

# EXAMINATION REGULATIONS RELATING TO EVALUATION, CONDUCT OF EXAMINATIONS; AND CREDIT TRANSFER POLICY FOR VARIOUS CATEGORIES OF STUDENTS

## **1.0 Evaluation Process of Subjects**

### **1.1 Evaluation of Type-A Subjects**

- a) For mid-term and final examinations of Type-A subjects, the teacher of a subject shall set the question paper of that subject, supervise its examination, mark the answer books and prepare the award list. Any teaching resource provided to assist a teacher cannot be tasked to mark mid-term and final examinations answer books.
- b) Every teacher of Type-A subjects shall return the marked quizzes, assignments, etc. and mid-term examination scripts to the students for review, and in case of presentations etc. communicate the earned score to the student within one week of the event. Mid-term scripts, however, would be recovered from the students and deposited with the chairman concerned.
- c) At the end of scheduled teaching period of a semester but before commencement of the final examinations, the teacher shall prepare and display the Interim Award List. Composition, display, correction, and reporting requirements/procedures of Interim Award List shall be as prescribed in these rules.
- d) Teachers would mark the final examination scripts, and prepare and display complete Award List, excluding letter grades, within one week after the examination of the subject.
- e) The students may be shown the final examination marked scripts before submission of Comprehensive Award List to the Controller of Examinations, if they so desire.

### **1.2 Evaluation of Type-B Subjects**

- a) Teachers of Type-B subjects shall keep all students informed of their performance at every stage in each category of task performed. Immediately after the end of each stage/assessment event, teachers shall prepare and communicate the earned score to the student in that stage/assessment event.
- b) At the end of semester and before the end of examination period, teachers shall prepare and display the Interim Award List. Content and other requirements regarding Interim Award List shall be as prescribed in these rules.
- c) After following the procedures and requirements regarding Interim Award List, the teachers shall prepare and display complete Award List, excluding letter grades, within one week after the end of scheduled teaching period.

### **1.3 Evaluation of Type-C Subjects**

- a) Teachers of Type-C subjects shall keep all students informed of their performance at every stage in each category of task performed. Immediately after the end of each stage/assessment event, teachers shall prepare and display a list of earned score of each student in that assessment instrument.
- b) At the end of first of the two semesters of a Type-C subject and before the end of examination period, teachers would prepare and display an Intermediate Award List. This list would be similar to the Comprehensive Award List of Type-A and Type -B subjects except that letter grade assignment based upon this list will be limited to "IP" Grade.
- c) At the end of second of the two semesters of a Type-C subject and before the end of examination period, teachers shall prepare and display the Interim Award List. Content

and other requirements regarding Interim Award List shall be as prescribed in these rules.

- d) Within one week of the conduct of Viva-voce/Jury examination, internal and external examiners shall prepare and display complete Award List excluding the letter grades.

#### 1.4 Interim Award List

- a) Interim Award List would show the percentage as well as weighted score of each stage/assessment instrument of that subject including the mid-term examination in case of Type-A subjects.
- b) The Interim Award List will be communicated to all students via electronic means or/and displayed on the Notice Boards for at least two working days to permit students to point out any anomalies, errors, omissions etc. in the list.
- c) The teachers shall give due consideration to any anomalies, errors, omissions etc. in the list pointed out by any student, and may correct the list.
- d) Any further processing of the list shall be carried out only after it has been displayed on the Notice Boards for the mandatory period and decisions regarding all matters pointed out by students have been taken.

#### 1.5 Comprehensive Award List

The Comprehensive Award List shall show, for each student:

- a) The weighted combination of the Interim Award and Final Examination award in percentage format and Letter Grades corresponding to the comprehensive award.
- b) Sealed Comprehensive Award List will be sent to the Controller by the concerned teacher with a copy to the Chairman for record only.

### 2.0 Conduct of Examination of Type A Subjects Under Semester System

#### 2.1 Question Papers

- i. All question papers are set by the concerned teacher.
- ii. The paper setters, who also ensure their correctness, supervise the photocopying or duplicating of the papers.
- iii. Question papers are kept in the safe custody of the teacher till the start of examination. He shall bear legal and moral responsibility for the safe custody and secrecy of the question papers.

#### 2.2 Reference Material during Tests/ Examinations

Prior to class tests, mid term/final examination, the subject teacher announces such books, notes or other material that can be referred to by the students during the test or examinations. All other books, notes, papers, etc., are withdrawn from the examinees.

#### 2.3 Examination Schedule

The Chairman of the department publishes the mid term and final examination schedule at least two weeks before start of the examinations in accordance with the University academic calendar.

#### 2.4 Conduct of Mid-Term and Final Examinations

- a) The chairman shall depute teachers or staff as Deputy Superintendent and Invigilators for the conduct of examinations. The number of invigilators will be estimated on the basis of one invigilator for every 25 students.
- b) The subject teacher shall be the Superintendent for the conduct of examination. The Superintendent shall ensure the following:-

- i. That all answer books used in the examination are signed or initialed. The teacher may require the students to answer on the question paper itself. No other answer books are to be used in these cases.
- ii. Answer books are issued to the invigilators 5 minutes before the commencement of the examination and retrieved at the end of the examination.
- iii. The absentee report, if any, is prepared and forwarded to the Chairman's office at the end of each examination.

2.5 Teachers or Staff acting as invigilators are detailed by the respective Chairman. They ensure the following:

- i. That the students are identified through means such as University identification card or a valid photo ID.
- ii. That the students are warned against the use of unfair means and have been advised to surrender mobile phones, notes, papers or other unauthorized material before the commencement of the examination.
- iii. That the students are not allowed to talk with or copy from other students during the examination.
- iv. That no student is allowed to join the examination 30 minutes after its commencement.
- v. That no student is allowed to submit the answer sheet and leave the examination room within 30 minutes of commencement of examination. Visits to toilets are carefully controlled.
- vi. That the question papers and answer books of a student detected using unfair means or assisting another candidate, are taken away and the matter is reported to the respective chairman. The superintendent records all available evidence to be used as written proof later on.
- vii. That the students write their registration numbers, name and class on the front cover of each additional answer sheet used. If more than one answer book is used, these are stapled together.

2.6 The subject teachers, being the Superintendent(s), shall:

- a) Supervise distribution of the question papers to the students according to the schedule published.
- b) Be available in the examination center during examination of their subject to clarify any query and to collect answer books after the examination. In case of multiple examination centers, they must remain available near the centers.
- c) Report any incidence of unfair means or disobedience or rowdyism detected in the examination center to the Controller of Examinations for processing under rules governing use of unfair means during examinations. The report must include collected evidence (if any), written and signed statement by the invigilator detecting the incidence and of the candidate(s) found involved.

### **3.0 Migration into Postgraduate Programs**

No migration is permitted into any of the post graduate programs. Candidates are required to apply afresh, fulfilling all the requirements laid down by the University in this regard, into the program they are aspiring to undertake. Admission shall be based on merit as per the admission policy.

### **4.0 Transfer of Subjects for Postgraduate Students**

Subjects may be transferred on the recommendations of the Postgraduate Research Committee (PGRC) and Dean of the concerned department/faculty to students admitted in the