Important Instructions to the Students

❖ **Course Registration:** Student has to register their courses of the particular semester through A-Connect app with due approval from the program-coordinator (*Refer to Guidelines for Course Registration*).

❖ Students who have secured 75% of attendance are eligible to appear for the regular university/ semester examinations.

❖ Students shall refer to A-connect app/student portal through university website for examination time table and other examination related notifications issued from the office of the controller of examinations.

❖ **Admit Card/Hall Ticket:** Eligible students can download their admit card/hall ticket for the particular semester examination within the time frame given by the authority through A-connect app/student portal.

❖ Admit card/Hall ticket of the student bears the detail information about the students along with his registered courses of the semester and log-in password for computer based online examinations.

❖ No student shall be allowed to examination hall without valid admit card/hall ticket.

❖ Candidates are strictly prohibited using cell phones inside the examination hall.

❖ A student must appear for both the components of the in-semester examination and end-semester examination in every course of every program across all the faculty to earn the required credit (*Refer to Examination regulations*).

❖ Detail of In-Semester examination schedule and end-semester examination is published in the academic Calander issued from the Office of the Registrar.

❖ End semester examination for all the theory courses shall be of Computer based online examination (*except the programs run by statutory bodies like PCI, INC, ICAR etc.*) where student has to log-in with the help of user-ID and password provided in the admit card.

❖ End semester/Yearly examinations for the programs run by statutory bodies like PCI, INC, ICAR etc. will be of offline mode (*i.e. pen and paper mode*).

❖ **Unfair-means/Malpractices:** Use of Unfair-means/Malpractices by the students may lead to face the action/decision taken by the Examination Disciplinary Action Committee (EDAC) as per the regulations of the university examination system.

❖ Students can get the result of their university examinations through the A-Connect app. and in the university website.

❖ After the declaration of result, students can download their E-grade sheet through the app for immediate/urgent needful. However, original and duly signed grade sheets will also be issued later to the students secured pass marks.

❖ **Re-evaluation of Answer scripts:** Students with any dissatisfaction or grievance regarding the marks awarded may apply for re-evaluation in only TWO papers of regular examinations in each Semester on payment of a fee as prescribed by the University from time to time within 10 days of declaration of result.

❖ There shall be no provision for re-evaluation of the Practical Papers, Project Work, Dissertation etc.

❖ A student applying for revaluation should note that the result of the revaluation of answer-sheet shall be binding on him/her and that he/she shall accept the revised marks or grades after revaluation.

❖ **Pass Certificate:** Students who successfully completed the degree programme are only eligible to collect the pass certificate by applying to the convocation or thereafter.

❖ **Migration/Transfer certificate:** Students who successfully completed the degree programme and received the convocation can apply for migration or transfer certificate through online portal/appropriate link given in the university website.