

ST JOSEPH'S UNIVERSITY

Bengaluru-27



**EXAMINATION MANUAL
2025**



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2025

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PREFACE

St Joseph's College (Autonomous) upgraded as St Joseph's University was established under the Rashtriya Uchchatar Shiksha Abhiyan (RUSA) 2.0 Scheme and the Government of Karnataka passed the St Joseph's University Bill in 2021.

The Academic Council, exercising the powers conferred and discharging the duties under the St Joseph's University Act, 2021 and its Statutes, approved the following examination regulations which is modified and presented for the SEP curriculum in 2025.

Ever since universities began, examinations and evaluation systems have never ceased to be a topic of debate and discussion. Charles Colton once wisely observed: "Today, examinations are formidable even to the best prepared, for the greatest fool may ask more than the wisest man can answer." Teaching, learning, and evaluation constitute the trinity of functions in the educational system. Examinations should inevitably be a part of an education system to measure the knowledge of students as well as to improve the skills of the teachers. It is often, sadly, the case that examiners end up displaying their knowledge in the question papers they set, rather than testing the knowledge acquired by the student in the semester. A student after attending classes for a semester must be able to reflect on what s/he has learned. If not, is it the failure of the student in not being able to consume what is provided or of the teacher in stimulating proper learning?

Earlier, most question papers were set based on rote learning. However, after becoming an autonomous college, our examination system has undergone a sea change. Analytical questions have now become an integral part of our question papers. Fixed and free-response questions are now a reality in the humanities. *Streaming the students according to one's ability to learn the English language has been successfully introduced. Those who are capable of higher levels of academic challenge are given special papers in languages.* Non-Kannadiga students are being given introductory Kannada as

their second language. Most of the examination process is computerized.

National-level participation in NCC, Sports, and Cultural activities attracts special consideration from the examination section and a special supplementary examination will be given to make good the loss during the semester examination. Improvement of semester marks is allowed at the UG and PG levels. The examination grievance cell is fully functional. Students are freely allowed to meet the COE daily from 1-2 pm and can write emails to clear doubts. Transparency of the entire examination process is our motto.

Decision-making in the examination section is done systematically. Any change proposed in the examination system often originates in discussions or casual talks with the stakeholders like students, parents and staff members. The ideas generated are, then, discussed with a committee of senior staff members who are familiar with those ideas. After giving shape to the idea, it is brought to the examination committee, then to the Dean's meeting. The approved version is then placed before the Academic Council for final approval.

Dr C Mohana Das
Controller of Examinations

**This Examination manual
is written based on the
new State Education
Policy 2024**

1.0 DEFINITIONS OF KEY WORDS

In this Examination Manual, unless the context otherwise requires:

- Academic year: One academic year is constituted by two consecutive semesters.
- Programme: An educational programme leading to the award of a degree, diploma or certificate.
- Course/Paper: The component of a programme taught during a semester. The courses shall carry different weights expressed as credits. A course may have lectures/tutorials / laboratory work/ field work/ project work/vocational training/viva/seminars/term paper /assignments /presentations /quizzes /model making/self-study/outreach activities etc. or a combination of some of these.
- 'Controller of Examination' any person from the teaching grade appointed by the Vice Chancellor with approval of Chancellor.
- 'Deputy Controller of Examination' means any person from the teaching grade appointed by the Controller of Examinations with the approval of the Vice Chancellor to be in overall control and supervision of the examination process.
- 'Coordinator of examinations' & 'Deputy Coordinator of examinations' means the teaching staff appointed by the COE with the approval of the VC to assist him in conducting the examinations.
- 'AMS' Academic Management System which is the software to manage attendance and examination.
- "CA register" is the portal in the AMS where the detailed CA marks are entered.
- Board of Studies, BOS, means a Board constituted by the Vice Chancellor as per the statutes of the University.
- 'Board of Examiners' means a Board constituted by the Academic Council consisting of Examiners from among the panel of Examiners prepared and submitted by the concerned Board of Studies.
- 'Chairperson of the UG Board of Examiners' means Head of the Department.

- 'Chairperson of the PG Board of Examiners' means PG coordinator.
- 'Examiner' means any teacher appointed by the Controller of Examinations from among the list of eligible Examiners approved by the Academic Council to conduct the practical/viva voce exam.
- 'Paper setter' means any person appointed by the Controller of Examinations from among the panel of Examiners approved by the Academic Council for setting question papers.
- 'Examination Centre' means any premises consisting of examination halls.
- 'Examination Hall' includes any Rooms, Laboratory, Workshop or any other premises used for conducting examinations.
- 'Room Superintendents' means any teaching staff of the University appointed by the Controller of Examinations for invigilation work.
- 'Relieving Room Superintendent' means any teaching staff of the University appointed by the Controller of Examinations for giving relief to the Room Superintendent.
- 'Vigilance Squad' means any person appointed by the Controller of Examinations to supervise the examination centres, and to check any malpractices in the examinations, if any.
- Regular Examination: The examination which a student is expected to write immediately after completing the course work for a given semester.
- Supplementary Examination: The additional examination(s) given to students who did not pass or missed the original (regular) examination.
- 'Malpractices' mean any one or more of the acts prescribed as malpractice under this Examination Manual.
- 'Malpractices Enquiry Committee' means the committee appointed by the Vice-Chancellor
- 'Answer Booklet' means a booklet issued by the University to the students at the examination hall to answer the question paper of a subject.

- 'Valuation Centre' means the premises where the valuation of the theory papers/dissertation/project of the examination is conducted by the University
- Valuer: An academic staff assigned the responsibility of evaluating and assessing answer scripts, typically during examinations.
- Revaluation of Answer Scripts: A process where a candidate's answer sheets are re-checked and re-marked to ensure accuracy and fairness in the evaluation process, often initiated at the request of the candidate
- 'Reviewers' mean the Examiners who the Controller of Examinations has appointed to Review the papers valued by the Examiners.
- 'Digital Valuation' means valuation is done online. The answer scripts will be scanned and uploaded in the AMS.
- 'Photocopy of answer paper' means a photographic reproduction of the original answer booklet or scanned image of the answer book used by the student in the examination.
- Compulsory improvement means withdrawing the result for a course or a few courses in a semester and applying for the supplementary examination to get 50% or 55% in a semester for a PG student.
- 'Optional improvement' means withdrawing the result for a course or all courses in a semester and apply for the supplementary examination.
- Credit: All courses are weighed using this unit and one credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- Semester Grade Point Average (SGPA): It is a measure of the performance of a candidate in a semester. Semester: A semester consists of 15-18 weeks of academic work equivalent to 90 teaching days.
- Cumulative Grade Point Average (CGPA): It is a measure of the performance of a candidate over all semesters.
- Grade Point: It is a numerical weight allotted to each letter grade on a 10-points scale.
- Letter Grade: It is an index of the performance of a student in the examination.

- 'Differently abled student' means a) Visually challenged students b) Students diagnosed with dyslexia c) Temporarily disabled students who are not able to write the examination on their own are defined as persons with disabilities for availing the facility of having scribes to write the examinations.
- Scribe: A person appointed to write a student's dictated answers during an examination, typically to assist students with disabilities or special needs who are unable to write themselves.
- MoU: Memorandum of Understanding
- SEP: State Education Policy 2024 (implemented in Karnataka state)
- Optional/Cognate Subjects: The three subjects selected by each student under the three-major system (SEP structure), apart from the compulsory languages.
- Provisional Degree certificate, PDC is the temporary certificate issued for successful UG and PG candidates and is valid till the original convocation certificate is issued.
- Convocation: A convocation is a formal ceremony where degrees, diplomas, or certificates are presented to graduates.
- Convocation certificate: A certificate awarded to graduates during a convocation ceremony.
- Expressions used but not defined in this Examination Manual but defined in the Act, Statutes or Regulations shall have the meanings assigned to them in the Act, Statutes or Regulation.

2.0 PROGRAMME STRUCTURE

01. General Programme Structure for Undergraduate Programmes

The general programme structure has three parts as described below:

PART-1: LANGUAGES: Students of the undergraduate programmes except for B.Voc. must study two languages, of which one shall be General English and the other shall be either an Indian Language or a Foreign language other than English. However, with special permission from the Vice Chancellor, students can select Additional English as a Foreign Language. The University offers the following Language courses: Kannada, Hindi, Introductory Kannada, Tamil, Sanskrit, French, German, Introductory French and Spanish. Applicants selecting Kannada, Hindi, Tamil, Sanskrit, and French must have studied these languages at a plus-two level. CBSE and ISC students who have not studied a second language at plus-two level and others who have not studied Kannada, Hindi, Tamil, Sanskrit, or French shall select German, Additional English, or Introductory Kannada. B.Com. IFA students will study Language courses in 1st and 2nd semester only. After the first Semester Examinations, if the undergraduate student realizes that the language they had selected during the admission is not according to their need or competence, the student may apply for a change to another second language. However, they should have the minimum attendance to be eligible to write the Semester Examination in the language paper. They must submit the application form to the IT Cell within two weeks of starting the classes in the second semester for the change. The difference in the fee payable, if any, must be paid in its entirety before the classes in the changed language course are attended. They must write two activities in the new second language selected and apply for and write the makeup examination for the I semester during their third semester. The CA marks and the semester examination marks scored in their first semester for the original second language will be deleted from the student's portal. They also must apply for and write the supplementary examination for the I semester during their third semester.

Slow learning students who were exempted from learning Language course in the 10 and or plus 2 level or having required documents will be exempted from learning the language course other than General English. Exemption permission must be obtained from the Controller of Examinations (COE) during the first semester before the Mid-Semester Examination (MSE). Relevant documents must be submitted along with the exemption request.

PART-II: CORE SUBJECTS: A candidate shall ordinarily opt for any three Arts subjects for the B.A. degree programme and any three Science subjects for the B.Sc. degree programme. In the third year students will be given the option to drop any two subjects and continue with one subject. B.Com, B.B.A, B.C.A., B.A. (Visual communication), B.S.W., and B.Voc students will study core papers in their field.

PART-III: FOUNDATION COURSES

All undergraduate students will opt for two Foundation courses, IGNITORS, the life skill course in each odd semesters, HRD/THEOLOGY in the 2nd semester, the OUTREACH PROGRAMME in the 6th semester and EXTRA AND CO CURRICULAR ACTIVITIES throughout the programme.

02. Curriculum Structure in line with the SEP 2024, for undergraduate programmes (6 semesters)

BSc PROGRAMMES:

CREDIT STRUCTURE UNDER SEP FOR B.Sc. PROGRAMME-2024

Sem	Core 1 (T+P)	Core 2 (T+P)	Core 3 (T+P)	Lang 1	Lang 2	FC	Elective	Skill	research methodology	University specific courses	Total credits
1	3+2	3+2	3+2	3	3	2				IGNITORS-1(1)	24
2	3+2	3+2	3+2	3	3	2				HRD/Theology(1)	24
3	3+2	3+2	3+2	3	3	-	2			IGNITORS-2 (1)	24
4	3+2	3+2	3+2	3	3	-	2				23

Students will select one subject among the three core subjects as major subject.

5	3+2	3+2	3+2	-	-	-	-	2		IGNITORS-3 (1)	17
6	3+2	3+2	3+2	-	-	-	-	2	2	Additional credits (5) Outreach (5)	29

CREDIT STRUCTURE UNDER SEP FOR B.A. PROGRAMME (Except VISUAL COMMUNICATION)-2024

Sem	Core 1	Core 2	Core 3	Lang 1	Lang 2	FC	Elective	Skill	research methodology	University specific courses	Total credits
1	5	5	5	3	3	2				IGNITORS-1(1)	24

1	5	5	5	3	3	2					IGNITORS-1(1)	24
2	5	5	5	3	3	2					HRD/Theology(1)	24
3	5	5	5	3	3	-	2				IGNITORS-2 (1)	24
4	5	5	5	3	3	-	2					23

Students will select one subject among the three core subjects as major subject.

5	5	5	5	-	-	-	-	2		IGNITORS-3 (1)	17
6	5	5	5	-	-	-	-	2	2	Additional credits (5) Outreach (5)	29

CREDIT STRUCTURE UNDER SEP FOR B.S.W PROGRAMME -2024

Sem	Core 1	Core 2	Core 3	Course 4	Practical/Field work/concurrent field work	Rural camp/Tribal visit	Summer/block placement	Language 1	Language 2	PC	Elective	Skill research methodology	University specific courses	Total credits
1	4	4			4			3	3	2			IGNITORS-1(1)	21
2	4	4			4			3	3	2			HRD/Theology(1)	21
3	4	4	3		4			3	3		2		IGNITORS-2(1)	24
4	4	4	3		4	4	2	3	3		2			29
5	4	4	3	3	4						2		IGNITORS-3(1)	21
6	4	4	3	3	4	2	4				2	2	Additional credits (5) Outreach (5)	38

CREDIT STRUCTURE UNDER SEP FOR B.C.A PROGRAMME -2024

Sem	Core 1 (T+P)	Core 2 (T+P)	Core 3 (T)	Core 4 (T)	Core 5 (T)	Language 1	Language 2	PC	Elective	Skill	research methodology	University specific courses	Total credits
1	4 (3+1)	4 (3+1)	3	3		3	3	2				IGNITORS-1(1)	22
2	4 (3+1)	4 (3+1)	3	3		3	3	2				HRD/Theology(1)	22
3	4 (3+1)	4 (3+1)	3	3		3	3		2			IGNITORS-2(1)	22
4	4 (3+1)	4 (3+1)	3	3		3	3		2				22

5	4 (3+1)	4 (3+1)	3	3	3					2		IGNITORS-3(1)	21
6	4 (3+1)	4 (3+1)	3	3	3 (Project)					2	2	Additional credits (5) Outreach (5)	19

CREDIT STRUCTURE UNDER SEP FOR B.A (VC) PROGRAMME -2024

Sem	Course 1 (T+P)	Course 2 (T+P)	Course 3 (T+P)	Lang- uage 1	Lang- uage 2	PC	Elective	Skill	research methodology	University specific courses	Total credits
1	5 (3+2)	5 (3+2)	5 (3+2)	3	3	2				IGNITORS-1(1)	24
2	5 (3+2)	5 (3+2)	5 (3+2)	3	3	2				HRD/ Theology(1)	24
3	5 (3+2)	5 (3+2)	5 (3+2)	3	3		2			IGNITORS-2(1)	24
4	5 (3+2)	5 (3+2)	5 (3+2)	3	3		2				23
5	5 (3+2)	5 (3+2)	5 (3+2)					2		IGNITORS-3(1)	17
6	5 (3+2)	5 (3+2)	5 (3+2)					2	2	Additional credits (5) Outreach (5)	29

CREDIT STRUCTURE UNDER SEP FOR B.Com. & B.B.A.PROGRAMME -2024

Sem	Cou- rse 1	Cou- rse 2	Cou- rse 3	Cou- rse 4	Cou- rse 5	Cou- rse 6	Lang- uage 1	Lang- uage 2	PC	Elective	Skill	research methodology	University specific courses	Total credits
1	4	4	4				3	3	2				IGNITORS-1(1)	21
2	4	4	4				3	3	2				HRD/ Theology(1)	21
3	4	4	4				3	3		2			IGNITORS-2(1)	21
4	4	4	4				3	3		2				20
5	4	4	4	4	4	4					2	2	IGNITORS-3(1)	27
6	4	4	4	4	4	4					2		Additional credits (5) Outreach (5)	38

CREDIT STRUCTURE UNDER SEP FOR B.Com. IFA. PROGRAMME -2024

Sem	Course 1	Course 2	Course 3	Course 4	Course 5	Course 6	Language 1	Language 2	PC	Elective	Skill	research methodology	University specific courses	Total credits
1	4	4	4				3	3	2				IGNITORS-1(1)	21
2	4	4	4				3	3	2				HRD/Theology(1)	21
3	4	4	4	4	4					2			IGNITORS-2(1)	21
4	4	4	4	4	4					2				20
5	4	4	4	4	4	4					2	2	IGNITORS-3(1)	27
6	4	4	4	4	4	2					2		Additional credits (5) Outreach (5)	36

03. Curriculum Structure for Postgraduate programmes (4 semesters)

Postgraduate students must complete 90-100 credits in their respective core disciplines during the course of their programmes. All MSc students must also obtain four credits by attending the IGNITORS, the life skill programme in both odd semesters and Outreach programmes.

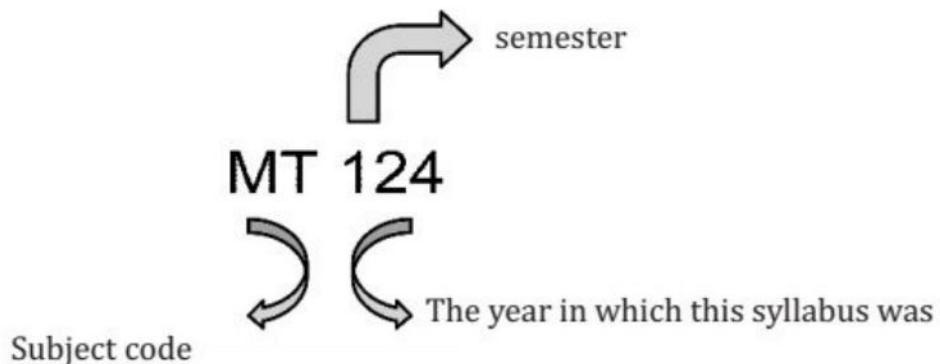
CREDIT STRUCTURE FOR THE POSTGRADUATE COURSES-2024

	Programme	Subject	Credits for the core courses	Credits for University specific courses	Total Credits
1	M.A	Advertising and Public relations	94	8	102
2	M.A	Journalism and Mass Communication	97	8	105
3	M.A	Economics	82	8	90
4	M.A	Political Science	82	8	90
5	M.A	English	92	8	100
6	M.Sc.	Chemistry (Analytical)	93	8	101
7	M.Sc.	Chemistry (Organic)	93	8	101
8	M.Sc.	Mathematics	95	8	103
9	M.Sc.	Food Science and Technology	90	8	98
10	M.Sc.	Computer Science	90	8	98
11	M.Sc.	Bigdata Analytics	100	8	108

12	M.Sc	Botany	94	8	102
13	M.Sc	Physics	92	8	100
14	M.Sc	Statistics	98	8	106
15	M.Sc	Biotechnology	98	8	106
16	M.Sc	Counselling Psychology	96	8	104
17	M.Sc	Microbiology	88	8	96
18	M.Sc	Environmental Science and Sustainability	98	8	106
19	M.Sc	Zoology	93	8	101
20	M.Com	Commerce	92	8	100
21	M.S.W	Social Work	95	8	103
20	M.C.A	Computer applications	98	8	106

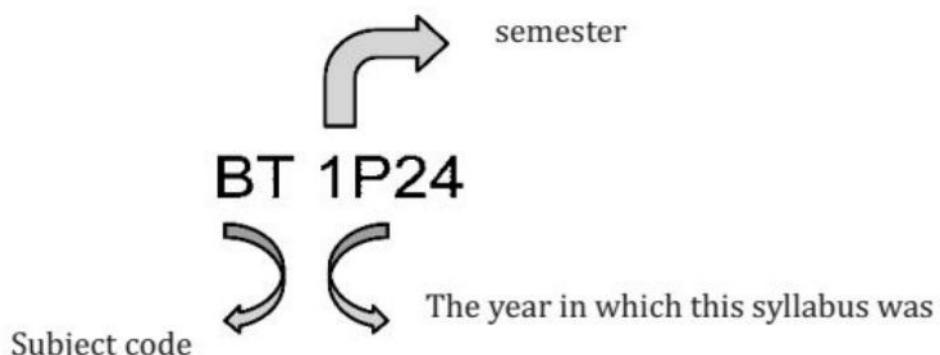
3.0 COURSE CODE NUMBER

Each course of study offered in the university will have an alphanumeric code. The first two letters indicate the subject, the first number indicates the semester in which the department offers the course, and the last two numbers indicate the year in which the syllabus was first taught. (Eg: MT 124).

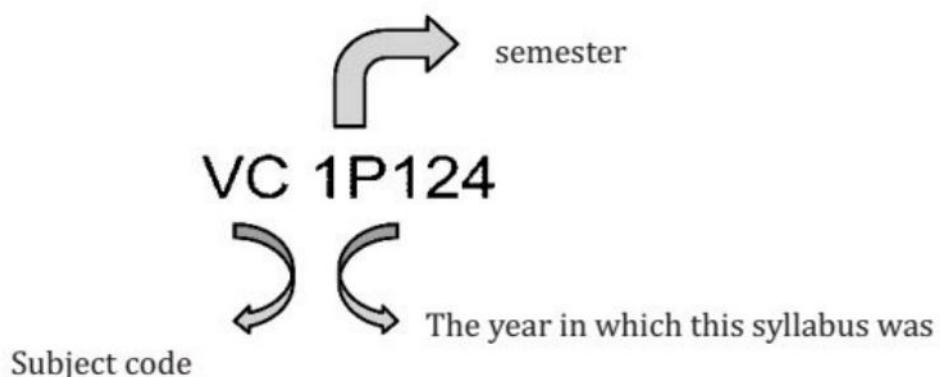


For Practical courses,

If only one practical course in a give semester for a given subject

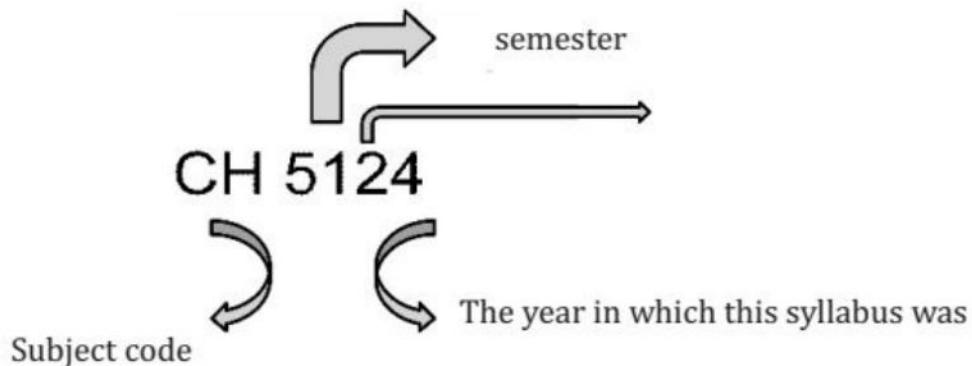


If more than one practical course in a give semester for a given subject

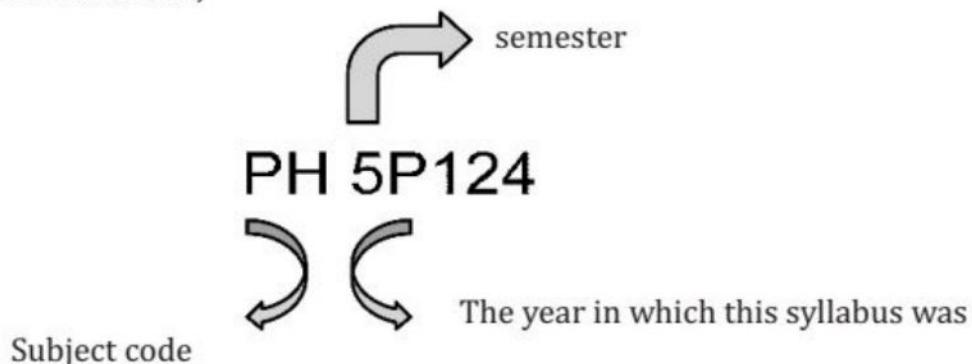


For Practical courses,

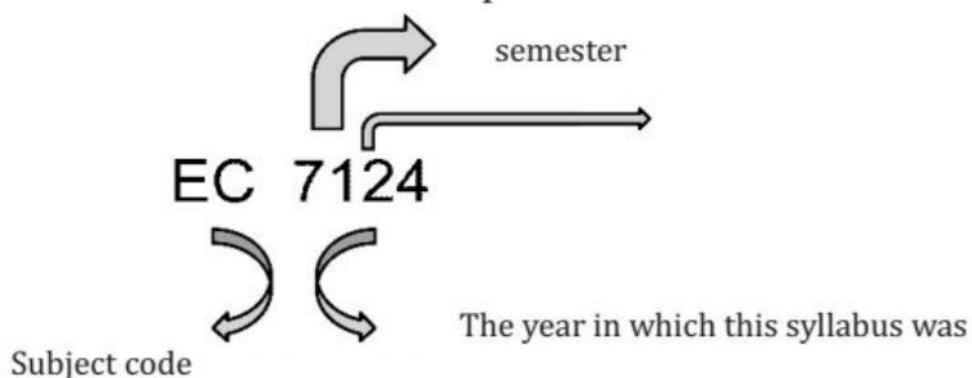
If only one practical course in a give semester for a given subject



For Practical courses,



If the alphabets for a PG and UG course remains the same, then first semester PG will be marked as '7' in place of the semester.



The fourth semester PG will be marked as '0' in this order.

FC, DE, VO, EL and OE prefixes will be added for indicating 'Foundation Courses' 'department elective', 'Vocational courses', 'Elective courses' and 'open elective courses' respectively. The letter P stands for practicals, FW for fieldwork, SM for the skilled module, and D for the dissertation.

4.0 KEY ASPECTS OF THE EXAMINATION PROCESS AND THE WORK ASSIGNED TO THE OFFICE OF THE CONTROLLER OF EXAMINATIONS (COE)

01. All activities of the examination process shall be digitally enabled. Some special cases like One-time last-chance students, for which the student's portal may not be accessed by the students, N.C.C ,NSS, and sports students who are exempted from paying the examination fee will submit the application form offline. All applications must be given an acknowledgement.
02. All types of fee payments shall be through digital mode only.
03. University shall acknowledge all offline examination applications if any.
04. Every student shall be allotted programme-wise Registration Number (comprising alphanumeric characters).
05. Eligible Students (Regular and Supplementary) can download the hall tickets by themselves from the AMS login portal.
06. Question paper indent and candidates list are submitted by the IT cell.
07. Examination section will plan Examination timetable, the room allotment and print the invigilator's diary.
08. Absentee details will be entered in the portal on the day of examination for the morning session and on the next day for the evening session.
09. Every course (including the practical courses) shall have a unique course code (alphanumeric).
10. All stakeholders such as the Examination wing, University teachers, and students will have to get familiarised with course codes and always mention the same along with the Course Title.
11. Regular and supplementary results will be announced in the student's login portal.
12. Semester-wise marks cards for regular and supplementary candidates will be uploaded to the student's portal.
13. Semester wise marks cards will not be printed and issued to the students. The mark cards in the student's portal shall be considered original if the title is "Statement of Marks ". The "Provisional marks cards" are not considered Original marks cards. Those who need a

certified copy of the semester-wise marks card can get the same by paying a fee.

14. The list of candidates applying for an additional academic year shall be maintained by the office of COE
15. All answer scripts & OMR sheets will be maintained for 3 months after publishing the results
16. The record of visually challenged students, slow learners, and other temporarily disabled students and the details of the scribe if any will be maintained.
17. Record of students exempted from Language study will be maintained.
18. The valuer and the reviewer for valuing the ESE answer scripts will be mapped in the Linways digital valuation software.
19. The list of BOE members suggested by the HODs and PG coordinators will be maintained.
20. Paper setters will be intimated from the pool of examiners suggested by the HODs and PG coordinators as passed in the academic council. COE can modify the paper setters as per the requirement.
21. Various statistics regarding the results published will be maintained.
22. Account for the cash received from the Finance Officer will be maintained.
23. Remuneration bills will be submitted to the Finance Officer.
24. Toppers list and Rank holders list will be maintained.
25. Transcript, TC, Migration Certificate, and the PDC will be sent by post to all successful outgoing students.
26. As per the university policy, the medium of instruction at St. Joseph's University (SJU) is English. However, we also accommodate students who wish to write their examinations or activities in the official State language, Kannada. If a student wants to write your examination or activity in Kannada, s/he must obtain prior permission from the Controller of Examinations. The following examinations must be written in the respective languages only: General English: English language only. Language examinations: Respective language only (e.g., Kannada language examination must be written in Kannada)
27. Notices related to examination will be posted only on the University Website.

5.0 EXAMINATION PROCEDURES

The University considers the Continuous assessment examinations/ activities and the End of Semester Examination (ESE) equally important.

01. Examination Work as Duty

It shall be the mandatory duty of all the Teaching and Non-teaching staff in the University, to perform the examination duties as allotted to them by the Controller of Examinations in consultation with the honorable Vice chancellor. No teaching faculty members will be exempted from doing examination-related work.

Teaching faculty members assigned invigilation duty must report for the same before the time specified in the schedule. However, in exceptional circumstances, such duties may be exempted if justified through valid reasons given in writing. But they have to do the same number of duties in the next set of examinations as an additional duty. Once the duty list is posted, no requests for changes to the duty schedule will be accepted by the administration. However, faculty members are allowed to make adjustments with their colleagues, provided they:

- 1) Arrange for a replacement with a colleague.
- 2) Inform the coordination team about the change.

02. Calendar of Events

The calendar of events for the academic year approved by the academic council will be printed in the students hand book. All examination related events will be marked in the calendar. The list will be posted on the website also. The week wise calendar for a given semester is given in the Appendix.

03. Continuous Assessment

There will be 1 or 2 Activities conducted by the Teacher in charge. The Teacher can decide on the modalities of these activities. There will be a mid semester examination. If a student misses the examination, there will be another chance to write the examination as a makeup examination. All those who wrote the mid semester examination are eligible to improve the mid semester score by writing the improvement examination. The activities, mid semester examination, makeup examination will be conducted as per the calendar approved posted on the website

04. Examination Notification

The notification of Commencement of

- (i) the Mid Semester Examination, MSE

- (ii) the Practical/Viva-voce examination
- (iii) the Makeup / CA improvement Examination, and
- (iv) the End of Semester Examination, ESE will be issued by the Controller of Examinations as per the Calendar of Events approved by the Academic Council.
- (v) the Special Supplementary Examination, SSE will be issued by the Controller of Examinations as per the Calendar of Events approved by the Academic Council.

The MSE notification should contain the following information

- a) The detailed Timetable
- b) The portion of the syllabus to be tested.

The Makeup examination /CA improvement Examination notification should contain the following information

- c) The examination fee for the makeup examination and CA improvement examination
- d) The Last date to pay the examination fee
- e) The detailed Timetable
- f) The portion of the syllabus to be tested.

The ESE / SSE notification should contain the following information

- a) The examination fee for the Supplementary and improvement examination
- b) The Last date to pay the examination fee for Supplementary candidates.
- c) The course code number for the supplementary candidates.
- d) The detailed timetable for regular and supplementary examinations indicating the code numbers of the current syllabus.

Preliminary Notification and Timetables will be posted in the Deans' Group for review.

Deans are expected to verify whether all courses are listed and Identify potential date clashes for various course combinations. Corrected Timetable will be posted on University website with title 'Provisional Timetable'. If no objections are received from students, the Final Timetable will be posted on Examination Notice board and published on University website

05. Hall ticket for End Semester Theory Examination

- a. Hall tickets will be issued for students as per the date given in the calendar of events/notification whichever is later.
- b. End Semester Theory Examination Hall Tickets for Regular and Supplementary Candidates will be available on student portal.
- c. Supplementary hall tickets for theory courses will have the examination dates and time for the courses applied for.
- d. Regular hall tickets for theory courses will have the examination dates and time for the courses registered for.
- e. The theory course code numbers in the supplementary hall tickets are the same code numbers, the student had written the regular examination for the first time. However, students writing the supplementary examination in a given course for the third time or more, are expected to check the University website about the code number which the student is expected to write the examination. This information will be available under the title "**New and old course code number**". A supplementary student who wants to write the examination in the new code number, provided the title for the course is the same, must get a prior permission from the COE.
- f. Students must apply and pay the fee for the Supplementary Practical /Project viva voce/ Dissertation examination offline in the examination helpdesk on the date announced on the calendar of events / notification, whichever is later. They will be issued a separate offline hall ticket. Students must fill in the details on the hall ticket. They must attach a copy of the previous marks card for that course. The HODs / PG coordinators must fill in the reverse side of the hall ticket, verify the eligibility from the attached copy of the marks card and the previous attendance book, before allotting suitable dates for these students. After getting the supplementary examination slots, the students must register the dates in the examination helpdesk.
- g. The list of ineligible candidates to write the theory examination will be sent to the IT cell by the Deans. The IT cell on the recommendations of the Deans shall block the hall tickets of the students for the entire semester or for a given course. 24 hours prior to the commencement of the examination or thereafter, the Deans cannot change their decision about a student's ineligibility. The Dean may decide to give a student another chance after this stipulated time upon submission of

additional documents by the student. In this case, the student will not be allowed to take the examination but will be promoted to the higher semester. After the semester examination, the Deans must write to the Vice-Chancellor (VC) for approval. Upon receiving the VC's approval, the Deans must write to the IT Cell. The IT Cell will move the student from the failed list to the next semester. The student's status will be updated accordingly. The student must apply for the Supplementary examination and pay the required fee. They must write the supplementary examination in the next available chance. This procedure is only applicable in exceptional cases and with the explicit approval of the VC.

- h. The Finance Officer may assign an Office Assistant and the Librarian to temporarily block the hall tickets for dues with the accounts section, administrative office, and library. The hall tickets will be unblocked, after giving an undertaking as per the instructions from the officials. All library books must be returned to the library before the last working day of the even semester.
- i. First year students must submit all documents before issuing hall tickets. No document will be accepted after this date and the provisional admission will be canceled.
- j. Students must download their hall ticket from the student portal. Only printed copies of hall tickets are allowed in examination halls. Students are advised to print the hall tickets well in advance. Digital copies will not be accepted. Students can submit a new hall ticket for a given examination if they do not have the hall ticket presented in the previous examinations.
- k. University shall have the option to block downloading of Hall Ticket by student(s) citing valid reasons. No student will be denied permission to write the examination due to outstanding fees. However, students with fee dues will face temporary hall ticket blocks.2. Blocked hall tickets will display: "Meet Finance Officer". Students must: Meet the Finance Officer. Provide an undertaking regarding fee payment. Upon undertaking submission, hall tickets will be unblocked.
- l. In the case where students are unable to download Hall Tickets, the examination helpdesk / IT cell of the University shall help the students to download Hall Tickets one day before the first semester examination. Ensure timely download and printing of hall tickets.

- m. Hall tickets will indicate various basic instructions to the students.
- n. The examination fee once paid will not be refunded unless it is specifically mentioned in the notification posted by the Controller of Examinations.
- o. A grievance cell will function the next day of issuing hall tickets. Students who had not got the hall ticket may approach the grievance cell. If the grievance of a candidate is found to be true, the hall ticket will be unblocked.
- p. Students are restricted from meeting other University Officials regarding the hall ticket.

06. Question paper printing/packing/distribution for the Mid Semester Examination and End Semester Examination.

- a. The process of the QP printing & packing for the Mid Semester Examination and the End Semester Examination will be the same.
- b. The question paper indent shall be arrived at based on the number of students registered for the given course. COE at his discretion can get up to 10% of question papers printed in excess
- c. Question papers shall be printed in the Examination section under the supervision of the COE. The printed copies are packed day wise and session wise in a sealed box, The box shall be labeled with i) Date and time ii) the portion of the Time table for which the question papers are packed.
- d. The examination section staff shall pack question papers for the theory Examination room wise as directed by the COE.
- e. COE shall receive sealed question paper packets and keep them under security for further distribution to the rooms by the Deputy Controller of Examinations on the day of examination.
- f. Before each examination the coordinator of the examination will verify the question paper packets with the assigned rooms. This will ensure that the question paper packets are available for all allotted rooms. Verification will be recorded in the designated register and attested by the staff incharge of packing and the coordinator of examinations. Register entries will include: Date and Time of the examination as given on the packets, the room numbers, Verifier's signatures, Date and time of verification.

g. To ensure accuracy in distribution of the question paper packets to the rooms, a verification register will be maintained in the office of the COE. This is to prevent incorrect question papers from being distributed to the rooms. Packing Section staff will verify the correct set of packets to be distributed to the rooms. This will be confirmed by the COE/Deputy COE/ Any staff in charge of distribution of the question paper. Verification will be recorded in the designated register and attested by the COE/Deputy COE. Register entries will include: Date and time on the question paper packet and the date and time of verification.

07 Examination Answer book

- a. Students will be provided an answer booklet containing 8 pages for Mid Semester examinations. Additional sheets will be provided if needed.
- b. Students shall be issued an answer booklet containing 28 pages including a cover page for the ESE. No additional answer book shall be provided to students while answering the theory examination. Separate answer booklets will be issued for examination in need of graph sheets and maps. For General English, Languages and Open Elective courses, 12 page answer scripts will be given.
- c. The theory answer booklet issued to students shall have provision to write the Course Code and Course Title.
- d. The ESE theory answer booklet shall have the space for affixing the QR code which has the information regarding the Unique number of the candidates.
- e. The ESE theory answer booklet will carry page numbers and also the barcode specific to a given booklet on all pages.
- f. Students shall be issued an answer booklet containing 8 pages including the cover page for practical examination. Additional answer books shall be provided to students while answering practical examinations. Students can write their registration number on the answer booklet. The answer booklet will have a column to write the Practical Internal Assessment Marks (PIA) and the End Semester Practical Examination marks if any. The teacher in charge of the class will enter the total marks in the AMI.

- g. Students are expected not to disfigure barcodes / QR codes printed or affixed on the answer book, failing which, it shall amount to malpractice and will be dealt with accordingly.
- h. The theory answer scripts post-examination is packed in 50. All answer scripts of a given course for the regular examination can be kept in a single box to be sent to the scanning unit.

08 The False number of the Registration number

- a. The digital valuation software will create a false number for each registration number. The concealed identity shall be maintained confidentially to facilitate decoding at a later stage.
- b. Digital valuation software will facilitate printing the QR code for the false number.
- c. The QR code sheet will carry the registration number and the name of the students on one side and the QR code on the other side so that the students can identify the QR code to be pasted on the answer booklet corresponding to their registration number. The invigilator will paste both QR code and registration number in the respective space provided.
- d. Decoding of the registration number will be done by the digital valuation software and the marks will be directly added to the student's portal.

09 Valuation of Answer scripts

- a. The HODs and PG coordinators will submit the recommended names of the internal and external valuers and reviewers for the given course. COE can modify the list if needed.
- b. The answer script valuers and reviewers for the UG courses will be mapped in digital valuation software. The first and second valuers of the PG also will be mapped in the digital valuation software. Normally the reviewer is the paper setter. If there is a very senior teaching faculty member in the team of valuers for a given course, it is advisable to appoint the senior member as the reviewer even if he/she is not the paper setter.
- c. The date of commencement of valuation and the last date to complete the valuation will also be fixed by the software. A teacher must value a minimum of 25 answer scripts per day.

- d. The dates are calculated from the day on which the answer scripts are assigned to the teachers. 2 additional days will also be given automatically while calculating the last day for valuation.
- e. The reviewer must organize a meeting of the valuers on the day or next day of conducting the examination.
- f. The answer scripts are arranged in sets of 10 each.
- g. The valuer is expected to value the answer scripts in the order given in their portal.
- h. The reviewer is expected to start the review as soon as 10 answer books are valued by the valuer. This will help the reviewer to check whether the valuer is valuing according to the scheme provided. If needed the reviewer can call for a midcourse correction in the scheme of valuation. The reviewer is expected to review only 2 answer booklets in a given set. The reviewer can open any answer scripts in a given set. But after completing the review of 2 scripts, further access for any script in the set will be denied.

10 Withholding of results

- a. The results will be withheld temporarily, if the student has (i) a Fee due (ii) due in the library (iii) discipline issues pending inquiry.
- b. Students' results can be withheld in cases where the non-availability of marks details affects result computation.
- c. Student commits malpractice during the examination.

11 Malpractice

- a. Students' Malpractice detected by the Invigilator/ Squad at the time of writing the examination (theory and practical examination) has to be reported to the Controller of Examinations within one hour after completing the examination. The student must be allowed to complete the examination. The answer script must be valued and the marks must be entered in the Linways. The invigilator(s) must fill in the required format and submit the same to the COE and the memo attached must be handed over to the student.
- b. Malpractice if detected at the time of valuation by the Examiners should be brought to the notice of the Controller of Examinations along with appropriate documents. However, such answer books are to be valued in the normal manner and the marks awarded will be

kept in pending mode and will be used in the future depending on the decision of the malpractice committee.

- c. All Malpractice cases shall be heard by the 3 member malpractice prevention committee and disposed of within 5 days from the date of the last examination of that semester.
- d. The malpractice report must be submitted to the VC and the VC if approved will be sent to the COE. The report has to be approved by the Academic Council.
- e. If the Malpractice Prevention Committee proves that a student has committed malpractice during an examination, the following actions will be taken:
 1. Marks obtained in the examination will be invalidated.
 2. The student's portal will reflect zero marks for the examination.

12 Disciplinary Cell for Examination Duty Irregularities

The Vice Chancellor will appoint a three member committee of senior most faculty members to look into the alleged irregularities. The tenure for these members will be for two years or till they attain superannuation whichever is earlier. The committee will submit the report within 5 working days. If the irregularity is proved, the Vice chancellor will take necessary action against the staff. The action may involve first time a warning memo and for the second time if the same offense is repeated the following actions shall be suggested.

- (i) If serious irregularities are committed in QP setting no paper setting will be given for 2 semesters, and double the invigilation duties will be given
- (ii) If serious irregularities are committed in valuation of answer scripts, no valuation work given for 2 semesters, and double the invigilation duties will be given.

If the irregularities are committed for the third time, disciplinary action can be initiated by the VC and will be recorded in the service register.

13 Gracing and Moderation

- a. Gracing will be done as per the gracing rules of the University
- b. The moderation committee will decide the moderation if any for each course if the pass percentage is less than 50%. The COE shall

head the moderation committee and the Deans will be the members. The moderation committee will meet after publishing the raw results.

14 Result Processing

- a. Students absent from a course in the Semester examination will be marked "AB" and the result for the course will be marked as "Repeat".
- b. Students who are absent for: Continuous Assessment (CA) activities, Mid-Semester Examination (MSE) and fail to register for and write the Makeup examination will receive ZERO MARKS for the Continuous Assessment (CA) component.
- c. As soon as the valuation is over, the gracing is done, the moderation committee goes through the results if it is less than 50%, and recommends moderation, the results shall be modified accordingly and the final results will be uploaded to the student's portal. Results greater than 50% will not be presented to the moderation committee.
- d. After revaluation or challenge valuation, the revised results are final.

15 Result Publishing

- a. The results will be published in the student portal after the regular gracing and moderation, if any. The last dates to apply for the photocopy of the answer scripts, revaluation, and challenge valuation also are mentioned in the result sheet.
- b. Results will be published semester-wise, programme wise.
- c. Disputes if any must be addressed to the Controller of Examinations in writing within 7 days of publishing the results.
- d. Final semester students can request "out of turn" results by paying the required fees. The student's result, if available, will be issued in priority and the certificates also will be issued within a day.
- e. The revaluation and challenge valuation results will be published on the University website and examination notice board and the final marks will be updated in the student's portal within 5 working days of publishing the results.

16 Certificates after final semester examination

- a. Candidates who completed all programme completion requirements will be issued (i)Transcript (ii) TC and (iii)Migration Certificate. The

date of publishing results of the final semester, the date of issuing the Tatkal certificate, and the regular certificate will be posted on the University website in the 12th week of the semester.

- b. Semester-wise marks cards will not be printed and issued to the students. However, the semester-wise marks cards will be uploaded to the student's portal within one month after publishing the result. To start with, the marks cards will show as "Provisional Marks card" and after the final scrutiny, they will appear as "Statement of Marks. Students are advised to download the statement of Marks, take a colour printout, and file them. The printout can be considered as the original marks card.
- c. Duplicate certificates can be obtained by paying a fee as prescribed by the University.
- d. Certified semester-wise marks cards can be obtained by paying a fee as prescribed by the University.
- e. Students who scored the highest marks in each course will be given Merit certificates in all semesters. For UG stand-alone programmes and PG programmes the Merit certificate will be given to students who scored the highest marks by adding the marks scored in all core courses except the language courses for UG.

17 Convocation

- a. Students who complete all programme requirements in the April examination are allowed to apply for the annual convocation. Those who complete the programme in the June examination (Special supplementary examination) are not eligible for convocation in the same academic year. They can apply in the next available annual convocation.
- b. The students shall pay the convocation fee in the Linways portal latest by the 30th of June on the first appearance of the final examination of the programme.
- c. Students need not fill out any separate application form for convocation purposes.
- d. The photograph available in the student's login portal will be used in the convocation certificate.

- e. The rank statements shall be generated as per the guidelines of the University.
- f. The convocation presentation book shall be generated as per the guidelines of University.
- g. Degree certificates shall be uploaded to the NAD portal within 10 days from the date of convocation by the administrative office.
- h. The Annual Convocation ceremony will be held on the 27th of September every year.

18 Lodging with NAD

National Academic Depository (NAD) is an online storehouse of all academic awards (Degrees, Diplomas, Certificates, Marks Cards, etc;) lodged by academic institutions in a digital form. It is a 24x7 online mode for making available academic awards and shall help in validating their authenticity, their storage, and easy retrieval. UGC is an authorized agency to get into a tripartite agreement, initially for three years for the establishment of NAD. Universities, Departments, and students will be linked to NAD.

6.0 EVALUATION

01. Overview of evaluation for Undergraduate and Postgraduate programmes

Depending upon the number of credits allotted for a course, the total marks allotted varies as given below.

Credits	Marks	Credits	Marks
1	25	6	150
2	50	7-10	200
3,4,5	100	11-15	350

Evaluation of core papers, FC and Elective papers consists of two components, viz. Continuous Assessment (CA) and End Semester Examination (ESE) with a weightage of 40% in CA and 60% in ESE for UG programmes and a weightage of 50% in CA and 50% in ESE for PG programmes. The weightage of the Practical Internal Assessment (PIA) and the End Semester examination (ESPE) will be decided by the respective Boards of Studies (BOS) depending on the nature of the course. The PIA: ESPE marks can vary from 40:60, 50:50, 60:40, 70:30, or 100:0, which will be decided by the respective BOS.

The table below shows the CA and SE marks & the examination period for theory courses.

	Credits	Mid semester Examination		End Semester Examination	
		Max.Marks	Time	Max.Marks	Time
UG	3,4,5	25	60 min	60	120 min
	2	15	60 min	30	60 min
PG	3,4,5	25	60 min	50	120 min
	2	15	60 min	25	60 min

02. The marks allocation for Continuous Assessment (CA) for UG programmes.

I For 3, 4, and 5 credit theory courses

	Max marks	Duration
Mid-Semester Exam	25	60 min
Activity 1	10	
Activity 2	10	
Makeup Exam/CA improvement Exam in lieu of Mid-Semester Exam	25	

Total marks will be reduced to 40 (50% weightage for the activities and 50% weightage for the Mid-Semester Exam).

II) For 2 credit theory course

	Max marks	Duration
Mid-Semester Exam	15	60 min
Activity 1	10	
Activity 2	10	
Makeup Exam/CA improvement Exam in lieu of Mid-Semester Exam	15	

Total marks will be reduced to 20 (50% weightage for the activities and 50% weightage for the Mid-Semester Examination)

03. The marks allocation for Continuous Assessment (CA) for PG programmes

I For 3,4 and 5 credit courses

	Max marks	Duration
Mid-Semester Exam	25	60 min
Activity 1	15	
Activity 2	15	
Makeup Exam/CA improvement Exam in lieu of Mid-Semester Exam	25	

Total marks will be reduced to 50 (50% weightage for the activities and 50% weightage for the Mid-Semester Examination).

II) For 2 credit theory courses

	Max marks	Duration
Mid-Semester Exam	15	60 min
Activity 1	10	
Activity 2	10	
Makeup Exam/CA improvement Exam in	15	

Total marks will be reduced to 25 (50% weightage for the activities and 50% weightage for the Mid-Semester Examination).

04. Conversion Table for the CA marks

UG_3,4,5 credit theory courses				
	Semester	Exam to be conducted for (marks)	Reduced to	Total
Mid Semester Exam	All	25	20	40
CA Activity -1		10	10	
CA Activity -2		10	10	

PG_3,4,5 credit theory courses				
	Semester	Exam to be conducted for (marks)	Reduced to	Total
Mid Semester Exam	All	25	20	40
CA Activity-1		10	10	
CA Activity -2		10	10	

UG_2 credit theory courses				
	Semester	Exam to be conducted for (marks)	Reduced to	Total
Mid Semester Exam	All	15	10	20
CA Activity-1		5	5	
CA Activity -2		5	5	

PG_3,4,5 credit theory courses				
Mid Semester Exam	All	15	13	25
CA Activity-1		10	6	
CA Activity -2		10	6	

05. Grading system

For the grading and classification of students, the performance of the students is first marked according to the conventional procedure. Marks are then converted into grades, and grades, in turn, to grade points in accordance with the ten-point grading system using the table given below.

a. Calculation of Semester Grade point Average (SGPA) and Cumulative Grade Point Average (CGPA)

$$SGPA = \frac{\sum_{k=1}^n (C_k \times G_k)}{\sum_{k=1}^n C_k}$$

For SGPA calculation all core courses including GE, Languages are considered

Where n is the number of all courses (with letter grades and grade points including the letter grades F and FA, which have zero grade points) in a given semester.

ck is the credit assigned to a course k and Gk is the grade point received by the student for the course k.

$$CGPA = \frac{\sum_{t=1}^n (C_t \times G_t)}{\sum_{t=1}^n C_t}$$

For CGPA calculation all core courses excluding GE, Languages are considered

Where n is the number of all courses (with letter grades and grade points including the letter grades F and FA, which have zero grade points) registered by the student up to and including the latest completed term.

The SGPA and CGPA are calculated to two decimal places.

Illustration to calculate the SGPA

Suppose a student has been awarded the following marks in the first semester

Subject	Marks	Grade	Grade points	Credit	Weighted grade point
General English	68	A	7.0	3	21.0
Language	72	A+	7.5	3	22.5
Subject 1	70	A+	7.5	5	37.5
Subject 2	56	B+	6.0	5	30.0
Subject 3	62	A	6.5	5	30.0
IGNITORS	-	S	-	1	-
Foundation Course	-	S	-	2	-
Total			21		141

Total credit for core courses = 21; Total weighted Grade point = 141,
SGPA = $141/21 = 6.7$

b. Ten point Grading system

% of marks in a course	Grade Points	% of marks in a course	Grade Points
95-100	10	60 - 64.99	6.5
90-94.99	9.5	55 - 59.99	6.0
85-89.99	9.0	50 - 54.99	5.5
80-84.99	8.5	45 - 49.99	5.0
75-79.99	8.0	40 - 44.99	4.5
70-74.99	7.5	Less than 40	0
65-69.99	7.0		

C. Semester Result / Grade Description for UG Courses

Percentage	Alpha sign / Letter Grade	Result / Class Description
90-100	O	Outstanding
80-89.99	A ⁺⁺	First Class-Exemplary

70-79.99	A ⁺	First Class -Distinction
60-69.99	A	First Class
55-59.99	B ⁺	High Second Class
50-54.99	B	Second Class
40-49.99	C	Pass Class
0-39.99	F	Not Completed
-	FA	Fail-shortage of attendance
-	S	Satisfactory
-	U	Unsatisfactory

d. Semester Result / Grade Description for PG Courses

Percentage	Alpha sign / Letter Grade	Result / Class Description
90-100	O	Outstanding
80-89.99	A ⁺⁺	First Class-Exemplary
70-79.99	A ⁺	First Class -Distinction
60-69.99	A	First Class
55-59.99	B ⁺	High Second Class
50-54.99	B	Second Class
40-49.99	C	Incomplete

06. Calculation of percentile

It is a statistical measure indicating the relative position of a particular value in a dataset. It is calculated by determining the percentage of scores that fall below a specific value in a dataset. If a student's score is higher than 75% of the students in a class, their percentile rank is 75. Percentile provides a relative measure, showing how a particular score compares to others in the same group or population.

The percentile is calculated as per the formula given below:

$$\text{Percentile} = \frac{100 \times \text{Number of candidates with raw score equal to or less than } T \text{ score}}{\text{Total number of candidates appeared in the session}}$$

7.0 EVALUATION-PROCESS

01. Continuous Assessment, CA (Both UG & PG)

01.1. Marks for CA and PIA

40% of the total marks for the theory UG courses are evaluated by the Continuous assessment. 50% of the total marks for the theory PG courses are evaluated by the CA. Specific PIA allocation may vary by department/course. The modalities of the Practical Internal Assessment (PIA) for UG and PG programmes will be decided by the respective BOS depending on the nature of the course. Faculty will inform students of the exact PIA breakdown at the beginning of the semester.

There are no minimum marks required for CA/PIA to be eligible for writing semester examinations. **However, it is advisable to score a minimum of 50% of the maximum CA marks in each theory paper so that it will be relatively easier to score the mandatory 40% in aggregate of CA and SE.**

01.2. Components of CA

Two activities and one MSE are conducted for each theory course as part of the formative assessment. The first activity will be conducted before the MSE and the second activity after the MSE. The CA activity marks are entered in the CA register. CA activities are conducted as per the notifications from the COE.

01.3. Mid Semester Examination, MSE

MSE will be held midway through the semester. Usually, it will be held in the 8th week during the odd semester and the 7th week during the even semester. It is centrally organized by the COE. The COE will notify the mid-semester examination dates in the 6th week. 50% of the syllabus must be covered before the MSE. The HODs must notify the portion for the MSE and the blueprint of the question paper on the department notice board well in advance. **If there are two examinations scheduled for a given student on the same day, there must be a minimum of 2.5-hour gap between the two examinations.** The HODs are responsible for scrutinizing (BOE for the MSE) the question papers, collecting the verified question papers from the respective teachers who are assigned to set the papers, and submitting them to the COE. The Examination coordinator(s) and the deputy COE will plan for conducting the MSE.

Students who were readmitted for a single subject must register for the makeup examination. They are not allowed to write the mid semester examination.

01.4. Makeup Examination

If a UG or PG student is unable to write the Mid-Semester Examination(s) s/he may apply online for a Makeup examination along with the prescribed fee within the last date as per the notification. This facility is available only for the students of regular batch and students who got readmitted either for all courses of the semester or for one course. Students who availed of other duty attendance and missed the MSE need not have to pay the makeup examination fee. However, they must submit the makeup examination application along with the on-duty attendance certificate, offline in the Examination helpdesk. Students who attended the mid semester examination are not allowed to write a makeup examination. No makeup examination will be given for those who have not registered for the same within the last date mentioned. The makeup examination will be conducted in the 11th week of the semester and the questions will be asked from the portions covered till the 10th week. There will be no bonus questions in the question paper. In the rare event, the Deans, with the approval from the COE, can conduct the additional makeup examination for those students who missed the MSE as well as the Makeup examination.

Students who were readmitted for a single subject must register for the makeup examination. They must submit the application form, but need not have to pay the fee for the same but must submit a copy of the university fee paid receipt

01.5. CA Improvement

UG and PG students who want to improve their grades in the mid semester examination marks may apply for the CA improvement exam with the prescribed fee. The CA improvement exam will be conducted in the same manner and time in which the Makeup examination is conducted. The best of the two marks will be considered for the CA marks calculation. **CA improvement examination is only for the current batch students and no CA improvement examination will be conducted for the previous batch students.** No CA improvement examination will be given for those who have not registered for the same within the last date mentioned. Students who score low marks in activities may request the subject teacher for an additional opportunity to improve their scores.

Procedure:

1. Students must submit a request to the subject teacher for a third activity.
2. The subject teacher may approve or disapprove the request. There must be a strong reason to disapprove the request for a third activity. Normally the request for the third activity will be approved by the teacher as this may help the student to score better marks.
3. If approved, the student will be assigned a new activity.

The best two out of the three activity marks will be considered for grading.

Guidelines:

The request must be made within one week after completing the second activity.

The subject teacher's decision is final and binding.

The additional activity will be of similar nature and weightage as the original activities.

01.6. Valuation of the answer scripts

Valuation of the MSE, makeup test, and CA improvement examination answer scripts will be done by the respective teachers teaching the course. Teachers shall collect the answer scripts from the examination section as per the instruction from the COE. The valuation has to be completed within 10 days of completing the MSE and the marks must be uploaded to the CA register. If more than one teacher values the MSE answer scripts the HOD must ensure that the scheme of valuation for that course is finalized before starting the valuation. Also, 10 % of the answer scripts can be reviewed mutually to ensure uniform valuation. HODs and PG coordinators must make arrangements to review the answer scripts evaluated by the teacher doing valuation for the first time.

01.7. CA Register

The CA register is the portal in the AMS, which has a provision to enter the marks for the CA components separately. The marks for the CA activity-1, CA activity-2, MSE, Makeup examination, and CA improvement examination if any, shall be entered by the course teacher within the date mentioned by the COE. The HOD must maintain a hard copy of the same. The total marks for Practical courses i.e, the sum of PIA marks and the Practical end-semester examination marks, if any, will be entered by the subject teachers after completing the practical examinations.

01.8. CA marks correction:

Students must report any discrepancies in CA marks to the concerned professor by the last day of the 12th week of the semester. No claims for correction in CA will be entertained after the last date announced by the Controller of Examinations (COE). Students identify errors in CA marks and notify the concerned professor in writing by the specified deadline. The professor verifies the claim and accepts or rejects it. If accepted, the professor submits a correction request to the COE office. It is the student's responsibility to ensure accuracy of CA marks. Late claims will not be considered. CA/PIA marks of previous semesters will not be revised.

01.9. CA answer script disclosure:

All evaluated answer scripts of CA / PIA must be returned to the students within the last date mentioned in the calendar of events for the safe custody by the students. Complaints, if any, regarding the marks awarded must be registered with the teacher within 48 hrs of announcing the marks to the class. The absence from the class cannot be an excuse for a request for a review of the answer script at a later date. If the student gets a negative response from the teacher, the matter could be taken to the HOD. HODs can consult the COE and take further action in the matter. All decisions are subject to the scrutiny of the examination grievance cell.

02 Evaluation of courses specific to the University

02.1. IGNITORS-UG and PG students must attend the life skill programme, the IGNITORS. It is a programme completion requirement. The campus ministry of the University will organise the IGNITORS programme. There will be a fast track IGNITORS classes towards the end of the odd semester for those who couldn't complete the course in the regular classes. Students who failed to complete the course must attend the repeat classes after paying the fee for the course.

02.2. Outreach Programme-UG students must put in 60 hrs and PG students must put in 40 hrs of outreach activities. The outreach center will organize the activities and maintain a record of the number of hours of the outreach activities attended by the candidates. By the end of the final semester, the outreach department will submit the list of successful candidates to the COE.

The following timeline for completing the outreach course work must be followed:

Last date to submit the required documents in the outreach department by the final semester students : Hall ticket issue date for the even semester.

Additional chance to submit the documents by the final semester students: Hall ticket issue date for the special supplementary examination. Results will be published along with the special supplementary examination results. Transcript, Provisional Degree Certificate, TC and Migration certificates will be issued within one month of publishing the results. Such students are not eligible to apply for the convocation in the current academic year. They can apply for the convocation in the next academic year.

Second additional chance to submit the certificates by the final year students with a fine of Rs 500/-: Within a month after publishing the Special supplementary examination results, as notified by the Controller of Examinations. Results will be published within one week after submitting the documents. Transcript, Provisional Degree Certificate, TC and Migration certificates will be issued within one month of publishing the results. Such students are not eligible to apply for the convocation in the current academic year. They can apply for the convocation in the next academic year.

Students who fail to submit the document within the timeline proposed, may submit the documents before the next available hall ticket issue dates for the semester. Results for such candidates will be published along with the regular final -semester results. Transcript, Provisional Degree Certificate, TC and Migration certificates will be issued within one month of publishing the results.

02.3. Additional credits for UG students

Rules governing the Additional Credits

To encourage undergraduate students to participate in extracurricular and co-curricular activities, credits are allotted. Each UG student must earn a total of 5 additional credits as a course completion requirement during the three years of study.

General Guidelines

- Students can earn a maximum of FOUR credits in one academic year and THREE from one single Unit such as NSS, NCC, Sports, etc.
- No credits are to be awarded for activities/seminars/workshops attended or conducted within the University.

- No credits are to be awarded for participation in any association activities.
- National and International units of NCC, NSS, and AICUF which do not come under the preview of in-house associations are allowed to give a maximum of 3 credits in an academic year as per the guidelines given below for work outside the University.
- Students are encouraged to pursue online courses to enhance their knowledge. However, courses only from SWAYAM and NPTEL platform are eligible for claiming the credits. The students should get the consent from the concerned subject teacher/mentor prior to starting of the course. Students who complete such online courses for additional credits will be examined/verified by the concerned mentor/internal faculty member before awarding credits.
- **No credits are awarded for those activities which come under the purview of SEC of the NEP structure.**

The distribution of additional credits under different categories is as follows:

Sports and Games

Students participating in sports and games as members of the University team can get 2 credits per year for 60 hours of practice/training as recorded. For every additional 60 hours of training, these students shall get 1 additional credit. Students get 2 credits for every win whether 1st, or 2nd in the inter-collegiate competitions.

For every subsequent win (Only 1st) a student can get 1 credit.

- Students playing for Bangalore University can get 2 additional credits.
- Students playing for Karnataka state can get 3 additional credits.
- Students playing in National teams can get 4 credits. All these credits must be approved by the Sports Director and scrutinized by the committee constituted by the Vice Chancellor.

Participation in Cultural Events

Note: students are expected to participate regularly in practice and training to obtain any additional credit for the following:

- Dance / Music / Theatre / Choir / Fashion.

- For 60 hours of training and practice, students of the University team can get 2 credits.
- 2 credits for every win whether 1st or 2nd in the inter-collegiate competitions.
- 1 credit for every subsequent win (only 1st).

All these credits must be approved by the coordinator in charge of cultural activities and scrutinized by the committee constituted by the Vice Chancellor.

AICUF / NSS/ Other social service activity N.S.S

- 2 credits for 60 Hours of Sharmadan / Community Service.
- 1 additional credit for exceptional active involvement for an additional 60 hours.
- For ID/RD or other such events, students can get additional 2 credits.
- 2 credits for an Annual Rural Exposure Camp.

All these credits must be approved by the respective N.S.S Officer.

NCC

- 2 credits for 60 hours of training/parade/ other activities.
- For an additional 60 hours, students can get 1 additional credit.
- For ID/RD/other such events, students can get an additional 2 credits.
- For multiples of the above, students get 1 additional credit.
- 1 extra credit for passing B/C/other such certificate examinations.

All these credits must be approved by the NCC officer.

Youth Red Cross(YRC):

- 2 credits for 60 hours of active participation in YRC events and initiatives
- For an additional 60 hours, students can get 1 additional credit.
- 2 credits for attending state /national YRC camps
- The YRC nodal Officer must approve all these credits
- The maximum credit under this category can not exceed 3.

Extra -academic activities

- All extra credits claimed under this heading will require sufficient academic input/ contribution from the students concerned.
- 2 credits for presentation as well as publication of paper in International/National/State level seminars/workshops.

- For every subsequent activity of the above, students can claim one additional credit.
- 1 credit for measurable research work undertaken and field trips amounting to 30 hours of recorded work.
- 1 credit for creating models in exhibitions/ other exhibits which do not include charts/collage or any such kind.
- 1 credit for any voluntary social service / Nation building exercise which is in collaboration with the outreach centre, equivalent to 30 hours

All these credits must be approved by the Class Mentors.

Passed-out students must get the credits approved by the Additional credit coordinator.

Certificate Courses

Students can get additional credits (number of credits will depend on the course duration) from certificate courses offered by the University. The student must successfully complete the course. These credits can be earned in any year and will be approved by the respective mentor.

General internships and internships which are part of general curricula do not carry any credits. However, Students who undertake summer projects/ internships/ training in institutions of repute through a national selection process, will get 2 credits for each such activity. This must be done under the supervision of the concerned faculty/mentor.

NOTE: No credits can be granted for organising or for serving as office bearers/ volunteers for Inter-Class / Associations / Sports / Social Service activities. The office bearers and volunteers may be given a letter of appreciation by the respective staff coordinators. Besides, no credits can be claimed for any services/activities conducted or attended within the University.

All claims for the credits by the students should be made and approved by the mentor in the same academic year of completing the activity. Any grievances of denial/rejection of credits should be addressed to Additional Credits Coordinator in the same academic year.

Students having a shortage of additional credits at the end of the third year can meet the Additional Credits Coordinator, who will provide the right advice on the activities that can help them earn credits required for graduation.

The following timeline for the submission of additional credit certificates:

Last date to submit the certificates in the first year : Hall ticket issue date for the second semester.

Last date to submit the certificates in the second year : Hall ticket issue date for the fourth semester.

Last date to submit the certificates in the third year : Hall ticket issue date for the sixth semester.

Additional chance to submit the certificates in the third year: Hall ticket issue date for the special supplementary examination. Results will be published along with the special supplementary examination results. Transcript, Provisional Degree Certificate, TC and Migration certificates will be issued within one month of publishing the results. Such students are not eligible to apply for the convocation in the current academic year. They can apply for the convocation in the next academic year.

Additional chance to submit the certificates in the third year with a fine of Rs 500/-: Within a month after publishing the Special supplementary examination results, as notified by the Controller of Examinations. Results will be published within one week after submitting the documents. Transcript, Provisional Degree Certificate, TC and Migration certificates will be issued within one month of publishing the results. Such students are not eligible to apply for the convocation in the current academic year. They can apply for the convocation in the next academic year.

Students who fail to submit the documents within the proposed timeline may submit them before the next available hall ticket issue date for the even semester. The results for such candidates will be published along with the regular 6th semester results. Transcripts, Provisional Degree Certificates, TCs, and Migration certificates will be issued within one month of publishing the results.

02.4. Value Education(HRD/Theology)- All UG students except the B.Voc. students must register and pass the value education course during the 2 nd semester. The campus ministry is in charge of conducting the value education. Those students who do not complete this course must register for the supplementary course conducted in the even semester and complete the requirements. There will be a fast track HRD/Theology class conducted towards the end of the second semester.

02.5. Field work programme (For BSW /MSW)

Eligibility criteria for field work (viva-voce)

- a. A student has to have 100% attendance in field work, report submission, individual conference, and group conference.
- b. Reports should be submitted in the standardized format provided by the department mandatorily.
- c. Absence due to medical reasons should be informed no later than 3 days of the illness and the required documents should be submitted for the same.
- d. The fieldwork will be done concurrently two days a week by the students in the agencies selected by the Department. No change of agencies is allowed under any circumstances.
- e. Any disciplinary issues relating to the student raised by the fieldwork organization will result in ineligibility after an inquiry by the fieldwork grievance committee set up by the department.
- f. All cases of ineligibility will be heard by the fieldwork grievance committee and the decision taken by the committee is final and binding.

02.6. Internship: Students must submit the internship certificates within the last date announced by the HOD or PG coordinator. Those who fail to do so will be declared failed and must submit the certificate in the next available chance. They must apply for the supplementary examination offline, and pay the examination fee as notified by the COE.

03. Examination for persons with disabilities

01. Rules for persons with disabilities/ Examination for physically-challenged students

- Scribes for writing the examination are allowed for the persons with disabilities. The writer for a visually challenged student has to be from a lower standard of academic qualification than the latter, to ensure that there is no scope for cheating. Compensatory time allotted should not be less than 15 minutes per hour of examination for persons who are making use of scribes. This facility is extended to students with temporary disability or writing disability. Students with a learning disability are allowed to use computers to write the examination if they have difficulty in writing.
- All undergraduate and postgraduate students with temporary injuries seeking to write the examination using the scribe will be allowed to do

so, provided they apply in the prescribed application form with supporting documentation (including information on current limitations, prognosis, and expected course or length of time academic adjustments may be needed). They are also eligible for the extra time as applicable for visually challenged students.

All students with communicable diseases like chickenpox will be provided a separate room for writing the examinations.

Any person, suggested by the differently abled examinee for appointment as scribe/helper to write the examination and who is not writing the same examination as the differently abled examinee is writing and also who is not studying in the higher class of the same course, may be appointed as a scribe by the Controller of Examinations. Such applications must be submitted at least one week before the examination to the COE. In case of any change of such scribe/helper appointed earlier, the examinee shall obtain fresh permission from the Controller of Examinations.

03.2 Green tag candidates

Answer scripts of the candidates having learning disabilities will be identified with a green tag seal. Candidates must provide the necessary medical certificate to claim the tag. The Examiners are expected to ignore the handwriting, spelling, sentence construction, etc. of such candidates. They must be more liberal in the valuation of green tagged answers compared to other regular answer scripts. Computers will be provided for them to type the answers, if requested.

04 END SEMESTER EXAMINATION

04.1 General points about the ESE

The evaluation in the University is formative and there will be a summative assessment also. As part of the formative assessment, there are two activities and one mid semester examination. At the end of the semester, there will be one End Semester examination also. However, all evaluation processes are treated with equal importance.

- a. For the End semester examination, the entire syllabus must be included for setting the question paper. However, a weightage of ~35% must be given for the portion completed up to MSE and ~ 65% weightage for the portion covered after the MSE.
- b. The Practical End Semester examination, if any will be conducted as per the directions from the BOS of the respective departments. The

examination will be conducted after the last teaching day for those programmes with practical /Viva Voce examination. The examination will be conducted after winding up the theory classes in the 13th week. The Chairperson(HOD) shall plan for the examination dates in consultation with the COE.

04.2 General Eligibility criteria to complete the programme

- a. Standard Completion Period: Students must complete their programme within $n+2$ academic years from the date of joining the programme, where n is the minimum number of years required to complete the programme. For Example, 3-year UG programme: Completion within 5 years (3+2) 2-year PG programme: Completion within 4 years (2+2)
- b. Students who cannot complete the programme within $n+2$ years may apply for an additional academic year.
- c. Normally, all students requesting an extension will be granted an additional academic year to complete the programme. The additional year is granted only once , but will not be granted after $n+3$ years from the date of joining the programme. Students availing the extension must complete the programme within the approved time frame. Failure to complete the programme within the extended time frame will not be allowed to complete the programme.
- d. There are no minimum marks required in CA for deciding the eligibility to write the ESE. However, the students are advised that a minimum of 50% marks in CA is desirable.

For Regular students:

- e. To decide on the eligibility, the theory courses and practical courses are treated as separate units. For example, if the student has an attendance shortage in one theory course and one practical course each, it will be considered as one subject shortage in theory as well as one subject shortage in the practical course in that semester.

04.3 Eligibility to write Theory ESE:

- a. Only those students who have more than 75% attendance (in each course) are eligible to write the End Semester Examination. This minimum requirement shall be modified in the Deans meeting, which will be conducted in the 13th week of the semester.
- b. Attendance will be computed after adding all on duty attendance and due consideration medical cases if any.

- c. Those candidates who have less than 75% attendance in only one theory course (OR 70% attendance for Practical courses), will be allowed to write the End Semester Examination in all courses except the one course in which s/he has a shortage in attendance.
- d. The candidate blocked for one subject (Theory or Practical) must attend classes only in that course for which there was a shortage at the next available chance after completing the programme. Once the required 75% attendance is earned, s/he will be allowed to write the next available Supplementary Examination. However, if the student has an academic break, the students may be allowed to register for the course before completing the programme.
- e. A student who is not eligible to write the End Semester Examination due to a shortage of attendance in multiple papers has to get readmitted to the semester (pay the fees for a semester and attend classes) at the next available chance. Once the required 75% (or 70% for practical courses) attendance is earned, s/he will be allowed to write the next available Supplementary Examination. Such candidates, if allowed to write the practical examinations, need not have to repeat the practical courses.
- f. A student's name who is not eligible to write the End Semester Examination due to a shortage of attendance in multiple papers will be moved to the failed list and the student details will not be available in the same batch.

04.4 Eligibility to write the Practical End Semester Examination

- a. To be eligible for writing the Practical Semester Examination/Viva Voce, students must have attended at least 70% of practical classes. Students having a shortage in attendance must approach the respective Heads of the Departments /PG coordinators for additional lab sessions by the 7th/8th week of the semester to make up the shortage. Before starting the Semester Practical /Viva Voce examination, the Heads of Departments /PG coordinators will verify attendance records and make a list of students ineligible to write the Practical/Viva Voce Semester examination. Decision on eligibility will be based on verified attendance. Ineligible students cannot write Practical Semester Examination/Viva Voce for the given course.
- b. The HODs must prepare the list of ineligible students to write the practical examination and this list must be announced on the notice board without the name(s).

c. For a multi-major system, the students will be denied permission to write the examination for those course(s) where there is an attendance shortage. Those denied permission to write the Practical /Viva Voce semester examination, must register for the respective practical course(s) after completing the 6th semester examination. However, before completing the 6th semester, if they have another academic break in the respective academic period, they can register for the practical courses where they had an attendance shortage. They must pay the college course fee for that practical course(s) as decided by the Finance Officer. They will be allowed to write the semester examination only after attending at least 70% of the classes. After completing the course, eligible candidates must apply for the semester examination offline, but need not have to pay the examination fees.

d. For PG Programmes and stand alone programmes like BA(Visual communication), B.Voc. etc., a student having attendance shortage in one practical course, will be allowed to write the semester examination in all practical courses except the one in which the student has the attendance shortage. If a student has attendance shortage in more than one practical course, the student will not be allowed to write the semester practical examination in all practical courses. The ineligible student has to register for the respective practical course or all practical courses of that semester after completing the final semester examination. They must pay the college course fee for those practical course(s) (either one course or all courses) as decided by the Finance Officer. They will be allowed to write the semester examination only after attending at least 70% of the classes. After completing the course, eligible candidates must apply for the semester examination offline, but need not have to pay the examination fees. The HOD must maintain the attendance records and approve the hall ticket only after verifying the attendance.

e. A student who is eligible to write the practical semester examination will not automatically qualify to write the theory end semester examination. The eligibility to write the practical semester examination is decided by taking attendance for practical classes only. A student who fails to write the End Semester Practical Examinations/ viva voce examination has to take the Supplementary Examination at the next available chance. No regular practical examination will be conducted for a single student.

f. Students registered for courses that have internships as a programme

completion requirement, must complete their internship within the last date announced by the Controller of Examinations, to be eligible to receive their final semester marks card and other certificates.

04.5. Hall Tickets, Examination Time Table, and Seating arrangements

- a. On the day following the last teaching day of the semester, the Deans and Welfare officers will meet to decide the ineligible candidates to write the semester examination. The Deans will recommend the IT cell to block the hall tickets of the students who have attendance shortages. All eligible candidates may download the hall tickets at their convenience from the student login portal. Those who had an attendance shortage in one subject will get the hall ticket for the remaining courses. All eligible candidates must display hall tickets and University ID cards for inspection in the examination hall.
- b. In case a candidate has lost the hall ticket s/he can download the new hall ticket and present the same to the hall supervisor.
- c. The provisional examination timetable will be announced by the COE in the 10th week along with the notification of the end semester examination. Inconvenience, if any, may be reported to the COE in writing. If the request is genuine, COE may reschedule the examination. Usually, examinations will never be advanced. If at all it has to be rescheduled for a genuine reason, the memorandum must be signed by all students who write the examination.
- d. Most supplementary hall tickets, including those for readmitted students, will be issued online for theory examinations. Special cases, such as one-time last chance students, will be issued offline hall tickets. All practical supplementary examination hall tickets will be issued offline.
- e. The seating arrangement for the semester examination will be displayed on the University website. The examination malpractice rules and the instructions for the students will be displayed on the examination notice board and the University website throughout the examination days.

04.6 Examination schedules

- a. The academic calendar will be presented to the academic council and passed. The schedule for the activity-1, activity-2, MSE, Makeup Examination, CA improvement examination, End Semester Examination, Practical Examinations and SSE, Convocation etc, will be mentioned in the academic calendar.
- b. The detailed time table for the Mid-Semester Examination, as per dates indicated in the academic calendar, shall be prepared by the COE and notified in the 5th week of the semester.
- c. The detailed time table for the makeup examination and CA improvement examination, as per dates indicated in the academic calendar, shall be prepared by the COE and notified in the 5th week of the semester.
- d. The detailed time table for the End Semester Examination, as per dates indicated in the academic calendar, shall be prepared by the COE and notified in the 8th week of the semester.
- e. The detailed time table for the Special Supplementary semester examination, as per dates indicated in the academic calendar shall be prepared by the COE and notified within one week of the even semester End Semester Examination.
- f. The rules and guidelines pertaining to the conduct of various examinations shall be notified by the COE.
- g. The instructions for the students will be posted by the COE in the University website
- h. The instructions for the room superintendents will be posted by the COE in the Official whats App group(Examination notices)
- i. The seating arrangements for the regular students will be posted by the COE at least two days before starting the examination on the University website.. The seating arrangement for the UG open elective course exam will be different and will be announced on the previous day of the OE exam.
- j. The seating arrangements for the supplementary students will be posted by the COE on the previous day of the examination on the University Website.
- k. The invigilation schedule for the teachers will be posted by the COE at

least two days before starting the examination in the Official whats App group(Examination notices)

- I. End Semester Practical Examination (ESPE) ,if any, for the UG & PG programmes will be conducted as per the decisions of the respective BOS depending on the nature of the course. The HODs / PG coordinators may plan for the practical examinations in consultation with the COE.

04.7 Special consideration for NCC, sports, and NSS candidates

- To encourage sports and NCC and NSS, 5% of the maximum marks in each course will be added in that semester. This is applicable for the student who represents University or State in National level events and those who attend the following NCC camps (i) Centrally organized camps-organized by Director General NCC, New Delhi: (a)R.D.C. (b)T.S.C (c)V.S.C (d)J.S.C (e)Y.E.P (ii)State level camps (interstate) organized by Deputy director general (all India), Trekking camp, Advance leadership camp, Mountaineering camp, National integration camp, Army attachment camp, and cycle/ motorcycle expeditions. The student must submit a letter to the COE, with copies of all certificates, attested by the coordinators. A student cannot claim more than 5 marks in a given course even if s/he attended more than one activity mentioned above. A student can not claim marks in a semester different from that of the actual activity that has happened. No extra marks will be added to the courses of supplementary or special supplementary examinations if the student wrote the regular examination and failed to claim the extra marks within the last date announced by the COE. Extra marks will be added to the courses of supplementary or special supplementary examinations if the student failed to write the regular examination due to on duty leave. provided the student submits the required documents before the supplementary examination starts. No extra marks will be added to the courses of supplementary or special supplementary examinations if the student failed to write the regular examination due to personal reasons.
- NCC, NSS candidates, and sportspersons who are eligible to get 5% of the maximum marks, if misses the SE, will be given a special supplementary examination in the month of June. Students who miss the End Semester Examinations in any semester, for any recognized and permitted NCC activity, NSS activity, and sports activity, attending

national level or international academic programme or national-level cultural activity approved by the Deans will be given an 'i' Grade (placeholder grade which denotes "incomplete" performance in any course or courses. They will get a chance to write the End Semester Examination theory and practical papers as per the academic calendar immediately following the academic year in which the student missed the examination. This examination will be conducted during the Special Supplementary Examinations for the final year students. The student must take prior written permission from the COE before taking leave for the activity. They must apply for the Special Supplementary Examination on or before the last date mentioned in the notification for the Special Supplementary Examinations. They need not have to pay the examination fees. The score in the SSE will be considered as the score in the semester. The 'i' Grade will be replaced by the appropriate letter grade as per the score in the SSE.

- c. NCC, NSS candidates, and sports persons eligible for 5% of the maximum marks who miss the Mid-Semester Examination (MSE) are entitled to a makeup examination without additional fee. They must submit an offline application with supporting documents.
- d. NCC, NSS candidates, and sports persons who are eligible to get 5% of the maximum marks who miss both MSE and makeup examination due to on-duty assignments may request the Dean for an additional makeup examination. They must submit an offline application with supporting documents.
- e. NCC, NSS candidates, and sports persons who are eligible to get 5% of the maximum marks if missed both the regular examination and Special Supplementary examination due to on duty assignment may request the Controller of Examinations (COE) to allow them to write the examination in the next special supplementary examinations. However, they must apply for the same offline with the supporting documents.
- f. All students involved in sports, Association activities, and cultural activities will be given grades as per the recommendations of the respective coordinators. These grades will be mentioned in the consolidated marks card. Students must apply for this grade within the last date as per the notification from the COE.

04.8 Improvement Examination (UG & PG) including improvement in CA and PIA marks

- a. UG candidates who have secured 40% or more in the aggregate of CA and ESE and declared passed in that/those course/s and desire to improve the end semester examination marks (**optional improvement examination**), must first cancel his/her original End Semester Examination marks within one month of the result. They must submit a letter to the Controller of Examinations (COE) requesting cancellation of the marks scored. This letter must be approved by the Dean. Along with the application, s/he must have a photocopy of the college ID card. This can be done for a single course or the entire End Semester Examination. The student has to take the next available Supplementary Examination and will be awarded whatever marks obtained in the later attempt even if they are lesser than the previous marks. A new marks card will be uploaded. However, the CA marks will remain the same. A student can avail this facility only once during the entire programme period of two, three or four years.
- b. A PG student who fails to score 50% in a given semester will be declared to have 'Not Completed' in that semester, even though the student might have passed in all individual courses with 40% or more. In such a case, the student must apply for improvement in one/more courses of his/her choice and write the Supplementary Examinations in such course/s in order to make up to 50% in that semester (**mandatory improvement examination**). **The higher marks between the two** examinations will be the final score. If the syllabus or pattern of the question paper is changed, two more chances will be given in the old syllabus or old pattern. There will be no restriction on the number of course/s applied or attempts for improvement. However, the student must complete the programme within 4 years of joining. The same rule is applicable for those who want to improve their marks to 55% which is mandatory for all further studies under UGC guidelines.
- c. A PG student who has already secured 55% or more, yet wants to improve his/her score, may apply for improvement examination (optional improvement examination). This can be done only once, either during the programme or within one year after completing the programme. There will be no restrictions on the number of courses that the student can apply for within a semester, but the candidate is not allowed to select papers from different semesters in the given

examination. The student must submit an application form duly signed by the Dean. The student must attach the photocopy of the college ID along with the application form. The student has to take the next available Supplementary Examination and will be awarded whatever marks obtained in the later attempt, even if they are less than the previous marks. The student must write the examination in the new syllabus or new pattern if introduced. A new marks card will be issued. However, the CA marks will remain the same. A student can avail this facility only once during the entire programme period of 2 years.

- d. Optional improvement examination for UG and PG students will not be held during Special Supplementary Examinations. However, the mandatory improvement examinations for the PG students will be allowed only once during the Special Supplementary Examination, i.e., in the year in which they complete the final semester of the programme. If the student fails to improve the marks, further mandatory improvement examinations will be allowed only during the regular supplementary examinations.
- e. No improvement in CA/PIA is allowed after completing a given semester. Students having a low CA /PIA marks may withdraw the course and get readmitted for the course after completing the programme. They must pay the college course fee for that course as decided by the Finance Officer. They will be allowed to write the semester examination only after attending at least 75% (70% for practical courses) of the classes. They must follow all rules for the readmitted students. A student will be allowed to get readmitted for CA/PIA improvement for only one course in a given semester.

04.9 Supplementary Examination (SE) and Special supplementary Examination(SSE)

- a. Those students who have failed in any course in the End Semester Examination (theory/practical) have to write the Supplementary Examination for that course. Such students will write the Supplementary Examination for odd semester courses during the odd semester examinations (October-November) and the Supplementary Examination for even semester courses during the even semester (March-April), along with regular students.
- b. Students who were denied permission to write the regular semester examination for one course or for the entire semester have to write the Supplementary Examination for that course. Such students will write

the Supplementary Examination for odd semester courses during the odd semester examinations (October-November) and the Supplementary Examination for even semester courses during the even semester (March- April), along with regular students. They must apply for the supplementary examinations as per the notification issued by the Controller of Examinations.

c. A Special Supplementary Examination (SSE) will be conducted in the month of May/June every year in V and VI semester UG theory and practical papers and III and IV semester PG theory and practical courses. Only students who have completed their last semester of the programme in the current year and were eligible to write the semester examination, but not able to appear for the examination or failed in one or multiple courses are eligible to apply for V and VI Semester UG and III and IV semester PG SSE of that year. SSE will also be conducted for those students who got prior permission for other duty absences during the semester examination. For such candidates SSE will be conducted for all semesters. Students who got readmitted for one subject or the entire semester, in the 5th and 6th semester UG and also 3 and 4th semester PG are also eligible to write examinations in those courses for which readmission was taken, in SSE. No SSE will be conducted for regular students in I, II, III and IV semester UG papers and I and II semester PG papers. No project based Viva Voce, Internship Viva will be conducted during the SSE. If the project report was accepted by the HOD/PG coordinator and the student could not attend the viva voce, special permission may be granted by the COE to conduct the Viva Voce on the project approved. Such students must take prior permission from the HOD/PG coordinator. The Dean must approve the same and COE must give the final approval for the same.

04. 10 Syllabus for Supplementary Examination candidates / Readmitted candidates

a. If the syllabus is modified in a particular year, two Supplementary Examinations in the old syllabus in which the student was taught, will be conducted starting from the year in which the replaced new syllabus was first taught, irrespective of the number of chances s/he took for attempting the examinations in the old syllabus. After the two additional chances, the student has to write the end semester examination for that course in the modified syllabus with the new code number. If the course is removed from the curriculum altogether, then three Supplementary Examinations in the old syllabus (and title) will

be conducted starting from the year in which the replaced new course is first taught, irrespective of the number of chances s/he took for attempting the examinations in the old title. If s/he fails to pass in the course even after these attempts, s/he has to take another course permitted by the COE in consultation with the HOD. Alternatively an additional chance will be given to write the old course as per the advice of the HOD, within the time period permitted.

- b. Students readmitted for the theory courses of the entire semester or for a single course will write the semester examination in the latest syllabus.
- c. Special cases for readmitted students: If a student had to repeat a course or a semester due to attendance shortage in a course or the entire semester, and in case the course(s) to be repeated by the student is/are removed from that semester which was taught earlier, shall abide by the rule under readmission.

05 QUESTION PAPER SETTING FOR END SEMESTER EXAMINATION

05.01) Question paper setters

Internal Question paper setters

- The BOS shall propose the panel of names (BOE) for setting the question paper for the end semester theory examinations and the academic council must approve the same. At least two sets of question papers for each course for a given regular examination has to be set.
- The HOD will communicate to the Controller of examinations, i)Course code number ii)Course title iii)the BOE member for each course by the second week of the semester.
- The appointment of the question paper setters has to be completed by the 5th week of the semester.
- The COE will communicate to the HODs /PG Coordinators the required number of question papers. As per the Academic Council's approved list, HODs/PG Coordinators will assign question paper setting duties to designated faculty members. Assignment of question paper setting duty by the HOD/PG Coordinator is considered equivalent to a duty assigned by the Controller of Examinations. Faculty members assigned to question paper setting duty are expected to fulfill this responsibility as part of their official duties. No oral communication is accepted. No separate mail will be sent by the COE to the individual paper setters. In

special circumstances the COE may appoint anyone outside the BOE panel to set the question paper. No internal paper setter can reject the request from the COE to set the paper. All teaching faculty members are duty-bound to do the examination duty assigned by the COE from time to time. Question papers and the schemes are to be submitted on the day of the BOE meeting. If an external examiner expresses his/her inability to set the paper or fails to submit the paper on time, the HOD/PG coordinator will instruct the internal examiner to set the paper. After the BOE the chairperson must submit the soft copy of the question paper and the scheme to the COE in person. The COE will organise all question papers and schemes in the external hard disc.

- Generally, a person with a minimum teaching experience of three years in a University or university department or research institute or a combination of these is eligible for appointment as an examiner. However, this may be waived in special cases by the BOS and passed by the Academic Council.
- No retired person shall be appointed or allowed to continue as an examiner if they do not work as a teaching faculty member in any academic institution. This can be waived by BOS and passed by the Academic Council in special cases.
- However, an academic staff member, if retires during or after the mid semester examination, but before the ESE is eligible to be the examiner (To set the question paper and value the answer scripts) for the end semester examination for that semester.

External QP setters

The HODs and PG coordinators must communicate to the paper setter by mail on behalf of the COE to the external examiners, from the list approved by the academic council, requesting their consent to set the paper. Once the consent is obtained from the examiner, the formal letter, QR code for the remuneration, question paper pattern, the syllabus copy along with the blueprint and the remuneration form will be sent to the external examiners. The examiners shall be requested to send the question paper and the scheme to the HOD/PG coordinator's personal mail. The remuneration will be deposited in the examiner's bank account according to the information provided by the examiner.

05.02. Duties of the question paper setters

- a. The paper-setters shall set the papers on the text and courses of study prescribed.
- b. The paper-setter shall ensure the papers set to carry the correct course code number, title, marks and time period of the examination. All question papers have to be printed on the template provided by the COE for the semester examination question paper.
- c. The paper-setter shall type personally all the questions and must present the soft copy of the question paper and scheme on the day of the BOE for scrutiny. The paper setter should not maintain the copy of the question paper in his /her personal computer, office computer or any other electronic devices.
- d. The paper setter may follow the instructions given by the COE strictly.
- e. If the maximum number of questions to be answered in a given section is 1 or 2 then there can be only one bonus question. If the maximum number of questions to be answered in a given section is 3 or more then there can be a maximum of two bonus questions.
- f. Strict secrecy shall be preserved with regard to the work allotted.
- g. For the End Semester examination, questions must be asked from all portions. However a weightage of 35% has to be given to the portion covered before the MSE and 65% weightage for the portion covered after the MSE.
- h. Each set of question papers for a given course must have a specific code number as suggested by the COE.

05.03. Board of examiners (BOE)

- The Head of the department is the Chairperson of the UG BOE. The PG coordinator is the Chairperson of the PG BOE. All internal question paper setters are the members of the Board Of Examiners. Usually, one external BOE member will be invited by the COE on the recommendation of the chairperson. A teaching faculty who has not set the question paper will not be the part of BOE. The COE will give the schedule for conducting the BOE. The initial meeting will be chaired by the chairperson who will explain the rules of the BOE. The chairperson must bring the syllabus copy to the meeting, which will help the external examiner to assess whether the question paper has covered all portions.

- Normally the meeting of the BOE will be held in the office of the COE. In special circumstances the COE may request the HODs to conduct the meeting of BOE in other places but within the premises of the University.
- The chairperson will collect the instructions note from the COE and will conduct the BOE meeting. All members of the BOE must sign the meeting attendance list. Once this attendance sheet is submitted to the COE, a file containing the pendrive, the BOE resolution sheet and the QR code to enter the remuneration details of the internal and external paper setters will be handed over to the chairperson. The COE will personally handover the following documents to the chairperson.
- The soft copy of the question paper set by the external examiner also will be loaded in the pendrive.
- The internal paper setters may avail the facility in the office of the COE to print their question papers before starting the meeting. All sets of question papers of a single course will be checked by the paper setters of that course only. If only one question paper was set for a course in a semester (due to the availability of question papers for the same course from the previous years) a senior professor, who taught that course will be co-opted by the chairperson.

Guidelines for the board of examiners

The following points must be explained to all members in the pre-BOE meeting

HOD/PG Coordinators will lead their respective teams. They must check whether all question papers required for the examination are available. All teachers who set the Semester Examination question paper for a given course will scrutinise the papers for that course. All members must maintain the confidentiality of the whole process. All members shall take this process very seriously as corrections in the examination hall are not allowed. Not only the question paper setter, but all members of the BOE are responsible for any error in the question paper.

The BOE members must check the following while scrutinising the Question papers.

- Title and the date of Examination. Check whether the QP was typed in the format shared by the COE
- Total marks & the number of questions including bonus questions in each part.

- Code numbers and the titles of the course.
- Spelling, Punctuation marks, Sentence construction.
- Whether the summation of the marks for various parts adds up to the total marks.
- Whether all questions are constructed with simple sentences and are within the syllabus.
- Whether the Blueprint is followed or not. The entire syllabus must be tested in the End Semester Examination. However, a weightage of ~35% marks must be from the portion covered before the mid semester examination and ~65% weightage from the portion taught after the -mid-semester examination.
- Whether enough direct questions are there so that academically poor students can pass the examination.
- Whether a few thinking types (Analytical or open-ended) questions are there which can challenge even the meritorious students.
- Kindly check whether the bonus questions are within the allowed limits (If the student has to answer one or two questions the number of bonus questions can be one only. If the student has to answer more than two questions the number of bonus questions can be two only. Bonus questions can never be more than 2)
- Internal choices are allowed and will be considered as one question only. All paper setters are expected to give the scheme of valuation.

Special Instructions:

- Special Instructions like “ Graph sheet(s) are provided” “ statistics tables are provided” and “Dictionary is allowed” “Scientific calculators are not allowed” etc. must be printed along with the title of the QP. If nothing is mentioned, then students will be allowed to use scientific calculators.

During the BOE, the members must

- Make all appropriate corrections in the soft copy and hand over the pen drive to the COE. Let the file name be as given: (Eg: CH 121-A-XX-name of the paper setter). The first set of the alpha numerals is the code number of the course, the second alphabet is the number of the set, maybe A,B and C, and the last two numbers are the last two digits of

the year in which the question paper is set. If a graph sheet or statistical table is required to answer the question paper, it must be mentioned in the filename itself. Eg.: - 'Graph Sheet' after the name of the paper setter.

After the BOE,

- Save the corrected QP and scheme file in pdf format or word format (not both).
- Save the QP and the scheme in the respective folders already created in the pen drive and hand them over after the corrections are done.
- Shred all hard copies of the corrected question papers in the office of the COE.

During the BOE, the members should not

copy the corrected question papers in their personal pen drive, or mobile phone or save the copy in their mail.

05.04 Remuneration for Question paper setting: To facilitate the remuneration for the question paper setting, question paper setters will use a QR code provided in the BOE file to access a Google Form. This form must be filled out with accurate details within the deadline specified by the Controller of Examinations. Claim remuneration only if the question paper or scheme was submitted to the COE. HODs/PG Coordinators must send the QR code to external examiners to facilitate their remuneration details. The bill will be submitted to the Finance Officer after the semester examination results are published.

6.0 PRACTICAL AND VIVA VOCE EXAMINATIONS

Practical Examinations: The following rules are applicable for the UG and PG practical examinations.

- (a) All practical courses will be evaluated. The evaluation pattern will be decided by the respective BOS. The freedom to decide the marks for PIA: ESPE 100: 0 to 0:100 is given to the respective BOS. There are no minimum marks required in PIA to be eligible for writing the semester examination, if any.
- (b) Depending upon the number of credits allotted for the practical course, the duration of the practical examination for that course and the marks allotted also varies.

Credits	Marks	Credits	Marks
1	25	5,6	150
2	50	7-10	200
3,4	100	11-15	350

- (c) Usually, practical examinations /viva voce examinations, if any, are conducted in the 12th & 13th week of the semester after winding up the theory classes.
- (d) In the 10th week of the semester, the COE will organize a Deans meeting to decide on the practical examinations schedule.
- (e) The COE may appoint external examiners on the recommendation of the chairperson of the respective boards. The letter of appointment must include the course for which the practical examiner is appointed and the respective syllabus. The external examiner must be requested to report at least 30 minutes before starting the examination to the chairperson, so that both examiners may plan the experiments to be arranged for the examination.
- (f) No practical examination shall be conducted without 2 examiners even if the number of students taking the examination is only one in a given batch (Eg: supplementary examination). Both examiners must do the evaluation concurrently and are responsible for rechecking the total marks and affixing barcodes. Both examiners must verify the marks entry and total the marks independently as there is no revaluation for the practical examination.
- (g) The students must be directed to write all entries on the facing side of the answer booklet and also the registration number on the facing side as well as on the third page of the booklet. The examiner must dictate the entries for the batch at the beginning of the examination.
- (h) The teachers must enter the marks scored for the individual questions, class records separately on the facing sheet of the answer script. The examiners must enter the PIA marks on the facing side of the answer book and the total marks must be directly entered into the student portal in the AMS.

- (i) After the examination is over, the examiners must tear the facing sheet and submit the facing sheets and the other part of the booklet separately in the examination section. The acknowledgment note will be given to the examiners. The invigilator's diary must be submitted to the HOD. The registered number and names of the supplementary candidates are written in red ink on the attendance sheet.
- (j) The day following the last examination day, the HODs must submit the invigilator's diaries for all practical examinations along with the consolidated invigilator's diary. The HODs also must submit the bill to claim for the expenditure for practical examinations along with the invigilator's diary. The amount will be disbursed within one week after the last practical examination.
- (k) The HODs must request the external examiners to fill the bank details using the QR code to access the google form.
- (l) A student who is not able to attend the practical examination due to genuine reasons, will be allotted a different batch by the HOD. If a student misses the practical examination, without prior permission, and if the reason is genuine, the HOD may assign an alternative batch if available. In case of any difficulty in taking a decision on whether to give special permission or not, the HOD may discuss the matter with the COE and take a final decision. If the practical examinations for all batches for the semester are completed, the student must take the examination in the next available semester as a supplementary examination. **No regular practical examination will be conducted for a single student by making one special batch either alone or clubbed with an examination of another course.** However, for supplementary practical examination, this rule is not applicable. A student eligible to write the practical examination does not automatically gain eligibility to write the theory exam as well.
- (m) The students who are to write the supplementary practical examination may apply for the same in the office of the COE after paying the required semester examination fee. The batch will be allotted by the HOD. The student will collect the Hall ticket form, fill the details, get the batch and date of examinations filled by the HOD. The filled in hall ticket forms must be affixed with the vice chancellors signature in the examination helpdesk. No supplementary student will be allowed to write the practical or viva voce examination without the hall ticket.

- (n) The office of the COE will provide the stationery for conducting practical/viva voce examinations 2 days before starting the examinations. It includes the practical examination answer papers (4 pages), additional answer sheets, graph sheets, attendance sheets, external examiner remuneration form QR code, practical examination remuneration form, and a consolidated Invigilator's diary. Mark sheets need not have to be prepared by the examiners.
- (o) No student will be allowed to write the practical examination if s/he reports for the examination after 10 minutes of starting the examination.
- (p) If the evaluation for a course is a continuous one throughout the semester, the office of the COE will accept marks from the departments, only if it is signed by all students acknowledging the marks. The marks must be entered in the student portal by the teacher in charge.

Viva Voce examination

- (q) Viva Voce examinations must be conducted under the notification of the COE and the invigilator's diary must be submitted along with the marks statement.
- (r) Online Viva Voce examination is not allowed. All viva voce examinations must be conducted with the invigilator diary with the date and time mentioned and the students and the examiners must sign in the diaries.
- (s) A student who is not able to attend the Viva-Voce examination due to genuine reasons will be allotted a different batch if any, by the HOD. If a student misses the viva voce examination, without prior permission, and if the reason is genuine, the HOD may assign an alternative batch if available. If the student misses the viva voce examination without prior permission, or if no batch is available, s/he must appear for the supplementary examination.
- (t) No regular viva voce examination will be conducted for a single student by making one special batch either alone or clubbed with an examination of another course. However, for supplementary practical examinations, this rule is not applicable.
- (u) There must be two examiners for the Viva-voce examination and at least one of them must be the teacher in charge of the class, and the consolidated marks must be entered in the student portal by the teacher in charge of the class.

- (v) If two examiners are independently marking the performance, then the average of these two marks will be considered as the marks scored by the student in the course.
- (w) There is no provision for 'improvement' in practical examination/viva-voce/ dissertation/ seminar/fieldwork/ thesis marks.
- (x) Special supplementary practical examinations /Viva Voce will be conducted for Vth and VIth semester UG courses and III & IV semester PG courses. However, viva voce /dissertation/ seminar/fieldwork/ thesis will not be accepted during special supplementary examinations.
- (y) The HOD/PG coordinator must request the external examiners to enter their bank details using the QR code shared by the COE. The HODs and PG coordinators must verify the entries and sign the response forms as and when the COE requests for the same.

Guidelines for Practical Examination Examiners (Both UG and PG).

It is applicable for those practical examinations where Viva is also a small component.

1. Composition of Examination Panel:

Examiner 1: Teacher handling the class

Examiner 2: Teacher handling the class OR Another teacher not handling the class OR External examiner (if required)

Head of Department (HOD) reserves the right to:

Invite external examiners, if necessary

2. Examination Conduct:

Both examiners must be present for each batch throughout the examination.

Examiners will evaluate students jointly. Examiner 1 will enter the marks in the Linways portal before submitting the answer scripts in the exam section.

Guidelines for Viva Voce Examination (Viva Voce based on project/Dissertation/portfolio/thesis etc where Viva Voce is also a major component of evaluation)

A) Undergraduate (UG) Batches:

1. Examination Panel: Examiner 1: Teacher handling the class

Examiner 2: Teacher handling the class or another teacher not handling the class (internal/external)

Examiner 1 will enter the marks in the Linways portal before submitting the answer scripts in the exam section.

2. Evaluation Process:

Both examiners assess students independently

Marks entered without mutual discussion

Marks sheets submitted to HOD in a separate envelope

No corrections are allowed after submission

3. Mark Calculation:

Actual marks = Average of both examiners' scores.

B) Postgraduate (PG) Batches

1. Examination Panel:

Examiner 1: Teacher handling the class

Examiner 2: External examiner

2. Evaluation Process:

Both examiners assess students independently.

Marks entered without mutual discussion.

Marks sheets submitted to PG Coordinator in a separate envelope

No corrections are allowed after submission

Examiner 1 will enter the marks in the Linways portal before submitting the answer scripts in the exam section.

3. Mark Calculation:

Actual marks = Average of two examiners' scores

HOD/PG Coordinator reserves the right to invite external examiners as needed.

Examiners must maintain confidentiality and impartiality.

Eligibility Criteria for Practical Examination

1. Attendance Requirement:

Minimum 69.1% attendance in practical classes is mandatory.

Marginal Shortage: Students with marginal attendance shortage may be allowed to make up for the deficiency. HOD/PG Coordinator's discretion to assign extra labs, if feasible.

Attendance Clearance:

HOD/PG Coordinator must submit the list of students with attendance shortage to the Controller of Examinations (COE) prior to the examination. This information must be posted on the department notice board without the names of the students.

Eligibility will be verified before the practical examination.

Students not meeting the attendance requirement will not be permitted to take the examination.

Students reporting more than 10 minutes after the scheduled examination start time will not be allowed to write the examination.

Change of Batch Request: Students with genuine reasons may submit a request to the HOD/PG Coordinator after batch announcements.

HOD/PG Coordinator may approve the request, if feasible.

Post-Examination Requests:

Requests from students who were absent for the examination will not be entertained.

Eligibility for Request:

Students must have a genuine reason for batch change (e.g., clash with other exams, personal/medical emergency). Requests must be submitted before the examination.

Non-Negotiable: Absent students cannot request batch changes retrospectively.

This policy ensures fairness and maintains examination schedule integrity.

Answer script and maximum marks:

For all regular UG and PG (SJU batches) students the total marks (PIA + SE) must be entered in the Linways portal by the Examiner 1 (Teacher handling the class). The department is expected to maintain the PIA records for further supplementary examinations.

For all supplementary candidates of the SJC, the maximum PIA and SE marks must be the same as the regular examination, the student originally written.

Practical Examination marks register:

Record PIA and SE marks in the Practical Examination Marks Register for the following 2 categories of students. The Examination Department will enter these marks in Linways

Entry Requirements:

1. Regular students who:

- Changed batches with HOD permission
- Neither examiner is the class teacher

2. All supplementary candidates including readmitted students.

Practical Examination Answer Script Submission Guidelines

Submission Schedule:

Same-day submission for exams completed before 4 pm

Next working day by 10 am for exams completed after 4 pm

Submission Instructions:

Regular SJU Batch Students:

1. Detach green facing sheet from main booklet
2. Submit facing sheet and main booklet separately

Supplementary Candidates : Submit the answer scripts separately

Mark "SUPPLEMENTARY CANDIDATE" in red on top of facing sheet

Additional Requirements:

Teachers need not affix marks barcode

Teachers and Examination Department staff must sign the submission register

Pre- and Post-Examination Responsibilities of HOD/PG Coordinators

Pre-Examination: Collect stationery for Practical Examinations from Examination Section 2 days before the examination.

Post-Examination:

1. Invigilator Diaries:

Mark "AB" for absent students

Submit diaries to Examination Section by the day after the last examination

2. Additional Documents:

Consolidated absentee list

- Practical Examination Marks Register
- Remuneration form for lab assistants

3. External Practical Examiner:

Request to enter bank details using provided QR code.

07. GUIDELINES FOR DIGITAL VALUATION

- a. All semester examination answer scripts will be scanned and the pdf copies will be sent to the valuers.
- b. The QP and the scheme will be uploaded in the teachers portal.
- c. The question paper format will be mapped for each course.
- d. The teachers can do the valuation at their convenience.
- e. The reviewer must review at least one paper after the valuer submits a maximum of 10 valued answer scripts
- f. Before starting the valuation, the reviewer must discuss the key answers/marking scheme provided by the paper setter with the valuers. If the key answer is not provided by the paper setter, the board must prepare the key answers and the remuneration may be claimed by the one who prepares the key answers/marking scheme. No evaluation may start without the respective board meeting which is an important and essential activity in any evaluation process. Mistakes in the question paper, if any, may be brought to the notice of the COE. If any grace marks are to be awarded, it must be first discussed with the COE before starting the evaluation. A board meeting declaration must be submitted by the reviewer and the evaluators. The board must also discuss the answers for the supplementary papers if any. For PG paper valuation, a board meeting is not mandatory, but the scheme of valuation must be prepared, if it is not provided by the paper setter, and handed over to the second evaluator.
- g. The valuers are advised to verify whether all pages are scanned and saved in the folder. They are expected to value the answers even if it was canceled and not repeated again.
- h. The answer scripts will be arranged in a set of 10 scripts each.
- i. The reviewer must review 20% scripts (2 from a given set) . After completing the first 10 papers, the reviewer and evaluator may decide whether to continue the evaluation with the same marking scheme or modify the marking scheme and continue the evaluation.
- j. The changes must be brought to the notice of the Controller of Examinations.

If the difference in marks given by the valuer and the reviewer is more than 10, the answer script will be subjected to a recheck by the valuer.

08. Theory answer script valuer and reviewer

08.01. UG Theory Answer script valuer

- a. The HOD in concurrence with COE shall appoint Examiners for each examination from amongst the list of eligible Examiners approved by the Academic council depending upon the need in each course. Persons whose names are not in the approved list shall not be appointed. However, under special circumstances after obtaining the permission of the COE exceptions may be made and such cases shall be reported to the Academic council at its next meetings. Under no circumstances can the HOD issue appointment orders on his / her own.
- b. The answer script will be mapped in the examiner's portal.
- c. The question paper and the scheme also will be uploaded in pdf
- d. The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations.
- e. On the day of the commencement of valuation, half a day shall be utilized for discussing the scheme and getting familiar with discussing the scheme of valuation, the valuation work, and the procedures to be followed.
- f. The Reviewer must submit an undertaking that the scheme of valuation discussion is held before starting the valuation.
- g. The Examiners shall not evaluate the answer papers not related to his/her subjects.
- h. The Examiner is required to verify the QP Code before starting the valuation.
- i. The Examiners shall value the scripts strictly in accordance with the scheme of valuation provided to them. They shall get ~20% of the scripts valued by the reviewer / additional reviewer appointed for the purpose and adhere to the instructions given.
- j. The Examiner shall value all the answers written by the student. The software will consider the marks of only the maximum required or permitted questions by considering the marks awarded to the questions advantageous to the candidate.
- k. The Examiner shall ensure that no answer or part of any answer is left out in the valuation. The Examiner should read the answer script in detail and evaluate the script.

- l. The Examiner shall not value any answer script which bears no code number. All such cases shall be reported forthwith to the COE.
- m. If the Examiner/reviewer suspects malpractice while valuing the answer scripts shall complete the evaluation and inform the COE about the case. The valuer must fill details in the google form posted by the COE and the COE shall refer the case to the Malpractice Enquiry Committee.
- n. The Examiners shall value not less than 25 (2 hr examination) / 50 (1-hour examination) answer scripts per day.

08.02. Reviewers for UG answer scripts

- o. The senior member among the set of valuers for a given course will be generally the reviewer during the evaluation of answer scripts. S/he shall review 20% of the valued papers. The review work shall proceed alongside the valuation work. The reviewer should value at least two answer scripts after the valuer submits 10 answer scripts after the valuation. The reviewer can advise the valuer if any course correction is required. The valuer can proceed to value the remaining scripts.
- p. If the reviewer finds the valuation done by any examiner unsatisfactory, he/she shall arrange for a fresh valuation of the answer scripts in consultation with the HOD and report the same to the Controller of Examination.
- q. If the valuer feels that the reviewer is unreasonable, s/he can complain to the COE by mail/phone. The COE will request another senior teacher either from the list of the internal examiner or an external examiner to check the validity of the complaint. If the valuer is found to be correct, the COE can change the reviewer.

08.03. Valuation of Post Graduate Answer Scripts

- r. Double valuation will have to be done for all Post-graduate answer scripts. Each answer script shall be valued by two Examiners, whose names appear in the panel of Examiners approved by the B.O.S and Academic Council. The marks scored by the student shall be the average of the two marks.
- s. In case there is a difference of more than 15 marks in the two valuations, the script must be valued by a third Examiner who figures in the approved panel of examiners but who has not been an Examiner in the first or second valuation. The average of the two nearest marks

shall be considered as the marks scored by the student. Alternatively, both the examiner can value the answer script together (Board valuation) and the marks allotted in the board valuation shall be considered as the marks scored by the student.

t. Wherever special provision is not made for the P.G. Examinations, the provisions made for U.G. Examinations under this examination manual shall apply mutatis-mutandis to the P.G. Examinations also.

Marks Entry in student's account in AMS

As and when the semester examination paper evaluation and review is completed, the marks will be automatically added to the student's account.

09. RULES FOR GRACING OF MARKS

(i) General gracing

- a. The gracing regulations shall apply uniformly to the final score for all courses before the final result for the course is declared by St. Joseph's University and to all students who take up the examination irrespective of any other consideration.
- b. Any marks in a fraction have to be rounded off to the nearest whole number (any fraction to the next higher number). For example, any fraction like 5.1 has to be rounded off to 6.0.
- c. One percent of the maximum marks of the courses of the examination taken by the candidate shall be available for gracing. The maximum gracing marks for the whole examination shall not exceed 10 marks.
- d. For a single course, the gracing of not more than 2% of the total marks of that course shall be awarded.

ii) Special Case:

- b. A candidate is eligible to get 3% of the maximum marks of a course if:
 - Failed in only one course
 - Clearing the semester with this course.
 - Gracing under rule 9.i.e shall not be applied if gracing has been done under rule 9.1.d for the same candidate in a given examination.

iii). Deduction of marks from other components or courses if available.

- a. If a paper has to be graced, deduct the mark from another subject if available.

- b. If the extra marks are not available in any subject, only then marks are added gratis.
- c. If the candidate has applied for revaluation, then gracing has to be done considering all the records of the previous gracing.

iv) Gracing for declaring class:

Gracing can be done for awarding second class, first class, and also to get a distinction (80%). If the total marks for the examination are 500 or less, there shall be gracing of one mark. If the total mark is greater than 500, for any fraction of 500, there shall be gracing of an additional one mark. The gracing marks are added to the first paper in the marks card in that examination.

v) Additional rules

- Grace marks awarded either for passing or for declaring class are shown only in the ledger and not in the statement of marks.
- Gracing of 5% of the total marks of a course can be given if the student completes the programme.
- PG students who have passed all courses but failed to score 50% can avail of 1% of the maximum marks for that semester as grace marks. However, any grace marks awarded under previous rules will be subtracted from this 1% concession.
- **1% of total marks for the programme will be available for gracing and not more than 10% of the maximum marks for each course will be graced for the Students writing their examinations in their last chance, having been granted an Additional Academic Year (6th year for UG, 5th year for PG).**

Gracing up to 4% of marks in each course can be done only for supplementary examinations not exceeding 10 marks in total.

10. Publication of Results & Promotion to the Higher Semester / Rejoining

Raw Results are published semester-wise and class-wise as and when it is ready.

All students who have qualified to write the End Semester Examinations will be automatically promoted to the next semester, irrespective of the number of courses s/he has failed.

A student who temporarily withdraws from the Program and re-joins the Program in the following Academic Year shall be governed by all the Regulations of the University and the University Fee Structure in force at the time of his/her re-joining the program.

11. Out-of-turn results: Once the valuation is complete and the results are ready to be published, but waiting for the scheduled date, the students can apply for out-of-turn results and certificates by paying a fee. The results will be declared immediately and the certificates will be issued the next day after application submission if the student has passed all courses and other programme completion requirements. However, if the student has not completed the programme, 80% of the fee paid will be refunded.

12. Tatkal Certificates: After the publication of the results, if an outgoing student wants the certificate early, may apply for the Tatkal Certificate by paying an extra fee. The date of issuing the Tatkal certificates will be published on the University website before publishing the results.

13. Certificate of Merit / Rank Certificate

i) Certificate of Merit: All UG students who obtained the highest marks (CA marks + SE marks) in each course in a semester will be issued a certificate of merit. However, for standalone courses like BCA, BA (Visual Communication), B. Voc, BSW and B.Com, merit will be decided by the total marks in all papers except English and Language. The merit for English and Languages (except B.Voc who do not have these subjects) will be decided after considering marks obtained in the concerned subjects by UG students across all programmes. For PG students, merit will be determined by the total marks in all courses in a given semester for a programme.

ii) Rank Certificate: After completing the programme, all UG students who stand first and second (CA marks + ESE marks) in each subject (accounting for marks scored in all courses in a given subject in a given programme) will be issued a rank certificate. However, for stand-alone courses (like BCA, BA (Visual Communication), B.Voc, BSW, and B.Com), the rank will be decided by the total marks in all core courses except English and Language. The rank for English (Except for B.Voc. who don't have this subject) and Languages (Except for B.Voc. & B.Com. (IFA)) who don't have this subject will be decided after considering marks obtained by students across all programmes. For PG students, the first and second ranks will be decided by total marks in all courses in the programme. Marks scored in the Open Elective courses, Ability Enhancement Compulsory Courses, and Skill Development courses will not be considered for deciding the rank. A student will not be considered for the

rank, if s/he took more time than the minimum prescribed period to complete the programme.

All first-rank holders will be awarded a gold medal and certificate

All Second-rank holders will be given a silver medal and certificate..

A student will not be considered for rank if s/he has not passed even one course of that subject in the first available chance. A student will not be considered for rank in a subject if s/he was absent for the SE on the first available chance even in one course and passed the paper in another chance.

A student will be considered for a rank in a given subject even if s/he has not passed another subject at the first available chance. But he/ she must have completed the program in the minimum prescribed period for that program.

All 3-5th rank holders will be given certificates if they apply for the same.

14. Transcript, PDC, Migration Certificates & Duplicate Certificates:

The final results of the semester examinations of outgoing students will be published on the student's portal usually within 10 days of the last examination in that semester. The probable dates for publishing the results of the final semester UG and PG students will be posted on the University website by the end of the 12th week of the even semester.

T.C., Migration Certificate, Provisional Degree Certificate, and the consolidated marks card (Transcript) will be sent by post within 45 days after publishing the results, to all final-year students who have completed the course. Students must pay the required fee for the same and submit the correct forwarding address to the office of COE

A student who has lost the certificates or marks card issued by the University, may apply for a duplicate copy with a prescribed fee. They must apply in the prescribed application form available in the office of the COE along with the affidavit stating how and when they have lost the certificate and an acknowledgment of registering a police complaint in the police station within the place where they have lost the certificate/ marks card. However, the marks card and certificate will be labeled as "Duplicate". If the certificates or mark cards are damaged, the students can apply for a new certificate. They must apply in the prescribed application form available in the office of the COE and pay the prescribed fee. They must surrender the damaged certificate and no affidavit or police complaint is required. The certificates will not be labeled as "Duplicate".

15. Certificates in absentia: If a student doesn't want the certificates to be sent by post and is unable to appear in person to collect any certificate and wants to nominate someone to collect the certificate on their behalf of him/her from the examination section, s/he must send an email to the COE with the scanned copy of any ID card issued by the Government of India. A foreign student may send a copy of his / her passport. They must also mention the name of the nominee and the nature of the id, the nominee will produce at the time of collecting the certificate. The nominee must show the same id card in original and a copy of the same must be given to the office of the COE before collecting the certificate.

16.0 Malpractice by Candidates Appearing in Examinations:

Malpractice by Candidates Appearing in Examination, Procedure and Punishment under Section 77 of K.S.U. Act, 2000

01. Acts of Malpractice:

Malpractice means any of the following acts by candidates appearing for the Examinations.

- a Unruly behavior in the Examination hall.
- b Possessing any written or printed material pertaining to the examination.
- c Anything written on any body part/ clothes.
- d Possessing mobile phones or any electronic gadgets other than calculators.
- e Copying from the other candidates.
- f Making any request or offering any threat or inducement to the invigilator/s.
- g Making any request or offering any threat or inducement to the examiners in the answer script.
- h Inserting sheets of answer scripts not supplied in the examination hall.
- i Impersonating or allowing others to impersonate in the examination hall.
- j Possessing writing pads on which matter related to the examination is written or writing matter related to the examination on the desk or writing the answers in the question paper.

- k Revealing the identity or writing a request letter or threatening letter in the answer script

02. Authority for taking penal action:

The Vice Chancellor shall take penal action taking into account the recommendation of the Malpractice Enquiry Committee.

03. Constitution, Powers, and Functions of the Malpractices Inquiry Committee:

- a. The Malpractice Inquiry Committee shall consist of three members of which at least one must be a lady, appointed by the COE in consultation with the Vice chancellor. One of the members shall be the chairman.
- b. The committee shall have all powers to issue notice, summon the candidate, receive a reply from the candidate, record their statements and recommend appropriate punishment as per the schedule of punishments given hereto.
- c. Malpractice Inquiry Committee must provide enough opportunity for the candidate to present his/her case. The candidate is not allowed to engage a legal practitioner for the purpose.
- d. At the conclusion of the inquiry, the Malpractice Inquiry Committee shall submit a report with findings on the charges together with all documents and recommend either for the imposition of punishment or exoneration of the student to the Vice Chancellor.
- e. The Vice Chancellor in turn shall, consider and impose the punishment as recommended by the Malpractice Inquiry Committee or exonerate the student and a copy of this document shall be sent to the COE.

04. The procedure for reporting the malpractice cases:

- a. The invigilator/squad shall seize the incriminating material and report the same to the COE immediately. The Hall ticket of the candidate shall be taken away. However the candidate will be allowed to continue writing the examination. The invigilator must mark "malpractice" against the candidates name in the invigilator's diary and mark the total as one less. The answer script of this candidate along with the incriminating material, statement from the student and a statement from the invigilator must be submitted separately to the COE in the prescribed form. The student will be allowed to write the other examinations.

- b. If the candidate refuses to hand over the incriminating material or destroys or runs away with the material (causes to disappear) the facts shall be noted duly witnessed by another member of the supervisory staff and report the matter to the COE immediately. If the candidate refuses to give the statement the candidate should be asked to record in writing his refusal to give a statement. If s/he refuses to do even that, the facts shall be noted, duly witnessed by two members of the supervisory staff.
- c. If the student refuses to write the statement or meet the COE, the statement of the examiners are considered as evidence.
- d. The Deputy COE shall hold a preliminary enquiry, record the report of the Room Superintendent, the statement of the candidate in the presence of a teacher other than the Room Superintendent concerned. s/he shall forward a report along with the answer script or other substance or the incriminating material in a sealed cover or box, to the COE, who, in turn, shall place before the Malpractice Enquiry Committee all the materials and records received by him/her.
- e. If the Examiner/reviewer , suspects malpractice while valuing the answer scripts shall complete the evaluation and inform the COE about the case. The valuer must fill details in the google form posted by the COE and the COE shall refer the case to the Malpractice Enquiry Committee.
- f. If the student destroyed the evidence in the examination hall, the statement of the room superintendent or squad will be considered as the evidence.

05. Schedule of action taken for the malpractice during Semester Examination

	NATURE OF MALPRACTICE	ACTION TAKEN
1	Revealing the identity of the candidate or writing any request message.	First-semester UG students will be directed to write an apology letter. For others, to deny the benefit of the performance of the paper in the examination for which the candidate has appeared and the student will be marked absent.

		He /She shall be allowed to write the paper at the next available chance.
2	(i)Identical answers in the answer scripts of different candidates as a result of copying or allowing a candidate to copy from his/her answer script. (ii)Found giving or receiving assistance at the examination, passing on marked question paper/answer script for purpose of copying.	To deny the benefit of the performance of the paper in the examination for which the candidate has appeared and the student will be marked absent. S/he shall be allowed to write the paper at the next available chance.
3	Mere possession of the mobile phone in the switched off/on mode with no information regarding examination stored/not used for copying in the examination.	To deny the benefit of the performance of the paper in the examination for which the candidate has appeared and the student will be marked absent. and the student will be marked absent. S/he shall be allowed to write the paper at the next available chance.
4	Possession of the manuscript/printed matter /writing on the body part/ electronic gadgets with material related to the examination	To deny the benefit of the performance of the paper in the examination for which the candidate has appeared and the student will be marked absent. The student will be allowed to write that paper in the next available chance. In total, the student will miss one chance to write the paper.
5	Insertion of additional sheets which are not issued in the Examination hall	To deny the benefit of the performance of all papers of the examination for which the candidate has appeared and

		the student will be marked absent. The student will not be allowed to write that examination for the next available chance. In total, the student will miss two chances.
6	(i)Impersonation (ii)Abusing, giving false information to write the examination, threatening, or manhandling examination authorities inside/on the premises of the examination Hall	To deny the benefit of the performance of all papers of the examination for which the candidate has appeared and the student will be marked absent. The student will not be allowed to write that examination for the next available chance. In total, the student will miss two chances.

06. Schedule of action taken for the malpractice during Mid Semester examination

For offenses of serial numbers 2-4: That paper shall be considered null and void. The student will be marked absent and no makeup examination or CA improvement examination will be given.

For offenses of serial numbers 5& 6: All papers of that exam shall be considered null and void. The student will be marked absent and no makeup test or CA improvement examination will be given.

17.0 MINIMUM REQUIREMENTS TO COMPLETE THE PROGRAMME

a. To complete the course

UG and PG students

- a) Must be present in the End Semester Examination for a given course.
- b) Must score a minimum of 40% in the aggregate of CA and ESE in each course as minimum marks.
- c) Must score 40% in aggregate of PIA and ESPE.
- d) There is no minimum score required in Continuous Assessment (CA), Practical Internal Assessment (PIA), or End Semester Examination (ESE) independently. Students' overall performance will be evaluated based on the aggregate scores.

b. To complete the semester:

UG students

- Must be present in the semester examination for all courses
- Must score a minimum of 40% in the aggregate of CA and ESE in each course as minimum marks.
- Must score a 'S' grade in non core courses (IGNITORS, Outreach, HRD / Theology and additional credits)

APG student

- Must be present in the semester examination for all courses
- Must score a minimum of 40% in the aggregate of CA and ESE in each course as minimum marks.
- Must score a 'S' grade in non core courses (IGNITORS and Outreach).
- Must score 50% aggregate of all courses of the given semester as minimum marks.

c. UG and PG students who do not pass a course, must write the supplementary examination for that course(s) in the next available chance.

d. PG students who have not scored 50% aggregate in a semester, must apply for the Compulsory improvement examination in one or multiple courses as per the choice of the candidate..

e. Candidates who have failed to obtain the 'S' grade in the IGNITORS, HRD/ Theology/Outreach and Additional credits will get 'F' grade. There will be a repeat course work/ makeup examination for these students within the academic year except for Outreach and Additional credits. They must pay the required fee for the course/Examination. The grade of the Successful candidates will be modified to "S". Further if the student fails to attend the repeat course/makeup examination the "F" grade will be confirmed for the semester. They will be directed to "repeat" the course and must appear for a supplementary course / Examination as and when it is announced. Their semester result will be declared as "incomplete".

f. Following is the timeline for the submission of additional credit certificates:

Last date to submit the certificates in the first year : Hall ticket issue date for the second semester.

Last date to submit the certificates in the second year : Hall ticket issue date for the fourth semester.

Last date to submit the certificates in the third year : Hall ticket issue date for the sixth semester.

Additional chance to submit the certificates in the third year: Hall ticket issue date for the special supplementary examination. Results will be published along with the special supplementary examination results. Transcript, Provisional Degree Certificate, TC and Migration certificates will be issued within one month of publishing the results. Such students are not eligible to apply for the convocation in the current academic year. They can apply for the convocation in the next academic year.

Additional chance to submit the certificates in the third year with a fine of Rs 500/-: Within a month after publishing the Special supplementary examination results, as notified by the Controller of Examinations. Results will be published within one week after submitting the documents. Transcript, Provisional Degree Certificate, TC and Migration certificates will be issued within one month of publishing the results. Such students are not eligible to apply for the convocation in the current academic year. They can apply for the convocation in the next academic year.

Students who fail to submit the documents within the proposed timeline may submit them before the next available hall ticket issue date for the even semester. The results for such candidates will be published along with the regular 6th semester results. Transcripts, Provisional Degree Certificates, TCs, and Migration certificates will be issued within one month of publishing the results.

g. Following is the timeline for the completion of outreach activities: The last date to submit the required documents to the outreach department by the final semester students is the hall ticket issue date for the even semester.

Additional chance to submit the documents by the final semester students: Hall ticket issue date for the special supplementary examination. Results will be published along with the special supplementary examination results. Transcript, Provisional Degree

Certificate, TC and Migration certificates will be issued within one month of publishing the results. Such students are not eligible to apply for the convocation in the current academic year. They can apply for the convocation in the following academic year.

Second additional chance to submit the certificates by the final year students with a fine of Rs 500/-: Within a month after publishing the Special supplementary examination results, as notified by the Controller of Examinations. Results will be published within one week after submitting the documents. Transcript, Provisional Degree Certificate, TC and Migration certificates will be issued within one month of publishing the results. Such students are not eligible to apply for the convocation in the current academic year. They can apply for the convocation in the following academic year.

Students who fail to submit the document within the timeline proposed, may submit the documents before the next available hall ticket issue dates for the even semester. Results for such candidates will be published along with the regular final -semester results. Transcript, Provisional Degree Certificate, TC and Migration certificates will be issued within one month of publishing the results.

- h. There will be no 'Makeup Examination' if the student misses the End Semester Examinations. The student will be marked 'AB' for the course(s) if s/he was absent and must apply for the supplementary examination in the next available chance. The result column for the course(s) will be "repeat" and the overall result for the semester will be written as 'incomplete', on the marks card.

Special rules for PG students

- I Final year PG students, who have completed their dissertation, viva voce / thesis /project, etc, but are not eligible to write the semester examinations due to a shortage of attendance, in theory, must repeat the semester. However, they need not have to repeat the dissertation viva/ thesis /project, etc. Their old marks will be entered into the marks card.
- j. In addition, PG students will be declared to have completed the programme only if all 4 semesters are declared as passed separately. Securing 50% in aggregate of all four semesters does not qualify to be declared as 'completed the programme'.

8.0 ACADEMIC APPEALS

.01 Request for the scanned copy of the End Semester Examination theory answer scripts

This policy aims to provide transparency and facilitate student understanding of their performance. The scanned copy will include markings from the examiner(s) and also the reviewers, if any.

For Regular students

UG regular students can apply for the photocopy of the theory answer scripts on the 20th & 21st of December 2024. The photocopy will be available in their Linways portal as soon as the payment is made. If the photocopy is not available, it must be reported to the IT cell: itcellexam@sju.edu.in

Request for photocopy of the answer scripts for the following examinations are not accepted

- 1) PG theory and Practical examinations
- 2) All UG Practical Examinations
- 3) Examinations based on OMR sheet

If a student applies for a photocopy of answer scripts for these examinations, the fee will not be refunded.

For UG supplementary candidates:

UG Supplementary students can apply for a photocopy of the theory answer scripts on the date specified on the notice. The photocopy will be uploaded to their Linways portal on the date specified on the notice.

Procedure:

1. Apply within the specified date mentioned on the result sheet/ Notice issued by the Controller of Examinations.
2. Application will be processed, and a scanned copy of the marked answer script will be made available on the AMS portal within a couple of minutes..

02. Revaluation and Challenge valuation

(i) There will be provision for revaluation of End Semester Examination (including Supplementary Examination and Special Supplementary Examination) answer scripts for UG students. The student must pay the revaluation fee and submit the revaluation application form online within the date mentioned on the website and or on the result sheet. An examiner who has not valued the paper at the first instance will value such papers. If the difference in marks between the revaluation and the first valuation is equal to or less than 15% of the maximum marks for which the examination was conducted, the average of these two marks will be considered as the marks scored by the candidate in that course, even if this mark is less than the marks given in the first evaluation. If the difference in marks between the revaluation and the first valuation is more than 15% of the maximum marks for which the examination was conducted, the answer script will be subjected to a third valuation. The marks scored by the student will be the average of two nearby marks. This is applicable to the challenge valuation of PG answer scripts also. 50% of the fee will be refunded to the candidate if upon revaluation, obtains more than 25% marks than the previous one. If the student scores more than 50% marks over the previous marks, the entire revaluation fee will be refunded. For the refund the student must apply in the prescribed form.

(ii) A PG candidate, who feels that the answer script has not been fairly evaluated, can request a challenge valuation within the date mentioned on the result sheet on payment of a prescribed fee. Application and payment of the fee must be made online.

- Two professors must jointly value the paper. challenge valuation of answer scripts will be conducted jointly by two professors. Please follow these guidelines to ensure a fair and transparent valuation process:

Joint (digital) Valuation Procedure:

1. Both professors will conduct the valuation simultaneously.
2. Discussion and deliberation on answers and marks will be done over the phone.
3. Both professors must come to a consensus on a single grade for each answer.
4. Both professors will enter the same marks in the portal for each answer.

- The marks awarded during the challenge valuation will be considered final.
- Both professors are responsible for ensuring the accuracy and fairness of the valuation process.
- Alternatively a third examiner shall value the paper independently. The average of two nearby marks favoring the student will be the final mark scored by the student.
- If the student's contention is proven right and the candidate scores more than fifteen additional marks out of 70, the prescribed fee for the challenge valuation will be refunded. For the refund the student must apply in the prescribed form.

Request for revaluation & challenge valuation of the answer scripts for the following examinations are not accepted.

- Viva Voce examinations
- All PG & UG Practical Examinations
- Examinations based on OMR sheet
- seminar/ fieldwork/thesis/ dissertation/ term paper.

If a student applies for revaluation of answer scripts for these examinations, the fee will not be refunded. Applications for any academic appeal has to be done within the last date mentioned in the notice/result sheet. Appeals will not be entertained after the last date even if it is a genuine one.

9.0 READMISSION

01. Who is eligible for readmission?

Readmission for one course (One theory or one practical or one theory and one practical course each)

01.1 A student who was denied permission to write the End Semester Examination in a core course must repeat the course after completing the programme. However if the student is academically free (having an academic break), s/he will be allowed to get readmitted to that course in that period.

{For example:

a) A student was denied permission to write the semester examination for one course in the first semester and s/he was again denied a hall ticket for more than one course in the second semester. As s/he was denied a hall ticket for more than one course in the second semester, s/he will not be promoted to the third semester and will be moved to the "failed" list. As s/he is not promoted to the third semester s/he is academically free in that semester and can be allowed to register for the course in the first semester for which s/he was denied permission to write the examination earlier.

b) An UG student who was denied permission to write the semester examination for one course in the second or fourth semester and the 6th semester of the programme has only internship or project work and no fixed scheduled theory or practical course, s/he can be considered as academically free to attend classes in the second or fourth semester.

c) A PG student was denied permission to write the semester examination for one course in the second semester and the 4th semester of the programme has only internship or project work and no fixed scheduled theory or practical course, s/he can be considered as academically free to attend classes in the second or fourth semester.}

01.2 A student who was denied permission to write the End Semester Examination in a theory course and also in one practical course must repeat those courses after completing the programme or during an academic break.

Optional Readmission:

01.3 Students having low CA marks or PIA marks and want to improve the same can withdraw the subject and get readmitted for a given

course(Theory or practical) after completing the programme. Optional readmission is not allowed during an academic break. Students can register for multiple courses in a give semester, but not courses for different semesters. All the original attendance and the CA marks will be cancelled and the new marks will be entered even if it is less. They must attend atleast 75% classes to be eligible to write the semester examination. If they attend less than 75% classes they must get readmitted in the next available chance, if they are eligible under 04.2.a.

Readmission for the semester:

01.4 A student denied a hall ticket for more than one theory course will not be promoted to the next semester and will be moved to the "failed" list. The student has to apply for readmission in the next available chance. Students who have already written their practical examination(s) will be exempt from repeating the practical course(s).

Readmission for multi major programmes having practical courses

01.5 Students who were issued hall tickets for the theory examination but denied examinations for one or more practical courses for multi-major programmes can register only for those practical course(s) in a given semester where the examination was denied after completing the programme or in a period of academic break. All practical examinations written are valid and they need not have to repeat those practical course(s).

01.6 Students denied examinations in more than one theory courses and one or more practical courses of a multi major programme will not be promoted to the next semester and will be moved to the "failed" list. The student has to apply for readmission for the entire semester (both theory and the respective practical courses) in the next available chance. If they have written the practical examination for one course, it will be declared null and void.

For Stand alone Programmes

01.7 Students who were issued hall tickets for the theory examination but denied examinations for more than one practical courses for stand alone courses like BCA and BVC, must repeat **all practical courses** after completing the programme or in a period of academic break.

01.8 Students denied examinations in more than one theory courses and one or more practical courses of stand alone programme: They will not be

promoted to the next semester and will be moved to the "failed" list. The student has to apply for readmission for the entire semester (both theory and practical courses) in the next available chance.

01.9 Students denied examinations in more than one theory courses and only one practical course: They will not be promoted to the next semester and will be moved to the "failed" list. The student has to apply for readmission in the next available chance. Students who have already written their practical examinations will be exempt from repeating the practical courses. However students will be given an option to redo all core courses of that semester as this option will avoid one additional supplementary grade card.

Common for all:

01.10 Readmitted students need not have to repeat the following non core courses, if they have already completed successfully: a)Foundation courses b)IGNITORS c)HRD/Theology c)Outreach d)Additional credits

01.11 Readmitted students need not have to repeat the following core courses, if they have already completed successfully: a)Project b)Dissertation c)Thesis.

02. Readmission Process

- a. Students are allowed to get readmitted for 1,3 and 5th semester in May/June and for 2,4 and 6th semesters in November/December
- b. A notice will be issued by the Registrar of the University and will be posted on the University website.
- c. Students must apply online and attend an online interview.
- d. After getting the approval, they must pay the college fee as decided by the Finance Officer of the University.
- e. Readmitted students must attend classes regularly.

03. Other rules for Readmitted students

All Readmitted students are considered as Supplementary students for that semester.

03.1 Readmitted for the theory courses for the entire semester.

They are considered as supplementary students for that semester as this is

the second chance for them to study the courses in that semester. They will be considered as regular students for the following semesters.

They must attend classes regularly and must have more than 75% attendance to be eligible to apply for the semester supplementary examination.

Continuous assessment:

Option will be given to the students readmitted for theory courses whether they want to redo the Continuous Assessment processes (Two activities and one mid semester examination). They are not allowed to selectively redo any one component of the CA.

Their names will appear in the Linways portal and teachers can enter the attendance online. They are not allowed to write the mid semester examination. They must apply for the makeup examination but need not have to pay the examination fees along with the offline application. They must apply for the supplementary examination offline with the copy of the semester fee paid receipt, but need not have to pay the examination fees along with the offline application. Supplementary hall tickets will be issued online.

03.2. Readmitted for one theory course.

They are considered as supplementary students. They must attend classes regularly and must have more than 75% attendance to be eligible to apply for the semester supplementary examination.

Continuous assessment:

Their names will not appear in the Linways portal and teachers can maintain a hard copy of the attendance for such candidates. They are not allowed to write the mid semester examination. They must apply for the makeup examination but need not have to pay the examination fees along with the offline application. They must apply for the supplementary examination offline with the copy of the semester fee paid receipt, but need not have to pay the examination fees along with the offline application. Supplementary hall tickets will be issued offline.

03.3 Readmission for a course which is discontinued

If a student has to repeat a course in a given academic year and the course has been removed from the current curriculum, the HOD can direct the student to take another course in lieu of the original one., provided the

student has not studied the newly suggested course. If the HOD is unable to find an alternate course in the given semester,a teacher will be assigned to Guide the student. The student must report to the teacher who will give an assignment in the original course he studied in.The student must put in a minimum of $10 \times$ number of credit hours in the library and submit the assignments. However more than 3 hours of library hours per day will not be considered towards attendance. The student must report to the guide both before and after completing the library work and submit the assignments to the Guide. The Guide must keep an account of the total hours the student has reported. Additionally, the Guide must also give two CA activities in the same course. The student will apply for the makeup examination and write the same. The CA marks and attendance must be entered in the Google form posted by the Controller of Examinations.

10 SUMMER REGISTRATION:

The departments may offer a summer registration for theory courses in the odd and even semester based on the advisory note released by the COE based on the results in the previous semesters. Candidates who had not passed the given course in the earlier semester or candidates who want to complete the given course in advance are eligible to register for the summer registration. Summer classes will be conducted only if a minimum required number of students have registered for the course. For a 4-credit course, 52 hours of classes will be conducted and all CA activities, including the mid semester examination, will be conducted. The Semester examination will be conducted after completing the coursework.

In the second week of the even semester the COE will post a list of courses where the failures are more. The Deans and the respective HODs /PG coordinators will decide upon conducting the summer classes for those courses, depending upon the availability of the teaching faculty members. This information will be conveyed to the Registrar , Finance Officer and the Controller of Examinations. The Registrar will post a notice regarding the registration for the summer classes. The eligible students will register for the course and pay the fee for the same.

The classes will start on the following day after the last day of the even semester examination as per the Semester examination schedule. Two sessions of classes of 1 ½ hrs duration will be held from 9 am to 12.30 pm with a break of half an hour. The students will be given assignments (for 3 hrs duration) within the syllabus. The students are expected to be there in the Library from 2pm-5pm and complete the assignments. The schedule for core course is given below:

Day	9-10.30 am	10.30-11am	11-12.30 pm	12.30-2pm	2-5pm
1	Theory class	break	Theory class	Break	Library hour
2	Theory class	break	Theory class	Break	Library hour
3	Theory class	break	Theory class	Break	Library hour
4	Study holiday				

5	Mid Semester Examination				
6	Theory class	break	Theory class	Break	Library hour
7	Theory class	break	Theory class	Break	Library hour
8	Theory class	break	Theory class	Break	Library hour
	End of classes for 3 credit courses				
9	Theory class	break	Theory class	Break	Library hour
	End of classes for 4 credit courses				
10 &12	Study holiday				
12	Semester Examination				

Eligibility: All students who had failed in the previous semester examinations are eligible to register for Summer courses.

Students who were denied hall tickets for one course are eligible to register for Summer courses. Students can register for only one core course and one non core course during a given summer class. No practical course will be offered during Summer registration.

Both odd and even semester courses may be offered by the department. The classes for non core courses will be conducted for one or two days only.

11. Statutory cells and committees

01. Examination grievance cell

A three-member examination grievance cell is constituted by the Vice Chancellor in consultation with the Controller of Examinations. Students may approach the coordinator of the examination grievance cell for any examination-related grievances. Grievances can be registered by an individual student or by a group of students. However, complaints regarding errors in the question paper, and wrong questions being given for the exam may be directly reported to the COE on the same day of conducting the examination. If the students are not satisfied with the outcome, they are free to approach the grievance cell. Any examination-related grievances must be addressed to the examination grievance cell within **one month of publishing the results** of that semester so that the report of the grievance cell can be effectively implemented. The reports of the examination grievance cell will be treated as confidential reports and must be submitted **only** to the VC by the examination grievance cell coordinator. The VC after going through the report may accept the report or send it back to the cell asking for more clarification. Finally, it will be referred to the COE for further action. The VC may give an action taken report to the examination grievance cell coordinator.

Suspected errors on the question paper must be reported by the students to the Controller Of Examinations in writing, within 24 hours of completing the examination for that course (paper). The COE may initiate an inquiry to verify the claim of the student. If the claim of the student was proved to be correct, the COE must recommend the VC, to send a memo to all members of the BOE who had scrutinized the question paper. If the wrong question / incomplete question/ question from out of syllabus (i) carries 1- 3 marks, the total marks for that question must be added to all answer scripts irrespective of whether the student has attempted to answer the question or not (ii) carries 4 or more than 4 marks, then the answer scripts must be valued for maximum mark allotted for that course minus the marks carried by the question. After completing the valuation, the marks scored by the student have to be converted to the maximum mark as printed on the question paper. For example, in a 60 marks paper, if the wrong question carries 10 marks, then evaluate the paper for 50 marks. If the student has scored 40/50, his/her actual score is 48/60.

All grievances related to CA marks may be addressed first to the concerned teacher. If it is not addressed or resolved, then students may approach the

HOD and if a student is not satisfied with the outcome, the student may approach the Examination Grievance Cell.

All grievances related to the SE (including theory, practicals, term paper, dissertation, thesis, etc) may be addressed first to the Controller of Examinations; if the outcome is not satisfactory, the students may approach the Examination Grievance Cell. **However, no examination-related grievances will be accepted by the Examination Grievance Cell after one month of publishing the results of that semester.**

The Grievance cell members shall be informed that the Grievance Cell will make decisions solely based on the merits of the case as per rules and regulations outlined in the manual. All grievances will be addressed in a fair, transparent, and impartial manner. Decisions will be made strictly in accordance with the rules and regulations, without sympathetic considerations or emotional appeals.

02. Credit Transfer Equivalency Committee

The Courses credited elsewhere, in recognized Indian or Foreign Universities/Institutions by students during their study period at the University may count towards the credit requirements for the award of a degree. The guidelines for such transfer of credits are as follows:

Students may earn external credits from Institutions of National Importance and other Indian or foreign Universities/Institutions with which the University has an MOU, and that MOU shall have specific provisions, rules, and guidelines for transfer of credits.

Students may earn credits by registering for Online Courses offered by the National Programme on Technology Enhanced Learning (NPTEL), Study Web of Active Learning by Young and Aspiring Minds (SWAYAM), or other such recognized Bodies/ Universities/ Institutions as approved by the concerned BOS from time to time. The School /Institute concerned shall publish/include the approved list of Courses and the rules and guidelines governing the transfer of credits from time to time.

In other cases (i.e., other than the cases mentioned above) of transfer of credits sought by a student, the Dean/Director of the School/Institute concerned shall constitute a "Credit Transfer Equivalency Committee" headed by the Controller of Examinations with due approval of the Vice Chancellor. The Deans are the members of this committee. This is for assessing the application of the student for transfer of credits. The "Credit Transfer Equivalency Committee" shall be chaired by the Dean of the

School concerned and include two senior faculty members from the School concerned and the COE of the University. This committee shall submit its recommendations to the Vice Chancellor for approval. The same shall be ratified by the Academic Council.

The maximum number of credits that can be transferred by a student shall be limited to 40% of the minimum credit requirements specified by the Programme Regulations for the award of the Degree concerned.

03. Malpractice prevention committee (student)

The VC shall appoint a malpractice prevention committee in consultation with the COE to look into the malpractice committed by the students during the examination. The chairperson and two other members form the committee and the committee will function for 2 years or till the next committee is constituted. The COE will forward the malpractice issues to the chairperson. After the inquiry, the committee shall submit a report that will recommend the nature of the action to be taken to the VC. The VC in turn shall place the report before the academic council which shall consider and impose the penalty.

04. Malpractice prevention committee (staff)

Any suspected Malpractice by staff members of the University will be dealt with utmost seriousness. Stakeholders can register complaints with the COE. This will be discussed in the administrator's meeting chaired by the VC, and if needed a 3-member inquiry committee will be constituted. The report will be placed before the administrators for further action. The malpractice allegation against the COE can be directly submitted to the VC.

05. Vigilance Squad: The Chief of Vigilance Squad shall be appointed by COE with the approval of the Vice Chancellor. s/he shall have 5 years of full-time teaching experience. Other two Members of the vigilance squad may be appointed by the COE. s/he shall have 3 years of full-time teaching experience.

06. Moderation committee: The COE is the chairperson and the Dean of a given school is the member of the moderation committee. After publishing the raw results, the COE may call for the moderation committee to decide on the moderation, if any is required.

07. Examination reforms committee: The COE is the chairperson and there will be a total of 5 members including the COE of which a minimum of 2 will be external members. The members will be appointed by the COE in

consultation with the VC. The committee will meet once a semester and the meeting will be conducted online.

08. Question paper review committee: A seven-member committee will be appointed by the COE to look into the standard of the MSE and ESE theory question papers.

12. ADMINISTRATION STRUCTURE AND FUNCTION OF THE EXAMINATION SECTION

The examination section will be headed by the Controller of Examinations, COE, who is a statutory officer and shall be responsible for all the functions of the section. The COE will be the only officer who can issue instructions to the staff of the Examination Section. The Vice- Chancellor and other bodies of the University can give instruction to the staff of the examination section only through the COE.

"The Registrar (Evaluation) shall be in charge of the conduct of examinations and all other matters incidental thereto and ancillary therewith and shall perform such other duties as may be prescribed by statutes or Examination Manuals or as may be allocated to him by the Vice-Chancellor", KSU Act 2000, Section 18(3).

01 The examination committee:

The following are the members of the examination committee

Vice Chancellor

Pro-Vice Chancellors

Registrar

IQAC Director

Deans

Deputy Controller of Examinations

Examination coordinators

Controller of Examinations.

02. Important Functionaries of Examination section

02.01 Controller of examinations

The Controller of Examinations (COE) will be a permanent faculty member appointed by the Vice-Chancellor on the basis of the potential of the person. S/he must have a Ph.D. degree from a reputed institution /university. A Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. S/he must have at least 15 years of experience as an Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or Comparable experience in research establishment and/or other institutions of higher education, or 10 years of

administrative experience, of which 5 years shall be as Deputy Registrar or an equivalent post.

His/Her tenure shall be 3 years. The COE will create his/her own team with the approval of the VC of the University. The team shall consist of One Deputy Registrar(Evaluation), one Assistant Registrar (evaluation), two coordinators of examinations, and four faculty members in charge of arranging the question papers room-wise and days. The tenure of the team is for three years. They will continue performing their regular teaching work as scheduled by the University along with the examination duties. There shall be a team of office assistants, computer programmers, data entry operators, and other helpers in the Examination Cell. The Cell will have an appropriate printing unit to prepare question papers and other confidential material. All attenders of the University will report for examination duty as per the instructions from the COE during examinations.

02.02 Deputy Controller of Examinations: The Vice-chancellor in consultation with the COE shall appoint the Deputy Registrar (Evaluation). He must have a Ph.D. degree from a reputed institution /university; a Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed and five years of experience in the examination section.

02.03 Coordinator of Examinations: Two senior faculty member shall be appointed as Coordinator I & CoordinatorII of Examinations

02.04 Deputy coordinator of Examinations: One senior faculty member shall be appointed as Deputy Coordinator of Examinations

02.05 Office Superintendent(Evaluation): One of the senior clerical staff shall be appointed as Office Superintendent (evaluation). s/he must have a degree and at least 5 years of experience in the examination section of a university or in an autonomous college. A person with a PG degree will be preferred for this post.

13. DUTIES OF VARIOUS FUNCTIONARIES IN THE EXAMINATION SECTION

01 Controller of examinations

- The Controller of Examinations is in charge of all evaluation processes and convocation.
- Drive the strategic policies and their implementation for the examination process, modes of evaluation, processes, and procedures for conducting & assessing examinations at ST JOSEPH'S university
- Provide inputs and ensure updation and regulation of the Manual of Examination Conduct the Examination committee meetings.
- As the chairperson of the examination reforms committee, s/he will conduct the meeting once a semester. The report must be submitted in the examination committee meeting.
- Ensure the Examination Committee guidelines are followed and their actionable/decisions are promptly and properly implemented
- Propose to the Examination Committee matters that need immediate change and action for the improvement of the system of evaluation.
- Maintain a bound copy of the comments and resolution of the Board of Examination signed by the internal and external members.
- Modify the examination manual on an annual basis as per the recommendations of the examination reforms committee which were accepted by the examination committee.
- Review from time to time the examination methods and benchmark with upcoming practices
- Create disciplinary procedures for the malpractices during examinations by students in consultation with the Vice Chancellor of the University.
- Get actively involved in the identification and implementation of improvements in the process and modes of examinations in consultation with the Examination committee.
- Set in place a mechanism for the redressal of grievances related to examinations.
- Ensure timely preparation and announcement of the examination calendar

- Prepare the examination unit to conduct the mid-semester examination in the 8th/7th week and End Semester examination on the date approved by the academic council.
- Prepare the timetable for the mid-semester examination and announce it in the 5th week and prepare a time-table for the semester examination and announce it in the 8th week.
- Receive applications for the makeup examination, CA improvement examination, finalize the list of candidates and conduct the examination. S/he will prepare remuneration for CA improvement invigilation and valuation.
- Prepare candidates' list and send it to the examination coordinator in the 5th week.
- Document the list of candidates ineligible to write the semester examination for all subjects / one subject, list of re-joined students, list of students who took the makeup test , CA improvement examination etc.
- Notify the science HODs requesting them to arrange for special lab sessions for candidates who have attended less than 8 sessions out of 11.
- Call for a meeting of the Deans of the Science stream to decide the practical examination schedule in the 9th /10th week.
- Make arrangements for stationery for the practical examinations and dispatch them to the Departments at least 2 days before starting the examination..
- Announce the seating arrangement for the students for examinations.
- Be the Custodian of candidates' lists pertaining to each examination.
- Finalize the mode of examination for different courses in consultation with the concerned Faculty/ School/ Department/ Academic Council;
- Ensure examinations are conducted in a disciplined and fair manner
- Arrange for the setting of papers with strict regard to secrecy and norms.
- Request external examiners to set the question paper and provide them with the syllabus and model question paper.
- Ensure that question papers are ready for the examination, two weeks in advance.

- Communicate with the HODs to submit the Semester examination question papers by the 7th week.
- Ensure that each paper has at least 2 sets of question papers for the regular examination.
- Blind select the question paper to be used in the semester examination
- Organise the room-wise packing of question papers for test and examination.
- Be the Custodian of sealed packets of question papers.
- Ensure timely pre-printing of examination stationery (answer books, transcripts, PDC, etc.) by the team.
- Announce the invigilation schedule for the teaching staff in coordination with the examination coordinator
- Notify the instructions to the invigilators and students for the examinations
- Appoint room supervisors as prescribed in the rules & regulations.
- Recommend external agency(s)/observer(s) for conducting and monitoring the examinations
- Recommend external agency(s)/evaluator(s) for evaluation of examination.
- Prepare and announce examination duty for the non-teaching staff for tests and examinations.
- Arrange for the collection of the examination answer scripts in coordination with the Deputy Registrar (Evaluation) and make arrangements for the digital valuation.
- Make arrangements for the remuneration for all examination-related works
- Ensure utmost confidentiality in the process of examinations.
- Take disciplinary action where necessary against the candidates, paper-setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations
- Prepare individual letters to students involved in malpractice, citing the quantum of punishment, after receiving the malpractice committee's report with the Vice-Chancellor's approval.

- Make arrangements for re-evaluation of papers and re-totaling of marks as per norms, after the results have been declared.
- Arrange for conducting supplementary, special supplementary, and summer term examinations.
- After the examinations, send a copy of each of the question papers of the regular examination to the library to upload in the D space.
- Maintain a set of bound copies of the used question papers.
- Maintain a record of gracing and moderation details.
- To postpone or cancel the examination in part or in whole, if such need arises.
- Conduct the reexamination, if needed.
- Arrange for the evaluation of answer sheets in accordance with the planned schedule for results
- Be responsible for the processing of the results as per scheduled timelines
- Take decisions on and approve special cases like issuing conditional hall tickets to those who have not submitted the documents and have fees due.
- Approve the evaluation conducted through other methods – classroom participation, attendance, presentations, assignments, etc. and ensure fairness.
- In case of revaluation cases, plan for appropriate personnel as per norms.
- Make arrangements for entering examinations, practicals, viva, fieldwork, Term paper, and dissertation marks in the software..
- Direct the Team for proper maintenance of records of each component of assessment (on a Semester basis).

Publication of Results

- Arrange for the timely declaration and publication of results of examinations.
- Arrange for the meeting of the moderation committee after the publication of the raw results.
- Arrange for printing the Transcript, Migration certificate, Provisional degree certificate, and Transfer certificate for those final year students who had completed the programme successfully.

- Make arrangements for sending final semester Marks Cards, consolidated Marks Cards, Transfer certificates, Migration certificates, and Provisional Degree certificates by post for the final year students who have completed the Programme.
- Ensure consolidation of comprehensive and continuous examination results by the team.
- Prepare a list of the top 5 students in each course for all undergraduate programmes and the top five students in each professional programme and PG programme, to be displayed on the notice boards.
- Prepare the certificates for the topper in each paper for all undergraduate courses and the topper in each professional course and PG course.
- Be the Custodian of result sheets on each examination
- Maintain and be the Custodian of registers of each examination, relating to subject-wise statistics of passes and failures.
- Preparation of statistics and statistical analysis for students' performance for all semesters, in comparison with the past year's results.
- Arrange to prepare the eligibility list of candidates and presentation lists for each convocation .

Stakeholder management

- Review from time to time, the results of University examinations and forward reports hereon to the Examination Committee and Academic Council
- Making available the statistical/other examination information to UGC/State Government from time to time if needed
- Ensuring regular developmental steps taken for own team members
- Ensure full compliance of all processes and rules as per UGC and NAAC and related agencies

Team Management

- Guide the Team in the discharge of duties
- Review performance of the Team on a regular and continuous basis and provide developmental feedback
- Provide oversight and support to the Team and support in any escalations.

- Develop the Team to provide quality support to all stakeholders and execute HR activities in line with time and quality requirements.
- Keep self and Team updated on key happenings in the education sector and external factors impacting them and relevant market practices.

02 Duties of the office of the controller of examinations

The following works shall be attended by the University officials and/ if necessary, any agency appointed to assist the University.

- Issue of Examination related Calendar of Events and schedule of examination
- Preparation of detailed time - tables and their publication on time.
- Preparation of the subject-wise, paper-wise, and date-wise / session-wise statements to print question papers with Question Paper code numbers and arrange to issue them to the notified center of examinations.
- Question Papers to be printed shall be 10% above what is required in each subject.
- The question paper packets shall indicate the Question Paper Code, subjects, semester, date and time of examinations, and Room number, No. of question papers in each packet etc.

Maintenance of records

- One set of candidates list in soft copy
- One set of result sheets on each examination in soft copy
- One set of examination ledger duly bound and labeled and also in soft copy
- Printing of various kinds of OMR forms, Forms, Answer Books, Registers, Marks card, Candidate lists, Degree Certificate, etc.
- Inviting of Tenders/Quotations or placing the order for printing and supply of all types of Examination related material.
- Processing and passing of Bills of remuneration of TA, DA, other Conveyance/Allowance, and Maintenance of correspondence thereon.
- Registration, Distribution, and dispatching of day-to-day emails.
- Appointment of officials and other staff required for the conduct of the examinations.

- Issue of permission letters to blind and all types of disabled students
- Facilitate the Academic Council in constituting the Board of Examiners.
- Announcement of selection and issue of appointment orders to the Chairperson, members and internal and external Examiners, Paper - Setters, etc.,
- Arrangement for conducting the examination, collection of answer papers, scanning and mapping to the examiners to value the answer scripts and declaration of results
- Preservation and disposal of scanned answer scripts three months after the announcement of results.
- Arrangement for preparation and distribution of transcript and other certificates, correction of mistakes in marks cards, and other certificates to the candidates.
- Collection and maintenance of statistical data regarding the number of examinations, number of candidates registered for each examination, the number of boys, girls, regular candidates, and repeaters, percentage of passes, receipts and expenditure on each category of examination, etc.,
- Preparation of merit lists and their transmission to appropriate authorities/bodies.
- Collection of Practical Invigilator's diary from the Chairperson. Arrangement to prepare the bill for practical examination remuneration for the lab assistants.
- Forwarding the remuneration bill to the Finance Section for payment of remuneration for Paper-Setters and Examiners/ Coordinator / Custodians etc.
- Preparation of the lists of lapses and irregularities committed by the Examiners and others and forwarding the list to the competent authorities for consideration and necessary action.
- Appointment of Coordinator / Custodians, squad chief, Scanning personals, etc.,
- Appointment of moderation committee.
- Arrange for revaluation of valued answer scripts requested by the candidates as provided in this Examination Manual.
- Scrutiny and passing of the bills of printing and purchase of stationery etc.

- Purchase, maintenance, and the issue of stationery articles to various Boards of coding, dispatching, tabulation, office use, and to the center of examination.
- Maintenance of cash account.
- Assisting the COE in the constitution of the malpractice cases committee, detected before, during, and after examinations.
- Dealing with matters about the fixing of remuneration for the staff of the section for various items of extra work connected with the examination.
- Dealing with matters of examination fees and refunds if any. Announcement of results of examinations, dealing with the cases held over for future announcement of follow-up work in cases of discrepancies.
- Issue of migration certificates, duplicate marks cards / duplicate degree certificates, consolidated marks cards, provisional Degree certificates, rank certificates, and corrected certificates etc.

Work related to Convocation

- Preparation of Eligibility lists for convocation, faculty-wise and year-wise.
- Preparation of lists of Prize winners, and medal winners.
- Print the lists of students eligible for the convocation and preserve the bound volume of such lists.
- Printing of degree certificates/Rank certificates/prize or medal certificates, Ph.D. certificate.
- Intimating the candidates about the date and venue of convocation, and other literature relating to swearing, etc., through University website
- Distribution of admission cards and parent passes to candidates for the convocation.
- Distribution of Degree Certificates.
- Seating arrangements in the convocation hall

03 Deputy Controller of Examinations

- The Selection Committee appointed by the VC will appoint the Deputy Controller of Examinations. His/Her functions are as follows:
- S/he will be responsible for the conduct of MSE, Makeup examination, CA improvement Examination, and the End Semester Examinations. S/he shall take all necessary action before, during, and after the examinations for the smooth conduct of the examination and be in charge of the collection of answer scripts in coordination with the COE and hand over them promptly at the end of the examinations to the Office of the Controller of Examinations.
- S/he will arrange for satisfactory seating of candidates at least a day in advance of the examinations with the assistance of the COE Office as planned by the examination coordinator.
- S/he will plan and publish the duty list of attenders to do examination-related work at least a day before starting the examination
- S/he shall ensure that the “Warning Note” to candidates taking the examinations is read out five minutes after the commencement of examinations.

NOTE TO BE READ BY Room Superintendents:

- *“Kindly follow the instructions printed on the admission card. Please check whether you have a mobile phone or smartwatch. If you have, keep it in your bag after switching it off. Do not write your registered number or name anywhere in the answer booklet. You are requested to search your pockets, desks, and tables and hand over to me any paper, book, or note that you may find therein before starting to answer the examination paper. Talking to fellow students, borrowing pens, pencils, erasers, or calculators without the permission of the invigilator is prohibited”.*
- S/he shall call for a meeting of the newly appointed teaching staff and explain the examination procedure at least 3 days before starting the exam with all the supervisory staff at least one day before the examinations. S/he shall impress on all the invigilators and other staff members, the need to prevent malpractice by the scrupulous observance of the rules. S/he shall explain to the supervisory staff the procedure of reporting any incident when a case of malpractice is detected.

- S/he shall not leave the campus during the period of examination without the prior consent of the Controller of Examinations. In case of an emergency, he shall make arrangements for the smooth conduct of examinations, by entrusting the responsibility entrusted to him, to a member of the examination committee and report the arrangement to the Controller of Examinations and obtain his prior permission to leave the Center of Examination.
- S/he shall collect the question papers on each day of the examination from the Controller of Examination. S/he shall take special care to see that the right question paper packets with the required number of question papers are arranged in each packet for each of the rooms. S/he should plan independently, the day-wise examination schedules and must compare this list with the list prepared by the coordinator of examinations.
- S/he shall arrange to collect back the undistributed question papers from examination rooms after 10 minutes before the commencement of the examinations.
- S/he shall report to the COE any serious misprint, omission, or ambiguity noticed or reported in the question paper. S/he shall give any clarification in the examination hall, only after permission from the COE.
- S/he shall see that only those candidates with admission tickets / one-day admit notes issued by the Deans, are allowed to write the examinations.
- S/he shall arrange to keep open the examination rooms half an hour before the scheduled commencement of examinations. S/he shall ensure that no candidate is admitted to enter the examination room, 10 minutes after the commencement of the examination.
- S/he shall arrange the timely ringing of the bells to mark the examination timings.
- Immediately, on getting a report from the room invigilator of any alleged malpractices, the s/he shall take the admission ticket / I.D. Card and **allow the candidates to continue to write the examinations.** S/he shall obtain a statement from the candidates and the room invigilator and report the case to the COE. If any candidate refuses to give a written statement, the same may be recorded and sent to the COE.

- During the examination, S/he shall go around the examination venues for supervision and check different classes, to ensure whether examinations are conducted in the right manner and decorum.
- S/he must make sure to display the seating arrangements on the notice board and the University website.
- S/he must be present on the campus, at least 30 minutes before the first bell for the commencement of the examinations.
- S/he must reply to all emails addressed to the Controller of Examinations.

04 Coordinator of examinations

The COE may appoint Examination Coordinator-I & Examination Coordinator-II from the teaching faculty in consultation with the VC to help the COE out in the conduct of examinations. His functions are as follows:

Coordinator of examinations (I) &(II)

- S/he will be responsible for the proper conduct of all examinations. S/he shall take all necessary action before , during and after the examination for the smooth conduct of examinations. S/he must plan for the invigilation, seating arrangement of students.
- S/he shall not leave the campus during the period of examination without the prior consent of the Controller of Examinations. In case of an emergency, he shall make arrangements for the smooth conduct of examinations, by entrusting the responsibility entrusted to him, to a member of the examination committee and report the arrangement to the Controller of Examinations and obtain his prior permission to leave the Center of Examination.
- S/he will not allot less than 2 invigilators for a room with ≥ 40 students.
- S/he must prepare the list of latest **room capacity** in the 5th week of the semester in consultation with the block in charge/vice Vice Chancellors of the block. This list may be shared with the COE.
- S/he must receive the list of candidates from COE office in the 5th week of the semester. As the 1st semester list always changes with each day till 6th week of the semester, he must be prepared for any changes to be done in the seating arrangement up to the 6th week of the semester.
- S/he must prepare the seating arrangement for the students to write

the test and examinations in the 6th week of the semester and send it to the COE office. He/ She must prepare the seating arrangement in such a way so that no two students answering the same paper will be assigned the same bench for a given day.

- In the 7th week of the semester, s/he must get the 'invigilators diary' printed by the office of the COE and verify the entries. S/he must approve taking multiple copies, after verification.
- S/he will collect the list of teaching staff members and nonteaching staff members from the office superintendent and make the invigilators list. He must make the list of teaching staff members who had applied for long leave (study leave or maternity leave) or attained superannuation within one academic year and exempt them from the invigilation duty. The list will be published one week before the tests /examinations.
- As far as possible he/ she shall not post any invigilator to the same examination room repeatedly.
- S/He will bring to the notice of the COE deliberate absenteeism for invigilation work, if any, by the members of the staff.
- S/He will be assisted by a clerical staff from the examination section.

Deputy Coordinator of examinations

The COE may appoint Deputy Coordinator Examinations from the teaching staff to help the COE out in the conduct of examinations. His/Her functions are as follows:

- S/he will prepare the duty roster for the nonteaching staff and publish it on the staff notice board.
- S/he will be responsible for maintaining the decorum on the floor during the examinations
- S/he will be responsible for issuing the extra question papers if needed to the examination hall.
- S/he will assign attenders , and the group leaders to write the registration numbers according to the block, in consultation with the examination coordinator at least one day before the examinations.
- S/he will check whether the attenders, allotted for examination duty are personally present on the floor well before starting the examination. The attenders are allowed to leave the floor, only after the second bell to indicate the completion of the examinations is rung.

05. Functions of the Heads of Departments, HoDs:

- For the smooth conduct of the examinations, the Heads of the Departments have to play an important role. They need to be proactive and take charge of the internal assessment so that all assignments and answer scripts are valued. Their functions with respect to the examinations are as follows:
- Must communicate to the COE one week before starting the semester, the Course code numbers and titles to be offered in a given semester.
- S/he will decide the apportioned syllabus be covered for the mid-semester test will be in consultation with the members of the respective department. This must be announced to the students in the 3rd week.
- The CA activity will be planned and informed to the students well in advance, preferably in the first week of the semester. There should be no assignment/quiz/seminar/presentation after the 11th week since students have to prepare for the end-semester examination.
- Half the portions have to be completed before the mid-semester tests. Another half of the portion should be covered by the 13th week of the same semester.
- For the End Semester Examination, all the portions must be covered in the question paper. However, 35% weightage must be given for questions from the portion covered before the MSE and 65% weightage for the portion covered after the MSE. This blueprint must be announced to the students latest by the 8th week.
- The responsibility for setting question papers for the MSE, has to be assigned to the members of the respective department. The BOE for the MSE question paper has to be conducted at the department level and the minutes have to be saved in the department file.
- Question paper should reach the COE on or before the last day notified.
- Must prepare a semester-wise list of question paper setters for the regular and supplementary semester examinations (From the list of BOE members as approved by the BOS) and send it to the Controller of Examinations.
- Must prepare the detailed timetable for conducting the practical examination, assign the examiners, and send it to the controller of examination for approval. They must send the list of external

examiners willing to be the external examiners for various papers.

- Conduct the BOE meeting for the ESE and see to it that confidentiality is mentioned. Must conduct the BOE members meeting to explain to the teachers the rules to scrutinize the question papers and answer schemes.
- Responsible for the handover of all required question papers and the schemes within the last date notified by the COE.
- Organize the valuation of answer scripts. They must give the list of evaluators and reviewers to the Controller of Examinations in the 12th week of the semester.
- If the paper-setter is an external person, for the end-semester examination, organize the valuation meeting to discuss the scheme of evaluation. If the paper setter is internal, he /she will be normally the group leader/reviewer.
- Valued MSE answer scripts have to be given to the students within ten days of the exam.
- Any grievances of the students pertaining to the valuation of the scripts or the internal assignment will be referred to the HOD at the second instance, if the student is not happy with the teacher's response, the student will approach the grievance committee at the third instance.
- Maintain the record of all the continuous assessments in the department for later reference. These records must be maintained for at least 6 years.
- Make arrangements for question papers for the make-up examination and CA improvement examination in the 9 th week. Make arrangements for collecting the makeup examination answer scripts and value them. The evaluated answer scripts have to be returned back to the students.
- Make arrangements to collect the invigilator diary of the practical examination and send them to the COE along with the practical remuneration bill.
- In the 10th week, Inform the COE if any external practical examiners are to be appointed.
- The Head of the Department shall send the consolidated list of absentees for the Practical exams, to the COE.

06. Functions of the room superintendent (invigilators)

- The COE shall appoint the Room Superintendents for MSE and ESE from among the teaching staff of the University one week in advance of the commencement of examinations under intimation to the Vice Chancellor. In exceptional cases where the teaching staff of an Institution is inadequate, the COE may, with the permission of the VC, appoint Assistant Room Superintendent from the non teaching staff of the University examination section.
- The Room Superintendent who finds it impossible to attend to the work assigned shall adjust the duty with any other teaching faculty and intimate the same to the coordinator-1 by mail (exam.coordinator@sju.edu.in) at least 24 hours earlier to the time of work scheduled to be started. However, in case of emergency, the invigilator may write to the coordinator-I (exam.coordinator@sju.edu.in) and explain their inability to attend duty. They must be prepared to take up invigilation work on another day.
- The invigilator shall ensure that the candidates who enter the examination hall occupy their respective seats at least five minutes before the time specified for the distribution of question papers.
- Before the distribution of answer sheets, s/he shall read out the following instructions to warn the candidates taking the examinations:
"kindly follow the instructions printed on the admission card. Please check whether you are in possession of a mobile phone or smartwatch. If you have, keep it in your bag after switching it off. Do not write your registered number or name anywhere in the answer booklet. You are requested to search your pockets, desks, and tables and hand over to me any paper, book, or note that you may find therein before starting to answer the examination paper. Talking to fellow students, borrowing pens, pencils, erasers, or calculators without the permission of the invigilator is prohibited".
- After 10 minutes of the commencement of the examination, the Invigilator shall not admit any candidate to the examination hall. No students should be permitted to leave the examination room within 35 minutes after the commencement of the examinations.
- The Invigilator shall ensure that every candidate has entered the particulars required on the facing page of the answer book. All answer

books must be signed by the room invigilator with the date only after verifying the entries made by the students.

- Students should not be allowed to converse among themselves once they enter the examination hall. The question papers should be distributed on hearing the bell rung for the purpose, after verifying the title of the question paper with the subject offered by the student.
- S/he shall make necessary entries in the invigilator's diary as directed.
- S/he must affix the respective candidates' QRcode on the answer book's facing page in the space provided for the same, **after confirming with the candidate that the barcode affixed is meant for that candidate only.** The unused QR codes must be affixed on the reverse side of the invigilator's diary.
- The Invigilator shall be responsible for the proper accounting of answer books prior to handing them over to the receiving officer appointed by the COE.
- The invigilator shall be agile and active and should not read from any material or sit continuously. Preferably s/he should move from place to place. S/he should not use mobile phones for making personal calls, reading materials stored on the phone or watching entertainment materials.
- No additional sheets are supplied.
- All Invigilators shall report to the coordinator at least 20 minutes prior to the commencement of the examinations on the day of invigilation.
- Invigilators shall not allow the candidate to copy from books, papers, or other candidates. He / She shall further ensure that no candidate detaches or tears off any sheet or part of the sheet from the answer book or additional books.
- The Invigilator shall immediately report to the Deputy Registrar (Evaluation) of any malpractice case and prevent the candidate from removing, displacing, or destroying the materials from which the candidate was indulging in malpractice. However, the candidate must be allowed to continue the examination. After the last bell, the invigilator must hand over the student's ID card, the hall ticket, and the answer script along with the materials from which the candidate was indulging in malpractice to the COE. The invigilator must also submit the malpractice reporting form also.

- When temporary relief is offered, it shall not be for more than 20 minutes. There will be no relief duty for a 2-hour examination.
- If more than 40 students are there in a room, two invigilators will be allotted. It is because at a given point in time, as the number of students is large, there is a need for two invigilators for effective invigilation. **So in this circumstance, invigilators should not take mutual relief.**
- The research guides who have a major project and a student registered for the Ph.D. in the University, may depute the student for doing his/her invigilation duty. However, the guides must report this to the coordinator of the examination in advance.

07. Relieving - Room Superintendents

- The Exam Coordinator shall appoint the relieving Superintendents from among the invigilator's list on rotation for the semester examination if the total time period for the examination exceeds 2 hours.
- There shall be one relieving invigilator for every four room invigilators.
- The relieving Superintendents shall give relief to the room invigilator for about 20 minutes and be in charge of the duties of the room invigilator during that period and discharge the duties and responsibilities of the room invigilator. s/he shall return the Relieving Superintendents diary duly filled to the examination coordinator at the end of the day's examination.

08. Vigilance Squad

- The Chief of Vigilance Squad shall be appointed by COE with the approval of the Vice Chancellor. s/he shall have 5 years of full-time teaching experience. Other Members of the vigilance squad may be appointed by the COE. s/he shall have 3 years of full-time teaching experience.
- The squad members shall assemble at the office of the COE, each day of the Examination, They shall make surprise visits to the various examination halls.
- Ordinarily, the squad consists of 3 members, one of whom shall invariably be a lady member.
- The squad members shall also submit a report in the prescribed format for every session of MSE, ESE, Makeup Examination, and SSE to the COE regarding the examination halls they visited in each session. Further, if

squad members book any student for malpractice they must submit the malpractice reporting document to the COE.

- They shall go around the examination hall during the period of examination.
- They shall ensure that no unfair means are adopted at the examination center, by the students/any staff involved in the conduct of the examination and others.
- They shall ensure that no person is loitering (other than Examiners) within a distance of one hundred meters of the examination center.
- Subject to the maintenance of the dignity of the student, the members of the squad are empowered to make a search of candidate, in case they are suspicious of him/her possessing papers, books, or any other aid which might possibly be of assistance in answering the questions. In the case of girl students, they shall be searched only by lady members of the squad or any other lady members as selected by the chief of the squad.
- The members of the squad shall check the dairy maintained by the Room Superintendents.
- The Squad members shall appear before the Malpractice Enquiry Committee if desired by the Committee for tendering evidence.

09. Duties of the Pro-vice chancellors, Registrar, and Deans:

The Pro-Vice chancellors and the Registrar shall supervise the entire examination process and will ensure that the examinations are held in a systematic manner. They will make sure the decorum is maintained in all blocks during the examination. They will also check whether all rules are strictly followed by the officers in charge of conducting the examinations. They will also check whether the attenders have reported for duty and are present on the assigned floor at any given time. They will give a report every day to the COE on their findings and give suggestions, if any, to the COE to improve the system.

- The Deans shall be available in their respective rooms at least 30 minutes before starting the examinations (MSE & ESE) to give a one-day note to those students who had not brought Hall tickets / ID cards. If a Dean can not attend duty for a given session/ day, s/he must make alternate arrangements and a note regarding this arrangement must be posed outside their office. This must be informed to the COE by mail.

14. Ph.D Evaluation

A candidate admitted to a Ph.D programme in SJU, in accordance with the eligibility criteria specified in the UGC guidelines (Minimum Standards and Procedures for the award of Ph.D. Degree Regulations, 2022), shall have a coursework of 16 credits consisting of 5 papers - Research Methodology (4 Credits), Research Ethics and Pedagogy (2 Credits); Discipline-specific paper (4 Credits); Project-specific paper (4 Credits); and Seminar (2 Credits).

Developing curriculum and syllabus for coursework is done by the Board of Studies (BoS) held twice a year. The BoS also sets up evaluators for the Board of Examinations (BoE), including question paper setting, evaluation and allocating the teaching of coursework (including discipline specific and project specific papers) and approves the list of examiners.

The coursework will require mandatory attendance of 85% and the students will be evaluated through Continuous Internal Assessment (CIA) and an End of the Course Examination (ECE). The final result for the coursework will be on a weightage of 50% each for CIA and ECE with a minimum pass score of 50% each in CIA and ECE, and 55 % in aggregate.

After successful completion of the coursework the candidate chooses his/her research problem (topic) and compiles a synopsis that presents a brief introduction to the topic, extant knowledge in the field of enquiry, the scope for further exploration, working hypothesis and objectives, methodology to be followed and the timeline. The Dean in consultation with the supervisor sets up a Doctoral Committee (DC) composed of one's supervisor and eminent experts in the field from outside the institution. The synopsis approved by the supervisor is sent to the external DC member by the PhD candidate at least two weeks (or as demanded by the DC members) before the scheduled DC meet by email. At the DC meeting, the synopsis is presented by the PhD candidate. The corrections, suggestions emanating from the discussions following the presentation are to be used to improve the synopsis/report. The modified synopsis/report is presented to the external members for approval by the supervisor. Once approved by all the DC members, the report is submitted to the research office. The candidate shall follow strictly the research directions given by the DC. The subsequent DC meetings, held once in six months, shall evaluate the progress on adherence to the instructions laid out in the DC meeting and their progress towards achieving the objectives

of the research. The DC meeting reports are submitted to the PhD Monitoring Committee (PMC).

The PMC oversees the supervisors in a given department and the PMC chairman ensures that the DC meetings are held on time. The PMC will approve the pre-submission synopsis/progress report as well as the final synopsis. The PMC will handle issues like: student-supervisor relationship, co-supervisor assignment, change of supervisor, changes requested by candidates (fulltime/parttime changes, title change, objective changes etc...) and any other matter relevant to the welfare of the PhD candidates and is responsible for the maintenance of prescribed academic standards.

Full-time candidates are expected to complete the programme in 4 years. A one -year extension may be allowed subject to the recommendation of the PMC. An additional one-year extension may be allowed subject to the discretion of the Dean of Research. Part-time candidates are expected to complete the programme in 5 years. A one -year extension may be allowed, subject to the recommendation of the PMC. An additional one-year extension may be allowed subject to the discretion of the Dean of Research. Female Ph.D. candidates and Persons with Disabilities (having more than 40% disability) may be allowed an additional extension of two years. Female Ph.D. candidates may be provided maternity leave/child care leave for up to 240 days in the entire duration of the Ph.D. programme.

Before the final submission of the thesis, all the previous half yearly reports of the candidate should have been approved by the PMC. The candidate should have published two research articles as a first author in SCI/SSCI/SCOPUS indexed journals. The candidate should have presented two papers in recognized international/national conferences. In lieu of this, the candidate may produce an additional SCI/SSCI/SCOPUS journal publication.

Once the candidate fulfils the requirements for submitting the thesis, he/she should compile a synopsis describing the research. The synopsis is presented to the DC, and after its approval, presented to the academic community of the University through a colloquium. The critical comments and suggestions from the audience should be addressed by the candidate and the modified synopsis submitted to the PMC for approval. Once the PMC approves the thesis synopsis, the candidate is given six months to prepare his/her thesis and submit it to SJRIC.

The PhD thesis submitted by a research candidate shall be evaluated by his/her research supervisor and at least two external examiners, who are experts in the field and not in employment of the University. Where required, a distinguished academician, not below the rank of professor or equivalent, from outside India may be chosen as one of the external examiners. The viva-voce examination based primarily on the critiques given in the evaluation report shall be conducted by the research supervisor and at least one of the two external examiners. It shall be open to the members of the Research Advisory Committee (RAC), all faculty of the University, research candidates and other interested students.

The viva-voce of the research candidate to defend the thesis shall be conducted only if the evaluation reports of the examiners on the thesis recommend acceptance. If one of the evaluation reports recommends rejection, the University shall send the thesis to an alternate examiner (from the approved panel of examiners) and the viva-voce examination shall be held only if the report of the alternate examiner recommends acceptance. If the report of the alternate examiner also recommends rejection, the thesis shall be rejected, and the research candidate shall be declared ineligible for the award of the degree.

Passing the viva-voce examination is required to obtain the PhD degree. In case a candidate fails in the viva-voce examination, the examination shall be conducted again after one month with a different external examiner. If the candidate fails again, the candidate will be ineligible to obtain the Ph.D. degree.

ANNEXURES

Annexure-1

INSTRUCTIONS TO THE STUDENTS

(End Semester Examinations)

- The first session starts at 9.00 am , second session at 11.30 am and the third session starts at 2 pm.
- Students should bring their **hall tickets and identity cards** on all days. Those students, who do not have their ID cards /Hall tickets must get a one-day admit note from their Deans.
- Hall ticket is the primary evidence that this student is eligible to write the examination. Student ID card is additional ID proof and is not compulsory to write the exam.

Hall Ticket alone- Student is eligible to write the exam

One day Note from the Dean and Student ID card -Student is eligible to write the exam

One day note from the Dean and the soft copy of the hall ticket on the Phone before starting the exam- Student is eligible to write the exam.

- Deans will be available in their respective rooms 30 minutes before the examination. Students can get one day notes from any Dean irrespective of the school they belong to.
- If the hall tickets used for a few examinations are misplaced, students can take a new printout of the hall ticket and submit the same in the examination hall. Students will be permitted to enter the classrooms for the examinations only 10 minutes before the exams. Till then students **should not** be found in the classrooms or the corridors of the classrooms.
- **Students are not allowed to enter the examination hall, after 10 minutes from the start of the Examination.** Also, students must remain seated for at least 30 minutes from the time they receive the question paper irrespective of the duration of the examination.
- Students should leave all their bags near the door **inside** the room before taking their seats.
- **A separate answer booklet with 10 pages will be provided for answering General English, Language and OE (descriptive)**

examinations. Kindly note that no additional sheets will be provided to write the examination by the regular students.

- Answers must be written only in black ink pen. Using a pencil for drawing or writing is prohibited.
- Do not write the registration numbers of candidates anywhere in the answer book. Students writing regular examinations must write their registration number on the question paper in the space provided. Do not write or mark anything on the question paper other than the registration number. Students writing supplementary examinations should not write their registration number on the question paper also.
- Students are directed to allow teachers to paste the registration number QR code and the registration number stickers only after checking the register number across the QR code/barcode.
- Students should bring their pens, calculators, dictionaries etc. Borrowing is not permitted without the permission of the invigilator.
- Students are not permitted to write anything about the exams on the desks or benches. If any matter regarding the examinations is discovered before they write the exams on the desks/benches, they should bring it to the notice of the invigilator. If they do not, it will be considered malpractice. Serious action will be taken against students who write matters about the examinations on the desks or benches.
- Any question or doubt should be addressed only to the invigilator. There should be no communication of whatever kind between the students.
- **Candidates are prohibited from bringing into the examination room a mobile phone, smartwatch, digital diary or any other electronic material(s) except calculators (if allowed), any book (except dictionary, if allowed) or a portion of the book, manuscript, or paper of any description.** They are **not allowed** to bring their Clark tables or statistical tables. They are **not allowed** to bring their writing pads or pencil pouches inside the examination hall. **They are also prohibited from communicating with others or copying from each other, and from communicating with any person outside the examination room.** Mere possession of such materials will also be considered malpractice. The mobile phone even in switched-off mode also will be considered malpractice. They

must keep their electronic gadgets like mobile phones (in switched-off mode), smart watches, etc inside their bag. Anything written on the part of the body is also considered malpractice. For any malpractice reported by the invigilator, the student should follow the instructions of the examination committee.

The action taken for each act of malpractice is posted on the examination section notice board.

- Students are not allowed to use the washroom during the examinations. Medical conditions, which require frequent use of the washroom must be reported to the invigilator before starting the examination.
- Students are expected to write the correct course code number as given on the question paper.
- Seating arrangements are posted on the college website and also the hard copies of the same are posted on the notice board opposite the examination office. Supplementary seating arrangements will be posted one day before the examination on the college website and also the hard copies of the same are posted on the examination notice board every day.
- If the registration number is not found in the seating arrangement, kindly approach the examination help desk (outside the office of the Controller of Examinations).
- For regular students, all answer scripts for core courses will have 28 pages (including a facing sheet) and all open elective answer scripts will have 12 pages (including a facing sheet). Graph sheets and maps are attached to the answer booklet. **No additional sheets will be given to the candidates.**
- The hall tickets of the supplementary students will have the old code numbers on which they have written the first-semester examination. However, as per the college rule, they may have to write the examination in the new syllabus. A complete list of new and old code numbers are already posted on the University website:

Controller of Examinations

Annexure-2

ST JOSEPH'S UNIVERSITY, BENGALURU-27.

END SEMESTER EXAMINATION

INSTRUCTIONS TO THE INVIGILATORS

- The first session starts at 9.00 am , second session at 11.30 am and the third session starts at 2 pm.
- Collect the assigned room numbers from the Examination Coordinators (Room number A 015) 30 minutes before the first bell. All invigilators are expected to be inside the exam hall 5 minutes before the first bell (Eg: For the 9.00 am exam, teachers must be inside the hall at least by 8.55 am). The earliest reporting times are as follows:

Session 1: 9:00 to 11:10/11:40 AM

Reporting time: 8:15 AM

Session 2: 11:30 AM to 1:40/2:20 PM

Reporting time: 10:30 AM

Session 3: 2:00PM to 4:10/4:40 PM

Reporting time: 1:00 PM

- Students must leave their bags near the door, **inside** the exam hall, and take their seats immediately after the first bell.
- Hall ticket is the primary evidence that this student is eligible to write the examination. Student ID card is additional ID proof and is not compulsory to write the exam.

Hall Ticket alone- Student is eligible to write the exam

One day Note from the Dean and Student ID card -Student is eligible to write the exam

One day note from the Dean and the soft copy of the hall ticket on the Phone before starting the exam- The student is eligible to write the exam.

Kindly note that a student does not have to produce the same hall ticket for all examinations. Students are expected to have ID cards to be on campus.

- **Important note to Invigilators, Block In-charges, Deans:** If a student arrives after the first bell but within the cut off time without a

hall ticket but with a valid ID card, the invigilator must allow the candidate to write the examination. However, this information must be passed on to the block incharge, who in turn will approach the Dean to get the one day note. Do not permit the student to sign the invigilator's diary until the one-day note is received.

- **Students whose name is not found in the invigilator's diary / seating arrangement published are not allowed to write the examination. Kindly inform such cases to the Block in charge. Do not send the student out of the examination hall. Students must not be allowed to enter the hall, later than 10 minutes from the start of the Examination.** There will be a bell indicating this time. Also, ensure that the students remain seated for at least 30 minutes from the time of commencement irrespective of the duration of the examination. Late comers shall be directed to the office of the Controller of Examinations to avoid unnecessary arguments.
- The Invigilators are expected to write their names clearly in the invigilator's diary. They are expected to verify the entries on the facing sheet of the answer script. Show the candidate's registration number in the QR code sheet and after the student's approval, only the QR code must be peeled from the sheet and affixed in the box provided on the answer booklet. **For regular candidates, affix the QR code and the registration number stickers in the boxes provided on the facing sheet of the answer scripts.** The invigilator and the student must sign on the facing sheet of the answer booklet after this.
- **All Main answer sheets must be attested by the invigilator, with the date. Kindly sign on the facing sheet of the main answer book only after verifying the entries made by the candidate (especially the course code number as given on the question paper and the student's signature(for regular students). Invigilators must write their names legibly in the space provided.**
- **The team from the COE office will handover the envelope containing Question papers after 9.05 am / 11.35 am/ 2.05 pm in the examination hall.**
- Hand over the question papers to the students only after the second bell 9.10 am/11.40 am/2.10 pm, after reading the mandatory announcements. If there is any shortage of question papers, please contact the teachers in charge of the floor duty.

- Once the students have settled down, ask them to keep the hall ticket / one day note from the Deans on the desk in their respective seats for inspection. Wait for 10 minutes and after the 10th minute bell read the mandatory announcements printed on the question paper envelope and get the signature of two students. After reading the announcements, the invigilator shall distribute the question papers.
- Issue the question papers only after reading the course code number and course title printed on the question paper header and confirming with the students that the question paper is the correct one.
- Students are not allowed to use the washroom during the examinations. (Students can be allowed to go to the washroom if they have medical issues provided this is informed to the invigilators in advance). They are not allowed to carry writing pads or pencil pouches inside the examination hall. Students can use only black ink pens (preferable) / dark blue ink pens for writing the examination.
- **No student will be allowed to go out of the examination hall for any reason once the question paper is handed over to them.**
- Make the entries in the invigilators' diary (For UG regular and and ask the students to sign against their names. **Kindly write the total number of students present for each course on the top of the invigilator's diary. Specialisation, if any, the count must be mentioned separately. Language answer scripts count must also be mentioned language wise.**
- Affix the QR code /barcodes along with the registration number sticker of absentees (both UG and PG) on the reverse side of the invigilator diary(For PG it Biometric invigilator diary). Regular PG answer scripts will have 1 QR code and the supplementary answer scripts will have 2 barcodes affixed on the respective pages.
- If the invigilator has noticed any signs of malpractice, they must confiscate the material, Student ID card and hall ticket and hand over them along with the answer script to the deputy chief superintendent, The invigilator must give a statement and also must collect the statement from the student. However, the student will be allowed to write the exam for the rest of the time.
- Once the examination is over, collect the papers (**Please do not fold them**) and hand them over in the Examination section.

- Relief, if any, will be for 20 minutes only. The invigilators will not get any relief during the invigilation if the duration of examination is less than 2 ½ hrs.
- No correction in the question paper is allowed in the examination hall. If the students raise any objections to the questions in the question paper, kindly ask them to give a written complaint to the Controller of Examinations within one hour of completing the examination.
- Invigilators must follow the college bell timings and not their watch timing.
- Invigilators on Reserve must be available on campus until the examination for that session is complete. They must be prepared to report to assigned examination rooms as needed.
- - Scientific calculators (for non-programmable, non-graphing models only) and Dictionary (for English exams only) are allowed.
- In case of delay of question paper, the same delayed time can be extended to such students (if in case) towards the end.
- Your duty is complete as soon as you hand over the answer scripts and invigilators' diary in the examination section.
- As the answer scripts are to be scanned, it is advisable to **write the examination using a black ink pen only. Instruct them not to use a pencil for writing or drawing.**
- All answer scripts for core courses will have 28 pages (including a facing sheet) and all open elective answer scripts & Language course answer scripts will have 12 pages (including a facing sheet). Graph sheets and maps are attached to the answer booklet. **No additional sheets will be given to the candidates.**

Annexure-3

ST JOSEPH'S UNIVERSITY, BENGALURU-27. **MID-SEMESTER EXAMINATION INSTRUCTIONS** **TO THE INVIGILATORS**

Pre-Examination

1. Collect assigned room numbers from the exam control room (A 015 for morning sessions and Examination Section-Science block for evening sessions).
2. Report at the designated time mentioned on the duty list.

During the Examination

1. Keep question papers and answer booklets attended at all times.
2. Ensure students leave bags near the door inside the hall and take their seats immediately after the first bell.
3. Verify student ID cards or one-day permission notes from Deans. Do not allow students without proper identification to write the examination. Kindly do not send them out of the examination hall after the first bell if the student does not have the ID card. Ask them to submit the one-day note after completing the exam.
4. Distribute question papers only after the second bell.
5. Make an announcement to check for prohibited materials (written sheets, mobile phones, electronic devices including smart watch, etc.). Scientific calculators are allowed.
6. Ensure students do not enter the hall later than 10 minutes from the start of the examination.
7. Ensure students remain seated for at least 35 minutes from the start of the examination.

Invigilator's Responsibilities

1. Make entries in the invigilator's diary and have students sign against their names.
2. Record the number of students present and absent.
3. For second-language examinations, record the total number of students present for each language course.

Malpractice

1. Report any signs of malpractice to the Deputy Controller of Examinations.
2. Allow the candidate to continue writing the examination.
3. Hand over the material used, answer script, and ID card of the student to the Deputy Controller of Examinations.
4. Mark the script as "MP" in the invigilator's diary. Subtract this number from the total.

Post-Examination

1. Collect papers, fold them lengthwise, and hand them over to the officials in the Examination Section.
2. Arrange papers (except languages and English) according to students' registration numbers.
3. Segregate papers according to specialization, if any.
4. Hand over answer scripts and invigilator's diary to the officials collecting the answer scripts.

Contact Information

For malpractice-related issues or QP shortages, contact the designated officials:

Note: Separate instructions for OMR-based examinations will be posted on the examination day.

Controller of Examinations

Annexure-4

ST JOSEPH'S UNIVERSITY, BENGALURU-27.

MID-SEMESTER EXAMINATION RULES AND GUIDELINES FOR STUDENTS

Please note the following rules and guidelines for the upcoming mid-semester examination:

- 1. Identity Cards:** Bring your ID card to the examination. If forgotten, obtain an admit note from the Dean's office from the respective block.
- 2. Dress Code:** Wear proper attire as per the college handbook.
- 3. Entry Time:** Enter the examination hall only 10 minutes before the test.
- 4. Baggage:** Leave all bags near the door inside the room.
- 5. Stationery:** Bring your own stationery, calculators, dictionaries, etc. Borrowing is not permitted without the invigilator's permission.
- 6. Communication:** Address questions only to the invigilator. No communication between students is allowed.
- 7. Prohibited Items:**
 - Jackets
 - Mobile phones
 - Digital diaries/electronic organizers/ Books or manuscripts
 - Pencil Pouch, Writing pad or any other materials that may aid in malpractice

8. Malpractice Prevention:

- Familiarize yourself with the detailed rules displayed on the examination notice board and college website.
- Follow instructions from the invigilator, if malpractice is suspected.
- Do not write anything related to the exam on desks or benches. Report any prior writings to the invigilator.

10. Examination Timing:

- Latecomers (after 10 minutes) will not be permitted to attend.
- Students can leave the examination hall only after 35 minutes from the start.

11. Arrival Time: Be on campus at least 15 minutes before the examination starts.

Please adhere to these rules and guidelines to ensure a smooth and fair examination process.

Annexure-5
SEMESTER CALENDAR

1	The Semester starts	Week 1
2	Letter sent to the department indicating the number of QP needed	Week 3
3	Activity 1 to be announced	Week 3
	Mid semester examination notification	Week 4
4	Activity 1 must be completed	Week 5
5	Mid semester examination starts	Week 8
6	Activity 2 must be announced	Week 9
	Notification of Makeup examination /CA improvement examination	Week 9
	Notification of EndSemester examination	Week 10
5	Activity 2 must be completed	Week 10
6	Entries in the CA register must be completed	Week 12
7	Practical /Viva Voce examination starts for all UG & PG courses	week 13
8	Last teaching day for all Programmes having Practical /Viva -voce Examination,	After 66 working days
9	Last teaching day for Language courses, General English courses for UG programme	Same as above
10	as Last teaching day for all programmes without practical courses /viva voce examinations	week 14
11	Last date to correct CA/PIA marks	week 13
12	Semester examination starts	week 15
13	Semester examination ends	week 18
14	Publication of results	week 20

Annexure-6

LETTER OF APPOINTMENT OF PRACTICAL EXAMINER (EXTERNAL)

Date :

To

.....,

.....,

.....,

.....,

Bangalore.

Dear

Greetings.

Thank you very much for accepting to be an examiner at our University.

I am happy to appoint you as the practical Examiner for the course.....

Semester Examination on The time and the batches are as mentioned below:

Time:

Title of the Paper:.....

Kindly report to the HOD/ PG coordinator,

.....(phone number.....) 30 minutes before the stipulated start time, so that you can plan the modalities of the examination with the internal examiners.

Please feel free to mail me for further clarifications, if any.

Thanking you,

Sincerely,

.....

Controller of Examinations

St.Joseph's University

36, Lalbagh road,

Bangalore-560 027

Phone: 22115717

Hand Held:

coe@sju.edu.in

BCC to the HOD

Annexure-7
MALPRACTICE CASE REPORT

To,
Coordinator,
Malpractice prevention committee
St.Joseph's University,
Bangalore -560 027

Sir,

Subject: Malpractice Case

I am sending herewith a case of Malpractice by who has appeared for the Semester of Branch with registration number The case was detected on at AM/PM. All the relevant documents and materials are enclosed herewith.

Enclosures(Please tick the appropriate points)

1. Answer Paper of the candidate along with Question Paper.
2. The materials seized from the candidate attested by RS/DS
3. Copy of Admission ticket of the candidate.
4. Plan of seating arrangement indicating the sitting position of the candidate in the block/hall.
5. The statement of the candidate.
6. The report of the concerned Room Superintendent.
7. The report of the Deputy Chief Superintendent.
8. The report of the Squad (if applicable)
10. Copy of the Memo issued to the candidate to attend the meeting of the MPPC.

Yours faithfully

Controller of Examinations /Deputy Registrar
St. Joseph's University,
Bangalore -560 027

STATEMENT OF THE CANDIDATE

ANNEXURE - II The Deputy Superintendent shall obtain the statement of the candidate. The candidate shall be asked to give the statement in the presence of responsible witness like Deputy Superintendent or Senior Staff member. It shall be in the handwriting of the candidate and shall be signed by him / her and attested by the examination officials. If candidate refuses to give the statement, s/he be asked to state the same in writing. If s/he refuses to do this also, the same shall be recorded duly, witnessed by two members of the Supervisory Staff and one of them will be Deputy Chief Superintendent.

STATEMENT OF THE CANDIDATE

WITNESS:

1. Name & Designation:

Signature

2. Attested by DCS

Signature

Signature of the Candidate :

registration number:

Phone number of the candidate:

Email ID:

REPORT OF THE ROOM SUPERINTENDENT

This statement given by me is based on my personal knowledge of the case. Before the distribution of the Question Papers, I had warned the candidate "All of you should search your pockets, purses, desks, tables and benches, whether there are any papers, books or notes or e-gadgets and if you find any, keep them in your bag

before you start answering the paper". This warning was given to the latecomers also.

STATEMENT When I was supervising on (date) At about (time)..... I found, this case of malpractice in my block The Candidate's name and bearing registration number Below given are the details of the case.

Signature of the Room Superintendent

REPORT OF THE DEPUTY REGISTRAR (EVALUATION)

Signature of the Deputy Registrar (Evaluation)

REPORT OF THE SQUAD (IF DETECTED BY THE SQUAD MEMBER)

Signature of the Squad Member (s)

MEMO TO THE STUDENT (office copy)

DATE:

To

Mr./Ms..... bearing registration number.....

Please contact the coordinator of the Malpractice prevention coordinator (Phone number) for the date and time to appear for inquiry.

You are booked under Malpractice during mid semester / Semester End Examinations in the subject..... onis hereby directed to appear before the Mal-Practice Prevention Committee Meeting on at If you fail to appear before the committee, ex parte decision will be taken.

(Deputy Controller of Examinations)

Signature of the candidate for having received the Memo.....

MEMO TO THE STUDENT (student Copy)

DATE:

To

Mr./Ms..... bearing registration number.....

Please contact the coordinator of the Malpractice prevention coordinator (Phone number) for the date and time to appear for inquiry.

You are booked under Malpractice during mid semester / Semester End Examinations in the subject..... onis hereby directed to appear before the Mal-Practice Prevention Committee Meeting on at If you fail to appear before the committee, ex parte decision will be taken.

(Deputy Controller of Examinations)

Annexure-8

ST JOSEPH'S UNIVERSITY, BENGALURU -560027

RECORD OF VIVA VOCE MARKS

Examination: October ----/April ----

UG / PG

Semester: I / II / III / IV / V / VI

Programme:

Course code number:

Title of the Course:

Number of credits for the course:

Maximum marks

Annexure-9

ACKNOWLEDGEMENT FOR PRACTICAL EXAM ANSWER SCRIPTS

ACKNOWLEDGEMENT

Received from Prof. _____
of _____ department, on _____
at _____ Evaluated practical exam answer scripts for the
batch _____ with registration number _____ to _____

Received by _____

Controller of Examinations

Annexure-10

APPLICATION FOR GRADES IN SPORTS /CULTURAL / ASSOCIATION ACTIVITIES

Last date to submit the filled in application form in the COE office is :

Name of the candidate :

registration number :

Phone number & email id :

Category (Kindly tick the appropriate item)

Sports	
Cultural	
Association activities	

Signature of the candidate with date :

Instructions for the candidates

(Kindly carry the certificates to the coordinators to prove your claim. Certificates need not have to be produced in the COE office.)

To be filled in by the Coordinators

Sports	Cultural activities	Association activities

(Kindly write A, B or C grades in the appropriate boxes . For the description of Grades, kindly check overleaf)

Signature of the Coordinator

Name of the Coordinator

Grades (This must reflect the student's involvement during the last 3 years)

Excellent participation. Won matches/ events.	A
Excellent participation in the intercollegiate and intra collegiate activities.	B
Actively involved in organising the events	C

Annexure-11

St. JOSEPH'S UNIVERSITY, BENGALURU

APPLICATION FORM FOR THE APPROVAL OF THE SCRIBE 2022-23

(This form can be filled and submitted to the Controller of Examinations (Help Desk) latest by one week before the examination. In case of emergency, if an alternate Scribe is to be approved, again fill out the form and send it to the controller of examinations before starting the test or examination)

<i>Name of the examinee</i>	
<i>Registration number</i>	
<i>Name of the Scribe</i>	
<i>Educational qualification of the Scribe (Attach proof)</i>	
<i>Signature of the Scribe</i>	
<i>Have you attached the ID card of the scribe?</i>	
<i>Signature or thumb impression of the examinee</i>	
<i>Signature of the Controller of Examinations (COE will sign after verifying the entries)</i>	

(Please attach the following documents along with this application form: photocopy of the ID proof of the scribe & the photocopy of the document as a proof of Educational qualification of the scribe.)

Annexure-12

SEMESTERWISE CONSOLIDATES ABSENTEES LIST						
DEPARTMENT:						
UG / PG						
SEMESTER	DATE	Batch Number	Time (From -To)	Total Number Of Students Allotted Originally	Registration Number(s) Of Students Who Were Absent	Registration Number(s) Of Students Who Were Added Extra Candidates
DEPARTMENT:	DATE	Batch Number	Time (From -To)	Total Number Of Students Allotted Originally	Registration Number(s) Of Students Who Were Absent	Registration Number(s) Of Students Who Were Added Extra Candidates

Annexure-13

APPLICATION FORM FOR THE UG IMPROVEMENT EXAMINATION (withdrawing the results Published) (Odd/Even semester Registration).

(This form must be submitted within one month of publishing the results. Students are allowed to apply for the improvement examination only once during the course)

<i>Name of the Candidate</i>	
<i>Registration number</i>	
<i>Phone number</i>	
<i>Email.id</i>	
<i>In which semester you want to apply for the improvement exam?</i>	
<i>Which Courses (papers) do you want to apply for improvement exam? Write the course code number and course Title.</i>	
<i>How much marks you have scored in the regular examination for the course(s) you want to apply for the improvement exam?</i>	
<i>Are you aware that this will show as supplementary marks?</i>	
<i>Signature of the candidate with date</i>	

The candidate must apply for the supplementary examination in the next available chance and pay the fee. Kindly attach a copy of the statement of marks along with the application form.

Annexure-14

APPLICATION FORM FOR THE PG IMPROVEMENT EXAMINATION

(Odd/Even semester Registration).

(This form must be submitted within one month of publishing the results.)

<i>Name of the Candidate</i>	
<i>Registration number</i>	
<i>Phone number</i>	
<i>Email.id</i>	
<i>Is it mandatory improvement/ optional improvement?</i>	
<i>In which semester you want to apply for the improvement exam?</i>	
<i>Which Courses (papers) do you want to apply for improvement exam? Write the course code number and course Title.</i>	
<i>How much marks you have scored in the regular examination for the course(s) you want to apply for the improvement exam?</i>	
<i>Are you aware that this will show as supplementary marks?</i>	
<i>Signature of the candidate with date</i>	

The candidate must apply for the supplementary examination in the next available chance and pay the fee. Kindly attach a copy of the statement of marks along with the application form.

Annexure-15

AFFIDAVIT FOR SUBMITTING SWAYAM CERTIFICATE BEFORE THE VICE CHANCELLOR OF ST. JOSEPH'S UNIVERSITY, BENGALURU-560027

I, _____ [Your Name], with the registration number _____ student of _____ [Your University/College],

hereby submit this affidavit in connection with the submission of my SWAYAM certificate.

I confirm that I have submitted the marks card provided by SWAYAM along with this affidavit. I declare that I have not submitted this certificate for additional credits, which is a requirement of the University.

I have been informed by the college that if this affidavit is found to be false, I will be booked for malpractice and will lose one additional chance for completing the course.

I understand the consequences of providing false information and hereby declare that the information provided by me is true and correct.

I make this affidavit in the presence of the undersigned authority.

Signature: _____

Date: _____

Verified at _____ [Place] on _____ [Date].

Dean's Signature: _____

Dean's Name: _____

Signature of the student

Annexure-16

<i>Name of the Candidate</i>	
<i>Registration number</i>	
<i>Phone number</i>	
<i>Email.id</i>	
<i>II language opted for</i>	
<i>Have you changed your second language in your 2nd semester?</i>	
<i>If yes, what was the language selected originally during your admission?</i>	
<i>List of open electives selected</i>	
<i>Number of even semester courses to pass</i>	
<i>Course code number and Course Title yet to pass</i>	I/II Sem III /IV Sem V/VI Sem
<i>Please write, why do you need an extension? Give reason(s) why you couldn't complete the programme within the years permitted.</i>	
<i>Your results will be published only after the academic council gives approval for the extension. If the academic council refuses to give permission, your examination will be declared null and void</i>	
<i>Are you aware that if the academic council is not approving the recommendation of the committee, you cannot complete the degree?</i>	

<i>Are you aware that, if you do not pass the course in this chance, you cannot complete the degree programme?</i>	
<i>Signature of the candidate</i>	
<i>Signature of father</i>	
<i>Signature of mother</i>	
<i>Date of submission of the application form</i>	
<i>For office Use</i>	

SELF DECLARATION FORM FOR ADDITIONAL ACADEMIC YEAR

**BEFORE THE PRINCIPAL OF ST. JOSEPH'S COLLEGE (AUTONOMOUS)
BENGALURU-560027 / BEFORE THE VICE CHANCELLOR OF
ST JOSEPH'S UNIVERSITY BENGALURU-560027**

I _____ aged about _____ years, son/daughter of _____

Residing _____ in _____

do solemnly affirm and state on oath as follows:

(I) That I am the student of _____ (write the name of the programme) of aforesaid institution with the registration number _____.

(II) I have joined the college in the academic year _____ - _____ and should have completed the programme in the academic year _____ - _____

(III) I have submitted my plea to the authorities of the said institution to consider my case as rare and special and allow me to appear for the end semester examination in _____ (write the number of papers) courses in _____ semester(s) to be held in _____ (MM/YY format).

The college has explained to me that:

- (1) I have exhausted all my chances to write the examination and complete the programme to get my degree certificate.
- (2) The examination committee will scrutinise my application form and decide on my request based on merit. The decision of the committee has to be ratified by the academic council. I agree that if the academic council rejects my plea for an additional chance, examination(s) written on the basis of the decision of the committee will be declared null and void.
- (3) If the examinations for the courses which I have to complete is conducted before the academic council meeting, I will be allowed to write the examination with the condition that my results will be published only after the academic council gives its permission to do so.
- (4) If the committee accepts my request and is ratified by the academic council, this will be the extended period and the last chance for me to complete the programme. If I do not pass the course(s) in this academic year _____, (current academic year) I will not be eligible to apply for the degree certificate.
- (5) I cannot request the principal for any further chance or to extend my course period beyond _____ (current academic year) academic year.
- (6) I am aware that I have to write the examination in the present syllabus and pattern.

Date:

Place:

Signature of the student

Annexure-17

OFFLINE APPLICATION FOR THE MAKE UP EXAMINATION/CA IMPROVEMENT EXAMINATION

Please tick the appropriate box

Make up Examination

CA Improvement Examination

<i>Name of the candidate</i>	
<i>Registration number</i>	
<i>UG/PGSemester</i>	
<i>Phone number</i>	
<i>Email ID</i>	
<i>Date of submission of the application</i>	
<i>Course code number(s) for which the application is made</i>	
<i>Course title(s) for which the application is made</i>	
<i>Total Amount paid</i>	
<i>Transaction ID</i>	
<i>Date of submission</i>	
<i>Signature of the candidate</i>	
<i>Signature of the staff with date</i>	

Annexure-18



St Joseph's University /College (Autonomous), Bengaluru.

APPLICATION FOR PRACTICAL /

THEORY SUPPLEMENTARY EXAMINATION

UG & PG

Name of the candidate: _____

Registered number: _____

Supplementary Semester: _____

Phone number: _____

Email id: _____

No.	Old code	New code	Paper title

Transaction ID _____

Amount paid: _____

Date of payment of fee: _____

Signature of the candidate: _____ Date: _____

Fill in this application form and submit it to the office of the COE along with the following documents:

I Fill in the admit card (Hall ticket) with the passport-size photograph of the candidate affixed.

II Photocopy of the latest marks card of the exam in which the student had failed in the subject.

Note: Kindly use multiple copies of this application form and hall ticket form if you are applying for papers in more than one semester.

Give separate application forms for theory and practical examinations.

Collect the hall ticket with the college seal and Chief Superintendent's signature, before leaving the counter.

Annexure-19

APPLICATION FOR 5 EXTRA MARKS PER COURSE FOR THE SPORTS, NSS AND NCC CADETS

1	Name of the candidate	
2	Registration number	
3	Semester in which the candidate has currently enrolled	
4	Phone number of the candidate	
5	Email ID of the candidate	
6	The date(s) on which the student has participated in the event	
7	The place in which the event was held	
8	Have you represented the University, State of Country in that event	
9	Have you attached the scanned copy of the certificate along with this application form?	
10	Have you attached the approval letter from the sports director / NCC officer?	
11	In which courses(papers) the mark has to be added? Write only the course code number(s)	
12	Signature of the student	
13	Staff verify the date(s) on which the student has attended the event	
14	Date of submission	

Note: This application form along with the copies of the certificates and approval letters must be submitted in the Examination Section before the last date.

Seal and Signature of the Coordinator

Annexure-20



ST JOSEPH'S UNIVERSITY

BENGALURU. INDIA

1. Application for the issue of: (Please mention the document required or the Request to be made, Serial No. & title as given in the overleaf)		
2. Registration No./ Roll No.		
3. Name (IN BLOCK LETTERS) (As Registered for University Exams)		
4. Name of Programme: (B. A, B.Sc, B. Com, BBA, M. Sc, M.com, M.A etc.,)	UG / PG:	
5. Residential /Postal Address (with Phone Number)	
6. No. Of Copies		
7. Payment Details	Details of Fee paid: Amount (Rupees only) Transaction ID. Payment Date Receipt No.	
8. Any other information:		
9. Payment Confirmation done by Accounts Dept. Signature and Date. By Authorized person.		

hereby declare that the information furnished above are true and correct to best of my belief.

Place:

Date:

Signature of the Applicant

Documents:

- 1. Transcript**
- 2. Provisional Degree certificate**
- 3. Duplicate TC**
- 4. Convocation for St. Joseph's University Students (Regular/Tatkal)**
- 5. Tatkal results and certificates**
- 6. Hard copy(s) of marks card**
- 7. Duplicate marks card**
- 8. Correction in Name/Photo/Degree certificate**
- 9. Diploma Certificate.**
- 10. Migration Certificate**
- 11. Under Graduation Certificate Diploma**
- 12. Any other Certificate from COE**

Annexure-21
St Joseph's University, Bengaluru
Squad Duty Register (MSE/ESE)

Date:

Session:

Name of the squad member:



ST JOSEPH'S UNIVERSITY

P.O. Box 27094. 36, Lalbagh Road, Bengaluru - 560027.