

Examination Rules

Attendance requirement:

1. Every course instructor shall maintain students class attendance register for each course. All students must attend every lecture/ practical class. However, on account of late joining or other contingencies, the attendance requirements for appearing in the semester examination shall be 75% of the classes scheduled for the course.
2. The teacher in charge of a course will consolidate the attendance record for lectures/ practicals for each term. For the purpose of attendance, every scheduled practical class will be counted as one attendance unit, irrespective of the number of contact hours.
3. Students with less than 75% attendance of lectures/ practicals separately in each subject or course in a semester shall be detained from appearing in the semester end examination. The HOD may consider application for condonation of attendance upto 5% on account of sickness or other extenuating circumstances, beyond that the Vice Chancellor on the recommendations of HOD/Dean may condone further 5% on account of circumstances stated above. No further condonation shall be allowed in any case on any ground whatsoever.
4. Student not having the mandatory requirement of minimum attendance in any subject, shall not be permitted to appear for the end semester examination in that subject and is awarded "RA" grade in that subject. Such student has to register for the subject in which he/ she has shortage of attendance, as and when the course is offered next.
5. Attendance on account of participation in the prescribed function of NSS, NCC, inter University or inter college sports, educational tours, field work, inter University debates, seminars, youth festivals, cultural programmes as approved by Competent Authorities, shall be credited to the aggregate, provided the attendance record duly countersigned by the Coordinator/ Officer in charge of such activities is submitted within 15 days of the function or activity. The relaxation however will be limited to maximum of 15 days during a calendar year.
6. The statement of attendance of students shall be displayed on the Departmental Notice Board at the close of each term as given in the University Calendar. A copy of the same shall be sent to Controller Examinations for record.
7. A student detained on account of attendance will be allowed admission in the same class in the next academic session.

Change of Course

Application for change of course including any addition or withdrawal shall be made in the prescribed form along with a prescribed fee. However, exemption from fee can be granted when the change of course is necessitated by administrative considerations. Last date for adding a course shall be the working day immediately following the expiry of three weeks in the semester from the date of commencement of course work. The last date for withdrawal of a course shall be the working day immediately following the expiry of five weeks from the commencement of course work for the semester. Student who add a course after the start of semester shall not be allowed to withdraw that course.

Makeup Examination

If a student misses midterm/ end term examination on account of illness or some other compelling reason, he/she may file a petition through his/her Advisor and the instructor concerned to HOD within five working days from the completion of the examination. If HOD is satisfied that the student was prevented from appearing in the examination due to valid reasons he/she may direct the instructor to hold a makeup examination for the student and endorse a copy of his/ her order to the Controller Examinations and Dean concerned for record.

It will be the responsibility of the student to get in touch with his/her instructor and have date fixed for the makeup examination.

A student may be given makeup examination under the following circumstances.

a) In case he has taken leave on account of death of close relative (father, mother, sister, brother , spouse ,child or grandparent) , the occurrence being certified by a State Gazetted Officer or a teacher of the University.

b) In case of serious/ sudden illness of a candidate preventing him/ her in appearing the examination. The student should produce medical certificate certified by Government Medical Officer of the rank of B- Grade Specialist and above.

c) In case a student is sent to represent the University in the games or co curricular activities as authenticated by the Dean concerned subject to provision of rules related to the attendance.

d) The result of makeup examination will count along with the previous performance of the student during the semester for awarding the final grade in the course concerned.

e) The student will be required to take the makeup examination within 10 days from the completion of examination.

f) The student in normal circumstances who appear in makeup examination shall be placed in I grade in case the awards are submitted prior to the conduct of his/her makeup examination.

g) A student who does not appear in the end term examination on account of reasons which make him eligible for make up examination shall also be placed in I grade. His/her examination shall be conducted once he/she resumes class work.

a) Supplementary examinations shall be held only for the last two semesters in all programmes.

b) students having backlog in any paper(s) of other semesters shall be allowed to appear in examination with regular semesters and when the said exam is conducted. However, such students shall appear as backlog candidates with the syllabus applicable to them”.

Graduation Requirements:

The minimum residential requirements for various programs shall be as follows:

B.Tech. programmes	08 semesters
Bachelors of Business Administration (BBA)	06 semesters
B.Sc Actuarial & Financial Mathematics	06 semesters
Masters degree programme	04 semesters
Master in Computer Applications (MCA)	06 semesters
M. Phil	03 semesters
Doctorate degree programme	05 semesters
Integrated Ph.D	07 semesters

Time limit for completion of degree programmes

The maximum permissible period for completing a programme for which the prescribed duration is n semester shall be n+4 semesters for PG courses except MCA, and for MCA and such other courses it shall be n+6 semesters. For 03 and 04 years graduation courses it shall be n+6 and n+8 semesters respectively.

In case the student does not complete his/her programme successfully within the prescribed maximum time limit he/she shall no longer be a student of the University.

For one/ three year diploma programme a student shall be allowed to register for two/ four more semesters respectively after the normal duration of programme of training and if even then he/she does not complete his/her programme successfully he/she shall not longer be a student of this University.

Credit requirements

The minimum credit requirements prescribed for graduation under different programmes is as under. However, Academic Council shall review these requirements from time to time

BBA	120
B.Sc AFM	115
B.Tech.	185
M.Sc. Food Tech.	80
MBA/ Other PG programmes	80
MCA	120

- The total course package for B-Tech. Degree Programme will typically consist of the following components:

a) Basic Science Core Courses	20 Credits
b) Other Engineering Core Courses	30 Credits
c) Humanities and Social Science Core Courses	10 Credits
d) Programme Core Courses	88 Credits
e) Departmental Electives	18 Credits
f) Open electives Courses	9 Credits

(Open Elective Courses can be any of the following: Basic Sciences, Other Engineering Courses, Humanities, Social Science, Management)

- Mandatory Courses 4 Credits
(Environmental Studies-3, Seminar-1)
- Departmental/ programme major Project 5 Credits

Every student admitted in the first year is required to register and complete satisfactorily in Extra-Academic Activity (EAA) in the first two semesters, which is mandatory. However, The EAA does not carry any credits.

E.A.A= Games & Sports

Interested students can also enroll in NCC/NSS.

Each student should have cleared with CGPA of >5, at least 185 credits to be eligible for the award of the B-Tech. Degree.

Credit load

In undergraduate programme the full time program of work in a semester shall be 15 credit hours. The student must register for a minimum of 15 and a maximum of 32 credit hours in a semester inclusive of backlog subjects registered for study.

The students in a graduating semester may take repeat courses provided they complete their degree in that particular semester subject to a maximum of 34 credit hours including special courses. There will be a only one graduating semester in the programme of a student.

For post graduate programme the normal full time programme of work in a semester shall be 18 credit hours. There will be only one graduating semester wherein a student can register upto 30 credit hours.

Promotion Rules:

There are no restrictions for promotion from odd semester to even semester.

From I year to II year:

To be able to register in the Second year, a student should have secured CGPA of >5 at the end of first year.

From II year to III year:

For promotion to Third year, a student should have (i) cleared all the course work requirements of first year and (ii) must have secured CGPA of >5 at the end of II year.

From III year to IV year:

For promotion to Fourth year, a student should have (i) cleared all the course work requirements of first Year, second Year and (ii) must have secured CGPA of >5 at the end of III year.

S.No	Semesters In Programmes	Promotion rule per Semester						
		I-II	II-III	III-IV	IV-V	V-VI	VI-VII	VII-VIII
1	4	Direct	Should have passed 50% Credits of Sem-I & II in aggregate	Direct				
2	6	Direct	Direct	Should have passed 50% Credits of Sem-I,II &III in aggregate	Direct	Direct		
3	8	Direct	Direct	Direct	Should have passed 50% Credits of Sem-I ,II,III & IV in aggregate	Direct	Direct	Direct

Note: Direct would mean that there shall be no condition on the minimum number of papers to pass for admission to semester subject to the condition that the student is otherwise eligible for promotion.

Repeating of course

- a) A student who does not fulfill the attendance requirement of 75%.

“ the students who do not meet the mandatory attendance requirement in any particular course at the end of the semester shall have to repeat the course as and when offered next”.

Award of grades and credit points.

At the end of each semester, the instructor in the course shall, grade students on the basis of cumulative results of different tests/examinations and on the basis of performance in laboratory practicals, assignments and other projects. The instructor concerned shall maintain all records of attendance, term examinations and end of semester examinations and prepare grade sheet of the students. The instructor concerned shall convey these grades (in prescribed profarma) through the Head of the Department to the Dean concerned who in turn shall send the same to the examination unit.

The sum of the marks awarded to each student in a course will be rounded off to two decimal points by the instructor and convert them into a ten point scale. These points will be converted into grades according to the following grade scale.

Percentage of marks	<u>Credit point</u>	<u>Grade</u>
90-100	10.0	O
80-89	9.0	A
70-79	8.0	B
60-69	7.0	C
50-59	6.0	D
40-49	5.0	E
<40	0	F

Evaluation indices

The result of every course will be declared in term of grade. However, the Grade Point Average of each semester combined result, based on the credits assigned to each course will be determined as below:-

The performance of a student is evaluated in terms of two indices, viz. the Semester Grade Point Average (**SGPA**) which is the Grade Point Average for **a semester** and Cumulative Grade Point Average (**CGPA**) which is the Grade Point for **all the completed semesters** at any point in time.

The Earned Credits (E.C.) are defined as the sum of course credits for courses in which students have been awarded grades between O to E.

Points earned in a semester = \sum (Course credits x Grade point) for courses in which O to E grade has been obtained.

The SGPA is calculated on the basis of grades obtained in all courses, except audit courses and courses in which S/Z grade is awarded, registered for in the particular semester:

$$SGPA = \frac{\sum_{\text{Semester}} (\text{Course credits} \times \text{Grade point}) \text{ for all courses except audit and S/Z grade courses}}{\sum_{\text{Semester}} (\text{Registered credits}) \text{ except audit and S/Z grade courses}}$$

The CGPA is calculated on the basis of registered grades, except audit courses and courses in which S/Z grade is awarded, obtained in all completed semesters.

$$\sum_{\text{All Semesters}}$$

(Course credits x Grade point) for all courses except audit and S/Z grade courses

CGPA =

(Registered credits) except audit and S/Z grade courses

An example of these calculations is given below:

Semester –I

Course	Course Credits	Grade Awarded	Earned Credits	Grade Points	Points Secured = 4 x 5
(1)	(2)	(3)	(4)	(5)	(6)
ECE 101T	4	B	4	8.0	32.0
ECE 102T	4	C	4	7.0	28.0
ECE 103T	4	A	4	9.0	36.0
ECE 104T	4	B	4	8.0	32.0
ECE 105T	3	F	0	0	0.0
ECE 106T	1	B	1	8.0	8.0
ECE 107P	1	O	1	10.0	10.0
ECE 108P	1	E	1	5.0	5.0
ECE 109P	2.5	O	2.5	10.0	25.0
ECE 110P	1.5	O	1.5	10.0	15.0

Credits registered in the semester = (total of column 2) = 26

Earned credits in the semester = (total of column 4) = 23

Points secured in this semester = (total of column 6) = 191

SGPA = $\frac{\text{Points secured in the semester}}{\text{Credits registered excluding S/Z grade courses}} = \frac{191}{26} = 7.35$

CGPA = $\frac{\text{Cumulative Points secured in all courses}}{\text{Cumulative registered credits, excluding S/Z grade courses}} = \frac{191}{26} = 7.35$

At end of Semester –II for same student

Course	Course Credits	Grade Awarded	Earned Credits	Grade Points	Points Secured = 4 x 5
(1)	(2)	(3)	(4)	(5)	(6)
ECE 201T	4	O	4	10.0	40.0
ECE 202T	4	C	4	7.0	28.0
ECE 203T	4	A	4	9.0	36.0
ECE 204T	4	B	4	8.0	32.0
ECE 205T	4	F	0	0	0
ECE 206T	3	B	3	8.0	24.0
ECE 207P	1	C	1	7.0	7.0
ECE 208P	1	E	1	5.0	5.0
ECE 209P	1	O	1	10.0	10.0

Credits registered in the semester = (total of column 2) = 26

Earned credits in the semester = (total of column 4) = 22

Points secured in this semester = (total of column 6) = 182

Cumulative points secured as of date (total of points secured in previous semesters and current semester) = 191 + 182 = 373

$$\text{SGPA} = \frac{\text{Points secured in the semester}}{\text{Credits registered excluding S/Z grade courses}} = \frac{182}{26} = 7.00$$

$$\text{CGPA} = \frac{\text{Cumulative Points secured in all passed courses}}{\text{Cumulative registered credits, excluding S/Z grade courses}} = \frac{373}{26 + 26} = 7.17$$

Significance of grades

The significance of grades is as under

- O - Outstanding achievement
- A - Excellent performance
- B - Very good performance
- C - Good Performance

D	-	Average performance
E	-	Stands for marginal performance it is the minimum passing grade in any course
F	-	Fail and denotes poor performance. When a student gets grade F in a course, the credit points corresponding to that course shall not count for graduation requirements, but the credits and credit points shall be taken into account for computing the credit point/grade point average subject to the provisions of rule for repeating courses.
W- grade	-	An instructor shall award W-grade in his/her course only to a student who has been permitted to withdraw from the course under rule.
I grade	-	An I grade denotes incomplete grade. When a student cannot complete all requirements of the course/s on account of valid reasons with the permission as mentioned under the regulation for make up examination the instructor may award grade I provided that he/ she is satisfied that the students progress in the studies, his/ her attendance and his/ her performance in the other tests and assignments has been satisfactory as per the regulations. When I grade is awarded in a course, the examination unit may declare the result of the student without taking into account that course. The result in that course shall be kept in abeyance till such time as the instructor holds makeup test and returns the final grade in accordance with the provisions of these regulations. On receipt of the final grade as indicated above, the examination unit will issue the revised semester report in respect of the student. When 'I' grade is awarded in a course the examination unit shall declare the result of the student showing 'I' grade in that course. 'I' grade does not appear permanently in the grade card. Upon completion of all requirements the 'I' grade is converted to a regular grade (O to E). I grade shall not be awarded to students falling short of attendance. The period for completion of 'I' grade shall be determined by the Concerned Dean/ Head.
S/Z grade	-	These grades are awarded in a course that a student opts to audit. Audit applications are allowed during the first 4 weeks of a semester. The audit pass (S) is awarded if the student's attendance is above 75% in the class and he/she has obtained at least minimum grade for pass unless the course coordinator has specified a higher criteria at the beginning of the semester. If either of these requirements are not fulfilled, the audit fail (Z) grade is awarded. The credit points/grades obtained in an audit course are not considered in the calculation of SPGA or CGPA. The Z grade is awarded for non-completion of the course requirements and the student will have to register for the course until he/she obtains S grade.
X grade	-	Award for incomplete work in independent study, project etc., based on the application of student. On completion of the work X grade can be converted into a regular grade within first week; otherwise the student will be required to register for the course in the next semester.
RA grade		This grade is awarded to the students who have to repeat the course/ courses on account of shortage in attendance.

Formula for interconversion of CGPA and aggregate percentage of marks.

The following formula has been adopted by the University to determine the equivalence of Cumulative grade point average from 1 to 10 under the semester system in terms of the percentage of marks awarded under the traditional system of examination.

For conversion of Cumulative grade point average into percentage marks.

$$Y = 10Z$$

Where Y = Percentage of marks in the traditional system

Z = Cumulative grade point average in 10.00 point system of evaluation.

eg. $Y = 10Z$

$$10 \times Z = \text{Percentage}$$

Students securing 60% and above shall be placed in 1st Division and the students securing 75% and above shall be awarded Distinction.

Responsibility to attend examinations

1. Candidates are responsible for checking the dates, time and location of their examinations from the examination schedules, and present themselves for the examination at the appointed place and time. Examination schedules shall be announced by the examination unit of the University at least one week prior to exam period.
2. Where all or a part of the assessment for an examination of paper is by means other than of a formally invigilated written examination (practical, comprehensive viva etc.) the concerned faculty member shall announce the details of the appropriate arrangements etc., and it is the candidates responsibility to acquaint themselves with these details.
3. A candidate who is unable to attend an examination under normal conditions because of illness, disadvantage, or other extenuating circumstances or who would be significantly disadvantaged may be permitted to sit in the exam under special conditions. Such special arrangements which may include (if necessary) additional timing, use of dictating, or other facilities, will need to be approved in advance by the Vice Chancellor on the recommendations of concerned HOD/ Dean. In all other respects the University regulations governing exams shall apply. Candidates requesting special arrangements on medical grounds shall be required to substantiate their requests with a medical certificate or any other documentary evidence. Candidates requesting special arrangements on other grounds may be required to reimburse the University for expenses incurred in such arrangements subject of the approval of Vice Chancellor.
4. A candidates is required to inform the examination unit in writing through concerned HOD/Dean immediately if for any reason he/she is unable to sit for an examination because of illness, accident or other causes, or if there is any factor arising immediately prior to or during the examination which the candidate believes could adversely affect his/her performance and which he/she wishes to be taken into account when assessing that performance.
5. No candidate's request to sit for examinations outside the specified period of the semester dates will be accepted on the mere justification that he/she has to attend any examinations conducted by agencies other than the University.

Eligibility for examination

A student enrolled for any programme in the University seeking admission to the examination to be held at the end of each semester must have:-

- i) Pursued a regular course of study for the full semester.
- ii) Completed the prescribed attendance requirements.

- iii) Has paid the prescribed fee.
- iv) Not been debarred from registering for a specified period on disciplinary or any other ground.

A candidate who fails to satisfy the conditions of eligibility as mentioned above and whose deficiency in lecturers/ practicals is not condoned by the Competent Authority shall not be allowed to sit in the semester examination

Division Grade Improvement Policy

- a) Any candidate who is eligible for award of degree shall be eligible for grade improvement.
- b) An eligible candidate applying for grade improvement can appear in the examination of any paper/s of his choice, upto a maximum of 4 papers (16 Credits).
- c) An eligible candidate shall have to appear in the paper/s as and when the exam for such paper/s is conducted by the University in a single or two sittings within one year of declaration of his/her result. In no case shall there be a separate exam for grade improvement.
- d) Grade improvement shall only be allowed for external theory papers and not in case of Projects/ Viva Voce/ Practical and internal papers.
- e) In case a candidate after appearing in the exams secures less marks than obtained earlier, the higher marks certificates shall be retained by the students.
- f) A candidate who has appeared in the examination for grade improvement shall be required to surrender his earlier certificate/s and obtain a fresh certificate.
- g) The year of passing shall be the one in which the candidate improves his/her grade and the certificate shall be issued mentioning 'grade improvement case'.

The Candidate/s shall not be entitled to any medal or merit certificate on account of grades acquired through Grade improvement scheme.

Conduct of Candidates during examination

1. Candidates shall comply with all the instructions set forth on the examination book and/or exam paper or with any examination notice displayed in the examination hall or with any instructions given by the invigilator.
2. Candidates shall observe silence within the examination venue, except when it is necessary to communicate with an invigilator in a manner that it will not cause any unnecessary distraction to other candidates. A candidate who persists in causing disturbance to other candidates after a warning may be required to discontinue the examination and leave the examination hall.
3. All writing must be done in blue/black ink (ball pen or fountain pen) in the answer book provided and rough work should be crossed out. Under no circumstances should pages be removed from the answer book.
4. If a candidate is found guilty of running away or swallowing or destroying any paper or note or material found in his/her possession the candidate shall be deemed to have failed in that paper based on the evidence and report of the invigilator to the HOD/ Dean concerned.
5. Candidates should pay attention to any general conditions which may be stated on the cover page answer book. They should also listen carefully to the invigilator's announcements.
6. Candidates must write the subject title, roll number or subject code (if applicable) clearly on the front page of each answer book including supplementary sheets.

7. Candidates must read instruction printed on the examination question paper before doing the exam.
8. If circumstances arise during an examination which in the opinion of the invigilating staff, render it necessary for the examination to be cancelled or postponed, the HOD will stop the examination and as soon as possible, arrange for the written scripts to be collected and report the matter to the Dean concerned immediately with his/ her detailed observations and recommendations. The above report of HOD/Dean will be examined and investigated by the Competent Authority of the University and action as may be deemed necessary will be taken. In the event another examination is ordered to be held, the new examination will be deemed to be the prescribed examination.
9. Students are not allowed to leave the Examination Hall without submitting the answer script. They will not be permitted to enter the examination hall after 30 minutes of commencement of the examination and to leave the examination hall before 30 minutes of the closure of the examination.
10. If a staff member is involved in abetting the unfair means shall be immediately removed from the examination hall and disciplinary action shall be initiated against her/ him for the purpose.
11. If a candidate fails to deliver his/her answer books to the supervisory staff before leaving the examination hall, action shall be taken besides canceling his/her examination of the paper.
12. It is the responsibility of the candidates to ensure that all loose pages are securely fastened into the answer booklets.
13. The invigilation staff shall ensure that all the answer papers have been received by counting and tallying them against the roll call for that examination.
14. The nature of malpractice and the minimum punishment are indicated in the following table:

S. No	Nature of the Malpractice	Punishment
1	Taking out, used or unused answer script outside the examination room	The candidate shall be awarded an F Grade in the subject and fine of Rs. 1000/- per paper.
2	Verbal or oral communication with neighbouring students after one warning	Taking away the answer script asking the student to leave the hall.
3	Possession of any incriminating material inside the examination hall (whether used or not) For Example: Written or Printed materials, bits, writings on scale, Calculator, Handkerchief, Dress, Part of the body and hall ticket. Possession of Cell phones, Programmable calculators, recording Apparatus, or any unauthorized electronic equipment. Copying from neighbour. Exchange of question papers and other materials with some answers.	Award zero marks.
4	Possession of answer script of another candidate Giving answer script to another candidate.	The candidate shall be awarded zero marks in the examination and he/ she shall be awarded F Grade in that particular subject.

5	Misbehaviour in the examination hall (unruly conduct, threatening the Invigilator, or any other examination officials) Repeating involvement in malpractices 2 to 4 above.	Cancellation of all theory examinations registered in that semester and further debarring from continuing his/her studies for one year (two subsequent semesters). However such students may be permitted to appear for makeup examinations of the previous semesters.
6	Cases of Impersonation	Handing over the impersonator (outsider) to the police with a complaint to take appropriate action. Cancellation of all examinations (all papers registered) for the bonafide student for whom the impersonation was done and further the bonafide student will be debarred from continuing his/her studies and writing all examinations for two semesters. If a student of this institution is found to impersonate a bonafide student, the impersonating student will be debarred from continuing his/her studies and writing all examinations for two semesters.

The malpractice and Disciplinary action committee (Academic) shall award the appropriate punishment. The constitution of the committee is as follows:-

1. Controller Examination, Chairman.
2. Dean of students.
3. Concerned Dean/ Head of the department.
4. Invigilator (S).
5. Faculty In-Charge, Examinations- convener.

The Faculty In-Charge, Examinations will report the cases of malpractices to this Committee.

Re-admission of students

- (a) A student who leaves the University at the end of a semester with a good standing shall be eligible for re-admission provided that he seeks re-admission within one year of his/her leaving the University.
- (b) If a student on good academic standing for certain competing reasons, had to leave the University with the permission of the Dean concerned during the currency of semester, he/she may be re-admitted within a period of one year of his/her leaving the University.
- (c) If a student on good academic standing leaves the University during the currency of a semester without the permission of the Dean concerned, he/she can be re-admitted within a period of one year only with the prior approval of Vice Chancellor.
- (d) While seeking re-admission, he/she must give detailed justification for consideration by the competent authority and should apply for re-admission at least 2 months before the start of the next regular semester.
- (e) For reasons to be recorded the condition of good standing may be relaxed by the competent authority at his/ her discretion under exceptional circumstances.
- (f) The admission so made shall be under supernumerary quota.