

K.R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

Sohna Road, Gurgaon – 122103



Academic and Examinations

Regulations

Version 4.0



2024

RS

Registrar
K R Mangalam University
Sohna Road, Gurugram (Haryana)

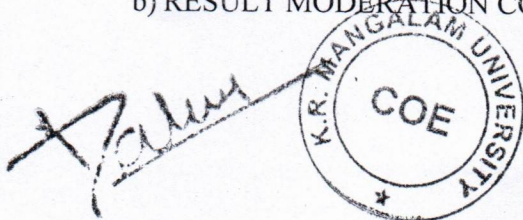
Contents

Part A: Academic Rules and Regulations

Executive Abstract.....	6
INTRODUCTION.....	7
1.1 Definitions.....	7
1.2 Academic Education Philosophy.....	13
1.3 Program Structure and Evaluation Scheme (PSES).....	15
1.4 Program Duration.....	18
1.5 Transformative features of Program.....	19
1.6 Credit hours.....	24
1.7 Composition of Academic Year.....	25
1.8 Distribution of credits.....	25
1.9 Level of courses.....	28
1.2.0 Coding of courses.....	32
1.2.1 Program of Study, eligibility and degree requirements.....	33
1.2.2 Academic Bank of credits.....	34
1.2.3 Curriculum Design	34
1.2.4 School Academic review committee.....	35
1.2.5 Procedure for entry and exit.....	38
1.2.6 Andragogical and Learning outcomes.....	41
1.2.7 Learning Assessment.....	41
1.2.8 Miscellaneous.....	42
1.2.9 Change of Branch/Discipline.....	43

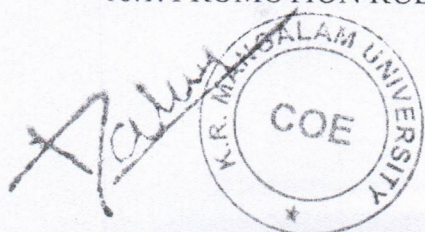
Part-B Examinations Rules and Regulations


1. INTRODUCTION.....	44
2. CONTROLLER OF EXAMINATIONS (CoE)	44
3. FUNCTIONS THE EXAMINATION OFFICE.....	45
4 EXAMINATION COMMITTEE.....	45
4.1. UNAFIR MEANS (UFM) COMMITTEE.....	46
4.2. MODERATION COMMITTEE.....	48
a) QUESTION PAPER MODERATION COMMITTEE	48
b) RESULT MODERATION COMMITTEE	48



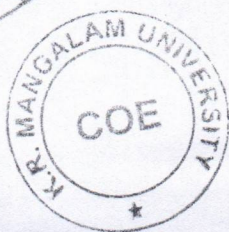
Registrar
 K R Mangalam University
 Sohna Road, Gurugram (Haryana)

5. EXAMINATION MANAGEMENT SYSTEM / ERP	49
6. COURSE REGISTRATION	49
7 CO-PO ATTAINMENT	50
8. BLOOM'S TAXONOMY	57
9. EXAMINATION RULES AND PROCEDURES	61
10. EVALUATION STRATEGY AND PROCESS	64
10.1.EVALUATION COMPONENTS	64
11.CONDUCT OF EXAMINATIONS	69
11.1. EXAMINATION SCHEDULE	69
11.2. PREPARATIONS FOR THE THEORY EXAMINATIONS	70
11.3. SEATING ARRANGEMENT IN THE EXAMINATIONS	70
11.4. DUTIES OF CENTRE SUPERINTENDENT	71
11.5. GUIDELINES FOR THE STUDENT FOR SMOOTH CONDUCT OF EXAMINATIONS	72
11.6. INSTRUCTIONS FOR INVIGILATORS	73
11.7. RESPONSIBILITIES OF INVIGILATORS	74
11.8. DUTIES OF FLYING SQUAD	74
11.9. APPOINTMENT OF AMANUENSIS FOR WRITING EXAMINATIONS	75
11.10. MISCONDUCT/ MALPRACTICE/ UNFAIR MEANS CASES	76
11.11.INSPECTION OF EXAMINATION CENTRE	79
11.12. CENTRAL EVALUATION OF THEORY ANSWER SCRIPTS	79
11.13. APPOINTMENT, DUTIES & RESPONSIBILITIES OF THE EXAMINERS	80
11.14. POST-EVALUATION DATA PROCESSING/TABULATION	81
12. DISPLAY OF ANSWER KEYS	81
13. EVALUATION OF ANSWER BOOKS	81
14. GRADING SYSTEM	82
14.1. FOR ALL COURSES EXCEPT PHARMACY PCI COURSES AND DIPLOMA	82
14.2. FOR PHARMACY PCI COURSES	82
14.3. FOR AGRICULTURE SCIENCES	83
15. COMPUTATION OF SGPA AND CGPA	84
16. RESULT FINALIZATION, DECLARATION AND PUBLICATION	86
17. PUBLICATION AND UNPUBLICATION OF GRADE/MARK SHEETS	87
18. PROMOTION TO HIGHER SEMESTER/CLASSES	87
18.1. PROMOTION RULES FOR BPT PROGRAMME (2021 ONWARDS)	87




 Registrar
 K R Mangalam University
 Sohna Road, Gurugram

18.2. PROMOTION RULES /ACADEMIC PROGRESSION FOR B. PHARMA.....	88
18.3. PROMOTION RULES /ACADEMIC PROGRESSION FOR M. PHARMA.....	90
18.4. PROMOTION RULES /ACADEMIC PROGRESSION FOR D. PHARMA PROGRAMME	90
18.5. PROMOTION RULES FOR LATERAL ENTRY, INTERNAL MIGRATION & EXTERNAL MIGRATION STUDENTS	90
18.6. PROMOTION RULES ACCORDING TO UNIVERSITY PATTERN EXCEPT REGULATORY BODIES	90
18.7.THE PROMOTION RULES FOR ALL THE UG/PG PROGRAMMES (ACCORDING TO NEP).....	91
18.7.1. PROMOTION RULES FOR 2ND YEAR DEGREE PROGRAMME.....	91
18.7.2. PROMOTION RULES FOR 3RD YEAR DEGREE PROGRAMME	91
18.7.3. PROMOTION RULES FOR 4 YEAR DEGREE PROGRAMME, EXCEPT SMAS.....	91
18.7.4. PROMOTION RULES FOR 5 YEAR DEGREE PROGRAMME	91
18.8 NOT PROMOTED STUDENT.....	91
19. RE-APPEAR EXAMINATIONS.....	91
20. GRIEVANCE HANDLING RELATED TO EXAMINATION	92
20.1. RECHECKING OF ANSWER BOOKS.....	92
20.2. INSPECTION OF EVALUATED ANSWER BOOKS.....	93
21. DOCTORAL PROGRAMMES.....	94
22. PASSING CRITERIA AND AWARD OF DEGREE.....	94
23. AWARD OF DIVISION.....	95
24. AWARD OF MEDALS	96
25. AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS.....	96
26. WITHDRAWAL OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS.....	97
27. WITHHOLDING CONFERMENT OF ANY DEGREE / DIPLOMA OR AWARD OF ANY CERTIFICATE.....	97
28. PROCEDURE OF DUPLICATE DEGREE, GRADE CARDS	98
29. CONVOCATION.....	98
30. DISPOSAL OF USER ANSWER BOOKS	98



R

ANNEXURES

LABEL OF ANNEXURE	DESCRIPTION
Annexure-1	APPLICATION FORM FOR CORRECTION IN DEGREE/ DIPLOMA / GRADE SHEET/ MARK SHEET
Annexure-2	APPLICATION FORM FOR DUPLICATE DEGREE/ DIPLOMA/ GRADE SHEETS/ MARK SHEETS
Annexure-3	APPLICATION FORM (TRANSCRIPT, BACKLOG CERTIFICATE, CGPA TO PERCENTAGE CONVERSION CERTIFICATE)
Annexure-4	APPLICATION FORM FOR PROVISIONAL DEGREE CERTIFICATE
Annexure-5	REPORTING FORM FOR CASE OF UNFAIR MEANS FOUND DURING THE EXAMINATION
Annexure-6	APPOINTMENT LETTER TO THE PAPER SETTER
Annexure-7	AUDIT OF MID/END-TERM EXAM QUESTION PAPER
Annexure-8	UNDERTAKING
Annexure-9	REMUNERATION BILL
Annexure-10	END-TERM EXAMINATION QUESTION PAPER FORMAT
Annexure-11	RE-CHECKING OF ANSWER BOOK OF END TERM EXAMINATION
Annexure-12	RE-EVALUATION OF ANSWER BOOK OF END TERM EXAMINATION
Annexure-13	RE-APPEAR FORM FOR END TERM EXAMINATION
Annexure-14	GUIDELINES FOR THE STUDENT FOR SMOOTH CONDUCT OF EXAMINATIONS



17

1 INTRODUCTION

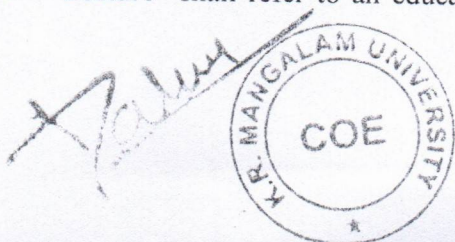
This document contains the academic regulations, scheme of assessments, curriculum, detailed syllabi, course contents with text / reference books recommended, course outcomes, skills acquired and the projects / assignments that are to be performed for each course for the conduct of 3/ 4/5 year degree programmes. The various degree programmes under different schools in KRMU are as listed below:-


<https://www.krmangalam.edu.in/programmes/>

1.1 Definitions

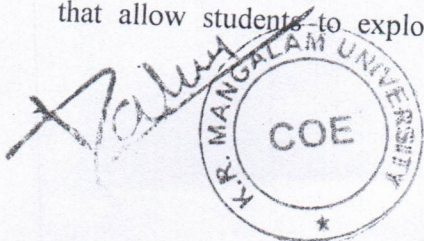
For the purpose of KRMU 24 regulation, definitions as follows shall apply:

- “Orientation” shall refer to the process of introducing new students to the campus, resources, and academic expectations to help them adjust to university life.
- “Induction” shall refer to the structured process of welcoming and integrating new students into the academic community, providing essential information and support.
- “Academic Year” shall refer to the structured period during which academic courses are offered, typically divided into terms or semesters.
- “Semester” shall refer to a period covering the start of contact classes and end of the comprehensive End term examinations
- “Course Registration” shall refer to the process of selecting and enrolling in specific courses of study for a given academic term.
- “School” shall refer to a division of institute dealing with two or more specific areas of discipline / study comprising of the departments related with exclusive emphasis on trans-disciplinary research
- “Department” shall refer to a division of institute dealing with a specific area of discipline / study.
- “Faculty” shall refer to the academic staff or educators responsible for teaching and guiding students within a specific department and school.
- “Faculty Engagement Hours” shall refer to the active participation of faculty members in teaching, research, and service activities, typically measured in terms of the time they dedicate to these responsibilities.
- “Dean” shall refer to the senior administrative officer responsible for overseeing academic programs, faculty, and student affairs within a specific school or division.
- “Program Duration” shall refer to the length of time required to complete a specific academic program, typically measured in years or semesters.
- “Syllabus” shall refer to a document outlining the course objectives, topics, assignments, and assessment methods for a specific class or program.
- “Board of Studies” shall refer to a committee responsible for overseeing the design, development, and evaluation of academic programs, courses, and curriculum within a specific school.
- “Academic Council” shall refer to a authority of university responsible for overseeing academic policies, curricula, and standards within the university.
- “Lecture” shall refer to an educational talk or presentation given by a professor or




 Registrar
 K R Mangalam University
 Sohna Road, Gurugram (Harvana)

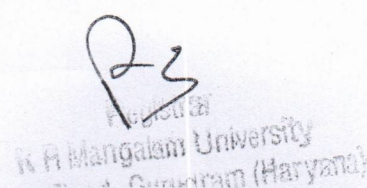
- instructor to teach a specific topic or subject to a large group of students.
- "Tutorial" shall refer to a small group or one-on-one session focused on discussion, clarification, or deep exploration of course material, typically led by a professor or instructor.
 - "Practical" shall refer to hands-on class where students conduct experiments or activities to apply theoretical knowledge in a controlled environment.
 - "Course File" shall refer to a comprehensive record that includes the syllabus, lesson plans, assessments, student performance data, and other relevant materials for a specific course taught by the faculty.
 - "University Handbook" shall refer to an official document that provides guidelines, policies, procedures, and essential information about the university for students, faculty, and staff within the university.
 - "School Handbook" shall refer to a comprehensive guide that outlines policies, procedures, academic requirements, and resources specific to a particular school.
 - "Program Handbook" shall refer to a comprehensive guide that outlines the academic requirements, policies, procedures, and resources related to a specific degree program.
 - "Outcome Based Education (OBE)" shall refer to an educational framework that focuses on achieving specific learning outcomes and competencies for students.
 - "4-year UG honors Program" shall refer to an undergraduate program that typically lasts eight semesters and awards a bachelor's degree with honors.
 - "4-year UG honors with Research Program" shall refer to a multidisciplinary bachelor's degree program that includes a research project or dissertation in the final year
 - "Major Courses" shall refer to the primary subjects or disciplines in which a student specializes, typically requiring a significant number of credits for completion within a degree program.
 - "Minor Courses" shall refer to optional subjects that students can take alongside their major field of study, allowing for interdisciplinary learning and skill diversification.
 - "Double Major Courses" shall refer to a program allowing students to pursue two distinct fields of study simultaneously, leading to two degrees upon completion.
 - "MOOC Courses" shall refer to Massive Open Online Courses that are designed to provide accessible, high-quality educational resources to a large number of learners through digital platforms.
 - "SEC Courses" shall refer to Skill Enhancement Courses designed to provide students with practical skills and knowledge relevant to their field of study, enhancing their employability.
 - "AEC courses refer to Ability Enhancement Compulsory courses designed to improve students' skills and competencies alongside their core subjects in higher education.
 - "VAC Courses" refers to Value-Added Courses designed to enhance students' skills and competencies beyond their core curriculum, promoting holistic education and employability.
 - "OE" shall refer to open elective flexible courses offered across different disciplines that allow students to explore subjects outside their core curriculum, promoting



R3
Registrar
K R Mangalam University

interdisciplinary learning and broadening educational opportunities.

- “Audit Courses” shall refer to optional courses that allow students to explore subjects without receiving formal credit, promoting flexibility and interdisciplinary learning.
- “Bridge Courses” shall refer to supplemental educational programs designed to help students transition into higher education by addressing past gaps in knowledge and skills.
- “Program” shall refer to a structured curriculum of courses and requirements designed to lead to a specific degree or qualification.
- “Course” shall refer to structured contents focused on a specific subject or topic or body of knowledge, typically culminating in assessments and credits towards a degree and is part of a structured program of study.
- “Course Code” shall refer to a unique alphanumeric identifier assigned to a specific course, used for registration and administrative purposes.
- “Course Title” shall refer to the official name of a specific course that reflects its content and scope.
- “Course Credit/Credit” shall mean a number indicating the weightage assigned to a Course, e.g. theory, practical, studio, project, dissertation, thesis, research work, or any other academic component, based on learning hours per week for all learning activities. This is suitably divided among L, T, P and S, depending on the nature of the Course.
- “Degree Title” shall refer to official designation as approved by UGC act U/S 2022, conferred upon a student upon successful completion of a specific program of study.
- “Degree” shall refer to an academic qualification awarded to students upon the successful completion and meeting specified condition of a prescribed program of study.
- “Student-Centered Learning” shall refer to an educational approach that prioritizes the needs, interests, and learning styles of students, encouraging active participation and collaboration in the learning process.
- “Flipped Classroom Learning” shall refer to an instructional strategy where traditional lecture content is delivered outside of class, often through videos, allowing in-class time to be used for interactive activities and discussions.
- “Inquiry Based Learning” shall refer to an educational approach that encourages students to actively engage in the learning process by asking questions, conducting research, and exploring topics to construct their own understanding.
- “Academic activities” shall refer to the activities like Lecture (Physical Lecture Session), Tutorial (Participatory discussion / Self-Study / Desk Work / Quiz / Seminar Presentation, etc. activities that make the student absorb & assimilate, the delivered contents effectively) and Practical / Practice sessions (includes Hands on Experience / Lab experiments / Field Studies / Case Studies etc. activities that enable the student to acquire the requisite skill).
- “Continuous Assessment” shall refer to the assessment of the student spread over the entire semester on the various constituent components of the prescribed course.



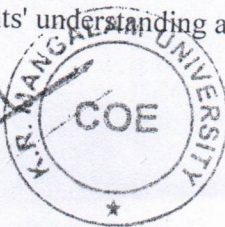
- “Formative Assessment” shall refer to a range of assessment tools used to monitor student learning and provide ongoing feedback to improve teaching and learning processes.
- “Summative Assessment” shall refer to an evaluative process used for graduating student learning, measures student learning, skill acquisition, or academic achievement at the end of an instructional unit through exams, projects, or presentations.
- “LMS (Learning Management System)” shall refer to a digital platform used to deliver, track, and manage educational courses and training programs.
- “Andragogy” shall refer to the art and science of teaching adults, focusing on their unique learning needs, experiences, and self-directedness.
- “Curriculum” shall refer to a structured set of courses and learning experiences that students must complete to achieve a degree or certification.
- “Semester” shall refer to a period covering the two assessment periods viz Formative and Summative assessment period. A semester would generally be spread over 13-15 weeks covering minimum actual 90 teaching days.
- “Course Outcomes” shall refer to the document that specific knowledge, skills, or competencies that students are expected to achieve upon completing a particular course.
- “Course Handouts (CHO)” shall refer to the structured materials and guidelines provided to students, outlining course outcomes, syllabus, methods, learning plan, duration, TT, schedules, assignments, and evaluation criteria.
- “Internship” refers to onsite Practical Training offered by reputed companies / Institutions, in India or abroad. To be undertaken with (or seeking) prior approval of the respective Dean.
- “Project” refers to a course executed by a student on a specific research problem at KRMU / any organization of repute. To be undertaken with (or seeking) prior approval of the respective Dean.
- “Assignment” shall refer to a task or project given to students to assess their understanding and application of learning related to a course
- “Attendance” refers to the Physical personal presence in an academic activity session.
- “Lateral Entry and Exit” shall refer to the process allowing students to transfer between programs or institutions at the same academic level, either to join a new program (entry) or to leave their current program (exit) without following the traditional admission pathways.
- “Calculation of Course Outcome Attainment” shall refer to the process of assessing and measuring the effectiveness of a course in achieving its intended learning objectives and competencies.
- “Calculation of Program Outcome Attainment” shall refer to the level of measurement of skills/knowledge gained from a program at the end of the program
- “Academic Bank of Credits (ABC)” shall refer to a system that allows students to accumulate, transfer, and redeem academic credits earned from various institutions.
- “National Academic Depository (NAD)” shall refer to the digital platform that securely stores and provides access to academic awards and credentials issued by educational



R3
Registrar
K R Mangalam University

institutions in a country.

- "Allowed to Keep Credits (ATKC)" shall refer to the policy permitting students to retain previously earned academic credits toward their degree requirements, even if they change programs or institutions or get promoted to higher semester.
- "Multiple entry and multiple exit" shall refer to a flexible education system that allows students to enter and exit degree programs at various stages, facilitating easier transitions and the recognition of credits earned.
- "Feedback mechanism" shall refer to the structured processes through which students, faculty, administration, and other parties provide input and evaluations to improve educational quality and institutional performance.
- 'CoE' means the Controller of Examinations.
- 'Examination Office' means the group consisting of core staff and faculty for overlooking the operations and management of examinations and academic records under the overall control of CoE.
- 'Answer Book' means the document/notebook containing the answer or answers given by a student during the examination to the question or questions contained in the question paper meant for the said examination.
- 'Question Paper Setting' means the process of creating and organizing examination questions to assess students' knowledge and understanding of the course material.
- 'Question Paper' means a document containing question(s) to be administered at an examination to be answered by a student for accessing their learning outcomes.
- 'Examination Centre' means the University, any institution or part thereof, or any other place fixed by the University to hold its examinations and includes the entire premises attached to it.
- 'External Examiner' shall mean a person who is not on the rolls of K.R. Mangalam University.
- 'Internal Examiner' shall mean an Examiner who is a faculty of the University.
- 'Panel of Examiners' shall mean a Panel constituted with the approval of the Vice Chancellor to conduct practical/studio examinations, viva-voce examinations, etc., and evaluate students' performance at the University.
- 'Examination Committee' means the Examination Committee constituted by the Vice Chancellor to devise detailed procedure for an efficient, transparent and fair evaluation of students, including coordination of activities relating to conduct of examinations.
- 'Moderation Committee' shall mean the Committee appointed by the Vice Chancellor to moderate Question papers/grades/marks awarded for a Course.
- 'UFM (Unfair Means) Committee' Unfair Means Committee is constituted by the Vice-Chancellor to hear the unfair means cases and to propose the penalty keeping in view the gravity of the offence resorted by a student during the examinations.
- 'Make-up Examinations' means an opportunity for students to retake a previously missed or failed examination to demonstrate their understanding of the course material and conducted after a short gap of the result declaration of a semester.
- 'Mid-Term Exam' means assessments conducted halfway through a course to evaluate students' understanding and progress in the subject matter.



R 3

Registrar
K R Mangalam University

- 'Comprehensive End-Term Examination' (CETE) means a comprehensive examination conducted by the K.R. Mangalam University at the end of a Semester for each Course as prescribed in the Scheme of Examination of a programme.
- 'Promotion' means Promotion to the next academic year in a university refers to the process of advancing a student to the subsequent level, semester or year of their academic program based on the successful completion of required courses and credits.
- 'Examination Hall' includes any Rooms, Laboratory, Workshop or other premises used for conducting examinations.
- 'Invigilator' means someone who assists the CoE/Superintendent of the Examination Centre in conducting and supervising an examination.
- 'SGPA' shall mean the Semester Grade Point Average reflecting a student's performance at the end of a Semester.
- 'CGPA' shall mean the Cumulative Grade Point Average, reflecting the up-to-date cumulative performance of a student on completion of a program of study.
- "Grade Point" refers to the quantification of the performance of a candidate in a particular course as defined herein.
- "Division" refers to the Division awarded to the student as per the mechanism detailed in the regulations subsequently.
- "Credit equivalence and credit transfer committee" refers to the committee designated to look into for credit equivalence and credit transfer.
- "Course Drop" shall refer to a student having to undertake a repeat of the Course(s) not being able to complete the Credit requirements of the Course(s), under the conditions stipulated in the regulation.
- "Re appear Examinations" shall refer to the examination(s) conducted by a particular faculty to allow the student to appear internal summative assessment components in which student performed poorly or missed it completely in which student performed poorly or missed it completely.
- "Special Examination" shall refer to an exam given outside the regular schedule, usually to accommodate students with valid reasons.
- "Semester Break" shall refer to a Semester in which a student either does not register for any course at the beginning of the Semester OR chooses to DROP all courses OR is so compelled to DROP all the courses.
- "Spill Over Semester" shall refer to the additional semester(s) beyond the completion of prescribed normal semesters.
- "Program Study and Evaluation Scheme" shall mean the Scheme of program study and Evaluation for a programme approved by the Academic Council.
- 'Ph.D./Doctoral Programme regulations' shall mean University Regulations for Ph.D. Programme.
- 'Scrutinizer' means a person engaged in checking the compilation of the result by comparison of award lists and the result sheets prepared by the office of CoE.
- "Convocation" refers to a formal ceremony where degrees are conferred upon graduating students.

[Handwritten signature]



[Handwritten signature]

Registrar

K R Mangalam University
Sohna Road, Gurugram (Haryana)

1.2 Education Philosophy

The **philosophy of a KRMU program** refers to the underlying principles, values, and beliefs that guide the design, purpose, and operation of academic programs within the institution. It is a framework that shapes the curriculum, teaching methods, assessment, and overall educational approach. Below are some key components of the philosophy behind university programs:

1. Purpose of Education

- **Holistic Development:** The education aims to develop students not just academically, but also socially, morally, and emotionally, nurturing well-rounded individuals.

The purpose of education in KRMU is two-fold:

- (i) Learn to earn living
- (ii) Learn to live

It focuses on all the three domains of learning

- (a) Cognitive
- (b) Affective
- (c) Psychomotor skills.

2. University Education Objective: A university engages itself in the following education objectives

- (a) Employability
- (b) Knowledge dissemination
- (c) Knowledge creation.

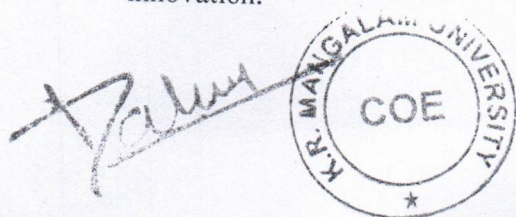
The focus of KRMU is on employability. The super goal employability drives all education process, activities and resources. All decisions down the line flow down from the major concern-employability.

3. Andragogical Approach

KRMU approach to education is outcome based education. The outcomes are determined on the basis of education philosophy, industry alignment, regulation bodies etc.

4.. Curriculum Design: The inspiration of curriculum design comes from program outcomes and program specific outcomes.

- **Liberal Arts Philosophy:** This approach emphasizes a broad education across various disciplines, fostering intellectual versatility and critical engagement with multiple perspectives.
- **Specialization:** Some programs encourage deep, focused study in a specific discipline, preparing students to become experts in their field.
- **Research-Oriented:** Many universities incorporate research projects and encourage students to contribute to knowledge in their chosen field through original inquiry.
- **Student-Centered Learning:** Many modern programs focus on engaging students actively in the learning process, rather than passive absorption of information.
- **Interdisciplinarity:** Some university programs encourage cross-disciplinary study, allowing students to integrate knowledge from different fields, fostering creativity and innovation.



R3

- **Critical Thinking:** Programs often prioritize the development of critical thinking skills, enabling students to analyze information, question assumptions, and solve complex problems.
- **Learning:** Permanent change in knowledge, skill and attitude of the student. Learning happens both inside and outside classroom. The focus is on cognitive skills inside classroom activities/methods. The focus of outside classroom learning activities/methods is on psychomotor skills and people skills.

5.. Values and Ethics

- **Academic Integrity:** A commitment to honesty, fairness, and rigor in academic work is often central to the philosophy of university programs.
- **Social Responsibility:** Some programs emphasize preparing students to be ethical, responsible citizens who contribute to society.
- **Inclusivity and Diversity:** Programs may be designed to reflect and promote diversity, ensuring that students from different backgrounds have equal access to educational opportunities and are encouraged to engage with diverse perspectives.

6. Teaching and Assessment

- **Active Learning:** Programs may prioritize active learning methods, such as discussions, projects, and group work, over traditional lectures.
- **Formative and Summative Assessment:** The philosophy might stress the importance of ongoing (formative) assessments to guide learning, alongside final (summative) evaluations like exams and papers.
- **Feedback and Reflection:** Encouraging students to reflect on their learning and provide them with regular feedback to promote continuous improvement.

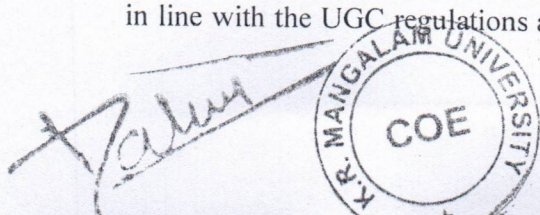
7. Global and Local Relevance

- **Global Perspective:** Programs may incorporate global issues, preparing students to think beyond national borders and understand worldwide contexts, especially in fields like economics, political science, and environmental studies.
- **Community Engagement:** Some programs aim to serve local communities, emphasizing practical applications of knowledge to solve local problems and foster civic engagement.

8. Lifelong Learning

- **Learning to Learn:** The philosophy may emphasize developing skills that allow students to continue learning throughout their lives, adapting to new knowledge and challenges as they arise.
- **Flexibility and Adaptability:** Programs may be designed to adapt to changing societal needs, equipping students with the ability to thrive in a dynamic world.

The academic programmes of KRMU are governed by the rules and regulations approved by the Academic Council from time to time. The various academic activities are conducted following a fixed time schedule duly approved by the Academic Council in line with the UGC regulations and other regulatory bodies.. The academic activities



R7

of KRMU are followed meticulously as specified in the academic calendar as approved by the Academic Council. This academic calendar is shared with all the stake holders well before the beginning of the respective academic year. The curriculum and the course contents of all the programmes are discussed by the respective Board of Studies (BoS), analyzed and recommended for implementation. The Academic Council, being the highest statutory body, chaired by the Vice-Chancellor, meets at least twice or thrice a year and discusses, suggests and approves all the important academic matters related to curriculum and course contents as recommended by BoS.

1.3 Program Structure and Evaluation Scheme (PSES)

The **Program Structure and Evaluation Scheme (PSES)** in a university context refers to the official document or framework that outlines the organization of an academic program, including its courses, credit requirements, and the methods used to teach and assess student performance. It serves as a blueprint for both students and faculty, ensuring that the program is delivered consistently and meets educational standards. Every program offered by the university shall have a well prepared PSES and it shall be approved by academic council after thorough discussion and recommendations of the respective BoS.

Key Components of the PSES:

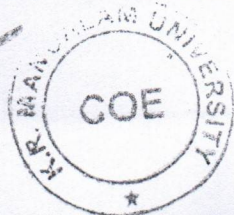
1. Program Structure:

- **Course Distribution:** The PSES lists the courses a student must take to complete the program. These courses are typically divided into different categories:
 - **Major Courses:** Mandatory courses that cover the fundamental knowledge and skills in the program's field of study.
 - **Elective Courses:** Courses that allow students to choose subjects based on their interests, often within or outside the discipline.
 - **Specialization/Concentration Courses:** In some programs, students choose an area of specialization with specific courses focusing on that field.
 - **Project/Thesis:** For some programs, a final-year project or thesis is required, representing a culmination of the student's learning.
- **Credit Requirements:** The PSES specifies the total number of credits a student must earn to graduate. It also defines how credits are distributed across different course categories (major, minor, electives, etc.).
- **Program Duration:** It states the minimum and maximum duration to complete the program, typically defined by the number of semesters or years (e.g., 3-4 years for a bachelor's degree).

2. Evaluation Scheme:

- **Assessment Methods:** The PSES outlines the various methods used to assess student learning and performance in each course. This will include:
 - **Examinations:** Written tests (mid-term, CETE exams).
 - **Projects:** A field project or a research project.
 - **Assignments:** Essays, projects, case studies, or homework.
 - **Laboratory Work/Practical:** For courses with a practical component, performance

Handwritten signature



Handwritten signature
Registrar

in labs or workshops may be assessed.

- **Presentations/Participation:** For certain courses, active participation in class discussions or presentations may be part of the evaluation.
- **Continuous Assessment:** All programs implement continuous evaluation through quizzes, tests, class activities, or assignments and projects throughout the term.
- **Grading System:** The PSES describes the grading scale used in the program, such as percentage-based grades, letter grades (A, B, C), or GPA. It also specifies the passing criteria for each course and the program as a whole.
- **Weightage of Assessments:** It defines how different assessment components (exams, assignments, projects, etc.) are weighted to calculate the final grade for each course. For example, exams might account for 60%, assignments for 30%, and participation for 10%..

3. Learning Outcomes:

- The PSES often includes a description of the **learning outcomes** for the program and its courses. These are specific skills, knowledge, or competencies that students are expected to acquire by the end of the program.

4. Course Handout (CHO)

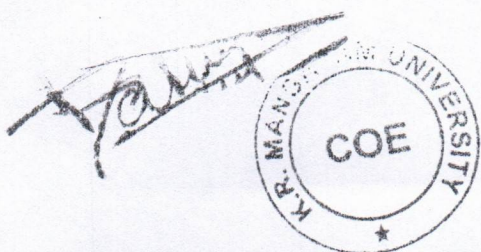
A detailed guide outlining course objectives, structure, policies, and key dates for students throughout the duration of the course. CHO defines

- Course Outcomes
- Assessment Strategy
- Learning Plan
- Reference Books
- Guidelines for projects
- Detailed session plan

Purpose of the PSES:

- **Standardization:** It ensures consistency in the delivery of the program, regardless of the instructor or cohort.
- **Transparency:** The PSES provides clarity to students about the structure of the program and how their performance will be evaluated.
- **Accreditation and Quality Assurance:** A clear PSES is often required by accrediting bodies to ensure that the program meets national and international educational standards.
- **Guidance for Students:** It serves as a roadmap for students to plan their studies, understand their course load, and track their progress toward graduation.

In essence, the **Program Structure and Evaluation Scheme (PSES)** defines both the academic framework and the rules for evaluating student achievement in a university program, ensuring a well-organized and transparent educational experience.



R3
Ranjitkar

1. Program

A **program** refers to a structured set of courses and learning experiences that lead to a degree, diploma, or certificate. A program is often tied to a specific field of study (e.g., Bachelor's in Computer Science, Master's in Business Administration etc.).

2. Program Name

The **program name** is the official title of the academic program that a student is enrolled in. It typically reflects the area of study or academic discipline. The title of every program shall be same as the nomenclature of the degree according to UGC act U/S 22.

- **Example:** Bachelor of Science in Mechanical Engineering.

A program can be delivered in collaboration with industry partner or a university(national or international partner)

Types of collaborative programs can be

- (a) Industry
- (b) Foreign(one semester/exchange/twinning)
- (c) Online and distance learning programs(40% of the program credits can be taught online)

3. Program Code

The **program code** is a unique alphanumeric identifier assigned to each academic program by the university. This code is used for administrative purposes to differentiate between various programs.

- **Example:** B.Tech-MECH (for Bachelor of Science in Mechanical Engineering)-02

*As prescribed in the program coding of UG,PG,Diploma in university office order for each academic year

4. School Code

The **school code** is a unique identifier for the school or college within the university that administers a particular program. Universities are often divided into different schools (or faculties) based on academic disciplines.

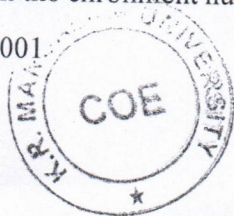
- **Example:** ENG (for the School of Engineering)-01

*As prescribed in the school coding of UG,PG,Diploma in university office order for each academic year

5. Roll Number

The **roll number** is a unique identifier assigned to each student by the university for administrative purposes. It is used to track the student's academic records, grades, and other personal information. The roll number is typically used for internal assessments and may differ from the enrollment number.

Example:2401010001



23

Registrar

K. J. Somaiya Institute of Technology and Management

6. Enrollment Number

The **enrollment number** is a unique number given to a student upon enrolling in the university. It may be used across various academic records, including official documents such as transcripts, and sometimes serves as the student's primary identification number for their time at the university.

- **Example:** ENRL-123456

7. Course

A **course** is an individual unit of study within a program. Each course focuses on a specific content or topic or body of knowledge and is typically taught over a semester or academic term. Students must complete a set of courses to fulfill the requirements of their academic program.

- **Example:** Introduction to Data Science

8. Course Code

The **course code** is a unique identifier assigned to each course offered by the university. It typically includes letters and numbers that signify the department, course level, and sequence.

- **Example:** Code of School > Code of Department > Set of three numeric digits.

*As prescribed in the course coding of UG, PG, Diploma in university office order for each academic year

9. Course Title

The **course title** is the official name of a course, which briefly describes its content and focus. It appears in course catalogs and on transcripts.

- **Example:** "Fundamentals of Microeconomics"

1.4 Program Duration

For the branch disciplines the regular courses including theory and practical are offered as per the duration of programme. The normal duration to complete the UG and PG program is as per the academic regulations of University and prescribed in PSES of the program. However, a student can avail the benefit of spill over period for 2/3 years, that is the maximum duration of six/seven years can be availed by a candidate to complete the programme in a slower pace if he / she desires. The candidate failing to complete the requirements will be considered for the exit as applicable and prescribed in PSES.

Programme/ Curricular components

The undergraduate programme seeks to equip students with the capacities in fields across arts, humanities, languages, natural sciences, and social sciences; an ethic of



23
Registrar
R. Mangalam University

social engagement; soft skills, complex problem solving, critical thinking, creative thinking, and communication skills, along with rigorous specialization in a chosen disciplinary or interdisciplinary major and minor(s).

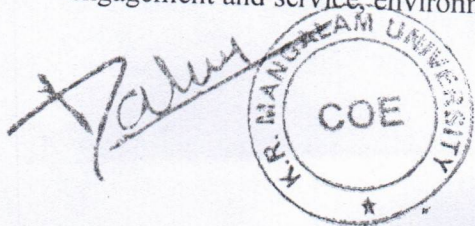
As prescribed in PSES, the entire curriculum is divided across number of semesters and varies according to program levels and types. The programs are designed in such a way that the knowledge and skills are developed to prepare students for employability. Each program has components of learning that assures a student to prepare itself for a major and minor discipline. A program is designed based on NEP guidelines and regulatory body provisions. Types and number of courses and credits are defined for each semester as mentioned in NEP.

Every program can be delivered in hybrid mode, majorily it is delivered in synchronously (face to face) and 40% of the course can be delivered asynchronously (on line mode)

1.5 Transformative Features of every Program (NEP Based):

KRMU envisages several transformative initiatives in higher education. These include:

- Introducing holistic and multidisciplinary undergraduate education that would help develop all capacities of human beings - intellectual, aesthetic, social, physical, emotional, ethical, and moral - in an integrated manner; soft skills, such as complex problem solving, critical thinking, creative thinking, communication skills; and rigorous specialization in a chosen field (s) of learning.
- Adoption of flexible curricular structures in order to enable creative combinations of disciplinary areas for study in multidisciplinary contexts that would also allow flexibility in course options that would be on offer to students, in addition to rigorous specialization in a subject or subjects.
- Undergraduate degree programmes of either 3 or 4-year duration, with multiple entry and exit points and re-entry options, with appropriate certifications such as:
 - a UG certificate after completing 1 year (2 semesters) of study in the chosen fields of study,
 - a UG diploma after 2 years (4 semesters) of study,
 - a bachelor's degree after a 3-year (6 semesters) programme of study,
 - a 4-year bachelor's degree (honours) after eight semesters programme of study.
- If the student completes a rigorous research project in their major area(s) of study in the 4th year of a bachelor's degree (honours with research).
- The 4-year bachelor's degree programme is considered a preferred option since it would provide the opportunity to experience the full range of holistic and multidisciplinary education in addition to a focus on the chosen major and minors as per the choices of the student.
- Inclusion of credit-based courses and projects in the areas of community engagement and service, environmental education, and value-based education.



23
Registrar
K R Mangalam University
Haridwar (Uttarakhand)

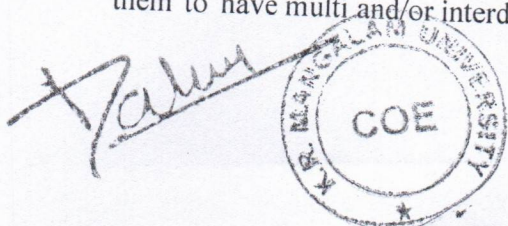
- Environment education to include areas such as climate change, pollution, waste management, sanitation, conservation of biological diversity, management of biological resources and biodiversity, forest and wildlife conservation, and sustainable development and living.
 - Value-based education to include the development of humanistic, ethical, Constitutional, and universal human values of truth, righteous conduct, peace, love, nonviolence, scientific temper, citizenship values, and life skills.
 - Lessons in service and participation in community service programmes to be an integral part of holistic education.
 - Global Citizenship Education and education for sustainable development to form an integral part of the curriculum to empower learners to become aware of and understand global and sustainable development issues and to become active promoters of more peaceful, tolerant, inclusive, secure, and sustainable societies.
 - Students to be provided with opportunities for internships with local industry, businesses, artists, crafts persons, etc., as well as research internships with faculty and researchers at their own or other HEIs/research institutions, so that students may actively engage with the practical side of their learning and, as a by-product, further improve their employability.
 - Reorienting teaching programmes to ensure the development of capabilities across a range of disciplines including sciences, social sciences, arts, humanities, languages, as well as vocational subjects. This would involve offering programmes/courses of study relating to Languages, Literature, Music, Philosophy, Art, Dance, Theatre, Statistics, Pure and Applied Sciences, Sports, etc., and other such subjects needed for a multidisciplinary and stimulating learning environment.
- Preparing professionals in cutting-edge areas that are fast gaining prominence, such as Artificial Intelligence (AI), 3-D machining, big data analysis, and machine learning, in addition to genomic studies, biotechnology, nanotechnology, neuroscience, with important applications to health, environment, and sustainable living that will be woven into undergraduate education for enhancing the employability of the youth.

Curriculum Framework

Main features of the New Curriculum Framework

The new curriculum framework will have the following features:

- Flexibility to move from one discipline of study to another.
- Opportunity for learners to choose the courses of their interest in all disciplines.
- Facilitating multiple entry and exit options with UG certificate/ UG diploma/ or degree depending upon the number of credits secured.
- Flexibility for learners to move from one institution to another to enable them to have multi and/or interdisciplinary learning.



Handwritten signature

Registrar

- v. Flexibility to switch to alternative modes of learning (offline, ODL, and Online learning, and hybrid modes of learning).

Regulations for Academic Bank of Credit (ABC) and guidelines for Multiple Entry and Exit are already in place to facilitate the implementation of the proposed "Curriculum and Credit Framework for Undergraduate Programmes".

Duration of the Programme

The duration of the UG programme is 4 years or 8 semesters. Students who desire to undergo a 3-year UG Programme will be allowed to exit after completion of the 3rd year. If a student wants to leave after the completion of the first or second year, the student will be given a UG Certificate or UG Diploma, respectively, provided they secure the prescribed number of credits as per PSES.

Students who exit with a UG certificate or UG diploma are permitted to re-enter within three years and complete the degree programme.

- ii. Students may be permitted to take a break from the study during the period of study but the total duration for completing the programme shall not exceed 7 years.

The duration of the PG programme is 2 years or 4 semesters and one year in case of LLM.

Semester Duration

- A semester comprises 90 working days and an academic year is divided into two semesters.
- A summer term is for eight weeks during summer vacation. Internship/apprenticeship/work-based vocational education and training can be carried out during the summer term, especially by students who wish to exit after two semesters or four semesters of study. Regular courses may also be offered during the summer on a fast-track mode to enable students to do additional courses or complete backlogs in a program. The HEIs can decide on the courses to be offered in the summer term depending on the availability of faculty and the number of students.

Major and Minor disciplines

Major discipline is the discipline or course of main focus and the degree will be awarded in that discipline. Students should secure the prescribed number of credits (about 50% of total credits) through core courses in the major discipline.

Minor discipline helps a student to gain a broader understanding beyond the major discipline. For example, if a student pursuing an Economics major obtains a minimum of 12 credits from a bunch of courses in Statistics, then the student will be awarded B.A. degree in Economics with a Minor in Statistics.

Awarding UG Certificate, UG Diploma, and Degrees

[Signature]

K. R. MANJUNATH UNIVERSITY
COE

[Signature]
Registrar

UG Certificate: Students who opt to exit after completion of the first year and have secured 40 credits will be awarded a UG certificate if, in addition, they complete one vocational course of 4 credits during the summer vacation of the first year. These students are allowed to re-enter the degree programme within three years and complete the degree programme within the stipulated maximum period of seven years.

UG Diploma: Students who opt to exit after completion of the second year and have secured 80 credits will be awarded the UG diploma if, in addition, they complete one vocational course of 4 credits during the summer vacation of the second year. These students are allowed to re-enter within a period of three years and complete the degree programme within the maximum period of seven years.

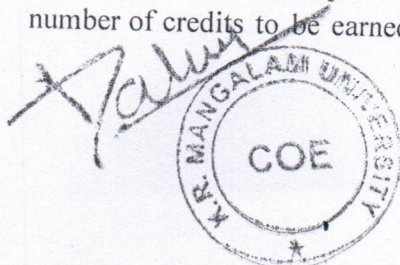
3-year UG Degree: Students who wish to undergo a 3-year UG programme will be awarded UG Degree in the Major discipline after successful completion of three years, securing 120 credits and satisfying the minimum credit requirement as given in table 2 (Section 5).

4-year UG Degree (Honours): A four-year UG Honours degree in the major discipline will be awarded to those who complete a four-year degree programme with 160 credits and have satisfied the credit requirements as given in table 2 in Section 5.

4-year UG Degree (Honours with Research): Students who secure 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year. They should do a research project or dissertation under the guidance of a faculty member of the University/College. The research project/dissertation will be in the major discipline. The students who secure 160 credits, including 12 credits from a research project/dissertation, are awarded UG Degree (Honours with Research).

UG Degree Programmes with Single Major: A student has to secure a minimum of 50% credits from the major discipline for the 3-year/4-year UG degree to be awarded a single major. For example, in a 3-year UG programme, if the total number of credits to be earned is 120, a student of Physics with a minimum of 60 credits will be awarded a B.Sc. in Physics with a single major. Similarly, in a 4-year UG programme, if the total number of credits to be earned is 160, a student of Physics with a minimum of 80 credits will be awarded a B.Sc. (Hons./Hon. With Research) in Physics in a 4-year UG programme with single major.

UG Degree Programmes with Double Major: A student has to secure a minimum of 40% credits from the second major discipline for the 3-year/4-year UG degree to be awarded a double major. For example, in a 3-year UG programme, if the total number of credits to be earned is 120, a student of Physics with a minimum of



23
Registrar
K R Mangalam University
Sohna Road, Gurgaon (Haryana)

48 credits will be

awarded a B.Sc. in Physics with a double major. Similarly, in a 4-year UG programme, if the total number of credits to be earned is 160, a student of Physics with a minimum of 64 credits will be awarded a B.Sc. (Hons./Hon. With Research) in Physics in a 4-year UG programme with double major.

Interdisciplinary UG Programmes: The credits for core courses shall be distributed among the constituent disciplines/subjects so as to get core competence in the interdisciplinary programme. For example, a degree in Econometrics requires courses in economics, statistics, and mathematics. The total credits to core courses shall be distributed so that the student gets full competence in Econometrics upon completion of the programme. The degree for such students will be awarded as B.Sc. in Econometrics for a 3-year UG programme or B.Sc. (Honours) / B.Sc. (Honours with Research) in Econometrics for a 4-year UG programme.

Multidisciplinary UG Programmes: In the case of students pursuing a multidisciplinary programme of study, the credits to core courses will be distributed among the broad disciplines such as Life sciences, Physical Sciences, Mathematical and Computer Sciences, Data Analysis, Social Sciences, Humanities, etc., For example, a student who opts for a UG program in Life sciences will have the total credits to core courses distributed across Botany, Zoology and Human biology disciplines. The degree will be awarded as B.Sc. in Life Sciences for a 3-year programme and B.Sc. (Honours) in Life Sciences or B.Sc. (Honours with Research) for a 4-year programme without or with a research component respectively.

The statutory bodies of the Universities and Colleges such as the Board of Studies and Academic Council will decide on the list of courses under major category and credit distribution for double major, interdisciplinary and multidisciplinary programmes.

The University shall award Degrees, Diplomas and Certificates as follows:

- a. A Bachelor's with Honors/Honours with Research Degree in the discipline of the candidate (appropriately styled) who has earned at least 164 credits in 4 years; and a basic Bachelor's Degree in the given discipline of the candidate (appropriately styled) for those who have earned at least 124 credits including NEP specified courses, during first 3 years of Academic programme.
- b. A Diploma for those students who have earned at least 84 credits including the NEP specified courses and the mandatory 4 credits of skill enhancement/internship programmes in the summer semester.
- c. A Certificate for those students who have earned at least 42 credits including the NEP specific courses and the mandatory 4 credits of skill enhancement/internship programmes.




 Registrar
 KR Mangalam University


1.6 Credit hours for different types of courses

A three-credit lecture course in a semester means three one-hour lectures per week with each one-hour lecture counted as one credit. One credit for tutorial work means one hour of engagement per week.

A one-credit course in practical or lab work, community engagement and services, and fieldwork in a semester mean two- hour engagement per week. In a semester of 15 weeks duration, a one-credit practical in a course is equivalent to 30 hours of engagement. A one-credit of Seminar or Internship or Studio activities or Field practice/projects or Community engagement and service means two-hour engagements per week. Accordingly, in a semester of 15 weeks duration, one credit in these courses is equivalent to 30 hours of engagement.

- **Lecture courses:** Courses involving lectures relating to a field or discipline by an expert or qualified personnel in a field of learning, work/vocation or professional practice
- **Tutorial:** Courses involving problem solving and discussions relating to a field or discipline.
- **Seminar:** A course requiring students to participate in structured discussion/conversation or debate focused on assigned tasks/readings, current or historical events, or shared experiences guided or led by an expert or qualified personnel in a field of learning, work/vocation or professional practice.
- **Practical:** A course requiring students to participate in an approved project or practical activity that applies previously learned/studied principles/theory related to the chosen field of learning, work/vocation or professional practice.
- **Internship:** A course requiring students to participate in professional employment- related activity or work experience, or cooperative education activity with an entity external to the education institution, normally under the supervision of an employee of the given external entity.
- **Laboratory work/activity:** A course requiring students to discover/practice application of a scientific or technical principles/theories. The course may require scientific, or research focused experiential work where students observe, test, conduct experiment(s) or practice application of principles/theories relating to field of learning, work/vocation or professional practice.
- **Studio activities:** Studio activities involve engagement of students in creative or artistic activities. Studio-based activities involve visual- or aesthetic-focused experiential work.
- **Workshop-based activities:** Courses involving workshop- based activities requiring engagement of students in hands- on activities related to work/vocation or professional practice.




 Registrar
 K R Mangalam University
 Sahasrabudhi, Gurgaon (Haryana)

- **Field practice/projects:** Courses requiring students to participate in field-based learning/project generally under the supervision of an employee of the given external entity.

1.7 Composition of an Academic year

An academic year is composed of an odd semester (15 – 20 weeks), an Even semester (15– 20weeks) and a summer semester (6 – 8 weeks). The regular semester that begins in July / August is known as odd / first semester and the one that begins in December / January is known as even / second semester .The instructional days for a regular semester shall be a minimum of 90 working days exclusive of days earmarked for summative assessment.

YEAR OF 12 MONTHS											
1	2	3	4	5	6	7	8	9	10	11	12
July/ Aug.	Aug./ Sept.	Sept./ Oct.	Oct./ Nov.	Nov./ Dec.	Dec./ Jan.	Jan./ Feb.	Feb./ Mar.	Mar./ Apr.	Apr./ May	May/ June	June/ July
ODD SEM/ FIRST SEM					EVEN SEM/ SECOND SEM					SUMMER SEM	

Before the commencement of the semester, a candidate has to pay the stipulated tuition fee and submit an application detailing the courses he / she intended to register, valid for that respective Odd / Even semester. The maximum number of credits per semester will be 25 credits inclusive add-on credits. The intended semester wise coverage will be as presented in the curriculum.

Semester wise provisions

A student may register for a max of 25 credits per semester as prescribed or otherwise he/ she may include the Repeat courses in the event of having not successfully completed a course or courses in the earlier semester. However, a student may also opt to go in a slower pace to earn the credits less than the prescribed max of 25, including even 'Dropping' a semester for special reasons.

During the first two/three/four/five years from the date of admission to Program., a candidate has to pay the semester / annual fees as prescribed irrespective of the less number of credits that he / she would register or even opt to Drop a semester.

If a candidate gets into spillover semester beyond two/three/four/five years up to a maximum of six/seven years, he / she has to pay semester fee proportional to the credits that he/ she registered in that spill over semester as prescribed from time to time.

A candidate has to pay additional fee proportional to the number of credits for registering in a summer semester as prescribed from time to time.

1.8 Distribution of credits

CREDIT HOURS FOR DIFFERENT TYPES OF COURSES AND MARKS DISTRIBUTION

[Handwritten signature]

[Circular stamp: K R MANGALAM UNIVERSITY]

[Handwritten signature]

Registrar
K R Mangalam University

The workload relating to a course is measured in terms of credit hours. A credit is a unit by which the coursework is measured. It determines the number of hours of instruction required per week over the duration of a semester (minimum 15 weeks).

Each course may have only a lecture component or a lecture and tutorial component or a lecture and practicum component or a lecture, tutorial, and practicum component, or only practicum component. For example, a three-credit lecture course in a semester means three lectures of one hour per week. Therefore, each lecture of one-hour is counted as one credit. In a semester of 15 weeks duration, a three-credit lecture course is equivalent to 45 hours of teaching. Required contact hours to earn credits will be as follow

Sl.No.	Component	3 Year UG	4 Year UG (Honours/Honours With research)
1	Major Disciplinary/Interdisciplinary Courses	60 Credits (15 Courses of 4 credits)	80 Credits (20 Courses of 4 credits)
2	Minor Disciplinary/interdisciplinary Courses (Vocational programme included)	24 Credits (6 Courses of 4 Credits)	32 Credits (8 Courses of 4 credits)
3	Multi-Disciplinary Courses	9 Credits (3 courses of 3 credits)	9 Credits (3 courses of 3 credits)
4	Ability Enhancement Courses	12 Credits (4 courses of 3 credits)	12 Credits (4 courses of 3 credits)
5	Skill Enhancement Course	9 Credits (3 courses of 3 credits)	9 Credits (3courses of 3 credits)
6	Value-added courses	8 Credits (4 courses of 2 credits)	8 Credits (4 courses of 2 credits)
7	Summer internship	(4credits- Included in Major courses of 60 credits)	(4 credits-Included in Major courses of 80 credits)
7	Community engagement and service	2 Credits (1 course)	2 Credits (1 course)
8	Research Dissertation Project	-	12 Credits
9	Total	124	164

Note: Honours students not undertaking research will do 3 courses for 12 credits in lieu of a research project/Disser



Registrar
K R Mangalam University

The Semester-wise and Broad Course Category-wise Distribution of credits of the Undergraduate Programme:

Semester	Discipline Specific Courses - Core	Minor	Inter-disciplinary courses	Ability Enhancement courses (language)	Skill Enhancement courses /Internship /Dissertation	Common Value-Added Courses	Total Credits
I	(100 level)	(100 Level)	(1 course)	1 course)	(1 course)	(1 or 2 courses)	20
II	(100 level)	(100 Level)	(1 course)	(1 course)	(1 course)	(1 or 2 courses)	20
<i>Students exiting the programme after securing 40 credits will be awarded UG Certificate in the relevant Discipline /Subject provided they secure 4 credits in work based vocational courses offered during summer term or internship / Apprenticeship in addition to 6 credits from skill-based courses earned during first and second semester.</i>							40
III	(200 level)	(200 & above)	(1 course)	(1 course)	(1 course)	-	20
IV	(200 level)	(200 & above)	-	(1 course)	-	-	20
<i>Students exiting the programme after securing 80 credits will be awarded UG Diploma in the relevant Discipline /Subject provided they secure additional 4 credit in skill based vocational courses offered during first year or second year summer term.</i>							80
V	(300 Level)	(200 & above)	-	-	(Internship)	-	20
VI	(300 Level)	(200 & above)	-	-	-	-	20
<i>Students who want to undertake 3-year UG programme will be awarded UG Degree in the relevant Discipline /Subject upon securing 120 credits</i>							120
VII	(400 Level)	(300 & above)	-	-	-	-	20
VIII	(400 Level)	(300 & above)	-	-	(Research Project/ Dissertation)	-	20
<i>Students will be awarded UG Degree (Honours) with Research in the relevant</i>							160

Each candidate has to submit interim reports and a final report which are mandatory requirements towards the partial fulfillment of project credits requirements. It bears a weightage of 12 credits with a duration of 90 working days. During the semester the student under the guidance of a faculty member(s) will involve in innovative design / research through the application of his / her knowledge gained in various courses studied. He / she is therefore expected to present a survey of literature on the topic, work out a project plan and carry it out through experimentation / modelling / simulation / computation. Through such a project work, the student is expected to demonstrate system analysis, design, presentation and execution skills. Performance in the project will also



R3

Registrar

be assessed in the modular framework for formative and semester-end summative.

1.9 Description of courses

The following are the types of courses in the UG Programme.

(i) Major Courses(60 to 80 Credits)

Major discipline is the discipline or subject of main focus and the degree will be awarded in that discipline. Students should secure the prescribed number of credits (not less than 50% of the total credits) through core courses in the major discipline. The major discipline would provide the opportunity for a student to pursue in-depth study of a particular subject or discipline. A student may choose to change the major discipline within the broad discipline at the end of the second semester provided all the prerequisites of the respective degree programme are fulfilled.

(ii) Minor Courses (24 to 32 credits)

Minor discipline helps a student to gain a broader understanding beyond the major discipline. For example, if a student pursuing an Economics major obtains a minimum of 12 credits from a bunch of courses in Statistics, then the student will be awarded B.A. degree in Economics with a Minor in Statistics.

- 24 credits of minor courses in the 3-year programme can be Disciplinary or Interdisciplinary courses or a mix of both. 50% of the total credits from minors must be secured in the relevant subject/discipline and another 50% of the total credits can be from any discipline of students' choice.
- 12 credits (50%) of the Minor (Disciplinary / Interdisciplinary) in the 3-year programme should be related to vocational education/training courses.

Type of Minor	Credits
Disciplinary/Interdisciplinary	12 cr
Disciplinary/Interdisciplinary vocational	12 cr

(iii) Multidisciplinary courses (MD): 9 credits

All UG students are required to undergo 3 introductory-level courses relating to any of the broad disciplines given below. These courses are designed and developed by every department for the benefit of other discipline students and are pooled by SAMS under 5 baskets for students to choose any 3 courses from 3 broader areas (one each from any three broad areas from below) from the basket. Students are not allowed to choose or repeat courses already



Registrar
K R Mangalam University
Gurgaon, Haryana

undergone at the higher secondary level (12th class) under this category.

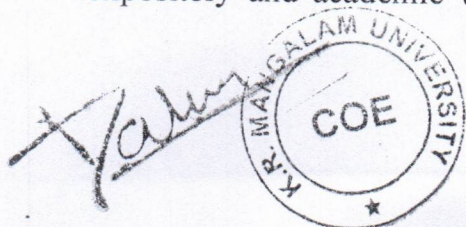
- a. **Natural and Physical Sciences:** Students can choose basic courses from disciplines such as Natural Science, for example, Biology, Botany, Zoology, Biotechnology, Biochemistry, Chemistry, Physics, Biophysics, Astronomy and Astrophysics, Earth and Environmental Sciences, and other related subjects.
- b. **Mathematics, Statistics, and Computer Applications:** Courses under this category will facilitate the students to use and apply tools and techniques in their major and minor disciplines. The course may include training in programming software like Python among others and applications software like STATA, SPSS, Tally and similar others. Basic courses under this category will be helpful for science and social science in data analysis and the application of quantitative tools.
- c. **Library, Information, and Media Sciences:** Courses from this category will help the students to understand the recent developments in information and media science (journalism, mass media, and communication)
- d. **Commerce and Management:** Courses include business management, accountancy, finance, financial institutions, fintech and other related subjects.
- e. **Humanities and Social Sciences:** The courses relating to Social Sciences, for example, Anthropology, Communication and Media, Economics, History, Linguistics, Political Science, Psychology, Social Work, Sociology and other related subjects will enable students to understand the individuals and their social behaviour, society, and nation. Students be introduced to survey methodology and available large-scale databases for India. The list of Courses that can include interdisciplinary subjects such as Cognitive Science, Environmental Science, Gender Studies, Global Environment & Health, International Relations, Political Economy and Development, Sustainable Development, Women's and Gender Studies and similar subjects. will be useful to understand society.

Note: As explained elsewhere in this regulation, all departments/centres/schools are mandated to participate in the conduct of these courses and offer at least one introductory course on the concerned subjects, in the above groups and the students can choose these subjects from the basket of courses.

(iv) Ability Enhancement Courses (AEC): 12 credits

Modern Indian Language (MIL) & English language focused on language and communication skills.

Students are required to achieve competency in a Modern Indian Language (MIL) and in the English language with special emphasis on language and communication skills. The courses aim at enabling the students to acquire and demonstrate the core linguistic skills, including critical reading and expository and academic writing skills, that help students articulate their



R3

Registrar
K R Mangalam University

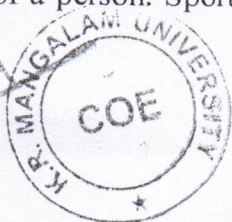
arguments and present their thinking clearly and coherently and acquaint with the cultural and intellectual heritage of languages.

(v) **Skill Enhancement Courses (SEC): 9 credits**

These courses are aimed at imparting practical skills, hands-on training, soft skills, and other skills to enhance the employability of students. The institution may design courses as per the students' needs and available institutional resources. Skill based courses could be related to disciplinary/interdisciplinary minors and vocational education programmes chosen/offered.

(vi) **Value-Added Courses (VAC) Common to All UG Students: 8 credits**

- a) **Understanding India:** This course aims at enabling the students to acquire and demonstrate the knowledge and understanding of contemporary India with its historical perspective, the basic framework of the goals and policies of national development, and the constitutional obligations with special emphasis on constitutional values and fundamental rights and duties. The course would also focus on developing an understanding among student-teachers of the Indian knowledge systems, the Indian education system, and the roles and obligations of teachers to the nation in general and to the school/community/society. The course will attempt to deepen knowledge about and understanding of India's freedom struggle and of the values and ideals that it represented to develop an appreciation of the contributions made by people of all sections and regions of the country, and help learners understand and cherish the values enshrined in the Indian Constitution and to prepare them for their roles and responsibilities as effective citizens of a democratic society.
- b) **Environmental Science/Education:** This course seeks to equip students with the ability to apply the acquired knowledge, skills, attitudes, and values required to take appropriate actions for mitigating the effects of environmental degradation, climate change, and pollution, effective waste management, conservation of biological diversity, management of biological resources, forest and wildlife conservation, and sustainable development and living. The course will also deepen the knowledge and understanding of India's environment in its totality, its interactive processes, and its effects on the future quality of people's lives.
- c) **Digital and Technological Solutions:** Courses in cutting-edge areas that are fast gaining prominences, such as Artificial Intelligence (AI), 3-D machining, big data analysis, machine learning, drone technologies, and Deep learning with important applications to health, environment, and sustainable living that will be woven into undergraduate education for enhancing the employability of the youth.
- d) **Health & Wellness, Yoga Education, Sports, and Fitness:** Course components relating to health and wellness seek to promote an optimal state of physical, emotional, intellectual, social, spiritual, and environmental well-being of a person. Sports and fitness activities will be organized outside the



[Signature]
Registrar

regular institutional working hours. Yoga education would focus on preparing the students physically and mentally for the integration of their physical, mental, and spiritual faculties, and equipping them with basic knowledge about one's personality, maintaining self-discipline and self-control, to learn to handle oneself well in all life situations.

(vii) Vocational Training/Education: 12 Credits

These courses are meant to provide the students with adequate knowledge and skills for employment and entrepreneurship. Departments are expected to incorporate the requirements of related industries while designing these courses to groom the students to take up gainful employment or becoming entrepreneurs. Vocational education courses designed by each department should relate the skills provided with the content of general education in order to ready the students for work at each exit point of the programme. A minimum of 12 credits will be allotted to the minor stream relating to vocational education and training.

(viii) Summer Internship: 4Credits

All students will undergo internships / Apprenticeships in a firm, industry, or organization or Training in labs with faculty and researchers in their own or other HEIs/research institutions during the summer term. Students will be provided with opportunities for internships to actively engage with the practical side of their learning and, as a by-product, further improve their employability. Summer internship shall be conducted for a minimum of 8 weeks.

(ix) *Community Engagement and Service: 2 Credits*

The curricular component of 'community engagement and service' seeks to expose students to the socio-economic issues in society so that the theoretical learnings can be supplemented by actual life experiences to generate solutions to real-life problems. This can be part of summer term activity or part of a major or minor course depending upon the major discipline. Community Engagement shall be conducted for a minimum of 2 weeks.

(x) Research Project / Dissertation: 12 Credits

Students choosing a 4-Year Bachelor's degree (Honors with Research) are required to take up research projects under the guidance of a faculty member. The students are expected to complete the Research Project in the eighth semester.

(xi) Audit courses: 0 credits

Audit courses offered do not carry any credits. Evaluation will be based on continuous assessment. Students may be given a pass or fail(P/F) based on the assessment that may consist of class tests, homework assignments, and/or any other innovative assessment methodology suitable to the expected learning outcome, as determined by the faculty in charge of the course of study.

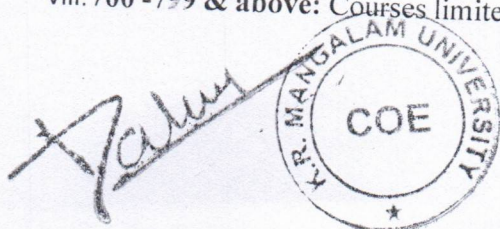


1.2.0 . Coding of the Courses

From 2024-25 batch onwards

Courses shall be coded based on the learning outcomes, level of difficulty, and academic rigor. The coding structure is as follows:

- i. **0-99: Pre-requisite courses** required to undertake an introductory course which will be a pass or fail course with no credits. It will replace the existing informal way of offering bridge courses that are conducted in some of the colleges/universities.
- ii. **100-199: Foundation or introductory courses** that are intended for students to gain an understanding and basic knowledge about the subjects and help decide the subject or discipline of interest. These courses may also be prerequisites for courses in the major subject. These courses generally would focus on foundational theories, concepts, perspectives, principles, methods, and procedures of critical thinking in order to provide a broad basis for taking up more advanced courses. These courses seek to equip students with the general education needed for advanced study, expose students to the breadth of different fields of study; provide a foundation for specialized higher-level coursework; acquaint students with the breadth of (inter) disciplinary fields in the arts, humanities, social sciences, and natural sciences, and to the historical and contemporary assumptions and practices of vocational or professional fields; and to lay the foundation for higher- level coursework.
- iii. **200-299: Intermediate-level courses** including subject-specific courses intended to meet the credit requirements for minor or major areas of learning. These courses can be part of a major and can be pre-requisite courses for advanced-level major courses.
- iv. **300-399: Higher-level courses** which are required for majoring in a disciplinary/interdisciplinary area of study for the award of a degree.
- v. **400-499: Advanced courses** which would include lecture courses with practicum, seminar-based course, term papers, research methodology, advanced laboratory experiments/software training, research projects, hands-on-training, internship/apprenticeship projects at the undergraduate level or First year Post-graduate theoretical and practical courses.
- vi. **500-599:** Courses at first-year Master's degree level for a 2-year Master's degree programme
- vii. **600-699:** Courses for second-year of 2-year Master's or 1-year Master's degree programme
- viii. **700 -799 & above:** Courses limited to doctoral students.



A handwritten signature in blue ink, likely belonging to the Registrar, is written above the printed name.

Registrar
K R Mangalam University

Existing Course codes

- First year will be allocated numeric codes from 101-199. 101-150 will be for theory courses and 151-199 will be for practical courses.
- Second year will be allocated numeric codes from 201-299. 201-250 will be for theory courses and 251-299 will be for practical courses.
- Third year will be allocated numeric codes from 301-399. 301-350 will be for theory courses and 351-399 will be for practical courses.
- Fourth year will be allocated numeric codes from 401-499. 401-450 will be for theory courses and 451-499 will be for practical courses.
- **Odd number code for Odd Semester and Even Code for Even Semester**
- **Summer Internship/Project will be coded as SI followed by Code of the Department/Program e.g. Summer Internship in Physics after Ist Year will be coded as SIPH001**

POSTGRADUATE PROGRAMS

- First year will be allocated numeric codes from 701-799. 701-750 will be for theory courses and 751-799 will be for practical courses.
- Second year will be allocated numeric codes from 801-899. 801-850 will be for theory courses and 851-899 will be for practical courses.
- **Odd number code for Odd Semester and Even Code for Even Semester**

1.2.1 PROGRAMMES OF STUDY, ELIGIBILITY AND DEGREE REQUIREMENTS**Admissions by Lateral Entry**

Lateral entry admissions permitted by respective regulatory bodies. In all Academic programmes where admission was carried out adopting approved procedures in preceding years, subject to availability, lateral entry admission shall be permitted, subject to:

- that the University shall notify the admission process and number of vacancies open for lateral entry.
- that the Lateral entrants shall be admitted only after such transparent screening process and such procedure that the University may prescribe from time to time. University may prescribe different methods of screening for different programmes depending on the circumstances prevailing in each case.
- Lateral entry shall be permissible only in the beginning of years 2,3,4 of the Under Graduate/honours programme; provided that students seeking lateral entry shall have obtained the minimum pass marks/ grades fixed by the University in their previous academic years.

Programmes to be offered by the University

- Unless the Academic Council and Executive Council otherwise resolves, all



A handwritten signature, likely of the Registrar, written in ink.

Registrar
K R Mangalam University

the Programmes on offer in the University campus are based on the recommendations of duly constituted School BOS.

- School BOS are constituted with experts from different fields, academic, research institutes and from Industry who explore the manpower requirements of the society, technological advancements and skill sets required for different institutions of the economy and shall provide a vision plan for the school.
- Schools/Departments/Centres may operationalise the said plan by proposing different academic programmes of study and by suggesting modifications needed in existing programmes with due approval of Boards of Studies in respective disciplines.

Course Delivery Methods

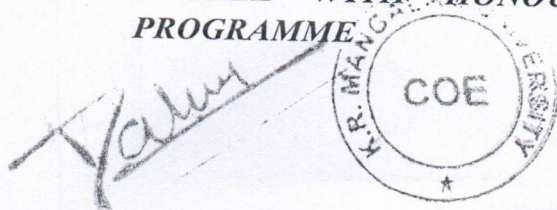
Content delivery of a Course in the Degree Program shall be through, either or all, of the following:

- Lecture - refers to Lecture Session(s) through classroom contact session wherein students will learn by listening. Denoted by "L".
- Tutorial - refers to transaction(s) consisting of Participatory discussion / Self-study / Desk work / Brief presentations by students along with such other novel areas that enable a student to efficiently & effectively absorb and assimilate the contents delivered in the lecture sessions. Denoted by "T".
- Practice - refers to Practice / Practical sessions and it consists of Hands-on-Experience / Laboratory Experiments / Field Studies / Case Studies / Minor / Major Project, that equip the students to acquire the much-required skill component. Denoted by "P".
- On-Line Mode: 40% of the course/credits may be offered, the various schools, on-line mode as though appropriate.

1.2.2 ACADEMIC BANK OF CREDITS (ABC)

The scheme of academic bank of credits will facilitate the transfer and consolidation of credits by using an 'academic bank account' opened by students across the country by taking up courses in any of the eligible HEIs. The validity of the credits earned and kept in the academic credit account will be to a maximum period of seven years or as specified by the UGC from time to time. Every student shall open a unique ABC account and share with examination office. The CoE shall ensure the credits earned by the student are deposited in the respective account of students.

1.2.3 CURRICULUM DESIGN FOR FOUR-YEAR UNDERGRADUATE DEGREE WITH HONOURS/HONOURS WITH RESEARCH PROGRAMME




Registrar
K R Mangalam University

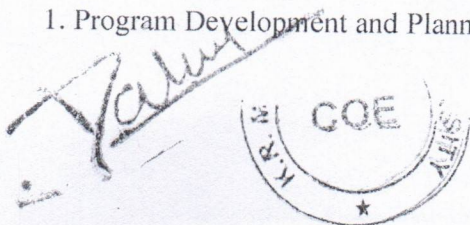
- The Curriculum for every Certificate/Diploma/Degree shall be prescribed in PSES by the University at the beginning of every academic year. It shall remain in force until any change approved by academic council.
- The Curriculum shall be framed by each Department/School, as the case may be, by following such procedure specified by the Academic Council.
- Where the Programme is offered by the University Department, a duly constituted Programme Committee shall prepare a draft curriculum design and propose this detailed syllabus to the appropriate Board of Studies (BOS). Structured curricular framework and syllabus, learning outcomes specified in NHEQF (mentioned elsewhere in this regulation as a link), prescribed resources, course session plan, pedagogy of Teaching/Learning process/Supplementary Learning, student engaged- method of assessment and any other related methodology need to be prepared after due deliberations (CHO). These shall be considered by the School Board and thereafter forwarded for approval of Academic council.
- The curriculum of any academic programme shall ensure compliance with the requirements of NEP and guidelines from time to time on different aspects of skill development, Internships, inter disciplinary knowledge for creating young talent for Innovations, Entrepreneurship and Community development. The guidelines and mandates of respective regulatory bodies shall be mandatory for framing the curriculum of a program.
- Notwithstanding to the said procedure, all faculty members shall propose newer courses for growing demand for a particular skill, subject to and to meet the requirements of MOUs with Industry, Students exchange from National/International institutions/Government institutes and other organisations.

1.2.4 School Academic review committee

Every school shall have Program planning and review committee to suggest improvements in structure and quality of academic affairs of the school.

The Program Planning and Review Committee (PPRC) in a university plays a crucial role in overseeing the development, evaluation, and continuous improvement of academic programs before the recommendations are presented to the Board of Studies (BoS). This committee ensures that programs meet educational standards, align with institutional goals, and cater to both academic and industry needs. PPRC shall assure that the proposed program structure, delivery and outcomes are aligned the university's education philosophy and education objectives. Below are the primary functions of the Program Planning and Review Committee:

1. Program Development and Planning




Registrar

K R Mangalam University
Sohna Road, Gurugram (Haryana)

- **New Program Proposals:** The PPRC reviews proposals for new academic programs, including undergraduate and graduate degrees, diplomas, and certificate courses. It evaluates the program's relevance, feasibility, and alignment with institutional philosophy and objectives before forwarding the proposal to the BoS.
- **Curriculum Design:** The committee ensures that the curriculum for new programs is comprehensive, academically rigorous, and aligns with current trends and demands in the respective field of study. It considers course content, learning outcomes, credit requirements, and delivery methods. Assure that it incorporates the NEP features and requirements of respective regulatory bodies.
- **Resource Allocation:** It assesses the resources needed for new programs, such as faculty, library resources, lab facilities, and technological infrastructure, ensuring that the university can support the program.

2. Program Review and Evaluation

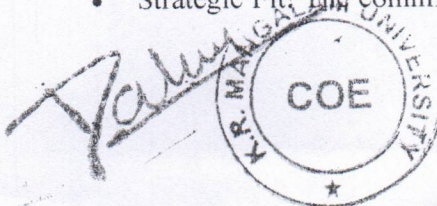
- **Periodic Program Reviews:** The PPRC conducts regular reviews of existing programs to assess their performance, relevance, and quality. This may include evaluating the effectiveness of teaching methods, student outcomes, and feedback from stakeholders (students, faculty, alumni, and employers).
- **Accreditation Standards:** The committee ensures that programs meet national and international accreditation standards, fulfilling the necessary educational criteria to maintain or achieve accreditation status.
- **Program Modifications:** Based on the reviews, the PPRC recommends changes to existing programs. This could include updating course content, modifying credit hours, adding or removing courses, or incorporating new pedagogical approaches (e.g., experiential learning, online delivery).

3. Ensuring Academic Rigor and Quality

- **Learning Outcomes:** The PPRC ensures that each program defines clear learning outcomes and that these outcomes are regularly assessed to measure student achievement.
- **Learning Methods:** The activities and engagement methods during inside classroom and outside classroom are aligned to the expected/defined learning outcomes of the course.
- **Assessment Methods:** It reviews the appropriateness of the program's assessment methods, ensuring that they effectively evaluate whether students are meeting the defined learning outcomes (e.g., Tests/exams, projects, presentations, research work) are some of the methods used for learning assessment.
- **Feedback Mechanisms:** The committee considers student and faculty feedback, making sure that programs are continuously improved based on evaluations and suggestions from those directly involved.

4. Alignment with Institutional Vision and Mission

- **Strategic Fit:** The committee evaluates whether the proposed or revised programs align




 Registrar
 K R Mangalam University
 Sohna Road, Gurugram (Haryana)

with the university's philosophy, education objectives, mission, vision, and strategic goals, ensuring that they contribute to the overall academic and societal objectives of the institution.

- **Market Demand:** It assesses whether the programs meet current market needs and societal demands, taking into consideration industry trends, technological advancements, and emerging areas of research and employment.

5. Coordination Between Departments and Faculties

- **Interdisciplinary Collaboration:** The PPRC encourages interdisciplinary collaboration where ever appropriate, promoting the development of programs that span multiple departments or faculties to provide students with a more integrated learning experience.
- **Resource Sharing:** The committee ensures that the program planning process maximizes the efficient use of university resources, potentially coordinating the sharing of faculty, labs, and other facilities between departments.

6. Preliminary Approval Before BoS Review

- **Documentation and Reporting:** Before a program is submitted to the BoS, the PPRC ensures that all relevant documentation is complete, including detailed course syllabi, learning outcomes, resource assessments, and justifications for the program.
- **Initial Recommendations:** The PPRC provides its recommendations and feedback on the program to the BoS. It ensures that any issues related to quality, feasibility, or alignment with institutional goals are addressed before presenting the program to the higher academic authorities.
- **Liaison with BoS:** After the PPRC has reviewed and made its initial assessments, the committee works closely with the BoS to ensure a smooth handover of program documentation and recommendations for final approval.

7. Continuous Improvement and Innovation

- **Best Practices:** The committee promotes the adoption of innovative teaching practices, emerging technologies, and new methods of program delivery, ensuring that the university's academic offerings remain competitive and forward-thinking. It suggest integration of community connect and industry connect activities to enrich the program.
- **Benchmarking:** It engages in benchmarking against peer institutions to ensure that programs are competitive, relevant, and aligned with global educational standards.

8. Compliance with Regulatory Requirements

- **Government and Accreditation Compliance:** The PPRC ensures that the proposed or existing programs comply with government regulations, professional accreditation bodies, and other external regulatory authorities.
- **Data-Driven Decision Making:** The committee relies on institutional data, such as enrollment statistics, student success rates, and employment outcomes, to make informed decisions about the program's future.



R3

Registrar
K R Mangalam University

The composition of committee will be

Dean as Chairperson

Program/Coordinator/HoD

Two Professors from the school(one from the same program)

Two Associate Professors(one from the given program)

Two Assistant Professors(one from the given program)

One professor from other school.

1.2.5 Procedures for ENTRY and EXIT OPTIONS

To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, degree are organized in a series of levels in an ascending order from level 5 to level 10. Level 5 represents certificate and level 10 represents research degree (Table 1). The four year undergraduate programme may comprise courses under many categories. Some of these include:


- disciplinary/interdisciplinary major (40-56 credits)
- disciplinary/interdisciplinary minor (20-28 credits) • vocational studies (12-18 credits)
- field projects/internship/apprenticeship/community engagement and service (24- 32 credits).

Qualification Type and Credit Requirements are given in Table. 1. The entry and exit options for students, who enter the undergraduate programme, are as follows:

1st Year Entry 1: The entry requirement for Level 5 is Secondary School Leaving Certificate obtained after the successful completion of Grade 12. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the entrance requirements, including specified levels of attainment at the secondary level of education specified in the programme admission regulations. Admission to the Bachelor degree programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake and complete a Bachelor's degree programme.

Exit 1: A certificate will be awarded when a student exits at the end of year 1 (Level 5). The first year of the undergraduate programme builds on the secondary education and requires 36-40 credits during the first year of the undergraduate programme for qualifying for an undergraduate certificate.

2nd Year Entry 2. The entry requirement for Level 6 is a certificate obtained after completing the first year (two semesters) of the undergraduate programme. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the entrance requirements, including specified levels of attainment, in the programme admission regulations. Admission to a programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake and complete a Bachelor's degree programme.

Valmiki


R3
 Registrar

Exit 2: At the end of the 2nd year, if a student exits, a diploma shall be awarded (Level 6). A diploma requires 72-80 credits from levels 5 to 6, with 36-40 credits at level 6. 3rd Year

Entry 3. The entry requirement for Level 7 is a diploma obtained after completing two years (four semesters) of the undergraduate programme. A programme of study leading to the Bachelor's degree is open to those who have met the entrance requirements, including specified levels of attainment, in the programme admission regulations. Admission to a programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake and complete a Bachelor's degree programme.

Exit 3: On successful completion of three years, the relevant degree shall be awarded (Level 7). A Bachelor's degree requires 108-120 credits from levels 5 to 7, with 36-40 credits at level 5, 36-40 credits at level 6, and 36-40 credits at level 7.

4th Year Entry 4. An individual seeking admission to a Bachelor's degree (Honours/Research) (Level 8) in a specified field of learning would normally have completed all requirements of the relevant three-year bachelor degree (Level 7). After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's degree with Research.

Exit 4: On the successful completion of the fourth year, a student shall be awarded a degree (Honours/Research). A Bachelor's degree (Honours/Research) requires a total of 144-160 credits from levels 5 to 8, with 36-40 credits at level 5, 36-40 credits at level 6, and 36-40 credits at level 7, and 36-40 credits at level 8.

Master's Programme Admission paths for the postgraduate programme:

- Students shall be admitted to a two-year programme with the second year devoted entirely to research for those who have completed the three-year Bachelor's programme
- Students completing a four-year Bachelor's programme with Honours/Research, may be admitted to a one-year Master's programme

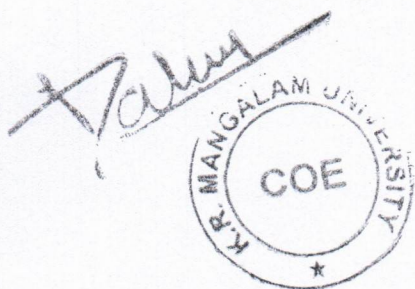


Table-I

Qualification Type and Credit Requirements		
Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate (in the field of learning/discipline) for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	36-40
Level 6	Undergraduate Diploma (in the field of learning/discipline) for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	72-80
Level 7	Bachelor' Degree (Programme duration: Three years or six semesters).	108-120
Level 8	Bachelor' Degree (Honours/Research) (Programme duration: Four years or eight semesters).	144-160
Level 8	Post-Graduate Diploma for those who exit after the successful completion of the first year or two semesters of the two-year Master's degree programme). (Programme duration: One year or two semesters)	36-40
Level 9	Master's Degree (Programme duration: Two years or four semesters after obtaining a Bachelor's degree).	72-80
Level 9	Master's Degree (Programme duration: One year or two semesters after obtaining a four-year Bachelor's Degree (Honours/Research).	36-40
Level 10	Doctoral Degree	Minimum prescribed credits for course work and a thesis with published work

- There may be an integrated five-year Bachelor's/Master's programme.

Entry 5: The entry requirement for Level 9 is • A Bachelor's Degree (Honours/Research) for the one-year/two-semester Master's degree programme.

- A Bachelor's Degree for the two-year/four-semester Master's degree programme.
- A Bachelor's Degree for the one-year/two-semester Post-Graduate Diploma programme. A programme of study leading to the Master's degree and Post-Graduate Diploma is open to those who have met the entrance requirements, including specified levels of attainment, in the programme admission regulations. Admission to a programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake postgraduate study in a specialist field of enquiry.

Exit 5: For postgraduate programmes, there shall only be one exit point for those who join the two-year Master's programme, that is, at the end of the first year of the Master's programme. Students who exit after the first year shall be awarded the Post-Graduate Diploma.

[Handwritten signature]



Registrar
K.R. Mangalam University

[Handwritten signature]

1.2.6 ANDRAGOGICAL AND LEARNING OUTCOMES APPROACHES

The *Learning Outcomes-Based Approach* to curriculum planning and transaction requires that the pedagogical approaches are oriented towards enabling students to attain the defined learning outcomes relating to the courses within a programme. KRMU mandates that the outcome-based approach be adopted in all programmes, particularly in the context of undergraduate studies, and it requires a significant shift from teacher-centric to learner-centric pedagogies, and from passive to active/participatory pedagogies. Every programme of study run by the University need to lend itself to the well-structured and sequenced acquisition of knowledge and skills.

Outcome based approach to Higher Education (Graduate Attributes/Profile)

NHEQF is an outcome-based framework for qualifications of different types. It envisages the award of qualifications* based on the demonstrated achievement of the expected learning outcomes that specify what students completing a particular programme of study associated with the chosen fields of learning, work/vocation are expected to know. The concerned departments/centres need to design the structure of the courses following the suitable pedagogical approaches, learning outcomes and assessment methods following the guidelines given in the NEP regulations of KRMU. Outcome based approach need to be followed so that students possess the characteristics of the graduate programme in both disciplinary areas and generic areas. The following link shall be used for a detailed outline from the National Higher Education Qualifications Framework (NHEQF): www.ugc.gov.in/pdfnews/2990035_Final-NHEQF.pdf

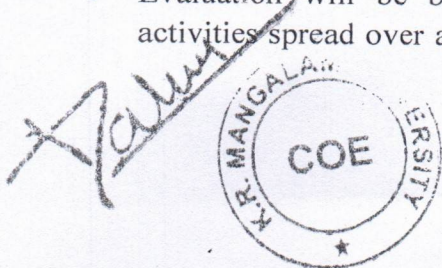
1.2.7 Learning assessment

Continuous Assessment and End semester Examination marks and evaluation of skill based/vocational courses/ Internships and other hands on/field-based courses

- All theory courses in a UG programme shall carry a continuous assessment component of 40 marks and end semester assessment component of 60 marks.
- In case of skill-based courses, vocational education courses, internships, practical, lab/field/project works, community service and related skill-based activities, the evaluation pattern may be decided by the respective Programme Committees/BOS and be approved in Academic Council. The evaluation methods need to be drawn based on the learning outcomes planned for such courses following the NEP guidelines of University.

Continuous Assessment Component (Sessional)

- Evaluation will be based on continuous assessment carried out through activities spread over a complete semester based on the learning outcomes



Registrar
K R Mangalam University

listed. Sessional work consists of class tests, at least one mid-semester examination, homework assignments, and any other innovative assessment methodology as determined by the faculty in charge of the course of study. Progress towards achievement of learning outcomes shall be assessed using the following: time- constrained examinations; closed-book and open-book tests; problem-based assignments; practical assignments; laboratory reports; observation of practical skills; individual project reports (case-study reports); team project reports; oral presentations, including seminar presentation; viva voce interviews; computerized adaptive assessments, examination on demand, modular certifications and other suitable assessments methods.

- Total Marks from continuous assessments may be up to 40% of the total. Departments/Centres/Schools need to design suitable continuous assessment models splitting the 40 marks into 2 to 4 different components including at least one mid semester test, duly approved by the PC/BOS. This splitting may match the requirements/nature of courses taught.

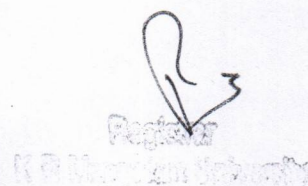
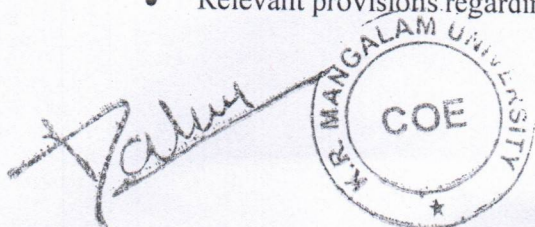
On successful completion of prescribed requirements of the programme, the degree shall be conferred during the convocation of the KRMU.

For the conferment of degree, the student has to fulfill the following requirements:

- a) a bonafide student and undergone the course work/credits of not less than the years prescribed in the Academic regulations of KRMU based on programmed he/she has taken admission and not more than six/seven academic years from the date of joining.
- b) successfully earned all the credits of the courses as prescribed in the PSES as prescribed in the respective curriculum.
- c) obtained "no dues certificate" as prescribed by KRMU statutes.
- d) No indisciplinary proceedings pending against him / her.

1.2.8 MISCELLANEOUS:

- The University shall provide the facility of Academic Bank of Credits in consonance with UGC (Establishment and Operationalization of Academic Bank of Credits (ABC) Scheme in Higher Education) ACADEMIC REGULATIONS OF UNDERGRADUATE PROGRAMMES AS PER NEP-2020 Regulations, 2021, as amended from time to time.
- For any programme approved by the Academic Council, if a regulation is issued by the Academic Council, which is at variance with the provisions of these regulations, then the Ordinance shall prevail.
- In addition to the provisions contained in this regulation, the Academic programmes governed by a Regulatory Authority shall also comply with essential requirements as prescribed by the respective Regulatory Authority.
- Relevant provisions regarding multiple entry-multiple exit options, academic bank



of credits etc. shall be applicable in accordance with the University regulations and relevant UGC Regulations, as amended from time to time.

POWER TO REMOVE DIFFICULTIES:

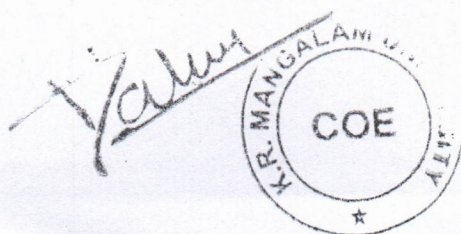
- If any difficulty arises in giving effect to the provisions of this regulation, the Vice Chancellor may, by order, make such provisions not inconsistent with the Act, Statutes, Ordinances or other Regulations, as appears to be necessary or expedient to remove the difficulty, however subject to ratification of such order by the Statutory bodies of the University.
- In case any misinterpretation or different interpretation of this regulation, the Vice Chancellor's decision shall prevail in all circumstances

1.2.9. CHANGE OF BRANCH/ DISCIPLINE

The students can request for change of branch(only in engineering programs) after completing the first two semesters of study. One percent of the seats in each branch subject to a minimum of one seat is made available to accommodate such requests. These requests are considered subject to the following conditions:

- a) Top one percent of the students in each branch based on CGPA at the end of the second semester subject to a minimum of one student in each branch are eligible for a change of branch.
- b) If only one student is eligible from a branch and if he / she is not willing to change specialization, the opportunity can be availed by the second or third ranker of the branch in that order.
- c) The seats must be available in the branch to which a student intends to change.
- d) The student opting for a change should have completed all the credit requirements and course mapping of the first two semesters after recommendation from equivalence committee and to be approved by Vice Chancellor.
- e) The Information of branch change/discipline is to be forwarded to CoE by Registrar after approval from Vice Chancellor.
- f) The decision of the Institution is final in this regard.

All the above points are applicable for branch change cases based on the merit criterion. There may be branch change requests of another kind, from the students who are not able to cope with the studies of the branch they are admitted into. All such requests are to be referred to a committee constituted for the purpose. The committee takes the decision based on the merit of each case, the availability of seats, credit mapping and various other factors. The decision of the committee in this regard is final.



Handwritten signature and the word 'Registrar' printed below it.

Part-B Examination Regulations

1. INTRODUCTION

The Examination Office is the backbone of the examination system. To gain public credibility and esteem, it is paramount that the examinations are conducted with utmost precision, fairness, and objectivity. To achieve this, all rules and procedures relating to the examinations should be so well delineated as to leave nothing to chance and assumption.

Following regulation represent an attempt in that direction. It describes the duties and responsibilities of the personnel involved, the protocols and procedures to be followed, and the different steps that must be completed at all levels associated with conducting the Examinations of KRMU University, Gurugram and various other rules for promotion, use of unfair means, moderation, question paper setting, award of grades, assessment for theory and practical courses etc.

2. CONTROLLER OF EXAMINATIONS (CoE)

The Controller of Examinations shall be a full-time officer of the University. The Controller of Examinations shall perform the following functions:

- 2.1 Subject to the supervision of the Examination Committee, he/she shall conduct all the university's examinations, make all other arrangements, and be responsible for the due execution of all processes connected, in addition to that he/she will be reporting and taking decisions from Vice- Chancellor on issues mentioned in these regulations or otherwise.
- 2.2 He/she shall be ex-officio Member Secretary of the Examination Committee and other such Committee(s) as may be constituted by the University, but he/she shall not, by this sub-section, be entitled to vote. He/she shall be bound to place before such Committee(s) all such information as may be necessary for the transaction of its business.
- 2.3 He/she shall maintain the evaluation, examinations, and related activity records in due custody.
- 2.4 He/she shall collect information from the schools/constituent units of the University, as may be necessary, to discharge his/her duties.
- 2.5 He/she shall also perform such other duties as may be prescribed in these regulations on the conduct of examinations and evaluation of student's performance from time to time by the Board of Management and Academic Council or other relevant authorities of the University.
- 2.6 While he/she, for any reason, is unable to act or the examination office falls vacant, all the duties of the office shall be performed by such person as may be appointed by the Vice Chancellor until the Controller of Examinations resumes his duties, or the vacancy is filled.
- 2.7 Controller of Examinations office facilities
 - Examination Office Room
 - Control Room
 - Data Entry Room
 - Evaluation Centre
 - Strong Room
- 2.8 Resources in the controller of examinations office



R3
Registrar

- Automation software
- Computer Systems
- Printers
- Photocopy Machine
- Paper Shredder
- External Hard Disk for Backup

3. FUNCTIONS THE EXAMINATION OFFICE

The following functions be carried out by the examination office.

- 3.1 Issue of examination schedule aligned to the academic calendar, notification of examination, issuing the grade cards and other related work.
- 3.2 Preparation of detailed End Semester Date-Sheet and their publication in time.
- 3.3 Preparation of the course-wise, subject-wise, and date-wise statements to print question papers with code. The Question Papers to be printed shall be 10% in excess of what is actually required in each course. The question paper packets shall indicate the programme, course, semester, date of examinations, time, and number of question papers in each packet.
- 3.4 Maintain all records, statistics, stock registers, and databases of candidates pertinent to examinations. Process and recommend bills of remuneration, TA, DA, and conveyance/Allowances.
- 3.5 Appointment of officials and other staff required for the conduct of the examination. Announcement of selection and issue of office orders to the internal and external examiners, Paper setters, etc.
- 3.6 Arrangement for conducting examination, collection and coding of answer books, Evaluation, processing, and declaration of results.
- 3.7 Time Lines: set time lines for various examination activities in the examination SOPs

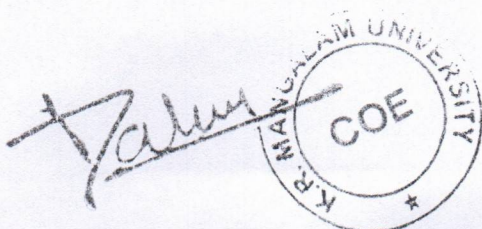
4. EXAMINATION COMMITTEE

The Examination Committee is constituted by the Vice- Chancellor to carry out all the examinations related activity.

(a) The composition of the Examination Committee shall be as under:

- | | |
|-----------------|--|
| Chairperson | - Controller of Examinations, ex-officio. |
| Members | - Professors/Deans of Schools/Heads of constituent units |
| Associate | - Professors/Assistant Professors not exceeding four nominated by the Vice Chancellor. |
| External Member | - One Professor/Associate professor nominated by Vice chancellor. |
| Secretary | - Any member nominated by CoE. |

The tenure of the nominated Members of the Examination Committee shall be for three years. Two- third Members will form the quorum of the meeting. There will be at least one meeting of the Examination Committee in each Semester. The decisions of the Examination Committee shall be placed before the Vice Chancellor for approval.




 Registrar
 K R Mangalam University
 Sohna Road, Gurugram, Haryana

(b) Functions of the Examination Committee shall be:

- i. To frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of students performance and conduct of examinations as well as for tabulators/programmers for preparing the results of the examinations.
- ii. To supervise generally all the examinations of the University and issue such directions as it may consider necessary for conduct of examinations.
- iii. To review from time to time the results of the University examinations and submission of reports thereon to the Academic Council.
- iv. To make recommendations to the Academic Council for the improvement of the examination system.
- v. To appoint such number of sub-committees with the approval of Vice-Chancellor as it may think fit, and in particular, may delegate to any one or more persons or sub-committee(s), its power to deal with examination matters.
- vi. To consider the complaints received against Officers and Staff engaged for conduct of examinations and recommend to the Vice-Chancellor about the action to be taken against the concerned person(s).
- vii. To consider any written report/representation/complaints received within seven days after completion of the examination regarding setting of the question paper etc. for consideration of the Vice-Chancellor and also decide the action to be taken against any examiner/paper setter/moderator in cases of mistakes/omissions/negligence/leakage in paper- setting/moderation/evaluation etc.
- viii. To investigate the cases of large divergence in the results of any Course. For this purpose, the Examination Committee may itself scrutinize the answer books or may order scrutiny by other person(s), and may also call an explanation from the examiner concerned for the divergence of marks. If after the investigation, the Examination Committee is of the opinion that such divergence is due to leakage of paper, personal favoritism or animosity, it may recommend to the Vice-Chancellor such action as it may deem fit such as debarring the examiner/evaluator from examiner ship permanently or for a specified period, a revaluation of the answer books etc. If the errant examiner is an employee of the University, such act will also amount to misconduct on the part of employee.

4.1 UNAFIR MEANS (UFM) COMMITTEE

Unfair Means Committee is constituted by the Vice-Chancellor to hear the unfair means cases and to propose the penalty keeping in view the gravity of the offence resorted by a student during the examinations.

(a) The composition of the UFM Committee shall be as under:

- | | |
|-------------|---|
| Chairperson | - Professor/Dean of a School, nominated by Vice Chancellor, |
| Members | - Professors/Deans of Schools/Heads of constituent units
/Associate Professors not exceeding five nominated by the
Vice Chancellor. |



A handwritten signature in black ink, likely belonging to the Registrar, is written above the printed name.

Registrar

K R Mangalam University

Co-opted Member - Professors/Deans of Schools/Heads of constituent units
/Associate Professors from concerned School/Department of
which student is involved in Unfair Means Act.

Member Secretary - Controller of Examinations (Ex-officio).

The tenure of the nominated Members of the UFM Committee shall be of three years
and subject to reappointment.

(b) Procedure of the UFM Committee should be as under:

- i. The CoE of the University or the Officer authorized, as the case may be, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the show cause notice be imposed.
- ii. The student may appear before the UFM Committee on the day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student himself/ herself only shall present his /her case before the Committee.
- iii. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student shall be shown to him/ her by the UFM Committee, if the student presents himself/herself before the Committee. The evidence, if any, shall be recorded in the presence of the delinquent. Clause 11.10.
- iv. Reasonable opportunity, including oral hearing, shall be given to the student in his/her defence before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.
- v. The Committee shall follow the above procedure in the spirit of the principle of natural justice.
- vi. After serving a show cause notice, if the implicated student fails to appear before the UFM Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defense. Even after offering two chances, if the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned.
- vii. The Committee shall submit its report to the Controller of Examinations, along with its recommendations regarding punishment to be inflicted or otherwise.



R3

Registrar
K R Mangalam University
Sohna Road, Gurugram (Haryana)

4.2 MODERATION COMMITTEE

The Committee constituted by the Vice- chancellor, for the purpose of moderation of question papers and examination results.

a) Question Paper Moderation Committee

b) Result Moderation Committee

a) QUESTION PAPER MODERATION COMMITTEE

i. The composition of the Question Paper Moderation Committee shall be as under:

The Vice Chancellor shall constitute a **Question Paper Moderation Committee**, to ensure the consistency of question papers within the framework of the syllabus and course outcomes, thereby ensuring consistency of assessment for all students. The committee comprising of the following members:

- | | |
|------------------|---|
| Chairperson | - Dean Academics or any other Dean |
| Member | - One Dean/Professors /Associate Professors |
| Member | - One member from Dean Academic |
| Co-opted Member | - One Dean/Professors/Associate Professors from concerned School/Department of which the question paper is to be moderated. |
| Member Secretary | - Controller of Examinations (Ex-officio). |

The tenure of the nominated Members of the Question Paper Moderation Committee shall be of three years and subject to reappointment.

The functions of the Question Paper Moderation Committee shall be as under:

- The committee ensure that every question of a particular question paper is mapped to a particular CO and the question paper is aligned to the overall defined assessment strategy of the course.
- The committee shall ensure that the questions are from within the syllabus.
- The committee shall ensure that the coverage and level of question paper are appropriate and consistent with the curriculum and assessment framework.
- The committee shall ensure that the question paper contains no ambiguity and the wording of each question is precise, definite and easily understandable.
- The committee shall ensure that the question paper model conforms to the scheme of evaluation.
- The committee shall ensure that there are no spelling mistakes or other error in the question paper.
- The recommendations of the Moderation Committee shall be placed before the Vice- Chancellor for approval, before implementing.

b) RESULT MODERATION COMMITTEE

i. The composition of the Result Moderation Committee shall be as under:

Result Moderation Committee means the Committee appointed by the Vice



Handwritten signature 'R3' and the printed word 'Registrar'.

Chancellor to moderate grades/ marks awarded by the Evaluators in different courses. The committee comprising of the following members:

- | | |
|-----------------|---|
| Chairperson | - Controller of Examinations, (ex-officio) |
| Member | - One Dean/Professors /Associate Professors |
| Member | - One member from Dean Academic |
| Co-opted Member | - One Dean/Professors/Associate Professors from
concerned School/Department of which the result is
to be moderated. |

Member Secretary - Any member nominated by CoE.

The tenure of the nominated Members of the Result Moderation Committee shall be of three years and subject to reappointments.

ii. The functions of the Result Moderation Committee shall be as under:

- (a) The Committee shall scrutinize the statistics of results prepared by the Controller of Examinations and if need be, moderate the same after satisfying itself that the results on the whole and in various courses are in conformity with the usual standards before declaration of results.
- (b) The Committee shall bring to the notice of the Vice-Chancellor any lapses or omissions on the part of the paper setter(s) and/or the examiners, if any. It will also suggest steps to be taken by the University to rectify the same as well as the action to be taken in any case where the result is imbalanced.
- (c) The Committee will formulate the guidelines according to the Semester result to improve the grades/results. However, Moderation Committee will take decisions based on overall result of the University, which will remain confidential.
- (d) The recommendations of the Moderation Committee shall be placed before the Vice-Chancellor for approval, before implementing.
- (e) Student who are not regular in classes or involved in cases of indiscipline or use of unfair means may not be given the benefits of moderation.

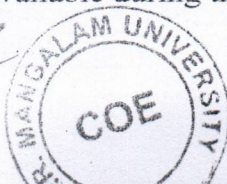
5. EXAMINATION MANAGEMENT SYSTEM / ERP

Examinations are the primary determinant of the quality of the University. The credibility of exams conducted and the promptness in publishing the results are clear indicators of the university's efficiency. University ERP initiated the automation of the examination system.

6. COURSE REGISTRATION

- 6.1 All students must register in every semester for the courses as prescribed in PSES, they have been advised to enrol in by their mentor through a Course Registration process.
- 6.2 The Course Registration dates will be announced in advance by the University to enable an easy and systematic registration.
- 6.3 The mentor will be available during that period to advice and counsel the students.

[Handwritten signature]



[Handwritten signature]
Registrar

- 6.3 The mentor will be available during that period to advice and counsel the students.
- 6.4 Students with outstanding dues to the University will not be permitted to register for the Semester.
- 6.5 Late registration after ten calendar days from the commencement of the semester may be permitted in extenuating circumstances only with the approval of the Dean and only after clearing all the dues.
- 6.6 If a student fails to register for a semester, she/he may not be allowed to appear in the examination without the approval of competent authority.
- 6.7 A student who fails to register for a semester but wants to continue his active admission/on-roll status has to seek approval from the Mentor /Dean and Registrar for not registering for the Semester.
- 6.8 Any student willing to improve their grade or reappear in a Course to clear an 'F' grade is also required to register for the Course whenever the reappear form announced by the examination office, by the specified date, and after payment of due fees, if any. Student is eligible for grade improvement only in one course with 'P' grade in a semester. Grade improvement is applicable for End Term Theory courses only. The 50 marks of End Term Examination shall be evaluated and 50 marks of different components will be carrying forward for award of grade and the final grade considered for the course for CGPA calculation will be the higher of the two grades. These will be done by CoE while preparing the result of such student.

7 CO-PO ATTAINMENT

The major components of Outcome Based Education (OBE) are Course Outcome (CO) and Programme Outcome (PO). Based on how well these two parts are defined and evaluated, OBE attainment is measured.

Course Outcomes (COs) are statements that specify what a learner will know or be able to do as a result of a learning activity. Outcomes are usually expressed as knowledge, skills, or attitudes. It is a measurable, observable, and specific statement that clearly indicates what a student should know and be able to do as a result of learning. It describes what students are able to demonstrate in terms of knowledge, skills and values upon completion of a course/a span of several courses.

Programme Outcomes (POs) describe what a programme is expected to accomplish. POs describe what students should know and be able to do at the end of the programme.

Programme Specific Outcomes (PSOs) describe what the Postgraduates/graduates of a specific programme should be able to do. Clear articulation of course outcomes, POs, and PSOs serves as the foundation for evaluating the effectiveness of the teaching and learning process.

The course correlation matrix shows the learning relationship (Level of Learning Achieved) between Course Outcomes and Programme Outcomes of a course. This matrix strongly indicates whether the students are able to achieve the course objectives/outcomes. The matrix can be used for any course and is a good way to evaluate a course syllabus/content/structure.



Handwritten signature and stamp of the Registrar, K A Mangalam University.

Registrar
K A Mangalam University

Assessment Process for CO Attainment:

For the evaluation and assessment of COs and POs, rubrics are used. The rubrics considered here are given below:

CO Assessment Rubrics:

Direct assessment 1 refers to evaluation through internal assessments, which include Mid Term Examinations

Direct assessment 2: refers to evaluation through End Term Examination (ETE)

Indirect assessment refers to the exit feedback survey taken by students/faculty/employers. The exit feedback survey must be taken up before the end of the semester. The exit survey may be based on a marking scheme (1-3) for each CO.

The course exit survey samples are given below for students/faculty/employers (Kindly note the respective course teacher may modify these templates according to the requirements of the course)

Sample 1: Course Outcome exit survey for students.

Course Outcome		1(Low)	2(Moderate)	3(High)
CO1	Understand the role and applications of data structure in real life.			
CO2	Develop abstract data types for solving complex problems.			
CO3	Understand the concepts of non-linear data structures and applications.			
CO4	Analyse the efficiency of algorithms.			

Sample 2: Course Contents exit survey for students.

Questions	1(Low)	2(Moderate)	3(High)
Quality of the Course Content			
Relevance of the textbook to this course			
Were the lectures clear/well organised and presented at a reasonable pace?			
Did the lectures stimulate you intellectually?			
Are the assignment/lab experiment			



Registrar
K. R. Mangalam University

procedures clearly explained?

Sample3: Faculty/Employer Survey

Questions	1(Low)	2(Moderate)	3(High)
Satisfaction with the calibre of the graduates			
Courses are relevant to the organisation's vision and mission.			
Satisfaction with the speed at which course content is being adapted to meet changing industrial needs			
Relevant subject or discipline knowledge			
Quality of employability skills and attributes			
The satisfaction that graduates are learning the right skills			

CO Attainment Calculation of a Course:

8.1 Sample calculation- CO Mapping

Table 1: Mid-Term Exam (Maximum Marks: 20)

	Question No. (1)	Question No. (2)	Question No. (3)
Roll No.	MM :05	MM :05	MM :10
Mapping of Event to CO	CO1	CO1	CO2
2102080001	3	5	2
2102080002	2	5	1
2102080060	0	4	8
No. of students attempted	54	57	58
Attempted (%)			
Mapping of Event to CO1	CO1	CO1	
Mapping of Event to CO2			CO2
Mapping of Event to CO3			
Mapping of Event to CO4			

Table 2: End Term Exam (Maximum Marks: 50)



Registrar
K. R. Mangalam University

	Ques No. (1)	Ques No. (2)	Ques No. (3)	Ques No. (4)	Ques No. (5)	Ques No. (6)	Ques No. (7)	Ques No. (8)	Ques No. (9)	Ques No. (10)	Ques No. (11)
Maximum Marks	2	2	2	2	2	5	5	5	5	10	10
Mapping of Event to CO	CO 1	CO 2	CO 3	CO 4	CO 5	CO 1	CO 2	CO 3	CO 3	CO 4	CO 5
2102080001	2	1	2	0	2	5	4	4	0	10	7
2102080002	1	1	2	2	0	5	5	1	4	5	6
2102080058	0	2	0	0	2	3	3	5	4	3	0
2102080059	0	1	0	1	1	5	3	3	4	1	10
2102080060	0	2	1	0	2	2	2	4	2	4	5
No. of students attempted	38	52	43	41	48	60	54	61	53	45	12
Attempted (%)											
Mapping of Event to CO1	CO 1					CO 1					
Mapping of Event to CO2			CO 2						CO 2		
Mapping of Event to CO3			CO 3					CO 3	CO 3		
Mapping of Event to CO4				CO 4						CO 4	
Mapping of Event to CO5				CO 5							CO 5

8.2 Sample calculation- CO attainment based on the threshold level

Table 3. CO attainment - Continuous Internal Assessments (20 Marks)

Course Outcome	CO1	CO2	CO3	CO4	CO5
----------------	-----	-----	-----	-----	-----

Valmiki


R3
 Registrar

Student Id	Max Marks	Obtained Marks	Percentage	CO Attained	Max Marks	Obtained Marks	Percentage	CO Attained	Max Marks	Obtained Marks	Percentage	CO Attained	Max Marks	Obtained Marks	Percentage	CO Attained
2102080001	4	3	75	YE	4	4	100	YE	4	4	100	YE	4	4	100	YE
2102080002	4	2	50	N	4	4	10	Y	4	2	50	N	4	1	25	N
2102080003	4	2	50	NO	4	4	100	YE	4	0	0	NO	4	4	100	YE
2102080060	4	0	0	N	4	2	50	N	4	2	50	N	4	2	50	N
No. of students attempted.	CO1			60	CO2			60	CO3			60	CO4			60
No. of students scoring \geq threshold (60%)				36				47				30				37
% of students scoring \geq threshold				60				78				50				62

Table 4. CO attainment - Mid Term (20 Marks)

Course Outcome	CO1				CO2			
Student Id	Max Marks	Obtained Marks	Percentage	CO Attained	Max Marks	Obtained Marks	Percentage	CO Attained
2102080001	10	8	80	YES	10	2	20	NO
2102080059	10	4	40	NO	10	9	90	YES
2102080060	10	8	80	YES	10	0	0	NO
No. of students attempted.	CO1			60	CO2			60
No. of students scoring \geq threshold (60%)				39				44
% of students scoring \geq threshold				65				73

Table 5. CO attainment - End Term (50 Marks)

Course Outcome	CO1	CO2	CO3	CO4	CO5
----------------	-----	-----	-----	-----	-----

Valmiki

K. R. Mangalam University

R3

Registrar
K R Mangalam University

Student Id	Max	Obtaine	Percenta	CO	Max	Obtaine	Percenta	CO	Max	Obtaine	Percenta	CO	Max	Obtaine	Percenta	CO				
2102080001	7	7	100	YE	7	7	71	YE	12	12	58	N	12	12	83	YE				
2102080059	7	5	71	YE	7	4	57	N	7	7	58	N	2	2	17	N				
2102080060	7	2	29	N	7	4	57	N	58	N	N	60	45	4	33	N				
No. of students attempted.	CO1			60	CO2			60	CO3			60	CO4			60	CO5			60
No. of students scoring \geq threshold (60%)				37				36				27				27				48
% of students scoring \geq threshold				62				60				45				45				80

COs Attainment Level: Course outcomes of all courses are assessed with the help of attainment levels are evaluated based on set attainment rubrics as per the table.

Table 6. CO attainment Levels

Assessment Methods	Attainment Levels	
Mid Term Exam	Level 1	60% of students scoring more than 60% marks.
	Level 2	60.01-80% of students scoring more than 60% marks.
	Level 3	80.01% of students scoring more than 60% marks.
End Term Exam	Level 1	60% of students scoring more than 60% marks.
	Level 2	60.01-80% of students scoring more than 60% marks.
	Level 3	80.01% of students scoring more than 60% marks.

Overall Attainment: The Final CO attainment is calculated by combining the indirect attainment and direct attainment in a ratio of 20:80. Final Value (V) = 20% Indirect Attainment + 80% Direct Attainment.

Table 7. COs Attainment Level: Sample Calculation

Event	Mid-Term Exam (MM 20)	End-Term Exam (MM 50)	Average CO Attainment	Average CO Attainment (% Calculation)
-------	-----------------------	-----------------------	-----------------------	---------------------------------------

Handwritten signature

K. P. MANGALAM UNIVERSITY
COE

Handwritten signature

Registrar
K P Mangalam University

Course Code	Course Outcome	CO Percentage	CO Attainment	CO Percentage	CO Attainment	Sum of Overall CO Attainment	Final Average (Average Co-Attainment per Course)	Sum of Overall CO Attainment	Overall CO Attainment	Final Average (Average Co-Attainment per Course)
SMAW218A	CO1	65	2	62	2	2.00	0.40	62.62	2.00	52.29
	CO2	73	2	60	2	2.00		63.81	2.00	
	CO3			45	1	1.00		45.00	1.00	
	CO4			45	1	1.00		45.00	1.00	
	CO5			80	3	3.00		80.00	3.00	

No of students securing more than 60% marks	Mapping Level
No of students securing $\geq 80\%$ marks	3
No of students securing $\geq 60\%$ marks	2
No of students securing $\leq 60\%$ marks	1

CO – PO AND CO – PSO MAPPING OF COURSES:

All the courses together must cover all the POs (and PSOs). For a course we map the COs to POs through the CO-PO matrix and to PSOs through the CO-PSO matrix as shown below.

The various correlation levels are:

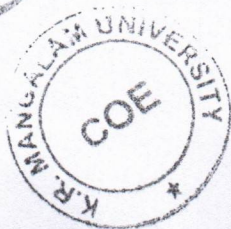
- “1” – slightly (Low) Correlation
- “2” – moderately (Medium) Correlation
- “3” – substantially (High) Correlation
- “-” indicates there is no correlation between CO and PO.

Table 8. Course Evaluation Matrix (Target)

Course Outcome	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PS O 1	PS O 2
CO 1	2			1		3			1			1	3	
CO 2	2	3						1			1		1	
CO 3			2		3					3		2		3
CO 4				3			2		2		2			
CO 5		1	1											2
Average	2	2	1.5	2	3	3	2	1	1.5	3	1.5	1.5	2	2.5
Round off	2	2	2	2	3	3	2	1	2	3	2	2	2	3

Calculating PO attainment: The PO attainment is calculated by using the predefined CO/PO matrix and the value of the Final CO attainment for the subject. Course level PO & PSO Attainment

Handwritten signature



Handwritten signature
Registrar

Calculation: The PO & PSO attainment for the course is calculated using the formula.

$$\text{CO Atanment Ratio of Course (x)} = \frac{\text{Average Co attainment} * \text{Average Corelation}}{3 (\text{Maximum attainment value})}$$

Table 9. Course Evaluation Matrix (Attained)

Course Outcome	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PS O 1	PS O 2
CO1	1.3 3			0.6 7		2.0 0			0.6 7			0.6 7	2.0 0	
CO2	1.3 3	2.0 0						0.6 7			0.6 7		0.6 7	
CO3			1.3 3		2.0 0					2.00		1.3 3		2.0 0
CO4				2.0 0			1.3 3		1.3 3		1.3 3			
CO5		0.6 7	0.6 7				0.0 0							1.3 3
Average	1.3 3	1.3 3	1.0 0	1.3 3	2.0 0	2.0 0	1.3 3	0.6 7	1.0 0	2.00	1.0 0	1.0 0	1.3 3	1.6 7

Table 10. PO-CO attainment difference table

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PSO 1	POS 2
Target	2	2	1.5	2	3	3	2	1	1.5	3	1.5	1.5	2	2.5
Attainment	1.3 3	1.3 3	1.0 0	1.3 3	2.0 0	2.0 0	1.3 3	0.6 7	1.0 0	2.0 0	1.0 0	1.0 0	1.33	1.67
Difference	0.6 7	0.6 7	0.5 0	0.6 7	1.0 0	1.0 0	0.6 7	0.3 3	0.5 0	1.0 0	0.5 0	0.5 5	0.67	0.83

8 BLOOM'S TAXONOMY

Bloom's Taxonomy provides an important framework for not only designing curriculum and teaching methodologies but also designing appropriate examination questions belonging to various cognitive levels. Bloom's Taxonomy attempts to divide learning into three types of domains (cognitive, affective, and behavioural) and then defines the level of performance for each domain. Conscious efforts to map the curriculum and assessment to these levels can help the programmes to aim for higher-level abilities which go beyond remembering or understanding, and require application, analysis, evaluation or creation are given below: According to revised Bloom's taxonomy, the level in cognitive domain are as follows:



Registrar
K R Mangalam University

Level	Descriptor	Level of attainment
1	Remembering	Recalling from memory of previously learned material
2	Understanding	Explaining ideas or concepts
3	Applying	Using information in another familiar situation
4	Analysing	Breaking information into part to explore understandings and relationships
5	Evaluating	Justifying a decision or course of action
6	Creating	Generating new ideas, products or new ways of viewing things

A suggestive list of skills/ competencies to be demonstrated at each of the Bloom's (COGNITIVE) level and corresponding cues/ verbs for the examination/ test questions

1. Remember

Skill Demonstrated	Question Ques / Verbs for tests
<ul style="list-style-type: none"> Ability to recall of information like, facts, conventions, definition, jargon, technical terms, classifications, categories and criteria. Ability to recall methodology and procedures, abstractions, principles and theories in the field. Knowledge of dates, events, places. Mastery of subject matter. 	List, define, describe, state, recite, recall, identify, show label, tabulate, quote, name, who, when, where etc.

Sample Questions

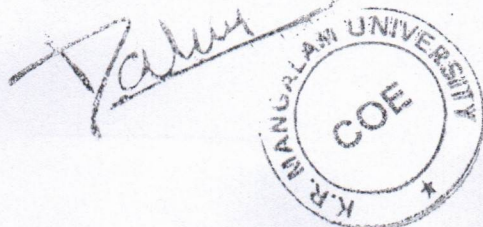
1. State Ohm's law.
2. List the physical and chemical properties of silicon.
3. Define the terms: Sensible heat, Latent heat and Total heat of evaporation.
4. Describe the process of galvanization.
5. Write truth table and symbol of AND, OR, NOT, XNOR gates.
6. What is the difference between declaration and definition of a variable/function?

2. Understand

Skill Demonstrated	Question Ques / Verbs for tests
<ul style="list-style-type: none"> Understanding information Grasp meaning Translate knowledge into new context Interpret facts, compare, contrast Order, group, infer causes Predict consequences 	Describe, explain, paraphrase, restate, associate, contrast, summarize, differentiate interpret, discuss.

Sample Questions:

1. Explain the importance of sustainability in Engineering design
2. Describe the characteristics of SCR and transistor equivalent for a SCR



Registrar
K R Mangalam University
Gurgaon, Haryana

3. Discuss the effect of Make in India initiative on the Indian manufacturing Industry.
4. Summarize the importance of ethical code of conduct for engineering professionals
5. What is the meaning of base address of the array?
6. Differentiate between entry and exit controlled loops.

3. Apply

Skill Demonstrated	Question Ques / Verbs for tests
<ul style="list-style-type: none"> • Use information • Use methods, concepts, laws, theories in new situations • Solve problems using required skill or knowledge • Demonstrating correct usage of a method or procedure. 	Calculate, predict, apply, solve, illustrate, use, demonstrate, determine, model, experiment, show, examine, modify.

1. Model and realize the following behaviors using ~~cds~~ with minimum number of digital inputs.
 - (i) Turning on of a burglar alarm only during night time when the locker door is opened.
 - (ii) Providing access to an account if either date of birth or registered mobile number or both are correct.
 - (iii) Updating the parking slot empty light in the basement of a shopping mall.
2. One of the resource persons needs to address a huge crowd (nearly 400 members) in the auditorium. A system is to be designed in such a way that everybody attending the session should be able to hear properly and clearly without any disturbance. Identify the suitable circuit to boost the voice signal and explain its functionality in brief.
3. A ladder 5.0 m long rests on a horizontal ground & leans against a smooth vertical wall at an angle 20° with the vertical. The weight of the ladder is 900 N and acts at its middle. The ladder is at the point of sliding, when a man weighing 750 N stands on a rung 1.5 m from the bottom of the ladder. Calculate the coefficient of friction between the ladder & the floor.
4. Write an algorithm to implement a stack using queue.
5. A CPU generates 32-bit virtual addresses. The page size is 4 KB. The processor has a translation look aside buffer (TLB) which can hold a total of 128-page table entries and is 4-way set associative. What is the minimum size of the TLB tag?

4. Analyze

Skill Demonstrated	Question Ques / Verbs for tests
<ul style="list-style-type: none"> • Break down a complex problem into parts. • Identify the relationships and interaction between the different parts of complex problem. 	Classify, outline, break, down, categorize, analyse, diagram, illustrate, infer, select.

Sample Questions:



Registrar
K R Mangalam University

1. A class of 10 students consists of 5 males and 5 females. We intend to train a model based on their past scores to predict the future score. The average score of females is 60 whereas that of male is 80. The overall average of the class is 70. Give two ways of predicting the score and analyses them for fitting model.
2. Suppose that we want to select between two prediction models, M1 and M2. We have performed 10 rounds of 10-fold cross-validation on each model, whereas the same data partitioning in round one is used for both M1 and M2. The error rates obtained for M1 are 30.5, 32.2, 20.7, 20.6, 31.0, 41.0, 27.7, 26.0, 21.5, 26.0. The error rates for M2 are 22.4, 14.5, 22.4, 19.6, 20.7, 20.4, 22.1, 19.4, 16.2, 35.0. Comment on whether one model is significantly better than the other considering a significance level of 1%.
3. Return statement can only be used to return a single value. Can multiple values be returned from a function? Justify your answer.

5. Evaluate

Skill Demonstrated	Question Ques / Verbs for tests
<ul style="list-style-type: none"> • Compare and discriminate between ideas • Assess value of theories, presentations • Make choice based on reasoned argument • Verify value of evidence • Recognize subjectivity Use of define criteria for judgments.	Assess, decide, choose, rank, grade, test, measure, defend, recommend, convince, select, judge, support, conclude, argue, justify, compare, summarize, evaluate.

6. Create

Skill Demonstrated	Question Ques / Verbs for tests
<ul style="list-style-type: none"> • Use old ideas to create new ones • Combine parts to make (new) whole, Generalize from given facts relate • Knowledge from several areas Predict, draw conclusions	Design, formulate, build, invent, create, compose, generate, derive, modify, develop, integrate.

Both higher order cognitive skills 'Evaluate' and 'Create' are difficult to assess in time-limited examinations. These need to be assessed in variety of student works like projects, open ended problem-solving exercises etc.

Typical examples of problem statements or need statements which need higher order abilities to solve are given below Sample Problem / Need statements:

1. Automatic tethering of milking machine to the udder of a cow. A milk diary wants to automate the milking process. The milking process involves attaching the milking cups to the teats. Design a system for the same.
2. An electric vehicle uses Lion batteries. The batteries have to be charged and get discharged during use. The batteries require continuous monitoring during charging and discharging so that they remain healthy and yield a long life. Design a system to monitor and manage the health of the batteries.

The Registration form can be submitted and downloaded from the student's login.

The registered students are available on admin login.

[Signature]

K. R. MANGALAM UNIVERSITY
COE

[Signature]
Registrar
K. R. Mangalam University

the breach of any such condition.

- 9.8 The paper-setter, while setting the question papers, shall draw a memorandum of instructions for the guidance of the examiners/evaluators so that the evaluation of answer books may be in conformity/uniformity with the standard of the paper setter.
- 9.9 No person shall act as a paper-setter or examiner or moderator in theory, viva-voce, jury or practical examination if any of his relations is taking the same examination.
- 9.10 No person shall act as tabulator for any examination, if any of his relations is appearing or has appeared at that examination.
- 9.11 Setting of Question Papers
 - 9.11.1 The Question Paper prepared by the Faculty Member/External Examiner should be set within the prescribed Syllabus of the Course, for the specific examination.
 - 9.11.2 Questions must be based on different degrees of difficulty to test all the levels of knowledge as specified in the course outcomes of all the specific course. Special guidelines for this purpose as prescribe shall be adhered.
 - 9.11.3 Question Papers must cover all modules/units of the Course syllabus.
 - 9.11.4 Question Paper(s) shall be prepared by Internal Examiners/External Examiner for Class Test/Class Participation/Assignment/Presentations/Tutorials/Quizzes/Viva, Mid-Term and End- Term Examinations or any other prescribed examination.
 - 9.11.5 For selected courses, External Examiners may be appointed by Vice Chancellor, who will prepare one Question Paper.

9.12 End-Term Examinations

Question Paper for End-Term Examinations shall normally be of 2 hours and 30 minutes (02:30 Hours) duration, unless specified otherwise. Maximum Marks shall be 50 (Fifty), unless specified otherwise. However, for regulatory bodies examination will be of three hours (03:00 Hours).

9.12.1 GUIDELINES FOR SETTING OF QUESTION PAPER

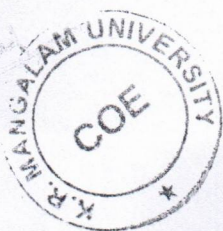
The question papers are key tools in assessing student knowledge & their learning levels. Question papers need to be meticulously planned so as to cover the entire syllabus and imbibe the assessment of defined learning level such as:

Understanding, Applying, Analysing, Evaluating and Creating.

Students should be able to solve the question paper in the given time. The duration of the examination is 2 hours and 30 minutes (02:30 Hours) and for regulatory bodies examination will be of three hours (03:00 Hours).

The question paper shall consist of three sections.

- 9.12.1.1 Section-A shall contain Seven small questions covering entire syllabus out of which student has to attempt Five questions and understanding level will be assessed.
- 9.12.1.2 The section-B contain Four questions each covering One specific course outcome from the complete syllabus. There shall be an internal choice in each of the questions covering the same (set) of COs and BL. Questions carrying 10 marks can be further sub divided as per the paper setter choice.



Registrar
K R Mangalam University
Sohna Road

23

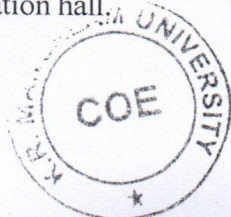
9.12.1.3 Guidelines/solutions/Answer Key to the Questions /Numerical Questions/Problems, MCQ if any, may also be prepared and sent with Question Papers. These are very necessary for maintenance of uniformity in evaluation.

The question paper should be clear and free from ambiguity. Due care should be taken so that questions are not repeated directly or indirectly, and the statement of question does not hurt the feelings of any one in any way. Wherever chart paper, graph paper, any table or calculator is required to solve the question it must be mentioned on Question Paper. The paper setter must not keep with him any copy of rough draft of the question paper set.

9.13 Examination Admit Card

9.13.1 Students who are eligible for appearing in End-Term examination shall be issued Admit Card. The Admit Card will be issued by the University to all students eligible to appear in End- Term examinations based on the attendance in each Course and other applicable provisions/conditions.

- ❖ Attendance requirement for appearing in the End Term Examinations will be a minimum of 75 % of the classes actually held in each course separately. However, 20 % relaxation of attendance to students who are part of KEIC startups. A student with less than 75 % attendance in lecture, tutorials, seminars, practical and studio classes, separately in each course, in a semester, will be debarred from appearing in the examinations of such course. Under no circumstances, the student shall be allowed to sit for the examination of relevant Course if his attendance in concerned Course unit is below 75%.
 - ❖ The Vice-Chancellor may, however, consider a written request made on very genuine grounds for the condonation of deficiency in attendance up to 15% on the recommendations of the Head of School/constituent Unit, before the commencement of the examinations, for the reasons listed below:
 - Hospitalization due to prolonged in-patient treatment, Serious accident, Tragedy in family, Other serious unavoidable circumstance(s).
 - ❖ HOD/Dean of the School will announce the names of all such students who are not eligible to appear in the End-Term Examination (ETE) of one or more course(s), on the last day of teaching, before the start of End-Term examination and simultaneously intimate the same to the Controller of Examinations (CoE). In such cases, the student will be marked absent in the ETE and the absent will be treated as zero marks in ETE of such course(s).
 - ❖ In case, any student, who has been debarred to appear in ETE, appears in the ETE of a course by error, his ETE shall be treated as null for that Course and the student will be marked Absent in the ETE and the Absent will be treated as zero marks in ETE of such course.
- 9.13.2 Students re-appearing in any of the University Examination must fill up the Reappear Examination Form. CoE or an officer authorized by him shall verify and authenticate eligibility of the student to reappear in the course(s). Thereafter Examination Admit Card will be issued to the student through Academia login.
- 9.13.3 CoE/Centre Superintendent/Invigilator/Supervisory staff at examination centre shall ensure that no student is permitted to appear in any examination without Admit Card. The student is also required to carry his University I-Card along with the admit card to the examination hall.



Registrar

K D Muralidharan IAS, Cochin

10 EVALUATION STRATEGY AND PROCESS

- i. The University will adopt the guidelines issued from time to time by the UGC and other regulatory/statutory bodies concerned with the conduct of examinations. The question papers for the examinations will be set in such a manner as to ensure that they cover the entire syllabus. The tests and examinations shall aim at evaluating not only the student's ability to recall information but also his/her understanding of the subject and its applications. Some of the questions will be analytical and evaluative and invite original thinking or application of theory.
- ii. The entire evaluation system comprising of the Policies, Procedures, Mechanisms, Guidelines etc., has been designed and developed to meet the most fundamental (basic) quality characteristics of being fair (justifiable), objective (unbiased) reliable (precise), robust (resilient), while also being flexible (responsive) and transparent (variable). It will be ensured that appropriate level of confidentiality is maintained in terms of certain specific details, in order to achieve the above quality characteristics.
- iii. While the actual process of evaluation will be confidential, the system of evaluation will be sufficiently transparent. The performance of a student in a Course will be assessed continuously in a semester through, Attendance, Assignments, Jury, Seminars etc. and End Term Examination (ETE) or other relevant evaluation components.
- iv. For every Course that a student registers in a semester, a letter grade will be awarded based upon his performance over the entire semester. The letter grade and its 'Grade Point' will indicate the results of both, qualitative and quantitative assessment of student's performance in a Course.
- v. The Semester Grade Point Average (SGPA) earned by a student is a quantitative indication of his performance during a semester. For each registered Course, the grade points earned are multiplied by the credits for that Course. The total of all credit points earned is calculated and this is divided by total credits in semester to give the SGPA. The Cumulative Grade Point Average (CGPA), which indicates the overall performance of a student from the time he joined the University.
- vi. All students who have registered for a particular Course are eligible to write the End-Term Examination for that Course, unless found to be ineligible due to shortage of attendance/acts of indiscipline/withdrawal from a Course or any other actions by the university.

10.1 EVALUATION COMPONENTS

- 10.1.1 The grade awarded to a student in a Course, except for a practical Course & studio Course, Shall be based on Assignment, Quiz Test, Interview, Peer Review, Report, Presentation, Open Book Test, Viva, Evaluated Discussion Forum as applicable, in addition to one Mid Term Exam and End Term Exam. The weightage of various components of continuous evaluation for all Schools *shall be as follows*:

THEORY MARKS ENTRY-SCHEME I



Registrar
K D Mangalam U.

R3

Theory Marks

Evaluation Components	Weightage
Internal Evaluation (Theory):- I) Continuous Assessment (30 Marks) (All the components to be evenly spaced) Projects/ Quizzes/ Assignments and Essays/ Presentations/ Participation/ Case Studies/ Reflective Journals/Attendance (minimum of five components to be evaluated)	30 Marks
II) Internal Evaluation (Theory)-Mid Term Exam	20 Marks
External Evaluation (Theory): - End Term Examination	50 Marks

10.1.2 Evaluation Component of B.Ed. and B.El.Ed. for Practical courses.

Particular	Weightage
Conduct of Experiment	20%
Quizzes/Viva Voce	20%
Lab Record	10%
External Lab marks	50%
Total	100%

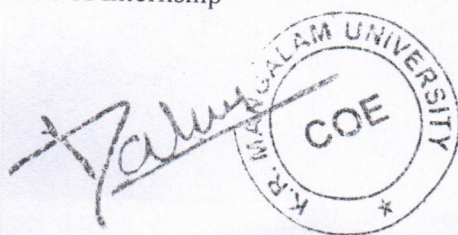
10.1.3 The grade awarded to a student in a **Laboratory/Practical Course** will be based on the performance in a regular conduct of experiment, Lab Record/ Quizzes/Viva Voce, in addition to End Term Practical Exam. The weightage of various components of continuous evaluation for all Practical Courses for all Schools **shall be as follows:**

Practical Marks

Evaluation Components	Weightage
Internal Evaluation (Practical) - I) Conduct of Experiment II) Lab Records III) Lab Participation IV) Lab Project	10 Marks 10 Marks 10 Marks 20 Marks
External Evaluation (Practical):- End Term Practical Examination and Viva Voce	50 Marks

Project

In case of Internship



Registrar
K R Mangalam University

Report Submission-50%.

Presentation-50%.

In case of Major Project/Minor Project/Dissertation

Report Submission-50%.

Presentation-50%

(This will be applicable to all the schools except for those governed by regulatory bodies)

*Evaluation of Projects should have one external and one internal evaluator.

Internship

A student shall undertake internship in lieu of project work in industry for the duration as prescribed in PSES. The monitoring, project report and evaluation shall be as prescribed.

10.1.4 Evaluation Component of B.Arch.

Programme	Exam Name	Weightage (in %)	Maximum Marks
B.Arch. (all years)	[A] STUDIO COURSES		
	Mid-Term Internal Jury	20	20
	End-Term Internal Jury	30	30
	End-Term External Jury	30	30
	End-Term Examinations For Studio	20	20
	[B] THEORY COURSES		
	Class Activities 1: Assignments/ Presentations/ Field Reports	10	10
	Class Test – I	10	10
	Class Activities 2: Assignments/ Presentations/ Field Reports	10	10
	Class Test – II	10	10
	Attendance	10	10
	End Term Examinations	50	50
	[C] PRACTICAL COURSES		
	Mid-Term Internal Jury For Practical	20	20
	End-Term Internal Jury For Practical	20	20
	Attendance	10	10
	End-Term External Jury For Practical	50	50

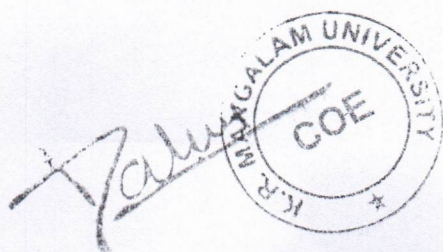


Handwritten signature 'R3' and a stamp that reads 'Register K P Mangalam University'.

[D] THESIS/ DISSERTATION/ SEMINAR			
	Mid-Term Internal Jury	20	20
	End-Term Internal Jury	30	30
	End-Term External Jury	50	50

10.1.5 Evaluation Component of Pharmacy PCI Courses(According to PCI Guidelines)

S. No.	Exam Name	Max Marks
1	Non Pharmacy Practical Courses-Continuous Mode-Attendance	2
2	Non Pharmacy Practical Courses-Continuous Mode-Based on Practical Record, Viva Voce	3
3	Non Pharmacy Practical Courses-End Term Examinations	15
4	Non Pharmacy Practical Courses-Sessional Exam-I/II	5
5	Non Pharmacy Theory Courses-Continuous Mode-Attendance	2
6	Non Pharmacy Theory Courses-Continuous Mode-Student /Teacher Interaction	3
7	Non Pharmacy Theory Courses-End Term Examinations	35
8	Non Pharmacy Theory Courses-Sessional Exam-I/II	10
9	Pharmacy Practical Courses-Continuous Mode-Attendance	2
10	Pharmacy Practical Courses-Continuous Mode-Based on Practical Record, Viva Voce	3
11	Pharmacy Practical Courses-End Term Examinations	35
12	Pharmacy Practical Courses-Sessional Exam-I/II	10
13	Pharmacy Theory Courses-Continuous Mode-Attendance	4
14	Pharmacy Theory Courses-Continuous Mode-Assignment	3
15	Pharmacy Theory Courses-Continuous Mode-Student /Teacher Interaction	3
16	Pharmacy Theory Courses-End Term Examinations	75
17	Pharmacy Theory Courses-Sessional Exam-I/II	15
18	Miscellaneous Pharmacy Theory Courses End Term Examinations	50
19	Miscellaneous Pharmacy Theory Courses-Continuous Mode-Assignment	3
20	Miscellaneous Pharmacy Theory Courses-Continuous Mode-Attendance	4
21	Miscellaneous Pharmacy Theory Courses-Continuous Mode-Student /Teacher Interaction	3
22	Miscellaneous Pharmacy Theory Courses-Sessional Exam-I/II	15
23	Miscellaneous Pharmacy Practical Courses End Term Examinations	15
24	Miscellaneous Pharmacy Practical Courses-Continuous Mode-Based on Practical Record, Viva Voce	3
25	Miscellaneous Pharmacy Practical Courses-Continuous Mode-Attendance	2




 Registrar
 K R Mangalam University

26	Miscellaneous Pharmacy Practical Courses-Sessional Exam-I/II	5
27	M.Pharm Practical Continuous mode Attendance	10
28	M.Pharm Practical Continuous mode Based on practical record / viva voce	10
29	M.Pharm Practical End Term Examination	100
30	M.Pharm Practical Sessional Exam-I/II	30
31	M.Pharm Theory Continuous mode Attendance	8
32	M.Pharm Theory Continuous mode Students Teacher Interaction	2
33	M.Pharm Theory End Term Examination	75
34	M.Pharm Sessional Exam-I/II	15
35	M.Pharm Discussion/Presentation (Proposal Presentation)	75
36	M.Pharm Journal Club	25
37	M.Pharm Research Work	400
38	M.Pharm Discussion/Presentation (Proposal Presentation)	50
39	M.Pharm Journal Club	25
40	M.Pharm Research Work	350
41	D.Pharmacy Practical End Term Examination	80
42	D.Pharmacy Practical Sessional Exam-I/II/III	20
43	D.Pharmacy Sessional Exam-I/II/III	20
44	D.Pharmacy Theory End Term Examination	80

10.2 BPT Evaluation Pattern (2021 onwards)

The evaluation of all courses will be cumulative of continuous evaluation (Internal Assessment) and Annual Examinations. Weightage of components will be 20% for Internal Assessment and 80% for Annual Examination, as given in the table below:

The evaluation of all courses will be as given in the table below:

Courses	Theory Marks		Practical Marks		Total Marks
	Internal	External	Internal	External	
Theory only	20	80	--	--	100
Theory + Practical	20	80	20	80	200
Practical only	--	--	20	80	100

* Some courses have 50/80 marks.

* Credits have not been assigned for the courses.

* Passing criteria is 50% (Theory and Practical separately).

* (It is compulsory for a student to secure 50% marks in each of the course separately in the theory as well as practical examination including internal assessment).



Handwritten signature and text: Registrar, K.R. Mangalam University

11 CONDUCT OF EXAMINATIONS

- i. The examinations shall be held for all academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding degree, diploma, certificates, as per the prescribed Schemes of Teaching & Examinations and Syllabi as approved by the Academic Council in program structure & evaluation Scheme (PSES).
- ii. Examinations shall be open to regular students i.e. students who have undergone a course of study in the school for a specified period of that programme of study as defined in PSES.
- iii. A student may not be admitted into the examination hall, if he/she fails to present to the Examination Centre Superintendent/Invigilator of the examination his/her admit card and University I-card or fails to satisfy the officer that it will be produced within a reasonable time.
- iv. The Centre Superintendent shall have the power to call upon any student appearing at an examination to give a specimen signature for purpose of identification.
- v. Permission to appear/re-appear at a university examination may be withdrawn before or during the course of the examination which, in the opinion of the Vice-Chancellor, justifies the student's expulsion.
- vi. Detailed Guidelines relating to the conduct of examinations such as Schedule of Examinations, submission of examination forms, issue of admit cards, issue of duplicate admit cards, instructions to examiners, examination centre superintendents, invigilators, other members of staff engaged in examination duty shall be approved by the Vice-Chancellor. The Examination Centre shall be advised through Guidelines to take all steps for proper conduct of examinations such as proper supervision and invigilation, effective security cordoning off the examination centre from the range of loudspeakers and other interference and taking stern action in all cases involving copying and use of unfair means, misbehavior or misconduct of students during examinations.

11.1 EXAMINATION SCHEDULE

- i. CoE will notify the Comprehensive Examination Schedule after approval from Vice Chancellor for all the courses for which examinations are to be conducted well in advance of the commencement of examinations.
- ii. While scheduling examinations due care should be taken to ensure that No overlapping of the courses/papers of examination occurs for any regular or reappear candidate.
- iii. The scheduling of all practical examination shall be done by the Dean of the concerned School by intimating CoE sufficiently in advance of the scheduled commencement of the examinations and the same be also displayed on the notice board of the School/Departments.
- iv. Examination Schedule shall be also posted on the University website and Academia before the commencement of the examinations.



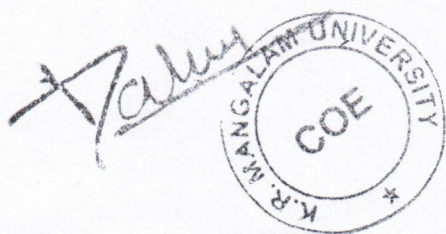
Registrar
K R Mangalam University
Sohna Road

11.2 PREPARATIONS FOR THE CONDUCT OF THEORY EXAMINATIONS

- i. List of registered students for the University examination may be ascertained by the Centre Superintendent.
- ii. On the basis of number of candidates and the seating capacity of halls/ classrooms available, the number of rooms required should be fixed and necessary steps be taken to make arrangements for the conduct of examination.
- iii. The Centre Superintendent in consultation with CoE appoints invigilators.
- iv. In each of the Examination Centre a Control Room is allocated identified at the examination centre for the entire period of examination.
- v. Attendance sheets of candidates seated in each of the Examination Centre be prepared based on the programme of study and semester.
- vi. Preparation of answer books stock register at the examination centre which needs to be updated after each session of examination.
- vii. Seating plan be prepared for each room and displayed in the respective rooms.
- viii. The Centre Superintendent to appoint members from various cadres of staff to facilitate the conduct of day-to-day affairs in connection with conduct of examination.

11.3 SEATING ARRANGEMENT IN THE EXAMINATIONS

- i. The Examination Hall/ Room(s) should have adequate light and ventilation. It should be clean and tidy. Sufficient furniture, viz. desk, chairs, tables, benches should be provided to the candidates. It should be ensured that the atmosphere around the Examination Hall remains calm and quiet.
- ii. The examination section shall prepare well in advance, the statement regarding seating arrangements for the candidates.
- iii. Each Candidate shall be allotted a definite seat for each paper of the examination. It is NOT necessary to allot the same seat for a candidate for his/her entire examination. The seat allocation for reappear candidate may vary for each of the paper due to logistics and administrative constraints. Sufficient space is given between two examinees so that the neighbouring candidates may not peep into each other's answer booklets. As far as possible, two adjacent candidates shall not be writing the same course/paper. If necessary, a candidate of a different course or paper shall be seated between two candidates of the same paper.
- iv. The Examination Hall(s) should be opened half an hour before the commencement time in order to enable candidates locate their allotted seat.
- v. Special care may be taken in providing a seat to a candidate who suffers from any infectious disease, so as not cause an adverse effect on the other candidates. Candidates who cannot climb staircase due to their physical condition shall be provided sitting arrangement in a room on the Ground floor.



R3

Registrar
K.R. Mangalam University

11.4 DUTIES OF CENTRE SUPERINTENDENT

- i. Centre Superintendent, in consultation with COE will, one day prior to examination, ensure that the entire infrastructure for conduct of examination such as furniture, stationery etc. are in order and available in sufficient quantity for smooth conduct of the examination.
- ii. The Centre Superintendent shall be responsible for displaying complete details of the examinations for every session on the display board near the entrance gate of his/her centre.
- iii. Centre Superintendent will hand over Question paper packets (after receiving them from the COE prior to start of the exam) to Deputy Superintendent/ Invigilators as per the seating plan, after cross checking details and maintain the log records in the register.
- iv. If the number of copies of the question paper falls short, the Centre Superintendent will inform the same to COE, who will provide requisite copies of question papers well before the start of the examination.
- v. The Centre Superintendent in consultation with COE appoints invigilators as per strength of examinees in a room and fix maximum number of examinees in an examination room.
- vi. Centre Superintendent will maintain a record of the invigilators assigned to each room and for each session, Invigilators are to be appointed from the present, regular staff.
- vii. Centre Superintendent will ensure that examination begins and ends at the scheduled times.
- viii. Centre Superintendent will ensure that attendance of a student is recorded on an attendance sheet and verification forms for the examinations he / she has appeared in.
- ix. Centre Superintendent will ensure that Answer books are sealed along with Dispatch memo within 30 minutes of the close of examination, along with the Details of Absentees.
- x. It will be the responsibility of the Centre Superintendent to ensure that all records of the examination are maintained.
- xi. No amendment of any kind would be permitted by the Centre Superintendent in the question paper during the conduct of the examination, but he/she shall inform COE and waits for his instructions.
- xii. Centre Superintendent will ensure deposit of used answer books within an hour of the close of the examination's session to the examination office. Centre Superintendent will report the following activities to the COE of occurrence of following in real time:
 - Opening of wrong question paper,
 - Discrepancies in the question paper
 - Any untoward happening.
 - Unfair Means Cases.
 - Infringement by any staff deputed for examination work.

[Handwritten Signature]




[Handwritten Signature]
 Registrar
 K R Mangalam University

11.5 GUIDELINES FOR THE STUDENT FOR SMOOTH CONDUCT OF EXAMINATIONS

- i. All students are advised to be seated in the Exam Hall/Room at least 15 minutes before the scheduled time of the exam.
- ii. All the students must carry their University Identity Card and Hall Ticket along with them. Without I-card and hall ticket, no student will be permitted to enter the Exam Hall.
- iii. It is the responsibility of the student to fill all the particulars in the answer-sheet correctly.
- iv. Students are required to enter the correct answer book number against their name in the attendance sheet.
- v. Students coming 30 minutes after the commencement of the examination will not be permitted to enter the examination hall or to write the exam.
- vi. No student shall loiter around stairs, veranda and in front of the Exam Hall, after the commencement of the examination.
- vii. Students are not allowed to leave the Examination Hall before half of the time is over. After this, they are allowed only with permission of invigilator.
- viii. Students are allowed to carry only writing instruments, University Identity card, Hall Ticket and board along with them into the examination hall.
- ix. Use of Unfair Means is a serious offence, and strict action will be taken against those indulging in the same. Writing anything on your hands / body is considered unfair means. Students indulging in this will be awarded '0' (Zero) marks in that papers.
- x. Also, writing anything on the desks or walls of the Exam Hall/Room is also considered as unfair means.
- xi. Writing anything on question paper except Name and Roll. No. will also be treated as unfair means.
- xii. Carrying programmable calculators, pagers, mobile phones, books, and smoking material into the examination hall is also considered as use of unfair means.
- xiii. Any other activity hindering the smooth conduct of the exam will be dealt with as per university norms.

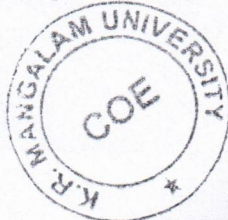



Registrar

11.6 INSTRUCTIONS FOR INVIGILATORS

- i. Invigilators are required to report at the control room at least 30 minutes before the scheduled time of examination.
- ii. Entry of the students to the examination hall is to be permitted on the production of valid Admit Card / Identity Card.
- iii. Students shall not be allowed to carry prohibited items such as books, written papers, mobile phones, electronic gadgets or any other type of incriminating material at the examination venue.
- iv. Before the commencement of the examination, the invigilator shall see to the satisfactory arrangement of examination table and seats. He shall take care to seat the candidates in such a way as to render all communication between them impossible.
- v. Answer books shall be distributed 05(five) minutes before the start of examination.
- vi. Students are asked to read and follow instructions printed, if any, on the answer booklet and check the answer booklet for number of pages and for its condition before writing.
- vii. Exchange or borrowing of pen, pencil, eraser, scale, calculator, etc. during examination is prohibited. In emergent situations these may be permitted through the invigilator only.
- viii. No student should be permitted to leave the examination hall during the first 45 minutes for internal examination and one and half hour for External Examination and last 15 minutes of the examination.
- ix. Invigilators must check that the entries on the cover page of the answer booklet have been correctly made and ensure that attendance sheet has been signed by the student after correctly filling the his/her roll number.
- x. Invigilator will not leave the examination hall during the examination. In emergency, invigilator can be permitted by the centre superintendent by deploying another invigilator in their absence.
- xi. In UFM cases, every page of the recovered material must be signed by the Student. Invigilator(s) and countersigned by the centre superintendent.
- xii. Invigilators are not allowed to use mobile phones in the examination hall.
- xiii. During the course of examination, the invigilator is expected to move about the place of their duty and not to engage themselves in study or conversation
- xiv. All invigilators should try to familiarize themselves with the Guidelines and rules governing the Conduct of Examinations before the commencement of the examination.
- xv. As soon as the time allotted has expired, Invigilator shall collect the answer-books, have them arranged in serial order and deposit the same with the faculty authorized by the Centre Superintendent.
- xvi. Each invigilator will count the number of answer booklets issued to the students in his/her room, head count the number of students actually present and then tally the same with the Attendance Sheet and the total number of answer booklets got issued from the Centre Superintendent.

[Handwritten signature]



[Handwritten signature]
Registrar

- xvii. Invigilators should bear in mind that examination can be very stressful for students and can occasionally provoke unreasonable or extreme behaviour. Situation should be dealt with in a sympathetic and supportive manner which minimizes any adverse effect on other students and maintains sanctity of the examination.
- xviii. No person will be allowed in an examination room during an examination except the students concerned, invigilators at the persons authorized to do so by the competent authority.
- xix. In case of any doubt in the question paper, no advice should be given by the invigilator and matter shall be reported to the Centre Superintendent for clarification.
- xx. Invigilators are required to give answer book to all students individually.

11.7 APPOINTMENT AND RESPONSIBILITIES OF INVIGILATORS:

The invigilators are appointed by CoE of regular faculties, IRF, trainers in each semester and their responsibilities are:

- i. Collecting answer scripts and other than exam related materials from the Examination Control Room.
- ii. Ensure distribution of papers and materials appropriately (according to the seating plan).
- iii. Conduct invigilation in such a way as to cause minimum disturbance to the candidates.
- iv. Make announcements to candidates as necessary.
- v. Collect and deliver completed answer scripts and attendance sheets to the examination control room.
- vi. Follow the guidelines regarding conduct of exams and report to the Centre Superintendent.

11.8 APPOINTMENT AND DUTIES OF FLYING SQUAD

The flying Squad is appointed by CoE for each semester and duties of flying squad are:-

- i. To ensure that no unauthorized person is appearing in the examination. For this purpose, the members of the flying squad shall check attendance of the genuine candidates. This is the primary duty of the Invigilators assigned in each room.
- ii. To ensure that no Books, Calculators, Mobile Phones or any other material except writing board and writing material i.e. pen pencil etc. is being carried by candidates into the examination hall/room.
- iii. To ensure that late comers are not admitted into the examination hall later than 30 minutes after the commencement of the exam.
- iv. Students are not allowed to leave the Examination Hall before half of the time is over.
- v. To ensure that no student takes recourse to any unfair means and possesses any unauthorized paper or material with him/her. The members of the squad will also



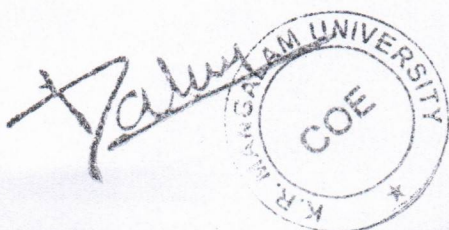

 Registrar
 K R Mangalam University

have the authority to inspect and search any person/candidate in the event of suspicion. Female member of the Flying Squad is only authorized to search a girl student.

- vi. The members of flying squad should also observe the conduct of the Invigilators and other functionaries deployed for examination duty to ensure that no one helps any candidate directly or indirectly. Any violation should be brought to the notice of the Centre Superintendent.
- vii. The members of the Flying Squad must also check that no unauthorized person is moving about or present in the premises of the examination centre. In case of suspicion the identity of such person should immediately be checked and in case of unauthorized person necessary action be initiated.
- viii. Possession and use of Mobile Phone by the candidates as well as the Invigilators in the centre premises is strictly prohibited.
- ix. Guidelines for the student for smooth conduct of examination is attached as annexure 16.

11.9 APPOINTMENT OF AMANUENSIS FOR WRITING EXAMINATIONS

- i. Amanuensis may be provided on request made by the student to the Head of Institution on the recommendations of the Dean well in advance duly supported by a Medical Certificate (subject to verification) by an authorized Medical Officer of University's choice, if required, under the following cases:
 - a) Students having impairment of movement in arms and hands can read independently but have problem in writing.
 - b) Locomotors impaired and cerebral palsy students.
 - c) Sudden illness rendering the student unable to write.
 - d) An accident involving injury rendering the student unable to write
- ii. The amanuensis may be a student of at least one lower grade of education or of a different stream than that of the student.
- iii. The Dean shall select suitable amanuensis from the institution as far as possible and forward to the CoE, the details of the person appointed as amanuensis and of the student for whom amanuensis has been appointed.
- iv. A separate room for such disabled student(s) and one separate Invigilator to supervise the examination shall be provided.
- v. No extra fee shall be charged from the student for providing the facility of amanuensis.
- vi. For a written examination of duration of one hour, twenty minutes extra time shall be provided. Similarly, for written examination involving more than one or less than one hour extra time shall be worked out on the basis of twenty minutes per one hour criteria.




 Registrar
 K R Mangalam University

11.10 MISCONDUCT/ MALPRACTICE/ UNFAIR MEANS CASES

Any candidate found in possession of or accessible to him/her, any paper, books or notes, written or printed or any kind of material, whether the papers, the books or the notes relate to the course of examination of that day or not; writing during examination hours on any paper other than the answer book, or any portion of the question paper or answers or notes relating to any question; talking to another candidate or to any other person other than the members of the Supervisory Staff in or outside of the Examination Hall; consulting the notes/books outside the Examination Hall; receiving help from another candidate with or without his/her consent or giving help to him/her or receiving the help from a person who is not a candidate for the examination of that day; disclosing his/her identity deliberately or making any distinctive mark in his/her answer book for that purpose or making an appeal to the examiner through the answer book or using abusive or obscene language in the answer book; communication or attempting to communicate, directly or through a relative guardian or friend with an Examiner or with the Registrar/ Controller of Examinations or any other official with the object of influencing him/her in the award of marks or making any interpolation thereto, swallowing or destroying any notes, paper etc. found with him/her, making deliberate previous arrangement to cheat in the examination as mentioned below:

- i. Smuggling in another answer book or taking out or arranging to send out an answer book;
- ii. Impersonation;
- iii. Obtaining admission to the Examination Hall on a false representation;
- iv. Forging another person's signature;
- v. Failing to deliver his/her answer book to the persons In charge before leaving the Examination Hall; and Refusing to obey the Superintendent of Examination or creating disturbance of any kind during the examination or otherwise misbehaving in or around the Examination Hall or threatening or assaulting any official connected with examination any time before or after the examination, shall be disqualified according to the rules.

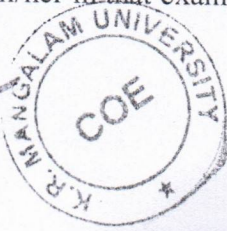
Punishment:-

The CoE in the cases of University examinations, after taking into consideration the report of the Unfair Means Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or forgiving him/her from the charges and shall impose any one or

more of the following punishments on the student/s found guilty of using unfair means:

- i. Cancellation of performance of the student in full or in part in the examination he/she has appeared for.
- ii. Debarring student from appearing for any examination of the University for a stipulated period not exceeding five years.
- iii. Debarring student from taking admission for any course in the University for a stipulated period not exceeding five years.
- iv. Cancellation of the University Scholarship/s or award/s or prizes or medal etc. awarded to him/her in that examination.

Palani



R3

Registrar

- v. In addition to the above-mentioned punishments, the CoE may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the Vice Chancellor may impose on such a student additional punishment/ penalty, as it may deem fit.
- vi. The student concerned shall be informed of the punishment finally imposed on him/her in writing by the Controller of Examinations or by the Officer authorized by him / her in this behalf, under intimation to the School / Department he/she belongs to.

The Vice-Chancellor may impose any of the above punishments on the candidate on the recommendations of Unfair Means Committee.

The unfair means cases be resolved immediately after the examination is over.

The Broad Categories of Unfair Means Resorted to by Students at the University Examinations and the Quantum of Punishment for each Category thereof.

S.No.	Offence	Punishment
1	Possession of relevant copying material	The candidate should be given "Strict Warning"
2	Actual copying from the copying material for the first time	Cancellation of performance for that particular Course Paper
3	Actual copying from the copying Material more than two Course Papers in the same Semester / Annual Exam	Exclusion of the student from University Examination for one additional Semester/Annual examination.
4	Copying of another student's answer book and possession of other students answer book.	Cancellation of performance for the particular Course Paper of both the students
5	Mutual / Mass copying	Exclusion / cancellation of performance of all the involved students from University examination for that particular Semester/Annual examinations
6	(i) Smuggling-out or smuggling-in of question paper, answer book as copying material.	Termination, Exclusion, or cancellation of performance of all the involved students from university examination for Semester/Year/Annual examinations
	(ii) Smuggling -in of written answer book based on the question Course Paper set at the examination.	Exclusion / cancellation of performance of all the involved students from University examination for that particular Semester/Annual examinations

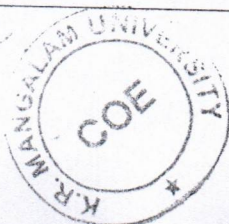
[Signature]

K. R. MANGALAM UNIVERSITY
COE

[Signature]

• Registrar
K R Mangalam University
Sohna Road, Gurugram (Haryana)

	(iii) Smuggling-in of written answer book and forging signature of the Supervisor thereon.	Exclusion / cancellation of performance of all the involved students from University examination for that particular Semester/Annual examinations with additional fine.
7	Interfering with or counterfeiting of University seal, or answer books or office stationery used in the Examinations.	Exclusion of the student from University Examination for Semester/Annual examinations.
8	Answer Book main or supplement written outside the examination hall or any other insertion in answer book.	Exclusion / cancellation of performance of all the involved students from University examination for that particular Semester/Annual examinations
9	Insertion of currency notes / to bribe or attempting to bribe any of the Person/s connected with the conduct of examinations.	Exclusion of the student from University Examination for Semester/Annual examinations. (Note: This money shall be credited to the Income of University)
10	Using obscene language / violence threat at the examination centre by a student at the University examination to Supervisors/ Flying Squad/Centre Superintendent.	Exclusion of the student from University Examination for Semester/Annual examinations.
11	Using Mobile Phone or any sort of Electronic Gadget and copying from / using it which is not allowed in the examination.	Cancellation of performance for that particular Course Paper also confiscate the electronic gadget.
12	Impersonation at the University Examination.	Exclusion of the student from University examination. (both the students if impersonator is the student of University)
13	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University Examination	Cancellation of the performance of the Student at the University examination for that particular Course Paper
14	Found having written on palms or on the body, or on the clothes, while in the examination	Cancellation of the performance of the Student at the University examination for that particular Course Paper.
15	All other malpractices not covered in the aforesaid categories.	Punishment depending upon the gravity of the offence.
16	If on previous occasion, a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced	



Registrar

	punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination. If same student is found three or more times for similar offence then his/her name may be struck off from university payroll.
17	Practical/ Dissertation Project Report Examination Student involved in malpractices at Practical/ Dissertation Project Report examinations shall be dealt with as per the punishment provided for the theory examination.
18	The Vice Chancellor / Controller of Examinations, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

11.11 INSPECTION OF EXAMINATION CENTRE

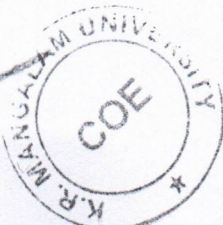
Every examination Centre shall be open to inspection by the Chancellor, Vice Chancellor, Dean Academics or Controller of Examinations and such other officers so authorized by the Vice Chancellor or Controller of Examinations on his behalf.

There shall be Observers/Flying Squads who shall be required to visit centre allotted to them during examination and check that the examinations are being conducted properly according to the Regulations. Every Observer/member of Flying Squad shall submit his inspection report to the Vice Chancellor.

11.12 CENTRAL EVALUATION OF THEORY ANSWER SCRIPTS

- i. A period of Central evaluation of answer scripts is finalized by the COE in consultation with the Vice Chancellor.
- ii. Only examiners duly appointed by COE/approved by the University should be assigned evaluation work and no one else.
- iii. A list of evaluators must be prepared by Deans/Principal/In charge of different Schools/Colleges and must be submitted to COE in-order to evaluate the answer- scripts of the University examination within the stipulated period.
- iv. All theory answer scripts shall be sent to the central evaluation centre securely after the due process.
- v. The Assistant CoE shall ensure that the Registers pertaining to issuing of Answer-scripts to the Examiners, receiving of assessed answer-scripts from the Examiner are maintained properly.
- vi. There is a provision (if required) to evaluate answer books from the external examiners.
- vii. All the answer-scripts must be duly coded with a twelve-digit code so that student identity is not revealed.
- viii. A separate register is maintained to track the coded Answer-scripts.
- ix. Only one packet of answer-scripts shall be given for evaluation, one after another i.e., after completing the evaluation of answer scripts of the previous packets. Only 30-60 answer-scripts should be issued for evaluation to each examiner in a day.
- x. The Dy. COE shall remind the examiners to ensure that the papers are evaluated strictly in accordance with the scheme of evaluation, if any, and that the papers are not evaluated in a hurry.

[Signature]



[Signature]

Registrar
K R Mangalam University

- xi. All the answer books are re-checked by laboratory technicians as assigned by COE.

11.13 APPOINTMENT, DUTIES & RESPONSIBILITIES OF THE EXAMINERS

- i. No one can claim appointment as examiner or any other examination work as a matter of right.
- ii. The COE shall appoint examiners for each examination from among the list of eligible examiners depending upon the need in each paper. Persons whose names are not in the approved list shall not be appointed. However, under special circumstances COE can made exceptions.
- iii. If by chance, a subject has been assigned wrongly to the examiner. He shall NOT accept an offer that is NOT related to his subject/expertise/ knowledge domain.
- iv. The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations.
- v. The Examiners shall NOT evaluate the answer scripts NOT related to his/ her subjects.
- vi. The Examiners have to count the number of answer scripts in the packet and ensure that it tallies with the claim on the packet.
- vii. The examiners shall evaluate the scripts strictly in accordance with the scheme of evaluation given by the paper setters, if any.
- viii. The examiner shall evaluate the answers and consider the marks of only the maximum required or permitted questions by considering the marks awarded to the questions advantageous to the candidate and round off those not considered.
- ix. The examiner shall write 'ZERO' wherever answers do not deserve any marks. The examiner shall total up the marks.
- x. The examiner shall ensure that no answer or part of any answer is left out in evaluation. The examiners should read the answer script in detail and evaluate the scripts.
- xi. The marks awarded for each question shall be entered in the appropriate row & column on the mark-table on the front page of the Answer-booklet. The total marks shall be entered both in figures and words with their signature.
- xii. The examiner shall not take the answer scripts out of the evaluation centre under any circumstances.
- xiii. If the examiner during evaluation of the scripts suspects any case of malpractice, he/she shall immediately report it to the COE and shall submit the suspected script after evaluating it fully along with his/ her report to the COE. He/she shall enter such references in the marks list against the register number/ code number.
- xiv. The examiner shall report to the COE, cases of any candidates of other person on his/ her behalf approaching him/ her for any favour or writing letters to him/ her indicating the name of the person, the register number/code number of the candidate, subject/paper etc.
- xv. The examiner shall prepare marks lists in the prescribe Performa provided for the purpose.



A handwritten signature in dark ink, consisting of stylized letters, located in the bottom right corner of the page.

11.14 POST-EVALUATION DATA PROCESSING/TABULATION

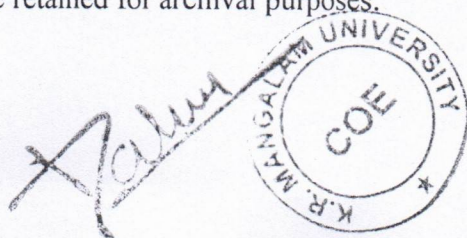
- i. There shall be restricted/classified zones within the office of COE with adequate security measures to ensure that no unauthorized person has access to sensitive materials or information that would affect the outcome of examination process. Only authorized persons shall have access to these areas.
- ii. All the data processing relevant to the marks shall be done in these restricted/classified zones.
- iii. Marks entry, Tabulation generation and printing must be done by the staff members working in the Office of COE.
- iv. The results of each of the examinations shall be tabulated in the Examination Database maintained on well secured Computer server with restricted access.
- v. Once Tabulation charts are printed those charts must be validated for.
 - Check the posting of marks done while entering marks from the original statement submitted by the examiner.
 - Check totals/aggregates which are auto generated.
 - Check the result prepared for failures, honors such as Distinction, Pass, Fail, and Absentees etc.
 - Validate the Grades, SGPA and CGPA etc. computed based on the marks obtained by the candidates in examination.
 - Any other discrepancy/ errata /manipulation/inconsistency etc. That might have crept into the marks database.
- vi. The CoE shall consider the issues arising out of wrong/out of syllabus questions/ unsolvable problems, etc. and the number of marks to be awarded to the candidates affected by such issues, with the approval of the Vice Chancellor.

12 DISPLAY OF ANSWER KEYS

The student can confirm their attempted questions of end term examination for a particular course up to two days after the end of the examination of that course on university notice board and ERP. After the two days answer key will be deleted.

13 EVALUATION OF ANSWER BOOKS

The evaluation of the End Term Examination is carried out centrally. Faculty members are required to evaluate the answer sheets at the central evaluation centre within the designated time frame. Upon completion of the assessment, the evaluators input the marks from the assessed answer sheets into the ERP system. Following this, the marks are rechecked and verified before being finalized by the evaluators. The evaluators then generate a printed marks award list (foil report), which is submitted along with the answer sheets to the assessment centre. The Examination Office receives the marks via ERP for result compilation, while the answer sheets are retained for archival purposes.



Registrar
K R Mangalam University

14 GRADING SYSTEM

Based on the performance in all evaluation components of a Course, each student will be awarded a final grade in the Course registered, at the end of the semester. The total marks obtained by a student in the Course will be converted to a corresponding letter grade as described below.

14.1 FOR ALL COURSES EXCEPT PHARMACY PCI COURSES AND DIPLOMA

Marks Range (%)	Letter Grade	Grade Points	Description of the Grade
> 90% marks	O	10.0	Outstanding
>80 %marks to \leq 90% marks	A+	9.0	Excellent
>70 %marks to \leq 80% marks	A	8.0	Very Good
>60 %marks to \leq 70% marks	B+	7.0	Good
>55 %marks to \leq 60% marks	B	6.0	Above Average
>50 %marks to \leq 55% marks	C	5.5	Average
\geq 40 %marks to \leq 50% marks	P	5.0	Pass
%marks \leq 40	F	0	Fail
-	AB	0	Absent
\geq 50%marks	S	-	Satisfactory
< 50%marks	U	-	Unsatisfactory

14.2 FOR PHARMACY PCI COURSES

Percentage of Marks Obtained	Letter Grade	Grade Point	Performance
90.00-100	O	10	Outstanding
80.00-89.99	A	9	Excellent
70.00-79.99	B	8	Good
60.00-69.99	C	7	Fair
50.00-59.99	D	6	Average
Less than 50	F	0	Fail
Absent	AB	0	Fail

A Student is declared to have passed/cleared a course, if he/she has earned any one of the following grades: O, A, B, C and D.

[Handwritten signature]



[Handwritten signature]
Registrar
K.R. Mangalam University

14.3 FOR AGRICULTURE SCIENCES

Percentage of Marks Obtained	Conversion into Points
100	10 Points
90 to < 100	9 to < 10
80 to < 90	8 to < 9
70 to < 80	7 to < 8
60 to < 70	6 to < 7
50 to < 60	5 to < 6
<50 (Fail)	<5

For Example:

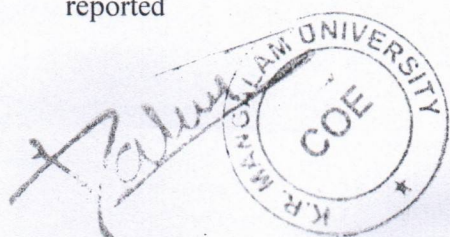
Percentage of Marks Obtained	Conversion into Points
80.76	8.076
43.60	4.360
72.50 (but shortage in attendance)	Fail (1 point)
CGPA	Division
5.000-5.999	Pass
6.000-6.999	II division
7.000-7.999	I division
8.000 and above	I division with distinction

SGPA = Total points scored/ Total credits (for 1 semester)

CGPA = Σ Total points scored/ Course credits

% of Marks = CGPA*100/10

- i. 'F' Grade: A student obtaining Grade 'F' shall be considered failed in the Course and will be required to reappear in the End-Term examination to pass the Course. When 'F' is converted to another grade, 'F' will be replaced, and result of that semester will be revised and re-declared. New Grade Sheet will be issued for that semester and all subsequent semesters.
- ii. 'P' Grade: The 'P' grade stands for marginal performance and is the minimum passing letter grade.
- iii. 'D' Grade: The 'D' grade stands for marginal performance and is the minimum passing letter grade.
- iv. 'AB' Grade: A student "Absent" in all components of evaluation of a Course shall be reported



Registrar
K. R. Mangalam University

as Absent (AB) and shall be considered failed in the Course. For all practical purposes like promotion, SGPA/CGPA calculation, 'AB' (absent) shall be treated as 'F' (failed).

- v. 'S' and 'U' Grade: This grade is awarded for non-credit/audit Courses outside the Scheme. 'Satisfactory (S)' or 'Unsatisfactory (U)' shall be awarded in non-credit/audit courses and this will not be counted for the computation of SGPA/CGPA. For a non-credit/audit Course, the student will have to go through same process of evaluation and the minimum attendance requirement. Extra courses that may result from transfer from one degree programme to another degree programme or change of Scheme shall be considered as non-credit courses, and grade obtained in them be suitably converted to 'S' or 'U'.

15 COMPUTATION OF SGPA AND CGPA

The Semester Grade Point Average (SGPA) for a semester and Cumulative Grade Point Average (CGPA) for all semesters, are calculated as follows.

SGPA is computed for a particular semester while CGPA is computed from admissions to a particular semester.

15.1 Calculation of Semester Grade Point Average (SGPA)

The performance of a student in a semester is indicated by a number called SGPA. The SGPA is the weighted average of the grade points obtained in all Courses registered by the student in that semester. The SGPA is calculated as follows:

The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA} (S_i) = \sum(C_i \times G_i) / \sum C_i$$

Where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

Example for Computation of SGPA

Semester	Course	Credit	Letter Grade	Grade point	Credit Point (Credit x Grade)
I	Course 1	3	A	8	3 X 8 = 24
I	Course 2	4	B+	7	4 X 7 = 28
I	Course 3	3	B	6	3 X 6 = 18
I	Course 4	3	O	10	3 X 10 = 30
I	Course 5	3	C	5	3 X 5 = 15
I	Course 6	4	B	6	4 X 6 = 24
		20			139
	SGPA				139/20=6.95

[Signature]

K. R. MANGALAM UNIVERSITY
COE

[Signature]

Registrar

15.2 Calculation of Cumulative Grade Point Average (CGPA)

The overall (cumulative) performance of a student from the time of his/her admission/first registration up to a particular semester is indicated by a number called Cumulative Grade Point Average (CGPA). The CGPA is weighted average of the grade points obtained in all courses registered by the student since his/her first registration to the point of CGPA calculation. The CGPA is calculated as follows:

- i. The Cumulative Grade Point Average (CGPA) is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum (C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester

Example for Computation of CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit: 21 SGPA: 6.9	Credit: 22 SGPA: 7.8	Credit: 25 SGPA: 5.6	Credit: 26 SGPA: 6.0	Credit: 26 SGPA: 6.3	Credit: 25 SGPA: 8.0
CGPA = 6.73 (21 x 6.9 + 22 x 7.8 + 25 x 5.6 + 26 x 6.0 + 26 x 6.3 + 25 x 8.0)/145					

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Transcript (Format): Based on the above recommendations on Letter grades, grade points and SGPA and CCPA, the HEIs may issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.

Note : Students who have already enrolled and are pursuing UG programme as per Choice Based Credit System (CBCS) are eligible to pursue 4-year undergraduate programme and the university concerned may provide bridge courses (including online courses) to enable them for transition to CCFUGP.

15.3 Rounding and Percentage

15.3.1. The SGPA and CGPA shall be rounded off to 2 (two) decimal places and reported in the Grade Sheet and Transcript.

15.3.2. The overall Percentage for a semester can be obtained by multiplying SGPA by 10 and overall Percentage for up to a semester can be obtained by multiplying CGPA by 10.

Handwritten signature



Handwritten signature

Registrar
K.R. Mangalam University
School of Distance Education

16 RESULT FINALIZATION, DECLARATION AND PUBLICATION

- 16.1 The result is compiled after receiving of internal and external marks from each program
- 16.2 The result moderation committee after moderation will provide result to Vice Chancellor for approval
- 16.3 The Result of respective End Semester Examinations are to be declared with in preferably a period of 15 days not exceeding 20 days from the last date of examination.
- 16.4 The recommendations of examination committee after its meeting are approved by Vice Chancellor for publication of the results in university portal and hard copy is made available to all the heads of school with the signature of Controller of Examinations.
- 16.5 The results of the concerned examinations shall normally be declared within 15 to 20 days of the last examination and the University shall upload the result on the University ERP/website.
- 16.6 The result along with Tabulation charts must be dispatched to Different school as soon as result is published.
- 16.7 Meanwhile statement of grades will also be submitted to the schools for distributing the same to the concerned students by their ERP login.

Students receive their result by clicking: The document generated in PDF format.

17 PUBLICATION AND UNPUBLICATION OF GRADE/MARK SHEETS

Publication of Grade/Mark Sheets:

- Upon declaration of results, grade/mark sheets for all students will be published on the academia.
- The published grade/mark sheets will be considered final until a request for reappear or rechecking is made by a student.

Unpublication of Grade/Mark Sheets:

- Certain results may be withheld or unpublished temporarily due to university regulations. This can include administrative reasons.
- Once a request for rechecking and reappear is officially submitted and acknowledged, the corresponding grade/mark sheets will be temporarily unpublished from the academia.
- This action is to prevent the dissemination of potentially incorrect information and to maintain the accuracy of the academic records.




 Registrar
 KR Mangalam University
 Sohna Road, Gurugram (Haryana)

- Following the completion of rechecking and reappear examinations, updated grade/mark sheets will be reviewed and republished and the same will be made available through the academia.

Notification to Students:

Students will be notified via the academia regarding the status of their rechecking and reappear results and the same will be displayed on the notice board.

SEMESTER-END ASSESSMENT ACTIVITIES

Setting of semester-end summative assessment question papers will be coordinated by the lead instructor assigned for a particular course. Two sets of question papers will be submitted latest by 12th week of the semester.

There shall be 'Summative Assessment Question Paper Scrutiny Committee' which would be constituted with external experts. Experts are empowered to modify / rephrase the questions to maintain a high standard of the semester-end assessment. The review should be completed by the 14th week of the semester. The review process will be coordinated by a committee of School Dean, Deans and external experts.

The question wise marks scored in the summative assessment out of a total of 80 will be made available online within two weeks from the last date of examination and would be kept active for 24 hours. Latest by the end of 48 hours from the instant of notification any candidate can submit an appeal online providing question wise claim.

Claims for re-assessment on P-based courses are not allowed.

The appeals will be attended within the next three working days. Fees for appeal, as decided from time to time, has to be remitted online along with the appeal.

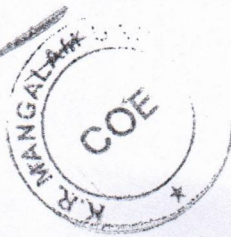
Final results and grades will be computed as explained in the next section.

Final results and grades shall be announced within four weeks of completion of the last examination of the summative assessment (within two weeks from the last date of appeal). Grades are published on the University website, and also informed to the parents and students through SMS.

18. PROMOTION TO HIGHER SEMESTER/CLASSES

18.1 PROMOTION RULES FOR BPT PROGRAMME (2021 ONWARDS)

- A candidate who has passed the first year BPT examination of this University shall be eligible to join 2nd year BPT class. However, a candidate who has failed in one or more courses in the first year BPT examination may be allowed to attend the next higher class until he/she appears and qualifies the 1st year BPT examination. A candidate will not be allowed to appear in 2nd year BPT examination till he/she passes in all the courses of 1st year BPT Examination as regular or ex-student.
- A candidate who has passed the second year BPT examination of this University shall be eligible to join 3rd year BPT class. However, a candidate who has failed in one or



R3

Registrar
K.R. Mangalam University

- more courses in the second year BPT examination may be allowed to attend the next higher class until he/she appears and qualifies the 2nd year BPT examination. A candidate will not be allowed to appear in 3rd year BPT examination till he/she passes in all the courses of 2nd year BPT Examination as regular or ex-student.
- iii. A candidate who has passed the Third year BPT examination of this University shall be eligible to join 4th year BPT class. However, a candidate who has failed in one or more courses in the third year BPT examination may be allowed to attend the next higher class until he/she appears and qualifies the 3rd year BPT examination. A candidate will not be allowed to appear in 4th year BPT examination till he/she passes in all the courses of 3rd year BPT Examination as regular or ex-student.
- iv. The reappear/fail students may be reassured if they so desire, next time for the purpose of improvement of internal assessment otherwise their previous score of assessment will be carried forward.

18.2 PROMOTION RULES /ACADEMIC PROGRESSION FOR B. PHARMA PROGRAMME

A student shall be declared PASS and eligible to get a grade in a course of B.Pharm. programme if he/she secures at least 50% marks in that course including internal assessment. For example, to be declared as PASS and to get grade, the student must secure a minimum of 50 marks for the total of 100 including continuous mode of assessment and end semester theory examination and must secure a minimum of 25 marks for the total 50 including internal assessment and end semester practical examination.

ACADEMIC PROGRESSION

No student shall be admitted to any examination unless he/she has at least 80% attendance in individual courses considering theory and practical separately. The candidate shall complete the prescribed course satisfactorily to be eligible to appear for the respective examinations. Academic progression rules are applicable as follows:

A student shall be eligible to carry forward all the courses of I, II and III semesters till the IV semester examinations. However, he/she shall not be eligible to attend the courses of V semester until all the courses of I and II semesters are successfully completed.

A student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of I, II, III and IV semesters are successfully completed.

A student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of I, II, III, IV, V and VI semesters are successfully completed.

A student shall be eligible to get his/her CGPA upon successful completion of the courses of I to VIII semesters within the stipulated time period. The duration for the completion of the programme shall be fixed as double the actual duration of the programme and the

[Handwritten signature]



[Handwritten signature]
Registrar

students have to pass within the said period, otherwise they have to get fresh Registration.

A lateral entry student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of III and IV semesters are successfully completed.

A lateral entry student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of III, IV, V and VI semesters are successfully completed.

A lateral entry student shall be eligible to get his/her CGPA upon successful completion of the courses of III to VIII semesters within the stipulated time. The duration for the completion of the programme shall be fixed as double the actual duration of the programme and the students have to pass within the said period, otherwise they have to get fresh Registration.

Any student who has given more than 4 chances for successful completion of I / III semester courses and more than 3 chances for successful completion of II / IV semester courses shall be permitted to attend V / VII semester classes ONLY during the subsequent academic year. In simpler terms there shall NOT be any ODD BATCH for any semester.

Note: Grade 'AB' should be considered as failed and treated as one head for deciding academic progression. Such rules are also applicable for those students who fail to register for examination(s) of any course in any semester.

18.3 PROMOTION RULES /ACADEMIC PROGRESSION FOR M. PHARMA

A student shall be declared PASS and eligible for getting grade in a course of M.Pharm. programme if he/she secures at least 50% marks in that course including internal assessment.

ACADEMIC PROGRESSION

No student shall be admitted to any examination unless he/she has at least 80% attendance in individual courses considering theory and practical separately. The candidate shall complete the prescribed course satisfactorily to be eligible to appear for the respective examinations. Academic Progression rules are applicable as follows:

A student shall be eligible to carry forward all the courses of I and II semesters till the III semester examinations. However, he/she shall not be eligible to attend the courses of IV semester until all the courses of I, II and III semesters are successfully completed.

A student shall be eligible to get his/her CGPA upon successful completion of the courses of I to IV semesters within the stipulated time as per the norms.

Note: Grade AB should be considered as failed and treated as one head for deciding academic progression. Such rules are also applicable for those students who fail to register for examination(s) of any course in any semester.

[Handwritten Signature]

K. R. MANGALAM UNIVERSITY
COE

[Handwritten Signature]
Registrar

18.4 PROMOTION RULES /ACADEMIC PROGRESSION FOR D. PHARMA PROGRAMME

All candidates who have appeared for all the courses and passed the Diploma in Pharmacy Ist year examination are eligible for promotion to the Diploma in Pharmacy IInd year. However, failure in more than two courses shall debar him/her from promotion to Diploma in Pharmacy IInd year.

18.5 PROMOTION RULES FOR LATERAL ENTRY, INTERNAL MIGRATION & EXTERNAL MIGRATION STUDENTS

- i. The Dean of the School has to certify that the credits earned by the student under Lateral Entry/Internal Migration or External Migration are in accordance with the Scheme of the Programme.
- ii. In case of any variation in the credits earned by the student, with existing Scheme of the Programme, the Dean has to intimate to the student that he/she has to earn the remaining credits in order to be eligible for the Degree.
- iii. The Registrar has to ensure the compliance of the above requirements.

18.6 PROMOTION RULES ACCORDING TO UNIVERSITY PATTERN EXCEPT REGULATORY BODIES

The Promotion rules for all the UG/PG programmes shall be as per details given below, these promotion rules are applicable for all the students except regulatory bodies and the students who want to exit according to NEP.

18.7 THE PROMOTION RULES FOR ALL THE UG/PG PROGRAMMES

18.7.1 PROMOTION RULES FOR 2ND YEAR DEGREE PROGRAMME

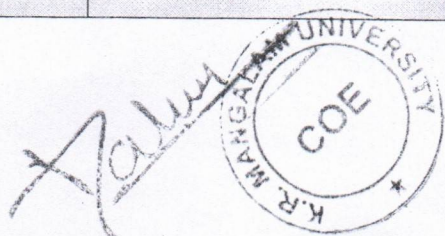
S.No.	Year	Minimum Credits earned
1	For promotion to II nd year	50% of I st year credits

18.7.2 PROMOTION RULES FOR 3 YEAR DEGREE PROGRAMME

S.No.	Year	Minimum Credits earned
1	For promotion to II nd year	50% of I st year credits
2	For promotion to III rd year	Full credits of I st year + 50% of II nd year credits

18.7.3 PROMOTION RULES FOR 4 YEAR DEGREE PROGRAMME

S.No.	Year	Minimum Credits earned
1	For promotion to II nd year	50% of I st year credits
2	For promotion to III rd year	Full credits of I st year + 50% of II nd year credits
3	For promotion to IV th year	Full credits of I st and II nd year + 50% of III rd year credits



R3
Registrar

18.7.4 PROMOTION RULES FOR 5 YEAR DEGREE PROGRAMME

S.No.	Year	Minimum Credits earned
1	For promotion to II nd Year	50% of I st year credits
2	For promotion to III rd Year	Full credits of I st year + 50% of II nd year credits
3	For promotion to IV th year	Full credits of I st and II nd year + 50% of III rd year credits
4	For promotion to V th year	Full credits of I st , II nd and III rd year + 50% of IV th year credits

18.8 NOT PROMOTED STUDENT

- A student who is not promoted shall be called as Ex-student. He/she is not to come to university until his/her status changes after getting promoted.
- He/she should express in writing that he/she be allowed to continue on-rolls of the University.
- He/she shall apply, within prescribed time, to re-appear in the ETE of the requisite Course(s) to fulfill the requirements of promotion to next year (clear required minimum Credits and obtain required minimum CGPA). For re-appearing in ETE of required Course(s) he/she should follow instructions in Clause 18.
- If a Not promoted student wants to study one or more Courses in a Semester, he/she shall pay the full Semester fees. He/she will then be considered as a regular student and will be governed by all attendance and evaluation rules for the semester. His/her previous grades of the Semester will be wiped, and he will start afresh. He/she will not get benefits of Clause 18.

19 RE-APPEAR EXAMINATIONS

19.1 Examinations for 'F' grade students will be as follows:

- Make-Up Examination within 2 months of every semester
- Special Examination for final year students and any other special case with prior approval of Vice chancellor and will be held immediately after end term examinations.
- Regular Re-appear Examination in every odd and even semester.

*In case of large number of Reappear papers of a student, no special consideration will be given to student if clashes are there.

19.2 Student shall register in the Course with 'F' grade in the beginning of the semester for re-appearing by filling up the Re-Appearing Form along with the prescribed re-examination fees per Course.

19.3 Student is required to re-appear only in the End-Term Examination of the Course with for 'F' grade and carry out the work assigned as Projects/Quizzes/Studio etc.

*(If student fails to clear internal component of evaluation, then she/he will appear in the next semester and appear in all the internal components of evaluation of the semester)

** (If student fails to clear external component of evaluation, then she/he can appear in

Handwritten signature



Handwritten signature
Registrar

the special/make-up examination as notified by Examination office or with main examination).

- 19.4 After registration in the Course in the beginning of the semester, the HOD/Dean will allocate faculty for each Course, who will assign work to the student, monitor him for the Courses throughout the semester and submit marks for Assignments/Projects/Quizzes/Studio etc. out of a maximum of 50 marks.
- 19.5 The 50 marks of End-Term Examination shall be evaluated and 50 marks of different components will be added for final grades.
- 19.6 A student, who has to re-appear in an End-Term examination in terms of provisions made above, shall be examined as per the syllabus applicable at the time of reappearing in the examination.

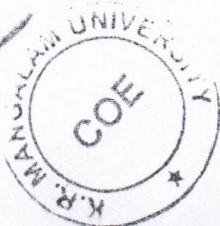
20. GRIEVANCE HANDLING RELATED TO EXAMINATION

After every End Term Examination, every student is entitled to scrutinize their evaluated answer book physically. In case any student feels dissatisfied with the evaluation, they can apply for Rechecking/ Inspection of Evaluated answer books. This process is aimed at strengthening the belief of all stakeholders regarding the University's commitment to ensure fair, transparent, and accountable evaluation process.

20.1 RECHECKING OF ANSWER BOOKS

- 20.1.1 After the publication of the results of the University examinations, if a student, whether passed or failed, has strong grounds and belief that there is some mistake in his result, he may apply to the Controller of Examinations through Head of School/Dean on prescribed application form along with attested copy of his/her Grade sheet for re-checking of his answer book in one or more papers, as the case may be, on payment of Rupees 500/- per Course (or any other prescribed fee) and Rupees 1500/- for Inspection of Evaluated answer books within two weeks of the date of declaration of result.
- 20.1.2 The Controller of Examinations may accept the application for rechecking of Evaluated Answer books up to 15 days from the expiry of the date, in exceptional cases.
- 20.1.3 Rechecking of Evaluated Answer Books are permissible in all theory courses.
- 20.1.4 Rechecking of Evaluated Answer Books shall not be permitted in the case of Practical examinations, viva-voce, project report, sessional/internal assessment and dissertation.
- 20.1.5 Whereas, the re-checking does not mean reassessment or re-evaluation of the answer book, the Controller of Examinations may appoint any officer to ensure that.
- 20.1.6 There is no mistake in the total on the title page of the answer book.
- 20.1.7 At the end of each question, the sum of the different parts of the question has been made correctly.
- 20.1.8 All totals have been correctly brought forward on the title page of the answer book.
- 20.1.9 No portion of any answer has been left un-evaluated.
- 20.1.10 Total marks in the answer book tally with the marks in the award list submitted by the examiner.

Handwritten signature



Handwritten signature
Registrar

- 20.1.11 The answer book or any part thereof has not been changed / detached.
- 20.1.12 The handwriting of the student in supplementary answer book(s) tallies with the main answer book.
- 20.1.13 In the event of detection of any omission or mistake in the script or in the compilation of the result of a student, the matter shall be reported to the Controller of Examinations, who will get the omission or mistake rectified by referring the answer book to the concerned examiner.
- 20.1.14 In case there is change in the grade of a Course, the student will be required to surrender the grade sheet issued to him, if any. If student refuses to surrender his previous grade sheet, he shall be treated to have misbehaved and shall be dealt with by the Examination Committee under the relevant provisions of these Regulations.

20.2 INSPECTION OF EVALUATED ANSWER BOOKS

CoE office shall request the concerned School to provide names of one senior faculty who will be responsible for Rechecking of Evaluated Answer Books to student. It must be noted here that under no circumstances the evaluators empanelled for re- evaluate can be same as the ones who had earlier evaluated the same answer book. CoE through its support staff will ensure that marks and remarks awarded by previous evaluators are completely hidden in all respects. This process will ensure that at no point of time the re-evaluators are influenced by previous evaluations. However, it must be ensured that no harm is done to the answer book.

- 20.2.1 Re-evaluation process should be done in a completely confidential manner i.e. out of a team of two re-evaluators; CoE office should invite-only one evaluator at a time to re-evaluate answer books. Thus, re-evaluator 1 and re-evaluator 2 must remain anonymous to each other.
- 20.2.2 Once inside the venue for re-evaluation, the re-evaluator cannot leave the venue unless all the marks have been awarded on the format provided for all answer books presented for re- evaluation.
- 20.2.3 Decorum must be observed inside the venue and discussions of any sort are strictly prohibited. However, re-evaluators may seek the help of on-duty support staff only in case they have procedural ambiguities.
- 20.2.4 The score of re-evaluation shall supersede the original score and student cannot challenge the same and no further evaluation of the answer book is allowed. In case the marks after re-evaluation have changed, the grades may also change accordingly.

In such cases, before updating the student about any change in his/her marks, CoE office shall contact concerned School dean to verify if the change of marks is justified. Based on the outcome of this meeting, the change of marks is either sanctioned or rejected. The University reserves the right to change the guidelines in a part or whole from time to time after prior approval(s) from competent authorities/committees. All re-evaluation requests received properly through the established process and the subsequent outcome of re-evaluation must be presented in the Examination Committee.



Registrar

21 DOCTORAL PROGRAMMES

These regulations shall also be applicable to Ph.D. students with the proviso that all programmes leading to the degree of Doctor of Philosophy (Ph.D.), shall be governed by the Regulations and Standards Leading to Award of the Degree of Doctor of Philosophy (Ph.D.).

22 PASSING CRITERIA AND AWARD OF DEGREE

A student must fulfill the following conditions to pass any academic programme of the University and become eligible for award of degree:

- i. Should have obtained a minimum Pass Grade in all the prescribed courses as per the Scheme.
- ii. Should have earned minimum number of credits prescribed for the concerned programme as per the Scheme.
- iii. Should have a minimum Cumulative Grade Point Average (CGPA) of 5.00 at the end of final year of programme.
- iv. Should have cleared all dues.

The degree shall be awarded only upon compliance of all the laid down requirements for the programme.

22.1 CRITERIA FOR B.ARCH. DEGREE

- i. The pass percentage of student shall not be less than 45% (in both, continuous assessment as well as End-Term examination) and shall not be less than 50% in overall, in each Course.
- ii. Students, who have passed in the continuous assessments of a Course, shall ONLY be permitted to appear in End-Term examination of that Course.
- iii. The B.Arch. programme comprises of two stages:
 Stage-I (First 3 years)
 Stage-II (Fourth & Fifth year)
- iv. The students admitted to the programme shall have to complete the first stage within five years of admission to the programme. However, the maximum time allotted to complete both the stages (I and II) is 8 years
- v. The degree will be awarded to those students who successfully complete stage I and stage II of B.Arch. programme with 100% credits of all 5 years as per above mentioned promotional rules, failing which the student shall be declared unfit for architectural degree.



R3
Registrar

23 AWARD OF DIVISION

23.1 FOR ALL COURSES EXCEPT PHARMACY PCI AND DIPLOMA

Division	Condition to be fulfilled
First division with Distinction	CGPA \geq 8.50
First Division	CGPA \geq 6.50 but $<$ 8.50
Second Division	CGPA \geq 5.00 but $<$ 6.50

23.2 FOR PHARMACY PCI COURSES

Division	Condition to be fulfilled
First division with Distinction	CGPA of 7.50 and above
First Division	CGPA of 6.00 to 7.49
Second Division	CGPA of 5.00 to 5.99

23.3 FOR AGRICULTURE

Division	Condition to be fulfilled
First division with Distinction	CGPA of 8.000 and above
First Division	CGPA of 7.000 to 7.999
Second Division	CGPA of 6.000 to 6.999
Pass	CGPA of 5.000 to 5.999

23.4 FOR DIPLOMA IN PHARMACY

Division	Condition to be fulfilled
First Division with Distinction	\geq 75%
First Division	\geq 60% but $<$ 75%
Second Division	\geq 50% but $<$ 60%
Third Division (Pass)	\geq 40% but $<$ 50%
Fail	Less Than 40%

Handwritten signature



Handwritten signature

Registrar

24 AWARD OF MEDALS

For each batch of each Degree programmed, the student with highest CGPA ($CGPA \geq 8.50$) will be awarded the University Gold Medal subject to following conditions:

24.1 The student will be eligible for award of "First Division with Honors"

24.2 If there is more than one student with highest CGPA (without rounding), all will get the medal.

24.3 In addition, University may give more awards from time to time.

25 AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS

25.1 The text and the format of the degrees and diploma documents, certificates, citations and other documents of academic distinctions shall be as approved by the Academic Council. The nomenclature of Degree, Diploma, and Certificate etc. shall be same as specified by UGC, AICTE, NCTE, MCI, Pharmacy Council of India, Council of Architecture, Bar Council of India and other such Statutory Bodies.

25.2 The degrees, diplomas shall be signed by the Registrar and countersigned by the Vice Chancellor. Provisional Degree Certificate shall be signed by the Registrar and Controller of Examinations, Transcript and Semester Grade-sheet shall be signed by the Controller of Examinations.

25.3 The certificates, citations and other documents relating to other academic distinctions shall be signed by the concerned Dean and Registrar.

25.4 A student shall be awarded a degree/diploma, if:

25.4.1 He has registered, undergone the complete course of studies, completed the project report/dissertation/training report or any other component as specified in the Scheme of Studies within the stipulated time, and secured the minimum grades and CGPA prescribed for award of the concerned degree/diploma/certificate.

25.4.2 After the Approval by the Academic Council and on being concurred by the Board of Management, the degrees/diplomas/certificates shall be awarded to the successful students at convocation or otherwise, if convocation is not possible.

25.4.3 A Provisional Degree Certificate shall be issued to a student after the approval of the result by Academic Council.

25.5 Processing of Award of Degree/Diploma/Certificates

25.5.1 After declaration of results, CoE shall prepare the list of eligible students for award of degree/diploma/certificate etc., certifying that the students have fulfilled all requirements.

25.5.2 The Registrar shall ensure that the particulars of the students are correct and there are no dues to the University/School/Constituent Unit and no disciplinary action is pending against them.

25.5.3 The Registrar shall place the particulars of all the successful and eligible students for the award of certificate, diploma, or degree before the



Handwritten signature "R2" in blue ink is written over a rectangular stamp. The stamp contains the text "Registrar" and "Mangalam University (Haryana)".

Academic Council through Examination Committee, for approval.

- 25.5.4 Approval accorded by the Academic Council for award of the degrees, diplomas, certificates etc., shall be placed before the Board of Management for its concurrence. On being concurred by the Board of Management, the degree shall be awarded to the successful students at Convocation or otherwise, if convocation is not possible.

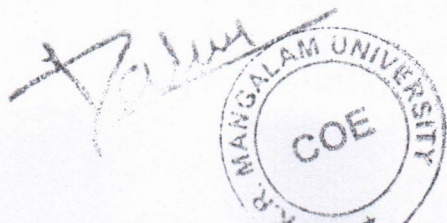
In extreme exigency, the degree, diploma, certificate may be awarded to the successful students before the Convocation with the approval of Vice Chancellor and the matter be reported to the Academic Council.

26 WITHDRAWAL OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS

- 26.1 If any student has secured admission by falsification of documents or concealment of material facts or conviction for an offence involving violence and moral turpitude, or for such other serious offence, the degree/diploma/certificate/other academic distinction awarded to him/her shall be withdrawn by the University with the approval of the Vice Chancellor.
- 26.2 In order to take action the withdrawal of any degree/diploma/certificate/other academic distinction conferred or granted by the University, the Registrar shall frame charges against the person concerned which shall be approved by the Vice Chancellor. The charge sheet along with the list of witnesses and documents on the basis of which the charges are relied upon shall be communicated by him/her by registered post or by hand to the candidate. The person concerned shall be required to submit his/her explanation of the charges within a period of fifteen days or such time as may be granted in the notice of the receipt of charges.
- 26.3 If the concerned person fails to submit his/her reply within the stipulated time, the matter shall be placed before the Vice Chancellor for a decision on the basis of facts and documents on record.
- 26.4 Every proposal for the withdrawal of a degree shall require prior approval of the Vice Chancellor.

27 WITHHOLDING CONFERMENT OF ANY DEGREE / DIPLOMA OR AWARD OF ANY CERTIFICATE

Notwithstanding anything contained in these regulations, the Academic Council may, on the recommendations of the Vice - Chancellor, withhold for such period as they may deem fit, conferment of any Degree/Diploma or Award of any certificate to any successful candidate at an examination of the University, for reasons, which, in their opinion, justify such withholding e.g. unruly or disorderly conduct, or violence on the campus or conviction for an offence involving violence or moral turpitude.



Registrar
K R Mangalam University

28 PROCEDURE OF DUPLICATE DEGREE, GRADE CARDS

If the degree/ grade card of a student is lost, then the concerned student can apply for the duplication degree/grade card with the following procedure:

- i. Original copy of the FIR for lost of degree.
- ii. Application Form with Affidavit.
- iii. Payment of prescribed fee, if any.

In case of torn of degree document, it has to be surrendered to University for issuance of duplicate degree.

29 CONVOCATION

- 29.1 The convocation of the University for conferring of degree and for other purposes shall be held in the 1st term of the academic Year for award of degree to the students passing out in the previous year.
- 29.2 Special Convocation may be held at any time to confer an honorary degree upon to a person for outstanding achievement after duly proposed by Academic Council and approved by Board of Management and subject to confirmation by chancellor.
- 29.3 The convocation will be chaired by the chancellor of the University and in his absence by Vice Chancellor.
- 29.4 There will be a dress code for the candidates receiving the degree and other participants as approved by Board of Management.

30 DISPOSAL OF USER ANSWER BOOKS

The answer book will be preserved for a period of two years from the date of declaration of the results, after which answer books will be shredded and disposed of by the Examination Office with prior approval of the Vice Chancellor.



Registrar

*Annexure-1***APPLICATION FORM FOR CORRECTION IN DEGREE/DIPLOMA /GRADE
SHEET/MARK SHEET**

Note: Please complete this form and submit it to the Examination Office. Incomplete forms will not be considered.

To,

Amount	
Receipt No	
Date	

The Controller of Examination
K.R.Mangalam University, Gurgaon

Subject: - Application for correction of name/any other field in Degree/ Diploma / Mark sheet/ Grade Sheet/ Migration.

Sir,

I was a student of K.R.Mangalam University in the session _____. I passed the _____ semester from K.R.Mangalam University. The degree/certificate conferred upon me by the University has been misprinted/mis-spelt in the name of *Student/Father/any other field of semester/year*_____.

Therefore, I kindly request you to correct the name in the above issued degree/certificate. The documents required to support my claim are enclosed herewith.

(Write below the correct input as per 10th certificate, to be printed on Degree/ Diploma / Mark sheet/ Grade Sheet/ Migration):

- (A) Student's Name : _____
 (B) Father's Name : _____
 (C) Any other field: _____

Yours faithfully

Name: _____
 School Name: _____
 Programme Name: _____
 Roll No: _____
 Contact no. _____
 Email ID. _____
 Date _____

Signature of the applicant

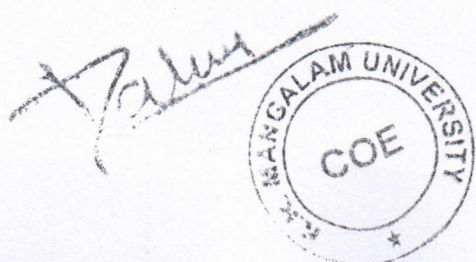


Registrar

*Annexure-2***APPLICATION FORM FOR DUPLICATE DEGREE/DIPLOMA/ GRADE SHEETS**
/ MARK SHEETS

Note: Please complete this form and submit it to the Examination Office.
Incomplete forms will not be considered.

1. Name: _____
(First Name) (Surname) (Father's/Husband's Name) (Mother's Name)
2. Student No.: _____ Roll No.: _____
3. Type of student: Current: [] Alumnus: [] Direct 2nd Yr Admission: [] (tick in the appropriate box)
4. Name of Programme (with specialization): _____
5. Duration of Programme: _____
6. Year of Enrollment: _____
7. Year of Leaving (if Alumnus): _____
8. E-mail Address: _____
9. Telephone No: _____ Mobile No/s. _____
10. Address: _____
12. Purpose for applying for Duplicate: _____
13. Semester/Year for which Duplicate Grade/Mark sheet Required _____
14. Documents required with this application form:
Loss of Certificate/Grade-sheets: FIR Copy and Undertaking
- Signature of the Student / Parent / Guardian (with Date): _____
- (For office Use only) -----
- _____ Accounts/Cashier _____
- Received Rs. 500/- for issuing duplicate Degree Certificate/ Mark Sheets/ Grade Sheets.
- by cash Payment No _____ or by DD/Bank Transfer No. _____ Dated: _____
- Cashier (Signature & Name) _____ Date: _____



Registrar

Annexure-3**APPLICATION FORM**

Note: Please complete this form and submit it to the Examination Office.
Incomplete forms will not be considered.

Application Types (✓) i. ☐ Transcript
 ii. ☐ Backlog Certificate
 iii. ☐ CGPA to Percentage Conversion Certificate

Tick the application type according to your requirements and pay the fee of Rs. 500 per application type. The above mentioned certificates will be issued after 7 days of application submission.

Student Name: _____
 Roll No.: _____
 Father Name: _____
 Mother Name: _____
 Name of School:- _____
 Name of Programme (with specialization): _____
 Year of Enrollment/Admission: _____
 Semester: _____
 Mobile No/s.: _____
 E-mail Address: _____
 Address:- _____
 Purpose for applying: _____

Documents required with this application form (Photocopies):
 Any Government approved ID proof/Grade Sheets/Mark Sheets for all Semesters/Year

Signature of the Student: _____ Date: _____

(For office Use only)

Accounts/Cashier:

Received Rs. _____/- for issuing _____ by cash Payment No _____
 or by DD/Bank Transfer No. _____

Dated: _____

Cashier Name _____

Cashier Signature _____

Date: _____

[Handwritten Signature]



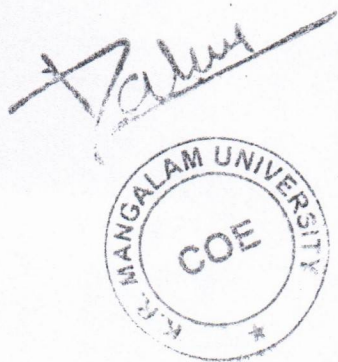
[Handwritten Signature]
 Registrar

*Annexure-4***APPLICATION FORM FOR PROVISIONAL DEGREE CERTIFICATE**

1. Student Name (In Capital Letters): _____
2. Fathers Name: _____
3. Mother's Name: _____
4. Roll No: _____
5. Programme: _____
6. Name of School: _____
7. Pass out Year: _____
8. Division/CGPA _____
9. E-Mail Id: _____
10. Contact _____
11. Address: _____
Pin Code: _____

Date: _____

Signature of Student's



Registrar
K R Mangalam University

Annexure-5**Reporting Form for Case of Unfair Means found during the Examination**

1. Name of the Examination:.....
 2. Course Title: 3. Course Code:
 4. Date of Examination: 5. Time of Detection: 6. Room No.....
 7. Name of the Candidate: 8. Roll No.....
 9. Answer copy Serial No:
 10. Mobile or other electronic device found (Give details):
 11. Total No. of incriminating papers recovered:
 (Printed papers, Hand Written papers, Torn book pages etc.)

Note:- The Detector should sign each recovered materials.

12. Place form where copying material recovered
 (eg:- candidate's hand, pocket, shoes or shocks, under the clothes, worn By candidate, etc.)
Note:- Invigilator should have to take a photo in their mobile for evidence purpose.
 13. The candidate with Roll No..... was found giving/ receiving help to/from
 Candidate Roll No..... Who was sitting just in front / behind/
 left or right to them Roll No.....
 14. Any other mode of use of unfair means (Give details)
Signature of Detector **Name of Detector**
 15. Explanation of the candidate.....

Email Id:-..... Phone No.....

(Signature of the

Candidate)

16. Statement of Invigilator

Signature of Invigilator **Name of the Invigilator**.....

17. Another Answer book given to student at Time).....
 18. Enclosures submitted to CoE.....

For Office Use


Student was given the opportunity to present their case by committee (take the written statement from student including acceptance/denial/mercy etc.)

 Finding/Conclusions

Signature of Chairperson with date
 (Unfair Means Committee)

Signature of CoE





 Registrar

*Annexure-6***Appointment letter to the Paper Setter**

To

Prof./Dr./Mr./Miss. _____

Subject: Appointment of Question Paper Setter for Even Semester Examination, _____

Dear Sir/Madam,

This is to inform you that you have been appointed as Paper Setter for the Course Code: _____
Course Title: _____, Kindly send your acknowledgment to the undersigned with in the day. All relevant details i.e. the syllabus and Course outcomes (CO), sample of question paper, undertaking and remuneration bill are being attached herewith. Please set and send a copy of the Question Paper latest by _____ at the email id coe.office@krmangalam.edu.in or CoE, K. R. Mangalam University, Gurugram.

You are therefore, requested to take utmost care to see that the questions are well within the prescribed syllabus and the general instructions regarding full marks, time allowed, distribution of marks, number of questions required to be answered, etc. are properly and clearly mentioned.

Please note the following:

- The remuneration for paper setting is Rs, _____

Should you require any further clarification, please do not hesitate to contact me.

Yours sincerely,



A handwritten signature in black ink, consisting of a stylized 'R' followed by a checkmark-like flourish.

Registrar

Annexure-7

AUDIT OF MID/END-TERM EXAM QUESTION PAPER

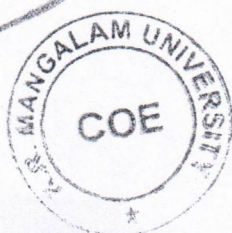
Date:

Programme		
Yearly/Semester		
Course Code		
Course Name		
S. No	Description	Remarks
1	Standard of Question Paper	Good/Satisfactory/Poor
2	Coverage of Syllabus	Good/Satisfactory/Poor
3	Question Paper covers the course outcomes to be assessed	Yes / No
4	Question paper conforms to model question paper	Yes / No
5	Marks are distributed correctly	Yes / No
6	Department, Programme, year, semester, course name, Course Code.	Yes / No
7	Grammatical error checked	Yes / No
8	Diagram/required materials checked	Yes / No
9	Instruction to students appropriate & sufficient	Yes / No
10	Question complete without missing any data	Yes / No
11	Modification suggested in Question Paper	Yes / No
12	Enough 'High Order Thinking (HOT)' questions included	Yes / No
13	Question papers acceptable in its original forms	Yes / No
14	Course outcome mapped	Yes / No
15	Priority assigned	I / II
Comments/Recommendations:		

Declaration: I/we will not discuss or inform anything related to this pre-audit to anyone else.

Name of the Moderator	University	E-mail	Mobile No.	Signature of the Moderator

Valmiki



R3

Registrar

K R Mangalam University
Sohna Road, Gurugram (Haryana)

Annexure-8
UNDERTAKING

From: _____

To,
Controller of Examinations,
K.R. Mangalam University, Gurugram (HR)

Question Paper Setting for End Term Examination –

Dear Sir,

1. I am to confirm you that none of my near relations (husband, wife, son, daughter, brother, sister, nephew, niece, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grand children) is a student appearing in the above said examinations.
2. I do hereby declare that the Question paper set by me, if accepted; shall be the exclusive property of **K.R. Mangalam University, Gurugram.**
3. I also hereby declare that the question paper has been set, written/typed by me, and all rough drafts and other material used have been destroyed and **no copy, in any form on computer, etc. of the Question paper has been retained by me.**

Yours faithfully,

Signature of Paper Setter

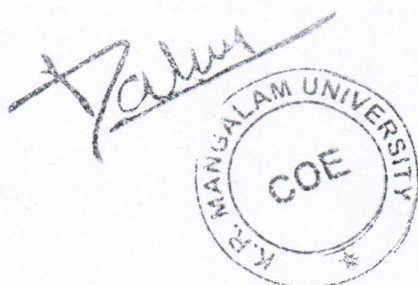
Course Name _____

Course Code _____

Full Name _____

Residential Address _____

Dated: _____ E-mail: _____, Mob. No. _____



A handwritten signature in blue ink, likely belonging to the Registrar, is written above the official stamp.

Registrar
K.R. Mangalam University

Annexure-9
REMUNERATION BILL

1. Name of the Examiner (as per bank record): _____
 2. Address: _____
 Contact. No. (Res.): _____ (Off.) _____
 E-mail: _____
 4. Name of Programme _____ 5. School _____
 6. Course Code:- _____ 7. Course Title:- _____
 8. Date: _____ Time: _____

Details Amount

Details	Amount
Remuneration	
1. Paper Setting/Conduct of Practical/Oral Examination/ Answer book Evaluation: No. _____	
@Rs. _____ = _____	
2. Conveyance Charges (_____ KM/Fix Rs. _____ whichever is less)	
Total	

Total Rupees (in words) _____

Bank Name: _____ Bank A/C No.: _____
 Branch: _____ IFSC Code: _____

This is to certify that I will show this income of Rs. _____ in my Income Tax return _____

Note: The Examiner is requested to ensure that every column provided in the remuneration form is filled properly to enable the Finance Branch to make payment expeditiously.

Date _____

Signature of Examiner

Verified by:
Dean

Signature of

Controller of Examination

Registrar

VC

[Handwritten Signature]



[Handwritten Signature]

Registrar
K. J. Somaiya Institute of Management Studies and Research

Annexure-10



K.R. MANGALAM UNIVERSITY
THE COMPLETE WORLD OF EDUCATION

Roll no.....

End Semester Examination, December 2024

Program – nth Semester

COURSE TITLE (COURSE CODE)

Time: 2.5 hrs.

Max Marks: 50

Note: *All Questions are compulsory. Marks are indicated against each question.*

PART-A

Q.1 *First question will consist of 7 small questions covering entire syllabus out of which student has to attempt 5 questions and understanding level will be assessed.*

(a) First Question

[L-] 2

[CO-1]

(b) Second Question

(c) Third Question

[CO-1] [L-] 2

(d) Fourth Question

[CO-1] [L-] 2

(e) Fifth Question

[CO-1] [L-] 2

(f) Sixth Question

[CO-1] [L-] 2

(g) Seventh Question

[CO-1] [L-] 2

[CO-1] [L-] 2

PART-B

2*5

There will be four questions each covering one specific Course Outcome from the complete syllabus. There shall be an internal choice in each of the questions covering the same (set) of COs and BL. Questions carrying 10 marks can be further sub divided as per the paper setter choice.

Q.2 Question

[CO-2] [L-] 10

Question.

OR

[CO-2] [L-] 10

Q.3 Question

[CO-3] [L-] 10

Question

OR

[CO-3] [L-] 10

Q.4 Question.

[CO-4] [L-] 10

Question.

OR

[CO-4] [L-] 10

Q.5 Question.

[CO-5] [L-] 10

Question.

OR

[CO-5] [L-] 10



[Signature]

Annexure-11**RE-CHECKING OF ANSWER BOOK OF END TERM EXAMINATION**

Name (In Capital Letters): _____ Roll Number: _____

School: _____ Programme: _____

Session _____

Reason for Re-checking of answer book: _____

I want my answer book of the End Term Examination of the following Courses be Re- checked

S.No	Course Code	Course Title	Grade
1			
2			
3			
4			
5			

Amount	
Receipt No	
Date	

M.No. _____

E-mail Id _____

Signature of Student with Date _____

Signature of Mentor with Date _____

Signature of Dean with Date _____

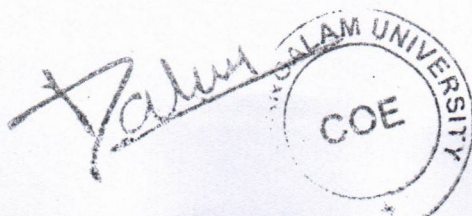
(For Office Use) _____

The Outcome of the Re-checking is as Follows: -

S.No	Course Code	Course Title	Old Marks	New Marks	Grade After Re-checking	Name of Re-checker	Signature of Re-checker with Date
1							
2							
3							
4							
5							

Date: _____

Signature of CoE _____



Annexure-12

RE-EVALUATION OF ANSWER BOOK OF END TERM EXAMINATION

Name (In Capital Letters): _____ Roll Number: _____

School: _____ Programme: _____ Session _____

Reason for Re-checking of answer book: _____

I want my answer book of the End Term Examination of the following Courses be Re- evaluated

S.No	Course Code	Course Title	Grade
1			
2			
3			
4			
5			

Amount	
Receipt No	
Date	

M.No. _____

E-mail Id _____

Signature of Student with Date _____

Signature of Mentor with Date _____

Signature of Dean with Date _____

(For Office Use) _____

The Outcome of the Re-evaluation is as Follows: -

S.No	Course Code	Course Title	Old Marks	New Marks	Grade After Re-evaluation	Name of Re-evaluator	Signature of Re-evaluator with Date
1							
2							
3							
4							
5							

Date: _____

Signature of CoE _____



Annexure-13RE-APPEAR FORM FOR END TERM EXAMINATION

SCHOOL: _____ PROGRAMME: _____ DISP: _____
 ROLL NO: _____
 Students NAME: _____

I have 'F' Grade in the following courses and want to reappear in the End Term Examination of these courses to be held in..... I may kindly be permitted to reappear in these courses to clear my 'F' grade. I understand that the syllabus of these course(s) will be as applicable at the time of reappearing in the Examination.

S.No.	Course Code	Course Title	Semester	Existing Grade
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10				

Total Courses to reappear _____ Re-appear Fees Payable Rs _____

 Signature of student

 M.No.

 Date

I have checked and recommended the application.

 Signature of Mentor

 Signature of Dean/HOD

 Date

Verify the eligibility for reappearing in above course.

 COE

 Date

Received Rs _____ as reappear fees for _____

Course(s) Video Rec. No _____ Dated _____

 Signature of Accountant with Date



 R. R. R.

*Annexure-14***GUIDELINES FOR THE STUDENT FOR SMOOTH CONDUCT OF EXAMINATIONS**

- i. All students are advised to be seated in the Exam Hall/Room at least 15 minutes before the scheduled time of the exam.
- ii. All the students must carry their University Identity Card and Hall Ticket along with them. Without I-card and hall ticket, no student will be permitted to enter the Exam Hall.
- iii. It is the responsibility of the student to fill all the particulars in the answer book correctly.
- iv. Students are required to enter the correct answer books number against their name in the attendance sheet.
- v. Students coming 30 minutes after the commencement of the examination will not be permitted to enter the examination hall or to write the exam.
- vi. No student shall loiter around stairs, veranda and in front of the Exam Hall, after the commencement of the examination.
- vii. Students are not allowed to leave the Examination Hall before half of the time is over. After this, they are allowed only with permission of invigilator.
- viii. Students are allowed to carry only writing instruments, University Identity card, Hall Ticket and board along with them into the examination hall.
- ix. Use of Unfair Means is a serious offence and strict action will be taken against those indulging in the same. Writing anything on your hands / body is considered unfair means. Students indulging in this will be awarded '0' (Zero) marks in that papers.
- x. Also, writing anything on the desks or walls of the Exam Hall/Room is also considered as unfair means.
- xi. Writing anything on question paper except Name and Roll. No. will also be treated as unfair means.
- xii. Carrying programmable calculators, pagers, mobile phones, books, and smoking material into the examination hall is also considered as use of unfair means.
- xiii. Any other activity hindering the smooth conduct of the exam will be dealt with as per university norms



Registrar
K R Mangalam University