semester 3 to Semester 4 automatically. To get a promotion in Third Year (Semester 5), a student must not have more than 3 (Three) failed courses available in the Second Year (Semesters 3 and 4). For the promotion to the Fourth Year (Semester 7), a student must clear all the courses available in the Second Year (Semesters 3 and 4) and may carry 3 (Three) failed courses in the Third Year (Semesters 5 & 6). The students having backlogs in the Third year (Semesters 5 & 6) and Fourth year (Semesters 7 & 8) must clear all the courses in n+3 years to be eligible to get the degree.

For those who fail to satisfy the minimum requirement, a compartmental examination may be held in the month of January and July to enable them to improve their performance.

In case a student does not clear his paper within the stipulated time as mentioned in the promotion policy, the student will not be allowed to get the promotion until he/she clears all the papers. Under these circumstances,

- A student must adhere to the rules and regulations of the promotion policy to get promoted to the next year of study.

- Every student gets two chances to clear off the failed papers in a year during the compartmental examination.
- If a student fails to clear the required papers, he/she will not be promoted to the next year of study.
- In this case, the student will be considered a non-collegiate student but will be given a chance to appear in the subsequent compartmental examination as and when held.
- A student will be given a maximum of four (04) chances to clear the failed papers to be eligible to rejoin the program with the next batch with a promotion to the next year.
- In case the students fail to clear the papers in the given period of time (4 Chances), he/she has to repeat the course and start afresh from the first semester.

48. Absence from Examination – Affecting promotion

- a) A student who remains absent in the last two semesters for getting a placement offer and warrants the student to join the company (for both Government and Private jobs) before the completion of the course may be allowed to appear for the examination (under special case) with the students appearing for compartmental examination. However, the student must complete the course in n+3 years for a three years course and n+4 years for a four years degree course. The final decision is vested upon the Vice Chancellor and is to be looked at on a case-by-case basis.
- b) A student who remains absent in the end-semester examination under exceptional circumstances because of participation in National or State level programmes (Like Participation in Republic Day Parade) shall make a request sufficiently in advance for not appearing in end-semester examination. In this case, the examination department shall arrange a special examination for the student within one month of the completion of the end-semester examination.
- c) If the absence of any students is unintended or the student could not reasonably provide a request for not attending an examination sufficiently in advance, the student or their representative must present a request before the start of the end-semester examination to the Controller of Examination forwarded through the Dean of Faculty of studies.
- d) Special requirements must be met to obtain an absence in the event of personal illness afflicting the student on the day of the scheduled exam(s). the student must inform
 - i) Inform the Dean of the respective Faculty of Studies before the start of the exam(s), and

- ii) Physician's note must state that the student was examined and found that the student was unfit to take the exam(s) at the scheduled date.

- e) Application for make-up exam on medical grounds must accompany medical certificates. The University reserves the right to check the validity of the medical certificate.

- f) Exceptional circumstances could include, but are not limited to:
 - i) A scientific, sporting or cultural event at the state, national or international level.
 - ii) Serious personal or emotional trauma.
 - iii) An important planned family or social commitment with necessary evidential support.

- g) Failure to comply with any of the above rules would make the student liable to repeat the course or semester, as the case may be.

49. Branch Change Policy:

Branch change is a procedure that allows students to switch their academic majors at the end of their first year. Students who excel academically during their first year are eligible to apply for a branch change. The number of available spots in the desired branch determines the selection process, as only a limited number of students will be granted the opportunity to switch. Students admitted to undergraduate programs at the Assam down town University are allowed to change their branch after completing their first two semesters of the academic program.

This policy provides opportunities for the students to change the branch (Program of Studies) of their choice only after the completion of Semester II. This will provide impetus for the students not to be affected by the wrong decision they have taken during the admission to study a course. The change of branch is possible only for the undergraduate students and the student shall not be allowed to seek branch change in another discipline of the study.

- a) The change of branch of study is determined by documented evidence of the students who seek to change the branch of study after the completion of the first year.

- b) A student admitted to a particular branch of study is normally expected to continue studying in that branch till completion.

- c) Under special cases, the University may permit a student admitted to a particular course of study to change from one branch of studies to another only in the Third semester (after the completion of the first year).

- d) The student eligible for consideration of the change of branch after the first year of study must furnish a request application to the Dean to be forwarded to the Committee.
- e) The student must have completed all prescribed credits in the first two semesters of the studies in the first attempt or the student must not have more than 4 (Four) failed papers in the first two semesters taken together which are to be cleared in the following compartmental Examinations.
- f) The student must have 75% attendance in the first two semesters of the study.
- g) The student was not found engaged in any unfair means during the examination of the first two semesters.
- h) For any case of Branch Change, the eligibility for the change will depend on the number of intake and availability of seats to that branch to which the student seeks change.
- i) The counseling for the branch transfer shall be held in the month of August every year.
- j) At the time of counseling, the student must be present before the committee members for the counseling.

All the changes of branch shall be made in accordance with the above-mentioned rules and to be effective only in third semester. The branch change policy is not applicable in any of the semester other than the third semester.

The student who seeks to branch change may apply to the Dean of the Faculty of Studies after consulting with the mentor. The student will see that if he is not interested in studying a particular course of study or finding difficulty in continuing with the course of study shall place an application for the branch change.

50. Credit Transfer:

Credit transfer is a process ashore in evidence-based academic decisions that provide students with approved and reliable credit upshots for completed components of a course of study based on identified equivalence in content and learning outcomes between equivalent courses of study.

a) **Facilitation for Transfer of Credits to Other Universities/ Educational Institutions**

- The University shall facilitate the transfer of credits earned by its students to other Universities/educational institutions.
- A student at the University seeking transfer of credit to other Universities/educational institutions shall submit a written request, along with the fee as prescribed by the Academic Council from time to time, to the Controller of Examination.
- The Controller of Examination, upon receipt of such request, shall issue a complete transcript of the Courses taken by the student in the University and shall forward the transcript of the student to the University/educational institution concerned.

b) **Credit Transfer: Rules Governing Credit Transfer**

- AdtU invites students from other Universities to join the course of their choice in the middle of the course, taking transfer.
- The student who desires to take admission must possess a transfer certificate.
- A student taking a transfer may join any Semester of the University after the completion of the previous semester in another University.
- The University shall have a policy of accepting transfer of credits earned by a student from the following Universities/Educational Institutions/ Research Institutions:
 - a) Universities recognized under Section 12(b) of the UGC Act;
 - b) Universities that are members of the Association of Indian Universities;
 - c) Such foreign University, the Courses/Programmes of which are recognized as equivalent to those of Indian Universities by the Association of Indian Universities;
 - d) Indian Institutes of Technology (IIT);
 - e) Indian Institutes of Management (IIM);
 - f) National Institutes of Technology (NIT);
 - g) Indian Institutes of Science Education and Research (IISER);
 - h) Indian Institutes of Information Technology (IIIT);
 - i) Schools of Planning and Architecture (SPA);
 - j) All India Institute of Medical Sciences (AIIMS);
 - k) Such Indian or Foreign Universities/Educational Institutions/ Research

Institutions with which the University has signed an MOU for students and faculty exchange;

- l) Any other University/Educational Institution/Research Institution that has been recognized and approved for the purpose of credit transfer by the Academic Council of the University.

- Request for acceptance of transfer of credits shall be:
 - a) entertained only if received from such candidates who have been duly selected for admission in a Programme of Study, as per the Rules and regulations governing admission in the University;
 - b) made by the student concerned within 10 days from the date of his/her admission to the University;
 - c) made in the prescribed format and along with the fees as prescribed by the Academic Council of the University from time to time; and
 - d) supported by such documents as may be prescribed by the Academic Council.

c) Procedures

- The Dean of the School concerned shall be the Nodal Officer for receiving and processing the request for accepting the transfer of credits. To facilitate and expedite the process, the Dean may constitute a committee comprising of a senior faculty as chairman, and two faculty members and finalize the request for acceptance of credit.
- The maximum number of credits that can be accepted for transfer shall not exceed 25% of the total credits required for the completion of the Programme of Study to which a student has been admitted.
- Only such Courses may be considered for acceptance of credit transfer, in which the student has secured at least a B grade/GPA of 5 or above/a minimum of 50% marks, as the case may be. In case a student has earned more credits from other Universities/Educational Institutions/Research Institutions, the student may indicate his/her preference of courses for credit transfer. However, the decision of the Dean of the Faculty of Studies concerned in this regard shall be treated as final.
- The credit equivalence for accepting credit transfer shall be determined as under:
 - a) for credit(s) earned by students from universities that have the credit system in place, a Course work requiring 15 contact hours shall be considered as equivalent to 1 credit of the University; and
 - b) For courses completed from Universities/Educational Institutions/Research Institutions that do not follow a credit system but have a semester system in place, a Course work requiring a minimum of 30 lecture hours per semester shall be considered equivalent to 2 credits of the University; and
 - c) For Courses completed from Universities/Educational Institutions/Research Institutions that neither follow the credit system nor have the semester system, a Course requiring formal classroom instruction/lab work of at least 2 hours per week shall be considered as equivalent to 2 credits of the University.
- The University may also allow its students to accumulate certain credits from other Universities/Educational Institutions/Research Institutions in full or partial fulfillment of the required Course work. In such cases:

- a) The student shall be required to obtain prior approval of the Dean of the School;
- b) The Courses can be undertaken only in the institutions specified; and
- c) The maximum number of credits that can be accumulated by a student from other institutions shall not exceed 25% of the total credits prescribed for the successful completion of the Programme of Study.
