K.R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

Sohna Road, Gurgaon – 122103

Examination Process Manual

Version 2.0

K.R. MANGALAM UNIVERSITY COE

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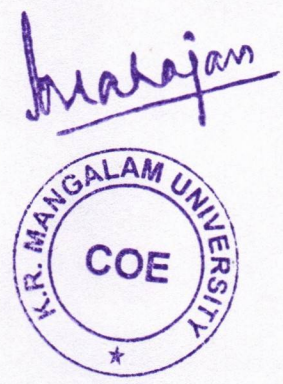
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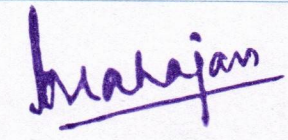
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ANNEXURES

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1. INTRODUCTION

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

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 steps that must be completed at all levels associated with conducting the Examinations of KRMU University, Gurugram.

2. DEFINITIONS

2.1 The 'Academic Year' is a period of nearly 12 months devoted to completing the requirements specified in the Scheme of Teaching and the related examinations. The academic year is divided into two semesters—an odd Semester and an Even Semester, followed by a summer and winter Break and an 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 Theory/ Practical examinations, Last working day, vacation, etc., during the Academic Session, which shall be specified in the institute's Academic Calendar and approved by the Academic Council.

2.3 'Academic Schedule' means the exact dates of all the critical 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 an Undergraduate or Postgraduate Degree of study the students pursue. A programme consists of several courses the candidate must study throughout.

2.5 'Duration of Programme' means the period of time required for the programme's conduct. The duration of the undergraduate programme shall be 10/8/6/4 Semesters, and that of the postgraduate programme shall be 4/2 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.

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 the 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.

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2.10 'Course Title' shall mean the name of the 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 a student shall complete 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, based on learning hours per week for all learning activities. This is suitably divided among L, T, P and S, depending on the nature of the Course.

2.13 'Audit Course' shall mean a Course opted by a student outside his/her Scheme, and the 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 approved by the Academic Council.

2.15 'CoE' means the Controller of Examinations.

2.16 'Examination Office' means the group consisting of core staff and faculty for overlooking the operations and management of examinations and academic records under the overall control of CoE.

2.17 'Examination Committee' means the Committee constituted by the Vice Chancellor to devise a detailed procedure for an efficient, transparent, and fair evaluation of students, including coordination of activities relating to the conduct of examinations.

2.18 'Answer Book' means the document/notebook containing the answer or answers given by a student during the examination to the question or questions contained in the question paper meant for the said examination.

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 to hold its examinations and includes the entire premises attached to it.

2.21 'External Examiner' shall mean a person who is not on the rolls of K.R. Mangalam University.

2.22 'Internal Examiner' shall mean an Examiner who is a faculty of the University.

2.23 'Panel of Examiners' shall mean a Panel constituted with the approval of the Vice Chancellor to conduct practical/studio examinations, viva-voce examinations, etc., and evaluate students' performance at the University.

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 the Scheme of Examination of a programme.

2.25 'Examination Hall' includes any Rooms, Laboratory, Workshop or other premises used for conducting examinations.

2.26 'Invigilator' means someone who assists the CoE/Superintendent of the Examination Centre in conducting and supervising an examination.

2.27 'SGPA' shall mean the Semester Grade Point Average reflecting a student's performance in a Semester.

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2.28 'CGPA' shall mean the Cumulative Grade Point Average, reflecting the up-to-date cumulative performance of a student.

2.29 'Ph.D./Doctoral Programme regulations' shall mean University Regulations for Ph.D. Programme.

2.30 'Scrutinizer' means a person engaged in checking the compilation of the result by comparison of award lists and the result sheets prepared by the office of CoE.

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 supervision of the Examination Committee, he/she shall conduct all the university's examinations, make all other arrangements, and be responsible for the due execution of all processes connected in addition to that.

3.2 He/she shall be ex-officio Member Secretary of the Examination Committee and other such Committee(s) as may be constituted by the University, but he/she shall not, by this sub-section, be entitled to vote. He/she shall be bound to place before such Committee(s) all such information as may be necessary for the transaction of its business.

3.3 He/she shall maintain the evaluation, examinations, and related activity records in due custody.

3.4 He/she shall collect information from the schools/constituent units of the University, as may be necessary, to discharge his/her duties.

3.5 He/she shall also perform such other duties as may be prescribed in these guidelines on the conduct of examinations and evaluation of student's performance from time to time by the Board of Management or Academic Council or other authorities of the University.

3.6 While he/she, for any reason, is unable to act or the examination office falls vacant, all the duties of the office shall be performed by such person as may be appointed by the Vice Chancellor until the Controller of Examinations resumes his duties, or the vacancy is filled.

3.7 Controller of Examinations office facilities

- Examination Office Room
- Control Room
- Data Entry Room
- Evaluation Centre
- Strong Room

3.8 Resources in the controller of examinations office

- Automation software
- Computer Systems
- Printers
- Photocopy Machine
- Paper Shredder

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- External Hard Disk for Backup

4. WORK TO BE FRAMED BY THE EXAMINATION OFFICE

The following work to be framed by the examination office.

4.1 Issue of examination schedule with respect to the academic calendar, notification of examination, issuing the grade cards and 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 statements to print question papers with code. The Question Papers to be printed shall be 10% in excess of what is actually required in each course. The question paper packets shall indicate the programme, course, semester, date of examinations, time, and number of question papers in each packet.

4.4 Maintain all records, statistics, stock registers, and databases of candidates pertinent to examinations. Process and pass bills of remuneration for TA, DA, and other conveyance/Allowances.

4.5 Appointment of officials and other staff required for the conduct of the 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 books, Evaluation, processing, and declaration of results.

4.7 Time Lines

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

5. TYPES OF COMMITTEES

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

5.1. EXAMINATION COMMITTEE

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

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

Chairperson - Controller of Examinations, ex-officio.

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Members - Professors/Deans of Schools/Heads of constituent units /Associate Professors/Assistant Professors not exceeding four nominated by the Vice Chancellor.

External Member - One Professor/Associate professor nominated by Vice chancellor.

Secretary - Any member nominated by CoE.

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

(b) Functions of the Examination Committee shall be:

i. To frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of students performance and conduct of examinations as well as for tabulators/programmers for preparing the results of the examinations.

ii. To supervise generally all the examinations of the University and issue such directions as it may consider necessary for conduct of examinations.

iii. To review from time to time the results of the University examinations and submission of reports thereon to the Academic Council.

iv. To make recommendations to the Academic Council for the improvement of the examination system.

v. To appoint such number of sub-committees with the approval of Vice-Chancellor as it may think fit, and in particular, may delegate to any one or more persons or sub-committee(s), its power to deal with examination matters.

vi. To consider the complaints received against Officers and Staff engaged for conduct of examinations and recommend to the Vice-Chancellor about the action to be taken against the concerned person(s).

vii. To consider any written report/representation/complaints received within seven days after completion of the examination regarding setting of the question paper etc. for consideration of the Vice-Chancellor and also decide the action to be taken against any examiner/paper setter/moderator in cases of mistakes/omissions/ negligence/leakage in paper- setting/moderation/evaluation etc.

viii. To investigate the cases of large divergence in the results of any Course. For this purpose, the Examination Committee may itself scrutinize the answer books or may order scrutiny by other person(s), and may also call an explanation from the examiner concerned for the divergence of marks. If after the investigation, the Examination Committee is of the opinion that such divergence is due to leakage of

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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.

5.2. UNAFIR MEANS (UFM) COMMITTEE

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

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

Chairperson	- Professor/Dean of a School, nominated by Vice Chancellor,
Members	- Professors/Deans of Schools/Heads of constituent units /Associate Professors not exceeding five nominated by the Vice Chancellor.
Co-opted Member	- Professors/Deans of Schools/Heads of constituent units /Associate Professors from concerned School/Department of which student is involved in Unfair Means Act.
Member Secretary	- Controller of Examinations, ex-officio.

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

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

i. The CoE of the University or the Officer authorized, as the case may be, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the show cause notice be imposed.

ii. The student may appear before the UFM Committee on the day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student himself/ herself only shall present his /her case before the Committee.

iii. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student shall be shown to him/ her by the UFM Committee, if the student presents himself/herself before the Committee. The

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evidence, if any, shall be recorded in the presence of the delinquent. Clause 5.9.

iv. Reasonable opportunity, including oral hearing, shall be given to the student in his/her defence before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.

v. The Committee shall follow the above procedure in the spirit of the principle of natural justice.

vi. After serving a show cause notice, if the implicated student fails to appear before the UFM Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defense. Even after offering two chances, if the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned.

vii. The Committee shall submit its report to the Controller of Examinations, along with its recommendations regarding punishment to be inflicted or otherwise.

5.3. MODERATION COMMITTEE

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

a) Question Paper Moderation Committee

b) Result Moderation Committee

a) QUESTION PAPER MODERATION COMMITTEE

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

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

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

The tenure of the nominated Members of the Question Paper Moderation Committee

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shall be of three years and subject to reappointment.

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

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

b) RESULT MODERATION COMMITTEE

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

Result Moderation Committee means the Committee appointed by the Vice Chancellor to moderate grades/ marks awarded by the Evaluators in different course. The committee comprising of the following members:

Chairperson	- Controller of Examinations, ex-officio
Member	- One Dean/Professors /Associate Professors
Member	- One member from Dean Academic
Co-opted Member	- One Dean/Professors/Associate Professors from concerned School/Department of which the result is to be moderated.
Member Secretary	- Any member nominated by CoE.

The tenure of the nominated Members of the Question Paper Moderation Committee shall be of three years.

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

(a) The Committee shall scrutinize the statistics of results prepared by the Controller of Examinations and if need be, moderate the same after satisfying itself that the results on the whole and in various courses are in conformity with the usual standards before

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declaration of results.

(b) The Committee shall bring to the notice of the Vice-Chancellor any lapses or omissions on the part of the paper setter(s) and/or the examiners, if any. It will also suggest steps to be taken by the University to rectify the same as well as the action to be taken in any case where the result is imbalanced.

(c) The Committee will formulate the guidelines according to the Semester result to improve the grades/results. However, Moderation Committee will take decisions based on overall result of the University, which will remain confidential.

(d) The recommendations of the Moderation Committee shall be placed before the Vice-Chancellor for approval, before implementing.

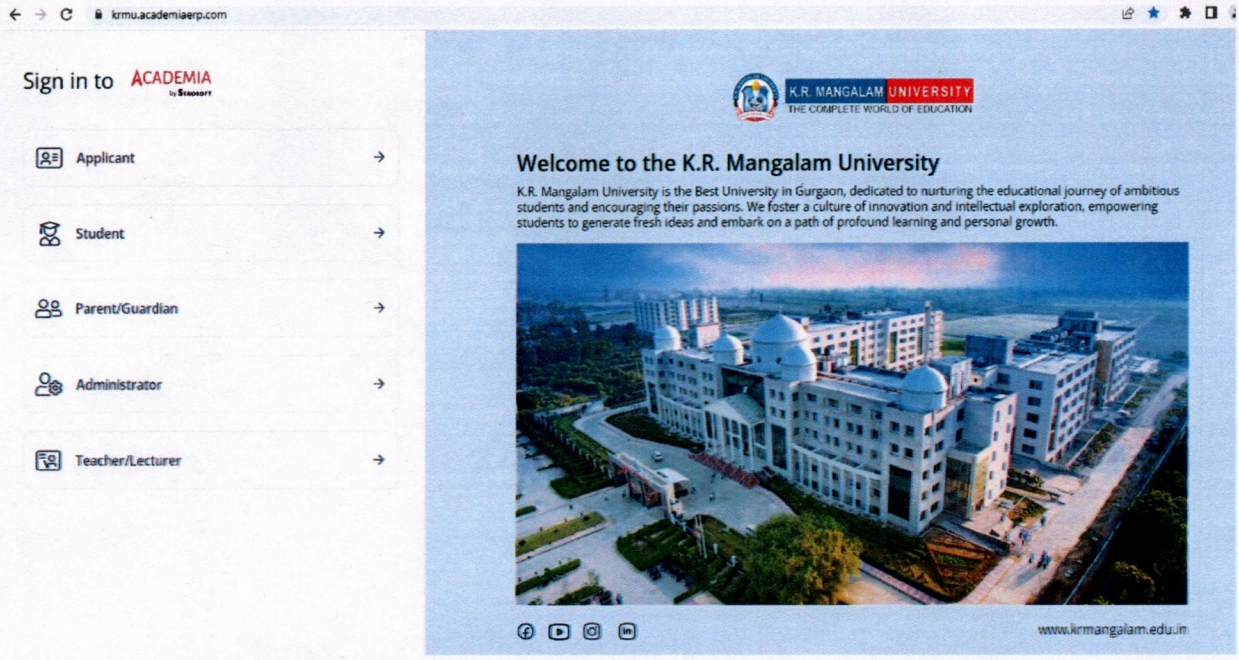
(e) Student who are not regular in classes or involved in cases of indiscipline or use of unfair means may not be given the benefits of moderation.

6. EXAMINATION MANAGEMENT SYSTEM / ERP

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

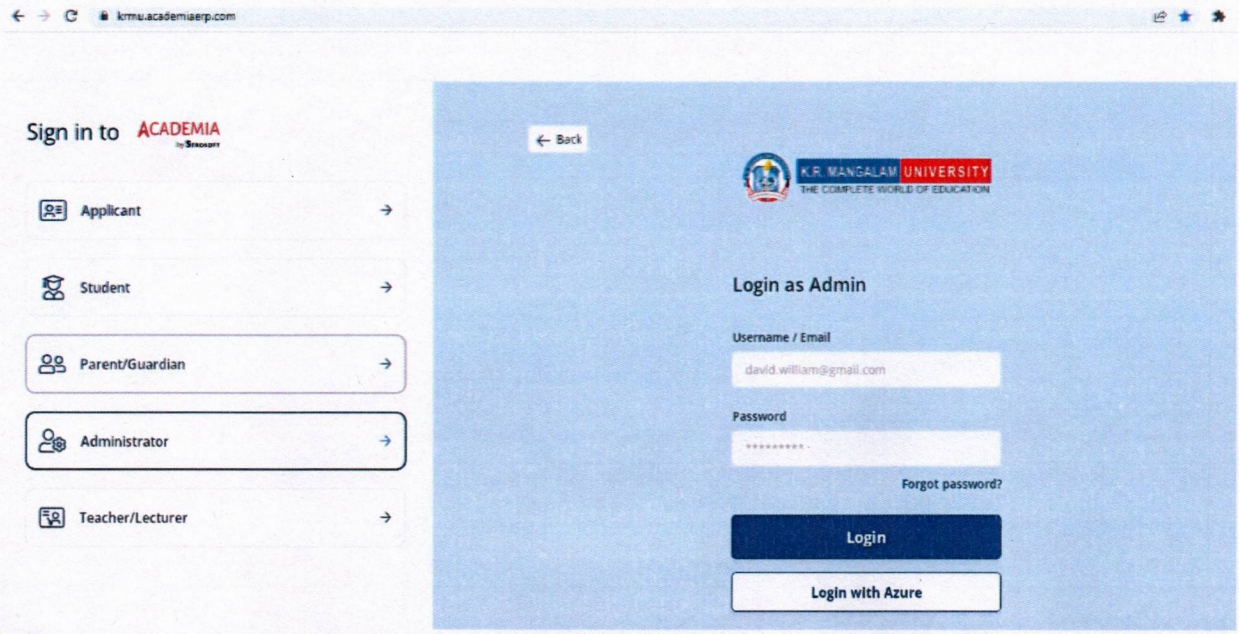
ACCESS GUIDELINES

1. Go to https://krmu.academiaerp.com/

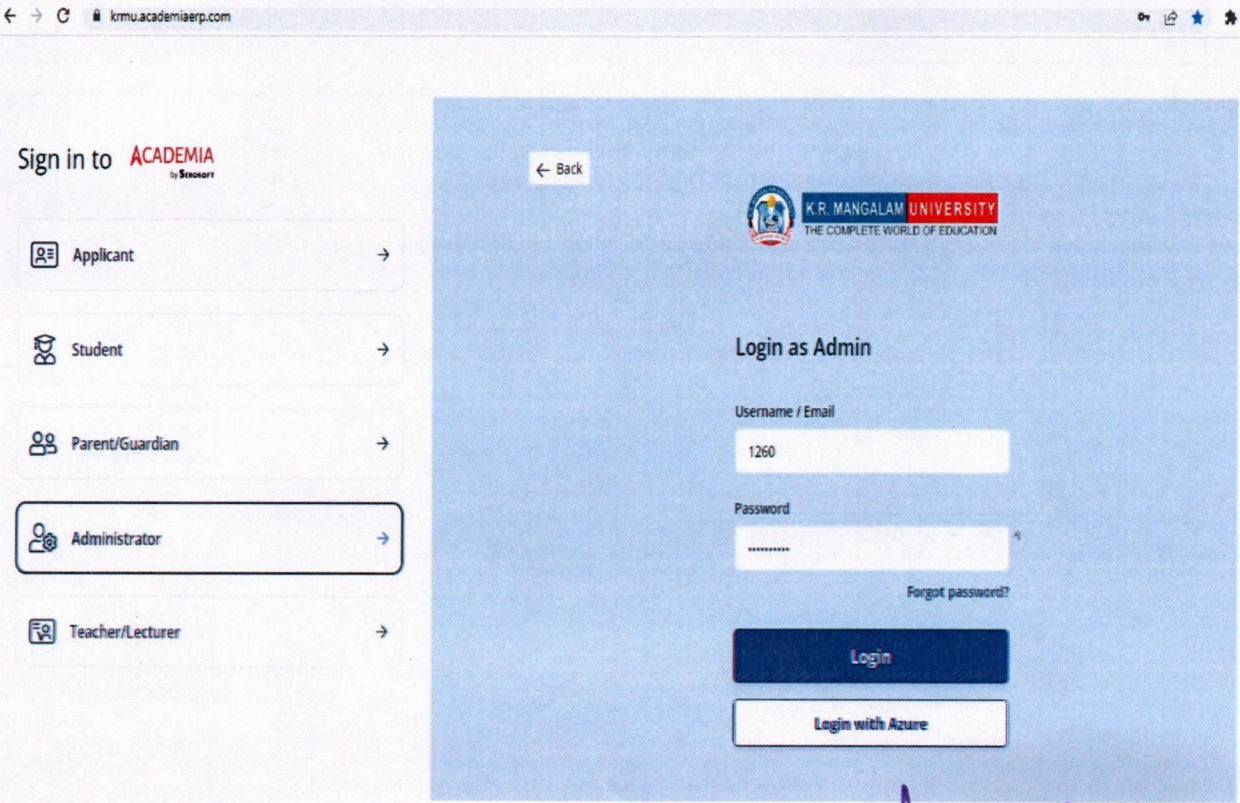


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Click on the 'Administration' link on the left-hand side menu to get the login screen.

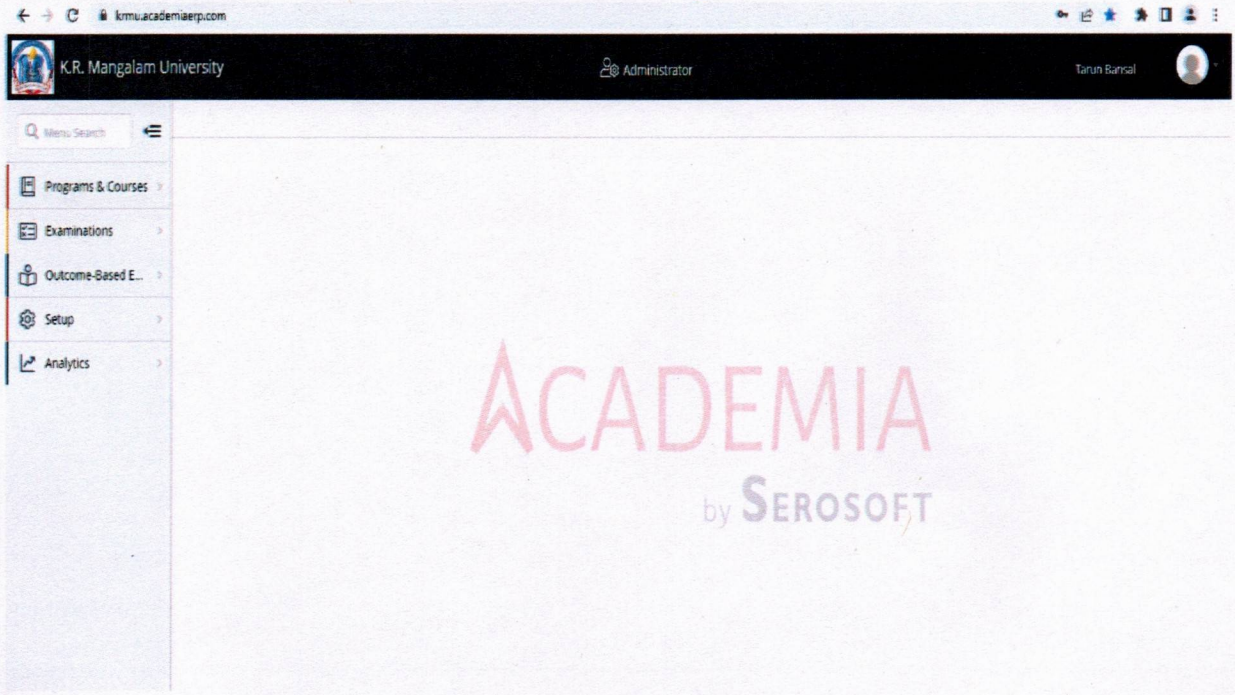


2. User your K. R. Mangalam University Username (Employee ID) and password to log in



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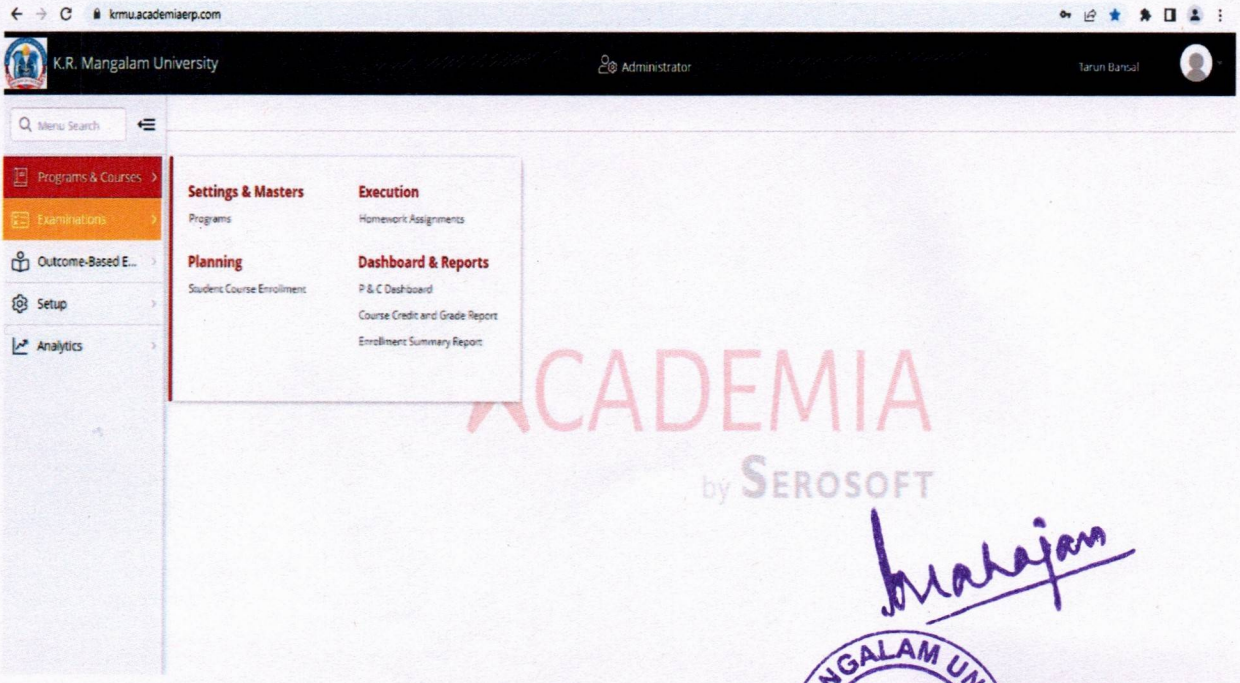
3. You will be taken to the dashboard after successful login



ACADEMIA
by SEROSOFT

Modules in Administration Page (Examination)

Programme & Courses Module



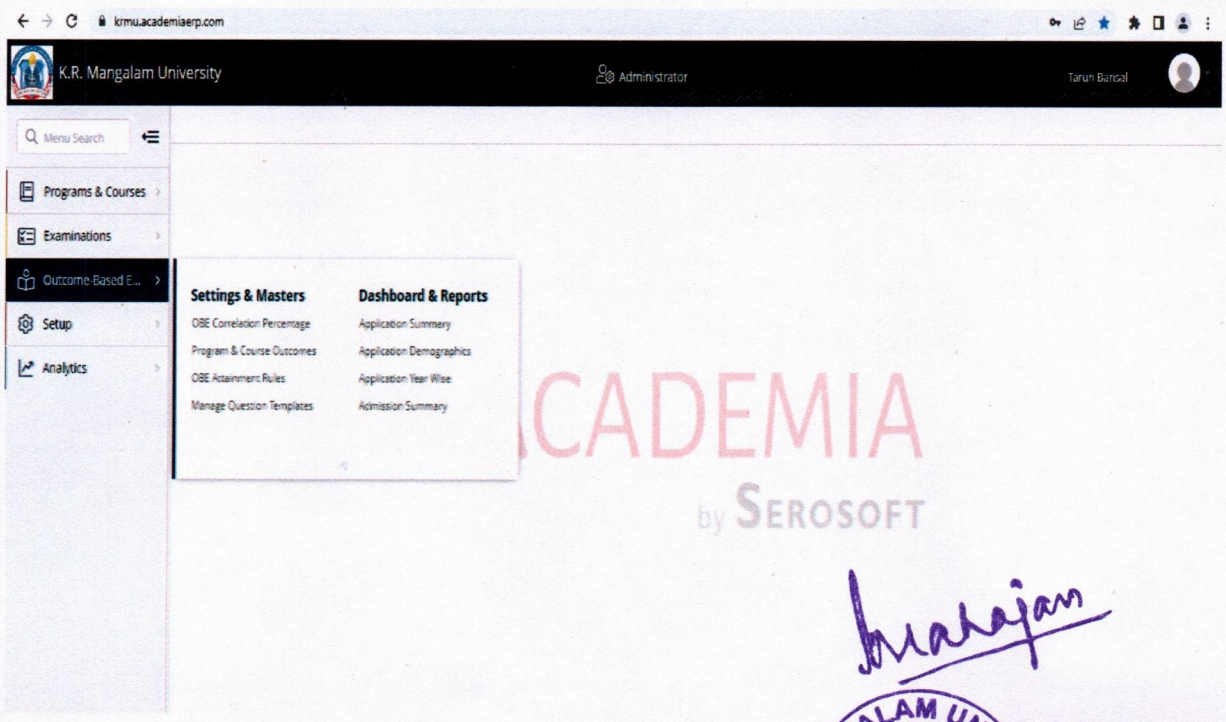
ACADEMIA
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COE

Examination Module



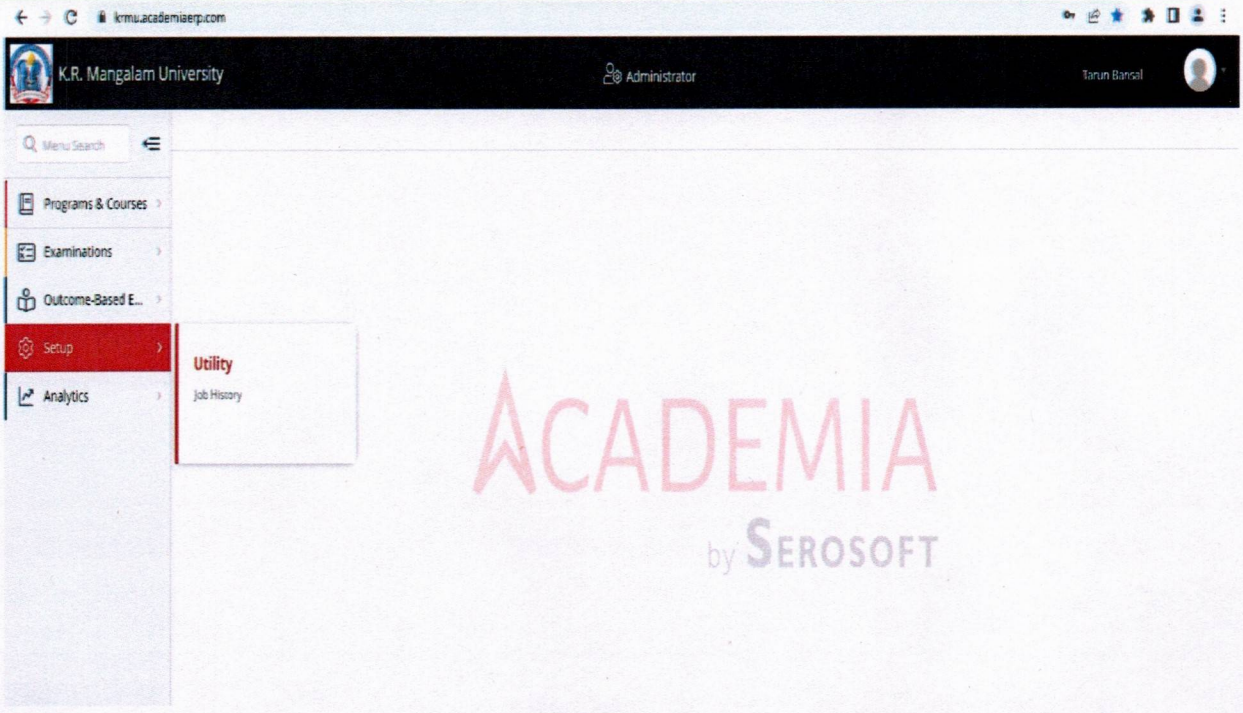
Outcome-Based Examination Module



ACADEMIA by SEROSOFT

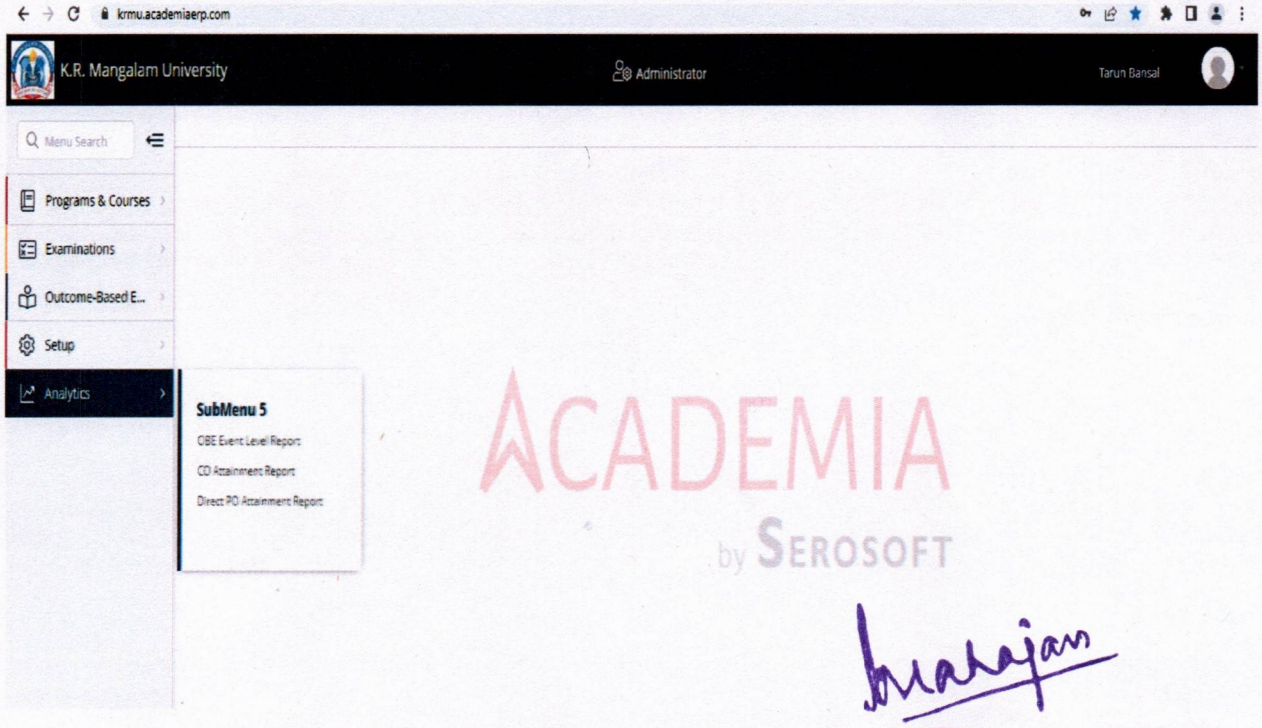
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Setup Module



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Analytics Module



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7. COURSE REGISTRATION

7.1. All students must register in every semester for the courses they have been advised to enrol in by their mentor through a Course Registration process.

7.2. The Course Registration dates will be announced in advance by the University to enable an easy and systematic registration.

7.3. The mentor will be available during that period to advice and counsel the students.

7.4. Students with outstanding dues to the University will not be permitted to register for the Semester.

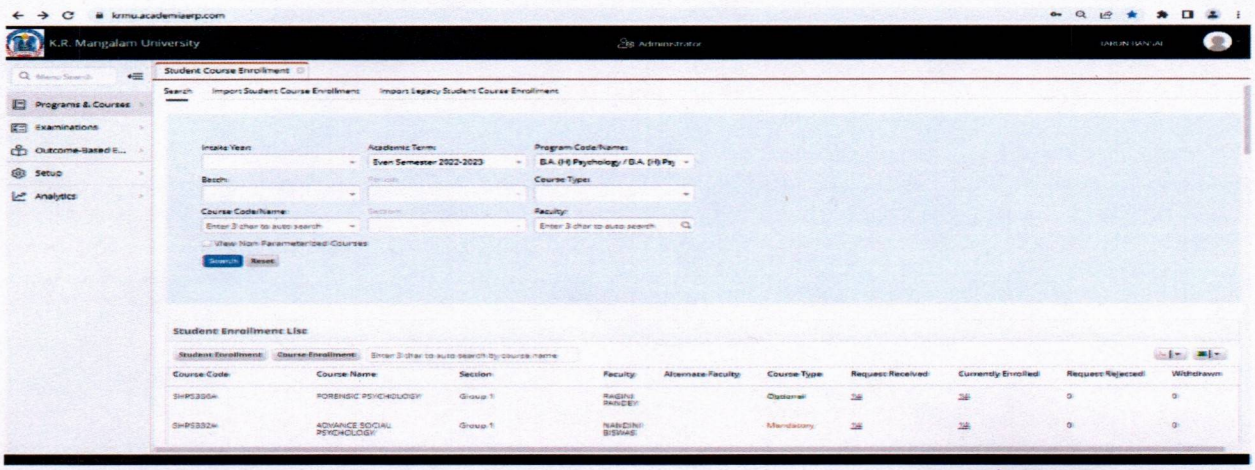
7.5. Late registration after ten calendar days from the commencement of the semester may be permitted in extenuating circumstances only with the approval of the Dean and only after clearing all the dues.

7.6. If a student fails to register for a semester, his admission to the University will be subject to cancellation.

7.7. A student who fails to register for a semester but wants to continue his active admission/on-roll status has to seek approval from the Mentor /Dean and Registrar for not registering for the Semester.

7.8. Any student willing to improve their grade or reappear in a Course to clear an 'F' grade is also required to register for the Course whenever the reappear form announced by the examination office, by the specified date, and after payment of due fees, if any. Student is eligible for grade improvement only in one course with 'P' grade in a semester. Grade improvement is applicable for End Term Theory courses only. The 50 marks of End Term Examination shall be evaluated and 50 marks of different components will be carrying forward for award of grade and the final grade considered for the course for CGPA calculation will be the higher of the two grades. These will be done by CoE while preparing the result of such student.

COURSE REGISTRATION REPORT



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8. CO-PO ATTAINMENT

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

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

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

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

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

Assessment Process for CO Attainment:

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

CO Assessment Rubrics:

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

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

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

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

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 complex problems.			
CO3	Understand the concepts of non-linear data structures and applications.			
CO4	Analyse the efficiency of algorithms.			

Sample 2: Course Contents exit survey for students.

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

Sample3: Faculty/Employer Survey

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

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Quality of employability skills and attributes			
The satisfaction that graduates are learning the right skills			

CO Attainment Calculation of a Course:

8.1 Sample calculation- CO Mapping

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

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

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

	Ques No. (1)	**Ques No. (2)**	**Ques No. (3)**	**Ques No. (4)**	**Ques No. (5)**	**Ques No. (6)**	**Ques No. (7)**	**Ques No. (8)**	**Ques No. (9)**	**Ques No. (10)**	**Ques No. (11)**
Maximum Marks	**2**	**2**	**2**	**2**	**2**	**5**	**5**	**5**	**5**	**10**	**10**
Mapping of Event to CO	**CO 1**	**CO 2**	**CO 3**	**CO 4**	**CO 5**	**CO 1**	**CO 2**	**CO 3**	**CO 3**	**CO 4**	**CO 5**
2102080001	2	1	2	0	2	5	4	4	0	10	7
2102080002	1	1	2	2	0	5	5	1	4	5	6

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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**

8.2 Sample calculation- CO attainment based on the threshold level

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

Course Outcome	CO1				CO2				CO3				CO4				CO5			
Student Id	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

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No. of students attempted.	CO1	60	CO2	60	CO3	60	CO4	60	CO5	60
No. of students scoring >= threshold (60%)		36		47		30		37		37
% of students scoring >= 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.	CO1			60	CO2			60
No. of students scoring >= threshold (60%)				39				44
% of students scoring >= threshold				65				73

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

Course Outcome	CO1				CO2				CO3				CO4				CO5			
Student Id	Max	Obtained	Percentag	CO	Max	Obtained	Percentag	CO	Max	Obtained	Percentag	CO	Max	Obtained	Percentag	CO	Max	Obtained	Percentag	CO
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	YE	7	4	57	NO	12	7	58	NO	12	2	17	NO	12	11	92	YE
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.	CO1			60	CO2			60	CO3			60	CO4			60	CO5			60
No. of students scoring >= threshold (60%)				37				36				27				27				48
% of students scoring >= threshold				62				60				45				45				80

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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	

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No of students securing more than 60% marks	Mapping Level
No of students securing >=80% marks	3
No of students securing >=60% marks	2
No of students securing <=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	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	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 the Final CO attainment for the subject. Course level PO & PSO Attainment Calculation: The PO & PSO attainment for the course is calculated using the formula.

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

Table 9. Course Evaluation Matrix (Attained)

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO 11	PO 12	PSO 1	PSO 2

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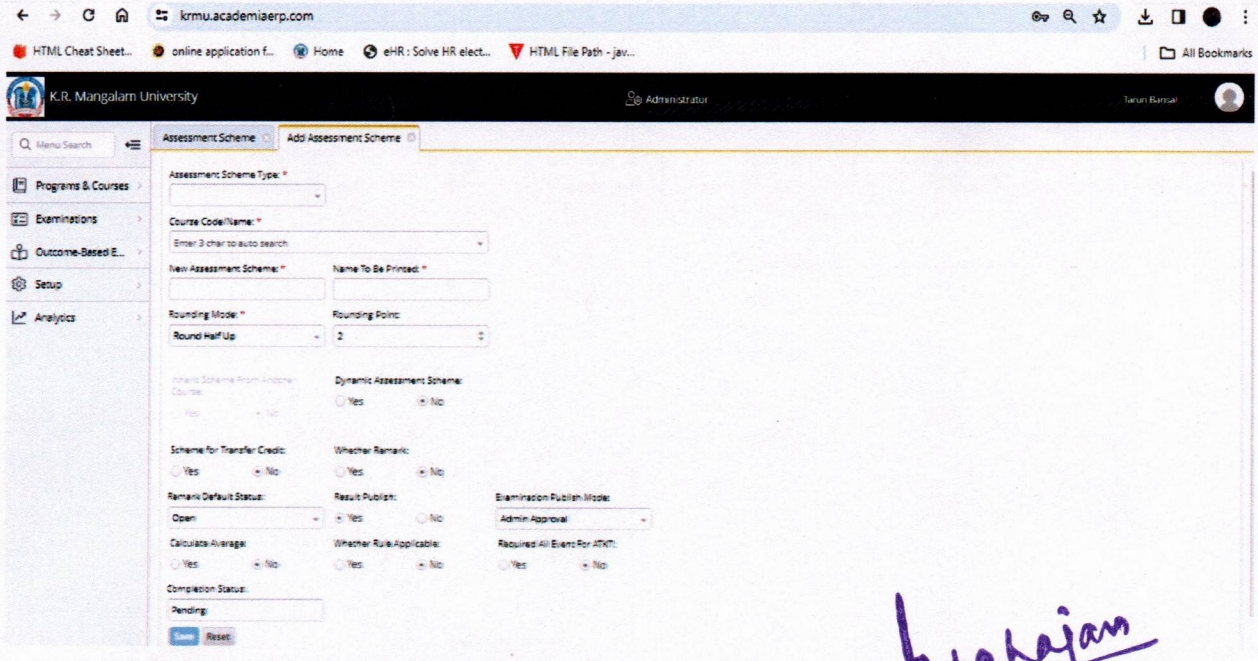
CO1	1.33			0.67		2.00			0.67			0.67	2.00	
CO2	1.33	2.00						0.67			0.67		0.67	
CO3			1.33		2.00					2.00		1.33		2.00
CO4				2.00			1.33		1.33		1.33			
CO5		0.67	0.67				0.00							1.33
Average	**1.33**	**1.33**	**1.00**	**1.33**	**2.00**	**2.00**	**1.33**	**0.67**	**1.00**	**2.00**	**1.00**	**1.00**	**1.33**	**1.67**

Table 10. PO-CO attainment difference table

	PO 1	**PO 2**	**PO 3**	**PO 4**	**PO 5**	**PO 6**	**PO 7**	**PO 8**	**PO 9**	**PO 10**	**PO 11**	**PO 12**	**PSO 1**	**POS 2**
Target	2	2	1.5	2	3	3	2	1	1.5	3	1.5	1.5	2	2.5
Attainm-ent	1.33	1.33	1.00	1.33	2.00	2.00	1.33	0.67	1.00	2.00	1.00	1.0	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	0.5	0.67	0.83

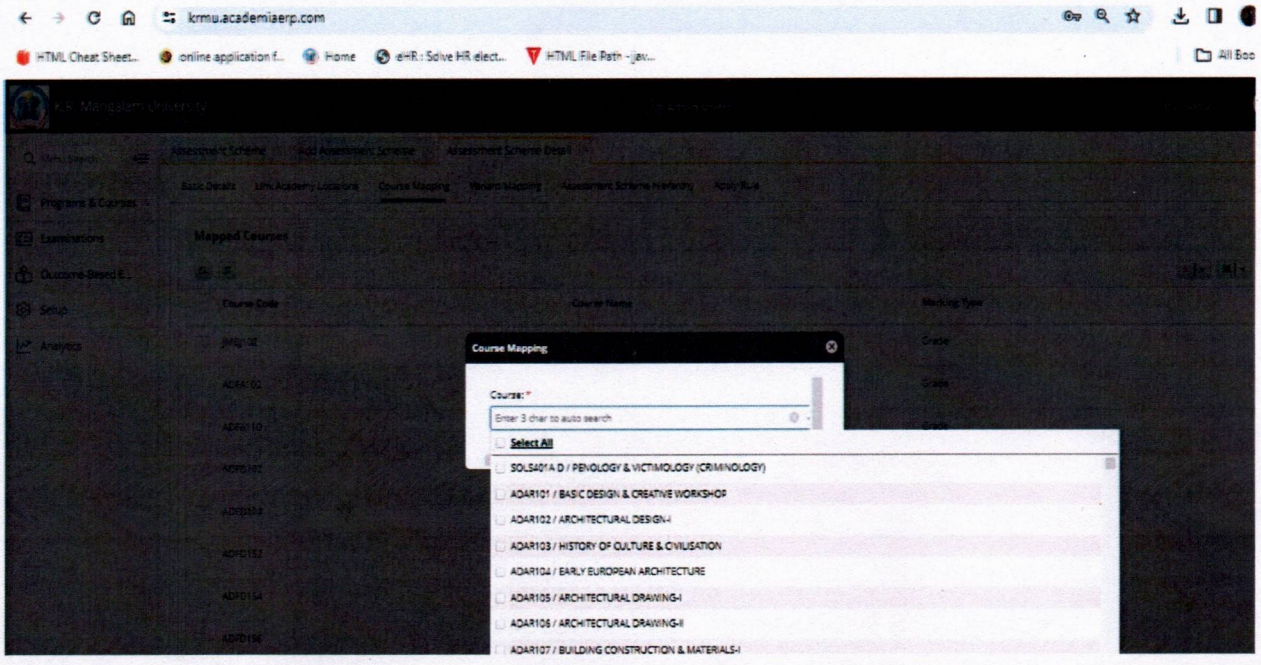
CO-PO Attainment Process in Academia

Step 1. Create Assessment Scheme

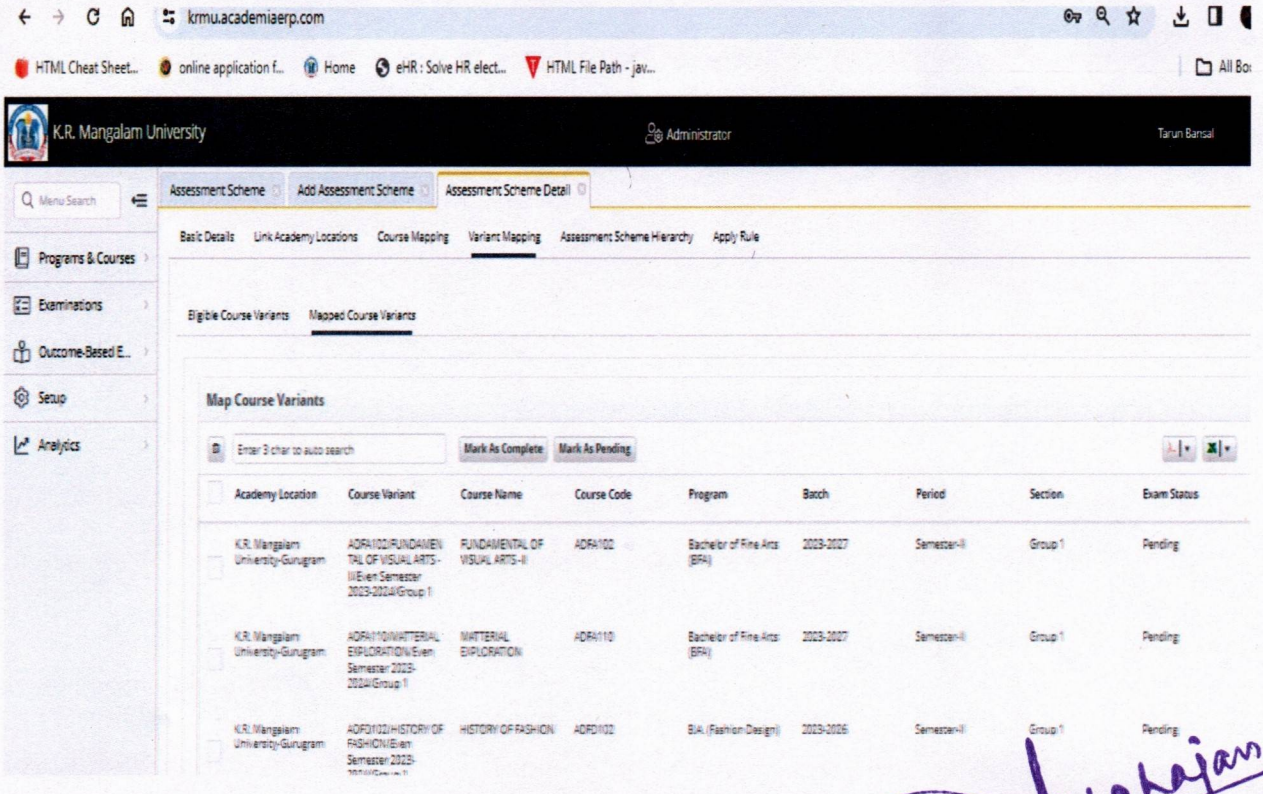


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Step 2. Add the Course in Assessment Scheme

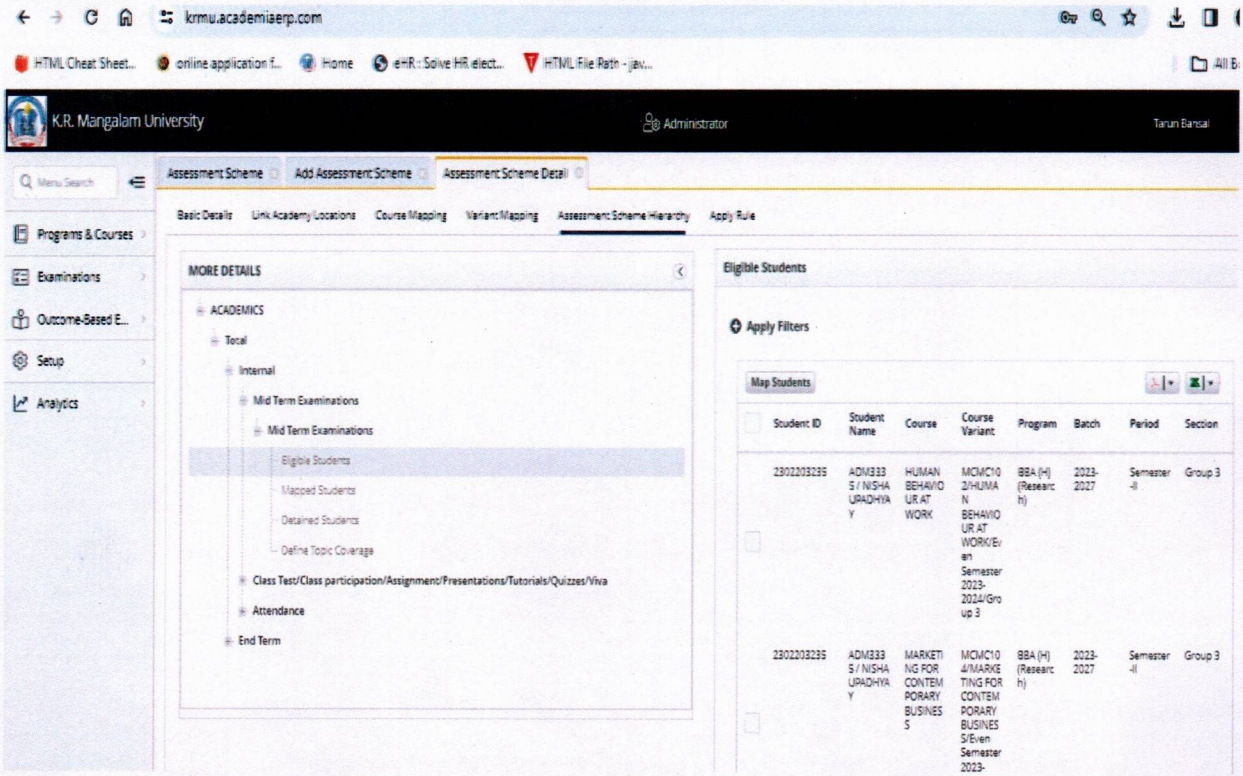


Step 3. Map the course variant



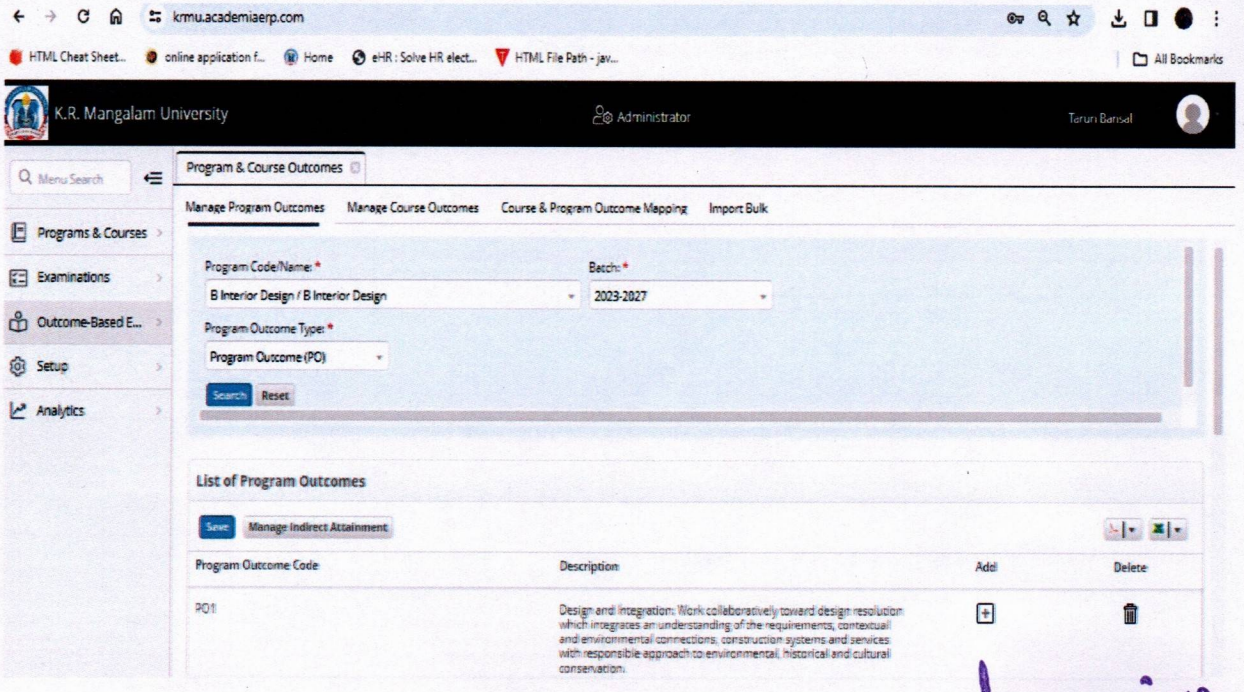
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Step 4. Map the students in course variant



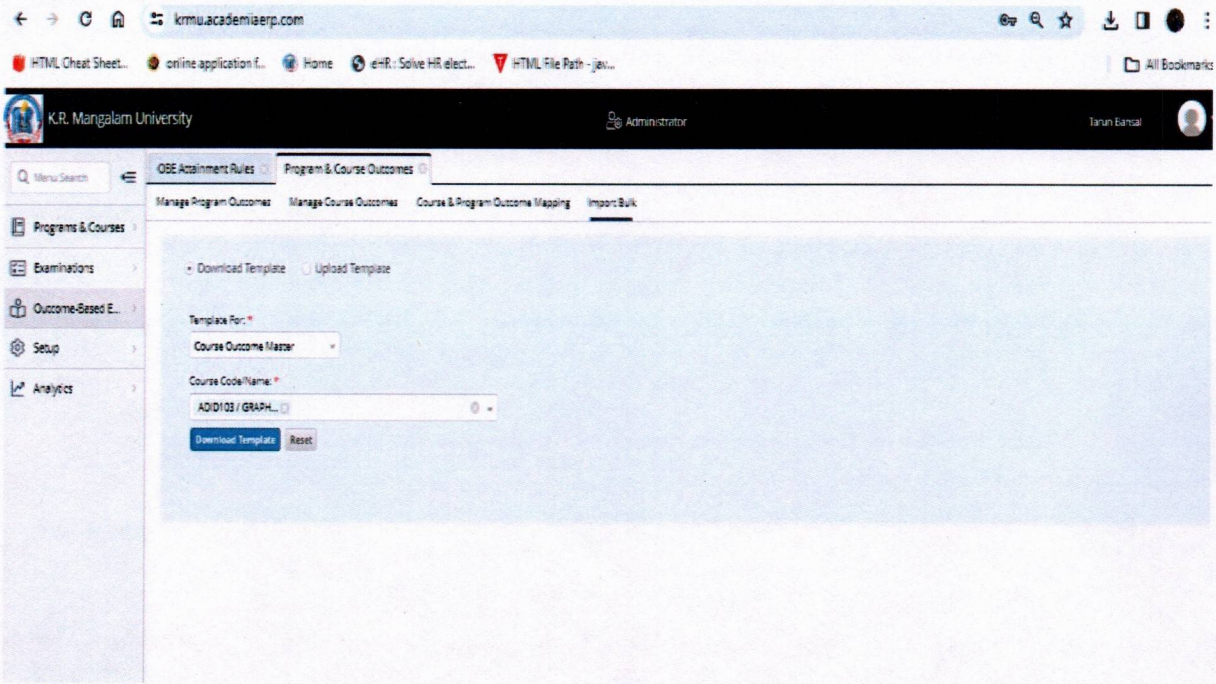
Step 5. Co – PO Mapping

Step 5.1. Upload PO

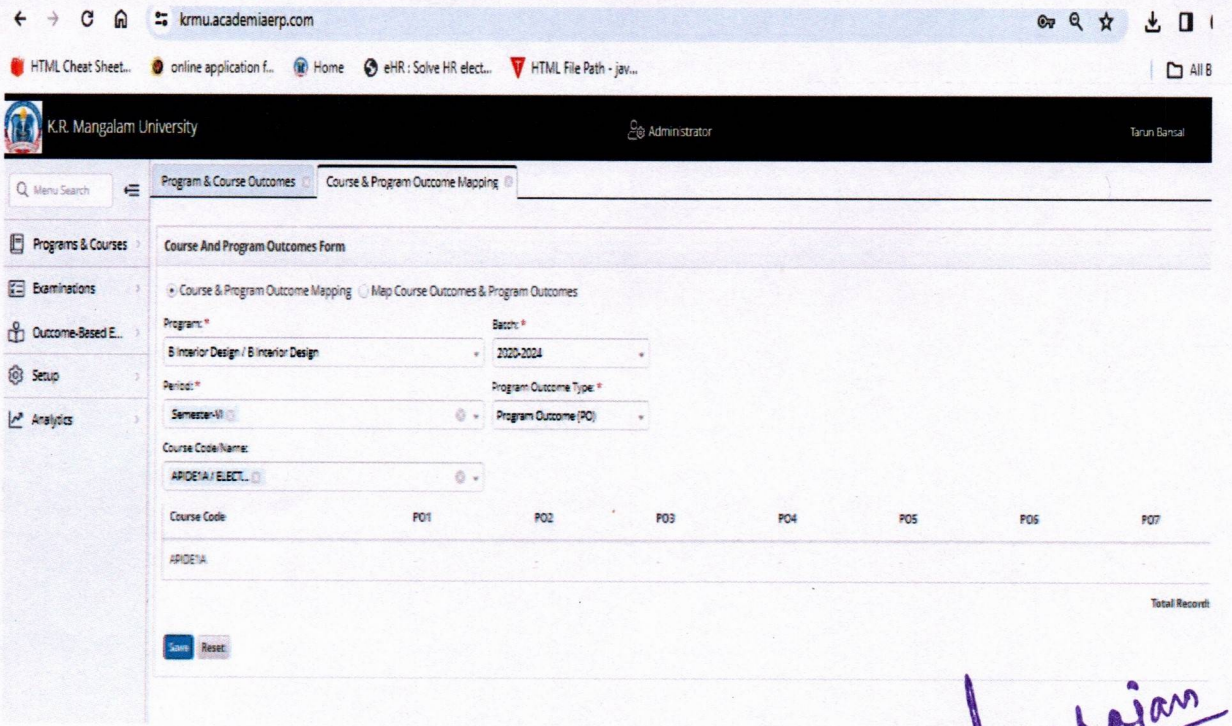


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Step 5.2. Upload CO

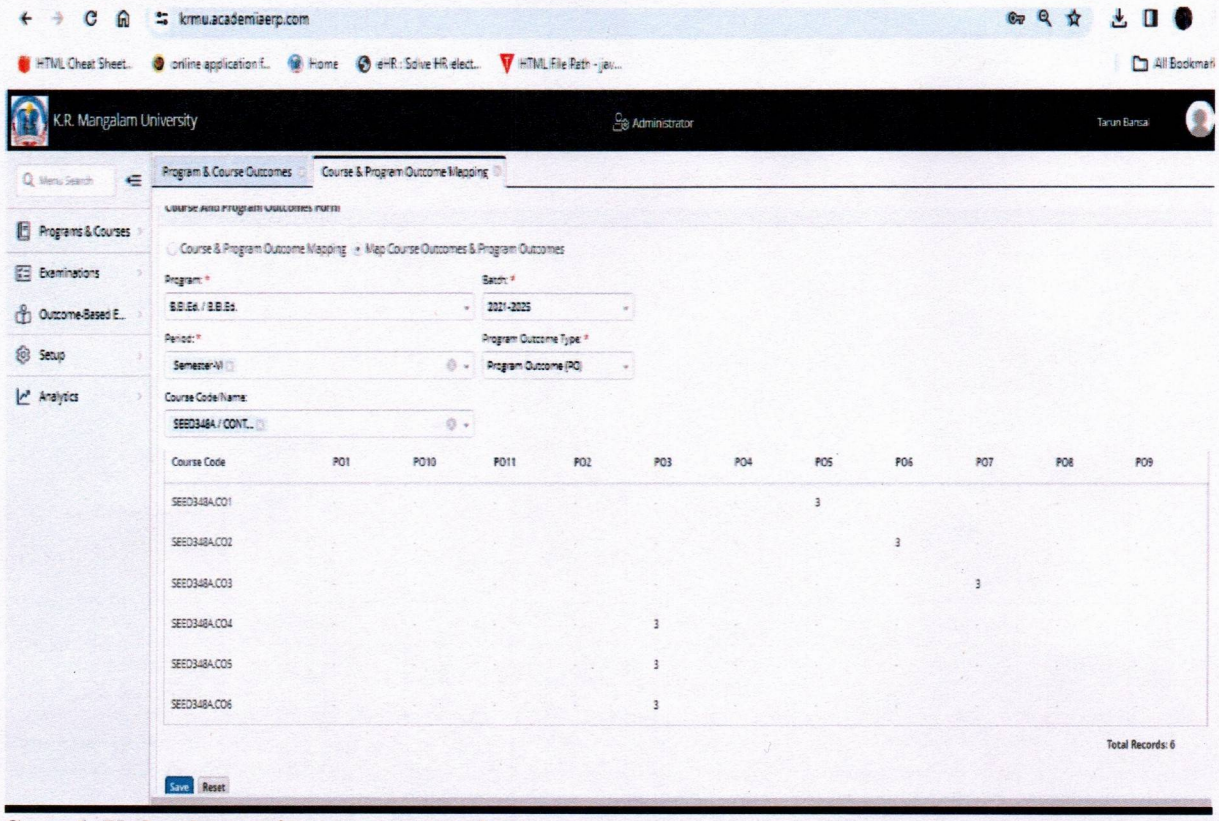


Step 5.3. Upload course PO mapping

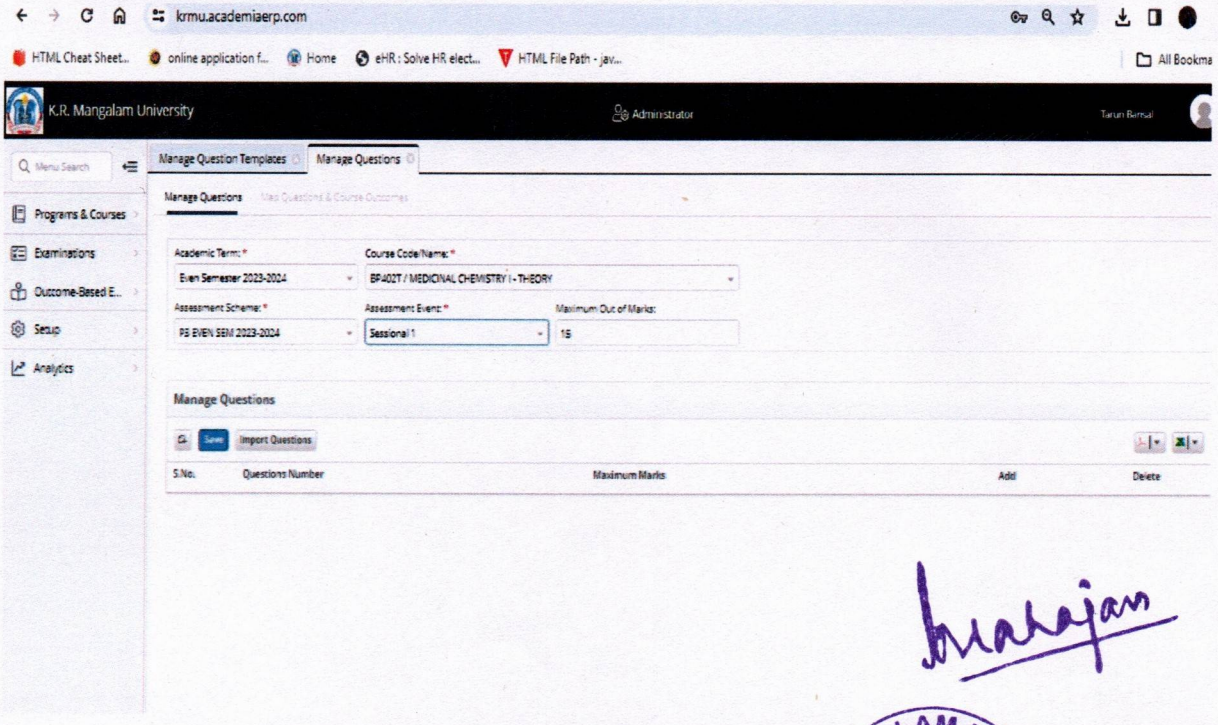


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Step 5.4. Upload the course CO-PO mapping

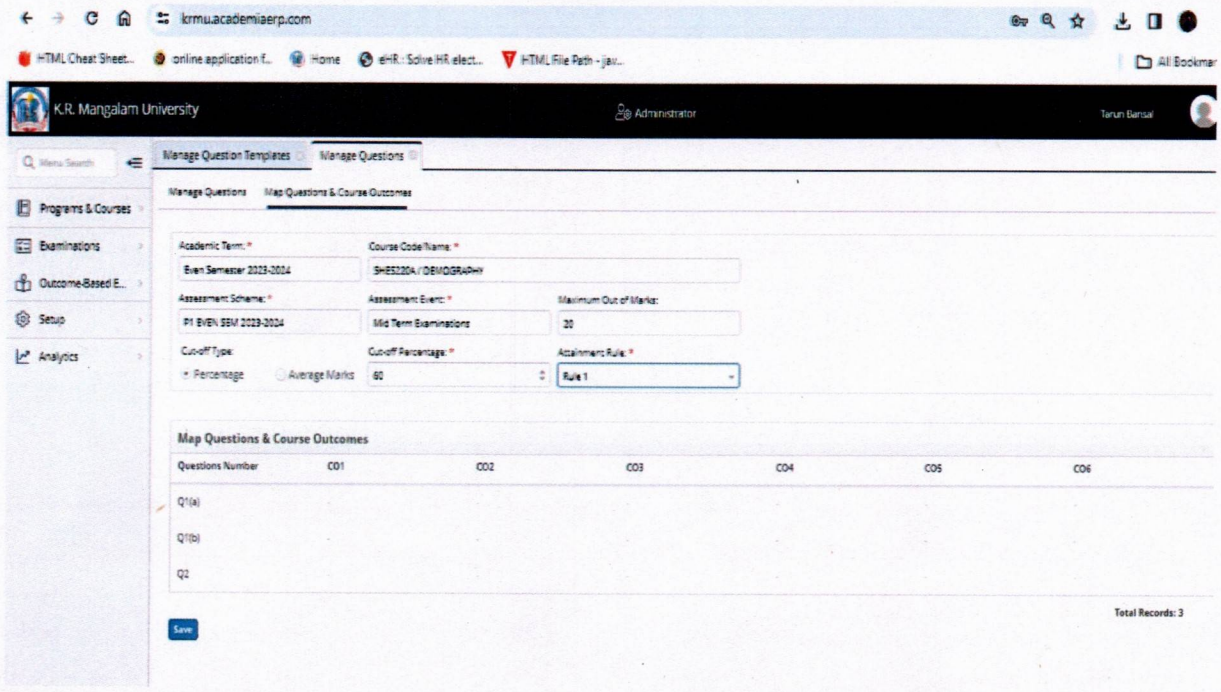


Step 6. Upload question paper template



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Step 7. Upload the question paper CO-PO mapping



9. BLOOM'S TAXONOMY

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

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

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Skill Demonstrated	Question Ques / Verbs for tests
• 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
• 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 inEngineering design
2. Describe the characteristics of SCR and transistor equivalent for a SCR
3. Discuss the effect of Make in India initiative on the Indian manufacturing Industry.
4. Summarize the importance of ethical code of conduct for engineering professionals
5. What is the meaning of base address of the array?

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6. Differentiate between entry and exit controlled loops.

3. Apply

Skill Demonstrated	Question Ques / Verbs for tests
• Use information • Use methods, concepts, laws, theories in new situations • Solve problems using required skill or knowledge • Demonstrating correct usage of a method or procedure.	Calculate, predict, apply, solve, illustrate, use, demonstrate, determine, model, experiment, show, examine, modify.

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

4. Analyze

Skill Demonstrated	Question Ques / Verbs for tests
• 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.

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Sample Questions:

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

5. Evaluate

Skill Demonstrated	Question Ques / Verbs for tests
• 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
• 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 varietyof 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 theudder of a cow. A milk diary wants to automate the milking process. The milking process involves attaching the milking cups to the teats. Design asystem for the same.
2. An electric vehicle uses Lion batteries. The batteries have to be charged and get discharged

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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.

10. EXAMINATION RULES AND PROCEDURES

Appointment of Paper Setters, Examiners & Evaluators

10.1. 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.

10.2. 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.

10.3. 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.

10.4. 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.

10.5. 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.

10.6. 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

10.7. 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:

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10.7.1. Mistakes of such a nature that affects the result are found in his work in the course of checking and scrutiny.

10.7.2. He is found to have delayed the work without good and sufficient reason.

10.7.3. 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.

10.7.4. 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.

10.8. 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.

10.9. 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.

10.10. No person shall act as tabulator for any examination, if any of his relations is appearing or has appeared at that examination.

10.11. Setting of Question Papers

10.11.1. The Question Paper prepared by the Faculty Member/External Examiner should be set within the prescribed Syllabus of the Course, for the specific examination.

10.11.2. Questions must be based on different degrees of difficulty to test the level of understanding of main concepts.

10.11.3. Question Papers must cover all modules/units of the Course syllabus.

10.11.4. 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.

10.11.5. For selected courses, External Examiners may be appointed by Vice Chancellor, who will prepare one Question Paper.

10.12. End-Term Examinations

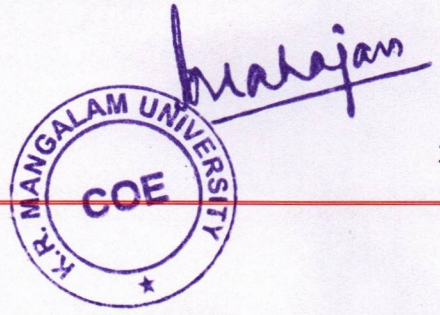
Question Paper for End-Term Examinations shall normally be of 3 (three) hours duration, unless specified otherwise. Maximum Marks shall be 50 (Fifty), unless specified otherwise.

10.12.1. GUIDELINES 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:

Understanding, Applying, Analysing, Evaluating and Creating.

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



The question paper shall consist of three sections.

10.12.1.1. Section-A shall contain four 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 examinee's ability to give maximum subject matter in shortest time & his grip over the subject.

10.12.1.2. 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 five questions. The weightage of all these questions be same.

10.12.1.3. 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 three questions (the internal choice should be given but from the same CO). The weightage of all these questions be same

10.12.2. 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.

10.13. Examination Admit Card

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

- **Attendance requirement for appearing in the End Term Examinations will be a minimum of 75 % of the classes actually held in each course separately. However, 20 % relaxation of attendance to students who are part of KEIC startups. A student with less than 75 % attendance in lecture, tutorials, seminars, practical and studio classes, separately in each course, in a semester, will be debarred from appearing in the examinations of such course. Under no circumstances, the student shall be allowed to sit for the examination of relevant Course if his attendance in concerned Course unit is below 75%.**
- **The Vice-Chancellor may, however, consider a written request made on very genuine grounds for the condonation of deficiency in attendance up to 15% on the recommendations of the Head of School/constituent Unit, before the commencement of the examinations, for the reasons listed below:**
  - **Hospitalization due to prolonged in-patient treatment, Serious accident, Tragedy in family, Other serious unavoidable circumstance(s).**
- **HOD/Dean of the School will announce the names of all such students who**

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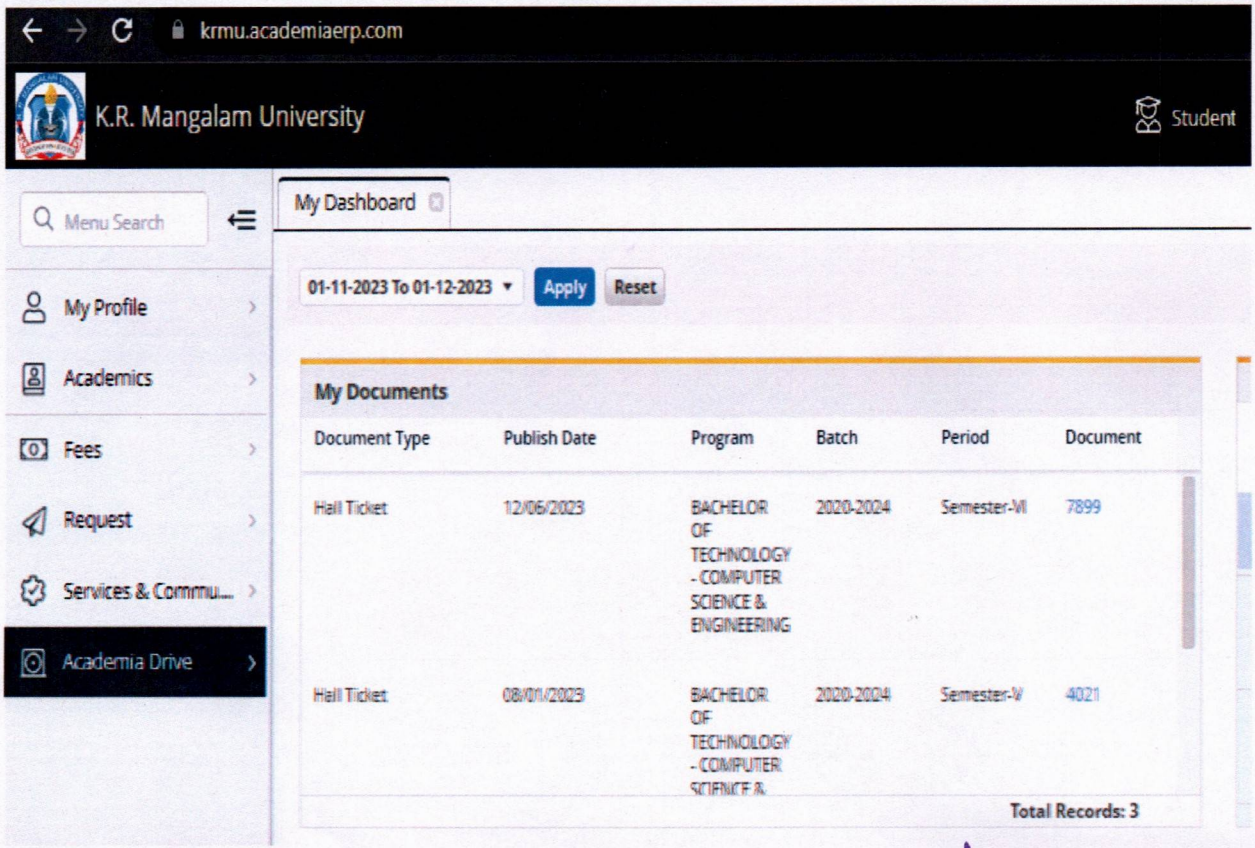
are not eligible to appear in the End-Term Examination (ETE) of one or more course(s), on the last day of teaching, before the start of End-Term examination and simultaneously intimate the same to the Controller of Examinations (CoE). In such cases, the student will be marked absent in the ETE and the absent will be treated as zero marks in ETE of such course(s).

- **In case, any student, who has been debarred to appear in ETE, appears in the ETE of a course by error, his ETE shall be treated as null for that Course and the student will be marked Absent in the ETE and the Absent will be treated as zero marks in ETE of such course.**

10.13.2. 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.

10.13.3. CoE/Centre Superintendent/Invigilator/Supervisory staff at examination centre shall ensure that no student is permitted to appear in any examination without Admit Card. The student is also required to carry his University I-Card along with the admit card to the examination hall.

ADMIT CARD ISSUED



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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

11. EVALUATION STRATEGY AND PROCESS

i. The University will adopt the guidelines issued from time to time by the UGC and other regulatory/statutory bodies concerned with the conduct of examinations. The question papers for the examinations will be set in such a manner as to ensure that they cover the entire syllabus. The tests and examinations shall aim at evaluating not only the student's ability to recall information but also his/her understanding of the subject and its applications. Some of the questions will be analytical and invite original thinking or application of theory.

ii. The entire evaluation system comprising of the Policies, Procedures, Mechanisms, Guidelines etc., has been designed and developed to meet the most fundamental (basic) quality characteristics of being fair (justifiable), objective (unbiased) reliable (precise), robust (resilient), while also being flexible (responsive) and transparent (variable). It will be ensured that appropriate level of confidentiality is maintained in terms of certain specific details, in order to achieve the above quality characteristics.

iii. While the actual process of evaluation will be confidential, the system of evaluation will be sufficiently transparent. The performance of a student in a Course will be assessed continuously in a semester through, Attendance, Assignments, Jury, Seminars etc. and End

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Term Examination (ETE) or other relevant evaluation components.

iv. For every Course that a student registers in a semester, a letter grade will be awarded based upon his performance over the entire semester. The letter grade and its `Grade Point' will indicate the results of both, qualitative and quantitative assessment of student's performance in a Course.

v. The Semester Grade Point Average (SGPA) earned by a student is a quantitative indication of his performance during a semester. For each registered Course, the grade points earned are multiplied by the credits for that Course. The total of all credit points earned is calculated and this is divided by total credits in semester to give the SGPA. The Cumulative Grade Point Average (CGPA), which indicates the overall performance of a student from the time he joined the University.

vi. All students who have registered for a particular Course are eligible to write the End-Term Examination for that Course, unless found to be ineligible due to shortage of attendance/acts of indiscipline/withdrawal from a Course or any other actions by the university.

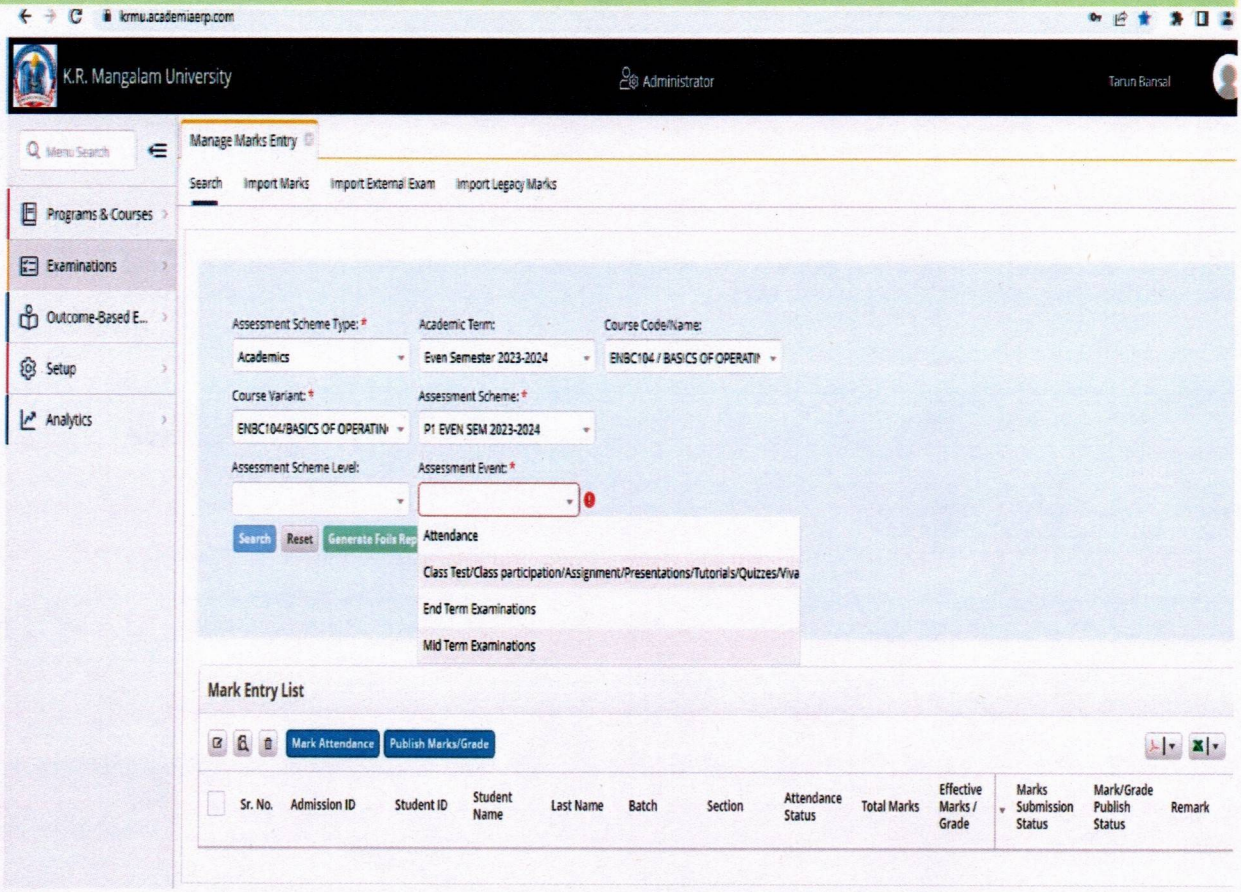
11.1. EVALUATION COMPONENTS

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

Particular	Weightage
End Term Exam	50%
Mid Term Exam	20%
Assignment, Quiz Test, Report, Presentation, Viva	20%
Attendance	10%
Total	**100%**

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THEORY MARKS ENTRY-SCHEME I



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

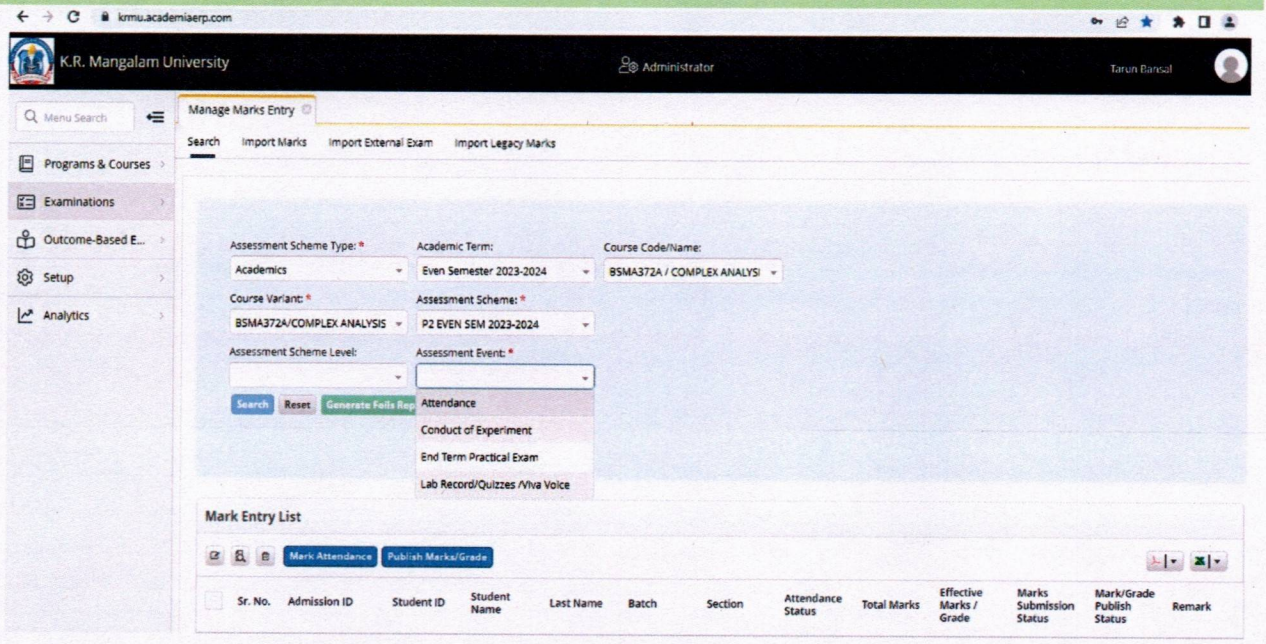
Particular	Weightage
Conduct of Experiment	20%
Quizzes/Viva Voce	20%
Lab Record	10%
External Lab marks	50%
Total	**100%**

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

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

PRACTICAL MARKS ENTRY



11.1.4. Marks for attendance shall be awarded as follows:

Attendance (%)	Marks
< 60	0
60≤ % attendance <70	5
70≤ % attendance <75	6
75≤ % attendance <80	7
80≤ % attendance <85	8
85≤ % attendance <90	9
≥ 90	10

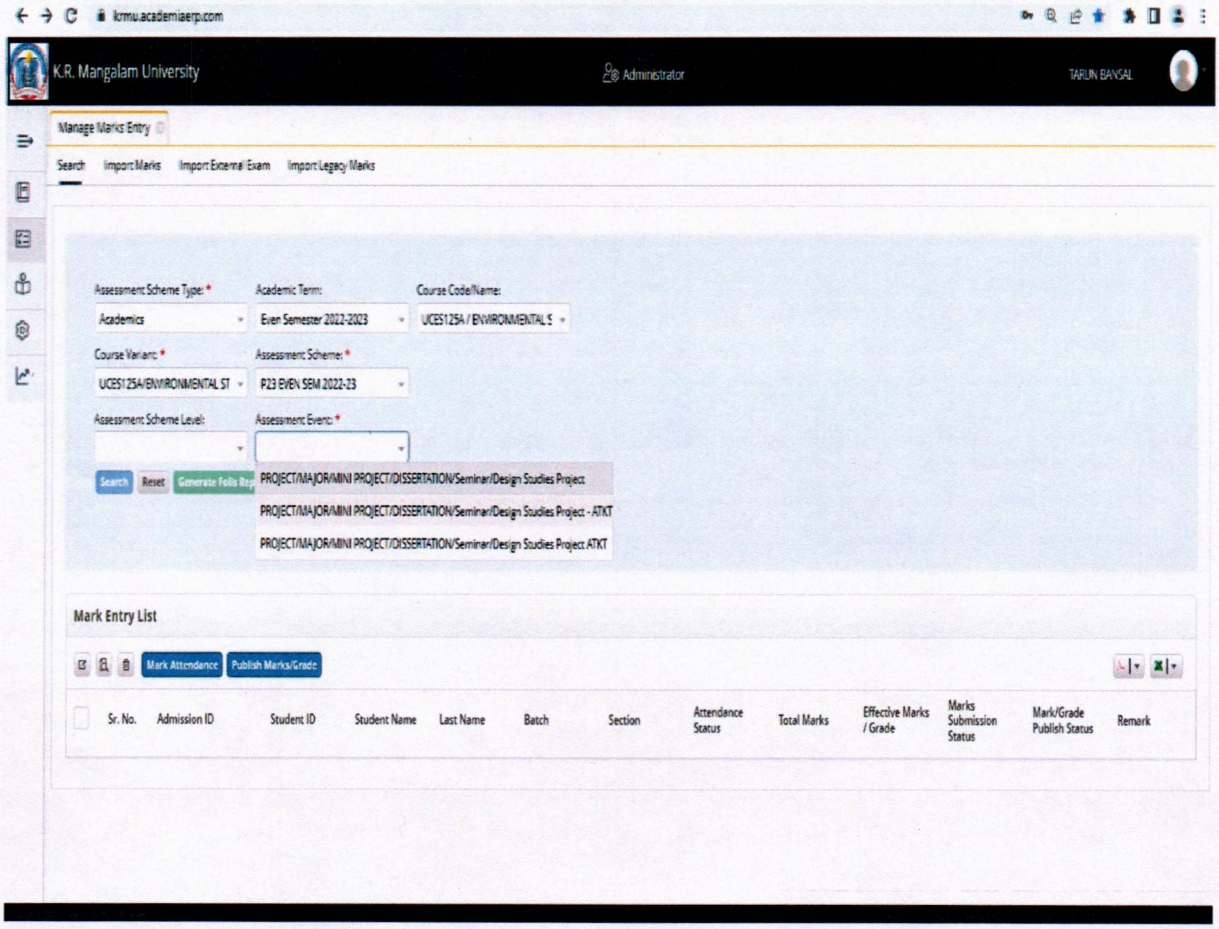
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11.1.5. Evaluation Component of B.Arch.

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 For Studio	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 For Practical	20	20
	End-Term Internal Jury For Practical	20	20
	Attendance	10	10
	End-Term External Jury For Practical	50	50
	[D] THESIS/ DISSERTATION/ SEMINAR		
	Mid-Term Internal Jury	20	20
	End-Term Internal Jury	30	30
	End-Term External Jury	50	50

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THEORY MARKS ENTRY-SCHEME II



11.1.6. 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

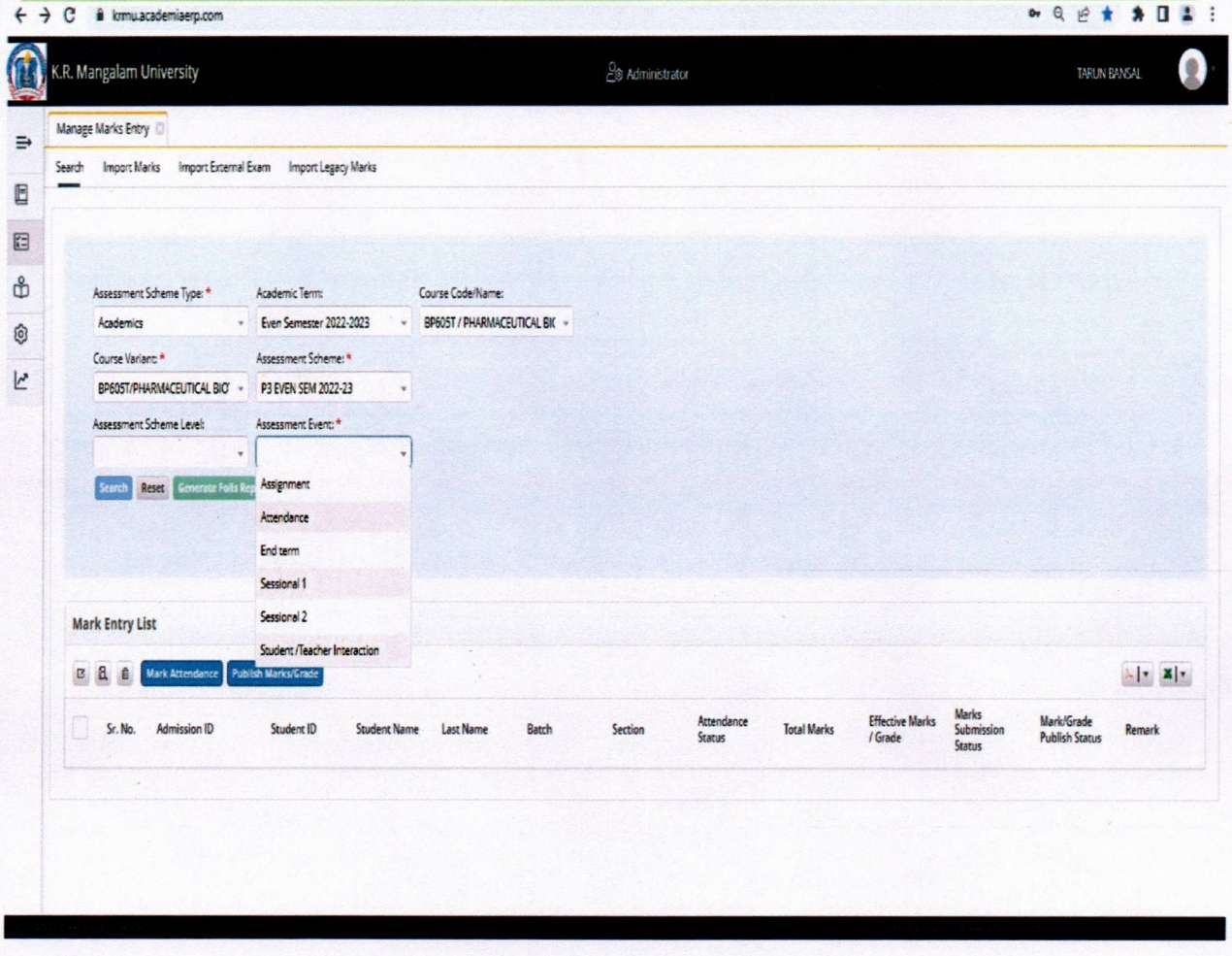
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9	Pharmacy Practical Courses-Continuous Mode-Attendance	2
10	Pharmacy Practical Courses-Continuous Mode-Based on Practical Record, Viva Voce	3
11	Pharmacy Practical Courses-End Term Examinations	35
12	Pharmacy Practical Courses-Sessional Exam-I/II	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

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39	M.Pharm Journal Club	25
40	M.Pharm Research Work	350
41	D.Pharmacy Practical End Term Examination	80
42	D.Pharmacy Practical Sessional Exam-I/II/III	20
43	D.Pharmacy Sessional Exam-I/II/III	20
44	D.Pharmacy Theory End Term Examination	80

THEORY MARKS ENTRY-SCHEME III



11.2. BPT Evaluation Pattern (2021 onwards)

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

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

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

* Some courses have 50/80 marks.
* Credits have not been assigned for the courses.
* Passing criteria is 50% (Theory and Practical separately).
* **(It is compulsory for a student to secure 50% marks in each of the course separately in the theory as well as practical examination including internal assessment).**

12. CONDUCT OF EXAMINATIONS

i. 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 in Programme Structure and Evaluation Scheme.

ii. Examinations shall be open to regular students i.e. students who have undergone a course of study in the school for a specified period of that programme of study as defined in Programme Structure and Evaluation Scheme.

iii. A student may not be admitted into the examination hall, if he/she fails to present to the Examination Centre Superintendent/Invigilator of the examination his/her admit card and University I-card or fails to satisfy the officer that it will be produced within a reasonable time.

iv. The Centre Superintendent shall have the power to call upon any student appearing at an examination to give a specimen signature for purpose of identification.

v. Permission to appear/re-appear at a university examination may be withdrawn before or during the course of the examination which, in the opinion of the Vice-Chancellor, justifies the student's expulsion.

vi. Detailed Guidelines relating to the conduct of examinations such as Schedule of Examinations, submission of examination forms, issue of admit cards, issue of duplicate admit cards, instructions to examiners, examination centre superintendents, invigilators, other members of staff engaged in examination duty shall be approved by the Vice- Chancellor. The Examination Centre shall be advised through Guidelines to take all steps for proper conduct of examinations such as proper supervision and invigilation, effective security cordoning off the examination

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centre from the range of loudspeakers and other interference and taking stern action in all cases involving copying and use of unfair means, misbehavior or misconduct of students during examinations.

12.1. EXAMINATION SCHEDULE

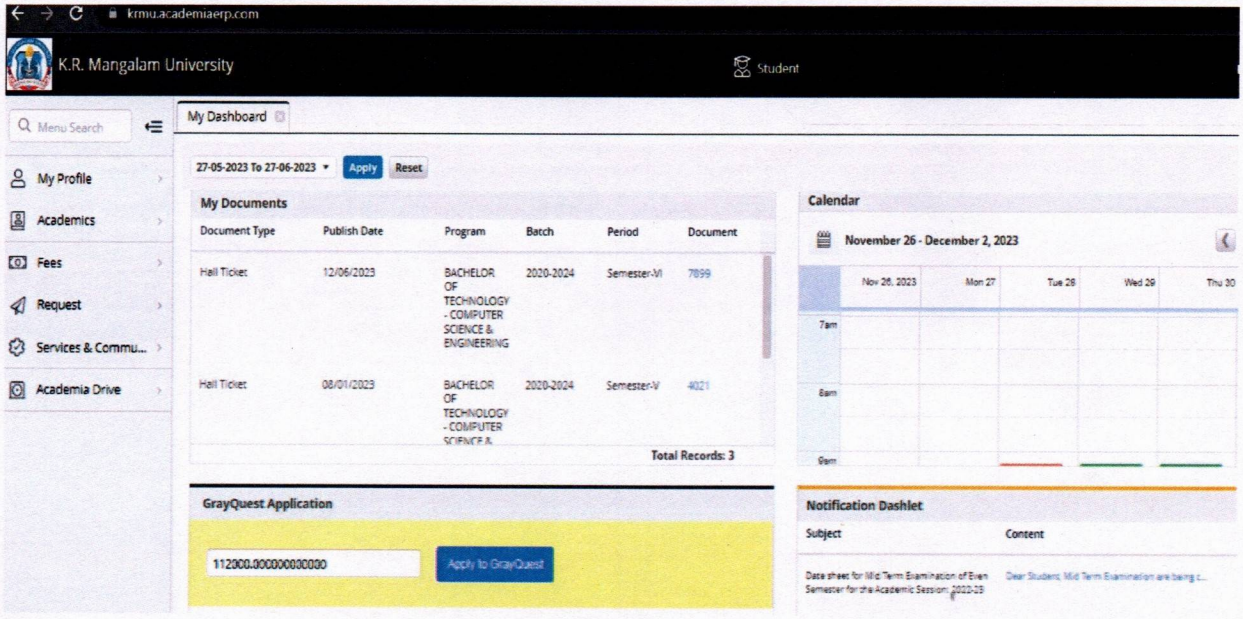
i. CoE will notify the Comprehensive Examination Schedule for all the courses for which examinations are to be conducted well in advance of the commencement of examinations.

ii. While scheduling examinations all care should be taken to ensure that No overlapping the courses/papers of examination occurs for any regular or reappear candidate.

iii. The scheduling of all practical examination shall be done by the Dean of the concerned School sufficiently in advance of the scheduled commencement of the examinations and the same be also displayed on the notice board of the School/Departments.

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

DATE SHEET NOTIFICATION ON ACADEMIA



12.2. PREPARATIONS FOR THE THEORY EXAMINATIONS

i. List of registered students for the University examination may be ascertained by the Centre Superintendent.

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ii. On the basis of number of candidates and the seating capacity of halls/ classrooms available, the number of rooms required should be fixed and necessary steps be taken to make arrangements for the conduct of examination.

iii. The Centre Superintendent in consultation with CoE appoints invigilators.

iv. In each of the Examination Centre a Control Room is allocated identified at the examination centre for the entire period of examination.

v. Attendance sheets of candidates seated in each of the Examination Centre be prepared based on the programme of study and semester.

vi. Preparation of answer books stock register at the examination centre which needs to be updated after each session of examination.

vii. Seating plan be prepared for each room and displayed in the respective rooms.

viii. The Centre Superintendent to appoint members from various cadres of staff to facilitate the conduct of day-to-day affairs in connection with conduct of examination.

12.3. SEATING ARRANGEMENT IN THE EXAMINATIONS

i. The Examination Hall/ Room(s) should have adequate light and ventilation. It should be clean and tidy. Sufficient furniture, viz. desk, chairs, tables, benches should be provided to the candidates. It should be ensured that the atmosphere around the Examination Hall remains calm and quiet.

ii. The examination section shall prepare well in advance, the statement regarding seating arrangements for the candidates.

iii. Each Candidate shall be allotted a definite seat for each paper of the examination. It is NOT necessary to allot the same seat for a candidate for his/her entire examination. The seat allocation for reappear candidate may vary for each of the paper due to logistics and administrative constraints. Sufficient space is given between two examinees so that the neighbouring candidates may not peep into each other's answer booklets. As far as possible, two adjacent candidates shall not be writing the same course/paper. If necessary, a candidate of a different course or paper shall be seated between two candidates of the same paper.

iv. The Examination Hall(s) should be opened half an hour before the commencement time in order to enable candidates locate their allotted seat.

v. Special care may be taken in providing a seat to a candidate who suffers from any infectious disease, so as not cause an adverse effect on the other candidates. Candidates who cannot climb staircase due to their physical condition shall be provided sitting arrangement in a room on the Ground floor.

12.4. DUTIES OF CENTRE SUPERINTENDENT

i. Centre Superintendent, in consultation with COE will, one day prior to examination,

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ensure that the entire infrastructure for conduct of examination such as furniture, stationery etc. are in order and available in sufficient quantity for smooth conduct of the examination.

ii. The Centre Superintendent shall be responsible for displaying complete details of the examinations for every session on the display board near the entrance gate of his/her centre.

iii. Centre Superintendent will hand over Question paper packets (after receiving them from the COE prior to start of the exam) to Deputy Superintendent/ Invigilators as per the seating plan, after cross checking details and maintain the log records in the register.

iv. If the number of copies of the question paper falls short, the Centre Superintendent will inform the same to COE, who will provide requisite copies of question papers well before the start of the examination.

v. The Centre Superintendent in consultation with COE appoints invigilators as per strength of examinees in a room and fix maximum number of examinees in an examination room.

vi. Centre Superintendent will maintain a record of the invigilators assigned to each room and for each session, Invigilators are to be appointed from the present, regular staff.

vii. Centre Superintendent will ensure that examination begins and ends at the scheduled times.

viii. Centre Superintendent will ensure that attendance of a student is recorded on an attendance sheet and verification forms for the examinations he / she has appeared in.

ix. Centre Superintendent will ensure that Answer books are sealed along with Dispatch memo within 30 minutes of the close of examination, along with the Details of Absentees.

x. It will be the responsibility of the Centre Superintendent to ensure that all records of the examination are maintained.

xi. No amendment of any kind would be permitted by the Centre Superintendent in the question paper during the conduct of the examination, bet he/she shall inform COE and waits for his instructions.

xii. Centre Superintendent will ensure deposit of used answer books within an hour of the close of the examination's session to the examination office. Centre Superintendent will report the following activities to the COE of occurrence of following in real time:

- Opening of wrong question paper,
- Discrepancies in the question paper
- Any untoward happening.
- Unfair Means Cases.
- Infringement by any staff deputed for examination work.

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12.5. GUIDELINES FOR THE STUDENT FOR SMOOTH CONDUCT OF EXAMINATIONS

i. All students are advised to be seated in the Exam Hall/Room at least 15 minutes before the scheduled time of the exam.

ii. All the students must carry their University Identity Card and Hall Ticket along with them. Without I-card and hall ticket, no student will be permitted to enter the Exam Hall.

iii. It is the responsibility of the student to fill all the particulars in the answer-sheet correctly.

iv. Students are required to enter the correct answer book number against their name in the attendance sheet.

v. Students coming 30 minutes after the commencement of the examination will not be permitted to enter the examination hall or to write the exam.

vi. No student shall loiter around stairs, veranda and in front of the Exam Hall, after the commencement of the examination.

vii. Students are not allowed to leave the Examination Hall before half of the time is over. After this, they are allowed only with permission of invigilator.

viii. Students are allowed to carry only writing instruments, University Identity card, Hall Ticket and board along with them into the examination hall.

ix. Use of Unfair Means is a serious offence, and strict action will be taken against those indulging in the same. Writing anything on your hands / body is considered unfair means. Students indulging in this will be awarded '0' (Zero) marks in that papers.

x. Also, writing anything on the desks or walls of the Exam Hall/Room is also considered as unfair means.

xi. Writing anything on question paper except Name and Roll. No. will also be treated as unfair means.

xii. Carrying programmable calculators, pagers, mobile phones, books, and smoking material into the examination hall is also considered as use of unfair means.

xiii. Any other activity hindering the smooth conduct of the exam will be dealt with as per university norms.

12.6. INSTRUCTIONS FOR INVIGILATORS

i. Invigilators are required to report at the control room at least 30 minutes before the scheduled time of examination.

ii. Entry of the students to the examination hall is to be permitted on the production of valid Admit Card / Identity Card.

iii. Students shall not be allowed to carry prohibited items such as books, written papers, mobile phones, electronic gadgets or any other type of incriminating material at the examination venue.

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iv. Before the commencement of the examination, the invigilator shall see to the satisfactory arrangement of examination table and seats. He shall take care to seat the candidates in such a way as to render all communication between them impossible.

v. Answer books shall be distributed 05(five) minutes before the start of examination.

vi. Students are asked to read and follow instructions printed, if any, on the answer booklet and check the answer booklet for number of pages and for its condition before writing.

vii. Exchange or borrowing of pen, pencil, eraser, scale, calculator, etc. during examination is prohibited. In emergent situations these may be permitted through the invigilator only.

viii. No student should be permitted to leave the examination hall during the first 45 minutes for internal examination and one and half hour for External Examination and last 15 minutes of the examination.

ix. Invigilators must check that the entries on the cover page of the answer booklet have been correctly made and ensure that attendance sheet has been signed by the student after correctly filling the his/her roll number.

x. Invigilator will not leave the examination hall during the examination. In emergency, invigilator can be permitted by the centre superintendent by deploying another invigilator in their absence.

xi. In UFM cases, every page of the recovered material must be signed by the Student. Invigilator(s) and countersigned by the centre superintendent.

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

xiii. During the course of examination, the invigilator is expected to move about the place of their duty and not to engage themselves in study or conversation

xiv. All invigilators should try to familiarize themselves with the Guidelines and rules governing the Conduct of Examinations before the commencement of the examination.

xv. As soon as the time allotted has expired, Invigilator shall collect the answer-books, have them arranged in serial order and deposit the same with the faculty authorized by the Centre Superintendent.

xvi. Each invigilator will count the number of answer booklets issued to the students in his/her room, head count the number of students actually present and then tally the same with the Attendance Sheet and the total number of answer booklets got issued from the Centre Superintendent.

xvii. Invigilators should bear in mind that examination can be very stressful for students and can occasionally provoke unreasonable or extreme behaviour. Situation should be dealt with in a sympathetic and supportive manner which minimizes any adverse effect on other students and maintains sanctity of the examination.

xviii. No person will be allowed in an examination room during an examination except the students concerned, invigilators at the persons authorized to do so by the competent authority.

xix. In case of any doubt in the question paper, no advice should be given by the invigilator and matter shall be reported to the Centre Superintendent for clarification.

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xx. Invigilators are required to give answer book to all students individually.

12.7. APPOINTMENT AND RESPONSIBILITIES OF INVIGILATORS:

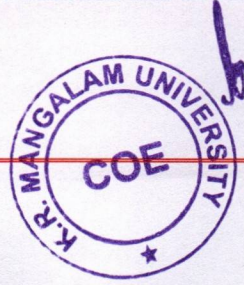
The invigilator are appointed by CoE of regular faculties, IRF, trainers in each semester and their responsibilities are:

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

12.8. APPOINTMENT AND DUTIES OF FLYING SQUAD

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

i. To ensure that no unauthorized person is appearing in the examination. For this purpose, the members of the flying squad shall check attendance of the genuine candidates. This is the primary duty of the Invigilators assigned in each room.
ii. To ensure that no Books, Calculators, Mobile Phones or any other material except writing board and writing material i.e. pen pencil etc. is being carried by candidates into the examination hall/room.
iii. To ensure that late comers are not admitted into the examination hall later than 30 minutes after the commencement of the exam.
iv. Students are not allowed to leave the Examination Hall before half of the time is over.
v. To ensure that no student takes recourse to any unfair means and possesses any unauthorized paper or material with him/her. The members of the squad will also have the authority to inspect and search any person/candidate in the event of suspicion. Female member of the Flying Squad is only authorized to search a girl student.
vi. The members of flying squad should also observe the conduct of the Invigilators and other functionaries deployed for examination duty to ensure that no one helps any candidate directly or indirectly. Any violation should be brought to the notice of the Centre Superintendent.
vii. The members of the Flying Squad must also check that no unauthorized person is moving about or present in the premises of the examination centre. In case of suspicion the identity of such person should immediately be checked and in case of unauthorized



person necessary action be initiated.

viii. Possession and use of Mobile Phone by the candidates as well as the Invigilators in the centre premises is strictly prohibited.

ix. Guidelines for the student for smooth conduct of examination is attached as annexure16.

12.9. APPOINTMENT OF AMANUENSIS FOR WRITING EXAMINATIONS

i. Amanuensis may be provided on request made by the student to the Head of Institution on the recommendations of the Dean well in advance duly supported by a Medical Certificate (subject to verification) by an authorized Medical Officer of University's choice, if required, under the following cases:
   a) Students having impairment of movement in arms and hands can read independently but have problem in writing.
   b) Locomotors impaired and cerebral palsy students.
   c) Sudden illness rendering the student unable to write.
   d) An accident involving injury rendering the student unable to write

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

iii. The Dean shall select suitable amanuensis from the institution as far as possible and forward to the CoE, the details of the person appointed as amanuensis and of the student for whom amanuensis has been appointed.

iv. A separate room for such disabled student(s) and one separate Invigilator to supervise the examination shall be provided.

v. No extra fee shall be charged from the student for providing the facility of amanuensis.

vi. For a written examination of duration of one hour, twenty minutes extra time shall be provided. Similarly, for written examination involving more than one or less than one hour extra time shall be worked out on the basis of twenty minutes per one hour criteria.

12.10. MISCONDUCT/ MALPRACTICE/ UNFAIR MEANS CASES

Any candidate found in possession of or accessible to him/her, any paper, books or notes, written or printed or any kind of material, whether the papers, the books or the notes relate to the subject of examination of that day or not; writing during examination hours on any paper other than the answer book, or any portion of the question paper or answers or notes relating to any question; talking to another candidate or to any other person other than the members of the Supervisory Staff in or outside of the Examination Hall; consulting the notes/books outside the Examination Hall; receiving help from another candidate with without his/her consent or giving help to him/her or receiving the help from a person who

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is not a candidate for the examination of that day; disclosing his/her identity deliberately or making any distinctive mark in his/her answer book for that purpose or making an appeal to the examiner through the answer book or using abusive or obscene language in the answer book; communication or attempting to communicate, directly or through a relative guardian or friend with an Examiner or with the Registrar/ Controller of Examinations or any other official with the object of influencing him/her in the award of marks or making any interpolation thereto, swallowing or destroying any notes, paper etc. found with him/her, making deliberate previous arrangement to cheat in the examination as mentioned below:

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

Punishment:-

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

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

i. Cancellation of performance of the student in full or in part in the examination he/she has appeared for.
ii. Debarring student from appearing for any examination of the University for a stipulated period not exceeding five years.
iii. Debarring student from taking admission for any course in the University for a stipulated period not exceeding five years.
iv. Cancellation of the University Scholarship/s or award/s or prizes or medal etc. awarded to him/her in that examination.
v. In addition to the above-mentioned punishments, the Vice chancellor may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the Vice Chancellor may impose on such a student additional punishment/ penalty, as it may deem fit.
vi. The student concerned shall be informed of the punishment finally imposed on him/her in writing by the Controller of Examinations or by the Officer authorized by him / her in

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this behalf, under intimation to the School / Department he/she belongs to.

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

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

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

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

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	(iii) Smuggling-in of written answer book and forging signature of the Supervisor thereon.	Exclusion / cancellation of performance of all the involved students from University examination for that particular Semester/Annual examinations with additional fine.
7	Interfering with or counterfeiting of University seal, or answer books or office stationery used in the Examinations.	Exclusion of the student from University Examination for Semester/Annual examinations.
8	Answer Book main or supplement written outside the examination hall or any other insertion in answer book.	Exclusion / cancellation of performance of all the involved students from University examination for that particular Semester/Annual examinations
9	Insertion of currency notes / to bribe or attempting to bribe any of the Person/s connected with the conduct of examinations.	Exclusion of the student from University Examination for Semester/Annual examinations. (Note: This money shall be credited to the Income of University)
10	Using obscene language / violence threat at the examination centre by a student at the University examination to Supervisors/ Flying Squad/Centre Superintendent.	Exclusion of the student from University Examination for Semester/Annual examinations.
11	Using Mobile Phone or any sort of Electronic Gadget and copying from / using it which is not allowed in the examination.	Cancellation of performance for that particular Course Paper also confiscate the electronic gadget.
12	Impersonation at the University Examination.	Exclusion of the student from University examination. (both the students if impersonator is the student of University)

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13	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University Examination	Cancellation of the performance of the Student at the University examination for that particular Course Paper
14	Found having written on palms or on the body, or on the clothes, while in the examination	Cancellation of the performance of the Student at the University examination for that particular Course Paper.
15	All other malpractices not covered in the aforesaid categories.	Punishment depending upon the gravity of the offence.
16	If on previous occasion, a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination. If same student is found three or more times for similar offence then his/her name may be struck off from university payroll.	
17	**Practical/ Dissertation Project Report Examination** Student involved in malpractices at Practical/ Dissertation Project Report examinations shall be dealt with as per the punishment provided for the theory examination.	
18	The Vice Chancellor / Controller of Examinations, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.	

12.11. INSPECTION OF EXAMINATION CENTRE

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

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

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12.12.CENTRAL EVALUATION OF THEORY ANSWER SCRIPTS

i. A period of Central evaluation of answer scripts is finalized by the COE in consultation with the Vice Chancellor.

ii. Only examiners duly appointed by COE/approved by the University should be assigned evaluation work and no one else.

iii. A list of evaluators must be prepared by Deans/Principal/In charge of different Schools/Colleges and must be submitted to COE in-order to evaluate the answer- scripts of the University examination within the stipulated period.

iv. All theory answer scripts shall be sent to the central evaluation centre securely after the due process.

v. The Assistant CoE shall ensure that the Registers pertaining to issuing of Answer- scripts to the Examiners, receiving of assessed answer-scripts from the Examiner are maintained properly.

vi. There is a provision (if required) to evaluate answer books from the external examiners.

vii. All the answer-scripts must be duly coded with a twelve-digit code so that student identity is not revealed.

viii. A separate register is maintained to track the coded Answer-scripts.

ix. Only one packet of answer-scripts shall be given for evaluation, one after another i.e., after completing the evaluation of answer scripts of the previous packets. Only 30-60 answer-scripts should be issued for evaluation to each examiner in a day.

x. The 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.

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

12.13. APPOINTMENT, DUTIES & RESPONSIBILITIES OF THE EXAMINERS

i. No one can claim appointment as examiner or any other examination work as a matter of right.

ii. The COE shall appoint examiners for each examination from among the list of eligible examiners depending upon the need in each paper. Persons whose names are not in the approved list shall not be appointed. However, under special circumstances COE can made exceptions.

iii. If by chance, a subject has been assigned wrongly to the examiner. He shall NOT accept an offer that is NOT related to his subject/expertise/ knowledge domain.

iv. The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations.

v. The Examiners shall NOT evaluate the answer scripts NOT related to his/ her subjects.

vi. The Examiners have to count the number of answer scripts in the packet

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and ensure that it tallies with the claim on the packet.

vii. The examiners shall evaluate the scripts strictly in accordance with the scheme of evaluation given by the paper setters, if any.

viii. The examiner shall evaluate the answers and consider the marks of only the maximum required or permitted questions by considering the marks awarded to the questions advantageous to the candidate and round off those not considered.

ix. The examiner shall write 'ZERO' wherever answers do not deserve any marks. The examiner shall total up the marks.

x. The examiner shall ensure that no answer or part of any answer is left out in evaluation. The examiners should read the answer script in detail and evaluate the scripts.

xi. The marks awarded for each question shall be entered in the appropriate row & column on the mark-table on the front page of the Answer-booklet. The total marks shall be entered both in figures and words with their signature.

xii. The examiner shall not take the answer scripts out of the evaluation centre under any circumstances.

xiii. If the examiner during evaluation of the scripts suspects any case of malpractice, he/she shall immediately report it to the COE and shall submit the suspected script after evaluating it fully along with his/ her report to the COE. He/she shall enter such references in the marks list against the register number/ code number.

xiv. The examiner shall report to the COE, cases of any candidates of other person on his/ her behalf approaching him/ her for any favour or writing letters to him/ her indicating the name of the person, the register number/code number of the candidate, subject/paper etc.

xv. The examiner shall prepare marks lists in the prescribe Performa provided for the purpose.

12.14. POST-EVALUATION DATA PROCESSING/TABULATION

i. There shall be restricted/classified zones within the office of COE with adequate security measures to ensure that no unauthorized person has access to sensitive materials or information that would affect the outcome of examination process. Only authorized persons shall have access to these areas.

ii. All the data processing relevant to the marks shall be done in these restricted/classified zones.

iii. Marks entry, Tabulation generation and printing must be done by the staff members working in the Office of COE.

iv. The results of each of the examinations shall be tabulated in the Examination Database maintained on well secured Computer server with restricted access.

v. Once Tabulation charts are printed those charts must be validated for.

- Check the posting of marks done while entering marks from the original statement submitted by the examiner.
- Check totals/aggregates which are auto generated.

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- Check the result prepared for failures, honors such as Distinction, Pass, Fail,
- and Absentees etc.
- Validate the Grades, SGPA and CGPA etc. computed based on the marks
- obtained by the candidates in examination.
- Any other discrepancy/ errata /manipulation/inconsistency etc. That might have
- crept into the marks database.

vi. The CoE shall consider the issues arising out of wrong/out of syllabus questions/ unsolvable problems, etc. and the number of marks to be awarded to the candidates affected by such issues, with the approval of the Vice Chancellor.

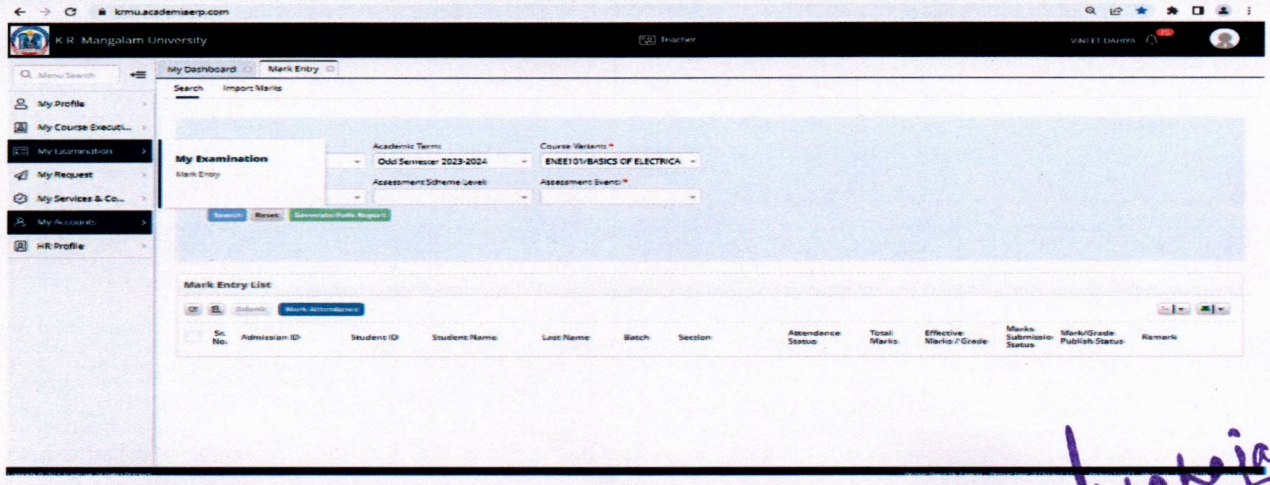
13. DISPLAY OF ANSWER KEYS

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

14. EVALUATION OF ANSWER BOOKS

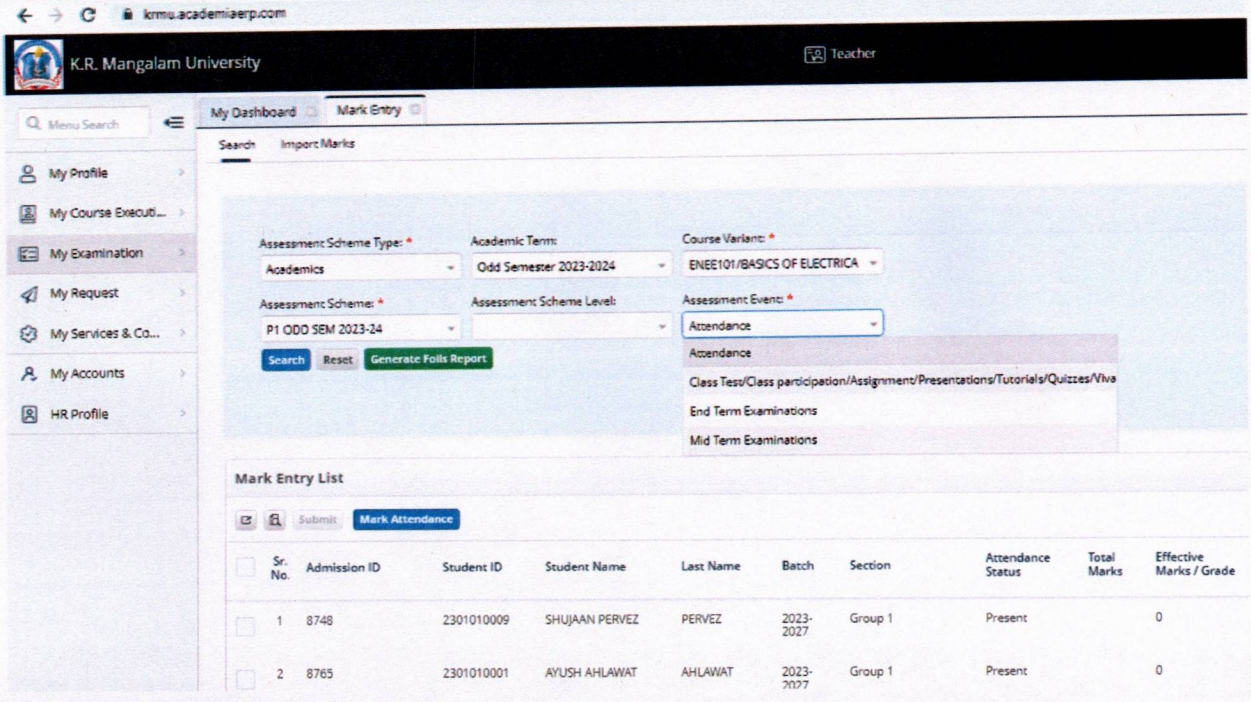
The evaluation of the End Term Examination is carried out centrally. Faculty members are required to evaluate the answer sheets at the central evaluation centre within the designated time frame. Upon completion of the assessment, the evaluators input the marks from the assessed answer sheets into the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

MARKS ENTRY



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MARKS ENTRY REPORT



15. 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.

15.1. FOR ALL COURSES EXCEPT PHARMACY PCI COURSES AND DIPLOMA

Marks Range (%)	Letter Grade	Grade Points	Description of the Grade
> 90%marks	O	10.0	Outstanding
>80%marks to ≤ 90%marks	A+	9.0	Excellent
>70%marks to ≤ 80%marks	A	8.0	Very Good
>60%marks to ≤ 70%marks	B+	7.0	Good
>55%marks to ≤ 60%marks	B	6.0	Above Average
>50%marks to ≤ 55%marks	C	5.5	Average
≥40%marks to≤ 50%marks (For B.Arch. & B.Pharm. = 50)	P	5.0	Pass

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%marks < 40 (For B.Arch. & B.Pharma.<50)	F	0	**Fail**
-	AB	0	**Absent**
≥ 50%marks	S	-	**Satisfactory**
< 50%marks	U	-	**Unsatisfactory**
-	**W**	**0**	**Withdrawal**

15.2. 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.

15.3. FOR AGRICULTURE SCIENCES

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

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For Example:

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

SGPA = Total points scored/ Total credits (for 1 semester)
CGPA = ΣTotal points scored/ Course credits
% of Marks = CGPA*100/10

i. 'F' Grade: A student obtaining Grade 'F' shall be considered failed in the Course and will be required to reappear in the End-Term examination to pass the Course. When 'F' is converted to another grade, 'F' will be replaced, and result of that semester will be revised and re-declared. New Grade Sheet will be issued for that semester and all subsequent semesters.

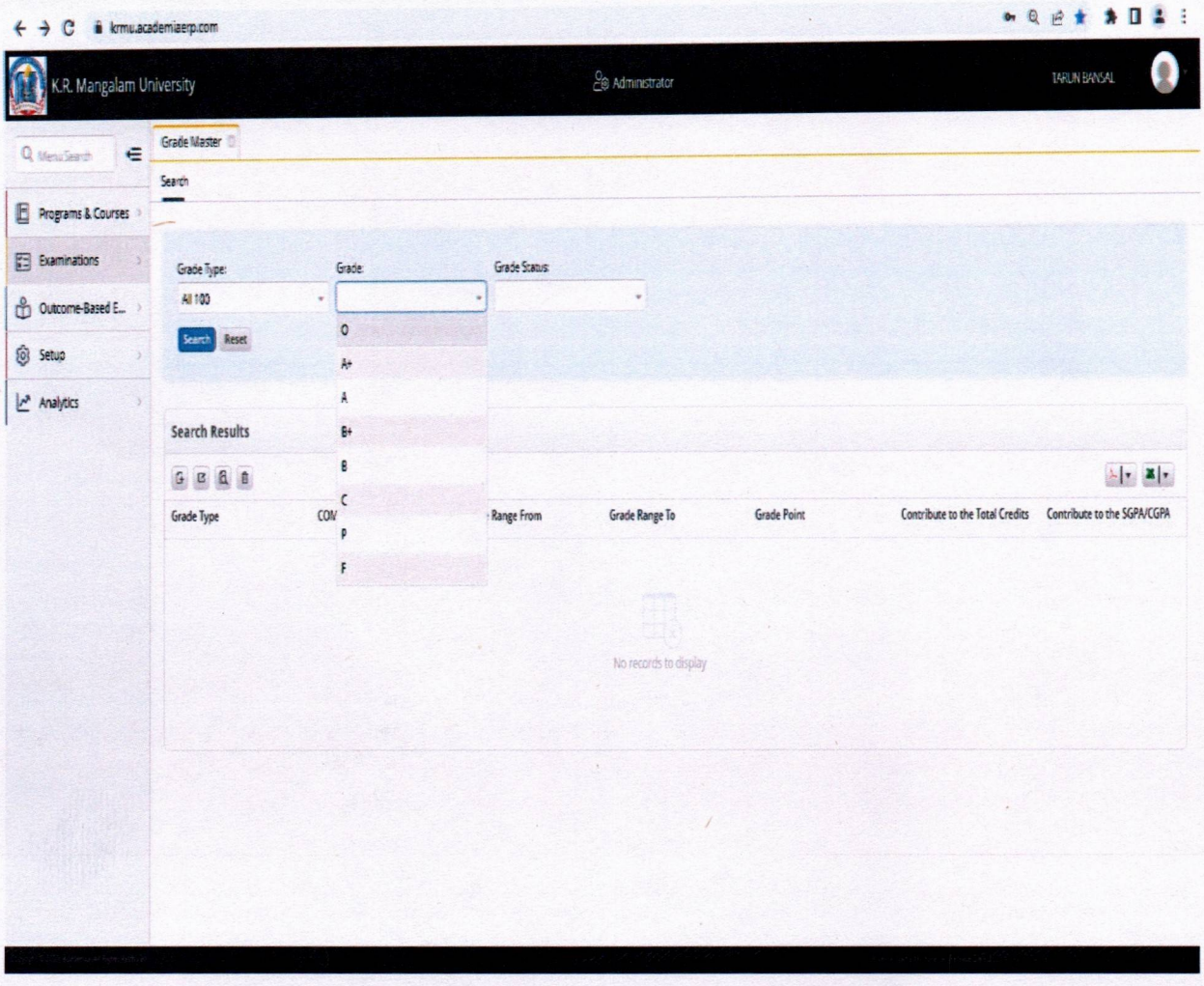
ii. 'P' Grade: The 'P' grade stands for marginal performance and is the minimum passing letter grade.

iii. 'D' Grade: The 'D' grade stands for marginal performance and is the minimum passing letter grade.

iv. AB' Grade: A student "Absent" in all components of evaluation of a Course shall be reported 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).

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GRADE MASTER

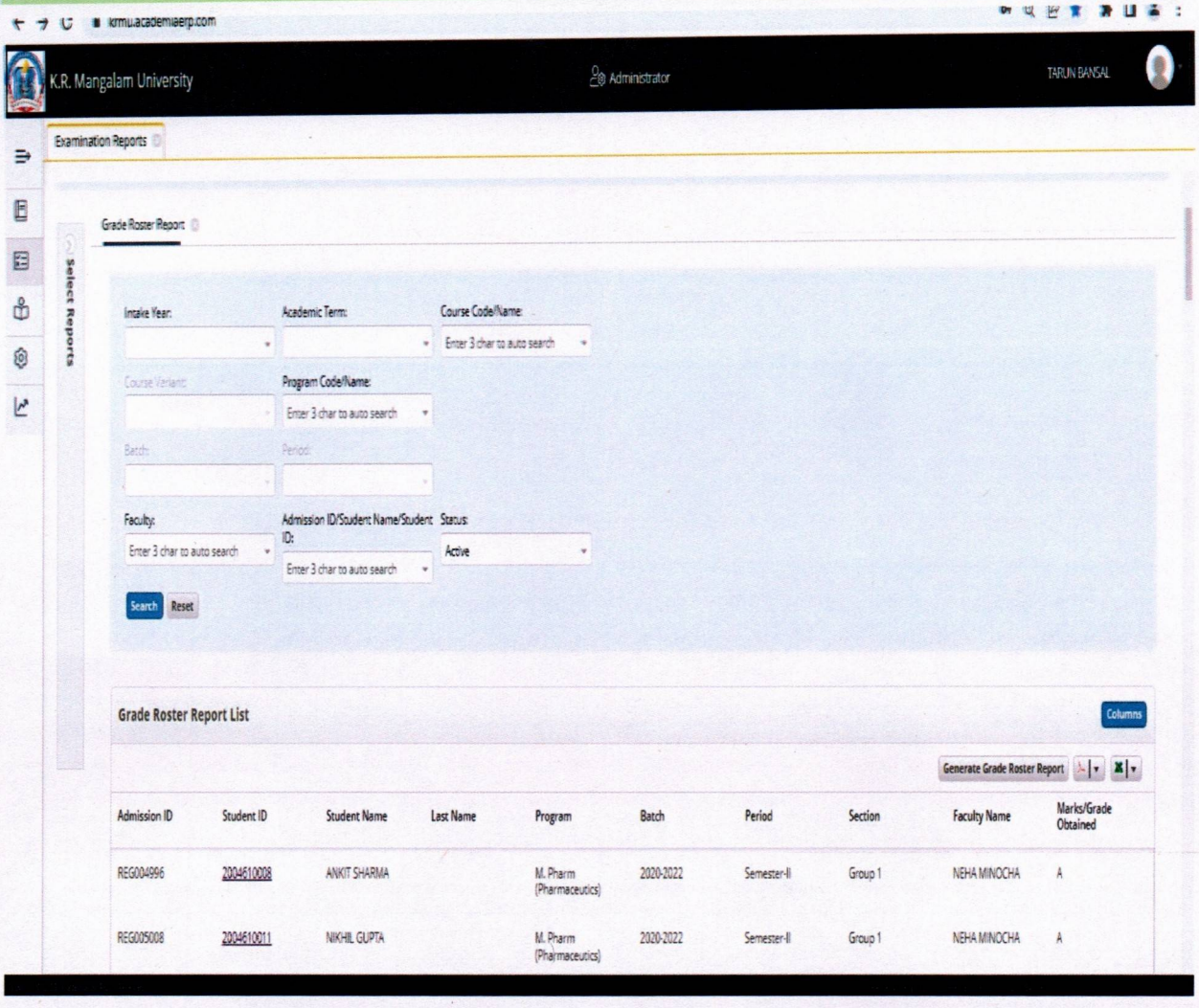


v. 'S' and 'U' Grade: This grade is awarded for non-credit/audit Courses outside the Scheme. 'Satisfactory (S)' or 'Unsatisfactory (U)' shall be awarded in non-credit/audit courses and this will not be counted for the computation of SGPA/CGPA. For a non-credit/audit Course, the student will have to go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

vi. '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.

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GRADE ROSTER REPORT



16. 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.

16.1 Calculation of Semester Grade Point Average (SGPA)

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

The SGPA is the ratio of the sum of the product of the number of credits with the grade

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points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

SGPA (Si) = ∑(Ci x Gi) / ∑Ci

Where Ci is the number of credits of the ith course and Gi is the grade point scored by the student in the ith course.

Example for Computation of SGPA

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

16.2 Calculation of Cumulative Grade Point Average (CGPA)

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

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

CGPA = ∑(Ci x Si) / ∑ Ci

where Si is the SGPA of the ith semester and Ci is the total number of credits in that semester

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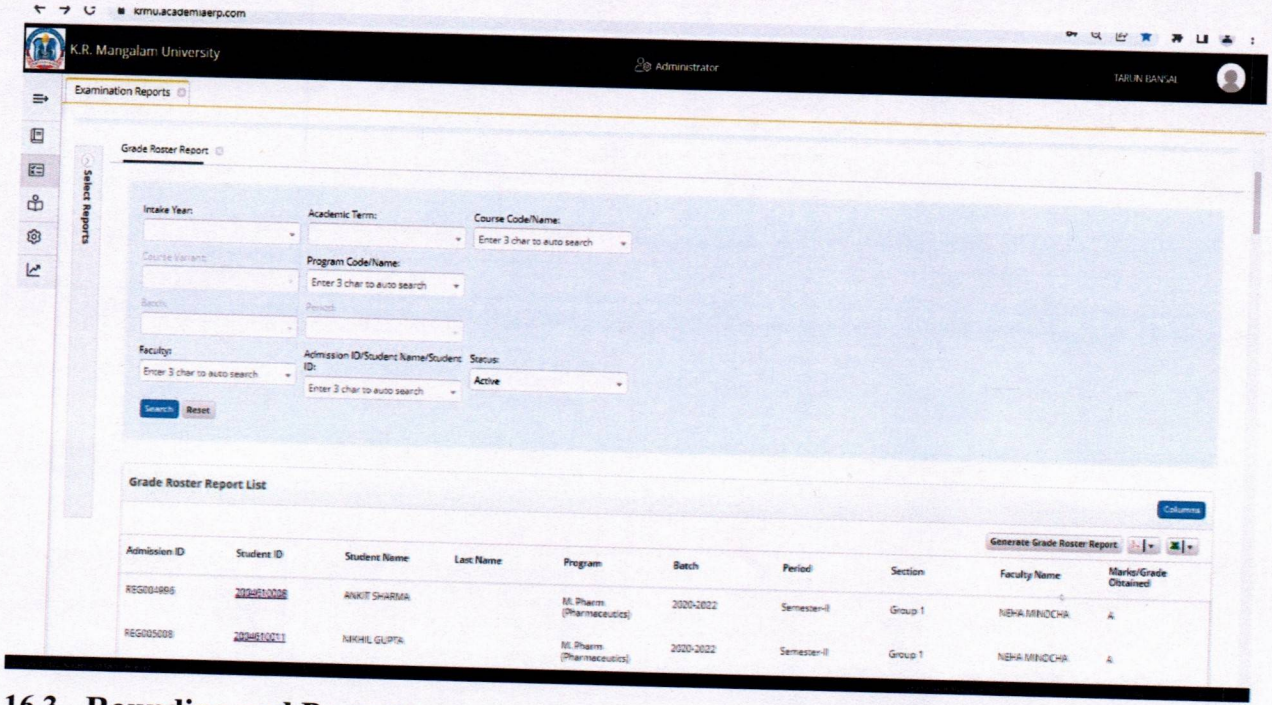
Example for Computation of CGPA

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

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

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

GRADE REPORT



16.3. Rounding and Percentage

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

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

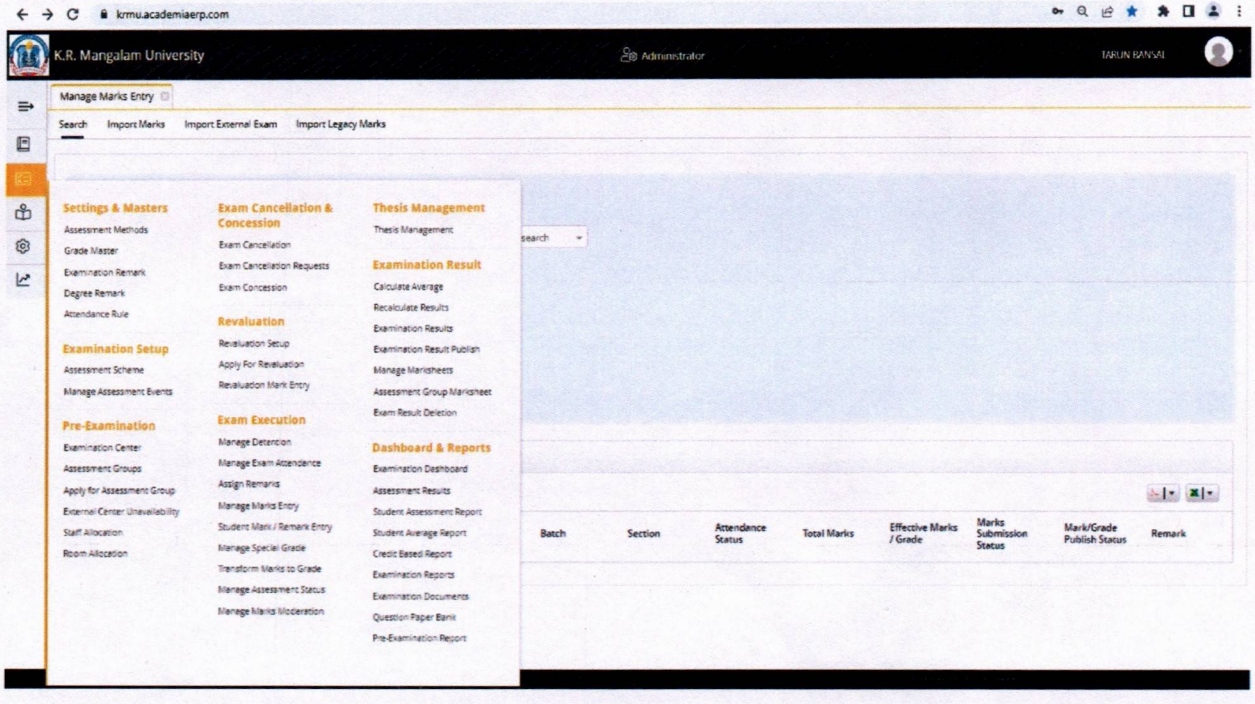
17. RESULT FINALIZATION, DECLARATION AND PUBLICATION

17.1. The result is compiled after receiving of internal and external marks from each Programme.

17.2. The result moderation committee after moderation will provide result to Vice Chancellor for approval.

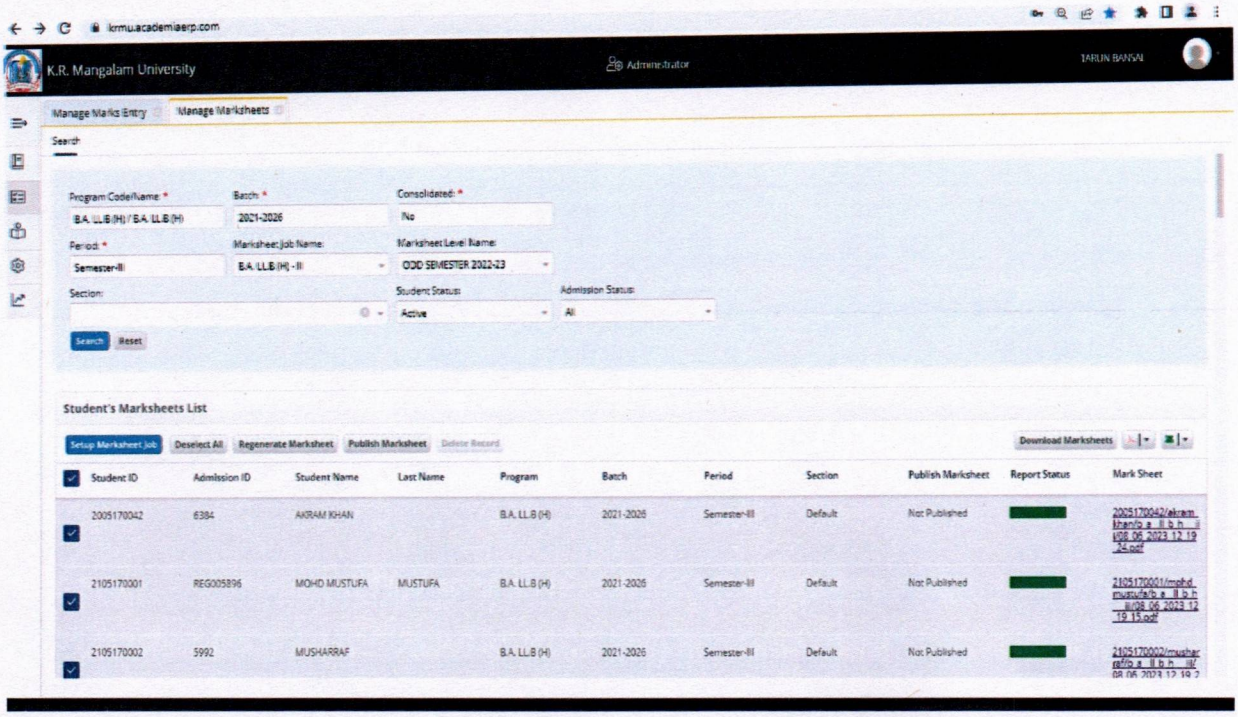
17.3. The Result of respective End Semester Examinations are to be to be declared with in preferably a period of 15 days not exceeding 20 days from the last date of examination.

17.4. The recommendations of examination committee after its meeting are approved by Vice Chancellor for publication of the results in university portal and hard copy is made available to all the heads of school with the signature of Controller of Examinations.

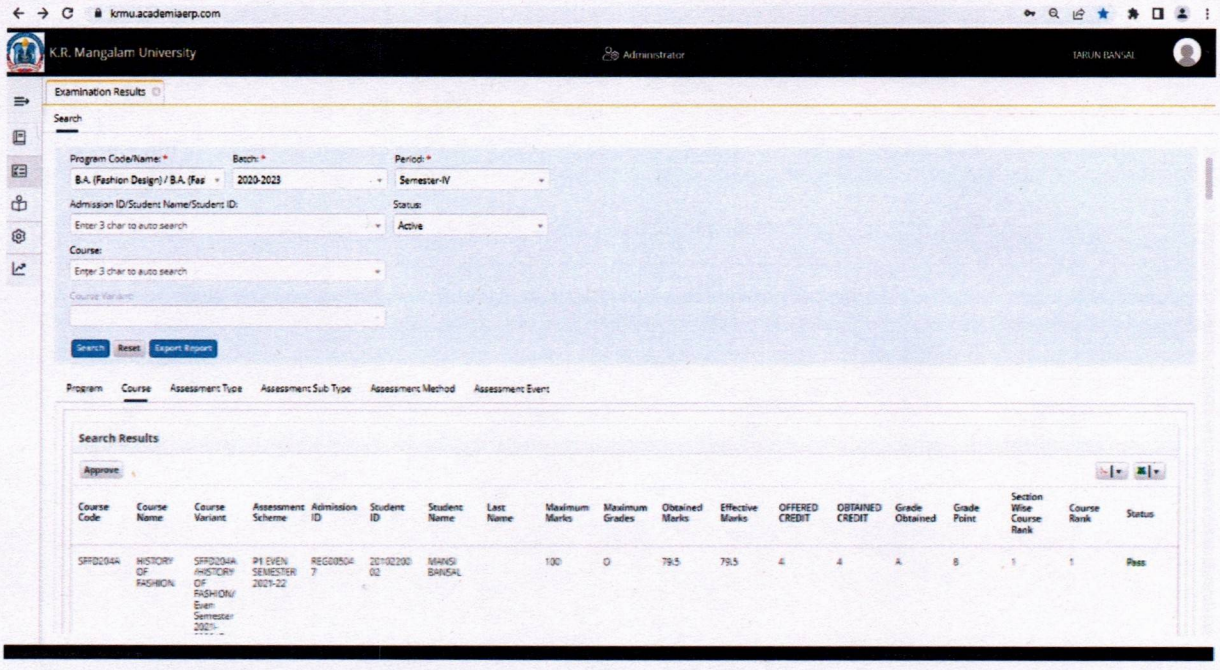


17.5. The results of the concerned examinations shall normally be declared within 15 to 20 days of the last examination and the University shall upload the result on the University ERP/website.

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



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

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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 : 12.02.2022

Controller of Examinations

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18. PUBLICATION AND UNPUBLICATION OF GRADE/MARK SHEETS

Publication of Grade/Mark Sheets:

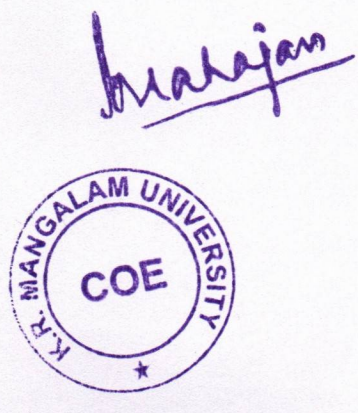
- Upon declaration of results, grade/mark sheets for all students will be published on the academia.
- The published grade/mark sheets will be considered final until a request for reappear or rechecking is made by a student.

Unpublication of Grade/Mark Sheets:

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

Notification to Students:

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



19. PROMOTION TO HIGHER SEMESTER/CLASSES

19.1. THE PROMOTION RULES FOR ALL THE UG/PG PROGRAMMES (ACCORDING TO NEP)

Framework for Synchronization of General Education with Skill and Vocational Education

ASSESSMENT FRAMEWO	LEVEL	CREDITS	SKILLS	VOCATIONAL AND TECHNICAL	ACCREDITATION OF PRIOR EXPERIANTIAL LEARNING	RE-ENTRY	ACADEMIC	SEMESTERS
LEVELS BASED ON EXPECTED LEARNING OUTCOME	9	72–80	**ALL QUALIFICATIONS ARE QUALITY ASSURED**as per the provisions enumerated in MoE Skill Assessment Matrix for Vocational Advancement of Youth (SAMVAY).				Master's Degree. (Programme duration: Two years or fourse- mesters after obtaining a bachelor's degree).	Two-year (four-semester)
	9	36–40					Master's Degree. (Programme duration: One year or two semesters after obtaining a four-year bachelor's degree —Honours/Research).	One-year (two-semester)
	9	180–200					Integrated Bachelor's - Mas- ter's Degree programmes	Five-year (ten-semester)
	8	36–40					Post-Graduate Diploma for those who exit after successful completion of the first year or two semesters of the two-year master's degree programme. (Programme duration: One year or two semesters)	One-year (two-semester)
	8	144–160					Bachelor' Degree (Honours/ Research). (Programme duration: Four years or eight semesters).	Four-year (eight-semesters)
	7	108–120					Bachelor' Degree (Pro- gramme duration: Three years or six semesters).	Three-year (six- semesters)
	6	72 – 80	DIPLOMA	DIPLOMA			Undergraduate Diploma (in the field of learning/disci- pline) for those who exit after the first two years (fourse-mesters) of undergraduate programme (Programme duration: First two years or four semesters of the under- graduate programme)	Two-year (four-semester)

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	5	36 – 40	SKILLS CERTIFICATE(S)	V0CATIONAL & TRAINING CERTIFICATE			Undergraduate Certificate (in the field of learning/disci- pline) for those who exit after the first year (two semesters) of undergraduate programme. (Programme duration: First year or two semesters of the undergraduate programme)	One-year (two-semesters)

19.2. PROMOTION RULES FOR BPT PROGRAMME (2021 ONWARDS)

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

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

iii. A candidate who has passed the Third year BPT examination of this University shall be eligible to join 4th year BPT class. However, a candidate who has failed in one or more courses in the third year BPT examination may be allowed to attend the next higher class until he/she appears and qualifies the 3rd year BPT examination. A candidate will not be allowed to appear in 4th year BPT examination till he/she passes in all the courses of 3rd year BPT Examination as regular or ex-student.

iv. The reappear/fail students may be reassured if they so desire, next time for the purpose of improvement of internal assessment otherwise their previous score of assessment will be carried forward.

19.3. PROMOTION RULES /ACADEMIC PROGRESSION FOR B. PHARMA PROGRAMME

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

ACADEMIC PROGRESSION

No student shall be admitted to any examination unless he/she has at least 80% attendance in individual courses considering theory and practical separately. The candidate shall

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complete the prescribed course satisfactorily to be eligible to appear for the respective examinations. Academic progression rules are applicable as follows:

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

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

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

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

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

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

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

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

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

19.4. PROMOTION RULES /ACADEMIC PROGRESSION FOR M. PHARMA

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

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assessment.

ACADEMIC PROGRESSION

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

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

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

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

19.5. PROMOTION RULES /ACADEMIC PROGRESSION FOR D. PHARMA PROGRAMME

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

19.6. PROMOTION RULES FOR LATERAL ENTRY, INTERNAL MIGRATION & EXTERNAL MIGRATION STUDENTS

i. The Dean of the School has to certify that the credits earned by the student under Lateral Entry/Internal Migration or External Migration are in accordance with the Scheme of the Programme.

ii. In case of any variation in the credits earned by the student, with existing Scheme of the Programme, the Dean has to intimate to the student that he/she has to earn the remaining credits in order to be eligible for the Degree.

iii. The Registrar has to ensure the compliance of the above requirements.

19.7. PROMOTION RULES ACCORDING TO UNIVERSITY PATTERN EXCEPT REGULATORY BODIES

The Promotion rules for all the UG/PG programmes shall be as per details given below, these promotion rules are applicable for all the students except regulatory bodies and the students who want to exit according to NEP (clause 18.1).

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19.7.1. PROMOTION RULES FOR 2ND YEAR DEGREE PROGRAMME

S.No.	Year	Minimum Credits
1	For promotion to **IInd** year	50% of **Ist** year credits

19.7.2. PROMOTION RULES FOR 3RD YEAR DEGREE PROGRAMME

S.No.	Year	Minimum Credits
1	For promotion to **IInd** year	50% of **Ist** year credits
2	For promotion to **IIIrd** year	Full credits of **Ist** year + 50% of **IInd** year credits

19.7.3. PROMOTION RULES FOR 4 YEAR DEGREE PROGRAMME, EXCEPT SMAS*

S.No.	Year	Minimum Credits
1	For promotion to **IInd** year	50% of **Ist** year credits
2	For promotion to **IIIrd** year	Full credits of **Ist** year + 50% of **IInd** year credits
3	For promotion to **IVth** year	Full credits of **Ist and IInd** year + 50% of **IIIrd** year credits

19.7.4. PROMOTION RULES FOR 5 YEAR DEGREE PROGRAMME

S.No.	Year	Minimum Credits
1	For promotion to **IInd** Year	50% of **Ist** year credits
2	For promotion to **IIIrd** Year	Full credits of **Ist** year + 50% of **IInd** year credits
3	For promotion to **IVth** year	Full credits of **Ist and IInd** year + 50% of **IIIrd** year credits
4	For promotion to **Vth** year	Full credits of **Ist, IInd and IIIrd** year + 50% of **IVth** year credits

19.8. NOT PROMOTED STUDENT

(i) A student who is not promoted shall be called as **Not Attending**. He/she is not to come to university until his/her status changes after getting promoted.

(ii) He/she should express in writing that he/she be allowed to continue on-rolls of the University.

(iii) He/she shall apply, within prescribed time, to re-appear in the ETE of the requisite Course(s) to fulfill the requirements of promotion to next year (clear required minimum Credits and obtain required minimum CGPA). For re-appearing in ETE of required

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Course(s) he/she should follow instructions in Clause 19.

(iv) If a Not promoted student wants to study one or more Courses in a Semester, he/she shall pay the full Semester fees. He/she will then be considered as a regular student and will be governed by all attendance and evaluation rules for the semester. His/her previous grades of the Semester will be wiped, and he will start afresh. He/she will not get benefits of Clause 19.

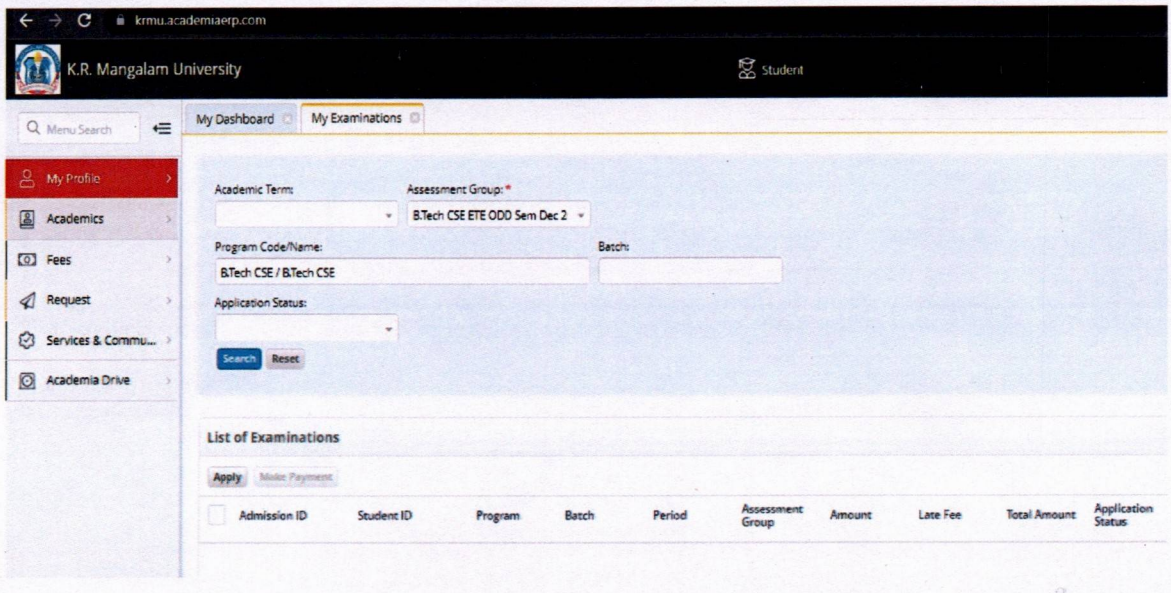
20. RE-APPEAR EXAMINATIONS

20.1. 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.

20.2. 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.

20.3. 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



20.4. 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.

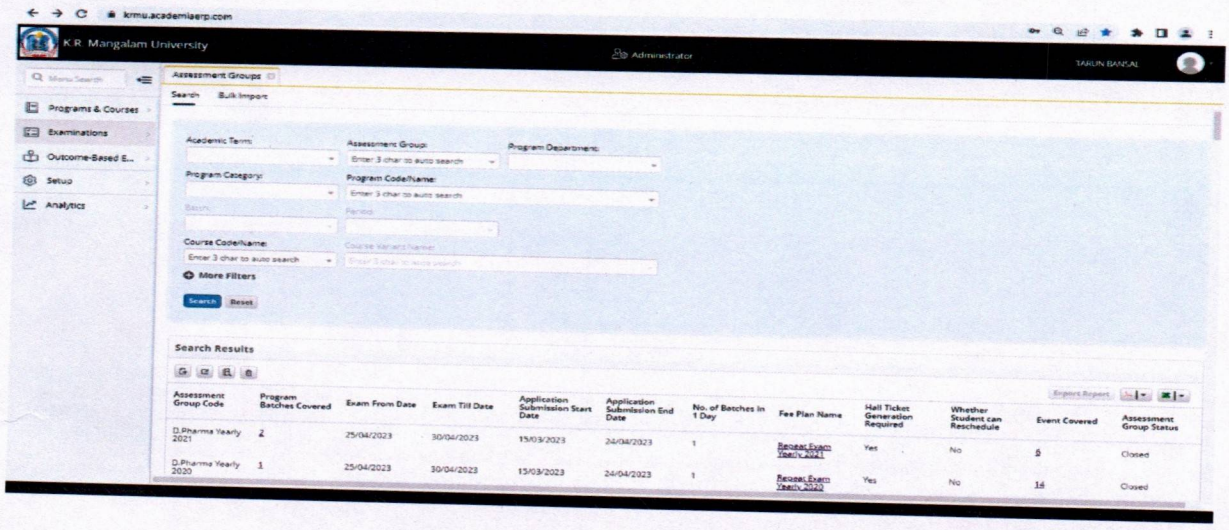
20.5. The 50 marks of End-Term Examination shall be evaluated and 50 marks of different

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components will be added for final grades.

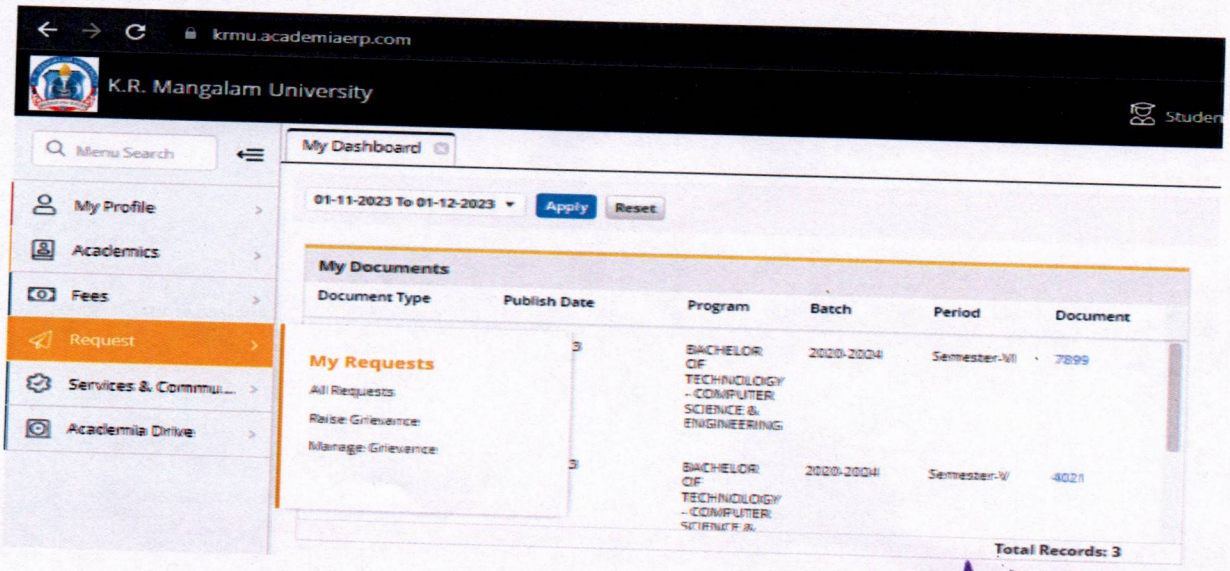
20.6. A student, who has to re-appear in an End-Term examination in terms of provisions made above, shall be examined as per the syllabus applicable at the time of reappearing in the examination.

RE-APPEAR REPORT



21. GRIEVANCE HANDLING RELATED TO EXAMINATION

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



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21.1. RECHECKING OF ANSWER BOOKS

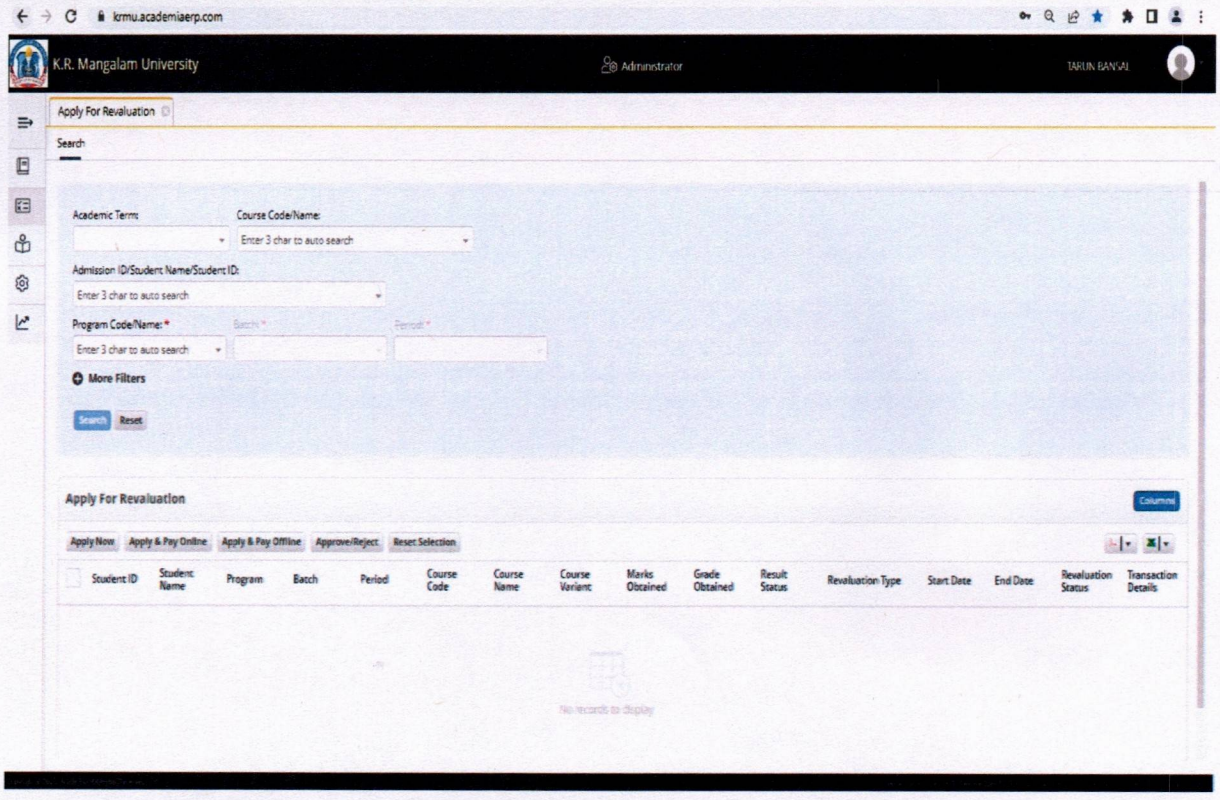
21.1.1. After the publication of the results of the University examinations, if a student, whether passed or failed, has strong grounds and belief that there is some mistake in his result, he may apply to the Controller of Examinations through Head of School/Dean on prescribed application form along with attested copy of his/her Grade sheet for re-checking of his answer book in one or more papers, as the case may be, on payment of Rupees 500/- per Course (or any other prescribed fee) and Rupees 1500/- for Inspection of Evaluated answer books within two weeks of the date of declaration of result.

21.1.2. The Controller of Examinations may accept the application for rechecking of Evaluated Answer books up to 15 days from the expiry of the date, in exceptional cases.

21.1.3. Rechecking of Evaluated Answer Books are permissible in all theory courses.

21.1.4. Rechecking of Evaluated Answer Books shall not be permitted in the case of Practical examinations, viva-voce, project report, sessional/internal assessment and dissertation.

RE-CHECKING APPLICATION REPORT



21.1.5. Whereas, the re-checking does not mean reassessment or re-evaluation of the answer

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book, the Controller of Examinations may appoint any officer to ensure that.

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

21.1.7. At the end of each question, the sum of the different parts of the question has been made correctly.

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

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

21.1.10. Total marks in the answer book tally with the marks in the award list submitter by the examiner.

21.1.11. The answer book or any part thereof has not been changed / detached.

21.1.12. The handwriting of the student in supplementary answer book(s) tallies with the main answer book.

21.1.13. In the event of detection of any omission or mistake in the script or in the compilation of the result of a student, the matter shall be reported to the Controller of Examinations, who will get the omission or mistake rectified by referring the answer book to the concerned examiner.

21.1.14. In case there is change in the grade of a Course, the student will be required to surrender the grade sheet issued to him, if any. If student refuses to surrender his previous grade sheet, he shall be treated to have misbehaved and shall be dealt with by the Examination Committee under the relevant provisions of these Regulations.

21.2. INSPECTION OF EVALUATED ANSWER BOOKS

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

20.2.1. Re-evaluation process should be done in a completely confidential manner i.e. out of a team of two re-evaluators; CoE office should invite-only one evaluator at a time to re-evaluate answer books. Thus, re-evaluator 1 and re-evaluator 2 must remain anonymous to each other.

20.2.2. Once inside the venue for re-evaluation, the re-evaluator cannot leave the venue unless all the marks have been awarded on the format provided for all answer books presented for re- evaluation.

20.2.3. Decorum must be observed inside the venue and discussions of any sort are strictly prohibited. However, re-evaluators may seek the help of on-duty support staff only in case they have procedural ambiguities.

20.2.4. The score of re-evaluation shall supersede the original score and student cannot

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challenge the same and no further evaluation of the answer book is allowed. In case the marks after re-evaluation have changed, the grades may also change accordingly.

In such cases, before updating the student about any change in his/her marks, CoE office shall contact concerned School dean to verify if the change of marks is justified. Based on the outcome of this meeting, the change of marks is either sanctioned or rejected.

The University reserves the right to change the guidelines in a part or whole from time to time after prior approval(s) from competent authorities/committees.

All re-evaluation requests received properly through the established process and the subsequent outcome of re-evaluation must be presented in the Examination Committee.

22. 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.).

23. PASSING CRITERIA AND AWARD OF DEGREE

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

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

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

23.1. CRITERIA FOR B.ARCH. DEGREE

i. The pass percentage of student shall not be less than 45% (in both, continuous assessment as well as End-Term examination) and shall not be less than 50% in overall, in each Course.

ii. Students, who have passed in the continuous assessments of a Course, shall ONLY be permitted to appear in End-Term examination of that Course.

iii. The B.Arch. programme comprises of two stages:

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Stage-I (First 3 years)
Stage-II (Fourth & Fifth year)

iv. The students admitted to the programme shall have to complete the first stage within five years of admission to the programme. However, the maximum time allotted to complete both the stages (I and II) is 8 years

v. The degree will be awarded to those students who successfully complete stage I and stage II of B.Arch. programme with 100% credits of all 5 years as per above mentioned promotional rules, failing which the student shall be declared unfit for architectural degree.

24. AWARD OF DIVISION

24.1. 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

24.2. 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

24.3. FOR AGRICULTURE

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

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24.4. FOR DIPLOMA IN PHARMACY

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

25. AWARD OF MEDALS

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

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

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

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

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

26.1. 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.

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

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

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

26.4.1. 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.

26.4.2. After the Approval by the Academic Council and on being concurred by the Board of Management, the degrees/diplomas/certificates shall be awarded to

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the successful students at convocation or otherwise, if convocation is not possible.

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

26.5. Processing of Award of Degree/Diploma/Certificates

26.5.1. 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.

26.5.2. 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.

26.5.3. 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.

26.5.4. 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.

27. WITHDRAWAL OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS

27.1. If any student has secured admission by falsification of documents or concealment of material facts or conviction for an offence involving violence and moral turpitude, or for such other serious offence, the degree/diploma/certificate/other academic distinction awarded to him/her shall be withdrawn by the University with the approval of the Vice Chancellor.

27.2. In order to take action the withdrawal of any degree/diploma/certificate/other academic distinction conferred or granted by the University, the Registrar shall frame charges against the person concerned which shall be approved by the Vice Chancellor. The charge sheet along with the list of witnesses and documents on the basis of which the charges are relied upon shall be communicated by him/her by registered post or by hand to the candidate. The person concerned shall be required to submit his/her explanation of the charges within a period of fifteen days or such time as may be granted in the notice of the receipt of charges.

27.3. If the concerned person fails to submit his/her reply within the stipulated time, the matter shall be placed before the Vice Chancellor for a decision on the basis of facts and documents on record.

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27.4. Every proposal for the withdrawal of a degree shall require prior approval of the Vice Chancellor.

28. WITHHOLDING CONFERMENT OF ANY DEGREE / DIPLOMA OR AWARD OF ANY CERTIFICATE

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

29. PROCEDURE OF DUPLICATE DEGREE, GRADE CARDS

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

i. Original copy of the FIR for lost of degree.

ii. Application Form with Affidavit.

iii. Payment of prescribed fee, if any.

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

30. CONVOCATION

30.1. 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.

30.2. 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.

30.3. The convocation will be chaired by the chancellor of the University and in his absence by Vice Chancellor.

30.4. There will be a dress code for the candidates receiving the degree and other participants as approved by Board of Management.

31. DISPOSAL OF USER ANSWER BOOKS

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

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Annexure-1

APPLICATION FORM FOR CORRECTION IN DEGREE/DIPLOMA /GRADE SHEET/MARK SHEET

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

To,

Amount	
Receipt No	
Date	

The Controller of Examination

K.R.Mangalam University, Gurgaon

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

Sir,

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

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

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

(A) Student's Name :_____

(B) Father's Name :_____

(C) Any other field:_____

Yours faithfully

Name: _____

School Name: _____

Programme Name: _____

Roll No: _____

Email ID. _____

Contact no. _____

Date_____

Signature of the applicant

K.R. MANGALAM UNIVERSITY COE

Annexure-2

APPLICATION FORM FOR DUPLICATE DEGREE/DIPLOMA/ GRADE SHEETS / MARK SHEETS

Note: Please complete this form and submit it to the Examination Office.

Incomplete forms will not be considered.

1. Name: _____

(First Name) (Surname) (Father's/Husband's Name) (Mother's Name)

2. Student No.: _____ Roll No.:_____

3. Type of student: Current: [ ] Alumnus: [ ] Direct 2nd Yr Admission: [ ] (tick in the appropriate box)

4. Name of Programme (with specialization): _____

5. Duration of Programme: _____

6. Year of Enrollment: _____

7. Year of Leaving (if Alumnus):_____

8. E-mail Address: _____

9. Telephone No: _____ Mobile No/s. _____

10. Address: _____

12. Purpose for applying for Duplicate: _____

13. Semester/Year for which Duplicate Grade/Mark sheet Required_____

14. Documents required with this application form:
Loss of Certificate/Grade-sheets: FIR Copy and Undertaking

Signature of the Student / Parent / Guardian (with Date): _____

---------- **(For office Use only)** ----------

_____**Accounts/Cashier**_____

Received Rs. 500/- for issuing duplicate Degree Certificate/ Mark Sheets/ Grade Sheets.

by cash Payment No_____ or by DD/Bank Transfer No. _____Dated: _____

Cashier (Signature & Name) _____ Date: _____

Thalajan

M.G.R. MANGALAM UNIVERSITY COE

Annexure-3

APPLICATION FORM

Note: Please complete this form and submit it to the Examination Office.

Incomplete forms will not be considered.

Application Types (✓) **i. [ ] Transcript**

ii. [ ] Backlog Certificate

iii. [ ] CGPA to Percentage Conversion Certificate

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

Student Name: _____ Roll No.: _____

Father Name: _____ Mother Name: _____

Name of School: _____

Name of Programme (with specialization): _____

Year of Enrollment/Admission: _____ Semester: _____

Mobile No/s.:_____ E-mail Address: _____

Address: _____

Purpose for applying: _____

_____

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

Signature of the Student: _____ Date: _____

---------- **(For office Use only)**

Accounts/Cashier:

Received Rs. _____/- for issuing _____ by cash Payment No_____ or by

DD/Bank Transfer No. _____Dated: _____

Cashier Name _____

Cashier Signature _____ Date: _____

K.R. MANGALAM UNIVERSITY COE

Annexure-4

APPLICATION FORM FOR PROVISIONAL DEGREE CERTIFICATE

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

Date: _____ Signature of Student's

K.R. MANGALAM UNIVERSITY COE

Annexure-5

Reporting Form for Case of Unfair Means found during the Examination

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

(Printed papers, Hand Written papers, Torn book pages etc.)

Note:- The Detector should sign each recovered materials.

12. Place form where copying material recovered .....

(eg:- candidate's hand, pocket, shoes or shocks, under the clothes, worn By candidate, etc.)

Note:- Invigilator should have to take a photo in their mobile for evidence purpose.

13. The candidate with Roll No..... was found giving/ receiving help to/from Candidate Roll No..... Who was sitting just in front / behind/ left or right to them Roll No.....
14. Any other mode of use of unfair means (Give details) .....

Signature of Detector ..... **Name of Detector** .....

15. Explanation of the candidate.....

.....

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

(Signature of the Candidate)

16. Statement of Invigilator .....

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

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

For Office Use

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

Finding/Conclusions .....

Signature of Chairperson with date
(Unfair Means Committee)

Signature of CoE

M.R. MANGALAM UNIVERSITY COE

Annexure-6

Appointment letter to the Paper Setter

To

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

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

Dear Sir/Madam,

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

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

Please note the following:

- The remuneration for paper setting is Rs, _____

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

Yours sincerely,

Malajan

K.R. MANGALAM UNIVERSITY COE

Annexure-7

AUDIT OF MID/END-TERM EXAM QUESTION PAPER

Date:

Programme	
Yearly/Semester	
Course Code	
Course Name	

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

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

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

M.G. MANGALAM UNIVERSITY COE

Annexure-8

UNDERTAKING

From:

_____

_____

To,

Controller of Examinations,

K.R. Mangalam University, Gurugram (HR)

Question Paper Setting for End Term Examination – _____

Dear Sir,

1. I am to confirm you that none of my near relations (husband, wife, son, daughter, brother, sister, nephew, niece, brother–in-law, sister–in-law, son–in-law, daughter–in-law, grand children) is a student appearing in the above said examinations.

2. I do hereby declare that the Question paper set by me, if accepted; shall be the exclusive property of **K.R. Mangalam University, Gurugram**.

3. I also hereby declare that the question paper has been set, written/typed by me, and all rough drafts and other material used have been destroyed and **no copy, in any form on computer, etc. of the Question paper has been retained by me.**

Yours faithfully,

Signature of Paper Setter

Course Name _____

Course Code _____

Full Name _____

Residential Address _____

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

Mahajan

K.R. MANGALAM UNIVERSITY COE

Annexure-9

REMUNERATION BILL

1. Name of the Examiner (as per bank record):_____

2. Address: _____

Contact. No. (Res.) : _____ (Off.) _____

E-mail: _____

4. Name of Programme _____ 5. School _____

6. Course Code:- _____ 7. Course Title:-_____

8. Date: _____ Time: _____

Details Amount

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

Total Rupees (in words)_____

Bank Name:_____ Bank A/C No.:_____

Branch:_____IFSC Code: _____

This is to 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

V.R. MANGALAM UNIVERSITY COE

Annexure-10

Roll no.....

Course Code_____
School Name_____
Programme Name_____
End-Term Examination
Month__, Year_____
Course Code- Course Title

Time: **Maximum Marks:**

Instructions:

1) **Question No. 1 under Section-A is compulsory.**
2) **Attempt any four from Q. No. 2 to Q. No. 6 under Section-B**
3) **Attempt any two from Q. No. 7 to Q. No.9 under Section-C**

Section-A(Compulsory)

1. (a) Fill in the blanks with appropriate words: **3**

[CO-] [L-]

(i) ....
(ii) ....
(iii) ....

1. (b) Give the term used for the following: **2**

[CO-] [L-]

(i) .....
(ii) .....

1. (c) State one function of each of the following: **2**

[CO-] [L-]

(i) .....
(ii) .....

1. (d) Match the items given in Column-A with those in Column-B: **3**

[CO-] [L-]

Column-A	**Column-B**
(i)	**(a)**
(ii)	**(b)**
(iii)	**(c)**

Section-B

2. (a,b) **5**[CO-] [L-]

3. **5**[CO-] [L-]

4. **5**[CO-] [L-]

5. . **5**[CO-] [L-]

6. (a,b) **5**[CO-] [L-]

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Section-C

7.		**10**[CO-] [L-]
8.	**(a,b)**	**10**[CO-] [L-]
9.	**.**	**10**[CO-] [L-]

CO-Course Outcome
L- Blooms Level

I. Guidelines (The Example categories of Question Types):

i) Define
ii) Differentiate
iii) Compare
iv) Short Notes
v) Diagrammatic sketch with labelling
vi) Flow chart
vii) Formulas / Calculations/ Numericals
viii) Lists/ Outline Steps
ix) Establish Significance
x) Cite Advantages
xi) Explain in about 200 words
xii) Explain/ Describe with the help of labeled diagram/ Circuits

II. Paper Making Concepts:

1. **All the questions should be in alignment with COs (also reflecting POs and PSOs) and Blooms level. The Bloom's Level, in case of papers of a theoretical nature, may cover bloom levels up to 4-5, whereas lab-based courses, projects, and creative subjects can have bloom levels up to 6 th level.**
2. **All the questions should be of an applicable nature instead of testing route learning.**
3. **Effort should be made to integrate the topics and more than one unit in questions such as concept from one unit and its application derived from another unit.**
4. **Key (Marking Scheme) of the questions should be made outlining the pointers what is expected in the answers mentioning CO/COs against each question and allocating split marks to the part(s) of the answer out of total marks for the question.**

K.R. MANGALAM UNIVERSITY COE

Annexure-11

RE-CHECKING OF ANSWER BOOK OF END TERM EXAMINATION

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

School: _____ Programme: _____ Session_____

Reason for Re-checking of answer book:

_____

_

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

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

Amount	
Receipt No	
Date	

M.No. E-mail Id Signature of Student with Date

_____ _____

Signature of Mentor with Date Signature of Dean with Date

_____ **(For Office Use)** _____

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

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

Date:

Signature of CoE

M.G. MANGALAM UNIVERSITY COE

Annexure-12

RE-EVALUATION OF ANSWER BOOK OF END TERM EXAMINATION

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

School: _____ Programme: _____ Session_____

Reason for Re-checking of answer book:

_____

_

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

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

Amount	
Receipt No	
Date	

M.No. E-mail Id Signature of Student with Date

_____ _____

Signature of Mentor with Date Signature of Dean with Date

_____ **(For Office Use)** _____

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

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

Date:

Signature of CoE

K.R. MANGALAM UNIVERSITY COE

Annexure-13

RE-APPEAR FORM FOR END TERM EXAMINATION

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

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

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

Total Courses to reappear_____ Re-appear Fees Payable Rs_____

_____ _____ _____
Signature of student M.No. Date

I have checked and recommended the application.

_____ _____ _____
Signature of Mentor Signature of Dean/HOD Date

Verify the eligibility for reappearing in above course.

_____ _____
COE Date

Received Rs_____ as reappear fees for _____Course(s)

Vide Rec. No_____ Dated_____

_____
Signature of Accountant with Date

M. Rahejan

K.R. MANGALAM UNIVERSITY COE

Annexure-14

GUIDELINES FOR THE STUDENT FOR SMOOTH CONDUCT OF EXAMINATIONS

i. All students are advised to be seated in the Exam Hall/Room at least 15 minutes before the scheduled time of the exam.

ii. All the students must carry their University Identity Card and Hall Ticket along with them. Without I-card and hall ticket, no student will be permitted to enter the Exam Hall.

iii. It is the responsibility of the student to fill all the particulars in the answer book correctly.

iv. Students are required to enter the correct answer books number against their name in the attendance sheet.

v. Students coming 30 minutes after the commencement of the examination will not be permitted to enter the examination hall or to write the exam.

vi. No student shall loiter around stairs, veranda and in front of the Exam Hall, after the commencement of the examination.

vii. Students are not allowed to leave the Examination Hall before half of the time is over. After this, they are allowed only with permission of invigilator.

viii. Students are allowed to carry only writing instruments, University Identity card, Hall Ticket and board along with them into the examination hall.

ix. Use of Unfair Means is a serious offence and strict action will be taken against those indulging in the same. Writing anything on your hands / body is considered unfair means. Students indulging in this will be awarded '0' (Zero) marks in that papers.

x. Also, writing anything on the desks or walls of the Exam Hall/Room is also considered as unfair means.

xi. Writing anything on question paper except Name and Roll. No. will also be treated as unfair means.

xii. Carrying programmable calculators, pagers, mobile phones, books, and smoking material into the examination hall is also considered as use of unfair means.

xiii. Any other activity hindering the smooth conduct of the exam will be dealt with as per university norms

Mahajan

M.K. MANGALAM UNIVERSITY COE