



جامعة عليا

Aliah University

(A State University established by the Act XXVII of 2007 of the West Bengal Legislature)

Kolkata, India

## Examination Rules

The Academic Programmes in Aliah University are offered under Semester System. Each Academic session is divided into two regular Semesters in a year. The Semester that begins in July (July to Dec.) is known as the Autumn Semester or Odd-Semester and the Semester that begins in January (Jan. to May) is known as the Spring Semester or Even-Semester.

At the beginning of each Semester, Semester Enrolment is mandatory for every student.

Students shall enrol for Courses she/he intends to take during a given Semester on the basis of the programme for each discipline as given in the bulletin of Courses of Study. Students will be further guided by a Faculty during the process of enrolment of Courses. The Normal load during a semester is 24 credits.

### 1 Credit System

The minimum Credit required for award of Degree in a 4-yr B. Tech. Programme is 200. Similarly, the minimum Credit requirement for

- 5-Yr Integrated Programme is 240
- 3-Yr Undergraduate Programme (Hons.) is 144,
- 3-Yr Undergraduate Programme (Gen) is 112,
- 2-Yr Postgraduate Programme is 96.

Total contact hours i.e., Instruction /Workload in terms of L (Lecture) + T (Tutorial) + P (Practical) for a Semester should not exceed 32 contact hours per week.

In the following, Credit, Equivalent Full Marks (wherever applicable), and (L+T+P) hours per week, for different Courses, is elaborated.

**5-yr Integrated M.A./ M.Sc., 3-yr B.A.(Hons/ Gen) and 2-yr M.A./ M.Sc.:**

Course	Credit Offered	Full Marks	Instruction/Workload i.e., (L+T+P) per week
Theory	4	50	1hr x 4 days = 4hrs / 1 hr Tutorial
Practical	4	50	3hrs x 2 days= 6hrs
Viva	4	50	--
Seminar	4	50	--
Project	4	50	--
	8	100	--
	16	200	--

## B. Tech., M. Tech., MCA, MBA:

Course	Credit Offered	Instruction /Workload i.e., (L+T+P) per week
Theory	4	1hr x 4 days = 4hrs
Practical	2	3hrs x 1 day= 3hrs
Viva	4	--
Seminar	4	--
Project	4 or above	--

## 2 Distribution of Courses in Each Semester

Distribution of Courses in each Semester of all Programme is as per the Curriculum prepared by individual departments. Honours Courses, Subsidiary Courses, and Compulsory Courses are indicated for 5-yr Integrated M.A./ M.Sc., and 3-yr B.A.(Hons) Programme.

## 3 Attendance Requirement

The University expects 100% attendance of the students. However, the prescribed attendance 75% in the classes for individual Course has to be strictly adhered to, in case of eligibility to appear in the End-Semester examination. In individual cases, the Dean of concerned faculty (or HOD till the Dean is appointed) has the power of relaxing the prescribed percentage of attendance to the maximum of 15% as may have been prescribed on the ground of following nature on production of documentary proof:

- Illness,
- Natural Calamities, and
- Participations in University sponsored Activities / Extracurricular Activities.

If it is considered necessary to have further relaxation, the matter must be placed before the Academic Council by the Vice-Chancellor for decision.

A student who is debarred from appearing in the End-Semester examination is required to re-enrol for the same Course(s) in subsequent Semesters when it is offered.

## 4 Examination System

Semester-wise performance assessment for every Course is done through various modes of examinations. These include Quizzes/Class tests/Home assignments/Group assignments/ Viva-voce, Mid-Semester Examination and End-Semester Examination.

### 4.1 Modes of Evaluation for Theory Courses

Subcomponent	Weight	Duration of Examination	Examination covering the syllabus
Internal Assessment (T.A.)*	20%		
Mid-Semester examination	30%	1 ½ hours	Syllabus covered till last class before Mid-Semester Examination
End-Semester examination	50%	2 ½ hours	Full Syllabus

\* - Internal assignment (Teacher's Assessment) is based on Quizzes/Assignment/ Surprise Test/ Viva-voce/ Group Discussion which are taken by the concerned faculty time to time during the Semester. Relevant records are preserved by the Dept.

#### 4.2 Modes of Evaluation for Laboratory Courses

Subcomponent	Weight	Remark
Continuous Assessment (T.A.)	40%	Student's performance in Practical classes and Laboratory records
Viva-voce	10%	
Semester-End Test	50%	To be conducted in the last Lab Class of the Semester routine

#### 4.3 Modes of Evaluation for Projects

Projects need regular interaction, at least once a week, with the Supervisor. Within the date specified in the Academic Calendar, students must submit 4 typed copies of Project Report and defend it in front of a panel of examiners. For Programme like M. Tech. the Panel may also include Examiners from Industries, and/or other institutes/ organizations. The dates for presentations, and details of mode of assessment are decided by the individual Departments.

After successfully defending the Project at the Viva-voce examination; the original copy of the Project Report is to be submitted to the Supervisor and to the Library.

#### 4.4 Modes of Evaluation for Seminars

Seminars are evaluated based on a written Report, and an oral presentation before a panel of examiners.

#### 4.5 Modes of Evaluation for Grand Viva

Grand Viva is conducted by a panel of examiners in presence of external examiners and Grades are awarded based on the performance in the Grand Viva.

#### 4.6 Disclosing of Evaluated Answer script to students

As a process of learning and for the benefit of the students, the Answer scripts of all Class tests, Assignments, Mid-Semester examinations, End-Semester examinations etc., after correction, would be shown to the students.

### 5 Grading System (in 10-point scale)

The Letter Grades with their numeric values, i.e., Grade Points and Equivalent Percentages of Marks are given below:

Classification	Letter Grade	Numeric Value	Percentage
Outstanding	O	10	95-100
Excellent	Ex	9.5	85-94
Very Good	A+	8.5	75-84
Good	A	7.5	65-74
Fair	B+	6.5	55-64
Average	B	5.5	45-54
Qualified	C	4.5	35-44
Fail	F	0	<35

### Qualifying Marks:

#### (a) Up to Academic Session 2013-14

Qualifying Marks were 35% for Theory and 50% for Lab Courses. Grade Cards and Certificates have been issued accordingly to pass-out students

#### (b) From Academic Session 2014-15

For all Courses (Theory, Lab, Seminar, Project/ Dissertation, etc.) offered under all Academic Programmes of the University, the Qualifying Marks is 35%. However, the Qualifying Marks

- i. For LL.M. Programme, is 50% for all Courses offered, whether it is Theory (Core and Compulsory) or Dissertation.
- ii. For B.ED. Programme, is 40% for all Courses offered, whether it is Theory, Practicum or others.

#### Note:

- i. CGPA of 5.0 is the requirement to obtain B.Tech./M.Tech./BBA-MBA/BCA-MCA Degree,
- ii. 40% Marks in aggregate of Honours Courses is the requirement to obtain Bachelor Degree with Honours.

### Compulsory Courses:

#### (a) Up to Academic Session 2013-14

Since inception, following Compulsory Courses were offered. As other Courses, performance of students for Compulsory Courses were also taken in to account for calculation of SGPA, CGPA, and 'Percentage of Marks'.

B. Tech. Programme, and 5-Yr Integrated Programme	2-Yr Programme
Elementary Arabic-I	Elementary Arabic
Elementary Arabic-II	Islamic Studies
Islamic Studies-I	
Islamic Studies-II	
Environmental Studies	
Computer Application	
Common English	

**(b) From Academic Session 2014-15**

After much deliberation regarding Course Structure, a Circular [Ref. Memo no. AU/REG/0431/15, July 10, 2015] has been published, in which it is stated that students have to take and pass certain Compulsory Courses as given below to fulfill the requirement of degree.

<b>B. Tech. Programme, and 5-Yr Integrated Programme</b>	<b>3-Yr Programme</b>	<b>2-Yr M.A./ M.Sc./ LL.M.</b>	<b>2-Yr M.A. in Arabic</b>	<b>2-Yr M.A. in Theology</b>	<b>B.Ed. Programme</b>
Elementary Arabic & Islamic Studies	Common English	Elementary Arabic	Computer Application	Communicative English & Arabic	(NIL)
Common English	Common Bengali	Islamic Studies <i>(not offered under LL.M. Programme)</i>			
Environmental Studies	Environmental Studies				
Presentation Skill/ Basic Knowledge in Computer Application	Basic Knowledge in Computer Application				

However, performance of the Compulsory Courses will not be included for calculation of SGPA, CGPA, Percentage of Marks of the Programme from session 2014-15 onwards. As per above Circular, Qualifying Marks for 'Elementary Arabic & Islamic Studies' was enhanced to 45% from 2014-15 Session.

**Note:**

- i. For LL.M. Programme, performance of 'Elementary Arabic' is excluded from calculation of SGPA, CGPA, and Percentage of Marks from very first batch of LL.M. i.e., from 2013-14 Session,
- ii. From 2015-16 Session, Qualifying Marks of 'Elementary Arabic & Islamic Studies' is 35% and no inclusion of performance in calculation of SGPA, CGPA, and 'Percentage of Marks'.

**5.1 'AX' and 'T' Grade**

The Grade 'AX' in a Course is declared two weeks before End-Semester examination if a student has

- a. poor attendance record in the Lecture/Tutorial classes, and/or
- b. missed all Tests, Assignment submissions, and Mid-Semester examinations), etc.

A student with 'AX' Grade in a given Course is not permitted to take the End-Semester examination in that Course and requires re-enrolment for the Course.

'I' Grade is awarded in a Lecture/Laboratory Course if a student has satisfactory performance in Semester and has fulfilled the 75% attendance requirement, but has not appeared for the End-Semester examination due to valid reasons such as serious illness/accident of the student or the family members. Such students have to appear in Supplementary examination to be held in corresponding Summer Term. The Grades obtained in the Supplementary examination by the students of such category will not be downgraded to the next lower Grade for the calculation of SGPA and CGPA.

Such student must submit the application through concerned HOD for consideration to get 'I' Grade before completion of the corresponding End-Semester examination.

In any case the 'I' Grade will not be continued beyond the commencement of the subsequent Semester.

## 5.2 Change of Grade

Once Grades are published, changes if any will be allowed in case of totalling and tabulation errors only. There will be a specified time as mentioned in the Academic Calendar to submit the revised Grades by concerned faculty through the Head of the Department.

## 6 Supplementary Examination

A Student is eligible to appear in Supplementary Examination only in failed Courses. Students who could not appear in End-Semester Examination due to genuine reason can appear in Supplementary Examination.

Students whose Answer Script of End-Semester Examination was cancelled due to unfair means in the examination are also allowed to appear at Supplementary Examination.

### Note:

- i. Supplementary Examination equivalent to the End-Semester examination is conducted at the end of each Semester for FINAL YEAR [7<sup>th</sup> & 8<sup>th</sup> Semester for B. Tech., 9<sup>th</sup> & 10<sup>th</sup> Semester for Int. M.A./ M.Sc., 5<sup>th</sup> & 6<sup>th</sup> Semester for 3-Yr Programme, 3<sup>rd</sup> & 4<sup>th</sup> Semester for 2-Yr Programme] students only within 30 days. The students of 3<sup>rd</sup> year [5<sup>th</sup> & 6<sup>th</sup> Semester] of 5-yr Integrated Programme are also eligible for Supplementary Examination.
- ii. Students of other than final year need to appear in the Mid-Semester Examination, and End-Semester Examination of the failed Course in the corresponding Semester. [For example, if a student *failed or was unable to appear* in CE 101 Mechanics in Autumn (Odd) Semester 2014, then s/he has to appear in the Mid-Semester Examination, and End-Semester Examination of CE 101 Mechanics in Autumn Semester in the following next year.]  
Explanation: Marks obtained in the previous Mid-Semester Examination of failed Course is not taken in to account. However, T.A. is carried forward.

- iii. Separate Supplementary Grade Card is issued for Courses appeared in Supplementary Examination.

Intending students must submit their application in prescribed format, countersigned by the Teacher(s) of the Course(s) or the Head of the Department concerned, along with the necessary fees to the Controller of Examinations within the date as announced.

## 7 Semester Grade Point Average (SGPA)

The performance of a student in a Semester is indicated by a number called Semester Grade Point Average (SGPA). The SGPA is the weighted average of the Grade Points obtained in all the Courses except the Compulsory Courses as mentioned in Clause no. 5 enrolled by the student during the Semester. For example, if a student passes five Courses (Theory/Lab/Project/Seminar etc.) in a Semester with credits  $c_1, c_2, c_3, c_4$  and  $c_5$  and his/her Grade Points in those Courses are  $g_1, g_2, g_3, g_4$  and  $g_5$  respectively, then his/her SGPA is calculated as:

$$\text{SGPA} = \frac{c_1 \cdot g_1 + c_2 \cdot g_2 + c_3 \cdot g_3 + c_4 \cdot g_4 + c_5 \cdot g_5}{c_1 + c_2 + c_3 + c_4 + c_5}$$

The SGPA is calculated to two decimal places (rounded). The Courses which do not form the minimum requirement of the Degrees will not be considered for calculation of the SGPA. Such additional courses, termed as Audit Courses, if undertaken, the Grades earned by the student will be shown separately as 'AU' Courses.

It is calculated every Semester to two-decimal places (rounded) and is indicated in Semester Grade Card/ Consolidated Grade Card.

## 8 Cumulative Grade Point Average (CGPA)

An up to date assessment of the overall performance of a student from the time s/he entered the University is obtained by calculating a number called Cumulative Grade Point Average (CGPA), in a manner similar to the calculation of SGPA. CGPA considers all the Courses enrolled since s/he entered the University except the Compulsory Courses as mentioned in Clause no. 5

It is calculated every Semester to two-decimal places (rounded) and is indicated in Semester Grade Card/ Consolidated Grade Card.

When a student gets the Grade 'I' or 'AX' for any Course during a Semester, the SGPA for that Semester and the CGPA at the end of that Semester will be tentatively calculated ignoring 'I' and 'AX' graded Course(s).

Whenever a student pass a Course by Supplementary Examination in any Semester, the earlier Grade(s) obtained by him/her in the Course is ignored and is replaced by the Grade obtained in the Supplementary Examination. After conversion of 'I' and 'AX' Grade(s) to appropriate Grade(s), the SGPA and CGPA for that Semester is finally recalculated after taking the converted Grade(s) into account.

## 9 Calculation of Percentage of Marks

### **B.A., B.Sc., M.A., M.Sc., LL.M. B. Ed.:**

The Percentage of Marks obtained in a Semester is calculated as follows:

$$\text{Percentage of Marks} = \frac{\text{Total Marks obtained in a Semester}}{\text{Total Full Marks offered in a Semester}}$$

The Percentage of Marks obtained in all Semesters of a Programme is calculated up to one decimal (rounded) in the same manner. Compulsory Courses as mentioned in Clause no. 5 is excluded in the above calculation.

### **B. Tech., M. Tech., MCA, MBA:**

The Percentage of Marks obtained in a Semester is calculated as follows:

$$\text{Percentage of Marks} = \frac{\sum C_i m_i}{\sum C_i}$$

Where,

$c$  = Credit offered in each Course

$m$  = Percentage of Marks obtained in each Course

$i$  = 1 to  $n$  ( $n$  = no. of Courses offered in a Semester)

The Percentage of Marks obtained in all Semesters of a Programme is calculated up to one decimal (rounded) in the same manner. Compulsory Courses as mentioned in Clause no. 5 is excluded in the above calculation.

The Percentage of Marks obtained in a Semester is indicated in the Semester Grade Card. In the Consolidated Grade Card, the Percentage of Marks is mentioned as per format.

## 10 Semester Grade Card

At the end of each Semester the Semester Grade Card, which reflects the performance of the student in that Semester, is prepared keeping in the view of the following points.

- i. **For B.A., B.Sc., M.A., M.Sc., LL.M., B.Ed. Programmes**, in the Grade Card, FM (Full Marks), MO (Marks Obtained), Credit, Grade against each Course is shown in a tabular form. SGPA, CGPA, and 'Percentage of Marks' in the Semester is shown below the Table.
- ii. **For B. Tech., M. Tech., MCA, MBA Programmes**, in the Grade Card, Credit, Grade, and 'Percentage of Marks' obtained against each Course is shown in a tabular form. SGPA, CGPA, and 'Percentage of Marks' in the Semester is also shown below the Table.
- iii. The performances of a student in Compulsory Courses as mentioned in Clause no. 5 are excluded.
- iv. For students who was awarded with 'I' &/or 'F' Grades in any Course(s), Grade Card is prepared once the Supplementary Examination(s) is/are over.
- v. System of evaluation is mentioned in the overleaf.



## 11 Consolidated Grade Card

On successful completion of the programme, students are given Consolidated Grade Card stating the performance of all Courses taken from First Semester to Last Semester in the approved format. Compulsory Courses are mentioned but performances are excluded from calculation of CGPA, SGPA, and 'Percentage of Marks' as mentioned in Clause no. 5.

Students pursuing **5-year Integrated Programme** are given the Consolidated Statement of Grade and Marks obtained in first **SIX** Semesters leading to the award of Bachelor degree with Honours. The 'Percentage of Marks' obtained in Honours is mentioned taking into account only the performances of the earmarked Honours Courses as intimated by departments. However, the CGPA reflects the performance of all Courses taken from First Semester to Sixth Semester as mentioned above under Clause no. 10.

Such students are to receive another Consolidated Grade Card after completion of remaining **FOUR** Semesters mentioning the Specialization Courses, if any.

So, for 5-Yr Integrated students, two Consolidated Grade Cards are issued:

- After first SIX semesters leading to the award of Bachelor's Degree
- After completion of the Programme i.e., all TEN semesters leading to the Master Degree under 5-Yr Integrated Programme.

System of evaluation is mentioned in the overleaf of the Consolidated Grade Card.

## 12 Transcript

Transcript is the **Consolidated Statement of the Academic Performance** of a student for all the Semesters since joining the Programme and is given to a student on application with requisite fee after successful completion of the programme.

For those students who took multiple attempts to clear a Course, the Transcript only contains earned pass Grade; the Course, however, is shown in the Semester in which the student has finally cleared the Course. The Transcript shows the overall CGPA, 'Percentage of Marks' etc. as in the format of Consolidated Grade Card based on all the Courses taken by the student. Additional Courses, if any, are shown separately.

Additional copies of the Transcript can be obtained if needed, on request and upon payment of applicable fee.

Students who are yet to complete the Programme can obtain an Interim Transcript, if needed, on request and upon payment of applicable fee.

## 13 Certificate

On successful completion of the programme, the students are given Degree Certificate. The Certificate do not mention any Class whatsoever; only the CGPA is given. CGPA of 6.5 or above may be considered as a First Class.

The Degree Certificate indicates the relevant Branch, and Specialization, if any, in the Engineering or Science/Humanities discipline in which the student has graduated. For example: Bachelor of Technology in Civil Engineering, Master of Science in Chemistry, or Bachelor of Technology in Electrical Engineering, and Master of Technology in Electrical Engineering with Specialization in Microelectronics.

Provisional Certificate may also be issued, on application, to the concerned student by the Controller of Examinations.

#### 14 Guidelines for issuance of Grade Card/ Transcript/ Certificate etc.

The guidelines for issuance of **Grade Card**, Transcripts, and Certificates etc. are mentioned in the Appendix-1.

#### 15 Promotion to next Year

From Academic Session 2015-16 onwards:

- i. Students who clear two-third of total Credits taken in a year are promoted,
- ii. Students failed in any Lab Course are not promoted to next Semester/ Year, as the case may be,
- iii. For promotion to third year class, all first year Courses must be cleared.

For students admitted in Academic Session 2014-15:

- i. Students failed in any Lab Course are not promoted to next Semester/ Year, as the case may be (w. e. f. January 1, 2016),
- ii. Students with not more than Six (06) failed Course are promoted to next year class.

For students admitted in Academic Session 2013-14 or before:

- i. Students failed in any Lab Course are not promoted to next Semester/ Year, as the case may be (w. e. f. January 1, 2016),
- ii. Students with not more than Eight (08) failed Course are promoted to next year class.

#### 16 Maximum duration for a Programme

A student in any Degree Programme must complete the prescribed Course work as mentioned below:

Programme	Maximum duration
5-year Integrated Programme	SEVEN years
4-year B. Tech. Programme	SIX years
3-year Programme	FIVE years
2-year Programme	FOUR years

In special cases the Academic Council may, on recommendation of the Departmental Committee, further extend the total time limit for completion of all the requirements of the Programme.

## 17 Exit Policy for 5-yr Integrated Programme

### UGC Guideline

As per UGC Specification of Degrees [published in The Gazette of India, July, 5, 2014],

- a) *The Integrated/ Dual Degree Programmes must not dilute the standards as prescribed under the Regulations made by the UGC and other Statutory authorities concerned in terms of syllabi, programme duration and examination requirements.*
- b) *If the Integrated/ Dual Degree Programmes intend to offer two separate degrees with an option for interim exit or lateral entry, the duration of the Integrated/ Dual Degree Programme must not be less than the sum total of the prescribed duration of the two degrees that are being combined in the Integrated/ Dual Degree Programme. Provided that all such programmes would carry the nomenclature of “Integrated/ Dual Degree (name of the first degree) – (name of the final degree)”. Provided further that both the degrees awarded under the Integrated/ Dual Degree Programme shall be individually and separately recognized as equivalent to corresponding degrees and not as one single integrated degree.*
- c) *If the Integrated Programme intends to offer a single degree without permission to exit and lateral entry, the programme duration may be relaxed by not more than 20% of the sum total of prescribed duration of the two degrees that are being combined to make the single Integrate degree.*

**In view of the above UGC Specification mentioned under (b):**

- i. **Students admitted in 2015-16 in 5-Year Integrated Programmes will be issued Degrees,**
- ii. **5-Year Integrated Programmes running since inception, students will be provided two separate Consolidated Grade Cards & Certificates.**

## 18 Background of students pursuing 2-yr Masters Programme in Geography

2-Yr Masters Programme in Geography has been offered to students of both Arts (B.A.) and Science (B.Sc.) background from session 2013-14 onwards. It is to be noted that students of Arts (B.A.) will be awarded the degree of Master of Arts (M.A.) whereas the students of Science (B.Sc.) will receive Master of Science (M.Sc.).

## 19 Award of Degree

On successful completion of the prescribed requirements for a particular Programme the required Degree will be conferred on a student in an **Annual Convocation** of the University.

For conferment of Degree, a student has to fulfil the following requirements:

- a. The student should have taken and passed all the Courses prescribed for the Degree under the general institutional and departmental requirements.
- b. The student should have satisfactorily fulfilled other academic requirements like Field work, Seminar and Projects, as specified for the discipline.
- c. The student should have paid all the University dues.
- d. The student should have no case of indiscipline pending against him/her.

## 20 Examination Management

### 18.1 Examination Routine

In the Academic Calendar, the slots for Mid-Semester Examination, End-Semester Examinations, and Supplementary Examinations are already there. The detailed Routine for both Mid-Semester, and End-Semester are published well before the Examinations.

### 18.2 Seat Plan

The Seat Plan for Mid-Semester Examinations, End-Semester Examinations, and Supplementary Examinations are published. Students are advised to strictly follow the Seat Plan.

### 18.3 Absence in Examinations:

No compensatory examinations is conducted for students who could not appear in the **Mid-Semester examination** due to any reason.

If a student fails to appear in the **End-Semester examination** and not eligible for 'I' Grade he/she is assigned an 'F' Grade in the Course and is not permitted to enrol in the Summer Term or to appear at the Supplementary examination for the Course.

### 18.4 Stay-out or Walk-out from Examinations

Students are expected to appear at the examination as per schedule notified, and any grievance with respect to question paper or any other matter related to the examination be discussed with the Head/ Head (Off.) of the Department after the examination and submit their representation with signature of all those students who have something to say regarding the examination question paper difficulties. Any kind of disturbance or staging WALK-OUT shall be considered as a serious act of indiscipline.

### 18.5 Malpractice

Students are supposed to follow strictly the instructions during Examinations as mentioned in Appendix-2.

Malpractices during Examinations are severely dealt with. In case of malpractice during any of the Internal Assessment valuations like Assignments, Quizzes, Tests, and Examinations, the Instructor/Teacher can award an 'AX' grade in the Course immediately on occurrence and report the matter to the Departmental Committee. If the Committee finds that the offence is serious enough, the matter may further be referred to the Disciplinary Action Committee.

If any student is found involved in malpractice and unfair-means practice at Mid Semester or End Semester Examination then

- i. His/ her paper gets automatically cancelled.
- ii. The Invigilator is required to submit a detailed report to the Controller of Examinations regarding nature of malpractice and/ or Unfair-means adopted by the student with relevant evidence (if any).

- iii. The student is debarred from appearing at the examination in which he/she has been reported and legal action may also be taken as per rules.
- iv. The answer sheet with a copy of report is required to be sealed in separate envelope.
- v. The details of category and punishment in different case of malpractice and Unfair-means cases are placed in the Appendix-3.

#### **Appendix-1: Guidelines for issuance of Grade Card/ Transcript/ Certificate etc.**

The following are the guidelines for issuance of **Grade Card**, Transcripts, and Certificates etc.

- i. No student record shall be shown or given to a third party without written consent of the student. The Institute may have discretionary exceptions to this.
- ii. None of the above documents shall be issued against request made through third parties, i.e. representatives, friends or relatives, agencies etc.
- iii. In exceptional cases above document(s) may be issued on the request of a third party meeting the following conditions:
  - a. The party must carry a power of attorney/ letter of authority with photograph of the person who has been authorized and attested by the student.
  - b. The third party must produce affidavit from competent authority to the effect that he/ she assumes full responsibility for any disputes arising from the possibility that the office is misled in sending above document(s) to persons who have no legal claims over the document.
  - c. The third party will be required to put his/ her thumb impression on the said affidavit.
  - d. The third party will not demand that the above document(s) be given to him/ her.
- iv. Degree and other certificate issued by the office shall be delivered to the student or shall be sent by registered/ speed post to his/ her permanent address only.
- v. Upon the request of the students, the office issues the letter of attendance and other certificates. For all such certificates there is a service charge fixed and is required to be deposited in institution.
- vi. The Duplicate Transcript / Grade Card will be issued on payment of extra charge fixed by the competent authority.
- vii. Request for issue of Duplicate copy of any document such as Degree, Migration, certificate and Provisional Degree must carry Affidavit and Fee fixed for it.

## Appendix-2: Instructions to Students during Examinations

1. Students should occupy their seats in the examination halls at least ten minutes before the start of the examination. **Make sure that you are in the correct examination hall and at the correct seat.** Otherwise the student will be marked absent.
2. Students must carry his/her **identity card** for every examination they attend.
3. Any electronic gadget including **cell phone, pager, laptop computer** and **programmable calculator**, are **not** allowed inside the examination hall. Use of cell phone as calculator or clock is not allowed in the examination hall. **All such electronic gadgets found inside the examination hall will be seized by the invigilators and handed over to the Examinations Section. In the process, if any damage or loss occurs to the seized electronic gadgets, the institute authority will not be responsible for the same.** Use of non-programmable (scientific) calculators is generally allowed unless announced specifically not to be used.
4. Students must carry pens, pencils, erasers, rulers, and whenever appropriate, non-programmable calculators and drawing instruments to the examination hall. Only pens with blue/black/blue-black color ink should be used for writing unless the question paper given other instructions. Any other materials, such as books, notes, bags brought for the examination, must be placed near the black board of the hall at their own risk before occupying assigned seat.
5. Students will not be allowed to enter the examination hall after 30 minutes of the commencement of the examination.
6. Students however can leave exam halls after expiry of 60 minutes from the commencement of the examination handing over the used answer-scripts to the invigilator.
7. During the examination, possession of unauthorized materials, exchange of materials, improper use of materials, misconduct, cheating, adopting of unfair means, impersonation and unauthorized removal of material from examination halls or ignoring instructions given by invigilators will automatically lead to disciplinary action against the students involved.
8. Details required on the front cover of answer booklets must be completed. Roll Number should be written at the prescribed places on the answer booklet and all additional (Loose) sheets.
9. Answers should be written on both sides of a page. Rough working may be done in any page of the answer booklet or in an additional (Loose) sheet obtained from the invigilator. Before submission of answer script, the rough work may be crossed out.
10. During the examination, students should take permission from the invigilators to temporarily leave the examination hall for attending a nature's call.
11. All additional (Loose) sheets including sheets/pages used for rough work must be tied with the answer booklet and handed over to the invigilator at the end of the examination.
12. Submission of answer-script to the invigilator at the end of the examination hours is the sole responsibility of the examinee.

**NOTE: UNREGISTERED, DEBARRED AND TERMINATED STUDENTS ARE NOT ALLOWED TO APPEAR IN EXAMINATIONS.**

### Appendix-3: Unfair-means Cases in Examination

Sl. No.	Nature of offence	Provision of Punishment
1	Utilization of piece of paper / notes/ torn pages of books etc. which is related/ unrelated with the subject matter of the Examination/ questions asked for.	Cancellation of the Answer script.
2	Substituting replacing, changing or adding pages in the answer book.	Cancellation of current examination and Re-admission.
3	Impersonation	Admission be cancelled and be expelled from the University.
4	Disruption of examination by slogans or Gherao, leading to cancellation of examination.	Shall be handed over to the police/ magistrate for action to be taken under the law in force.
5	Snatching or tearing of answer book of other examinees.	Examination of that paper be cancelled and further action for cancellation of current examination of all papers be taken after enquiry & confirmation.
6	Threats or assault or use of force against persons connected with examination.	Cancellation of current Examination and debar from any Examination in the next one academic session i.e. after one academic sessions, the student(s) has/ have to get registered in the same semester and attend classes (i.e. Re-admission) provided disciplinary committee grants apology.
7	Exhibiting Gross indiscipline	Cancellation of current Examination and debar from any Examination in the next two academic session i.e. after two academic sessions, the student (s) has / have to get registered in the same semester and attend classes (i.e. Re-admission)
8	Illegal activities by examinees.	Disciplinary action and legal action may be initiated considering the seriousness of the offence.