

EXAMINATION REGULATIONS  
(In reference to Examination of RIMT UNIVERSITY)



RIMT UNIVERSITY Mandigobindgarh

Punjab

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## Examination Regulations

(In reference to Examination Ordinances of RIMT University)

1. **Short Title:** These shall be called Examination Regulations.
2. **Date of Commencement:** These shall come in to force immediately.
3. **Extent of Application:** These shall be applicable to all the Examinations conducted by RIMT University, unless otherwise specifically mentioned in some other regulations.
4. **Definitions:**
  - 4.1. **Examination:** means an evaluation process conducted by division of examination. It may be in any form (written, oral, online, tele-conferencing, etc.) or any category (Entrance, for promotion to higher level, selection, screening, etc.)
  - 4.2. **Controller of Examination (COE):** He/she is an officer of the University responsible for conduct of Examinations.
  - 4.3. **Examination Kit:** A packet containing material normally required during conduct of Examination.
  - 4.4. **Answer Book:** The sheet, which is used for recording answers to questions asked in the question paper.
  - 4.5. **Answer Script:** The Answer Book having record of answers given by a candidate.
  - 4.6. **Question Bank:** List of questions, which can be used to develop question paper.
  - 4.7. All other terms shall have the meaning as defined in RIMT University Act and statutes, ordinances and regulations made thereafter.
5. **Abbreviations:**
  - 5.1. HOD means Head of Department
  - 5.2. HOS means Head of School
  - 5.3. HOF means Head of Faculty
  - 5.4. COE means Controller of Examination
  - 5.5. MTE means Mid Term Test
  - 5.6. ETE means End Term Test
6. **Responsibility to conduct Examinations:**
  - 6.1. Division of Examination shall be responsible to conduct all the Examinations conducted by RIMT University, unless otherwise decided by the Vice Chancellor to get these conducted by some other Division/Department of the University or any other outer agency.

- 6.2. All the Examinations conducted by Division of Examination shall be conducted under the supervision and guidance of Controller of Examinations and its supporting staff.
- 6.3. It is mandatory for faculty and staff of academic schools and administrative divisions to perform the duties pertaining to conduct of Examination allocated by Controller of Examination, unless, otherwise allowed by specific orders of the Vice Chancellor.
- 6.4. COE may outsource conduct of any Examination with the approval of Vice Chancellor.

## **7. Categories of Examinations:**

- 7.1. Term Examinations: These are conducted to evaluate the performance of students admitted in various courses introduced by the University. Mid Term Examination (MTE), End Term Examination (ETE), etc are some of such Examinations.
- 7.2. Special Examination: These are the Examinations conducted with specific objectives. Entrance Tests, Screening Test, Skill specific Test (Typing Test, Driving Test, etc.), Career Promotion Test, etc are some of such Examinations.

## **8. Term Registration:**

- 8.1. After getting admission to a particular course; verification of all the original documents and on payment of fee and other charges payable to the University, a student shall be enrolled for that course. The student may be allotted a unique Registration Number that may also serve as the Roll Number for the purpose of Examinations. Unless otherwise provided, this registration number of a student will remain same for all the terms of the course.
- 8.2. All the students who have been admitted to the University are eligible for term registration in their respective courses. Every student has to register for each term in a specific number of subjects as per the scheme and curriculum of the Course and the Examination Rules, by paying the term fee and other charges and getting the no dues.
- 8.3. The names and registration numbers of students registered will appear in the respective roll lists of each such subject. The performance of a student in all the subjects, for which he/she has been registered, shall be included in his/her result card.

**8.4.** The candidature of all students for Examination shall be verified for eligibility. If a student is found to be wrongly registered, his registration shall be cancelled/ modified.

**9. Attendance :**

**9.1.** All the students shall be expected to be present in every lecture, tutorial, practical, workshop, seminar etc., as the case may be, scheduled for them.

**9.2.** Unless otherwise provided for a specific course(s), a student will be allowed to appear in the End-Term Examination of a particular subject, only if he has attended at least 75% of the aggregate of all the lectures, tutorials, practical, workshops, seminars, etc. in a term for the respective subject and has satisfied all other conditions as per the requirements of the subject and the course.

**9.3.** Vice Chancellor may condone attendance shortage up to 10% for valid and convincing reasons for an individual student satisfying all the other conditions as per the requirement of the subject and the course; on such other conditions as decided by the Vice Chancellor. However, such a student will carry as punishment a discredit in his personal file maintained as a student record by the University/Institution.

**10. List of Term Students:**

**10.1.** The list of successfully registered students for the term shall be provided by concerned HOS to COE within 15 days of last date of admissions.

**10.2.** The list of successfully registered students, who have fulfilled the attendance condition as per clause 9.2 & 9.3, shall be provided by concerned HOS to COE at least 15 days prior to the commencement of ETE.

**11. Eligibility to appear in MTE:**

**11.1.** All the students registered for a subject are eligible to appear in MTE.

**11.2.** Concerned HOS has forwarded his/her name after checking his/her eligibility to COE.

**12. Eligibility to appear in ETE:**

**12.1.** All the students are eligible to appear in End Term Examination, provided he/she

12.1.1. Has registered himself/herself for the specific subject(s).

12.1.2. Has fulfilled the attendance condition as per clause 9.2 and 9.3.

12.1.3. He/she has not been debarred by some University authority by some specific orders.

12.1.4. There are no pending dues against him/her.

12.1.5. Concerned HOS has forwarded his/her name after checking his/her eligibility to COE.

**13.** If a student after registration commits an immoral act or is discovered to have committed an immoral act which in the opinion of the competent authority of the University is such that had it come to knowledge in time, the student would have been debarred from appearing in the Examination or would not have been admitted to the course, the University may:

**13.1.** cancel his candidature for that Examination;

**13.2.** stop declaration of his result;

**13.3.** disqualify him permanently or for a specified period; and/or

**13.4.** take any other action as decided by the University

**14.** In case any student appears by default, who in fact has been detained by the School/ Institute/ Department/ University, his/her Examination and/or result shall be treated as null and void.

**15. Modes of Evaluation:** The University shall follow any one or a combination of the following systems for Evaluation of students enrolled in various courses, and as specified further in Examination Rules:

**15.1.** Marks Based Evaluation

**15.2.** Grade Based Evaluation

**15.3.** Choice Based Credit System of Evaluation

**15.4.** Any other system as decided by the University.

**16.** The system for Evaluation and handling of marks and/or grades will be governed as mentioned in the Academic Regulations and Examination rules of the University.

**16.1.** Based upon the system of Evaluation being followed for a particular course, a student may be Evaluated for his/her academic performance in a subject through the following components:

16.1.1. Continuous assessment

16.1.2. Mid-Term examination(s) and/or End-Term examination;

16.1.3. Any other component as decided by the University or any combination of these components.

**16.2.** The weight age for each component (as applicable) shall be as prescribed in the Academic Regulations, Examination Rules and scheme and curriculum of the

courses.

The distribution of weightage for various components of evaluation in Bachelor degree/Master degree/Diploma shall be as under unless specifically stated otherwise by the regulatory body.

#### 16.2.1 Evaluation of Theory Courses\*

Name of Component	Weightage	Remarks
Mid Term Exam-I	15%	First Mid Term Exam will be conducted 5 weeks after the start of session from 40% Syllabus
Mid Term Exam-II	15%	Second Mid Term Exam will be conducted 5 weeks after the First Mid Term Exam from 30% Syllabus covered after First Mid Term Exam
Assignments/Quizzes/Group discussion/Class discussion/Seminars/Projects/Case Studies,etc	10%	Any two components of 5 Marks each from these assessments shall be taken. <b>The faculty must submit and convey the exact type of assessment, number of assessments and format of assessments on the first teaching day of each semester.</b>
End Semester Examination	60%	Exam will be conducted 4 weeks after the Second Mid Term Exam from the entire syllabus. 50% questions will be from the 30% syllabus covered after second Mid Term Exam & remaining 50% questions will be from syllabus covered up to second Mid Term Exam
Total	100%	

This distribution shall be applicable to all theory subjects of all programs at all levels. Any deviation from these rules shall be permitted by the Vice Chancellor depending into academic requirements of any particular subject.

**\*Amendments in University Examination Rules & Guidelines (Approved in 8<sup>th</sup> meeting of Academic Council of RIMT UNIVERSITY held on 29-04-2022)**

#### 16.6.2 Evaluation of Practical/Laboratory Courses\*

Name of Component	Sub-component	Weightage
<b>Continuous Evaluation by Teacher</b>	Daily evaluation of practical including participation in conduct, Record of Observation, Results, etc. There must be minimum 10 practical sessions in one semester. <b>(2 marks per practical session: 2 best performers, 1 for average performers, 0 for absentees/poor performers)</b>	20%
	<b>Mid Term Examination:</b> One experiment is to be performed by student and record Observation, Results, conclusion, errors etc. <b>(To be conducted after 5 practical are completed)</b>	20%
	Practical File To be checked after every practical.	10%
<b>End Term</b>	One/Two experiments are to be performed by student and record	

<b>Examination</b>	Observation, Results, conclusion, errors etc.	30 %
	Viva Voce	20%
Total		100%

### 16.6.3 Evaluation of dissertation/Thesis/Project Report/ Training\*

For dissertation/thesis for Master's degree programmes, wherever specified in the syllabus, the evaluation shall be done by a committee comprising of an internal examiner, who will ordinarily be the supervisor, and one external examiner outside university. The examiners shall be appointed by the Director Academics, out of a panel of three or more names suggested by the Deans of the Schools.

At the start of this component, detailed assessment rubrics shall be compiled and shared with the student. These rubrics shall allow continuous assessment during the conduct of the component and be fair and transparent in performance parameters being assessed.

Evaluation by Internal Examiner: 50%

Evaluation by External Examiner: 50%

### **\*Amendments in University Examination Rules & Guidelines (Approved in 8<sup>th</sup> meeting of Academic Council of RIMT UNIVERSITY held on 29-04-2022)**

**16.3.** The competent authority of the University shall maintain full transparency in the Evaluation and award systems. Any disputes with respect to Evaluation should be handled as per the procedures laid down by the University from time to time.

## **17. Continuous Assessment:**

**17.1.** Unless otherwise provided, the concerned department shall be responsible with respect to the following for continuous assessment of the students wherever applicable:

17.1.1. the various components *viz.* tutorials, practical, projects, trainings, assignments, discussions, presentations, term papers, field work, seminars, quizzes, etc as decided by the concerned department;

17.1.2. their weight ages; and,

17.1.3. Their administration *viz.* individual or group, written or oral, practical/research based/theory based etc.

17.1.4. The Subject In-charge shall communicate to the students the system for evaluation including details of continuous assessment, various components of Evaluation & the weight ages, tentative dates of various



tests/quizzes etc. reasonably phased over the term and lecture wise teaching plan to the students at the start of the term.

**17.2.** The Subject In-charge shall be responsible for evaluating all the components of continuous assessment, except MTE & ETE, for the concerned subject of a course. However, the University may involve any other person (External or Internal) for Evaluation of any or all the components as decided by the Vice Chancellor from time to time.

**18. Evaluation of MTE:**

**18.1.** The Evaluation of all the components of internal assessment, except MTE shall be evaluated by the subject in-charge as per guidelines issued by concerned HOS, unless specified by some other authority.

**18.2.** Unless, otherwise specified, MTE's shall be conducted for all the subjects.

**18.3.** MTE shall be conducted as one of the components of Internal Assessment at least twice in a semester or as may be decided by University authorities.

**18.4.** The weightings, structure of question paper, duration of question paper, days to be taken for conducting MTE shall be as prescribed in Academic Regulations.

**18.5.** All the students are eligible to appear in MTE, unless debarred by some University Authority by specific orders.

**18.6.** MTE's for all the courses shall be conducted as per provision made in academic calendar.

**18.7.** The Date Sheet for MTE shall be announced by COE as prescribed in the Academic Calendar.

**18.8.** The question paper of MTE shall be set by the faculty member as nominated by concerned HOS.

**18.9.** Answer Books of MTE's shall be Evaluated by faculty members nominated by concerned HOS under his/her Supervision and marks so obtained shall be uploaded immediately after the marking is over and the marked Answer Books shall be submitted to COE within 5 days of last day of MTE.

**18.10.** The consolidated marks obtained in all the components of internal assessment should be uploaded before the beginning of ETE.

**18.11.** MTE's in a subject or all the subjects of a course or all the courses may be conducted by Division of Examination on the lines of ETE under the supervision of COE, if the Vice Chancellor feels that MTE's so

conducted by concerned HOS lacks qualitative assessment.

### **18.12. Guidelines on conduct of Mid Term Examination(MTE)\***

- (i) Every Mid Term Theory Exam will be of 1-hour duration and shall carry 15 marks. The structure of question paper will be as follows, unless there is specific requirement of a particular subject regarding its duration and structure of question paper:
  - Section-A consist of 5 Questions of 2 Marks each. All questions are compulsory.
  - Section-B consists of 2 Questions of 5 Marks each. Student has to attempt any one question.
- (ii) Mid Term examination will be conducted under the supervision of Head of School/Department
- (iii) The Mid-Term Examination shall be conducted and evaluated by the Teacher(s) who are teaching the corresponding course. He/She will evaluate the answer script within 7 days from the date of examination.
- (iv) Teacher must show the answer scripts to students and take their signature on the answer script. If a student does not turn up to see the answer sheet within 3 days, the teacher can record the same on the answer script. After showing answer script to student, teacher will prepare award list and send to Head of Department/School within 10 days from the date of examination. **Teacher must also upload the marks on ERP.** The same shall be forwarded to Controller of Examination within 14 days of conduct of examination.
- (v) The department will preserve the answer script of the Mid-Term Examination for 06 months from the date of publication of result of concerned semester for future reference.
- (vi) There will be one Mid Term Exam for Practical courses of 2 hour duration and shall carry 20 Marks. The Exam will be conducted after completion of at least 5 practical in the concerned lab as per routine time table. The marks of this evaluation shall be submitted to the Head of the Department within 4 days of conduct of examination. The same shall be submitted to controller of examination within 7 days of conduct of examination. Teacher must also upload the marks on ERP.

**\*Amendments in University Examination Rules & Guidelines (Approved in 8<sup>th</sup> meeting of Academic Council of RIMT UNIVERSITY held on 29-04-2022)**

### **19. Evaluation of ETE:**

- 19.1.** The End-Term Examination will be held at the end of each term by the Department of Examination on such dates as may be as decided by the University. The examination in each term will be held according to the scheme and curriculum prescribed for the respective course.

- 19.2.** COE or the authority conducting Exams shall:
- 19.2.1. formally announce Examination schedule prepared in advance;
  - 19.2.2. appoint competent authority, officials, staff, etc. for the conduct of Examination;
  - 19.2.3. prepare seating arrangement for the students appearing in the Examination for each session and invigilators on duty; and
  - 19.2.4. Develop and implement procedures to have a fool proof, unbiased and systematic conduct of Examination while at the same time minimizing the scope of use of unfair means, misconduct, etc.
  - 19.2.5. such other acts required to be performed for and incidental to the conduct of Examination and/or as decided by the University
- 19.3.** The competent authority of the University shall maintain full transparency in the Evaluation and award systems. Any disputes with respect to Evaluation should be handled as per the procedures laid down by the University from time to time.
- 19.4.** The COE or any other officer or person authorized by the Vice Chancellor shall make arrangements for the appointment of Internal and/or External Examiner(s) for the conduct of Examination, labs, viva, workshop etc. and shall supervise and coordinate the process and ensure its secrecy. COE or any other officer or person authorized by the Vice Chancellor may seek the recommendations for the panel of examiners from the Head of the School/institute (HOS/HOI) /Head of Department (HOD), as applicable.
- 19.5.** The COE may cancel the Admit card/Identity Card of any candidate if it is found that he/she has indulged in misconduct or it is found that he/she is indulging to take the examination under the influence of intoxicants.
- 19.6.** In the Examination hall candidates taking Examinations shall follow all instructions given by the Supervisory staff. In case a candidate disobeys any of the Instructions given by the Centre Superintendent and other Supervisory staff and any officials deputed by the University, the candidate may be debarred from appearing in Examination on that day.
- 19.7. Guidelines on conduct of End Term Examination(ETE)\***
- i. All End Term Examinations will be conducted as per guidelines issued by COE.

- ii. The duration of the end term exam shall be 3 hours and maximum marks of every End Term Examination shall be 60.
- iii. The structure of question paper will be as follows, unless specified by the regulatory body
  - Section-A consist of 8 Question of 2 Marks each. All questions are compulsory.
  - Section-B consist of 7 Questions of 4 Marks each. Student has to attempt any 6 Questions
  - Section-C consist of two question of 10 Marks each. Out of these **one question will have internal choice**
    - iv. All End term exams shall be conducted under the supervision of and as per the date sheet shared by Controller of Examination
    - v. End Term Practical examination will be conducted under the supervision of Head of School/Department. The Practical examination will be conducted by two internal examiners from RIMT University as decided by concerned Dean/Head.
    - vi. End Term Exam for Practical will be conducted after last teaching day of the session and before the start of Theory examinations. The schedule for the conduct of practical exam will be issued by the concerned Dean/Head.
    - vii. The Practical Paper will be set on the spot by the examiner keeping in view the facilities available in the lab and number of students appearing in examination.
    - viii. If a student misses the practical examination or mid term theory examination due to unavoidable circumstances, then he/she may be given special chance to appear in these examination with the approval of Director Academics.

**\*Amendments in University Examination Rules & Guidelines (Approved in 8<sup>th</sup> meeting of Academic Council of RIMT UNIVERSITY held on 29-04-2022)**

## **20. Appointment of Supervisory Staff:**

- 20.1. Following shall be appointed by COE to conduct of Examination from amongst the employees of the University:
- 20.2. Centre Superintendent
- 20.3. Deputy Superintendent
- 20.4. Invigilator
- 20.5. Centre Clerk
- 20.6. Supporting Staff: Peon, Waterman, Security staff, Medical Staff, etc.
- 20.7. Members of Flying Squad

## **21. Responsibilities of Supervisory Staff:**

### **21.1. Centre Superintendent:**

- 21.1.1. The Centre Superintendent one day prior to Examination will ensure that the entire infrastructure and stationery are in order and available in sufficient quantity for smooth conduct of the Examination(s)
- 21.1.2. He will ensure that Examination should begin and end at the scheduled time.
- 21.1.3. He will ensure that adequate Waterman/Peons as per prescribed norms has been deputed on duty.
- 21.1.4. He will ensure that strength of the students matches with the total number of question papers consumed and entry to this effect has been recorded on the envelope(s) containing Question Papers, indicating the balance and consumed question papers. These envelopes will be submitted at the end of every ETE in the office of COE
- 21.1.5. Same Procedure to be followed in the case of Answer script used and unused.
- 21.1.6. He will open the sealed Packets containing the Question Papers just 20 minutes before the start of the Examination and distribute the same to the invigilators as per the seating record and will cross check the details and maintain the same record.
- 21.1.7. If the Number of copies of the Question Papers falls short, the Centre Superintendent will get the required number of photocopied.
- 21.1.8. The Examination must be conducted as per schedule, but the storage of Question Papers should be brought to the knowledge of COE immediately.
- 21.1.9. The COE will appoint one Invigilator as per norms. The Centre Superintendent will maintain the record of the Invigilators assigned to each room and for each session as per the prescribed format.
- 21.1.10. He/she will ensure that attendance of a student is recorded on the Attendance Sheet.
- 21.1.11. He/she ensure that the Examination is conducted and records are maintained as per the norms of the University.
- 21.1.12. He/she will ensure that all used and unused Answer Books and Subject Packets are deposited in the office of COE at the end of ETE.
- 21.1.13. Change of any kind during the conduct of Examination should be intimated to the COE before the lapse of half time of the Examination.

- 21.1.14. All necessary instructions will be made available to the candidates in the form of notice prior to the commencement of the Examination.
- 21.1.15. The Centre Superintendent will ensure that the Answer Books are sealed within 30 minutes of the close of the Examination along with the Secrecy Memo.
- 21.1.16. He/she will report the following activities to the COE on the date of occurrence:
- 21.1.16.1. Record of cancelled Answer Books
  - 21.1.16.2. Opening of wrong Question Paper
  - 21.1.16.3. Late arrival cases
  - 21.1.16.4. Discrepancies in Question Paper
  - 21.1.16.5. Unfair means cases
  - 21.1.16.6. Infringement of regulation
  - 21.1.16.7. Any untoward incident happened
- 21.1.17. **Receipt of Examination Material:** Centre Superintendent shall receive the following material from the office of COE:
- 21.1.17.1. Answer Sheets
  - 21.1.17.2. Examination Kit
  - 21.1.17.3. Question Papers: The sealed envelopes of question papers shall be handed over to Centre Superintendent 30 minutes before the session.

**21.2. Responsibilities of Deputy Centre Superintendent:**

- 21.2.1. He will assist the Centre Superintendent in all tasks pertaining to conduct of Examination.
- 21.2.2. In the absence of Superintendent due to illness, any other duty assigned by competent authorities or any other reason, Deputy Superintendent shall perform all the responsibilities of Centre Superintendent.

**21.3. Responsibilities of Invigilator:** The Invigilators will ensure that-

- 21.3.1. Only candidates having Admit Card/ID Card are allowed to sit in the Examination Hall.
- 21.3.2. No Cheating or copying in any form is taking place.
- 21.3.3. No Student leaves the examination hall before the laid down time for the end of time.

- 21.3.4. No student enters the examination hall after prescribed time for the start of Examination.
- 21.3.5. No Bags/Purses are being kept in the Examination Hall
- 21.3.6. No candidate is in the possession of Mobile/Laptops/ Pen Drive or any other storage data.
- 21.3.7. At no time the Examination Hall should be left unattended.
- 21.3.8. Once a candidate leaves the Examination Hall after submitting his/her Answer Script, he/she should not be permitted to re-enter the Examination Hall.
- 21.3.9. All Answer Scripts are signed by the Invigilator after verifying the detail filled in by the candidate in the answer script.
- 21.3.10. No candidate should be permitted to go out of the Examination Hall without submitting the Answer Script.
- 21.3.11. Invigilator must ensure that the candidate has fill attendance sheet with signatures within 30 minutes of the start of the Examination.
- 21.3.12. Answer Book and Attendance sheet of the candidates tally with each other and verified by the Invigilator. Answer Books to be arranged candidate ID number wise before submission to the Centre Superintendent.
- 21.3.13. The candidate has entered his/her Roll Number on the question papers.
- 21.3.14. The stamp of COE Signature with date and space below cancelled stamp is to be put at the end of the space used by the candidate in the Answer Book

#### **21.4. Responsibilities of Observer:**

- 21.4.1. The Observer should reach the Examination Centre at least 30 minutes before the start of Examination to ensure that the packet of Question Papers is opened in his presence.
- 21.4.2. The Observer will remain present at the Examination Centre throughout the duration of the Examination and may take record during the examination.
- 21.4.3. The Answer Books will be sealed in the presence of the Observer at the end of every ETE.
- 21.4.4. The Observer will submit confidential report to COE after the completion of the Exam

#### **21.5. Responsibilities of Members of Flying Squad:**

- 21.5.1. To check physically any candidate from any Examination hall. Also to

verify the whole Examination documentations regarding conduct of Examinations.

- 21.5.2. To suggest remedies for improvement in examination system on the basis of observations made during their visits to Examination Centres.

**Norm for appointment of Supervisory Staff:** The ratio between various categories of supervisory staff depends upon number of candidates, size of rooms, location of rooms, etc. This ratio shall be as per Policy issued by the university.

## 22. Change in duty of Supervisory Duty:

**22.1.** It is mandatory for all the employees of the University to comply with Examination duty as assigned by COE, however, in emergent cases COE can change this duty, provided some alternative employee accepts to give Examination duty in place of original incumbent.

**22.2.** Vice-Chancellor can relax the condition in emergent cases.

**23. Eligibility for appointing Supervisory Staff:** For smooth functioning of examinations Supervisory staff is appointed as follows by the concerned competent authority:

S. No.	Supervisory Duty	Eligibility	Appointing Authority
1	Centre Superintendent	Associate Professor having experience of acting as Invigilator 5 times in any University examination	COE
2	Deputy Superintendent	Associate Professor having experience of acting as Invigilator 3 times in any University examination	COE
3	Invigilator	Assistant Professor	COE
4	Centre Clerk	Any Class III employee of the University	COE
5	Waterman, Peon,	Any Class IV employee of University	COE
6	Medical Staff	Any professional from Department of Health Services	Concerned HOD
7	Security Staff	Security Guard from Department of Security and Safety	Concerned HOD
8	Observer	Associate Professor having experience of acting as Invigilator 5 times in any University	COE



		examination and senior than concerned Centre Superintendent	
9	Member Flying Squad	Professor, Member of Governing Body/ Board of Management/Academic Council, Any person recommended by the Chancellor	Vice Chancellor

## 24. Question Paper Setting:

**24.1.** The Question papers for any or all the subjects of various courses may be set, internally (i.e. within the University) or externally (i.e. by faculty of other universities/institutions) or in exceptional cases by an expert(s) from industry or otherwise having the prescribed qualifications. The question papers, when internally set, may be set by a faculty members of the University Schools/Institutes/Departments or otherwise as decided by the Vice Chancellor.

### 24.2. Paper Setting by Internal Experts:

- 24.2.1. It is mandatory for concerned HOS to submit a panel of at least three experts duly recommended by BOS to COE.
- 24.2.2. COE can seek fresh panel from concerned HOS after giving due reason, if he is not satisfied with the previous panel.
- 24.2.3. COE shall appoint any one of these experts as paper setter after getting due approval from the Vice-Chancellor. However, Vice-Chancellor has the authority to approve the name of any other expert.
- 24.2.4. COE can cancel the appointment offered to any expert for reasons to be recorded.

**24.3. Paper Setting by External Experts:** The Vice Chancellor or any other person authorized by him shall nominate experts for the question papers, to be set externally, and coordinate the process and ensure its secrecy.

**24.4.** Every Paper setter shall set two question papers of similar difficulty level and submit the same to COE along with answers of objective type questions, mathematical and other such questions.

**24.5.** COE shall randomly select any one out of two question papers submitted by paper setter for final verdict.

**24.6.** The Question papers should be from the prescribed syllabus and as per notified structure of question paper.

**24.7.** The paper setter should follow the guidelines issued by COE regarding setting of

question papers.

#### **24.8. Eligibility for being a Paper Setter:**

- 24.8.1. One should have an experience of at least 5 years for teaching the subject.
- 24.8.2. One should be teaching the subject from the last two years.
- 24.8.3. Concerned HOS has included the name in the panel, while sending it to COE.
- 24.8.4. An expert cannot be a paper setter for consecutive two terms.
- 24.8.5. An expert having at least 7 years experience on some managerial position in some relevant Industry is also eligible to be paper setter.
- 24.8.6. All the paper setters except the External Experts shall be employees of the University.
- 24.8.7. In case there is no Employee available in a subject, Concerned HOS can include the name of an outside expert in the panel.
- 24.8.8. None of the near relations ( husband, wife, daughter, daughter in law, son, son in law, sister, sister in law, brother, brother in law, father, mother, real cousin) are appearing in said Examination.

#### **24.9 University examination process (Setting of Question paper & Uploading of marks)\***

- 24.9.1 The examination schedule shall be circulated by the examination branch well in advance.
- 24.9.2 Every teacher will be asked to set two sets of question papers. The teacher shall pack both sets of question papers in two separate envelopes, seal with his/her signature and send both the envelopes in another big envelope to the examination branch. The teacher shall also submit a signed undertaking stating:
  - i. that the question papers cover entire syllabus and have been prepared as per guidelines provided in the syllabus and the university policy.
  - ii. that appreciable number of questions in two sets are different.
  - iii. that all rough drafts about the questions included in the papers have been destroyed.
  - iv. that complete secrecy was maintained while setting the papers. (This certificate be printed on the envelope to be used for sending the papers).
  - v. The examination branch will send both the envelopes to the Director (Academics). He will select one set to be printed
- 24.9.3 Question paper shall be printed and packed in-house under the supervision of COE
- 24.9.4 The number of copies shall be equal to the number of students appearing in a subject plus five additional papers.

- 24.9.5 After printing, the question papers shall be packed and sealed in an envelope. Information regarding date, session, subject name & code, number of pages of a question paper and number of copies shall be mentioned on the envelope.
- 24.9.6 COE shall keep a proper subject wise & date wise record of printing of question papers.
- 24.9.7 COE shall ensure the safe custody of packed question papers in an Almira having double lock system.
- 24.9.8 Packets of Question paper shall be handed over to the Centre Superintendent only 30 minutes before the start of Examination.
- 24.9.9 All unused second set of question papers shall be sealed in large envelopes and stored in safe custody of the examination branch.
- 24.9.10 The examination can be conducted by any teacher for any course.
- 24.9.11 At the end of the examination, blank pages of all the answer sheets shall be stamped as CANCELLED by the teacher conducting the examination.
- 24.9.12 The answer sheets shall be sealed and sent to the Centre Controller for evaluation at the concerned Evaluation Centre.
- 24.9.13 After evaluation, the teacher shall upload the marks in the ERP system, take a print out of the marks awarded to each student, sign it and send it through the concerned Head to the Examination Branch. Evaluation and uploading of end-term theory examination marks must be done within one week from the date on which the examination of that paper was held.
- 24.9.14 All answer sheets shall be retained by the examination branch for a period of one year as per university policy.
- 24.9.15 HOD shall ensure that internal theory and practical examination marks are uploaded before the start of end term theory examination. Manual copies of these marks should be sent to Examination Branch after uploading.
- 24.9.16 The result should be declared within a period of 20 working days after the conclusion of the examination period.

**\*Amendments in University Examination Rules & Guidelines (Approved in 8<sup>th</sup> meeting of Academic Council of RIMT UNIVERSITY held on 29-04-2022)**

## **25. Printing and Packing of Examination Material:**

### **25.1. Question Paper:**

- 25.1.1. Question paper shall be printed and packed in-house under the supervision of COE.
- 25.1.2. The number of copies shall be equal to the number of students appearing in a subject plus five additional papers.
- 25.1.3. After printing, the question papers shall be packed and sealed in an envelope. Information regarding date, session, subject name & code, number of pages of a question paper and number of copies shall be

mentioned on the envelope.

- 25.1.4. COE shall keep a proper subject wise & date wise record of printing of question papers.
- 25.1.5. COE shall ensure the safe custody of packed question papers in an Elmira having double lock system.
- 25.1.6. Packets of Question paper shall be handed over to the Centre Superintendent only 30 minutes before the start of Examination.

#### **25.2. Answer Books:**

- 25.2.1. COE shall always as per approved policy keep a minimum level of Answer Books in office record.
- 25.2.2. Depending upon the number of candidates, he can give fresh orders for printing.
- 25.2.3. COE shall hand over the Answer Books to Centre Superintendent keeping the number of candidates along with Examination kit.

#### **25.3. Other Examination Material:**

- 25.3.1. COE shall get other printing material as required for keeping record of the Examination System.
- 25.3.2. COE shall supply this material to Centre Superintendent as a part of Examination Kit a day prior to commencement of Examination.

### **26. Methods of Evaluation:**

**26.1.** For Evaluating the Answer Books the following systems or any combination thereof may be opted for, as decided by the competent authority from time to time:

- 26.1.1. Centralized (Table) Evaluation: To be done at a designated place and time under the supervision of a Coordinator (Evaluation) assigned by the competent authority for various courses.
- 26.1.2. Delegated Evaluation: The Answer Books to be issued to the teachers or persons involved by the competent authority for the purpose of evaluation. The Evaluated Answer Books along with the marks/ grades are to be handed over within a stipulated time to the competent authority.
- 26.1.3. Outsourcing Evaluation: The Answer Books shall be given to some outer agency for evaluation. Such agency shall be selected after adopting proper

selection procedure. The Evaluated Answer Book along with the marks/grades are to be handed over within a stipulated time as per terms and conditions of MOU.

26.1.4. Any other system as decided by the University from time to time.

**26.2.** First of all method of Delegated Evaluation shall be tried. If this method does not give satisfactory result, then other methods will be tried.

## **27. Evaluation of MTE's Answer Books:**

**27.1. Responsibility:** Concerned HOS shall be responsible for evaluating the Answer Books of Mid-Term Examination(s).

27.1.1. He will decide the method to be adopted for Evaluation of Answer Books. First preference should be given to delegated marking.

27.1.2. In such case he will ask the Subject In-charge to evaluate the Answer Books.

27.1.3. The Subject In-charge will evaluate the Answer Books within 5 days of MTE of concerned subject.

27.1.4. If a subject is being taught by more than one teacher, then all concerned teachers shall mark their respective portions and the senior one out of these shall consolidate the result.

**27.2.** Before uploading the result of MTE, the result is displayed on the notice board of the School/Department.

**27.3.** A student can submit his application for Re-evaluation to concerned HOS, who will allow genuine cases for Re-evaluation. Such cases are Re-evaluated by another teacher.

**27.4.** In such cases, student is to pay Re-evaluation fee as prescribed by the University.

**27.5.** Accordingly, the result is revised and uploaded online by the Subject In-charge.

**27.6.** The whole process should be completed within 15 days of the last date of MTE.

## **28. Evaluation of ETE's Answer Books:**

### **28.1. Responsibility:**

28.1.1. COE shall be responsible for the evaluation of Answer Books of all the subjects of End-Term Examination.

28.1.2. All the Answer Books shall be evaluated by faculty members of the University as nominated by COE.

28.1.3. The University may involve any other person (external or internal) for evaluation of Answer Books as decided by the Vice Chancellor from time to time.

**28.2. Secret Coding of Answer Books:**

28.2.1. All the Answer Books of all the subjects pertaining to ETE shall be deposited by the Centre Superintendent in the office of COE within 3 hours of end of the paper.

28.2.2. All the Answer Books are arranged subject wise and secret code is allocated to these under the supervision of COE or a person nominated by him.

28.2.3. The person, so nominated shall be solely responsible for keeping needed security measures and safety of secret code.

**28.3. Selection of Mode of Evaluation:** The Vice-Chancellor shall decide the mode of Evaluation on the recommendation of COE.

**28.4. Selection of Evaluators:**

28.4.1. COE will select the evaluators out of the panel submitted by concerned HOS.

28.4.2. It is mandatory to abide by these orders.

28.4.3. Any relaxation may be possible with the permission of the Vice-Chancellor.

28.4.4. If sufficient number of evaluators is not available out of University faculty members, COE can outsource evaluators with the permission of Vice-Chancellor. Panel of such experts shall be submitted by the concerned HOS.

28.4.5. Such evaluators shall be paid remuneration as per policy of the University.

**28.5. Delegated Mode of Evaluation:**

28.5.1. For Evaluation of Answer Books of each subject a team of Head Evaluator/Examiner, Evaluators (the number of Evaluators depends upon number of Answer Books) and Checking Assistant is selected.

28.5.2. All the Answer Books along with question paper, marking scheme (Solutions), answer key (if any) and instructions for marking are handed

- over to the Head Evaluator/Examiner who will further distribute these to his Evaluator.
- 28.5.3. After evaluating their share every Evaluator submits these along with award list to Head Evaluator. The Head Evaluator randomly Re-evaluates 10% of the total Answer Books evaluated by each Examiner.
- 28.5.4. It shall be the responsibility of Head Evaluator to see that proper standards and uniformity in evaluation (marking) has been well maintained by the evaluators. If necessary, the Head Evaluator /Examiner may ask any of the Examiners to Re-evaluate the Answer Books.
- 28.5.5. After the evaluation, it shall be the duty of Checking Assistant to verify the following:
- 28.5.5.1. Every question has been marked
  - 28.5.5.2. Marks given to every question has been Carried forward to title page of the Answer Books.
  - 28.5.5.3. The total of the marks obtained is correct.
  - 28.5.5.4. The award list reflects the marks obtained.
  - 28.5.5.5. The Answer Books and award list carries the signatures of Head Evaluator, Evaluator and Checking Assistant.
- 28.5.6. After Evaluation is complete, the Head Evaluator submits the evaluated Answer Books and duly prepared award list in the office of COE
- 28.5.7. After receiving the award lists office of COE initiate the process of preparation of result.
- 28.5.8. The number of Head Evaluators/Examiner and number of evaluators to be nominated depends upon the number of Answer Books to be Evaluated and the time available for marking to declare the result in time. COE is authorized to take right decision in this regard.
- 28.5.9. Office of COE shall ensure that Evaluation process for both internal and external Evaluation is complete within prescribed time schedule and as per the instructions. In any case, if there is undue delay or non-cooperation from any Examiner(s) COE shall inform the matter in writing to the Vice Chancellor.
- 28.5.10. In such cases the Vice Chancellor may order the conduct of Centralized Evaluation by deputing team of Evaluators to avoid any further delay.

28.5.11. After the completion of evaluation process the COE will start the preparation of Final Result.

**28.6. Centralized Evaluation of Answer Books:** To speed up the evaluation of Answer Books and timely declaration of the results this process of Evaluation is followed.

**28.6.1. Pre evaluation tasks:** Office of COE take following steps before actual Evaluation begins:

28.6.1.1. To arrange an Evaluation Hall having sufficient security arrangement and controlled limited entry.

28.6.1.2. To select a team of Head Evaluator/Examiner, Evaluators and Checking Assistant to evaluate Answer Books of each subject.

28.6.1.3. To arrange proper seating arrangement and accommodation for Evaluators in the University Guest House, if required.

28.6.1.4. To arrange proper arrangement of water, lunch/dinner and refreshment

28.6.1.5. To prepare appropriate registers and forms to keep a record of evaluation.

**28.6.2. Process of Evaluation:**

28.6.2.1. Answer Books are distributed to concerned head Evaluator, who further distributes the same to his Sub- Evaluators.

28.6.2.2. The same process is followed as delegated evaluation.

28.6.2.3. At the end of the day evaluated and unevaluated Answer Books are handed over to the office of COE.

28.6.2.4. This process is followed until whole lot of Answer Books has been evaluated.

28.6.2.5. After that office of COE starts process of preparation of result.

**28.6.3. During evaluation COE or person nominated by him should ensure that –**

28.6.3.1. No unauthorized person enters the Evaluation hall

28.6.3.2. Appropriate registers, records relating to evaluation have been maintained.

28.6.3.3. All rules and regulations of the University are followed.

28.6.3.4. Proper discipline and secrecy has been maintained.

28.6.3.5. All concerned are motivated to complete the task as per schedule.

28.6.3.6. Uniformity in evaluation has been maintained by scrutinizing the work



done by the Head Evaluator/Examiner, Evaluators and Checking Assistant.

28.6.3.7. Attendance Register for persons involved in evaluation has been maintained daily.

28.6.3.8. Record of handing over and taking over the Answer Books marked or unmarked has been properly maintained

28.6.3.9. Answer Books after evaluation process is over have been packed in sealed covers depicting name of Examination, date and number of Answer Books in it on each cover.

28.6.4. In Centralized Evaluation, there shall be a Head Examiner for each subject/group of subjects. He will be assisted by Examiner(s) to carry out the Evaluation work. He will be responsible for:-

28.6.4.1. Supervising the work of Examiners

28.6.4.2. Returning the Answer scripts to office of COE.

28.6.4.3. Re-evaluating 10% of answer scripts evaluated by his co-evaluators with the help of checking assistant.

28.6.4.4. Distribution of Answer books and Award lists to the concerned Examiner(s)

28.6.5. The checking Assistant(s) will ensure that:

28.6.5.1. That all the question(s) have been evaluated by the Evaluator and marks have been awarded.

28.6.5.2. That sum total of all the awards carried to the title page of Answer Books is correct. Any change in marks (overwriting) on the Answer Books and corresponding award list has been countersigned by the concerned Evaluator.

**28.7.** The teachers or persons involved in Answer Books evaluation will maintain full transparency and fairness in giving marks/grades to the students.

**28.8** The Vice-Chancellor will have the authority to change the mode/process for evaluation in any Subject/Programme of Study, if he feels that such a change is necessary due to the nature of the Programme of Study or the number of candidates in a subject.

## **29. Academic Misconduct and Use of Unfair Means Regulations**

**29.1.** Academic misconduct and use of unfair means here implies the cases of misconduct and use of unfair means in and/or in relation to their Academic

Evaluation through continuous assessment, Examinations, any other system of component (as applicable) and matters incidental thereto.

**29.2.** All the students shall behave honestly and ethically in all matters relating to their course of study and shall avoid any form of misconduct and use of unfair means.

**29.3.** Unless otherwise specified, all work presented for evaluation, publication, etc. is expected to be the student's own and original work. The University expects honest, meticulous acknowledgement of all sources of materials used in all works submitted for evaluation, publication, etc.

**29.4.** Academic Misconduct and use of unfair means shall include the following and such other acts of commission or omission on the part of the student, as may be specified in Examination Rules and otherwise by the competent authority, from time to time:

**29.4.1. In and in relation to Continuous Assessment**

29.4.1.1. Plagiarism: Presenting someone else's work as one's own independent work, failure to cite sources, whether published or unpublished or from the internet constitutes plagiarism.

29.4.1.2. Collusion: Collusion is a specific type of plagiarism that occurs when two or more students present joint work as if it was their own, independent work.

29.4.1.3. Cheating: Cheating is copying from another student's assignment or from an assignment submitted in a previous years either in part or in total or likewise.

29.4.1.4. Any other act or omission which amounts to use of misconduct or use of unfair means or has the tendency to interrupt the orderly Continuous Assessment.

**29.4.2. In and in relation to Examinations**

29.4.2.1. Being in possession in the examination hall, of relevant papers, material, books, notes, etc. or writing on any part of the student's clothes or any writing on his body or table or desk or on a foot rule and/or instruments like set squares, protractors, slide rules, mobile phone, electronic equipments or any other material with notes or hints written thereon or any such material accessible to him which may be, or intended to be of possible help to the candidate in

- the Examination.
- 29.4.2.2. Talking to another student or any person inside or outside the Examination hall without the permission of the supervisory staff.
  - 29.4.2.3. Presenting to the Examiner a practical or class work note book not prepared by him.
  - 29.4.2.4. Leaving the Examination hall without delivering to the Supervisor concerned the Answer Book or any part thereof or taking away the same, tearing it or otherwise disposing it or tearing the Answer Book of the other student or otherwise disposing of.
  - 29.4.2.5. Refusing to obey the instructions and orders of the Superintendent, Invigilator and/or any other member of the Supervisory staff.
  - 29.4.2.6. Changing the seat without the permission of the Supervisory staff or occupying the seat not allotted to him.
  - 29.4.2.7. Coming to the Examination hall under the influence of alcoholic drink or drugs.
  - 29.4.2.8. Copying or attempting to copy from the objectionable paper, notes, material etc. found in his possession or from writings on any part of his/her clothing, body or table or desk or instruments etc. or from another student, or assisting another student to copy from the objectionable material in his possession or from his Answer Book or otherwise (detected during the examination and/or evaluation of Answer Book).
  - 29.4.2.9. Receiving help or attempting to receive help for answering the question paper from any source in any manner, inside or outside the Examination hall.
  - 29.4.2.10. Swallowing or attempting to swallow a note, paper etc. or running away with it causing its disappearance or destroying it in any manner.
  - 29.4.2.11. Writing on any piece of paper or blotting paper or any other material any question or a part thereof set in the question paper or anything contained with it or a solution thereof.
  - 29.4.2.12. Passing on or attempting to pass on to any one a copy of the question set in the question paper or the question paper itself, or a part thereof, or a solution to a question set in the question paper.

- 29.4.2.13. Possessing a solution to a question set in the question paper with or without the connivance of any person including a member of the Supervisory staff.
- 29.4.2.14. Smuggling an Answer book or a continuation sheet or any part thereof in or out of the place of Examination.
- 29.4.2.15. Replacing or getting replaced Answer Book or any of its part or a continuation sheet during or after the Examination.
- 29.4.2.16. Misbehaving towards the Superintendent or any other member of the Supervisory staff or any other person involved in the conduct of Examination or any other student inside the Examination hall or outside, before, during or after the Examination; or creating disturbance in the Examination hall or in its vicinity; or organizing a walk out or instigating others to walk out; or misconducting oneself in any manner in or outside the Examination hall; or disturbing or disrupting the Examination in any manner whatsoever; or carrying into the Examination hall licensed or unlicensed fire-arms or any other weapon.
- 29.4.2.17. Deliberately disclosing one's identity or making any distinctive mark in the Answer Book for that purpose.
- 29.4.2.18. Using abusive or obscene language in the Answer Book.
- 29.4.2.19. Forging another person's signature or using a forged document knowing it to be forged with a view to seek admission to the Examination.
- 29.4.2.20. Obtaining admission to Examination on a false representation made in any document or suppressing material information to appear in Examination.
- 29.4.2.21. Getting oneself impersonated by someone in the Examination or impersonating another student.
- 29.4.2.22. Communicating or attempting to communicate, directly or through another person, with an examiner with the object of influencing him in the award of marks/grade.
- 29.4.2.23. Making an appeal to the Examiner in the Answer Book.
- 29.4.2.24. Knowingly writing another person's Roll Number on one's Answer

Book.

29.4.2.25. Writing an Answer book outside the Examination hall for another candidate.

29.4.2.26. Carrying mobile phone or any other electronic gadget, which can be used as helpful in tool for unfair means.

29.4.2.27. Engaging in any other act commission or omission which amounts to use of misconduct or use of unfair means or has the tendency to interrupt the orderly conduct of Examination.

### **29.5. Action on the occurrence of academic misconduct and use of unfair means**

29.5.1. In and in relation to Components of Internal Assessment other than MTE's: The Subject In-charge may, on the occurrence of such an act, take any of the following and such other immediate actions as permissible under the Examination Rules:

29.5.1.1. Deduction of marks secured by the student in the concerned component of assessment.

29.5.1.2. Cancellation of the concerned component of assessment and order for the resubmission by a specific date.

29.5.1.3. Deny the acceptance of the concerned component of assessment.

29.5.1.4. Any other action as laid down in the Rules.

29.5.2. In and in relation to Examinations (Including MTE's of ETE,s Course Examinations and all other special Examinations conducted by RIMT University) : The Examiner/Invigilator/ Superintendent (as the case may be) or any other authority on supervisory duty may, on the occurrence of such an act, take any of the following and such other immediate actions as permissible under the Examination Rules:

29.5.2.1. Warning.

29.5.2.2. Seizing and/or cancellation of Answer book, already issued, and issuing a fresh Answer book.

29.5.2.3. Allowing the student to attempt the rest of the paper on the same Answer Book, earlier issued, and affixing a report of the occurrence, on the Answer Book.

29.5.2.4. Any other action as laid down by the University.

### **29.6. Guidelines to deal with UMC Cases:**

29.6.1. Depending upon nature and gravity of offence COE shall categorize UMC

Cases as follows:

29.6.1.1. Minor Cases

29.6.1.2. Major Cases

29.6.1.3. Serious Cases

29.6.2. COE shall prescribe punishment and penalty or both with the approval of Vice-Chancellor.

### 29.7 Punishment for Unfair Means Cases\*

Following are the guidelines to be used by UMC Committee for imposing punishment on the examinees caught copying/involved in any type of misconduct during or after Examination:

Sr. No.	Nature of Malpractice	Quantum of Punishment
1	Examinee found copying from copying material related to the paper in one or two courses	Cancellation of performance of examinee in that course.
2	Examinee found copying from copying material related to the paper in more than two courses	Cancellation of performance of entire examination of that semester
3	Examinee possessing copying material and attempts to destroy the evidence/runs away with copying material. Misbehavior with invigilator and officers related to exam.	Cancellation of performance of entire examination of that semester
4	Examinee found (i) impersonating or (ii) for whom impersonation is noticed	(i) Cancellation of performance of entire examination of that semester and debarring from one additional subsequent semester (ii) Cancellation of performance of entire examination of that semester and debarring from one additional subsequent semester

**\*Amendments in University Examination Rules & Guidelines (Approved in 8<sup>th</sup> meeting of Academic Council of RIMT UNIVERSITY held on 29-04-2022)**

**29.7.**Process to deal with cases of academic misconduct and use of unfair means:

29.7.1. In Relation to Internal Assessment: All such cases, except pertaining to MTE's shall be referred to concerned HOS, and dealt with as per guidelines, depending upon the nature of the offence & category, at the level of concerned School/Institute or any other person or authority authorized in this regard, as laid down in the Examination Rules.

29.7.2. In Relation to Examinations: All such cases shall be referred to COE and dealt with, depending upon the nature of the offence & category, at the level of concerned School/Institute or COE or any other person or authority authorized in this regard, as laid down in the Examination Rules.

**29.8. Authority and procedure to deal with cases of academic misconduct and use of unfair means:** The Vice Chancellor shall constitute UMC Committee (s), Unfair Means Cases (UMC) Board(s) as and when required from time to time, to deal with the cases of misconduct and use of unfair means in or in relation to the continuous assessment, Examinations and all other matters forwarded to it by concerned or COE or any other competent authority.

29.8.1. UMC Committee for cases pertaining to internal assessment shall consist of members namely:

S. No.	Description	Status
1	Concerned HOS (Ex- Officio)	Chairperson
2	One Faculty member on rotation on seniority basis from the concerned School	Member
3	One nominee of Vice – Chancellor out of the panel of three members as recommended by concerned HOS	Member Secretary

29.8.2. UMC Committee for cases pertaining to internal assessment shall consist of members namely:

S. No.	Description	Status
1	COE (Ex- Officio)	Chairperson
2	One Faculty member from any School of the University not below the rank of Professor on rotation on seniority basis from the concerned School	Member
3	One nominee of Vice – Chancellor out of the panel of three members as recommended by COE	Member Secretary

29.8.3. A UMC Board shall consist of the members, namely:

S. No.	Description	Status
1	Retired Judge of the level of Additional Session Judge or an Eminent Educationist or an officer or employee of the University not below the rank of Professor	Chairperson
2	An officer or employee of the University not below the rank of Associate Professor or equivalent	Member
3	One nominee of the Vice- Chancellor out of the panel of three members as recommended by the Registrar	Member Secretary

29.8.4. Other terms of UMC Committee (s) and UMC Board (s):

29.8.4.1. All the members, other than Ex-Officio members shall be nominated by the Vice Chancellor.

29.8.4.2. Out of three members, at least one should be a female member.

29.8.4.3. The Chairman and any other member(s) present shall form the quorum of the UMC Board.

29.8.4.4. The term of nominated members shall be two years.

29.8.4.5. If a member ceases to be member of above authorities, Vice-Chancellor can nominate any other person for the remaining term.

29.8.4.6. The Controller of Examinations/HOS or an officer authorized by him/her on his behalf shall call upon the student alleged to have employed unfair means, to appear before concerned authority to represent his case personally at his own expense on the date fixed for his appearance before the concerned authority. If in spite of the notice sent to him personally or by registered post at the last known address, the candidate fails to appear before the committee, he will be proceeded against ex parte.

29.8.4.7. Where a student wishes to produce any evidence and/or witness before the concerned authority, he shall be allowed to do so by the UMC Board at his own expense. The concerned authority may also, on its own motion and for arriving at a conclusion based on principles of natural justice, direct the members of the supervisory staff or any other person to appear before it.

29.8.4.8. The concerned authority shall identify clearly nature of the offence & category and take decision in accordance with the Examination Rules.

29.8.4.9. The UMC Board(s), after having heard the alleged student in person, and after having heard such evidence as he may produce and after going through the record shall take its decision on majority basis. In case of a tie, the Chairman of the UMC Board(s) will have the casting vote.

29.8.4.10. Any action recommended or taken against the guilty shall be without prejudice to the law of the land.

**29.8.5. Unfair Means Cases (UMC) Appellate Board(s)**

29.8.5.1. The Chancellor may constitute the UMC Appellate Board(s) on term basis or for specific purpose or otherwise as deem necessary.



29.8.5.2.A UMC Appellate Board shall consist of the members, namely:

S. No.	Description	Status
1	Retired Judge of the level of Additional Session Judge or an Eminent Educationist or Dean of a University School not below the rank of Professor	Chairperson
2	An officer or Employee of the University not below the rank of Professor/Associate Professor or equivalent	Member
3	One nominee of the Chancellor out of a panel of three members as recommended by the Vice Chancellor	Member Secretary

29.8.5.3.All the members of UMC Appellate Board (s) will be nominated by the Vice Chancellor.

29.8.5.4. Out of three members, at least one should be female.

29.8.5.5.The Chairman and any other member(s) present shall form the quorum of the UMC Appellate Board.

29.8.5.6. A student(s), aggrieved with the decision of any UMC Committee/ Board, may seek the permission of the Vice Chancellor to file a representation against such a decision along with Application Fee as prescribed by the University from time to time.

29.8.5.7.The Vice Chancellor, if deem appropriate, may grant the permission to the student(s) to file a representation before the UMC Appellate Board(s); provided that the concerned student(s) shall submit, in person to the University, an affidavit, attested by a Judicial Magistrate or any other competent authority decided by the University, to the effect that the decision of the UMC Appellate Board(s) shall be final and binding on him and no suit or proceeding shall lie in any Court or any other authority against such decision in future.

29.8.5.8.The UMC Appellate Board(s) shall be allowed access to all the evidences that have been gathered during the earlier hearings and there shall be no fresh recording of evidence by the UMC Appellate Board(s) except in cases where –

29.8.5.8.1. there is reason to believe that additional facts have been uncovered;

29.8.5.8.2. these facts were not available for the earlier hearings;

29.8.5.8.3. these facts have the capacity to influence the outcome of the decision.

29.8.5.8.4. The UMC Appellate Board(s) may, if so feels, summon any of the involved parties to seek clarifications.

29.8.5.8.5. The decision of the UMC Appellate Board(s) shall be final and binding on all the concerned.

29.8.6. A member of UMC Committee/Board cannot be a member of UMC Appellate Board.

29.8.7. In case of any dispute, related to clarification or interpretation of the Examination rules or otherwise in giving effect to the decision of the UMC Board(s) or UMC Appellate Board(s), the matter shall be referred to the Vice Chancellor whose decision shall be final and binding on all the concerned.

### 30. Preparation of Result:

30.1. After receiving the Award lists from Head Evaluator/Examiner, the secret code for roll numbers are decoded and marks are uploaded online.

30.2. The marks, so obtained, are converted in to grades as per standard formula.

**The scores of internal and external assessments are added for conversion into a Letter Grade as follows\***

Range	Grade	Grade Point	Qualitative Meaning
$\geq 90$ & $\leq 100$	O	10	Outstanding
$\geq 80$ & $< 90$	A+	9	Excellent
$\geq 70$ & $< 80$	A	8	Very Good
$\geq 60$ & $< 70$	B+	7	Good
$\geq 50$ & $< 60$	B	6	Above Average
$\geq 45$ & $< 50$	C	5	Average
$\geq 40$ & $< 45$	P	4	Pass
$< 40$	F	0	Fail
Detained	F	0	Fail
Absent	AB	0	Fail
	S/US	---	Satisfactory/Unsatisfactory

In case if minimum pass marks required for a programme is more than 40%, 'F' grade will be awarded below the minimum passing marks.

**\*Amendments in University Examination Rules & Guidelines (Approved in 8<sup>th</sup> meeting of Academic Council of RIMT UNIVERSITY held on 29-04-2022)**

30.3. Roll Number wise SGPA for each subject is prepared.

30.4. For the purpose of results, marks / grades will be rounded off as follow:

30.4.1. In case of marks; the mathematical principle of rounding off will be followed to round off the marks to the whole number.

30.4.2. In case of Grades: the mathematical principle of rounding off will be followed to round off the grades up to two places after decimal.

**30.5 Ordinance Governing Internal/External Marks, Minimum Pass Marks and promotion to next semester/year in various examination of RIMT UNIVERSITY\***

- 30.5.1 The distribution of marks into internal assessment and external assessment of each theory course shall be 40% and 60% except in those disciplines where the regulatory body has prescribed different weightage for internal and external marks.
- 30.5.2 The distribution of marks into internal assessment and external assessment of each practical course shall be 50% and 50% except in those disciplines where the regulatory body has prescribed different weightage for internal and external marks.
- 30.5.3 The minimum pass marks for a programme is as approved by Board of studies and Academic Council of the University. But in any case, the minimum pass marks should not be less than 40% in aggregate.
- 30.5.4 In order to qualify a course, the student should obtain at least :
- (i) 40% marks in End Semester University Examination separately in Theory and practical of each course and
  - (ii) 40% marks in the Internal Assessment and End Semester External Examination taken together for each course.
- If a student fails to obtain the marks as stated under (i) and (ii) above, in any course, he/she will be awarded the 'F' grade in that courses irrespective of the marks secured by him/her in the Internal Assessment.
- 30.5.5 "F" (Fail) Grade shall also be awarded in the case when the student fails to appear in the End Semester Examination of a course in spite of having been eligible to appear in End Semester Examination on the basis of acquiring minimum attendance.
- 30.5.6 A student getting F grade has to reappear in End Semester Examination to qualify this Course. He/she has the option to improve his/her Internal Assessment by appearing in continuous evaluation test, quizzes etc. during the semester in which this course is offered as a regular course. If the student does not improve his/her Internal Assessment in a course, then his/her previous Internal Assessment will be retained.
- 30.5.7 All students who appeared in the odd Semester examination shall be eligible for promotion to the Even-Semester in a given academic year.
- 30.5.8 A student will be promoted to next academic year only if he/she has passed at least 25% courses/papers of the previous academic year. e.g. if there are twelve courses/papers in first year, he/she will required to pass minimum of three courses/papers for promotion to second year. If 25% of the courses/papers required to pass involve a fraction, the fraction of the course/paper will be treated as full course. For example, if in a year there are thirteen courses/papers in two semesters, the candidate will required to pass minimum of four courses/papers for promotion to next year.
- 30.5.9 A student who has cleared 25% courses/papers and has failed in the remaining papers would be eligible to appear in the reappear examination. For such candidates, examination for an odd semester shall be conducted along with the next odd semester and even semester along with the next even semester. They should register for reappear papers in the beginning of that semester but need not to attend the classes again. However, First year students can apply for reappear examination of first semester immediately after the regular examination of second semester.

30.5.10 Special chance will be provided to the passing out students or passed out batch to appear in odd semester reappear examination with special examination fees of Rs. 2000/- per paper.

30.5.11 If a student fails in more than 75% courses/papers at the end of the even semester of each academic session during all the preceding semesters taken together, he/she will be declared as having failed in that particular year and will have to seek readmission in the odd semester of that particular year of the degree.

**\*Amendments in University Examination Rules & Guidelines (Approved in 8<sup>th</sup> meeting of Academic Council of RIMT UNIVERSITY held on 29-04-2022)**

### **31. Moderation of Result:**

**31.1.** Before declaration of result, the result is submitted to the Examination committee, consisting of following members:

31.1.1. Registrar – Chairperson

31.1.2. Dean Academic Affairs

31.1.3. Nominee of the Chancellor not below the rank of Professor

31.1.4. Nominee of the Vice Chancellor not below the rank of Associate Professor

31.1.5. Controller of Examination – Member Secretary

**31.2.** The Examination Committee give its recommendations pertaining to the following-

31.2.1. Any grace marks to be given to a subject or group of subjects or all the subjects of a course to remove the disparity in Examination process due to difficult question paper, some question paper being out of curriculum, Examination being disrupted, etc,

31.2.2. Re-examination of a subject(s) for which use of unfair means has been identified during Evaluation.

31.2.3. Any other action to be taken to improve the quality of result.

**31.3.** The recommendation of the committee shall be submitted to the Vice Chancellor for approval.

**31.4.** As per decision of the Vice Chancellor the result is moderated and submitted to the Office of COE.

### **31.5. Subject Gracing in Semester Examination\***

Where a candidate fails in any subject, such a failure will be graced by a maximum of four (04) marks to enable him/her to pass the course. The grace can be distributed into more than one subject and shall be awarded to the best advantage of the student. The grace will be awarded only if the student is eligible to pass a subject by securing minimum pass marks after getting grace marks. The grace will be awarded only when the student appear for regular end semester examination. No grace marks will be

awarded for reappear examination.

### **31.6 Grade / Marks Improvement\***

A candidate who has passed an examination from the RIMT University and wishes to improve his/her grade/marks of any semester examinations, he /she will be given two chances (one in even semester examinations and one in odd semester examinations) to improve his/her marks within a period of two years of having passed the said examination. The candidate can appear in maximum of 10% of theory papers of all semesters of the programme. These papers can be taken from any semester. An examination fee of Rs. 2000/- per paper will be charged.

**\*Amendments in University Examination Rules & Guidelines (Approved in 8<sup>th</sup> meeting of Academic Council of RIMT UNIVERSITY held on 29-04-2022)**

### **32. Maintenance of Examination Record:**

**32.1.** One Academic file, one Result fill per batch per branch to be maintained.

**32.2.** Other record(s) shall be kept also with under mentioned list:

- 32.2.1. Attendance list of students
- 32.2.2. Absenters list
- 32.2.3. On duty Invigilators
- 32.2.4. Award list (Prepared by examiner(s))
- 32.2.5. Component weight age
- 32.2.6. Histograms
- 32.2.7. Ranges of Grades

**32.3.** Answer Books are to be maintained for each course, batch and examination. These will be packed neatly & retained for one year. On the bag a slip should be pasted with following details:

- 32.3.1. Name of Examination
- 32.3.2. Name of Course
- 32.3.3. Name of Course code
- 32.3.4. Name of Batch
- 32.3.5. Total Number of students
- 32.3.6. Date & session of Examination Award list photocopy should be kept inside the pocket on the top of Answer books.

**32.4.** Answer Books will be destroyed by shredding after one year.

**32.5.** Record of destruction of Answer Books shall be maintained for N+4 years, where N is the minimum duration of the Course, provided no case is pending against any of the students of the batch concerned.

**33. Declaration of Result:**

**33.1.** The COE shall publish the final result within a specified period from the date of last Examination.

**33.2.** At the end of each term (i.e. after End-Term Examinations) students will be issued a grade card under the seal of University and signed by the COE/Registrar.

**33.3.** The Grade Card shall include Month, Year and Semester of Examination along with Grade and Credits earned by him in each subject.

**33.4. Issue of E-Grade sheet from batch 2022 onwards\***

From batch 2022 onwards admitted students, Only E-Gradesheet will be issued after the end of each semester. When student(s) passes all semesters/years of a programme then academic transcript will be issued. Academic transcript consists of semester wise gradesheets along with SGPA & CGPA. Reappear subjects should be reflected in academic transcript.

**\*Amendments in University Examination Rules & Guidelines (Approved in 9<sup>th</sup> meeting of Academic Council of RIMT UNIVERSITY held on 28-04-2023)**

**33.5.** The University will issue a Provisional Certificate to the eligible candidate after the declaration of result and before issuing the original Grade card, provided the student apply for that on a prescribed form along with prescribed fee.

**33.6.** University can issue provisional result, even before declaration of result, in confidence, if it is needed for admission to higher level courses or employment purposes, provided student apply for the same on a prescribed form along with prescribed fee and authentic documents. Such result will not be handed over to the student, but will be dispatched directly to the concerned institution or organization.

**34. Award of Degree/Diploma/Certificate**

A student is deemed to have completed the requirements for the course and is eligible for the award of Degree, Diploma or Certificate if:

**34.1.** He fulfils all the requirements as mentioned in the Examination Rules.

34.1.1. He has taken all the subjects.

34.1.2. He has no pending dues either of fees or otherwise.

34.1.3. There is no case of indiscipline pending against him.

34.1.4. Any other issue as decided by the University.

**34.2.** The Registrar/COE shall from time to time report to the Vice Chancellor, name of all such students who fulfil the requirements prescribed for Degree / Diploma / Certificate and other academic titles of the University and have become qualified

under the Examination Rules for award of the same.

- 34.3.**The Degree/Diploma/Certificate shall be formally awarded from the date decided by the Vice Chancellor at the University convocation or otherwise as decided by the University.
- 34.4.**Degree/Diploma/Certificate shall contain Registration Number, Name of the Student, Parent's name, Division obtained, Distinction (if any), pass out month and year, name of Degree/ Diploma/ Certificate, name of school/institute or department and such other details as decided by the University
- 34.5.**Degree/Diploma/Certificate will be signed by the COE and/or Registrar and shall bear the signature of the Vice Chancellor and/or Chancellor of the University or as per policy of the University.
- 34.6.**Provisional Degree/Diploma/Certificate may be issued by the Registrar or COE to a student who has fulfilled all the requirements for award of Degree/Diploma/Certificate after obtaining the approval of the Vice Chancellor.
- 34.7.**Student who has lost his Degree/Diploma/Certificate may apply for the duplicate Degree/ Diploma/Certificate to the Registrar in the Performa prescribed in the Examination Rules by paying the prescribed fees.
- 34.8.**Only CGPA will be mentioned on the degree. Conversion factor of 10 is used to convert CGPA to Percentage\*

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### **35. Re-evaluation of Answer Scripts:**

- 35.1.**Re-evaluation is allowed only for theory papers, who's Examination has been conducted centrally by Department of Examinations.
- 35.2.**If a student is not satisfied with his result, he can apply on a prescribed form along with prescribed fee for Re-evaluation of his/her Answer Books in one or more subjects.
- 35.3.** COE will submit all these applications to the Vice Chancellor for approval.
- 35.4.**It is the prerogative of the Vice-Chancellor to accept all or reject all or accept only genuine cases and reject the others.
- 35.5.**However, fee once submitted will not be refunded in any case.
- 35.6.Process of Re-evaluating the Answer Books :**
- 35.6.1. The previous result of cases approved by the Vice-Chancellor will be

cancelled and their Answer Books will be Re-evaluated under the Supervision of COE or a person nominated by him adopting centralized mode of Evaluation.

- 35.6.2. The Answer Books will be evaluated afresh by a second Evaluator, who is different than the previous one independently without knowing the marks allocated initially.
- 35.6.3. For this purpose before handing over the Answer Books to an Evaluator, the marks given by previous one will be hidden.
- 35.6.4. If the variation is up to plus/minus 10%, the original result will stand.
- 35.6.5. If the difference is more than plus/minus 10%, then the Answer Books will be evaluated by the third Evaluator.
- 35.6.6. In such case average of marks obtained by all the three Evaluators will be taken as final score, provided that this is not less than the original one and the result will be revised accordingly.
- 35.6.7. If such calculated average score is less than the original marks, the original result will stand.
- 35.6.8. In case a candidate has applied for Re-evaluation of more than one subject, the result will be revised subject wise as and when Re-evaluation of concerned subject is complete.

**35.7. Allowing the student to check his Answer Books :**

- 35.7.1. If the student is not satisfied even with the Re-evaluated result, he/she can apply on a prescribed form along with prescribed fee to see his/her answer Book.
- 35.7.2. The Answer Book will be shown to the student in the presence of the following:
  - 35.7.2.1. COE or his representative
  - 35.7.2.2. the concerned Evaluator
  - 35.7.2.3. nominee of the Vice Chancellor
- 35.7.3. The concerned Evaluator has to justify the case.
- 35.7.4. In case some discrepancy is found, the fee submitted by the student will be refunded and the concerned Evaluator shall Re-evaluate the Answer Book and result is revised accordingly.



**35.7.5. Showing of Answer Books of End Term Examination before the declaration of result\***

It is recommended that all students are allowed to see their evaluated answer books of End Term Examination within Seven days after the end of examination of a particular programme. It is recommended that answer sheet should be shown to student after locking marks on the examination portal. The answer books will be shown under the supervision of Head of Department (HOD). HOD will make one day schedule of showing answer books and assign faculty to each course. Assigned faculty will take signature of student that he/she had seen the answer book. If a student does not turn up to see the answer books within stipulated time, the teacher can record the same on the answer book. In case the student is not satisfied with the evaluation or not able to see the answer book, he/she can apply for reevaluation.

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**35.8.** The marks obtained after completion of above process will be taken as final for final conversion in to grades.

**35.9.** All works related to Re-evaluation will be treated as highly confidential and therefore interim enquiries will not be entertained

**35.10.** The schedule of Re-evaluation, physical checking of Answer Book and revision of result shall be notified by the COE along with date sheet of each ETE in such a way that whole process is completed within 30 days after the declaration of result.

**36. Action against the Head Evaluator/Examiner and Evaluator:**

**36.1.** If there is a difference of 20% or more between the original and Re-evaluated marks, the concerned Head Evaluator and the concerned Evaluator will be asked to justify the reason and due action will be initiated against the concerned defaulter by the Disciplinary Committee.

**36.2.** If some discrepancy is found during physical checking of the Answer Book, the concerned Evaluator will be penalized by the disciplinary Committee.

**37. Re-appear Examination**

**37.1.** Candidates unable to take the End Term Examination (schedule earlier) in one or more subjects due to shortage of attendance, UMC or any other misconduct shall be awarded 'ab' grade in the subject (s) concerned. Such candidates will be allowed to re-appear in the Examination conducted in the forthcoming ETE.

**37.2.** A student who has fulfilled the attendance requirements, but has been unable to appear in the End-Term examination due to genuine medical reasons or other

special circumstances, may be allowed to appear in subsequent End-Term examinations on payment of requisite fee subject to certain restrictions as provided in the Examination Rules.

**37.3.**The syllabus of Re-appear Examination will be the same as that for the regular courses at that time.

**37.4.**Re-appear examination will not be conducted for MTE's.

### **38. Absence/Dropping a term**

#### **38.1.Due to Medical Reasons**

38.1.1. A student absenting himself from the classes due to illness and with due permission of the Head of the School/Institute (HOS/HOI) or any other competent authority, shall be permitted to rejoin provided the period of absence is not more than one term.

38.1.2. In case the period of absence is more than one term, the case will be referred to the Vice Chancellor through the Head of the School/Institute (HOS/HOI) or any other competent authority along with his recommendation.

38.1.3. In all cases of absence due to illness/ medical reasons the student has to inform the University before the expiry of 30 working days of his inability to attend classes/ examination on account of illness, supported by a medical certificate from a Chief Medical Officer of the district or any other professional authority where he had been hospitalized or any other authority.

#### **38.2.Due to a Reason other than Medical Reason:**

38.2.1. A student may be permitted by the concerned Head of School/Institute (HOS/HOI) to be absent for a term due to a reason other than medical reason.

38.2.2. Vice Chancellor can allow such absenteeism for two terms.

#### **38.3.Absent without Permission**

38.3.1. A student who remains absent for a term without any permission may be allowed to join the course with the permission of concerned Head of School/Institute (HOS/HOI).

38.3.2. If such absenteeism is more than one term then concerned Head of

School/Institute (HOS/HOI) will forward his/her case to the Vice Chancellor with his/her recommendations.

- 38.3.3. In such cases student will be allowed to join the course by the competent authority on payment of penalty as prescribed by the University from time to time, in addition to the prescribed fee for the period of absence.
- 38.3.4. The maximum period of absence cannot be more than two terms, during the stay of the student at the University. If a student absents more than two terms, his name will be struck off from the rolls of the University.
- 38.3.5. Any gap or absence, whether sanctioned or unsanctioned, of one/ two terms will count towards the total duration of the course permissible under the ordinances and/or scheme and curriculum of the course.
- 38.3.6. Any student who drops one/two terms, has to put in equivalent number of additional terms to clear his dropped subject i.e. in no case, he will be eligible for award of degree in less than the number of terms prescribed for the course, excluding the dropped term(s).
- 38.3.7. It is further provided that a student shall be offered subjects of the dropped terms or those offered in lieu of the same available to the student only in the parallel terms in the subsequent terms.
- 38.3.8. The student will be charged prescribed fees for the period of absence. Notwithstanding the above, the Vice Chancellor may, on appeal, relax any of the conditions specified above in case of extreme hardship, at his discretion. His decision shall be final and binding.

### **39. General Aspects:**

- 39.1.** The Vice- Chancellor shall have the power to cancel or modify any of the decisions taken by the COE or Examination Committee.
- 39.2.** The Vice-Chancellor may assign whole or some part to conduct any type of examination to any other officer of the University other than COE.
- 39.3.** The Board of Management may amend the result of an examination for reason to be made clear in writing even after publication of result of any examination.
- 39.4.** The Board or Management shall be competent to frame necessary guidelines or issue directions for smooth conduct of the examination and timely publication of the final result(s).
- 39.5.** During the time of End term examination or even after the publication of the

result, if it is found that a candidate was not eligible for taking his/her examination or has secured admission to the course/examination by stating incorrect information in the application form, the Board of Management shall have power to cancel his/her result.

**39.6.** In connection with the examination any work assigned to the teaching/non teaching staff of the University by the competent authority, shall be treated as part of his/her duty and no payment shall be made to them for this purpose. All concerned shall carry out the assignment as per instructions given to them. Failure to discharge any responsibly assigned thus shall invite disciplinary action.

**39.7. Miscellaneous:**

39.7.1. Nothing in these Regulations shall be deemed to debar the University from amending the Regulations subsequently and the amended Regulations, if any, shall apply to all the students whether old or new.

39.7.2. Notwithstanding anything stated in these, for any unforeseen issues arising that is not covered by these Regulations, or in the event of dispute/differences of opinion in interpretation of any provision of these regulations and in respect of all the matters, whether expressly provided herein or not, the University may approve to take such measures as may be necessary for removal of difficulties that shall be final and binding on all the concerned.

**40. Golden Chance\***

40.1 It was noted that students have exhausted the permissible chances to clear the programme within the maximum duration for the completion of programme. One golden chance may be allowed to clear the pending paper(s). The fee for the golden chance will be Rs. 5000/- per paper. The student will be required to appear in the old paper/syllabus which was applicable in his/her batch. He/She will appear in the examination (December/May) to be held immediately after the approval of his/her request.

40.2 Any student who has not submitted his/her thesis/project report/dissertation within the maximum time prescribed in the ordinances of the programme may be allowed one extension for a period of one year w.e.f the date of approval of his/her request for extension. The application for this purpose should be recommended by the supervisor and submitted head of the department to Dean academic affairs for approval. An extension fees of Rs. 10000/- shall be levied for the extension.

**This policy should be implemented on case to case basis. All such cases should be recommended by the Dean Academic Affairs following by the approval from the Vice Chancellor.**

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