



PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

Examination Regulations, 2019

Regulations No.: PU/AC-_____/_____/_____

Resolution No._____ of the _____Meeting of the Academic Council vide held on _____ and ratified by the Board of Management in its _____Meeting held on _____ vide Resolution No._____.

_____ 2019

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Examination Regulations, 2019

In exercise of the powers conferred by and in discharge of duties assigned under the relevant provisions of the Presidency University Act, 2013, Statutes and Regulations, made thereunder, the Academic Council hereby makes the following Regulations, namely;

PRELIMINARY

Short Title and Commencement

- (a) These Regulations shall be called the **Examination Regulations, 2019**.
- (b) These Regulations shall supersede all the earlier Examination Regulations of the University, along with all the amendments thereto.
- (c) They shall come into force for new batches commencing from the Academic Year 2019-20 and onwards.

Definitions

In these Regulations, unless the context otherwise requires:

- a) *“Academic Calendar” means the schedule of academic and other related activities as approved by the Academic Council;*
- b) *“Academic Council” means the Academic Council of the University;*
- c) *“Academic Regulations” means the Academic Regulations, 2019 of the University;*
- d) *“Academic Term” means the concerned Semester or Summer Term;*
- e) *“Act” means the Presidency University Act 2013;*
- f) *“BOE” means the Board of Examinations of the University;*
- g) *“BOM” means the Board of Management of the University;*
- h) *“BOS” means the Board of Studies of a particular Department/Program of the University;*
- i) *“COE” means the Controller of Examinations of the University;*
- j) *“Clause” means duly numbered Clauses of these Regulations;*
- k) *“Chief Custodian” means a Faculty/staff member of the University appointed by the Chairperson, BOE, to conduct the End Term Final Examinations of the University at the assigned examination center(s) of the University, and/or, to conduct the Evaluation and Tabulation work pertaining to the End Term Final Examinations;*
- l) *“Course” means, a specific subject usually identified by its Course-number and Course-title, with specified credits and syllabus/Course-description, a set of references, taught by some teacher(s)/Course-instructor(s) to a specific class (group of students) during a specific academic-session/semester;*
- m) *“Course Instructor” means, the teacher/Faculty member or the Course Instructor of a Course;*
- n) *“DAC” means, the Departmental Academic Committee;*
- o) *“Dean” means the Dean of the concerned School;*
- p) *“Degree Program” includes all Degree Programs offered by the University;*

- q) *“Department” means the Department / School offering the concerned Degree program;*
- r) *“Examination Centre” means a School or a Department where the University Examinations are conducted;*
- s) *“HOD” means the Head of the concerned Department;*
- t) *“Program Regulations and Curriculum” includes the set of Program Structure and Program- Specific Regulations, if any, Course-Structure, Course-Contents/Syllabi, prescribed assessment norms for the Continuous Assessment components, including the End Term Final Examination component, as applicable and all relevant details pertaining to the delivery of the concerned Courses. Further, the Program Regulations and Curriculum for the concerned Program shall be recommended by the concerned BOS and approved by the Academic Council;*
- u) *“Provisional Degree Certificate (PDC)” is a certificate issued by the University to a student who has successfully completed all the requirements for the award of the concerned Degree as temporary / provisional certificate before the award of the Degree at the Convocation of the University.*
- v) *“School” means a constituent institution of the University established for monitoring, supervising and guiding, teaching, training and research activities in broadly related fields of studies;*
- w) *“Section” means the duly numbered Section, with Clauses included in that Section, of these Regulations;*
- x) *“Sub-Clause” means the duly numbered Sub-Clause of these Regulations;*
- y) *“Summer Term” means an additional academic term conducted during the summer break (typically in June-July) for a duration of about eight (08) calendar weeks, with a minimum of thirty (30) University teaching days;*
- z) *“University” means Presidency University, Bengaluru; and, “Vice Chancellor” means the Vice Chancellor of the University;*

1.0 INTRODUCTION

- 1.1** The Examination Regulations, 2019 are applicable to the Batch 2019-20 onwards Degree Programs of the University. The Examination Regulations, 2019 and any amendments made therein shall also be applicable to new Degree and Diploma Programs that may be offered by the University in future.

2.0 UNIVERSITY EXAMINATIONS

- 2.1** The University Examinations for all Programs of study shall be conducted in accordance with the guidelines framed from time to time by the Academic Council and/or the Board of Examinations, and, as prescribed by the Academic Regulations, the Program Regulations and Curriculum, and the Examination Regulations of the University made in this regard.

2.2 End Term Final Examinations:

- 2.2.1** End Term Final Examination is the final examination component of the Continuous Assessments of a Course, as prescribed by the concerned Program Regulations and Curriculum, conducted at the end of the Semester, and, at the end of the Summer Term, if a Summer Term is offered. Further, the details of the duration of the End Term Final Examination, total marks and weightage in terms of percentage of the total of evaluation components shall be as specified in the concerned Program Regulations and Curriculum, and/or the concerned Course Handout.

- 2.2.2 The dates for the End Term Final Examinations shall be published in the Academic Calendar of the University, or as per the University Notifications to this effect.
- 2.2.3 An End Term Final Examination of a Course is a written examination conducted at specified examination centers / examination halls of the University, on the specified dates and times.
- 2.2.4 The Controller of Examinations shall be responsible for the administration of the End Term Final Examinations of the University.
- 2.2.5 The detailed schedule of the End Term Final Examinations conducted at the end of a Semester shall be published / announced by the Controller of Examinations(COE) at least 01 (one) calendar month before the scheduled date of Examinations.
- 2.2.6 The detailed schedule of the End Term Final Examinations of the Summer Term shall be published / announced by the Controller of Examinations at least 01 (one) calendar month before the scheduled date of the Examinations.
- 2.2.7 The End Term Final Examinations shall be conducted at the designated examination centers/halls of the University.

2.3 Mid Term Examinations:

- 2.3.1 The Mid Term Examination for a Course is a component of the Continuous Assessments as prescribed by the concerned Program Regulations and Curriculum. Further, the details of the duration of the Mid Term Examinations, total marks and weightage in terms of percentage of the total of evaluation components shall be as specified in the concerned Program Regulations and Curriculum, and/or the concerned Course Handout.
- 2.3.2 The dates for the Mid Term Examinations, as applicable, shall be published in the Academic Calendar of the University, or the University Notifications to this effect.
- 2.3.3 The Mid Term Examination of a Course is a written examination conducted at specified examination halls of the University, on the specified dates and times.
- 2.3.4 The Mid Term Examinations of an Academic Term shall normally be conducted by the Controller of Examinations (COE). The COE, with due approval of the Chairperson, Board of Examinations, may notify the Dean(s)/HOD(s) of the concerned School(s)/ Department(s) to conduct the Mid Term Examinations for the concerned School/Department, on the dates specified in the Academic Calendar, or the University Notifications to this effect. Further, these Examinations may be conducted in any Examination Halls/Centres of the University.
- 2.3.5 The detailed schedule of the Mid Term Examinations of an Academic Term shall be published / announced by the COE at least 01 (one) calendar week before the scheduled date of Mid Term Examinations.

2.4 Tests:

- 2.4.1 Tests are components of the Continuous Assessments in Courses as prescribed by the Program Regulations and Curriculum, 2019 of the concerned Program. Further, the details of the duration of Tests, total marks and weightage in terms of percentage of the total of evaluation components shall be as specified in the concerned Program Regulations and Curriculum, and/or the concerned Course Handout.
- 2.4.2 The dates for the Tests, as applicable, shall be published in the Academic Calendar of the University.
- 2.4.3 A Test is a written examination conducted at specified examination halls of the University, on the specified dates and times.
- 2.4.4 The Tests shall normally be conducted by the Controller of Examinations (COE). The COE, with due approval of the Chairperson, Board of Examinations, may notify the Dean(s)/HOD(s) of the concerned School(s)/ Department(s) to conduct the Test for the concerned School/Department, on the dates specified in the Academic Calendar. Further, these Tests may be conducted in any Examination Halls/Centres of the University.
- 2.4.5 The detailed schedule of the Tests shall be published / announced by the COE at least one (01) Calendar week before the scheduled date of Tests.
- 2.4.6 The Tests of the Summer Term, where applicable, shall be conducted by the Dean(s)/HOD(s) concerned in their respective School(s)/Department(s).

2.5 End Term Final Practical Examinations:

- 2.5.1 End Term Final Practical Examinations for Practical/Laboratory Courses is the final examination component of Continuous Assessment of the concerned Practical/Laboratory Course, as prescribed by the concerned Program Regulations and Curriculum, conducted typically at the end of the Semester. Further, the details of the duration of the Examinations, total marks and weightage in terms of percentage of the total of the components of Continuous Assessment shall be as specified in the concerned Program Regulations and Curriculum and/or the concerned Course Handout.
- 2.5.2 The detailed list of batches of students for practical Examinations and corresponding examiners shall be approved by the Dean/HOD concerned and a copy of the same communicated to the COE.
- 2.5.3 The detailed schedule of the End Term Final Practical Examinations shall be published by the COE in consultation with Dean(s)/HOD(s) concerned at least two (02) calendar weeks before the commencement of the Practical Examinations.
- 2.5.4 End Term Final Practical Examinations shall be conducted by the Dean(s)/HOD(s) concerned in the respective School(s)/ Department(s).
- 2.5.5 The compilation and tabulation of marks, and, the Grades awarded for all the students for each Practical Examination for the specific Program shall be done by the Dean/HOD of the School/Department concerned and forwarded to the COE.

- 2.5.6 The Practical Examination Records, Models, and such other materials pertaining to Practical Examinations shall be preserved in the School/Department concerned, until the completion of the review process of the Academic Appeals Board (refer Section 13.0 of the Academic Regulations, 2019).

2.6 Project Work/Internship/Dissertation/Viva-Voce/Jury Examinations:

- 2.6.1 Project Work/Internship/Dissertation/Viva-Voce/Jury Examinations for such practical/skill based Courses is the comprehensive examination component (conducted typically at the end of the concerned Academic Term) of Continuous Assessment of the concerned Course, as prescribed by the concerned Program Regulations and Curriculum, and/or the concerned Course Handout.
- 2.6.2 These Examinations shall be conducted by a Committee constituted by the Dean/HOD of the School/Department concerned, with due approval of the Chairperson, BOE.
- 2.6.3 The compilation and tabulation of marks, and, the Grades awarded for the concerned students for in the concerned examination, shall be done by the Dean/HOD of the School/Department concerned and forwarded to the COE.
- 2.6.4 The Project/Dissertation Reports, Models and such other materials pertaining to these Courses/Examinations shall be preserved in the School/ Department concerned, until the completion of the review process of the Academic Appeals Board(refer Section 13.0 of the Academic Regulations, 2019).

2.7 Make-Up Examinations:

Make-Up Examinations is a provision (under Section 14.0 of the Academic Regulations, 2019) for a student to complete a Course (or Courses) where she/he received an “F” grade, or, was given the place holder grade “I” to reappear in the End Term Final Examinations component of a Course (or Courses), subject to the conditions mentioned in Section 14.0 of the Academic Regulations.

- 2.7.1 Make-Up Examinations, as applicable, shall be scheduled at the end of each Semester.
- 2.7.2 The Make-Up Examinations shall be conducted by the COE at designated centers/halls of the University.
- 2.7.3 The COE shall announce the detailed schedule of the Make-Up Examinations at least two (02) Calendar weeks before the commencement of the Make-Up Examinations.

3.0 OTHER COMPONENTS OF CONTINUOUS ASSESSMENT

- 3.1** All other components of Continuous Assessments, other than the examinations mentioned in Clauses 2.2 to 2.6), prescribed in the concerned Program Regulations and Curriculum, shall be approved and supervised by the concerned Departmental Academic Committee (DAC).
- 3.1.1 Further, all such components of Continuous Assessments with respect to a particular Course, shall be conducted by the respective Course Instructor(s)/Instructor-in-charge, in accordance with the specified details of the type of assessment, the marks

assigned to each component and weightage in terms of percentage of the total of the components of Continuous Assessment as prescribed in the concerned Course Handout (as per the requirements of the Academic Regulations, 2019 and the concerned Program Regulations and Curriculum, 2019).

- 3.1.2 The concerned DAC shall ensure that these components of Continuous Assessments are conducted as prescribed in the concerned Course Handout.
- 3.1.3 Further, the Dean shall arrange for the collation and consolidation of all marks pertaining to the Continuous Assessments for all Courses pertaining to a Program of study and submit the consolidated/tabulated marks sheets of Continuous Assessments to the COE before the commencement of the End Term Final Examinations of the concerned Semester and concerned Summer Term, if applicable.

4.0 CONTROLLER OF EXAMINATIONS

- 4.1 The Controller of Examinations shall be the Principal Officer for conducting the Examinations of the University and declaring the results. The powers and duties of the Controller of Examinations are as provisioned and prescribed in the Statutes.
- 4.2 The Controller of Examinations (COE), in consultation with the HOD(s)/Dean(s) of Schools and the approval of the Chairperson, BOE, shall prepare and publish a schedule of Examinations for each Program of study conducted by the University.
- 4.3 The COE will be responsible for conducting the evaluation of the Answer Books of the End Term Final Examinations and declaring the results of the End Term Final Examinations of the University.
- 4.4 The Controller of Examinations of the University shall maintain the panel of Question Paper Setters, Jury Members, Internal and External Examiners for each Course of the concerned Program of study, as recommended by the concerned BOS, and approved by the Chairperson, BOE.
- 4.5 For the End Term Final Examinations of a Semester or Summer Term, as applicable, the Controller of Examinations shall send intimation to the Paper Setters and Examiners regarding their appointment, with appropriate instructions, guidelines relating to the question paper setting / evaluation of answer book, as the case may be.
- 4.6 For the Mid Term Examinations, as applicable, and the Tests of a Semester or Summer Term, as applicable, the Controller of Examinations, with due approval of the Chairperson, BOE, shall request the Dean(s)/HOD(s) of the School(s)/Department(s) to send intimation to the Paper Setters and Examiners regarding their assignment with appropriate instructions and guidelines.

5.0 CHIEF CUSTODIAN FOR CONDUCTING UNIVERSITY EXAMINATIONS

- 5.1 The Controller of Examinations may appoint Chief Custodian(s) for the smooth conduct of University End Term Final Examinations with prior approval of the Chairperson, BOE.
- 5.2 The Chief Custodian shall be responsible for the smooth conduct of the University Examinations at the designated center.

- 5.3 The Chief Custodian shall ensure that no person other than the examinees, invigilators, and such persons, as may be authorized by her/him or by the University, shall be allowed to enter the Examination Hall(s).
- 5.4 The Examination Department of the University shall supply adequate number of copies of question papers (in sealed packets) and answer booklets required at each center to the Chief Custodian in reasonable time.
- 5.5 The Chief Custodian shall return the unused question paper and answer booklets to the Examination Department within the time as prescribed by the Examination Department.
- 5.6 The Chief Custodian shall dispatch the used answer booklets to the Examination Department of the University, immediately on conclusion of Examinations, each day.

6.0 CONDUCT OF UNIVERSITY EXAMINATIONS

- 6.1 Conduct of Examinations shall be as per the stipulated guidelines and notifications issued by the University from time to time.
- 6.2 The COE shall prepare and notify the guidelines, duly approved by the BOE, to the students to ensure smooth conduct of the Examinations and prevention of Unfair Means and Malpractices in the University Examinations.
- 6.3 The COE shall also prepare and notify guidelines, duly approved by the BOE, to all the University Faculty members and staff engaged in the University Examinations and related activities, to ensure smooth conduct of the University Examinations.

7.0 APPOINTMENT OF QUESTION PAPER SETTERS AND EXAMINERS

- 7.1 Appointment of a Faculty member as a question paper setter, examiner, moderator, invigilator, tabulator and other works related to University Examinations shall be binding on the Faculty member.
- 7.2 Question Paper Setters, Jury Members and Examiners shall be appointed by the Chairperson, Board of Examinations upon the recommendations of the concerned BOS.
- 7.3 Appointment of External Examiners:
Faculty members from other Institutions / Universities shall be appointed as Question Paper Setters / Jury Members and Examiners by the Chairperson, Board of Examinations upon the recommendations of the concerned BOS.
The Chairperson, Board of Examinations shall appoint External Examiners up to 10% of the total examiners in the concerned Semester Examinations.
- 7.4 The COE shall communicate the appointment of Question Paper Setters and Examiners to all concerned, along with the specific guidelines related to setting of Questions Paper/evaluation of Answer Books, and, pertaining to any other assignments, as applicable.
- 7.5 The paper setters/examiners shall be required to maintain complete confidentiality regarding their appointment as paper setter/examiner and confidentiality shall be maintained while preparing and submitting the question papers. Further the examiners shall maintain confidentiality regarding marks awarded by them and any other work related to conduct of University examination.

- 7.6 Copyright of any question paper set by an examiner shall vest with the University only.
- 7.7 Answer books shall be evaluated by Examiners from the list of Internal and External Examiners appointed by the Chairperson, Board of Examinations on the recommendation of concerned BOS, unless decided otherwise, by the Chairperson, Board of Examinations.
- 7.8 No person should accept the appointment as Paper Setter/Examiner, if his/her near relations are pursuing study in the University in the concerned Semester of the Program. Each paper setter / examiner will have to sign a declaration to this effect, in a prescribed format.

8.0 EVALUATION OF ANSWER BOOKS

- 8.1 There shall be centralized evaluation of Answer Books of the End Term Final Examinations, Make-Up Examinations and End Term Final Examinations of the Summer Term.
- 8.2 Schedules for centralized evaluation of Answer Books shall be notified by the COE after due approval of the Chairperson, BOE.
- 8.3 The COE shall arrange for the conduct of the evaluation work in assigned Evaluation Centre(s) with prior approval of the Chairperson, BOE. The COE may appoint and notify a Chief Custodian for the University Evaluation Centre(s).
- 8.4 The Answer Books of the End Term Final Examinations shall be kept in safe custody at the Evaluation Centre(s) and the Chief Custodian of the Evaluation Centre will issue the answer books to the examiners on the dates specified by the COE.
- 8.5 All evaluation work shall be completed by Examiners in the assigned Evaluation Centre(s) only. Answer books assigned to the Examiners shall not be taken out of the Evaluation Centre(s) under any circumstances whatsoever.
- 8.6 The Evaluation work shall be completed by all assigned examiners within the specified dates.
- 8.7 The Examiner undertaking evaluation work shall use the authorized software/stationery provided by University, to complete the entry of marks in the Tabulation Sheet (online/offline).

9.0 TABULATION OF MARKS

- 9.1 Tabulators may be assigned by the COE in consultation with the Deans/HODs concerned to compile the Tabulation Record, which shall be a record of the marks scored by a student in all components of assessment in all Courses registered by the student in the concerned Semester, and Summer Term, if applicable.
- 9.2 The COE may assign scrutinizers/verifiers to ensure the tabulation work is conducted accurately.
- 9.3 The tabulation and scrutinizing/verification work shall be done using the authorized software and stationery provided by the University.
- 9.4 The COE shall arrange to compile, maintain and secure all the consolidated Tabulation Records pertaining to every Semester (and Summer Term, where applicable) of a Program of study.
- 9.5 The COE shall ensure the safe storage of the Tabulation Records and all data related to Examinations as permanent records of the University.

10.0 GRADING

- 10.1** The academic performance evaluation and grading system followed by the University is detailed in Sections 8.0 and 9.0 of the Academic Regulations, 2019.
- 10.2** Grades are awarded for each Course considering the performance of the entire class of students registered in the concerned Course taking into account the total marks obtained in all components of assessment as prescribed by the concerned Program Regulations and Curriculum.
- 10.3** The University follows a system of Relative Grading. The University follows the system of Relative Grading to classify the students based on their relative performance in the concerned Course. The Course Instructor/Instructor-in-charge of the concerned Course shall apply standard statistical tools of mean, standard deviation and relevant histograms to identify the bands (percentile or marks) in the class performance and award the grades appropriately.
- 10.4** Further, the criteria to award the highest grade “O” and to declare an “F” grade in a Course are specified in Clause 8.9 and 8.10, respectively, of the Academic Regulations, 2019.
- 10.5** The COE shall convene a Grading Review Committee for each School/Department, consisting of the concerned Deans/HODs, one senior Professor/Faculty members from the concerned School / Department. The Grading Review Committee(s) shall be chaired by the Chairperson, BOE or a nominee of the Chairperson, BOE. The Grading Review Committee shall review the Grading process and Grades awarded and recommend approval of the final Grades for declaration of the results.

11.0 DECLARATION OF RESULTS

- 11.1** On the recommendations of all the Grading Review Committee(s) (of all Schools/Departments) the Chairperson, BOE shall approve the declaration of the Examination Results.
- 11.2** The University Examination results shall be declared on the dates specified in the Academic Calendar or the Notification issued by the University to this effect.
- 11.3** The Grade Cards (refer Clause 8.14 of the Academic Regulations) shall be issued to the students by the Examination Department on the dates announced by the COE. A soft copy of the provisional Grade Card shall be issued to the student after the announcement of the results of the End Term Final Examinations at the end of an Academic Term. A printed Grade Card shall be issued to the students within three (03) months after the announcement of the concerned results.
- 11.4** Grade Card will also be issued for the Course(s) a student has appeared for in the Make-Up Examinations, where applicable.
- 11.5 National Academic Depository (NAD):**
As per the directives of the UGC, digitized grade cards, provisional degree certificates, degree certificates, etc., shall be stored in digital depository of National Academic Depository (NAD). These grade cards shall be uploaded within three (03) months of the announcement of the concerned examination results. Any verifying agency, academic institutions and the graduated students can verify and download the Grade Cards / Certificates at any time.

11.6 Issue of Duplicate Grade Cards / Provisional Degree Certificate (PDC)/ Degree Certificate:

In the case of loss of the Original Grade Cards / PDC / Degree Certificate, etc., the student who wishes to apply for the issue of a duplicate Grade Cards / PDC / Degree Certificate, etc., must submit a written application in person with the following documents:

- 11.6.1 Original Copy of FIR (First Information Report) filed with Police intimating the loss of the Grade Card/ Certificate, etc., and the full sheet of the newspaper in which the notification regarding the loss of the Certificate is published.
- 11.6.2 A non-traceable certificate issued by the Police official duly signed by the Inspector or Sub-Inspector with round seal (from the area in which the candidate lost the certificate) by mentioning crime and occurrence sheet number and date.
- 11.6.3 An Affidavit on a non-judicial stamp paper duly signed on the prescribed stamp by the First Class Magistrate / Notary public with an undertaking to return the duplicate Grade Card / Certificate in the case the original degree is found.
- 11.6.4 The student must pay the prescribed fees as fixed by the University from time to time. The receipt of the payment of the prescribed fees should be attached with the application.
- 11.6.5 The University will courier duplicate Grade Cards / PDC / Degree Certificate, etc., to the communication address provided by the concerned student (in the application for the duplicate certificate) or the student may collect the duplicate certificates in person from the University upon receiving communication from the University.
- 11.6.6 The minimum processing period for issue of the duplicate Grade Cards / PDC / Degree Certificate, etc., shall be two (02) weeks from the date of application.

11.7 Percentage Equivalence of CGPA:

Under the University grading system, there is no direct equivalence of CGPA to percentage of marks. However, on a written request from a student, especially for the purpose of application for Higher Education, Competitive Examinations conducted by the government bodies, and, placement in companies, the University shall issue direct equivalence of CGPA to percentage of marks as per the University norms, from time to time.

11.8 Issue of Transcripts:

- 11.8.1 An official Transcript is the University's certified statement of a student's academic record, which is a record of all the courses, registered, all grades received, CGPA and degree conferred, if applicable. The Transcript is issued under the seal of University and the signatures of the Controller of Examinations and the Registrar of the University.
- 11.8.2 A student may apply for the issue of transcripts for the following purposes:
 - a. Application for the Higher Education
 - b. Competitive Examinations
 - c. Placements

- 11.8.3 The student must submit the proof of the purpose (mentioned in the Sub-Clause 11.8.2 above) along with the application.
- 11.8.4 The student must pay the prescribed fees as fixed by the University from time to time. The receipt of the payment of the prescribed fees should be attached with the application.
- 11.8.5 The processing time for the issue of Transcripts (provided all conditions in Sub-Clauses 11.8.2, 11.8.3 and 11.8.4 are satisfied.) shall be a minimum of two (02) weeks from the date of application.

12.0 REMUNERATION/HONORARIUM FOR EXAMINATIONS

- 12.1** The Chairperson, BOE, with the consent of Board of Management (BOM), may from time to time decide the remuneration for the external paper setters, moderators, examiners, jury members and evaluators.
- 12.2** The examination related duties shall, however, be mandatory for the University Faculty members and staff members, and no remuneration shall be paid to them under ordinary circumstances.

13.0 MODERATION BOARD (QUESTION PAPERS) AND MODERATION GUIDELINES (EVALUATION)

- 13.1** The Chairperson, Board of Examinations shall appoint, as applicable, the “Moderation Board” for the purpose of moderation of question papers of the End Term Final Examinations/Make-Up Examinations Moderation Board (for Moderation of Question Papers for End Term Final Examinations) shall be constituted for each School or Department with the following members:

- a) Concerned Dean/HOD – Chairperson of the concerned Moderation Board
- b) Two Senior Faculty Members from the concerned School/Department – Members
- c) Two External Members
- d) COE/Nominee of COE – Convener

The two faculty members and two external members as in points b) and c) above, shall be nominated by the Chairperson, BOE from a panel recommended by the concerned Dean/HOD.

- 13.2** In case, the moderation done (not merely edited) in a question paper is more than 30%, the case shall be reported with full justification to the Chairperson, Board of Examinations, who shall have the power to change the question paper, if necessary. The decision of the Chairperson, BOE shall be final and binding.

- 13.3** Moderation Guidelines (Evaluation)
Moderation guidelines for passing a Course in the End Term Final Examinations / Make-Up Examinations are prescribed in the following Sub-Clauses:

- 13.3.1 (Refer Sub-Clause 8.5.3 of the Academic Regulations, 2019)
A student who fails to secure a minimum of 40% of the AGGREGATE of the marks/weightage of the components of the Continuous Assessments and the End Term Final Examination in the concerned Course by not more than FIVE (05) marks (where the total marks is taken as 100 marks, with 50 marks assigned to the End Term Final Examinations and 50 marks for other components of Continuous Assessments), may be awarded the requisite marks to enable the student to pass that Course.

- 13.3.2 (Refer Sub-Clause 8.5.4 of the Academic Regulations, 2019)
In a Practice/Skill Based Credit Course without a prescribed L-T-P structure, a student who fails to secure the minimum of 40% of the AGGREGATE of the marks / weightage of the components of the Continuous Assessments prescribed for the concerned Course by not more than FIVE (05) marks (where the total marks is taken as 100 marks) may be awarded the requisite marks to enable the student to pass that Course.
- 13.3.3 Such moderation (as described in Sub-Clauses 13.3.1 and 13.3.2 above) shall be permissible in more than one Course, subject to a maximum of TEN (10) marks in any Semester/Summer Term, in the Courses appeared for in the concerned End Term Final Examinations/Make-Up Examinations.
- 13.3.4 Moderation guidelines for Minimum CGPA (4.50) required for award of Degree: Refer Clauses 20.2.2 and 20.2.3 of the Academic Regulations, 2019:
A student, who passes in all Courses independently but fails to secure the required minimum CGPA of 4.50 (for Undergraduate Programs) or the required minimum CGPA of 5.00 (for Postgraduate Programs) at the end of the Semester/Summer Term, if applicable, in which the concerned student has completed the minimum credit requirements to be eligible for the award of the Degree, shall be considered for moderation of the CGPA under the following criteria:
- 13.3.4.1 Moderation is applicable only in the End Term Final Examinations/Make-Up Examinations of the Semester or Summer Term if applicable, in which the concerned student has completed the minimum credit requirements;
- 13.3.4.2 If by addition of a maximum of five (05) marks to the total marks obtained in a Course where the student has secured a lower grade, the existing lower grade moves into the next higher grade, and the CGPA thus calculated meets the minimum requirements for the award of the concerned Degree, that higher grade shall be awarded in the concerned Course by adding the requisite marks to the total marks;
- 13.3.4.3 In case of possibility of moderation in more than one Course, the Course having least credits will be considered for moderation; and,
- 13.3.4.4 The maximum number of Courses where moderation shall be permissible to enable the student to secure the minimum CGPA requirement shall not exceed TWO (02) Courses registered in the Semester/Summer Term, if applicable, in which the concerned student has completed the minimum credit requirements to be eligible for the award of the Degree.

14.0 UNFAIR MEANS AND MALPRACTICES

- 14.1 Description of Unfair Means and Malpractices in University Examinations (refer all Clauses of Section 2.0 of these Regulations) and in relation to various other Components of Continuous Assessments (refer Section 3.0 of these Regulations):
Use of Unfair Means and Malpractices shall mean and include any one or more of the following:

- 14.1.1 Being in possession of books, notes, typed sheets or any other material connected

or not connected with the Examination;

- 14.1.2 Writing of any kind on the clothes worn by the student or any part of the body or any such material accessible to the student which may be or intended to be of possible help to the student in the Examination;
- 14.1.3 Possession of the following banned items in the Examinations halls: Mobile phones, Tablets, iPads, any other electronic gadgets, except the permissible non-programmable Calculators. Possession of any of the above gadgets by a student in the Examination hall will be considered as an act of Unfair Means. Further, the gadget(s) found in his/her possession shall be confiscated;
- 14.1.4 Copying or attempting to copy from a student, assisting or attempting to assist another student, getting assistance from another student in the Examination hall during the Examinations;
- 14.1.5 Writing the Examination on unauthorized material/answer books;
- 14.1.6 Smuggling/stealing in/out of the Examination hall, the answer book/pages of answer book;
- 14.1.7 Impersonation/deputation of any other person for the Examination;
- 14.1.8 Passing or attempting to pass on to any one, a copy of the question paper or a part thereof, or a solution to a question from the question paper;
- 14.1.9 Destroying/defacing or attempting to destroy/deface the Examination Answer Book;
- 14.1.10 Physically or verbally abusing any Invigilator/Examiner, or other students, or any person connected with the conduct of Examination whether inside or outside the Examination hall;
- 14.1.11 Misbehaving or indulging in any kind of misbehaviour with the Invigilator/Examiner or any other member of the supervisory staff or any official engaged in the University Examinations, or another student inside or outside the Examination hall, before, during or after the Examination;
- 14.1.12 Creating disturbance in the Examination hall or in its vicinity or disrupting the Examination in any manner;
- 14.1.13 Plagiarism, collusion, copying (completely or partially) records / reports / assignments of other students and cheating of all forms, or assisting/getting assistance from another student (except in cases of group projects or activities); and/or,
- 14.1.14 Any other case of unfair means/malpractice as may be decided/notified by the University from time to time.

- 14.2** Reporting/Investigating case of Unfair Means and Malpractices in the End Term Final Examinations and Make-Up Examinations:
The Invigilator/Examiner or any other member of the supervisory staff engaged in the examination related work on encountering a prima facie case of Unfair Means/Malpractice in the University Examinations shall report the case to the Chief Custodian, if any, or to the COE. Further, the guidelines in reporting/investigating cases of Unfair Means/Malpractices are provided in the following Sub-Clauses:
- 14.2.1 The Invigilator shall confiscate the Answer Book of the student found engaging in Unfair Means and Malpractices (as described in Section 14.0) and all the unauthorized materials, notes, etc., used by the student. The Invigilator may issue a new Answer Book to the student and allow the student to continue writing the Examination.
- 14.2.2 In case of a practical examination, the examiner shall confiscate the practical examination answer book, the unauthorized materials, notes, etc., used by the student. The Examiner may allow the student to continue the Practical examination with a different set of practical/laboratory questions/assignments, as applicable.
- 14.2.3 The Invigilator/Examiner shall record the Unfair Means/Malpractice case in the Invigilator Diary/Examiner Record and report the same to the Chief Custodian, if any, or the COE for further action. The Chief Custodian shall report the matter to the COE.
- 14.2.4 The COE shall examine the report and evidence and make his/her report on the matter to be placed before the Unfair Means and Malpractices Committee (UMMC), (refer Annexure A of these Regulations).
- 14.2.5 The COE shall summon the accused student(s) to submit a written statement and appear before the UMMC on the date and time as notified by the COE.
- 14.2.6 If the student fails to appear before UMMC; the case will be dealt with ex-parte.
- 14.2.7 The UMMC may recommend one or more of the following penalties to be imposed on students(s) declared guilty of using Unfair Means and Malpractices in the University Examinations:
- 14.2.7.1 Declare “F” Grade in the concerned Course;
- 14.2.7.2 Rustication for one (01) Semester/Academic Year;
- 14.2.7.3 Expulsion from the University;
- 14.2.7.4 Handing over the case to the Police if it is found that a criminal offence is involved; and/or
- 14.2.7.5 Any other action as deemed fit by the UMMC.
- 14.2.8 The recommendation of the UMMC shall be placed before the Chairperson, BOE for approval.
- 14.2.9 The decision of the Chairperson, BOE shall be final and binding.

14.3 Reporting/Investigating case of Unfair Means and Malpractices in Mid Term Examinations, Tests and various other components of Continuous Assessments:
Faculty member(s), Course Instructor(s), Invigilators, Examiners, or any other member of the supervisory staff engaged in the examination related work, on encountering a prima facie case of Unfair Means/Malpractice, shall follow the guidelines for reporting/investigating cases of Unfair Means/Malpractices as provided in the following Sub-Clauses:

14.3.1 The Invigilator shall confiscate the Answer Book of the student found engaging in Unfair Means and Malpractices (as described in Section 14.0) and all the unauthorized materials, notes, etc., used by the student. The Invigilator may issue a new Answer Book to the student and allow the student to continue writing the Examination.

14.3.2 The Invigilator shall report the Unfair Means/Malpractice case to the Chief Custodian, if any, or the COE for further action.

14.3.3 The COE or Chief Custodian, if applicable, shall forward the case to the Dean of the concerned School for investigation.

14.3.4 The Dean of the concerned School shall enquire into the incident along with the concerned invigilator(s)/Faculty member(s) and student(s) and take any of the following actions based on the nature of the unfair means/malpractice:

14.3.4.1 Zero (0) marks is given in the concerned component of assessment; or,

14.3.4.2 Impose a condition that the student(s) guilty of using unfair means shall not be awarded a grade higher than “D” in the concerned Course, irrespective of the overall performance of the concerned student(s).

15.0 MISCELLANEOUS

15.1 The Board of Examinations shall have the power to annul a particular Test, Mid Term Examination, End Term Final Examination or Make-Up Examination on a prima facie evidence of malpractice, violation of secrecy/confidentiality in the question paper setting process and/or conduct of the concerned Test/Mid Term /End Term Final Examination/Make-Up Examination. The BOE shall order a re-examination in the concerned Test / Mid Term / End Term Final Examination / Make-Up Examination.

15.2 If the result of the examination has been declared, and it is found that such result has been affected by any error, malpractice or any other sufficient cause, the Board of Examinations shall have the power to amend the result and declare the modified/rectified result.

15.3 The Board of Examinations shall have the power to quash or rectify the result of a student (even after it has been declared) if it is found that the concerned student was not eligible to appear at the examination, or the concerned student used unfair means in the examination.

15.4 The End Term Final Examination/Make-Up Examination answer books will be preserved for a period of six (06) months from the date of declaration of the results after which the answer books shall be shredded and disposed of by the Examination Department with prior approval of the Vice Chancellor.

16.0 POWER TO REVISE, MODIFY, AMEND

Notwithstanding anything contained in the above Regulations:

- 16.1** The Board of Examinations or the Academic Council has the right to revise, amend or modify any of the above Regulations from time to time, and shall be binding on all stakeholders concerned, including the Students, Faculty, Staff, Departments, and University Authorities.
- 16.2** In case of a dispute, the decision of the Academic Council will be final and binding.
- 16.3** In case of difficulty in application of any of the Clauses of the Regulations specified above, the Chancellor shall have the powers to amend/modify/remove the difficulty in the relevant Regulation.

ANNEXURE A

UNFAIR MEANS AND MALPRACTICES COMMITTEE (UMMC)

- A.1 The Unfair Means and Malpractices Committee (UMMC) shall be appointed by the Chairperson, BOE, on the recommendations of the Controller of Examinations.
- A.2 UMMC shall investigate the specific case(s) of Unfair Means and Malpractices reported in the University Examinations and submitted its report and recommendations regarding the penalty to be imposed on the student(s) guilty of using Unfair Means and Malpractices in the University Examinations.
- A.3 There may be more than one UMMC, with each UMMC assigned different cases, as applicable.
- A.4 The UMMC shall have the following constitution:

Members	Designation	Remarks
Chairperson	Pro Vice Chancellor or Dean of a School	Ex Officio
Member (02)	Faculty members	Recommended by the COE
Member Secretary	Faculty/Staff Member	Recommended by the COE
(a) The tenure of the UMMC shall be for the entire duration of the University Examinations for that particular Semester/Summer Term, if applicable.		
(b) The Chairperson may invite more members, if necessary.		
(c) The quorum for each meeting shall be three (03).		

A.5 Functions:

- (i) To ensure thorough and speedy investigation of the case(s) of Unfair Means and Malpractices referred to it.
- (ii) To complete the investigation of the concerned case and submit its recommendations to the Chairperson, BOE (through the COE) within three University working (03) days of notification of the concerned case.