

K.R. MANGALAM UNIVERSITY

Sohna Road, Gurgaon – 122103



Examination Process Manual
Office of the Controller of Examinations

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Annexures

List of annexures

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1. INTRODUCTION

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

This Manual represents 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 step that must be completed at all levels associated with the conduct of the Examinations of KRMU University, Gurugram.

2. DEFINITIONS

- 2.1 'Academic Year' is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations. The academic year is divided into two semesters – Odd Semester and Even Semester followed by a Summer & Winter Break; and Optional Summer Semester during Summer Break.
- 2.2 'Academic Calendar' means The exact dates of all the important events, such as commencement of classes, Government/Institution holidays, conduct of Internal/External both Theory/ Practical examinations, Last working day, vacation etc., during the Academic Session shall be specified in the Academic Calendar of the Institute and approved by the Academic Council.
- 2.3 'Academic Schedule' means The exact dates of all the important events, such as Course Registration, Commencement of Classes, Completion of Syllabus, Submission of documents for various audits, Internal/External both Theory/ Practical examinations, Mark entry, Last working day etc., during the semester.
- 2.4 'Programme' means either Undergraduate or Postgraduate Degree of study pursued by the students. A Programme consists of several courses that need to be studied by the candidate over the duration of the Programme.
- 2.5 'Duration of Programme' means the period of time required for the conduct of the Programme. The duration of under-graduate programme shall be 8/6/4 Semesters. The duration of post-graduate programme shall be 4 Semesters.
- 2.6 'Semester' is the defined period of an Academic Year that provides the number of working days as prescribed by the Regulatory Agencies. In a semester student must register for required courses as per the Scheme of Studies. However, the minimum credits should not be less 70% and maximum credits should not be more than 120% of required credits of the Semester as per the Scheme of Studies.
- 2.7 'Semester System' means a modus operandi of teaching/learning/evaluation of student performance in an academic Programme of the University and its constituent units in segments in an Academic Year.
- 2.8 'Course' is a component/module of an Academic Programme for which credits, a syllabus and required number of learning hours per week are specified. The learning hours are suitably distributed into Lecture hours (L),

Tutorial hours (T), Studio hours (S), and Practical hours (P) per week. Each Course is identified by a code (Course Code) and title (Course Title).

- 2.9 'Course Code' shall mean a curricular component identified by a designated Code number normally consisting of a string of alphanumeric characters.
- 2.10 'Course Title' shall mean a name of Course conveying what is covered by the Course.
- 2.11 'Core Course' means a compulsory course in a subject related to a particular UG/PG Programme, which shall be successfully completed by a student to receive the degree.
- 2.12 '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, on the basis of learning hours per week for all learning activities. This is suitably divided among L, T, P and S, depending on the nature of Course.
- 2.13 'Audit Course' shall mean a Course opted by a student outside his/her Scheme and student does not earn credits for the Course (This is also called a non-credit Course).
- 2.14 "Scheme of Teaching and Examination" shall mean the Scheme of Teaching and Evaluation for a Programme as approved by the Academic Council.
- 2.15 "CoE" means the Controller of Examinations.
- 2.16 "Examination Cell" means the group consisting of core staff and faculty for overlooking the operations and management of examinations and academic records under overall control of CoE.
- 2.17 "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.
- 2.18 "Answer Book" means the document/notebook containing the answer or answers as given by a student during examination to the question or questions contained in the question paper meant for the said examination.
- 2.19 "Question Paper" means a document containing question(s) to be administered at an examination to be answered by a student.
- 2.20 "Examination Centre" means the University, any institution or part thereof, or any other place, fixed by the University for the purpose of holding its examinations and includes the entire premises attached thereto.
- 2.21 "External Examiner" shall mean a person who is not in the employment of K.R. Mangalam University or its constituent units and is appointed as an Examiner.
- 2.22 "Internal Examiner" shall mean an Examiner who is a teacher of the University or its constituent units.
- 2.23 "Panel of Examiners" shall mean a Panel constituted with the approval of the Vice- Chancellor for the conduct of practical/studio examination, viva-voce examination etc. and evaluation of students' performance at the University or constituent units of the University.
- 2.24 "End-Term Examination" (ETE) means a comprehensive examination conducted by the K.R. Mangalam University at the end of a Semester for each Course as prescribed in Scheme of Examination of a Programme.
- 2.25 'Examination Hall' includes any Rooms, Laboratory, Workshop or any other premises used for conducting examinations.

- 2.26 'Flying Squad' means any person appointed by the Vice Chancellor to supervise the examination centre, and to check any malpractices in the examinations, if any.
- 2.27 "Invigilator" means a person who assists the CoE/Superintendent of the Examination Centre in conducting and supervising an examination.
- 2.28 "SGPA" shall mean the Semester Grade Point Average reflecting the performance of a student in a Semester.
- 2.29 "CGPA" shall mean the Cumulative Grade Point Average, reflecting the up-to-date cumulative performance of a student.
- 2.30 "Ph.D./Doctoral Programme regulations" shall mean University Regulations for Ph.D. Programme.
- 2.31 "Scrutinizer" means a person engaged to check the compilation of the result by comparison of award lists and the result sheets prepared by the office of CoE.

3. 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:

- 3.1 Subject to the superintendence of the Examination Committee, he shall conduct all the examinations of the University and shall make all other arrangements and be responsible for the due execution of all processes connected therewith.
- 3.2 He shall be ex-officio Member Secretary of the Examination Committee and other such Committee(s) as may be constituted by the University, but he shall not, by virtue of this sub-section, be entitled to vote. He shall be bound to place before such Committee(s) all such information as may be necessary for transaction of its business.
- 3.3 He shall be responsible for the due custody of the records pertaining to evaluation, examinations, and related activities.
- 3.4 He shall collect information from the schools/constituent units of the University, as may be necessary, for the discharge of his duties.
- 3.5 He shall also perform such other duties as may be prescribed in these guidelines on conduct of examinations and evaluation of students' performance from time to time, by the Board of Management or Academic Council or other authorities of the University.
- 3.6 While he, for any reason, is unable to act or the office of the Controller of Examinations 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.
- 3.7 Controller of examinations office facilities
- Examination Office Room
 - Office Room
 - Data Entry Room
 - Evaluation Center
 - Store Room
- 3.8 Resources in controller of examinations office

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

4. WORK TO BE ATTENDED BY THE OFFICE OF THE CONTROLLER OF EXAMINATIONS

The following work shall be attended by the Office of the Controller of Examinations.

- 4.1 Issue of schedule of examination with respect to the academic calendar, notification of examination, issuing the grade cards and such other related work.
- 4.2 Preparation of detailed End Semester Date-Sheet and their publication in time.
- 4.3 Preparation of the course-wise, paper-wise and date-wise statement to print question papers with code. Question Papers to be printed shall be 10% in excess of what is actually required in each course. The question paper packets shall indicate programme, course, semester, date of examinations, time of examinations, and number of question papers in each packet etc.
- 4.4 Maintenance of all records, statistics, and stock registers and database of candidates pertinent to examinations Processing and passing of Bills of remuneration of TA, DA, and other Conveyance/Allowance.
- 4.5 Appointment of officials and other staff required for conduct of examination. Announcement of selection and issue of appointment orders to the internal and external examiners, Paper setters etc.
- 4.6 Arrangement for conducting examination, collection of answer papers, Evaluation, processing, and declaration of results.
- 4.7 Time Frame

Particulars	Time Frame
Requisition of Question Papers	30-45 days before commencement of examinations
Date -Sheet	15-20 days before commencement of examinations
Seating Plan	7-10 days before commencement of examinations
Admit Card Issue	5-7 days before commencement of examinations
Result Publications	15-20 days after completion of Examinations

5. EXAMINATION COMMITTEE

There shall be an Examination Committee in the University constituted by the Vice-Chancellor.

- 5.1 The composition of the Examination 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 ViceChancellor

- Secretary- Controller of Examinations, ex-officio.

The tenure of the nominated Members of the Examination Committee shall be of two years. Two- third Members will form the quorum of the meeting. There will be at least one meeting before and after the examination in each Semester. The decisions of the Examination Committee shall be placed before the Academic Council through Vice Chancellor.

5.2 Functions of the Examination Committee shall be:

- 5.2.1. 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.
- 5.2.2. To supervise generally all the examinations of the University and issue such directions as it may consider necessary for conduct of examinations.
- 5.2.3. To review from time to time the results of the University examinations and submission of reports thereon to the Academic Council.
- 5.2.4. To make recommendations to the Academic Council for the improvement of the examination system.
- 5.2.5. 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.
- 5.2.6. 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).
- 5.2.7. 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.
- 5.2.8. 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.

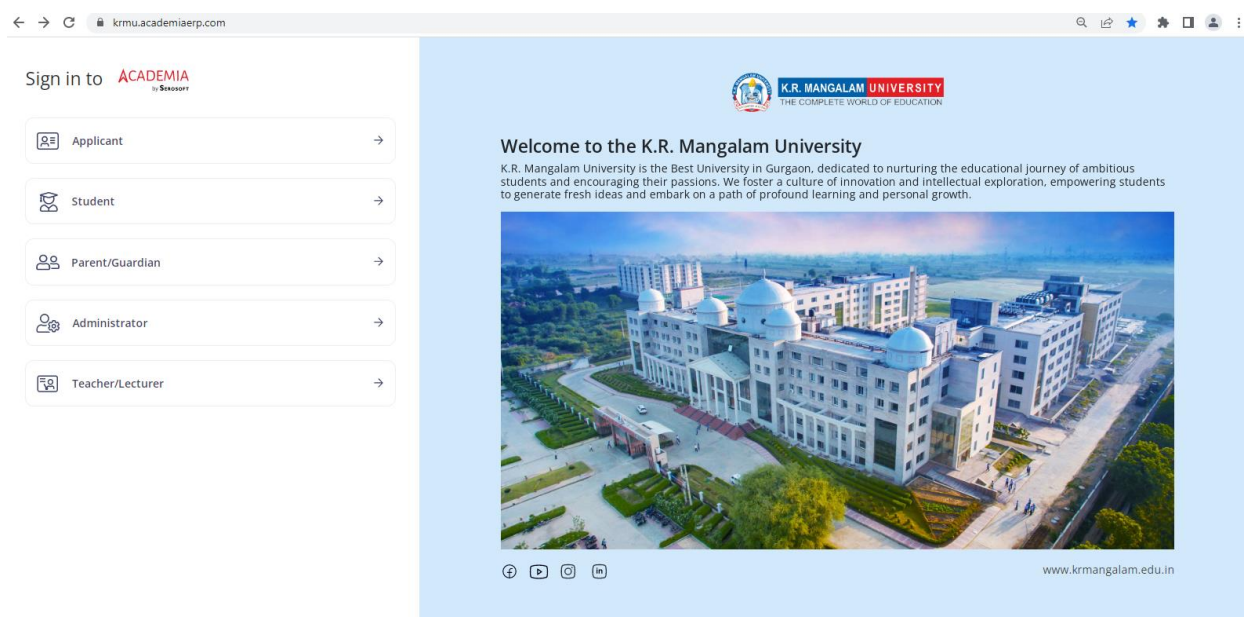
6. EXAMINATION MANAGEMENT SYSTEM

Examinations are the major determinant of the quality of the University. The credibility of exams conducted and the promptness in publishing the results are clear indicators of the efficiency of the University. The automation of examination system was initiated with Academia, Serosoft.

ACCESS GUIDELINES

Enter URL <https://krmu.academiaerp.com/> and click on icon, Enter user credentials and click on login button.

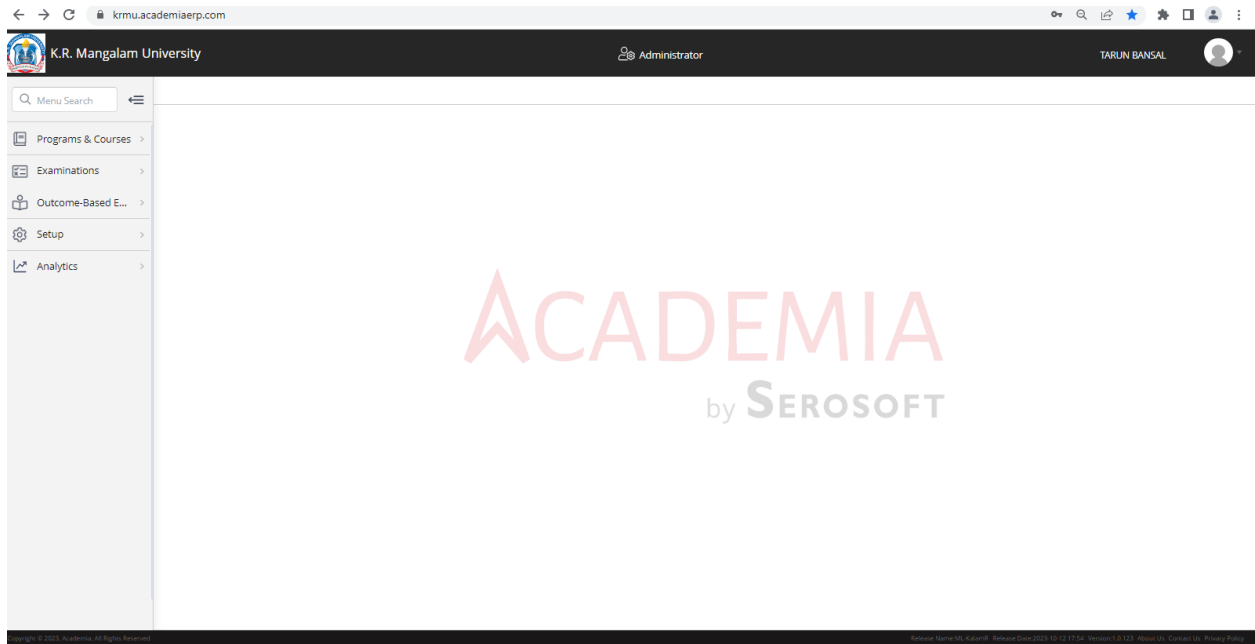
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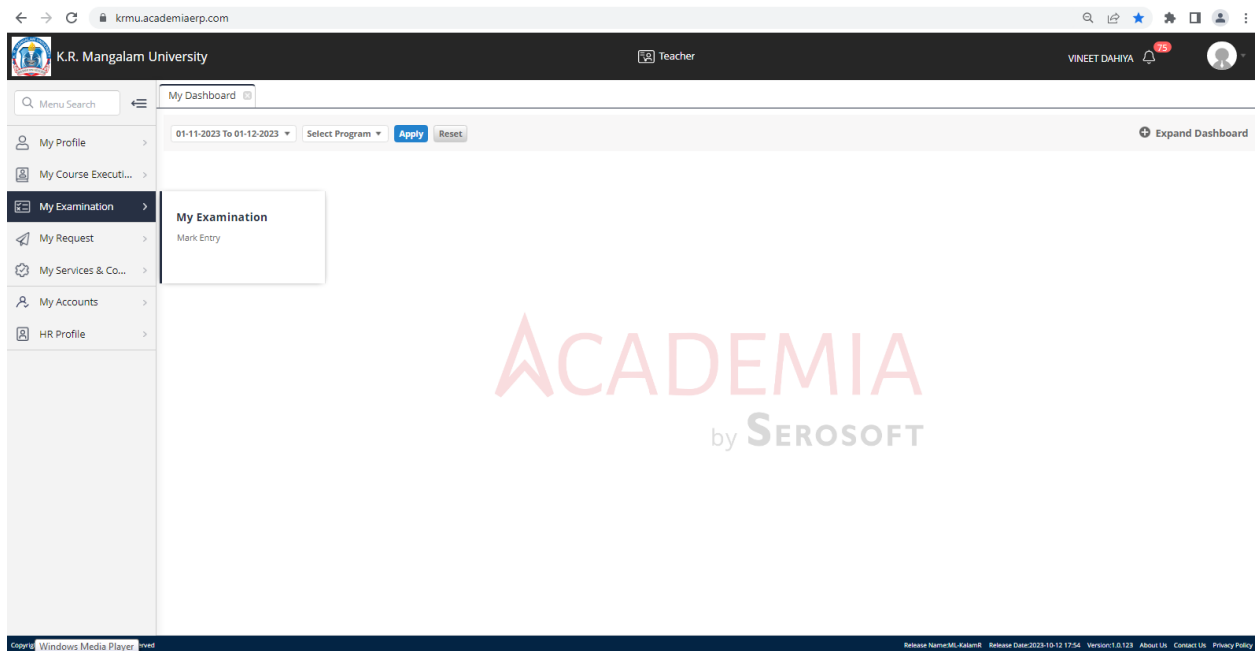
Login credentials Username: Roll number/ employee id / as provided

Password: as provided/ then click login

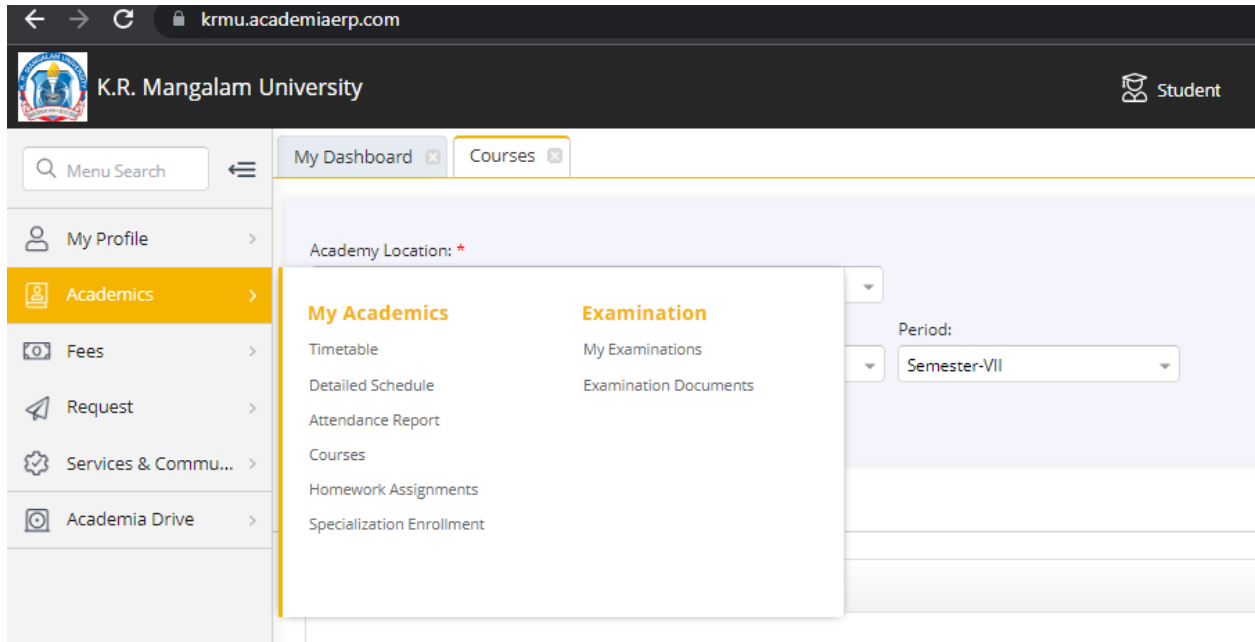
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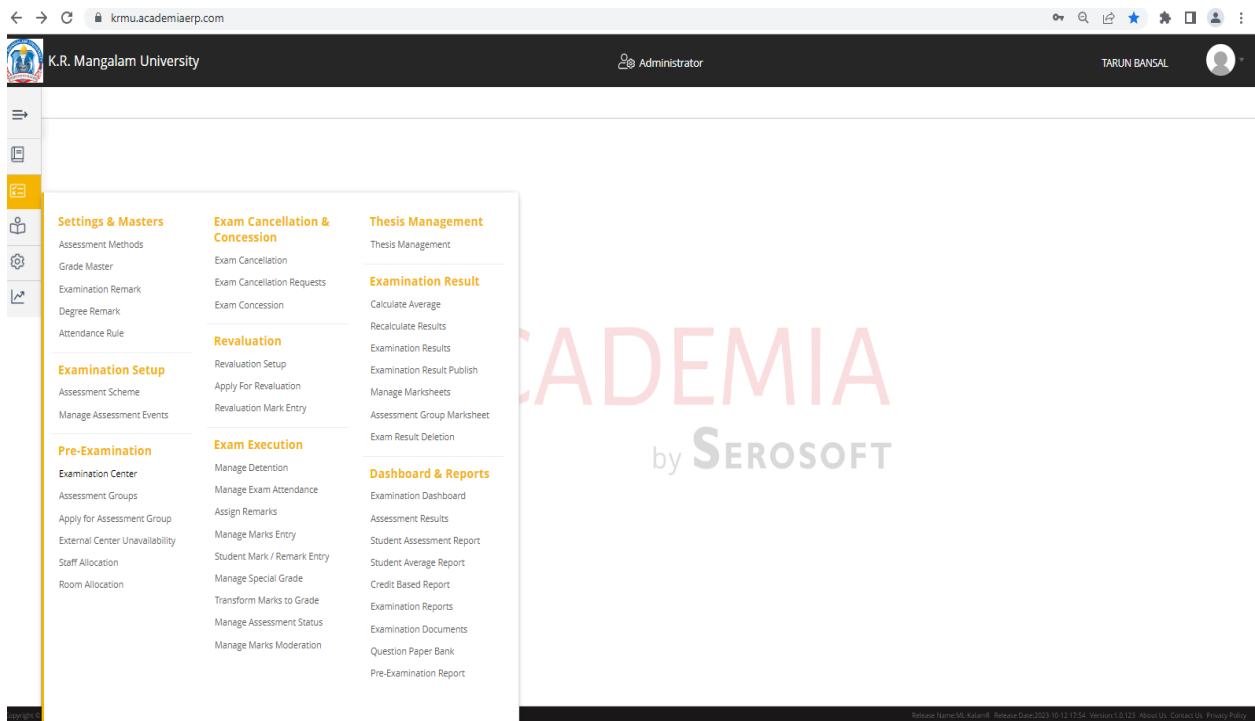
FACULTY PAGE



STUDENT PAGE



EXAMINATION MODULE



7. CO-PO Attainment

The major components of Outcome Based Education (OBE) are Course Outcome (CO) and Program 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.

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

Program Specific Outcomes (PSOs) describe what the Postgraduates/graduates of a specific program 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 Program 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.

Assessment Process for CO Attainment:

For the evaluation and assessment of CO's and PO's, 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 student/faculty/employer (Kindly note the respective course teacher may modify these templates according to the requirements of the course)

Sample1: 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 the complex problems			
CO3	Understand the concepts of non-linear data structures and applications			
CO4	Analyze 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 organized and presented at a reasonable pace?			
Did the lectures stimulate you intellectually?			
Are the assignment/lab experiment procedures clearly explained?			

Sample3: Faculty/Employer Survey

Questions	1(Low)	2(Moderate)	3(High)
Satisfaction with the caliber of the graduates			
Courses are relevant to the organization'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:

7.1 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)

	QueNo. (1)	Que No. (2)	Que No. (3)	Que No. (4)	Que No. (5)	Que No. (6)	Que No. (7)	Que No. (8)	Que No. (9)	Que No. (10)	Que No. (11)
Maximum Marks	2	2	2	2	2	5	5	5	5	10	10
Mapping of Event to CO	CO1	CO2	CO3	CO4	CO5	CO1	CO2	CO3	CO3	CO4	CO5
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	CO1					CO1					
Mapping of Event to CO2		CO2					CO2				
Mapping of Event to CO3			CO3					CO3	CO3		
Mapping of Event to CO4				CO4						CO4	
Mapping of Event to CO5					CO5						CO5

7.2 Sample calculation- CO attainment based on threshold level

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

Course Outcome	CO1				CO2				CO3				CO4				CO5			
	Max Marks	Obtained Marks	Percentage	CO Attained (60%)	Max Marks	Obtained Marks	Percentage	CO Attained (60%)	Max Marks	Obtained Marks	Percentage	CO Attained (60%)	Max Marks	Obtained Marks	Percentage	CO Attained (60%)	Max Marks	Obtained Marks	Percentage	CO Attained (60%)
2102080001	4	3	75	YES	4	4	100	YES	4	4	100	YES	4	4	100	YES	4	4	100	YES
2102080002	4	2	50	NO	4	4	100	YES	4	2	50	NO	4	1	25	NO	4	2	50	NO
2102080003	4	2	50	NO	4	4	100	YES	4	0	0	NO	4	4	100	YES	4	4	100	YES
2102080060	4	0	0	NO	4	2	50	NO	4	2	50	NO	4	2	50	NO	4	2	50	NO
No. of students attempted	CO1			60	CO2			60	CO3			60	CO4			60	CO5			60

No. of students scoring \geq threshold (60%)		36		47		30		37		37
% of students scoring \geq threshold		60		78		50		62		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				60				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			
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	Max Marks	Obtained Marks	Percentage	CO Attained
2102080001	7	7	100	YES	7	5	71	YES	12	6	50	NO	12	10	83	YES	12	9	75	YES
2102080059	7	5	71	YES	7	4	57	NO	12	7	58	NO	12	2	17	NO	12	11	92	YES
2102080060	7	2	29	NO	7	4	57	NO	12	7	58	NO	12	4	33	NO	12	7	58	NO
No. of students attempted				60				60				60				60				60
No. of students scoring \geq threshold (60%)				37				36				27				27				48
% of students				62				60				45				45				80

scoring \geq threshold									
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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)		
Course Code	Course Outcome	CO Percentage (%)	CO Attainment Level	CO Percentage (%)	CO Attainment Level	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	PSO 1	PSO 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 Final CO attainment for the subject.

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

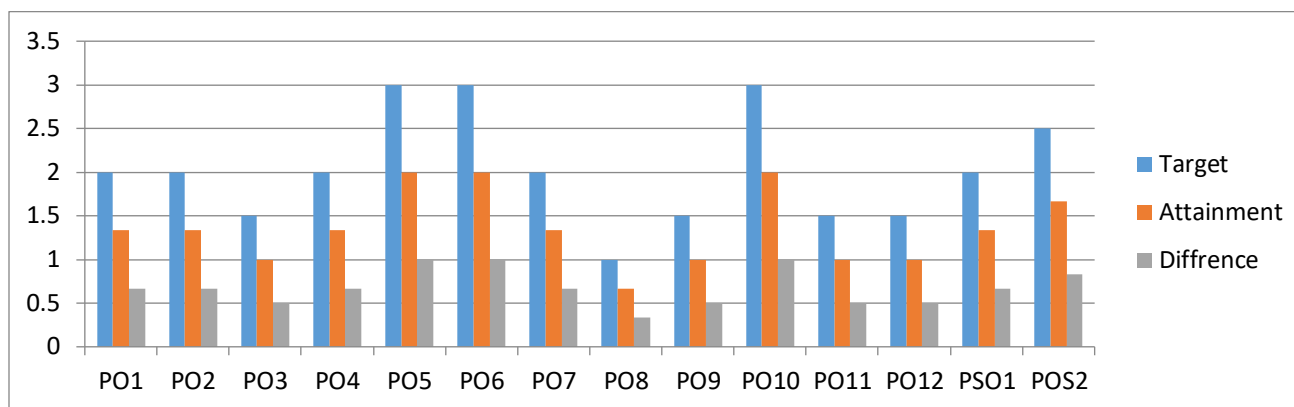
$$\text{CO attainment Ratio of Course (x)} = \frac{\text{Average Co attainment} * \text{Average Correlation}}{3 (\text{Maximum attainment value})}$$

Table 9. Course Evaluation Matrix (Attained).

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PSO 1	PSO 2
CO1	1.33			0.67		2.00			0.67			0.67	2.00	
CO2	1.33	2.00						0.67			0.67		0.67	
CO3			1.33		2.00					2.00		1.33		2.00
CO4				2.00			1.33		1.33		1.33			
CO5		0.67	0.67				0.00							1.33
Average	1.33	1.33	1.00	1.33	2.00	2.00	1.33	0.67	1.00	2.00	1.00	1.00	1.33	1.67
Round off														

Table 10. PO-Co attainment difference table.

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	POS2
Target	2	2	1.5	2	3	3	2	1	1.5	3	1.5	1.5	2	2.5
Attainment	1.33	1.33	1.00	1.33	2.00	2.00	1.33	0.67	1.00	2.00	1.00	1.00	1.33	1.67
difference	0.67	0.67	0.50	0.67	1.00	1.00	0.67	0.33	0.50	1.00	0.50	0.50	0.67	0.83



8. Bloom's Taxonomy:

Bloom's Taxonomy provides an important framework to not only design curriculum and teaching methodologies but also to design appropriate examination questions belonging to various cognitive levels. Bloom's Taxonomy attempts to divide learning into three types of domains (cognitive, affective, and behavioral) and then defines the level of performance for each domain. Conscious efforts to map the curriculum and assessment to these levels can help the programs 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:

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
3. How many values of the variable number must be used to completely test all branches of the following code fragment?
4. Discuss the effect of Make in India initiative on the Indian manufacturing Industry.
5. Summarize the importance of ethical code of conduct for engineering professionals
6. What is the meaning of base address of the array?
7. 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.

Sample Questions:

- Model and realize the following behaviors using diodes with minimum number of digital inputs.
 - Turning on of a burglar alarm only during night time when the locker door is opened.
 - Providing access to an account if either date of birth or registered mobile number or both are correct.
 - Updating the parking slot empty light in the basement of a shopping mall.
- 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.
- 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.
- Write an algorithm to implement a stack using queue.
- 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:

- 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.
- 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 dairy 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:

9. COURSE REGISTRATION

- 9.1. It is mandatory for all students to register in every semester for the courses they have been advised to enroll by the mentor through a Course Registration process.
- 9.2. The Course Registration dates will be announced in advance by the University to enable an easy and systematic registration.
- 9.3. The mentor also called Registration Advisors will be available during that period to provide advice and counsel the students.
- 9.4. Students having any outstanding dues to the University will not be permitted to register for the Semester.
- 9.5. Late registration after 10 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 and paying the late registration fine.

COURSE REGISTRATION FORM

- 9.6. If a student fails to register for a semester, his admission to the University will be subject to cancellation.
- 9.7. A student who fails to register for a semester but wants to continue his active admission/on-rolls status has to seek approval from the faculty mentor /Dean and Registrar for not registering for the Semester.
- 9.8. Any student willing to improve grade or re-appear in a Course to clear 'F' grade is also required to register in the Course at the beginning of semester, by the specified date and after payment of due fees and late fine, if any.

COURSE REGISTRATION REPORT

The screenshot displays the 'Student Course Enrollment' interface. The search form includes the following fields:

- Intake Year: [Dropdown]
- Academic Term: Even Semester 2022-2023 [Dropdown]
- Program Code/Name: B.A. (H) Psychology / B.A. (H) Psy [Dropdown]
- Batch: [Dropdown]
- Period: [Dropdown]
- Course Type: [Dropdown]
- Course Code/Name: Enter 3 char to auto search [Dropdown]
- Section: [Dropdown]
- Faculty: Enter 3 char to auto search [Dropdown]

There is a checkbox for 'View Non Parameterized Courses' and 'Search' and 'Reset' buttons.

The 'Student Enrollment List' table is as follows:

Course Code	Course Name	Section	Faculty	Alternate Faculty	Course Type	Request Received	Currently Enrolled	Request Rejected	Withdrawn
SHPS336A	FORENSIC PSYCHOLOGY	Group 1	RAGINI PANDEY		Optional	14	14	0	0
SHPS332A	ADVANCE SOCIAL PSYCHOLOGY	Group 1	NANDINI BISWAS		Mandatory	14	14	0	0

10. ADDING/DROPPING A COURSE/WITHDRAWAL FROM A COURSE

- 10.1. A student may be permitted to add a Course to the registered courses within a pre-specified period from the commencement of a regular semester, course to the availability of resources and the maximum number of credits required to be registered in a semester.
- 10.2. A student may be permitted to drop one or more Course(s) from the registered courses within a pre-specified period from the commencement of a regular semester, subject to the minimum number of credits required to be registered in a semester.
- 10.3. Final registration for that semester will reflect registered courses after the add/drop date. The course(s) dropped will not appear in the Semester Grade Sheet of the student and can be taken in subsequent semesters.

ENROLLMENT SUMMARY REPORT

The screenshot displays the 'Enrollment Summary Report' interface. At the top, there is a search filter section with the following fields:

- Assessment Group: ODD SEM END TERM 2022-23
- Program Category: [Dropdown]
- Program Code/Name: [Text input with 'Enter 3 char to auto search' placeholder]
- Course Component: [Dropdown]
- Semester Sequence: [Dropdown]

Below the filters is a table titled 'Enrollment Summary Report' with the following data:

Course Code	Course	Component	No. of Students	Semester
BSCH808	ANALYTICAL TECHNIQUES	Lecture	1	Semester-IV
BSPH704A	ELECTRONICS-II	Lecture	6	Semester-II
BSPH708A	ADVANCED SOLID STATE PHYSICS-I	Lecture	6	Semester-II
SHES114A	SOCIETY CULTURE & SOCIAL CHANGE	Lecture	95	Semester-II
SJB1162A	EXPLORING MEDIA ISSUES	Lecture	10	Semester-II
SJB208A	RADIO JOCKEYING AND NEWS READING	Lecture	21	Semester-IV
SJB208ATU	RADIO JOCKEYING AND NEWS READING	Tutorial	27	Semester-IV

10.4. After the pre-specified period for add/drop of courses, if a student feels that his performance in a registered Course is not going to be satisfactory, the student will have an opportunity to withdraw from the Course. However, such withdrawal can only be made with the written approval of the Head of School/Dean. Withdrawal is permitted only when the number of credits availed by the student subsequent to withdrawal is equal to or above the minimum number of credits required to be registered in a semester. If a student is permitted to withdraw from a Course, its grade will be reported as 'W'.

10.5. Withdrawal from a Course is permitted only under extremely exceptional circumstances like medical emergencies, family tragedies and/or other unavoidable contingences. However, no withdrawal is permitted after the finalization of the grade in a semester. A student who withdraws from a Course shall be required to re-register in the Course.

10.6. While exercising the Add option, the student may lose attendance in those Courses added during add/drop period.

11. ASSESSMENT & EVALUATION

11.1. 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 invite original thinking or application of theory.

ASSESSMENT SCHEME

Assessment Scheme	Total Academy Location	Total Course	Total Course Variant	Total Assessment Type	Total Sub Type	Total Method	Total Event
BPT 2021-2022	1	6	5	1	2	4	4
BPT 2022-2023	1	13	18	1	2	4	4
BPT Env	1	1	2	1	1	1	1

11.2. 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.

11.3. 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.

11.4. 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.

11.5. 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.

11.6. 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.

11.7. Evaluation Components

10.7.1. 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:**

End Term Exam	50%
Mid Term Exam	20%
Assignment, Quiz Test, Interview, Peer Review, Report, Presentation, Open Book Test, Viva, Evaluated Discussion Forum	20%
Attendance	10%
Total	100%

THEORY MARKS ENTRY-SCHEME I

10.7.2. 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:**

Conduct of Experiment	20%
Lab Record/ Quizzes/Viva Voce	20%
Attendance	10%
End Term Practical Exam	50%
Total	100%

PRACTICAL MARKS ENTRY

10.7.3. Evaluation Component of B.Arch.

Programme	Exam Name	Weightage (in %)	Maximum Marks
B.Arch. (all years)	[A] STUDIO SUBJECTS		
	Mid-Term Internal Jury	20	20
	End-Term Internal Jury	30	30
	End-Term External Jury	30	30
	End-Term Examinations	20	20
	[B] THEORY SUBJECTS		
	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 SUBJECTS			
	Mid-Term Internal Jury	20	20
	End-Term Internal Jury	20	20
	Attendance	10	10
	End-Term External Jury	50	50
[D] THESIS/ DISSERTATION/ SEMINAR			
	Mid-Term Internal Jury	20	20
	End-Term Internal Jury	30	30
	End-Term External Jury	50	50

THEORY MARKS ENTRY-SCHEME II

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K.R. Mangalam University Administrator **TARUN BANSAL**

Manage Marks Entry 🔍

Search Import Marks Import External Exam Import Legacy Marks

Assessment Scheme Type: * Academic Term: Course Code/Name:

Course Variant: * Assessment Scheme: *

Assessment Scheme Level: Assessment Event: *

Mark Entry List

📄 🗑️

<input type="checkbox"/>	Sr. No.	Admission ID	Student ID	Student Name	Last Name	Batch	Section	Attendance Status	Total Marks	Effective Marks / Grade	Marks Submission Status	Mark/Grade Publish Status	Remark
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10.7.4. Evaluation Component of Pharmacy PCI Courses

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
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

THEORY MARKS ENTRY-SCHEME III

The screenshot displays the 'Manage Marks Entry' interface in the K.R. Mangalam University AMS. The top navigation bar includes the university logo, name, and user role 'Administrator'. The main content area features a search and filter section with the following fields:

- Assessment Scheme Type: Academics
- Academic Term: Even Semester 2022-2023
- Course Code/Name: BP605T / PHARMACEUTICAL BIC
- Course Variant: BP605T/PHARMACEUTICAL BIC
- Assessment Scheme: P3 EVEN SEM 2022-23
- Assessment Scheme Level: [Dropdown]
- Assessment Event: [Dropdown menu with options: Assignment, Attendance, End term, Sessional 1, Sessional 2, Student/Teacher Interaction]

Below the filters, there are buttons for 'Search', 'Reset', and 'Generate Fails Report'. The 'Mark Entry List' table is currently empty, with the following column headers:

Sr. No.	Admission ID	Student ID	Student Name	Last Name	Batch	Section	Attendance Status	Total Marks	Effective Marks / Grade	Marks Submission Status	Mark/Grade Publish Status	Remark
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The interface also includes a sidebar with navigation icons and a footer with copyright information.

10.7.5. Grading System 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

$$\text{SGPA} = \text{Total points scored} / \text{Total credits (for 1 semester)}$$

$$\text{CGPA} = \Sigma \text{Total points scored} / \text{Course credits}$$

$$\% \text{ of Marks} = \text{CGPA} * 100 / 10$$

10.8. BPT Evaluation Pattern (2021 onwards)

The evaluation of all courses will be cumulative of continuous evaluation (Internal Assessment) and End Term Examinations. Weightage of components will be 40% for Internal Assessment and 60% for End Term Examination, as given in the table below:

Type of Courses	Category Exam Name	Weightage (in %)
Theory Course	Attendance	10%
	Sessional-I	15%
	Sessional-II	15%
	End Term Examination	60%
	Total	100%

Lab Course	Attendance	10%
	Conduct/Lab Record	10%
	Quiz/ Class Test/ Viva	20%
	End Term Examination	60%
	Total	100%
Lab Course	Attendance	10%
	Conduct/Case Records	30%
	Conduct/Lab Record	60%
	Total	100%

12. RE-APPEAR EXAMINATIONS:

- 12.1. Examinations for 'F' grade students will be ordinarily conducted only in the end of odd and even semesters, as per the Scheme of Examination for the semester.
- 12.2. 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.
- 12.3. 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 Assignments/Projects/Quizzes/Studio etc.

RE-APPEAR REGISTRATION ON STUDENT PAGE

RE-APPEAR REGISTRATION FORM

The screenshot displays the 'RE-APPEAR REGISTRATION FORM' on the K.R. Mangalam University Student Portal. The form is titled 'RE-APPEAR REGISTRATION FORM' and is located under the 'My Examinations' tab. The form includes the following fields:

- Academic Term:
- Assessment Group:
- Program Code/Name:
- Batch:
- Application Status:

Below the form is a 'List of Examinations' table with the following columns:

Admission ID	Student ID	Program	Batch	Period	Assessment Group	Amount	Late Fee	Total Amount	Application Status
<input type="checkbox"/>									

12.4. 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.

12.5. The 50 marks of End-Term Examination shall be evaluated and 50 marks of different components will be added for final grades.

12.6. 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.

RE-APPEAR REPORT

The screenshot displays the 'Assessment Groups' search results page. The search filters are set to 'D.Pharma Yearly 2021'. The results table shows two entries:

Assessment Group Code	Program Batches Covered	Exam From Date	Exam Till Date	Application Submission Start Date	Application Submission End Date	No. of Batches In 1 Day	Fee Plan Name	Hall Ticket Generation Required	Whether Student can Reschedule	Event Covered	Assessment Group Status
D.Pharma Yearly 2021	2	25/04/2023	30/04/2023	15/03/2023	24/04/2023	1	Repeat Exam Yearly 2021	Yes	No	6	Closed
D.Pharma Yearly 2020	1	25/04/2023	30/04/2023	15/03/2023	24/04/2023	1	Repeat Exam Yearly 2020	Yes	No	1d	Closed

13. 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.

13.1. For All Courses except Pharmacy PCI Courses and Diploma

Marks Range (%)	Letter Grade	Grade Points	Description of the Grade
% marks > 90%	O	10.0	Outstanding

80 < %marks ≤ 90	A+	9.0	Excellent
70 < %marks ≤ 80	A	8.0	Very Good
60 < %marks ≤ 70	B+	7.0	Good
55 < %marks ≤ 60	B	6.0	Above Average
50 < %marks ≤ 55	C	5.5	Average
40 ≤ %marks ≤ 50 (For B.Arch. & B.Pharm. = 50)	P	5.0	Pass
% marks < 40 (For B.Arch. & B.Pharm.<50)	F	0	Fail
-	AB	0	Absent
%marks ≥ 50	S	-	Satisfactory
% marks < 50	U	-	Unsatisfactory
-	W	0	Withdrawal

13.2. 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.

13.3. **‘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.

13.4. **‘P’ Grade:** The ‘P’ grade stands for marginal performance and is the minimum passing letter

grade.

- 13.5. **‘D’ Grade:** The ‘D’ grade stands for marginal performance and is the minimum passing letter grade.
- 13.6. **‘AB’ Grade:** A student “Absent” in all components of evaluation of a Course shall be reported 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).

GRADE MASTER

The screenshot shows the 'Grade Master' interface. At the top, there's a navigation bar with 'K.R. Mangalam University' and 'Administrator' roles. A search bar is present. Below it, there are search filters: 'Grade Type' (set to 'All 100'), 'Grade' (dropdown menu), and 'Grade Status'. A 'Search' button is visible. Below the search filters, there's a table with the following columns: 'Grade Type', 'COM', 'Range From', 'Grade Range To', 'Grade Point', 'Contribute to the Total Credits', and 'Contribute to the SGPA/CGPA'. The table is currently empty, showing 'No records to display'.

- 13.7. **‘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 also the minimum attendance requirement. Extra courses that may result from transfer from one degree program 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’.
- 13.8. **‘W’ Grade:** A ‘W’ grade is awarded when the student withdraws from a Course. ‘W’ will not be counted for the computation of SGPA/CGPA. In subsequent Semester when student registers for the same course and gets a grade, ‘W’ will be replaced and result of the semester will be revised and re-declared. New Grade Sheet will be issued for that semester and all subsequent semesters.

GRADE ROSTER REPORT

The screenshot shows the 'Grade Roster Report' interface in the K.R. Mangalam University system. It features a search form with the following fields:

- Intake Year: [Dropdown]
- Academic Term: [Dropdown]
- Course Code/Name: [Text input with 'Enter 3 char to auto search' hint]
- Course Variant: [Dropdown]
- Program Code/Name: [Text input with 'Enter 3 char to auto search' hint]
- Batch: [Dropdown]
- Period: [Dropdown]
- Faculty: [Text input with 'Enter 3 char to auto search' hint]
- Admission ID/Student Name/Student ID: [Text input with 'Enter 3 char to auto search' hint]
- Status: [Dropdown, set to 'Active']

Buttons for 'Search' and 'Reset' are located below the search form. Below the search form is a table titled 'Grade Roster Report List' with the following data:

Admission ID	Student ID	Student Name	Last Name	Program	Batch	Period	Section	Faculty Name	Marks/Grade Obtained
REG004996	2004610008	ANKIT SHARMA		M. Pharm (Pharmaceutics)	2020-2022	Semester-II	Group 1	NEHA MINOCHA	A
REG005008	2004610011	NIKHIL GUPTA		M. Pharm (Pharmaceutics)	2020-2022	Semester-II	Group 1	NEHA MINOCHA	A

14. 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.

14.1. 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:

$SGPA = \frac{\sum \{\text{credit of a Course} \times \text{grade points for that Course}\}}{\text{total credits of the semester}}$

$$SGPA = \frac{\sum_{i=1}^n \{C_i * G_i\}}{\sum_{i=1}^n C_i}$$

Where n is the total number of courses in which student is registered in the Semester for which SGPA is computed and i represents the serial number of course ($i = 1, 2, 3, \dots, n$); C_i is the Credit of the i^{th} Course; G_i is the grade points of the Grade in the i^{th} Course; $\sum_{i=1}^n C_i$ is the sum of credits of all courses in which student is registered in the semester including those $i=1$ in which the student has 'F' grade.

14.2. Calculation of Cumulative Grade Point Average (CGPA)

The overall (cumulative) performance of a student from the time of his 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 first registration

to the point of CGPA calculation. The CGPA is calculated as follows:

$$CGPA = \frac{\sum_{j=1}^m \{C_j * G_j\}}{\sum_{j=1}^m C_j}$$

Where m is the total number of courses in which student is registered from the time of his admission/first registration including the Semester up to which CGPA is to be computed and j represent the number of semester ($j = 1, 2, 3, \dots, m$).

GRADE REPORT

The screenshot displays the 'Grade Roster Report' interface. It features a search form with the following fields:

- Intake Year: [Dropdown]
- Academic Term: [Dropdown]
- Course Code/Name: [Text input with 'Enter 3 char to auto search' hint]
- Course Variant: [Dropdown]
- Program Code/Name: [Text input with 'Enter 3 char to auto search' hint]
- Batch: [Dropdown]
- Period: [Dropdown]
- Faculty: [Text input with 'Enter 3 char to auto search' hint]
- Admission ID/Student Name/Student ID: [Text input with 'Enter 3 char to auto search' hint]
- Status: [Dropdown with 'Active' selected]

Buttons for 'Search' and 'Reset' are located below the search form. Below the search form is a table titled 'Grade Roster Report List' with a 'Columns' button and a 'Generate Grade Roster Report' button. The table has the following columns: Admission ID, Student ID, Student Name, Last Name, Program, Batch, Period, Section, Faculty Name, and Marks/Grade Obtained. Two rows of data are visible:

Admission ID	Student ID	Student Name	Last Name	Program	Batch	Period	Section	Faculty Name	Marks/Grade Obtained
REG004996	2004610008	ANKIT SHARMA		M. Pharm (Pharmaceutics)	2020-2022	Semester-II	Group 1	NEHA MINOCHA	A
REG005008	2004610011	NIKHIL GUPTA		M. Pharm (Pharmaceutics)	2020-2022	Semester-II	Group 1	NEHA MINOCHA	A

14.3. Rounding and Percentage

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

15. REAPPEARING IN A COURSE WITH 'F' GRADE

- 15.1. Examinations for 'F' grade students will be ordinarily conducted only in the end of odd and even semesters, as per the Scheme of Examination for the semester.
- 15.2. 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 and late fine, if any
- 15.3. 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 Assignments/Projects/Quizzes/Studio etc.

- 15.4. 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.
- 15.5. The 50 marks of End-Term Examination shall be evaluated and 50 marks of different components will be added for final grades.
- 15.6. 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.

16. PASSING CRITERIA AND AWARD OF DEGREE

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

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

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

17. AWARD OF DIVISION

17.1. 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

17.2. 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

18. AWARD OF MEDALS

For each batch of each Degree Programmed, the student with highest CGPA will be awarded the University

Gold Medal subject to following conditions:

- 18.1. The Student be eligible for award of “First Division with Honors”
- 18.2. If there is more than one student with highest CGPA (without rounding), all will get the medal.
- 18.3. In addition, University may give more awards from time to time.

19. AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS

- 19.1. 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.
- 19.2. The degrees, diplomas shall be signed by the Registrar and countersigned by the Vice- Chancellor. Transcript and Provisional Degree Certificate shall be signed by the Registrar and Controller of Examinations, and Semester Grade-sheet shall be signed by the Controller of Examinations.
- 19.3. The certificates, citations and other documents relating to other academic distinctions shall be signed by the concerned Dean and Registrar.
- 19.4. A student shall be awarded a degree/diploma, if:
 - 19.4.1. 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.
 - 19.4.2. 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.
 - 19.4.3. A Provisional Degree Certificate shall be issued to a student after the approval of the result by Academic Council.
- 19.5. **Processing of Award of Degree/Diploma/Certificates**
 - 19.5.1. 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, as given in 20(iii) (a) above, and submit it to the Registrar.
 - 19.5.2. 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.
 - 19.5.3. The Registrar shall place the particulars of all the successful and eligible students for the award of certificate, diploma, or degree before the Academic Council through Examination Committee, for approval.
 - 19.5.4. 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.

20. EXAMINATION RULES AND PROCEDURES

Appointment of Paper Setters, Examiners & Evaluators

- 20.1. The Dean shall forward to the Controller of Examinations the panel of internal and external paper setters, examiners for End-Term practical examinations, viva-voce examinations, evaluators of answer books, head examiners, external experts for moderation of question papers etc. for approval by the Vice Chancellor.
- 20.2. The Controller of Examinations shall prepare a consolidated panel of internal/external paper setters, examiners, evaluators, moderators, head examiners on the basis of names received from the Head of School/constituent units. He may, at his discretion, add or delete the name(s) from the panel recommended by the Head of School/ constituent units.
- 20.3. The Vice-Chancellor, on the recommendations of the Controller of Examinations shall approve the panel of internal/external paper setters, examiners, evaluators, Head Examiners, moderators ordinarily from amongst persons recommended by the Controller of Examinations. He may, however, appoint a person whose name is not included in the panel recommended by the Controller of Examinations, if he is satisfied that the person in question possesses the requisite qualifications and experience.
- 20.4. A viva-voce examination for Dissertation/Thesis/Training etc. shall be conducted ordinarily by a board of minimum two examiners of whom one shall be an external examiner and the other internal examiner. For undergraduate courses the external examiner may not be mandatory.
- 20.5. In case of practical/studio and viva-voce examinations at the post graduate level, external examiner shall be a person not below the rank of an Associate Professor and shall not ordinarily be a teacher of the School/constituent unit. In case of End-Term practical or viva- voce examination at the undergraduate level, the external examiner shall be an expert in the subject with not less than three years' experience of teaching the subject at the graduate and/or post graduate degree level.
- 20.6. The internal examiners, in case of practical/studio examinations, both at the UG degree and the PG degree level, shall be appointed from amongst the teachers of the University and its constituent units whose candidature are to be examined on the recommendation of the Head of School/constituent units .
- 20.7. An examiner may be discontinued any time, if in the opinion of the Controller of Examinations, his work is found to be unsatisfactory.

An examiner's work shall be deemed to be unsatisfactory in case of one or more of the following:

- 20.7.1. Mistakes of such a nature that affects the result are found in his work in the course of checking and scrutiny.
- 20.7.2. He is found to have delayed the work without good and sufficient reason.
- 20.7.3. In the opinion of the Examination Committee or the Controller of Examinations or any authority of the University, there are reasonable doubts about his integrity or suspicion that he is accessible to examinees or their relations.
- 20.7.4. If there is serious complaint against his paper e.g. the paper was much above or below the standard or contained questions outside the prescribed Course or the breach of any such condition.
- 20.8. 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.
- 20.9. 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.
- 20.10. No person shall act as tabulator for any examination, if any of his relations is appearing or has appeared at that examination.
- 20.11. **Setting of Question Papers**
 - 20.11.1. The Question Paper prepared by the Faculty Member/External Examiner should be set within the prescribed Syllabus of the Course, for the specific examination.
 - 20.11.2. Questions must be based on different degrees of difficulty to test the level of understanding of main concepts.
 - 20.11.3. Question Papers must cover all modules/units of the Course syllabus.
 - 20.11.4. 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.
 - 20.11.5. For selected courses, External Examiners may be appointed by Vice Chancellor, who will prepare one Question Paper.

20.12. **End-Term Examinations**

Question Paper for End-Term Examinations shall normally be of 3 (three) hours duration, unless specified otherwise. Maximum Marks shall be 50 (Fifty), unless specified otherwise.

20.12.1. GUIDELINE FOR SETTING OF QUESTION PAPER

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

Knowledge, Comprehension, Application, Analysis, Evaluation, Synthesis & Creativity.

Students should be able to solve the question paper in the given time. The duration of the examination is three hours (180 Minutes).

The question paper shall consist of three sections.

1. **Section-A shall contain five questions ((Multiple Choice/Fill in the blank/ True or False Questions / one sentence answer) representing all units of the syllabus.** The idea of these questions is to see examinees ability to give maximum subject matter in shortest time & his grip over the subject.
2. The **section-B (Short Answer Questions)** to contain questions from all the units of the syllabus with minimum one question and maximum two questions from a unit be required to four questions. The weightage of all these questions be same.
3. The **section-C (Long Answer Questions)** to contain questions from all the units of the syllabus with minimum one question and maximum two questions from a unit be required to two questions (the internal choice should be given but from the same CO). The weightage of all these questions be same.

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.

20.13. Examination Admit Card

Students who are eligible for appearing in End-Term examination shall be issued Admit Card.

- 20.13.1. The Admit Card will be issued by the University to students eligible to appear in End- Term examination based on the attendance in each Course and other applicable provisions.
- 20.13.2. 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 issue to the student by their Academia login.

ADMIT CARD ISSUE


My Documents

Document Type	Publish Date	Program	Batch	Period	Document
Hall Ticket	12/06/2023	BACHELOR OF TECHNOLOGY - COMPUTER SCIENCE & ENGINEERING	2020-2024	Semester-VI	7899
Hall Ticket	08/01/2023	BACHELOR OF TECHNOLOGY - COMPUTER SCIENCE & ENGINEERING	2020-2024	Semester-V	4021

Total Records: 3

- 20.13.3. CoE/Center Superintendent/Invigilator/Supervisory staff at examination centers 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.

ADMIT CARD

	K.R. MANGALAM UNIVERSITY THE COMPLETE WORLD OF EDUCATION			
SCHOOL OF LEGAL STUDIES				
END SEMESTER EXAM				
Exam Month: June	Exam Year: 2023			
Student Name: RIYA YADAV	Father Name: YUDHVIR YADAV			
Roll No: 2005140005	Semester: Semester-VI			
Program: BACHELOR OF BUSINESS ADMINISTRATION BACHELOR OF LAW (HONS)				
Detail of Course Code & Course Name(Regular Examinations)				
Exam Date	Start Time	End Time	Subject Code	Subject Name
13/Jun/2023	10:30 AM	1:30 PM	SLMC302A	STRATEGIC ORIENTATION FOR BUSINESS
15/Jun/2023	10:30 AM	1:30 PM	SOLS304A	LABOUR & INDUSTRIAL LAW-I
19/Jun/2023	10:30 AM	1:30 PM	SOLS312A	PUBLIC INTERNATIONAL LAW
28/Jun/2023	10:30 AM	1:30 PM	SOLS320A	LAW ON CORPORATE FINANCE
30/Jun/2023	10:30 AM	1:30 PM	SLMC319A	BUSINESS ENVIRONMENT IN INDIA
_____ Signature of Student		_____ Controller of Examination		

21. CONDUCT OF EXAMINATIONS

- 21.1. The examinations shall be held for all such 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.
- 21.2. Examinations shall be open to regular students i.e. students who have undergone a course of study in the School/constituent units for a specified period of that programme of study in the Scheme of Teaching & Examination and Syllabi.
- 21.3. The last date for receipt of examination forms and fees shall be notified by the CoE. The schedule of End-Term examinations including practical examination shall be notified by him through the Schools/constituent units.
- 21.4. A student may not be admitted into the examination hall, if he fails to present to the Examination Centre Superintendent/Invigilator of the examination his admit card and University I-card or fails to satisfy the officer that it will be produced within a reasonable time.
- 21.5. 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.
- 21.6. 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.
- 21.7. Notwithstanding anything contrary to these Regulations, no student who is undergoing any restriction at the time of submitting the application form or during the period of examination or who was expelled during the academic year preceding the date of examination at which he intends to appear, shall be admitted to the examination.
- 21.8. Detailed Guidelines relating to the conduct of examinations such as Schedule of Examinations, Center Superintendent, seating plan, and issue of admit cards, instructions to examiners, invigilators, other members of staff engaged in examination duty shall be approved by the Vice- Chancellor.
- 21.9. 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 of the examination centers 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.
- 21.10. **EXAMINATION SCHEDULE**
 - 21.10.1. COE will notify the Comprehensive Examination Schedule for all the courses for which examinations are to be conducted well in advance of the commencement of examinations.
 - 21.10.2. While scheduling examinations all care should be taken to ensure that No overlapping the subjects/papers of examination occurs for any regular or reappear candidate.
 - 21.10.3. The scheduling of all practical examination shall be done by the Dean of the concerned School sufficiently in advance of the scheduled commencement of the examinations and the

same be also displayed on the notice board of the departments.

- 21.10.4. Examination Schedule shall be also posted on the University website and Academia before the commencement of the examinations.

DATE SHEET NOTIFICATION ON ACADMIA

The screenshot displays the 'My Dashboard' page on the Academia portal. The page includes a navigation menu on the left with options like 'My Profile', 'Academics', 'Fees', 'Request', 'Services & Commu...', and 'Academia Drive'. The main content area shows a 'My Documents' table with columns for Document Type, Publish Date, Program, Batch, Period, and Document. Two documents are listed: 'Hall Ticket' for Semester-VI (Document ID: 7899) and 'Hall Ticket' for Semester-V (Document ID: 4021), both for the BACHELOR OF TECHNOLOGY - COMPUTER SCIENCE & ENGINEERING program. Below the table is a 'GrayQuest Application' section with a text input field containing '112000.000000000000' and an 'Apply to GrayQuest' button. To the right, there is a 'Calendar' for November 26 - December 2, 2023, and a 'Notification Dashlet' with a table for Subject and Content. A notification at the bottom of the dashlet reads: 'Date sheet for Mid Term Examination of Even Semester for the Academic Session: 2022-23' and 'Dear Student, Mid Term Examination are being c...'.

21.11. Preparations for the Theory Examination

- 21.11.1. List of registered students for the University examination may be ascertained by the Centre Superintendent.
- 21.11.2. 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.
- 21.11.3. The Centre Superintendent should appoint invigilators.
- 21.11.4. In each of the Examination Centre a Control Room is allocated identified at the examination centre for the entire period of examination.
- 21.11.5. Attendance sheets of candidates seated in each of the Examination Centre be prepared based on the programme of study and semester.
- 21.11.6. Preparation of answer sheets stock register at the examination centre which needs to be updated after each session of examination.
- 21.11.7. Seating plan be prepared for each room and displayed in the respective rooms.
- 21.11.8. Seating Plan is also available online for the students in order to make them aware of their seating arrangements before the commencement of Examination.
- 21.11.9. 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.

21.12. **Seating Arrangement in the Examination**

- 21.12.1. 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.
- 21.12.2. The examination section shall prepare well in advance, the statement regarding seating arrangements for the candidates.
- 21.12.3. 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 entire examination. The seat allocation for reappear candidate may vary for each of the paper due to logistics and administrative constraints.
- 21.12.4. Sufficient space is given between two examinees so that the neighboring candidates may not peep into each other's Answer booklets. As far as possible, two adjacent candidates shall not be writing the same subject/paper. If necessary, a candidate of a different subject or paper shall be seated between two candidates of the same paper.
- 21.12.5. The Examination Hall(s) should be opened half an hour before the commencement time in order to enable candidates locate their allotted seat.
- 21.12.6. 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.

21.13. **Duties of Centre Superintendent**

- 21.13.1. 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.
- 21.13.2. 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.
- 21.13.3. 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.
- 21.13.4. 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.
- 21.13.5. 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.
- 21.13.6. 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.

- 21.13.7. Centre Superintendent will ensure that examination begins and ends at the scheduled times.
- 21.13.8. 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.
- 21.13.9. 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.
- 21.13.10. It will be the responsibility of the Centre Superintendent to ensure that all records of the examination are maintained.
- 21.13.11. 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 wait for his instructions.
- 21.13.12. Centre Superintendent will ensure deposit of used answer books within an hour of the close of the examination's session to the office of the COE.

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.

21.14. **Guidelines for the Student for smooth conduct of examination**

- 21.14.1. All students are advised to be seated in the Exam Hall/Room at least 15 minutes before the scheduled time of the exam.
- 21.14.2. 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.
- 21.14.3. It is the responsibility of the student to fill all the particulars in the answer-sheet correctly.
- 21.14.4. Students are required to enter the correct answer sheet number against their name in the attendance sheet.
- 21.14.5. Students coming 30 minutes after the commencement of the examination will not be permitted to enter the examination hall or to write the exam.
- 21.14.6. No student shall loiter around stairs, veranda and in front of the Exam Hall, after the commencement of the examination.
- 21.14.7. 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.
- 21.14.8. Students are allowed to carry only writing instruments, University Identity card, Hall Ticket and board along with them into the examination hall.
- 21.14.9. 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 all papers.

- 21.14.10. Also, writing anything on the desks or walls of the Exam Hall/Room is also considered as unfair means.
- 21.14.11. Writing anything on question paper except Name and Roll. No. will also be treated as unfair means.
- 21.14.12. Carrying programmable calculators, pagers, mobile phones, books, and smoking material into the examination hall is also considered as use of unfair means.
- 21.14.13. Any other activity hindering the smooth conduct of the exam will be dealt with as per University norms.

21.15. **Instructions for Invigilators**

- 21.15.1. Invigilators are required to report at the control room at least 30 minutes before the scheduled time of examination.
- 21.15.2. Entry of the students to the examination hall is to be permitted on the production of valid Admit Card / Identity Card.
- 21.15.3. 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.
- 21.15.4. 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.
- 21.15.5. Answer books shall be distributed 05(five) minutes before the start of examination.
- 21.15.6. 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.
- 21.15.7. 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.
- 21.15.8. 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.
- 21.15.9. 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.
- 21.15.10. 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 his/her absence.
- 21.15.11. In UFM cases, every page of the recovered material must be signed by the Student. Invigilator(s) and countersigned by the centre superintendent.

21.16. Invigilators are not allowed to use mobile phones in the examination hall.

- 21.16.1. 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
- 21.16.2. All invigilators should try to familiarize themselves with the Guidelines and rules governing the Conduct of Examinations before the commencement of the examination.
- 21.16.3. 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.
- 21.16.4. 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.
- 21.16.5. 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.
- 21.16.6. 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.
- 21.16.7. 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.
- 21.16.8. Grievances against the question paper if any shall be submitted by the student at the end of the examination to their respective Deans / HODs for onward transmission to the Controller of Examination with their comments for consideration and decision of the Grievances Committee.
- 21.16.9. Invigilators are required to give answer sheet to all students individually.

21.17. The responsibilities of Invigilators also include:

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

21.18. DUTIES OF FLYING SQUAD

- 21.18.1. 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.
- 21.18.2. 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.
- 21.18.3. To ensure that late comers are not admitted into the examination hall later than 30 minutes after the commencement of the exam.
- 21.18.4. Students are not allowed to leave the Examination Hall before half of the time is over.
- 21.18.5. 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 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.
- 21.18.6. 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.
- 21.18.7. 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.
- 21.18.8. Possession and use of Mobile Phone by the candidates as well as the Invigilators in the centre premises is strictly prohibited.

21.19. Appointment of Amanuensis for Writing Examinations

Amanuensis may be provided on request made by the student to the Head of Institution/Constituent Unit on the recommendations of the Head of School/ constituent units 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:

Students having impairment of movement in arms and hands can read independently but have problem in writing.

- I. Locomotors impaired and cerebral palsy students.
- II. Sudden illness rendering the student unable to write.
- III. An accident involving injury rendering the student unable to write.

21.19.1. The amanuensis may be a student of at least one lower grade of education or of a different stream than that of the student.

- 21.19.2. The Dean of School/constituent unit 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.
- 21.19.3. A separate room for such disabled student(s) and one separate Invigilator to supervise the examination shall be provided.
- 21.19.4. No extra fee shall be charged from the student for providing the facility of amanuensis.
- 21.19.5. 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.

21.20. Disciplinary Control of Students in University Examinations

During examinations, the students shall be under the disciplinary control of the CoE/Examination Centre Superintendent/Invigilator who will issue necessary instructions. If a student disobeys instructions or misbehaves with any member of the supervisory staff or University observer or representative or the invigilators at the Centre, he may be expelled from the examination for that session. The Examination Centre Superintendent/Invigilator shall immediately report the facts of such a case with full details of evidence to the CoE who will refer the matter to the Examination Committee. The said Committee will make recommendations for disciplinary action as it may deem fit, to the Vice-Chancellor.

- 21.20.1. The students shall maintain proper discipline and orderly conduct during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct during the examinations.

21.21. Acts of Disorderly Conduct during the Examination

Acts of disorderly conduct during an examination include, but are not limited to:

- 21.21.1. Misbehavior in the examination hall with the Centre Superintendent, the Invigilator on duty, the Examiner conducting a practical or oral examination or the members of flying squads, the observers, the representatives of the University or other staff working at the Examination Centre, or with any other Student, in or around the examination center, or threat to life of these examination staff, observers, members of flying squads etc. before, during or after the examination.
- 21.21.2. Intentionally damaging or tearing off the answer book(s) or a part thereof or a continuation sheet or any other specific response sheet used in the examination.
- 21.21.3. Causing damage to laboratory equipment's, books in library and other properties.
- 21.21.4. Disturbing or disrupting or instigating others to disturb/disrupt the examination.
- 21.21.5. Instigating others to leave or enter the examination room/center.
- 21.21.6. Carrying any weapon into the examination room/center.
- 21.21.7. Any act not specified above but deemed as unbecoming of an examiner by the Academic Council.

21.22. Acts of Unfair Means

The following shall be deemed to be the act of unfair means, but are not limited to,

- 21.22.1. Talking to another student or any person, inside or outside the examination hall, during the examination without the permission of a member of the supervisory staff.
- 21.22.2. Leaving the examination hall without handing over the answer book and or continuation sheet, if any, or any other specifically designed response sheet to the Invigilator or Supervisor.
- 21.22.3. concerned or Centre Superintendent or the concerned authorized officer of the University deputed to the examination center, and taking away, tearing off or otherwise disposing off the same or any part thereof;
- 21.22.4. Writing matter connected with or relating to a question or solving a question on anything (such as piece of paper, cloth, scribbling pad, palm or any body part etc.), other than the answer book, the continuation sheet, question paper, any other response sheet specifically provided by the University to the student.
- 21.22.5. Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.
- 21.22.6. Writing or sketching any religious symbols, figures, numbers or any other expression on the answer book, continuation sheet or any other response sheet.
- 21.22.7. Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
- 21.22.8. Making appeal to the Examiner/Evaluator soliciting favour through the answer book or through any other mode.
- 21.22.9. Possession by a Student or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.
- 21.22.10. Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used by a student for assistance or help in answering a question or a part thereof.
- 21.22.11. Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof, to any other Student or to any person by any means.
- 21.22.12. Smuggling into the examination hall and or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a solution to a question paper or to a part thereof or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet or any other response sheet during or after the examination with or without the help of or in connivance with any person connected with the examination, or through any other agency, whatsoever.
- 21.22.13. Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any source before the examination or to enhance marks, or favorably evaluate, or to change the award in favour of the student.

- 21.22.14. Any attempt by a student or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination center before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who Abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so;
- 21.22.15. Abuses, insults, intimidates, assaults any other student or threatens to do so, shall be deemed to have interfered with or influenced the discharge of the duties of the Supervisory and the inspecting staff within the meaning of this para.
- 21.22.16. Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other student, to do any of these things or facilitating or rendering any assistance to any other student to do any of these things.
- 21.22.17. Arranging to impersonate for any person, whosoever he may be, or for himself or impersonating for other student at the examination.
- 21.22.18. Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.
- 21.22.19. Any other act of omission or commission declared by the Academic Council/Board of Management to be unfair means in respect of any or all the examinations including internal assignment, dissertation, studio, project etc.
- 21.23. Reporting of Cases of Unfair Means, Misbehavior, Misconduct or Disorderly Conduct of Examinations
- 21.23.1. A student who is suspected to have used unfair means or misbehaved or committed any of the acts, during the course of the examinations is expected to give a statement about the facts of the incident. He shall, however, not be forced to give a statement, but the fact of his having refused to make a statement shall be recorded by the Invigilator and/or the Centre Superintendent which shall be witnessed in writing by two other members of the supervisory staff on duty at the time of occurrence of the incident.
- 21.23.2. A student detected or suspected of using unfair means in the examination may be permitted to answer the remaining question paper, on a separate answer book in the remaining duration of the examination. The answer book in which the use of unfair means is suspected shall be seized by the Invigilator or Centre Superintendent, who shall send both the answer books to the Controller of Examinations with his report. This will not affect the concerned student appearing in the rest of the examinations.
- 21.23.3. All the cases relating to disorderly conduct of examinations, misbehavior/misconduct of students and their use of unfair means in the examinations and mass copying shall be reported by the concerned invigilator through the Centre Superintendent or by the examiner, evaluator, moderator, tabulator or the person connected with the University examinations as the case may be, with all the relevant material. The Controller of Examinations shall place before the Examination Committee all those cases for consideration and decision in each individual case. The Committee may recommend penalties, if any.

21.24. Disciplinary Proceedings

- 21.24.1. The Controller of Examinations or any person authorized by him on his behalf shall communicate to the student, against whom a report has been received, the precise nature of allegations against him and shall require him to furnish his written explanation within a stipulated period under intimation to the Head of School/Constituent Unit.
- 21.24.2. On receipt of the explanation from the student through the Head of School/ Constituent Unit or on the expiry of the period stipulated for submitting explanation, if no explanation is received from the student, the CoE shall submit the case before the Examination Committee for consideration and make recommendations to the Vice-Chancellor.
- 21.24.3. After considering all the material on record including the explanation, if any, submitted by the student, the Examination Committee, if satisfied that the student is guilty of the use of dishonest or unfair means or disorderly conduct in the examination, will take a decision in each case and recommend to the Vice-Chancellor the punishment that may be imposed on the student according to the nature of the offence.
- 21.24.4. Ordinarily, all decisions shall be taken by the Examination Committee by simple majority. If the members are equally divided, the case shall be referred to the Vice-Chancellor, whose decision shall be final.
- 21.24.5. All decisions of the Examination Committee as approved by the Vice-Chancellor shall be communicated to the student through the Head of School/Constituent Unit by the CoE.
- 21.24.6. Notwithstanding anything contained expressly or implied in these Regulations, the Vice-Chancellor may, on being satisfied after such enquiry, as he may deem fit, for the following contingencies, withdraw retrospectively, prior to the publication of the final results of a student in a Course, the permission granted to such student to pursue that Course or to appear at a University examination in relation thereto:
- 21.24.6.1. The student was ineligible for admission to the programme but was wrongly admitted, or
 - 21.24.6.2. The student was ineligible to write the examination on account of shortage of attendance but was permitted to do so by some mistake or some other unavoidable reason, or
 - 21.24.6.3. A discrepancy was found in the attendance record on account of which the student who had taken the examination was in fact ineligible, or
 - 21.24.6.4. A discrepancy was discovered in the award of marks etc. which rendered that result of the student liable to be cancelled to his disadvantage.

Provided, that no such action shall be taken by the Vice-Chancellor without giving an opportunity to the concerned student to show cause against the proposed action and provided further that such action shall require the confirmation of the Academic Council.

If a student is found guilty of having impersonated for any student not otherwise covered by these provisions or of having got the answer book written by anyone outside the examination hall and his answer book is smuggled into the examination hall for his benefit, or of having managed otherwise to replace the answer book or its any page after the

examination, disciplinary proceedings shall be instituted against the student.

21.25. **Mass Scale Copying or Use of Unfair Means**

21.25.1. If the Invigilator in charge is satisfied that 33% or more students were involved in using unfair means or copying in a particular examination/hall, it shall be deemed to be a case of mass copying. A report to this effect shall be sent to the Controller of Examinations by the Superintendent of the examination center/Invigilators without any delay and on the day of the occurrence, if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the student(s) concerned, if any, on the prescribed form supplied by the University for the purpose;

21.25.2. Where the Evaluator/Examiner is satisfied that 33% or more of the answer books evaluated by him have identical response in a particular Examination, it shall be deemed to be a case of mass copying and a detailed report to this effect with documentary evidence shall be prepared by the concerned Evaluator/Examiner and sent to the Controller of Examinations separately in sealed cover. The answer books of copying cases shall be separately sealed before transmission to the CoE;

If the Vice-Chancellor is satisfied that there has been a mass-scale copying or use of unfair means at a particular center(s), he may cancel the examination of all the students concerned and order re-examination.

21.26. **Penalties**

The Examination Committee may recommend penalties for defaulting student as under:

21.26.1. The examination(s) for the session or Course(s) in respect of which a student is found to have used unfair means shall be cancelled.

21.26.2. If a student indulges in copying or any malpractice in the End-Term Examination, all the ETEs written in the semester may be deemed to be cancelled and the student shall be awarded an 'F' grade in all the courses registered in the semester.

21.26.3. The entire examination of the student in respect of which he is found to have used unfair means may be cancelled and he shall further be disqualified from appearing in any University examination for a period to be specified by the Committee.

A student, against whom an enquiry is pending about his allegedly having resorted to the use of dishonest or unfair means, or disorderly conduct in the examination or against whom action is initiated under the provisions of the preceding clause shall, if he takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination.

That subsequent examination will stand cancelled and his result thereof shall not be declared if on account of the punishment imposed on him as a result of the said enquiry or action, he would not have been entitled to appear in the examination but for his provisional admission thereto.

21.27. Appeals and Review

A student on whom any punishment has been imposed may, within 15 days from the date of the receipt of the communication in that behalf, make a representation to the Vice-Chancellor for review of his case. The Vice-Chancellor, if he deems it necessary, refer it back to Examination Committee for review. The recommendations of the Examination Committee on the Appeal shall be placed before the Vice-Chancellor who will thereupon review the case and pass such orders as he may consider fit or refer it to the Academic Council for advice. The Vice Chancellors decision will be final.

If within four months of the publication of the results, it is brought to the notice of the CoE that a student was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of these regulations shall apply mutatis mutandis to the case of such a student provided that before imposing any penalty including the penalty of cancellation of his result, he shall be given another opportunity to show cause against the proposed punishment and his explanation, if any, shall be considered by the Academic Council.

21.28. 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 centers allotted to them during the course of 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.

21.29. Central Evaluation of Theory Answer Scripts

- 21.29.1. A period of Central evaluation of answer scripts is finalized by the COE in consultation with the Vice-Chancellor.
- 21.29.2. Only examiners duly appointed by COE/approved by the University should be assigned evaluation work and no one else.
- 21.29.3. 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.
- 21.29.4. All theory answer scripts shall be sent to the central evaluation centre securely after the due process.
- 21.29.5. The Assistant Registrar (Examinations) 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.
- 21.29.6. There is a provision (if required) to evaluate answer sheets from the external examiners.

- 21.29.7. All the answer-scripts must be duly coded with a six-digit code so that student identity is not revealed.
- 21.29.8. A separate register is maintained to track the coded Answer-scripts.
- 21.29.9. 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.
- 21.29.10. 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.
- 21.29.11. All the answer sheets are re-checked by laboratory technicians as assigned by COE

21.30. Appointment, Duties & Responsibilities of the Examiner

- 21.30.1. No one can claim appointment as examiner or any other examination work as a matter of right.
- 21.30.2. 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.
- 21.30.3. 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.
- 21.30.4. The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations.
- 21.30.5. The Examiners shall NOT evaluate the answer scripts NOT related to his/ her subjects.
- 21.30.6. The Examiners have to count the number of answer scripts in the packet and ensure that it tallies with the claim on the packet.
- 21.30.7. The examiners shall evaluate the scripts strictly in accordance with the scheme of evaluation given by the paper setters, if any.
- 21.30.8. The examiner shall evaluate the answers and take into account 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.
- 21.30.9. The examiner shall write 'ZERO' wherever answers do not deserve any marks. The examiner shall total up the marks.
- 21.30.10. 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.
- 21.30.11. 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 his/ her signature.
- 21.30.12. The examiner shall not take the answer scripts out of the evaluation centre under any circumstances.
- 21.30.13. 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.

- 21.30.14. 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.
- 21.30.15. The examiner shall prepare marks lists in the prescribe Performa provided for the purpose.

21.31. Post-Evaluation Data Processing/Tabulation

- 21.31.1. 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.
- 21.31.2. All the data processing relevant to the marks shall be done in these restricted/classified zones.
- 21.31.3. Marks entry, Tabulation generation and printing must be done by the staff members working in the Office of COE.
- 21.31.4. The results of each of the examinations shall be tabulated in the Examination Database maintained on well secured Computer server with restricted access.
- 21.31.5. Once Tabulation charts are printed those charts must be validated for.
- 21.31.5.1. Check the posting of marks done while entering marks from the original statement submitted by the examiner.
- 21.31.5.2. Check totals/aggregates which are auto generated.
- 21.31.5.3. Check the result prepared for failures, honors such as Distinction, Pass, Fail, and Absentees etc.
- 21.31.5.4. Validate the Grades, SGPA and CGPA etc. computed on the basis of the marks obtained by the candidates in examination.
- 21.31.5.5. Any other discrepancy/ errata /manipulation/inconsistency etc. That might have crept into the marks database.
- 21.31.6. 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.

21.32. UPLOADING THE MARKS ON ERP SYSTEM BY EXAMINERS AFTER EVALUATION:

Internal Assignments, Mid Term Marks, and End Term Marks shall be entered by teacher by their login in the ERP module MARKS Entry.

MARKS ENTRY

My Examination

Mark Entry

Academic Term: Odd Semester 2023-2024

Course Variant: ENEE101/BASICS OF ELECTRICA

Assessment Scheme Level:

Assessment Event:

Search Reset Generate Folls Report

Mark Entry List

Sr. No.	Admission ID	Student ID	Student Name	Last Name	Batch	Section	Attendance Status	Total Marks	Effective Marks / Grade	Marks Submission Status	Mark/Grade Publish Status	Remark
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MARKS ENTRY REPORT

Assessment Scheme Type: Academics

Academic Term: Odd Semester 2023-2024

Course Variant: ENEE101/BASICS OF ELECTRICA

Assessment Scheme: P1 ODD SEM 2023-24

Assessment Scheme Level:

Assessment Event: Attendance

Search Reset Generate Folls Report

Attendance

Class Test/Class participation/Assignment/Presentations/Tutorials/Quizzes/Viva

End Term Examinations

Mid Term Examinations

Mark Entry List

Sr. No.	Admission ID	Student ID	Student Name	Last Name	Batch	Section	Attendance Status	Total Marks	Effective Marks / Grade
1	8748	2301010009	SHUJAN PERVEZ	PERVEZ	2023-2027	Group 1	Present		0
2	8765	2301010001	AYUSH AHLAWAT	AHLAWAT	2023-2027	Group 1	Present		0

21.33. RESULT FINALIZATION, DECLARATION AND PUBLICATION

The screenshot shows the 'Manage Marks Entry' menu in the K.R. Mangalam University ERP. The menu is open, displaying various options categorized into:

- Settings & Masters:** Assessment Methods, Grade Master, Examination Remark, Degree Remark, Attendance Rule.
- Exam Cancellation & Concession:** Exam Cancellation, Exam Cancellation Requests, Exam Concession.
- Revaluation:** Revaluation Setup, Apply For Revaluation, Revaluation Mark Entry.
- Exam Execution:** Manage Detention, Manage Exam Attendance, Assign Remarks, Student Marks Entry, Student Mark / Remark Entry, Manage Special Grade, Transform Marks to Grade, Manage Assessment Status, Manage Marks Moderation.
- Thesis Management:** Thesis Management.
- Examination Result:** Calculate Average, Recalculate Results, Examination Results, Examination Result Publish, Manage Marksheets, Assessment Group Marksheets, Exam Result Deletion.
- Dashboard & Reports:** Examination Dashboard, Assessment Results, Student Assessment Report, Student Average Report, Credit Based Report, Examination Reports, Examination Documents, Question Paper Bank, Pre-Examination Report.

A table with the following columns is visible in the background: Batch, Section, Attendance Status, Total Marks, Effective Marks / Grade, Marks Submission Status, Mark/Grade Publish Status, Remark.

21.33.1. The results of the concerned examinations shall normally be declared within 10 to 15 days of the last examination and the University shall upload the result on the University ERP.

The screenshot shows the 'Manage Marksheets' page in the K.R. Mangalam University ERP. The page displays search filters for:

- Program Code/Name: B.A. LLB (H) / B.A. LLB (H)
- Batch: 2021-2026
- Consolidated: No
- Period: Semester-III
- Marksheets Job Name: B.A. LLB (H) - III
- Marksheets Level Name: ODD SEMESTER 2022-23
- Section: (Dropdown)
- Student Status: Active
- Admission Status: All

Below the filters is a table titled 'Student's Marksheets List' with the following columns: Student ID, Admission ID, Student Name, Last Name, Program, Batch, Period, Section, Publish Marksheets, Report Status, Mark Sheet.

Student ID	Admission ID	Student Name	Last Name	Program	Batch	Period	Section	Publish Marksheets	Report Status	Mark Sheet
2005170042	6384	AKRAM KHAN		B.A. LLB (H)	2021-2026	Semester-III	Default	Not Published		2005170042/akram_khan/ba_llb_h_iii_08_08_2023_19_19_23.pdf
2105170001	REG005896	MOHD MUSTUFA	MUSTUFA	B.A. LLB (H)	2021-2026	Semester-III	Default	Not Published		2105170001/mohd_mustufa/ba_llb_h_iii_08_08_2023_12_19_15.pdf
2105170002	5992	MUSHARRAF		B.A. LLB (H)	2021-2026	Semester-III	Default	Not Published		2105170002/musharraf/ba_llb_h_iii_08_08_2023_12_19_2.pdf

21.33.2. The result along with Tabulation charts must be dispatched to Different school as soon as result is published.

Examination Results

Search

Program Code/Name: B.A. (Fashion Design) / B.A. (Fasi) Batch: 2020-2023 Period: Semester-IV

Admission ID/Student Name/Student ID: Enter 3 char to auto search Status: Active

Course: Enter 3 char to auto search

Course Variant: Enter 3 char to auto search

Search Reset Export Report

Course Code	Course Name	Course Variant	Assessment Scheme	Admission ID	Student ID	Student Name	Last Name	Maximum Marks	Maximum Grades	Obtained Marks	Effective Marks	OFFERED CREDIT	OBTAINED CREDIT	Grade Obtained	Grade Point	Section Wise Course Rank	Course Rank	Status
SFFD204A	HISTORY OF FASHION	SFFD204A /HISTORY OF FASHION/ Even Semester 2021-...	P1 EVEN SEMESTER 2021-22	REG005047	2010220002	MANSI BANSAL		100	0	79.5	79.5	4	4	A	8	1	1	Pass

21.33.3. Meanwhile statement of grades will also be submitted to the schools for distributing the same to the concerned students by their ERP login.

My Dashboard

01-11-2023 To 01-12-2023 Apply Reset

My Documents

Document Type	Publish Date	Program	Batch	Period	Document
Hall Ticket	12/06/2023	BACHELOR OF TECHNOLOGY - COMPUTER SCIENCE & ENGINEERING	2020-2024	Semester-VI	7899
Hall Ticket	08/01/2023	BACHELOR OF TECHNOLOGY - COMPUTER SCIENCE &	2020-2024	Semester-V	4021

Total Records: 3

Click on Document:

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

GRADE SHEET

K. R. MANGALAM UNIVERSITY
 THE COMPLETE WORLD OF EDUCATION

GRADE SHEET
Odd Semester 2021-2022

Student's Name SWATI SHUKLA
 Mother's Name MEERA SHUKLA
 Father's Name SANJAY SHUKLA
 School SCHOOL OF ENGINEERING & TECHNOLOGY
 Programme MASTER OF COMPUTER APPLICATIONS
 Student's Roll No. 2101560001

COURSE CODE	COURSE TITLE	CREDIT	GRADE
ETCA801A	PROBLEM SOLVING AND PYTHON PROGRAMMING	4	A
ETCA802A	DATA STRUCTURES AND ALGORITHMS	4	A+
ETCA807A	INTRODUCTION TO DATABASE MANAGEMENT SYSTEM	4	A+
ETCA851A	INTRODUCTION TO DATABASE MANAGEMENT SYSTEM LAB	1	A+
ETCA852A	DATA STRUCTURES AND ALGORITHMS LAB	1	A+
ETCA853A	PROBLEM SOLVING AND PYTHON PROGRAMMING LAB	1	A
ETCS601A	MATHEMATICAL FOUNDATIONS OF COMPUTER SCIENCE	4	O
SMMC731A	PEOPLES BEHAVIOR IN AN ORGANISATION	3	A+

Total Credits : 22

Total Credits Earned : 22

SGPA : 8.95

Date : 14.12.2022

Controller of Examinations

21.34 Rechecking/Re-Evaluation of Answer Books/Project Reports and Examination Results

- 21.34.1. 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 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 showing of answer book within two weeks of the date of declaration of result.
- 21.34.2. The Controller of Examinations may accept the application for rechecking of answer books up to 15 days from the expiry of the date, in exceptional cases.

RE-CHECKING APPLICATION REPORT

The screenshot shows the 'Apply For Revaluation' interface on the K.R. Mangalam University portal. The page includes a search bar and several filter fields: Academic Term, Course Code/Name, Admission ID/Student Name/Student ID, Program Code/Name, Batch, and Period. There are 'Search' and 'Reset' buttons. Below the filters, there are action buttons: 'Apply Now', 'Apply & Pay Online', 'Apply & Pay Offline', 'Approve/Reject', and 'Reset Selection'. A table with 15 columns is shown, but it is currently empty, displaying 'No records to display'.

- 21.34.3. 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:

21.34.3.1. There is no mistake in the total on the title page of the answer book.

21.34.3.2. The total of various parts of a question has been correctly made at the end of each question.

21.34.3.3. All totals have been correctly brought forward on the title page of the answer book.

21.34.3.4. No portion of any answer has been left un-evaluated.

21.34.3.5. Total marks in the answer book tally with the marks in the award list submitted by the examiner.

- 21.34.3.6. The answer book or any part thereof has not been changed / detached.
- 21.34.3.7. The handwriting of the student in supplementary answer sheet(s) tallies with the main answer book.
- 21.34.4. 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.
- 21.34.5. 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.

21.35. Grievance Handling related to Examination

After every End Term Examination, every student is entitled to physically scrutinize his/her evaluated answer sheet. In case any student feels dissatisfied with the evaluation, he/she can apply for Rechecking/ Showing of the answer sheets. This process is aimed at strengthening the belief of all stakeholders regarding the University's commitment to ensure fair, transparent, and accountable evaluation process.

The screenshot shows the student dashboard for K.R. Mangalam University. The main content area displays a table titled 'My Documents' with the following data:

Document Type	Publish Date	Program	Batch	Period	Document
	01-11-2023 To 01-12-2023	BACHELOR OF TECHNOLOGY - COMPUTER SCIENCE & ENGINEERING	2020-2024	Semester-VI	7899
		BACHELOR OF TECHNOLOGY - COMPUTER SCIENCE & ENGINEERING	2020-2024	Semester-V	4021

A 'My Requests' dropdown menu is open over the first record, showing the following options:

- All Requests
- Raise Grievance
- Manage Grievance

The total number of records is 3.

21.36. Process:

- 21.36.1. 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/her result, he/she may apply to the CoE through Dean on prescribed application form for re-checking/ Showing of his answer sheet

in one or more papers, as the case may be, on payment of Rupees 500/- per Course for re-checking and Rupees 1500/- for showing of answer sheet within 15 days of the date of declaration of result.

- 21.36.2. The CoE may accept the application for Rechecking/ Showing of answer books up to 15 days from the expiry of the date, in exceptional cases.
- 21.36.3. Rechecking/ showing of the answer sheets are permissible in all theory courses.
- 21.36.4. Rechecking/ showing of the answer sheets shall not be permitted in the case of Practical examinations, viva-voce, project report, sessional/internal assessment, and dissertation.
- 21.36.5. Based on student application which have been received correctly within deadlines, the CoE office shall begin the process of retrieving answer sheets of requested course code(s) from the strong room.

21.37. Re-checking:

The re-checking does not mean reassessment or re-evaluation of the answer book, the CoE may appoint any Officer to ensure that:

- 21.37.1. There is no mistake in the total on the title page of the answer book.
- 21.37.2. At the end of each question, the sum of the different parts of the question has been made correctly.
- 21.37.3. All totals have been correctly brought forward on the title page of the answer sheet.
- 21.37.4. No portion of any answer has been left un-evaluated.
- 21.37.5. Total marks in the answer sheet tally with the marks in the award list submitted by the examiner.
- 21.37.6. The answer book or any part thereof has not been changed / detached.

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 CoE, who will get the omission or mistake rectified by referring the answer book to the concerned examiner.

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 Regulation.

21.38. Showing Answer Sheets:

CoE office shall request the concerned School to provide names of two senior faculty/course experts who will be responsible for showing the answer sheets 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 sheet.

CoE through its support staff will ensure that marks and remarks awarded by previous evaluators are completely hidden in all respects. This may be accomplished by pasting opaque slips on answer sheets. 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 sheet.

- 21.38.1. 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 sheets. Thus, re-evaluator 1 and re-evaluator 2 must remain anonymous to each other.

- 21.38.2. 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 sheets presented for re- evaluation.
- 21.38.3. 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.
- 21.38.4. The score of re-evaluation shall supersede the original score and student cannot challenge the same and no further evaluation of the answer sheet 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. Additionally, the original evaluator(s) or the re-evaluator(s) may be asked by the committee to explain its/their position in writing.

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.

The Examination Committee will meet twice a year, i.e. after completion of each semester, and shall be headed by a senior faculty member as the Chairperson, supported by three faculty members from different schools as Members, while, the nominee of CoE will act as Member Secretary.

Examination Grievance Committee (EGC) is the committee constituted to handle different Grievance related to examination.

The constitution of EC is as follows:

- a. The Vice Chancellor as Chairman
- b. The Controller of Examinations (COE) as Member Secretary
- c. The Registrar as member

Note: Chairman may co-opt or invite any person to the meeting.

Roles and responsibilities of Examination Grievance Committee (EGC)

- a. The functions of the Committee are to look into the online complaints lodged by any student, and judge its merit.
- b. The cases are attended promptly on online submission of the grievances from the students.
- c. The Committee may formally meet to review all cases if required and handles the grievance online through University ERP.

21.39. RULES RELATING TO THE RETENTION OF THE EXAMINATION RECORDS

The purpose of framing record retention guidelines is to ensure that the Examination related Documents and records are retained for a sufficient time period in order to address any examination related grievances by the students and

also to dispose the same in an appropriate manner after that time period ends.

Records which can be preserved for specific periods as indicated against each.

PARTICULARS	PERIOD
Original question papers and proof there of (End Term)	Permanent to be kept in Examination & University Library
Award List of Examination for Semester/Year End Examination (Including award of Practical's/dissertation/etc.) and Internal Award list & Attendance Sheet	Permanent
Appointment of Examiners 1. Files-Correspondence 2. Acceptance forms	1 year
Internal & Semester/Year End Examination used answer booklets(Theory & Practical's)	6 months from the date of declaration of results
Challan ,Dispatch Memos, Seating Plan and others paper related to conduct of Semester/Year of Examination	1 year from the date of declaration of Results
Answer booklets of results revised due to re-checking	6 month from the date of declaration of results
Student's grievance regarding examination or results correspondence etc. /decisions.	1 year
Supply of Marks: 1. Files of correspondence 2. Applications 3. Counterfoils	2 years
Convocation 1. Files/Correspondence related to convocation. 2. Special Convocation-Files /Correspondence	2 years
Files related to Unfair Means cases	1 year after the period of punishment
Miscellaneous correspondence file	2 years
Correspondence with Deans/Principals/Directors related to the examination	1 year
Application for Reappear /Supplementary Exams	6 month after the declaration of same results
Appointment of Superintendents, invigilators for University examination & Appointment of writers	1 years
Special permission to take examination	1 years

Records related to debarred students	1 years
Correspondence/records relating to the purchase and supply of Answer booklets (Internal & External), Award sheets and Degree Certificates	1 ½ years
Correspondences related to Gold Medals & Prizes to meritorious students	2 years
Result of common Entrance Tests	1 years
Materials in respect of Examination /projects reports/Practical's/dissertation to be retained after declaration of results	2 years
Dissertation /Thesis/Project Reports (PG & PH.D Programmes)	Permanent to be kept in University Library
Files relating to the appointment of Internal/External examiners details	1 years

21.40. 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.).

21.41. Convocation

- 21.41.1. 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.
- 21.41.2. 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.
- 21.41.3. The convocation will be chaired by the chancellor of the University and in his absence by Vice Chancellor.
- 21.41.4. There will be a dress code for the candidates receiving the degree and other participants as approved by Board of Management.

*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 _____ course 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.*

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: _____

Roll No: _____

Contact no. _____ Email ID. _____

Date..... Signature of the applicant

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 Program (with specialization): _____
5. Duration of Program: _____
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. Documents required with this application form:
Loss of Certificate/Grade-sheets: Affidavit 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: _____

*Annexure-3***APPLICATION FORM FOR ISSUE OF PRE-FINAL/FINAL (ADDITIONAL COPY) TRANSCRIPT**

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

1. Name (In Capital Letters): _____
2. Fathers Name. : _____ 3. Roll No: _____
4. Programme: _____ 5. Name of School: _____
6. Pass out Year: _____ 7. Degree Completed/Interim _____
8. E-Mail Id: _____ 9. Contact _____
10. Address: _____
 _____ Pin Code: _____
11. Purpose for which transcript is required: _____

12. Fee for Issuance of Transcript:
 - (i) Rs. 500/-Each for Pre-Final Transcript.
 - (ii) Rs. 500/-Each for Final Transcript (Additional Copy)
13. No. of transcript(s) required: ___X Rs. 500/ - = Total Amount: Rs: _____
 Received Rs: _____ as Transcript Fees. Vide Rec. No: _____ Dated: _____

Signature of Accountant

Date: _____

Signature of Student's

*Annexure-4***APPLICATION FORM FOR BACKLOG CERTIFICATE***(Fill in Capital letters)*

1. Student Name: _____ 2. Father's Name: _____
 2. Mother's Name: _____ 4. Roll No.: _____
 5. Name of School: _____ 6. Programme: _____
 7. Mobile No.: _____ 8. Email ID _____
 9. Purpose _____
 10. Mode of Receiving the Certificate.

I. By Hand

II. Full address of the candidate along with PIN code. If required by post (Postage Charges willApplicable _____

Signature of Student's

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: _____

*Annexure-5***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

Annexure-6**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 his/her 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 him/her 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 his/her 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

*Annexure-7***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,

Annexure-8

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

*Annexure-9***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.** _____

Annexure-10**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 sheet 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 certified 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

Signature of Dean

Verified by:

Controller of Examination Registrar VC

Roll No _____

END-TERM EXAMINATION
Odd Semester 2022-23

Course Code _____ Course Name _____

Maximum Marks: 50

Programme Name: _____

Instructions: All questions are compulsory. The question paper consists of 11 questions divided into three part A, B and C. Section-A comprises 5 questions of 2 marks each, Section-B comprise 4 questions of 5 marks each and Section-C comprises 2 questions of 10 marks each. Q. No. 7, Q. No. 10 and Q. No. 11 have internal choices.

1		CO1
2		CO2
3		CO3
4		CO4
5		CO5

Section B (4 X 5 = 20 Marks)

6		CO1
7	***** OR *****	CO3
8		CO4
9		CO5

Section C (2 X 10 = 20 Marks)

10	***** OR *****	CO4
11	***** OR *****	CO5