

CHAPTER 9

Examination Ordinances and Regulations

All university examinations for all programs will be conducted by the Examination Branch under the supervision of the Controller of Examinations, in accordance with the Examination Ordinances and Regulations. These ordinances and regulations provide comprehensive guidelines and procedures related to the conduct of examinations, assessment methods, grading policies, and protocols for handling academic grievances and appeals and are presented here. These are designed to provide clarity and uniformity in the examination processes, thereby supporting our commitment to academic excellence and student success.

9.1.0 EXAMINATION ORDINANCES

9.1.1. DEFINITIONS

- a) “Conduct of exams” means the conduct of Mid-term Tests and End-semester exams of BUEST as per the stipulated Schedule and Scheme of Examination.
- b) “Evaluation” means evaluation of various components of assessment of students as per specified assessment model, which includes, but not limited to: Midterm and End- semester answer sheets, Quiz tests, Lab file, Viva-voce, Project and Thesis etc.
- c) “Secrecy” means confidentiality to be maintained in conduct of exams in terms of selection of Question Paper set, and its photocopying etc.
- d) “Regular Semester” means “Odd” or “Even” regular semester term in an Academic Session.
- e) “Summer-Term” means a short duration term as compared to regular semester, involving Study Mode and Exam Mode for clearing back-log courses (E/F Grade) or for Grade/ CGPA improvement. The “Study Mode” of Summer-Term comprises all components of assessment as in Regular semester term.
- f) “Examination Branch” means the central examination wing of BUEST directly under the control of Vice Chancellor of BUEST and administered by Controller of Examinations (COE).
- g) “Section” means a unit of Examination Branch looked after by respective Deputy Controller of Examinations (Dy. COE). Examination Branch to be sectionalized into four mutually coordinating units for smooth functioning:
 - i. Conduct Section
 - ii. Secrecy Section
 - iii. Evaluation Section
 - iv. Result Section
- h) “CPUM” means Committee for Prevention of Unfair Means in BUEST examinations, and is to be headed by Chairman - CPUM.
- i) “CGPA” means Cumulative Grade Point Average.
- j) “SGPA” means Semester Grade Point Average.

9.1.2. CONDUCT OF EXAMS

- a) All Mid-term and End-semester exams of regular semesters and Summer-term are to be conducted by Dy.COE (Conduct) under the overall supervision of COE.

- b) Only registered students with no pending dues in a particular semester term/ Summer term will be allowed to appear in the exam.
- c) Authorities may debar a student to appear in the exam if any case of indiscipline/ unfair means/ academic misconduct is pending against him. The decision of Vice Chancellor shall be final and binding in such cases.
- d) In a semester term, three Mid-term tests shall be conducted by Conduct Section, best two will be considered for all students.
- e) All BUEST exams shall be conducted as per the applicable Scheme of Examinations and Academic Schedule.
- f) For imparting transparency to the examination process, all Date-sheets shall be shared with various departments and schools of BUEST in time.
- g) CPUM constituted by Vice Chancellor shall function for preventing unfair means in exams and to decide the quantum of punishment to be handed to offender as per laid down rules.
- h) Appeal against punishment, if any, can be made to Vice Chancellor of BUEST, whose decision will be final and binding.

9.1.3. EVALUATION OF EXAMINEE ANSWER SHEETS

- a) Evaluation of examinee answer-sheets shall be carried out at the central place in Examination Block under the supervision of Dy.COE (Evaluation). No sheet shall be allowed to be taken out of the central Evaluation Room for the purpose of evaluation.
- b) A transparent process shall be adopted to show evaluated answer-sheets (MSTs as well as End Term Examinations) to students and resolving discrepancy, if any before the declaration of the draft result.

9.1.4. CONDUCT OF PRACTICALS AND DIVISION OF LAB MARKS

- a) Each lab session will consist of 30 marks, which would further be distributed into three components:
 - i. 10 marks for the conduct of experiment.
 - ii. 10 marks for report writing, and
 - iii. 10 marks for viva-voce.
- b) The lab marks of a course for the entire semester would be scaled down to 30 for calculating grade in that course.
- c) In case a student absents in a particular lab session, he/she will be awarded zero marks in all three evaluation components of that lab session.
- d) No separate end-semester practical exam or viva shall be held for the lab component.

9.1.5. RESULT PREPARATION

- a) Marks obtained by students in various components shall be provided by individual faculty members to Result Section for preparing grades through their Heads of Departments.
- b) In case of any discrepancy in awards, individual faculty member/ Course Coordinator/ Course Instructor shall be responsible.
- c) BUEST shall follow CGPA-based grading system in which marks out of 100 shall be converted into LETTER GRADES and GRADE POINTS as tabulated:

Table 9.1.1: LETTER GRADES and GRADE POINTS

Letter Grade	Percentage Marks	Grade Point	Performance
A+	≥ 85%	10	Excellent
A	≥ 80% & < 85%	09	Very Good
B+	≥ 70% & < 80%	08	Good
B	≥ 55% & < 70%	07	Fair
C	≥ 45% & < 55%	06	Average
D	≥ 35% & < 45%	04	Marginal
E	< 35%	00	Exposed
F	Short Attendance	00	Poor

a) Pass and Fail Grades

- i. **A⁺, A, B⁺, B, C & D** are pass grades. **E** and **F** are Fail Grades. The course(s) in which a student has earned “E” or “F” grade will be termed as ‘Backlog’ course(s).
- ii. “E” Grade shall be awarded when a student has attended at least 75% of the Lectures, Tutorials & Practicals (as per the teaching load of the course) and fails in the evaluation process.
- iii. “F” Grade shall be awarded as a result of detention(s) on the basis of shortage of attendance or penalty for unfair means. A student who earns “F” grade in a course, will register for that course again when it is offered next.

b) CGPA and SGPA

- i. **CGPA** is the weighted average of all the grades awarded to a student since his entry into the University programme, up to and including the latest semester and shall be computed as:

$$CGPA = (\sum C_i G_i) / (\sum C_i)$$

where C_i is the number of credits assigned to i^{th} course and G_i is the grade point equivalent to the letter grade obtained by the student in the i^{th} course. When a student repeats a course, the new grade will replace the earlier one in the calculation of the CGPA.

- ii. **SGPA** shall be calculated by above formula for the courses of a particular semester.

Table 9.1.1: Sample Calculation for CGPA and SGPA

Semester-I

Course No.	Course Credits	Grade Awarded	Earned Credits	Grade Points	Credit Points (Column 4x Column 5)
(1)	(2)	(3)	(4)	(5)	(6)
MAXXXN	5.0	A	5.0	09	45
CSXXXM	4.0	C	4.0	06	24
PHXXXP	4.0	A+	4.0	10	40
PHXXXP	1.5	B+	1.5	08	12
MEXXXN	4.0	E	00	00	08
AMXXN	4.0	B	4.0	07	28

Credits registered in the Semester-I (total of column 2)	= 22.5
Earned Credits in the Semester-II (total of column 4)	= 18.5
Credit Points in the Semester-I (total of column 6)	= 157.0
SGPA (Semester-I) = (157.0/22.5)	= 6.98
CGPA (At the end of Semester-I)	= SGPA

Semester-II

Course No.	Course Credits	Grade Awarded	Earned Credits	Grade Points	Credit Points (Column 4xColumn 5)
(1)	(2)	(3)	(4)	(5)	(6)
MAXXXN	5.0	D	5.0	4	20
EEXXXN	5.0	F	00	0	00
CYXXXN	4.0	B	4.0	7	28
CYXXXP	1.5	B+	1.5	8	12
MEXXXN	4.0	A	4.0	9	36

Credits registered in the Semester-II (total of column 2)	= 19.5
Earned Credits in the Semester-II (total of column 4)	= 14.5
Credit Points in the Semester-II (total of column 6)	= 96.0
SGPA (Semester-II) = (96.0/19.5)	= 4.92
CGPA (At the end of Year-I) = (157.0+96.0) / (22.5+19.5)	= 6.02

- a) A consolidated draft result will be prepared by Result Section as per the applicable Schemes of Examinations under the supervision of Dy COE (Result) and COE.
- b) Result Section shall strive to declare the results of every examination within 30 days from the last date of the examination for a particular programme, and shall in any case declare the results latest within 45-days from such date.
- c) Draft result shall be shared with the students through the involvement of their departments.
- d) Any discrepancy reported in draft result shall be resolved through the recommendation of HOD, and a proper record of such cases shall be maintained.
- e) Final results of all exams shall be declared through Registrar after obtaining approval from Vice Chancellor.
- f) Once final gazette is notified, any correction thereafter shall only be made with the approval of Vice Chancellor on recommendation of concerned authorities.
- g) The result of any student may be withheld if:
 - i. He/she has not paid the dues.
 - ii. He/she has not submitted requisite documents while taking admission in BUEST.

- iii. There is a case of indiscipline/ unfair means/ academic misconduct pending against him.
 - iv. For any other reason as deemed fit by the University.
- h) Working Guidelines for STUDY MODE and EXAM MODE courses with effect from Summer Term-2019

i. Study Mode courses(Ref/:BUEST/AC/2018/13/25)

Study Mode courses during Summer Term will be offered only to those students who have obtained minimum 25% attendance during regular semester (even/odd). For students having attendance less than 25% in a particular course, the permission of Study Mode registration during Summer Term will not be granted. Such students will be required to pursue backlog courses under Study Mode with junior batches during regular semester. Registration Advisors of respective departments will ensure the eligibility condition of 25% attendance prior to allowing Summer Term registration in Study Mode.

ii. Exam Mode courses(Ref/: BUEST/AC/2018/13/26)

Condition of maximum D grade under Exam Mode has been withdrawn for students admitted in Academic Session 2018-19 and onwards. For such students, marks of Continuous Assessment (Quiz, Midterm Tests, Attendance etc.) obtained during regular semester (even/odd) will be retained. Final grade of Exam Mode courses will be calculated by considering previous component of Continuous Assessment, along with the marks obtained in End-semester exam (under Exam Mode). Hence, all components of assessment will be considered for grade calculation of Exam Mode courses with effect from batch admitted in 2018-19 and onwards (previous CA marks retained + recent End-semester marks during Exam Mode). There will be no restriction on final grade obtained by the students under Exam Mode registration, and they can obtain the maximum possible A+ grade in such cases. After evaluation of Exam Mode answer sheets, Comprehensive Assessment Sheets will be submitted by respective Departments by considering previous internal assessment (continuous assessment retained), along with the latest End-semester marks. For all previously admitted batches, earlier regulations pertaining to Exam Mode grade calculation will remain applicable. After due discussions in various Board of Studies of respective Departments of all the Schools the following criteria for award of marks for attendance are proposed:

- ❖ 5 marks will be awarded to students having attendance more than or equal to 90%.
- ❖ Students having attendance less than 90% will be given marks on the basis of (Actual Attendance *5/90)
- ❖ The existing weightage for various components of evaluation may be modified as under:
- ❖ Weightage for end Semester 50%
- ❖ Weightage for MST 20%
- ❖ Weightage for Quiz based on assignments/case studies 25%
- ❖ Weightage for attendance 5%
- ❖ The above criteria may be made applicable from the Academic Session 2016-17 for all the batches.

9.1.6. REQUIREMENTS FOR THE AWARD OF DEGREE

A student shall be deemed to have completed the requirements for an academic programme and eligible for the award of degree if:

- i. He/she has earned all the credits prescribed for the programme of study.

- ii. He/she has earned a CGPA of greater than or equal to 4.50 for undergraduate programmes and CGPA of greater than or equal to 5.0 for post graduate programmes. However a student may apply for improvement of CGPA if it falls below the minimum prescribed CGPA in maximum two subjects with the approval of Honorable Vice Chancellor.
- iii. He/she has satisfied all the applicable rules and regulations.
- iv. He/she has deposited all fees due to him/ her.
- v. There is no case of indiscipline pending against him/her.

9.2.0 EXAMINATION REGULATIONS AND PROCEDURES

Detailed regulations and procedures, duly approved by Academic Council, are framed for the smooth functioning of BUEST examination system and presented in following sub-chapters.

CHAPTER 9.1

Short Title, Extent and Commencement

(9.1).1.0 Short Title

These Regulations shall be called the “Examination Regulations for Regular Programmes of BUEST”.

(9.1).2.0 Extent of Application and Commencement

- (9.1).2.1. These Regulations shall be applicable for all the regular Programmes offered by the Schools of BUEST and any matter relating and incidental thereto.
- (9.1).2.2. The provisions of these Regulations will prevail over all Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the University, framed thereunder.
- (9.1).2.3. Unless the context otherwise requires, any abbreviation or shortened form of a word shall represent and mean exactly that word as defined in the Act and the Statutes, Regulations, Ordinances, Regulations, Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the University, as the case may be, as may be framed from time to time.
- (9.1).2.4. Nothing in these Regulations shall be deemed to debar the University to amend or revise the Regulations subsequently, and the amendment or revision so made, if any, shall apply to all the students whether old or new, at the sole discretion of the University, and to all other concerned.

CHAPTER 9.2

Definitions

(9.2).1.0 Definitions

- (9.2).1.1. “Course” means a prescribed set of instructions in a subject offered as a unit of studies within an Academic Programme.
- (9.2).1.2. “Course Handout” means detailed syllabus of a course and the mode of its delivery.
- (9.2).1.3. “SESSIONAL TESTS” means Mid-Term Tests.
- (9.2).1.4. “Final Examination/ ETE” means End-Semester Examination. In a term that carries only Industrial Training, Thesis or Dissertation work, the final evaluation component thereof will be treated as ETE. In

case of term involving only Project work, the evaluation components in a term will be treated as Continuous Evaluation, and Viva Voce and presentation of project work will be treated as ETE.

- (9.2).1.5. “LTP” means hours of Lecture, Tutorial and Practical of a course per week in regular term.
- (9.2).1.6. “Practical” means classes that require students (generally in smaller groups compared to lecture) to perform certain functions in controlled situations that help them to test and understand what is being taught in the lecture or otherwise.
- (9.2).1.7. “Programme” means the area of study leading to the conferment or award of a degree, diploma, certificate or any other academic distinction or title of the University.
- (9.2).1.8. “Programme Detail” means scheme and curriculum of a Programme.
- (9.2).1.9. “Student ID” means a unique number that may be allotted to the student at the time of joining a Programme.
- (9.2).1.10. “Scheme and Curriculum” means and includes description of nature, duration, pedagogy, syllabus, eligibility and such related details for a Programme.
- (9.2).1.11. “Suspension” by the University means a withdrawal of the right of access to all or some of the premises or facilities of the University where action is taken as an interim measure pending further investigation.
- (9.2).1.12. “Tutor” means the teacher who is assigned the responsibility of tutoring students in tutorial classes.
- (9.2).1.13. “Tutorial” means a class that offers students (generally in smaller groups compared to lectures) the opportunity to talk about material being taught, ask questions, and discuss material with their classmates and a designated tutor.
- (9.2).1.14. “Continuous Assessment” (CA) means examinations other than Final Examination/ETE, which includes, but not limited to, Practical, Quiz, Assignments & Lab Work etc.
- (9.2).1.15. “HOD” means Head of Department, a person deputed by Dean of respective School to look after the department of School.
- (9.2).1.16. “Examination Coordinator” (who is a senior faculty member of department) means a person deputed by HOD to coordinate examination related work at department level.
- (9.2).1.17. “Instructor-in-Charge” means a person deputed by HOD to look after the smooth conduct of assigned course.
- (9.2).1.18. “COE” means Controller of Examinations, or a person deputed by BUEST, to perform such duties.
- (9.2).1.19. “VC” means Vice Chancellor of BUEST.

CHAPTER 9.3

Examinations

(9.3).1.0 Organization Structure

Examination Branch of University is headed by Controller of Examination (COE), who is further assisted by four Deputy Controllers of Examination (Dy. COE) for different sections. The hierarchy is shown in the figure

(9.3).1.1.

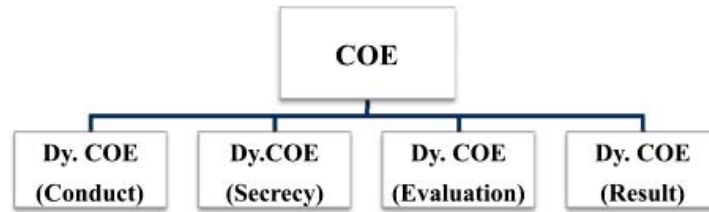


Figure (9.3).1.1: Examination hierarchy

Role and responsibilities of various designations are defined as per Annexure-6.

(9.3).2.0 Scheme of Examinations

The university examinations shall have two segments:

- (9.3).2.1. **Continuous Assessment:** It may comprise Quiz tests, Assignments, Mid- Term Tests and any other component of evaluation as per the direction of Academic Council.
- (9.3).2.2. **End-Semester Examination** at the end of each semester.

(9.3).3.0 Weightage of continuous Assessment & End Term Examination and Conduct of Examinations

- (9.3).3.1. The continuous assessment except the Mid-Term Tests will be conducted by the respective departments of various Schools as per the applicable academic guidelines with due approval of concerned authorities.
- (9.3).3.2. There would be three Mid-Term Tests: MT-1, MT-2 and MT-3, in which students are required to appear. Controller of Examination will be responsible for the conduct of Mid-term tests and the End-Semester Examination.
- (9.3).3.3. Weightage for Continuous Assessment and End-semester examination in each course shall be based on the applicable Scheme of Examination, as issued by Academic Branch.
- (9.3).3.4. The dates of examinations (Mid-Terms and End-Semester) shall be as specified in the Academic Calendar of BUEST.

(9.3).4.0 Students' Eligibility

- (9.3).4.1. All students registered for the semester under various Programmes of BUEST, except those specifically declared ineligible under section 3.7.2 shall be eligible to appear for the End-Semester Examination.
- (9.3).4.2. Students in the following cases shall specifically be declared ineligible to appear in the End-Semester Examination by the Office of the Controller of Examinations:
 - (9.3).4. 2.1. Where any payments due to the University are in arrears till 15 days prior to the commencement of End-Semester Examination.
 - (9.3).4. 2.2. Where, under disciplinary action proceedings, a student is barred from appearing in an End-Semester Examination.
 - (9.3).4. 2.3. Where a student is barred from appearing in an End-Semester Examination on account of an Unfair Means Case (UMC) decided or pending to be decided.
 - (9.3).4. 2.4. Where a student is found to suffer from a contagious disease at the time of examination.
 - (9.3).4. 2.5. Where a student is falling short of required attendance.

- (9.3).4.2.5.1. Students with attendance less than 50 % in a course (total of L+T+P) will be awarded F grade. They will not be eligible to appear in the End-semester examination of that course.
- (9.3).4.2.5.2. Students with attendance 50 % or more but less than 75% in a course (total of L+T+P) will be awarded E grade and will not be eligible to appear in the End-semester examination in that course.
- (9.3).4.2.5.3. All HODs shall submit the list of ineligible candidates to the Office of COE prior to the commencement of examinations in each semester. List of students falling short of attendance would be given to the Office of COE on the last day of the semester, in the specified format.
- (9.3).4.3. Office of Controller of Examinations will indicate the Roll No. of candidates not allowed to appear in the examination.
- (9.3).4.4. The identity of the students shall be verified from the ID cards issued to students by University.
- (9.3).5.0** The Mid-term Tests and End-Semester examinations will be conducted under the administration of COE as per the procedure and provisions specified in this code.
- (9.3).6.0 Make-up Examination**
- In general, Make-up exams, either in Mid-Term or End-semester exams, will not be permitted. However, Vice-Chancellor of BUEST, under extra-ordinary circumstances, may permit a student to appear for Make-up exam on the recommendations of concerned HOD and Dean of School of BUEST.

CHAPTER 9.4

Question Paper Setting and Printing

- (9.4).1.0.** The exams for various courses (Mid-term and End-semester) will be conducted as per the applicable Schemes of Examinations issued by Academic Branch. Each course will carry credits as per the approved scheme of courses. A student must take all the courses as specified in the applicable scheme.
- (9.4).2.0.** Office of the COE will prepare a proposed date sheet of the courses in which examination is to be held:
- (9.4).2.1. The proposed Date Sheet will be checked by the respective HoDs and Deans of Schools, and shared with students.
- (9.4).2.2. Necessary changes to be incorporated will be suggested to COE for issuing final Date-sheet.
- (9.4).3.0.** An Instructor-in-charge shall be designated by all HoDs for each course, who will set the Question paper for all examinations of theory course.
- (9.4).4.0.** Course Coverage and Paper Setting of Mid-Term Tests–I & II:
- (9.4).4.1. Mid-Term Test-I will be scheduled approx. 5-6 weeks from the start of semester, and similarly Mid-Term-II tests after another 5-6 weeks from the start of classes after Mid-Term-I tests.
- (9.4).4.2. Recommended course coverage for Mid-Term Tests-I and II will be 40 % of the final syllabus.
- (9.4).4.3. One set of Question Papers, duly sealed and in ready to photocopy format, will be prepared by Instructor-in-Charge of each course (with the help of Tutors) as per format specified and submitted to Dy. COE (Secrecy).

(9.4).4.4. Multiple photocopies of Question paper will be done on the day of examination after ensuring seal of question paper envelope.

(9.4).5.0. Course Coverage and Paper Setting for End-Semester Examination:

(9.4).5.1. Course coverage for End-semester exams will 100 % of course syllabus.

(9.4).5.2. End-semester examination will be held at the end of semester after completion of all other components of evaluation during the semester (Mid-term tests, Tutorial assignments, Quizzes etc.).

(9.4).5.3. Two different sets of Question Papers, sealed and in ready to photocopy format, will be prepared by Instructor-in-Charge of each course (with the help of Tutors) as per specified format, and submitted to Dy. COE (Secrecy).

(9.4).6.0. Important instructions for Paper Setting (Mid-term and End-semester exams)

(9.4).6.1. Paper setters will ensure that Question papers being set for End-semester (two sets) are entirely different. In this regard, paper setters are required to submit an UNDERTAKING along with the question paper sets that there is no overlapping in the two sets.

(9.4).6.2. In case a particular course is being taught by a number of faculty members, the question papers for Mid-term as well as End-semester exams will only be set by appointed Instructor-in-Charge of the course. In such cases, concerned Instructor-in-Charge will duly consult other faculty members teaching the same course prior to setting Question paper, so that contents of syllabus being covered in the question papers are agreeable to all concerned faculty members.

(9.4).6.3. In case of extraordinary circumstances, approval of concerned Dean of the School will have to be taken by respective HOD to appoint other faculty members as Paper Setters besides designated Instructor-in-Charge, for such courses which are being taught by a number of faculty members.

(9.4).6.4. Envelopes containing question papers will be duly sealed by Paper Setters, and slip with specified particulars must be pasted on each envelope prior to their submission to Dy. COE (Secrecy).

(9.4).6.5. Paper setters must maintain secrecy and confidentiality of the paper setting task.

(9.4).7.0. Dy. COE (Secrecy) will ensure safe keeping of the question papers.

(9.4).8.0. Multiple photocopies of Question papers will be done on the day of examination after ensuring seal of question paper envelope.

(9.4).9.0. External Paper Setting

(9.4).9.1. With an objective to create a robust examination system, question papers of some courses (up to 20 % of the total courses in a semester) may be called from external paper setters.

(9.4).9.2. Information of such courses will be kept secret and will not be shared with concerned HOD or faculty members.

CHAPTER 9.5

Conduct of Examinations

(9.5).1.0 Dy. COE (Conduct), in consultation with COE, will appoint a Centre Superintendent, Deputy Superintendents (centre area-wise) and a Clerk (one per centre) for conduct of examination in different Examination Centres of the University.

- (9.5).2.0** The faculty/ staff for examination duties as requisitioned by the Controller of Examinations shall be relieved by the concerned departments to discharge their examination duties.
- (9.5).3.0** The Centre Superintendent, Deputy Superintendents, Clerks and the support staff shall not be paid any extra remuneration for the examination duties performed within the University Campus.
- (9.5).4.0** Eligibility for Centre Superintendent and Deputy Superintendents
- (9.5).4.1. Centre Superintendents, Deputy Superintendents and Clerks are to be appointed from the present, regular staff of the Schools of BUEST.
- (9.5).4.2. Centre Superintendents and Deputy Centre Superintendents should not be below the level of Assistant Professor.
- (9.5).5.0** Duties of Centre Superintendent
- (9.5).5.1. Centre Superintendent, in consultation with Dy. COE (Conduct)/ COE will, one day prior to examination, ensure that the entire infrastructure for furniture and stationery are in order and available in sufficient quantity for smooth conduct of the examination.
- (9.5).5.2. Centre Superintendent will hand over Question paper packets (after receiving them from Dy. COE-Conduct prior to start of the exam) to Dy. Suptdt./ Invigilators as per the seating plan, cross check details and maintain the records.
- (9.5).5.3. If the number of copies of the question paper falls short, the Centre Superintendent will inform the same to Dy. COE (Conduct), who will further inform Dy. COE (Secrecy) to provide requisite photocopies. The examination must be conducted as per schedule, but the shortage should be reported to the Controller of Examinations immediately.
- (9.5).5.4. Dy. COE (Conduct) will appoint two invigilators per room having more than 40 examinees. One additional invigilator per 40 students or part thereof would be appointed. Centre Superintendent will maintain a record of the invigilators assigned to each room and for each test session.
- (9.5).5.5. Invigilators are to be appointed from the present, regular staff of the school.
- (9.5).5.6. Centre Superintendent will ensure that adequate watermen / peons are deputed on duty through the Assistant Registrar-General/ Manager Admn.
- (9.5).5.7. Centre Superintendent will ensure that examination begins and ends at the scheduled times.
- (9.5).5.8. Centre Superintendent will ensure that attendance of a student is recorded on an attendance sheet for the examinations he / she has appeared in.
- (9.5).5.9. Centre Superintendent will ensure that Answer books are sealed within 30 minutes of the close of examination, along with the list of students who were present and absent.
- (9.5).5.10. It will be the responsibility of the Centre Superintendent to ensure that the examination is conducted and records are maintained as per the norms of the University.
- (9.5).5.11. No amendment of any kind would be permitted by the Centre Superintendent in the question paper during the conduct of the examination.
- (9.5).5.12. All necessary instructions including seating plan will be made available to the students in the form of notice prior to the commencement of the examinations.

(9.5).5.13. Centre Superintendent will ensure deposit of used and unused answer books and also submit dispatch details of answer books on specified memo within one hour of the end of the examinations.

(9.5).5.14. Centre Superintendent will report the following activities to the COE on the date of occurrence:

(9.5).5.14.1. Opening of wrong question paper, discrepancies in the question paper (if any).

(9.5).5.14.2. Any untoward happening.

(9.5).5.14.3. Unfair Means Cases.

(9.5).5.14.4. Infringement of regulations by any supervisory staff.

(9.5).6.0 Role of Examination Coordinators:

(9.5).6.1. Examination Coordinators of various departments will ensure that necessary instructions from Examination Branch regarding examination duties are shared with concerned faculty/ staff members of the department.

(9.5).6.2. Examination Coordinators will ensure that Date-sheet and other instructions concerning result declaration are timely shared with students.

(9.5).7.0 Invigilators will ensure that:

(9.5).7.1. Only those students who are in possession of valid Identity Cards are allowed to appear in the examinations.

(9.5).7.2. Cheating, copying in any form is not permitted.

(9.5).7.3. No candidate should be in the possession of mobiles, laptops, pen drives or any other data storage means.

(9.5).7.4. No bags/ purses should be allowed inside the examination hall, and these must

(9.5).7.5. be kept outside.

(9.5).7.6. Students are not allowed to keep their mobile phones with them in the examination hall, even in switched off mode.

(9.5).7.7. No student should be permitted to enter the examination hall 15 minutes after the start of exam.

(9.5).7.8. All attendance sheets should be filled and signed by the students within first forty-five minutes from the start of Mid-term test, and within first one and half hour of the start of the End-semester examination.

(9.5).7.9. Examinee answer books should be signed by the invigilators after verifying all the components of the answer book being filled in by each candidate.

(9.5).7.10. No mobile phone should be used by invigilators inside the examination hall.

(9.5).7.11. At no time the examination hall should be left unattended.

(9.5).7.12. No candidate should be permitted to go out of the examination hall for drinking water, or to washroom etc. during Mid-term tests. During End- semester exams, permission for such purposes can be granted only during a period of thirty minutes after half the time from the start of exam.

(9.5).7.13. No candidate should be allowed to leave examination hall after handing over his/ her answer-book before half time. If a student strongly insists to leave early citing extraordinary reasons, his question paper will also be retained by the concerned invigilator.

(9.5).7.14. Once a candidate leaves the examination hall after submitting his/ her answer book, he/ she should not be permitted to re-enter the examination hall again.

- (9.5).7.15. Attendance sheets and the answer books of the candidates to be tallied by invigilators and must be verified. Answer books to be arranged Student ID-wise before further submitting to the Dy. Suptdt/ Centre Superintendent.
- (9.5).7.16. All academic misconduct cases and use of unfair means are to be dealt with as per the guidelines given in Chapter 9.

CHAPTER 9.6

Evaluation

- (9.6).1.0.** For all three examination components, viz. Mid-Term Tests-I, II and End Semester Exams, the evaluation of examinee answer books will be carried out at a central place under the administration of COE and Dy. COE (Evaluation).
- (9.6).2.0.** Concerned faculty members, who are assigned evaluation duty by their respective HoDs will come to the Evaluation Centre, evaluate their answer books, and prepare Award Sheets (in duplicate).
- (9.6).3.0.** The evaluated answer books are further to be re-checked by another faculty member as assigned by respective Head of Department. Re-checking faculty member will ensure that all questions are checked and marked, along with the checking of total on front sheet of each Answer-sheet.
- (9.6).4.0.** After evaluation and re-checking of answer books, the concerned Instructor-in- Charge/ Faculty member will notify to students the time of showing evaluated answer sheets.
- (9.6).5.0.** Answer sheets will then be got issued from the Evaluation Centre as per the notified time and shown to students. Any changes required to be made after showing to students will be permitted only after the approval (with due signatures on specified form) of concerned HOD. Answer sheets (along with Award Sheet) will be returned back to Evaluation Section for record after showing to students.
- (9.6).6.0.** Points to be Taken Care of while evaluating the Answer Books:
- (9.6).6.1. No examiner will mark the answer books at non designated places, such as: faculty rooms, cabins, home, bus etc. All answer scripts would be marked at a place centrally designated by the COE.
- (9.6).6.2. All the entries like marks per question, total marks, marks in words, marks in figures, signature of examiners in each and every answer book will be filled, along with the signature of re-checker.
- (9.6).6.3. Marks will be entered on inside pages of the answer book for each question, including "0", if the answer is wrong.
- (9.6).6.4. All left out blank spaces should be crossed out.
- (9.6).6.5. Award list will be filled by examiner with hand, indicating marks secured in words and figures, and signed clearly.
- (9.6).6.6. Marks obtained by the candidates in Assignments, Quiz tests, Mid-term Tests and Lab Work (wherever applicable), shall be declared by concerned faculty members to the students prior to the start of the End-semester exams in each Semester.
- (9.6).6.7. Continuous Assessment (CA) Sheets will be filled-up by concerned faculty members in hard (signed) as well as soft format, and submitted to Examination Branch within stipulated period for record.

CHAPTER 9.7

Results

(9.7).1.0. Preparation of Results

- (9.7).1.1. After completion of evaluation work of End-semester answer-books, concerned faculty members will provide marks obtained in all components of assessment (Assignments, Quizzes, Midterm tests, Lab Work, End-semester exams, and all others components as per applicable assessment model in a course), to the Examination Branch in the specified format and within stipulated time.
- (9.7).1.2. Grade Sheets of all courses will be prepared after converting percent marks into Letter Grades, as per applicable grading scheme issued by Academic Branch.
- (9.7).1.3. The grades shall then be converted into Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) for each student and final results shall be prepared by the Examinations Branch.
- (9.7).1.4. Term Grade Card
- (9.7).1.4.1. Students, who will pass all courses of a semester term will be issued Grade Card at the end of each semester, indicating the grades secured and SGPA for all the registered courses of that semester.
- (9.7).1.4.2. The Grade Card for the last semester of the programme will also indicate CGPA obtained by the student.
- (9.7).1.4.3. Grade Card will not be issued to a student who has obtained “E” or “F” grade (which are Fail grades) in any course of a semester, until he/she clears the failed courses.
- (9.7).1.4.4. Course credits for the courses where a student is awarded “E” or “F” grade shall not be included in total credits earned during a semester term.
- (9.7).1.5. For the purpose of results, the mathematical principle of rounding up will be followed to round off the SGPA/ CGPA up to two places after decimal.
- (9.7).1.6. Multiplying Factor for converting CGPA to Equivalent Percentage:
- (9.7).1.6.1. Multiplying Factor of the University for converting CGPA to equivalent Percentage will be taken as 10.0 for all batches of students with effect from Academic Session 2014-15.
- (9.7).1.6.2. However, if any student clears his backlog of previous semester in Session 2014-15 or afterwards, his Grade Card of that semester will carry Multiplying Factor of 9.0 only.
- (9.7).1.7. The result of a student may be withheld, if:
- (9.7).1.7.1. he has not paid the dues, or
- (9.7).1.7.2. if there is a case of indiscipline or use of unfair means or of academic misconduct pending against him, or for any other reason as deemed fit by the University.
- (9.7).1.8. A candidate is eligible for the grace marks provided that he has appeared in all the papers prescribed for the examination and the candidate has secured more than or equal to 15% of the maximum internal marks of the particular subject in which grace is required.
- (9.7).1.8.1. The Maximum of 5 marks grace shall be awarded in any subject (Theory /Practical), on Total Marks (Internal Marks +External Marks) for passing. During entire programme period maximum 10 marks as a grace can be availed.

- (9.7).1.8.2. No grace will be awarded on internal marks.
- (9.7).1.8.3. The benefit of such grace marks will not be applicable if the candidate does not pass the subject.
- (9.7).1.8.4. The grace marks will be awarded with the approval of Vice –Chancellor or the designated authority assigned by Vice-Chancellor.
- (9.7).1.8.5. The grace marks under this Ordinance will not be counted for the award of scholarship, prizes and medals or any other awards.
- (9.7).1.8.6. A candidate who passes in all the subjects in the examination without benefit of grace marks and whose total marks of final semester subject /s falls short for getting overall CGPA=4.50 (UG courses) and CGPA=5.00(PG Courses) for clearing the course or minimum grades require for clearing the course as per the individual ordinance of the particular course shall be given necessary grace marks as per Rule mentioned in clause 2 and clause 3 above subjected to the condition that after awarding grace marks the student will acquire the minimum qualifying CGPA.
- (9.7).1.8.7. The student willing to remove his grace marks from his result can apply in writing, with in the 10 days of the declaration of the result through notarized affidavit. He can then appear in the paper as per the applicable examination ordinance rules related to the course. However, he will lose his claim to restore the revoked grace marks.
- (9.7).1.8.8. (0.01 grade point) will be awarded to the candidate who is missing distinction missing first division by 0.01 of cumulative grade point, on permission of the Hon’ble Vice Chancellor or the designated authority assigned by Vice-Chancellor in the FINAL DEGREE examination. This benefit will also available to supplementary candidate.

CHAPTER 9.8

Record Keeping

(9.8).1.0. Conduct Record: Semester term-wise record is to be maintained concerning conduct of examination.

Contents of the record should be, but not limited to:

- (9.8).1.1. List of registered students from Dean Academics/ Registrar Academics.
- (9.8).1.2. Proposed and final Date-sheet for Mid-term and End-semester exams.
- (9.8).1.3. Examination Duty Chart.
- (9.8).1.4. Attendance list of students.
- (9.8).1.5. Seating Plans

(9.8).2.0. Evaluation Record: Evaluation record per semester is to be maintained, having following contents:

- (9.8).2.1. Award Sheets for Mid-term tests.
- (9.8).2.2. Award Sheets for End-semester exams.

(9.8).3.0. Result Record: Result Record for all exams will be maintained, containing Result Gazette Notifications:

- (9.8).3.1. Result Gazette for Regular semester
- (9.8).3.2. Result Gazette for Lower semester

(9.8).3.3. Result Gazette for Summer-term

(9.8).4.0. Answer books are to be maintained, per course per batch per examination. These will be packed neatly and retained for a year with slip on the packet having following details:

(9.8).4.1. Course Title

(9.8).4.2. Course Code

(9.8).4.3. Batch with Programme

(9.8).4.4. No of students

(9.8).4.5. Date of examination.

CHAPTER 9.9

Academic Misconduct and Use of Unfair Means

(9.9).1.0. Academic misconduct and use of unfair means may be classified in relation to Continuous Assessment and in relation to Examination (Mid-term Tests and End- semester exams).

(9.9).2.0. Vice Chancellor shall appoint Committee for Prevention of Unfair Means (CPUM) for each academic year to deal with the cases of alleged misconduct and use of unfair means in all examinations conducted by the University.

(9.9).3.0. CPUM will take all the necessary steps, as deemed fit, for the prevention of unfair means. Chairperson, CPUM shall issue appropriate instructions (such as emails/ notices to students, faculty and staff) before the examinations.

(9.9).4.0. In relation to Continuous Assessment

(9.9).4.1. Plagiarism, collusion and cheating are all forms of academic misconduct and use of unfair means.

(9.9).4.2. In case of misconduct during Continuous Assessment

(9.9).4.2.1. The instructor/examiner will communicate the infringement to the student and report the same to the HoD/ Dean of the respective School with his remarks, all related evidence and documents.

(9.9).4.2.2. The Dean of the respective School may discuss with the instructor or any other person making the allegation and the student concerned. After the preliminary investigations, the Dean of the respective School will forward the case to the COE with all related evidence, documents, findings of his investigation and his remarks.

(9.9).4.2.3. Based on the recommendation of the Dean of the respective School, COE will decide if the case is to be put up to the UMC Committee or to be dealt with in some other manner.

(9.9).5.0. Unfair Means and Academic Misconduct in examinations

(9.9).5.1. As soon as a student is identified by the invigilator or by any authorized person of having resorted to unfair means, his answer book shall be seized.

(9.9).5.2. The papers or other material found in the possession of the student shall be tagged with her/ his answer book, with signatures of invigilator and Centre Suptdt. in the presence of candidate.

(9.9).5.3. The Superintendent shall ask the candidate to make a statement in writing explaining his conduct.

- (9.9).5.4. In case the candidate refuses to do so, the fact of his refusal shall be recorded by the Superintendent, which should be signed by the invigilator on duty.
- (9.9).5.5. In the case of practical test on PCs, the act of using unfair means should be recorded by the invigilator.
- (9.9).5.6. Evidence in form of soft copy/ photostat/ photograph etc. should be submitted along with the statement of the student.
- (9.9).5.7. A fresh answer book shall be given to the student for completing the examination.
- (9.9).5.8. CPUM shall enquire into the cases of attempt of unfair means in the examinations.
- (9.9).5.9. It shall submit its recommendations after identifying clearly the category of nature of offence as listed in regulations, to the COE for consideration and necessary order.

(9.9).6.0. Categories of Unfair Means

(9.9).6.1. Category-I

- (9.9).6.1.1. A student found talking to another student during the examination hours in the examination hall.
- (9.9).6.1.2. If during the examination hours i.e. after receipt of question paper and before handing over the answer-book, a student is found to be talking to a person/ student outside the examination hall while going to the urinals etc.
- (9.9).6.1.3. Writing on any piece of paper except the answer book during the examination.
- (9.9).6.1.4. Changing seat in the examination hall without permission.
- (9.9).6.1.5. The invigilator/ authorized person will issue a warning once. If the action is repeated, the answer book is to be cancelled and a fresh one to be issued

(9.9).6.2. Category-II

- (9.9).6.2.1. Found in possession of relevant written or any printed material or notes written on any part of her/ his body or clothing or instruments such as electronic diary, set-squares, calculators, scale etc., or having relevant notes written on chair, table, desk or drawing board or found possessing mobile phone or any other communication or storage device (that can be used for help) during the examination. However, scientific non programmable calculator can be used in the examinations.

(9.9).6.3. Category-III

- (9.9).6.3.1. If during the examination hours i.e. after receipt of question paper and before handing over the answer book, a student is found attempting to copy, caught copying or having copied from any paper, book or notes written on any part of her/ his clothing, body or table or desk or instruments like setsquares or mobile phone or any other communication or storage device etc.
- (9.9).6.3.2. Tampering with the written matter/ awarded marks on an evaluated answer book.

(9.9).6.4. Category-IV

- (9.9).6.4.1. If during the examination hours i.e. after receipt of question paper and before handing over the answer book, a student is found consulting notes or books while outside the examination hall (i.e. in urinals etc.) during examination hours.
- (9.9).6.4.2. Having received help from or given help to another candidate through some written material pertaining to the questions set in the paper concerned or passing on a copy of question set in paper or a solution thereof to any other student.

(9.9).6.4.3. Guilty of swallowing or destroying the material such as notes or paper found from her/ him.

(9.9).6.5. Category-V

(9.9).6.5.1. If a student leaves the examination hall/ room without delivering answer book/ evaluated answer book or tears it or disposes off.

(9.9).6.5.2. Communicates with anyone by mobile phone or any other communicable device.

(9.9).6.5.3. Found guilty of smuggling in an answer book, taking out or arranging to send out an answer book, writing deliberately another student's roll number in her/ his answer book, found in possession of an answer book not her/ his own or impersonating another candidate in any examination, attaching graph or continuation sheet or relevant material written on any extra sheet, to the answer book or evaluated answer book.

(9.9).6.5.4. Found guilty of serious misconduct in the examination hall or of non-compliance with the instructions of the Superintendent or any of the invigilators in the examination hall.

(9.9).6.5.5. Serious misconduct outside the examination hall during the period of examination, writing an answer book outside the examination hall for another candidate.

(9.9).6.5.6. Use of force/ threat against the supervisory staff/ student.

(9.9).6.6. Category-VI

(9.9).6.6.1. Student found to have indulged in the case of academic plagiarism.

(9.9).7.0. Action to be taken

(9.9).7.1. A student, whose guilt is established by CPUM, shall be dealt with under the provisions of the disciplinary regulations. The following action may be taken for different categories of offences under these regulations

(9.9).7.2. Category-I: Second answer book to be evaluated.

(9.9).7.3. Category-II: The examination of the concerned course to be cancelled and student will be awarded zero marks in that course.

(9.9).7.4. Category-III: The student will be awarded 'F' grade in that course.

(9.9).7.5. Category-IV: Three to six courses (other than those in which the student is already getting an E or F grade), as decided by CPUM, of the current semester are to be cancelled and to be awarded 'F' grade in those courses. In case the number of courses in which the student is getting E or F grade is more than two in the current semester, all the courses of the current semester are to be cancelled and to be awarded 'F' grade in all the courses.

(9.9).7.6. Category-V: All the courses of that semester to be cancelled and awarded 'F' grade in all the courses of that semester and may further be debarred from registration in a course(s) for a period up to two years.

(9.9).7.7. Category-VI: CPUM shall recommend action after detailed assessment of the case. The punishment in such cases may include (a) suitable fine and/or repetition of thesis/ dissertation or (b) expulsion from the University.

(9.9).7.8. In addition to the actions mentioned above at categories-I to V, the CPUM may also decide to impose a suitable fine on a student. CPUM can also consider punishing a student who was outside the examination hall and was found guilty of helping the student for using unfair means. The period of the examination for

the above regulations extends from the time of start of the examination till the final result marks publication, except for Category VI.

- (9.9).7.9. While calculating the maximum duration permissible under the regulations, the period of disqualification for use of unfair means may not be counted towards his/ her total stay in the University and the candidate is allowed the same period which was due to him before his disqualification as per the University regulations.
- (9.9).7.10. The recommendations of CPUM shall be submitted to COE and if COE finds that the recommendations need reconsideration, the case may be returned to CPUM for reconsideration. Thereafter, suitable punishment shall be recommended after reconsideration. The appeals against such punishment, if any, can be made to Vice Chancellor, whose decision shall be final and binding.

(9.9).8.0. Higher punishment for repeated offence

From academic year 2014-15, each existing category of UMC will be assigned a score equal to the category number viz., category 1 UMC will carry a score of “1”. The offenders will be penalized on the basis of the cumulative summation of the category scores at any time, including the UMCs under consideration at that time. The category score shall be added for repeated offenders and his/her new category score shall be the summation of the old category score plus the new category score offence. The added score shall decide the penalty for repeated offenders. e.g. A student ‘x’ having category 1 offence for the first time shall be awarded the penalty as per the category 1 score. In case he/she is found guilty for the second time in say category 3, his/her penalty will be that of category score 1 (his/her previous offence) plus his score of 3 (for the current offence) i.e. he/she shall be given the punishment of category 4 (1+3).

CHAPTER-9.10

Re-evaluation

(9.10).1.0. Re-evaluation of End-semester Answer-books

- (9.10).1.1. A student may apply for Re-evaluation of his/her end-semester answer script in the specified format, within stipulated time (within 10 days) of declaration of draft result and after paying prescribed fee.
- (9.10).1.2. Re-evaluation of Midterm answer-books will not be permitted.
- (9.10).1.3. Any student not applying for Re-evaluation of end-semester answer-book within specified time cannot claim re-evaluation at a later date.
- (9.10).1.4. After receiving Students’ applications, the required information regarding Re- evaluation of answer-books will be communicated by Exam Branch to concerned HODs, who will then appoint senior faculty members of the department (other than the original evaluator).
- (9.10).1.5. After Re-evaluation of answer-books, the marks will only be increased if there is a minimum enhancement of 5 %, otherwise the original marks will stand as such. In case the marks are getting reduced after Re-evaluation, then higher of the two evaluations (original by the first evaluator and second after Re- evaluation) would be considered for the purpose of Grade calculation.

- (9.10).1.6. In case the change in marks after re-evaluation of any end-semester answer-sheet happens to be more than 10% the same would be brought to the notice of concerned HOD and Dean of School by Dy. COE-Evaluation. Updated award list will be accepted along with the enquiry report and action taken report by the respective Dean/HOD against the teacher indicating the reasons that why difference has accelerated more than 10%.

CHAPTER-9.11

Document Issuance and Verification

(9.11).1.0. Documents that can be issued in Duplicate

Students can apply for a **duplicate degree certificate** and **semester grade card** under the following circumstances:

- (9.11).1.1. **Lost or Misplaced Documents:** If original degree certificate or semester grade card has been lost or misplaced.
- (9.11).1.2. **Damaged Documents:** If original documents have been damaged beyond use.
- (9.11).1.3. **Theft:** If documents were stolen, you can apply for duplicates after reporting the theft to the police and obtaining a copy of the FIR.
- (9.11).1.4. **Changes in Personal Information:** If there are changes in your personal information (e.g., name change) and you need updated certificates.

(9.11).2.0. Additional document that are required by student

When a student graduates, they can request the university to issue several additional documents that can be useful for further studies, employment, or personal records. Here are some of the common additional documents a student can request:

- (9.11).2.1. **Provisional Degree Certificate:** This serves as a temporary certificate until the official degree is conferred during the convocation ceremony.
- (9.11).2.2. **Transcript of Records (Academic Transcript):** A comprehensive record of all the courses taken, grades received, and credits earned throughout the academic program.
- (9.11).2.3. **Degree Certificate:** The official document certifying the completion of the degree program, usually awarded during the convocation ceremony.
- (9.11).2.4. **Rank Certificate:** If applicable, this certificate indicates the student's rank in their department or university.
- (9.11).2.5. **Medium of Instruction Certificate:** This certifies the language in which the student was instructed during their course of study.
- (9.11).2.6. **Verification for WES/IQAS/ICES/CES/ICAS/PEBC etc.:** When a student graduates and plans to pursue further studies or employment abroad, they may need their academic credentials verified by specific agencies like WES (World Education Services), IQAS (International Qualifications Assessment Service), ICES (International Credential Evaluation Service), CES (Comparative Education Service),

ICAS (International Credential Assessment Service of Canada), PEBC (Pharmacy Examining Board of Canada), etc.

(9.11).2.7. **Backlog Certificate:** A Backlog Certificate is provided by a university that lists the courses or subjects a student has failed or has yet to complete successfully. This certificate is often required when applying for further studies or employment, particularly abroad, to provide a complete academic record.

(9.11).2.8. **Conversion Certificate (Grade to percentage):** A Conversion Certificate is an official document provided by a university that converts a student's grades or CGPA (Cumulative Grade Point Average) into a percentage. This certificate is often required when applying for further studies or employment, especially in countries or institutions that use the percentage system for academic evaluation.

(9.11).3.0. Procedure for issuance of Documents

(9.11).3.1. **Obtain the Application Form:** Visit the university's administrative office or official website to obtain the application form for a Conversion Certificate.

(9.11).3.2. **Fill Out the Application Form:** Complete the application form with accurate details, including your name, roll number, program, and the specific grades or CGPA that need to be converted.

(9.11).3.3. **Attach Required Documents:** Attach any necessary documents, such as a copy of your academic transcript, mark sheets, and student ID.

(9.11).3.4. **Fee Payment:** Check if there is a fee required for issuing the Conversion Certificate. Pay the applicable fee and attach the receipt to your application.

(9.11).3.5. **Submission:** Submit the completed application form along with the required documents and fee receipt to the designated office at your university.

(9.11).3.6. **Processing Time:** Allow for the specified processing time, which may vary depending on the university's policies.

(9.11).3.7. **Collection:** Once processed, collect the Conversion Certificate from the university office or request it to be mailed to your address.

For detailed information please Refer Annexure-7.

CHAPTER-9.12

Interpretation, Repeal and Saving

(9.12).1.0. Interpretation

(9.12).1.1. Any question relating to the clerical error, clarification, spelling mistake, interpretation or likewise related to any provision of the Regulations framed herein and the subsequent Regulations shall be decided by the Vice- Chancellor.

(9.12).1.2. Not with standing anything stated in the Regulations framed herein and the subsequent Regulations, for any unforeseen issuers arising that is not covered by these Regulations, or in the event of dispute/differences of opinion in interpretation of any provision of these Regulations and in respect of all the matters, whether expressly provided herein or not, the Vice-Chancellor may take such measures as may be necessary for removal of difficulties.

(9.12).2.0. Power to make Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies etc.

The Vice-Chancellor shall, if in his opinion that Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes etc. are required to be made subsequently, in respect of any matter(s), whether expressly provided herein or not, be empowered in this regard to make/approve such documents, as deemed necessary from to time, for the smooth functioning of the University.

(9.12).3.0. Delegation of Powers

The Vice-Chancellor may, by a general or special order, authorize such officer or authority to exercise any of the powers, exercisable by him, under these Regulations or otherwise, as may be specified in the order, and the decision of the Vice-Chancellor shall be final and binding on all concerned.

(9.12).4.0. Amendment, Repeal and Savings

- (9.12).4.1. The Regulations framed herein and the subsequent Regulations may be added to, amended, repealed or deleted and every new Rule or addition to the Regulations or any amendment shall require the approval of the Vice-Chancellor, who may sanction, disallow or remit it for further consideration and it shall be effective from such a date as prescribed in the notification.
- (9.12).4.2. Not with standing such amendment, addition etc., anything done or any action taken under the said Regulations shall be deemed to have been done or taken under the corresponding provisions of the Regulations.
- (9.12).4.3. Any other Regulations, circulars, instructions, notices or orders laying the procedure in relation to the academics and examinations, now contained in these Regulations, shall be deemed to have been repealed.
- (9.12).4.4. Not with standing such repeal, any action taken or anything done under the Regulations so repealed shall be deemed to have been validly taken or done under these Regulations.

Annexure-6

Roles and responsibilities of various designations in Examination Branch

Sr. No.	Designation	Role and responsibility
1.	Controller of Examination (COE)	<ul style="list-style-type: none"> • Overall responsibility of entire examination process of BUEST, comprising Conduct of examination. UMCs, evaluation, declaration of result and issuance of Grade Cards, Academic Progress Reports and Transcripts to students. • Coordination with Academic Branch regarding applicable Schemes and list of registered students for exams. • Coordination with HODs regarding setting of question papers, submission of compiled shortage of attendance of students and CA sheets for End-semester exams. • To adopt necessary secrecy measures, and put into effect the back-up plan. • Standardization of practices and procedures-Question Paper format, envelopes, and CA sheets etc.
2.	Dy. COE (Conduct)	<ul style="list-style-type: none"> • Notification for proposed Date-Sheet to various departments. • Notification of final Date-sheet as proposed by departments. • Mid-Term Tests: <ul style="list-style-type: none"> ➤ Preparation of Master Seating Plan and Attendance Sheets. ➤ Close coordination with respective Department Examination Coordinators and Centre Superintendents during conduct of Mid-term tests. ➤ Handing over examinee answer sheets to Dy. COE (Evaluation) after the test through proper record. • End-Semester Exams: <ul style="list-style-type: none"> ➤ Preparation of Master and Detailed Seating Plan, and Attendance Sheets for End-semester exams (including Study and Exam Mode) ➤ Preparation and notification of Invigilation Duty Chart for End-semester exams. ➤ Conduct of exams and handing over answer sheets to Dy. COE (Evaluation) after the exams through proper memos (including Study and Exam modes. • To maintain secrecy in the examination conduct process. • To Pursuing UMC cases. • If deemed necessary, Question papers to be arranged from external paper setters. • To standardize the procedures for examination conduct process.
3.	Dy. COE (Secrecy)	<ul style="list-style-type: none"> • Receipt of Question paper envelopes from respective Departments as per applicable scheme. • Safe-keeping of Question papers with proper security measures. • Photocopying of Question papers and handing over the sealed photocopied

		packets to Dy. COE (Conduct) on the day of examination.
4.	Dy. COE (Evaluation)	<ul style="list-style-type: none"> • Evaluation and re-checking of examinee answer books for Mid-term and End-semester exams. • To ensure evaluation of End-Semester answer books through table marking, which will involve minimum three faculty members for checking each answer-sheet. • To ensure that evaluated answer books are issued to concerned faculty members for showing to the students, with a time ceiling of half hour. • To ensure preparation of Award List and Award Tabulation Sheet of evaluated answer books. • To hand over Award Tabulation Sheets to Dy. COE (Results) • To standardize the procedure of Evaluation process.
5.	Dy. COE (Result)	<ul style="list-style-type: none"> • Preparation and notification of draft Result to all HODs for sharing with students. • To incorporate discrepancies in the draft Result Gazette, if any, and notify final result Gazette. • Preparation and distribution of Grade Cards. • To maintain archive both in hard and soft formats. • Pre-Convocation preparation. • To standardize the procedure of Results process.

Annexure-7

Instructions to Apply for Duplicate Degree/ Duplicate Semester Grade Card(s), Transcript, Backlog certificate, Medium of instruction certificate (language), Conversion certificate (Grade to percentage), and Other Certificates.

1. Fill the application form “**Exam Form-11 A or B**” (as applicable) and available online on university website & at Examination Branch.
2. The student needs to come personally, or can authorize a blood relative to initiate the process on his/her behalf. The authorized person must bring the Authority Letter (**Exam Form-11 C**) and his/her self-attested photo ID proof (Government-issued Driving License, Passport, PAN Card, or Aadhaar Card).
3. If the Original Degree/ Semester Grade Card is lost/misplaced/damaged then Affidavit and copy of police complaint is required. It is compulsory to submit An Affidavit (in original) in the format given in **Exam Form-11 D**.
4. Attach the self-attested photo ID proof, all grade cards, Original Degree of student with application form.
5. An applicant can send soft copy (PDF format only) of all required documents and fee payment receipt in advance through Email to facilitate the office process at **coe@baddiuniv.ac.in**
6. A fee will be charged as approved by BUEST authorities time to time.
7. The process of application will be initiated only after the confirmation of payment of the fees.
8. The process of application will be declined if the Documents furnished are incomplete.
9. Issuance Period :
Duplicate Degree: 30-40 working days
Duplicate Semester Grade card(s): 3-5 working days
Transcript/ other certificates: 5-10 Working Days
10. For any query and clarification, please contact to the office of Examinations Section of University

Contact Details:

Email: coe@baddiuniv.ac.in

Tele No: +917807771336

Correspondence address:

Controller of Examination (Examination Branch)

Baddi University of Emerging Sciences and Technology

Makhnumajra, Baddi, Distt. Solan, H.P.-173205, India



Baddi University

of Emerging Sciences and Technology

Exam Form- 11 A (Part-1)

Application Form for Duplicate Degree/ Grade Card(s)

Ref. No. _____

To

Vice-Chancellor/Controller of Examination
Baddi University of Emerging Sciences and Technology.
Baddi.

Sir/ Ma'am,

I was the student of BUEST. I have completed the _____ program in your University. My original Degree/Grade Card(s) issued under the seal of Baddi University of Emerging Science and Technology is lost/Got-Destroyed/Damaged/Not-Traceable/Not-available. Kindly issue me the duplicate degree/Grade Card(S) for the same. My details are as followed:

Full Name:				Father's Name:					
BUPIN No.:				Email ID:					
Details of Lost Degree:		Sr. No. :							
		Date of Issue :							
Details of lost Semester Grade Card(s)		Sem-1	Sem-2	Sem-3	Sem-4	Sem-5	Sem-6	Sem-7	Sem-8
Sr. No. :									
Date of Issue :									
Contact No.(R)				Contact No.(M):					
Police Complaint No.:				Pin:					
Address for correspondence:									

Payment Details:

Details	Amount Paid	Receipt no./ Transaction no. and Bank Name	Date
Online Mode			
Offline Mode			

Encl.: Fees Payment Receipt in original.
Copy of Police Complaint
Affidavit as per **Exam Form 11 D**

Exam Form- 11 A (Part-2)

Student's Declaration

I, (Mr./Ms.) _____, solemnly declare that I have lost my original degree/Grade Card(s) of _____ Programme. Kindly issue me the duplicate(s) of the same. I commit that (i) If I find the original degree subsequently, I shall surrender the Duplicate to University, (ii) I will not misuse these issued document under any circumstances and if it is found so, then I would be responsible personally for the punishment to be imposed upon me by the BUEST and (iii) I am aware of that Duplicate word will be printed on issued Degree/Grade Card(s).

Date: _____

Signature: _____

Student's Name: _____

(For Office Use)



Baddi University

of Emerging Sciences and Technology

Exam Form- 11 B

Application Form for Additional document(s) required by student

Ref. No. _____

Please tick the required document(s)

- Backlog certificate
- Transcript
- Medium of Instruction (Language) Certificate
- Conversion Certificate (Grade to Percentage)
- Other Certificate (Please mention)

To
 Controller of Examination,
 Baddi University of Emerging
 Sciences and Technology,
 Baddi.

Sir/ Ma'am,

I was the student of BUEST. I have completed the _____ program in your University. I need above mentioned document(s). You are requested to issue the same. My details are as follows:

Full Name:		Father's Name:	
BUPIN No.:		Email ID:	
Contact No.		Programme:	
Programme Completed in		Month:	Year:
No. of Copies Required			
Payment Mode/Details	Amount Paid	Receipt no./ Transaction no. and Bank Name	Date
Online			
Offline			

Encl: Copy of Grade Cards
 Copy of Degree

Date: _____

(Name & Signature of the Applicant)

For Office Use only



Baddi University

of Emerging Sciences and Technology

Exam Form- 11 C

Authority Letter Format

I, _____ (Name of Student), BUPIN. _____ Programme _____
 _____ presently residing at _____ (full address) hereby authorize my _____ (Relation)
 Mr./Ms. _____ Age _____ residing at _____
 (full address), Telephone No. (M) _____ E-mail id _____ to act on my behalf in the matter
 related to pay the fees and receive my documents (Grade Cards/Transcript/Degree Certificate) in duplicate or Original
 and/or verified sealed envelope(s) from Examination Branch Office of the University and it will be considered by the
 University as acknowledged by me.

I attach my Identity proof in support of verification of my signature and authorized person will also submit his/her Photo-ID proof.

 Signature of Student with Date

 Signature of Authorized
 Person with Date

(For Office Use only)

Acknowledgement

I have received following documents from Baddi University of Emerging Sciences and Technology for _____
 _____ on his/her behalf and I acknowledge for the same.

1. _____
2. _____
3. _____
4. _____

Signature of Authorized Person with Date



Baddi University

of Emerging Sciences and Technology

Exam Form -11 D

Specimen Affidavit

(An applicant (Student) will have to submit an Affidavit on applicable Stamp Paper Duly Notarized.)

I, _____ (Student Name as per Enrollment), BUPIN: _____ Programme
 _____ offered by Baddi University of Emerging Sciences and Technology, presently residing
 at _____.

_____ (Full Address) hereby declared that I was
 provided original degree by the Baddi University of Emerging Sciences & Technology on completion of my course
 which is lost/Got Destroyed/ Damaged/Not Traceable/Not available with me. Hence I have applied for Duplicate degree
 as per prescribed procedure of the university. Further, I also declare that if I found/ receive the original degree in future
 then I will return it to Baddi University of Emerging Sciences & Technology. I am making this affidavit on the ____ day
 of ____ month and Year ____ to submit it to the Baddi University of Emerging Sciences and Technology.

Note:

1. Photo Identity Proof duly attested should be attached with the Affidavit.