

**ZIAUDDIN UNIVERSITY**  
**POLICIES**

<b>Policy Title</b>	Undergraduate Semester System Policy
<b>Policy Number</b>	Assigned by the Registrar's Office
<b>Date of Original Approval</b>	April 17, 2020
<b>Approved By</b>	289 <sup>th</sup> Meeting of Academic Council, April 17, 2020 307 <sup>th</sup> Meeting of Academic Council, March 26, 2022
<b>Date of Revisions</b>	March 26, 2022
<b>Prepared By</b>	Mr. Suhail Ahmad, Controller of Examinations Prof. Dr. Muhammad Asif, Director QEC

**PURPOSE:**

To define the detailed uniform Examination policy and guidelines for undergraduate degree programs of the university.

**SCOPE:**

**Applicable for all undergraduate programs of the university excluding MBBS/ BDS.**

**BASIC REQUIREMENTS:**

(Documents and other necessities)

HEC Guidelines

**OPERATING PROCEDURES:**

Attached Document.

**RESPONSIBILITIES:**

Controller of Examination concerned Deans, Principals, Chairpersons, HODs, and faculty.

# ZIAUDDIN UNIVERSITY

## Undergraduate Semester System Policy 2020

### For Undergraduate Studies Degree Programs of the University.

Policy / Rules regarding the General Scheme of Studies for the General Bachelor's Degree Programs (excluding MBBS & BDS) of the University.

**1. Short Title.** These Regulations may be called the Ziauddin University Undergraduate Semester System **Policy / Rules** 2020, repealing such regulations framed by the University authorities (if any).

**2. Commencement.** These Regulations shall be deemed to have come into force with effect 2019-2020 and onwards admitted Batches.

- i. "University" means the Ziauddin University.
- ii. "Academic Year" means the Academic Year of the University.
- iii. "Spring / Fall Semester" means a period of 16-18 weeks out of an academic year for Teaching, evaluation/ guidance of the students at the University.
- iv. "Summer/Winter Semester" means a period of 08 weeks out of an academic year for teaching & evaluation and /or guidance of the students at the University.
- v. Pro chancellor "Vice-Chancellor", "Dean", "Principal / Chairperson" "Teacher" and "Controller of Examinations" means
- vi. Respective Pro chancellor, Vice-Chancellor, the Dean of Faculty, the Principal / Chairperson of College / Department" "Teacher" and "Controller of Examinations" of the University.
- vii. "College /Departmental wise Committee".  
Each College/ Department /Institute will have a Departmental Committee consisting of three senior-most teachers of the College / Institute including the Principal/Chairperson/HOD/ Director and the controller of examinations.
- viii. "Credit Hours (C.H.)" has been defined in section 6.
- ix. "Quality Point (Q. P.), Grade Point Average (G. P. A.), and "Cumulative Grade Point Average (C.G. P.A.) has been defined in section 17.

**3. Undergraduate Structure of Bachelor's Degree programs that are operating on semester system excluding (MBBS & BDS) is given below and applied for 2019/2020 and onwards batches**

**Table 1: Bachelor's Degree Program Detail**

Degree program	4 years
Credit Hours (Minimum)	124
Credit Hours (Maximum)	144
Degree program	5 years
Credit Hours (Minimum)	160
Credit Hours (Maximum)	180-222 (East. Medicine, Pharm D, Architecture, <b>DPT, DOT, LLB</b> ) <i>As per the respective council</i>
Semester Duration	Minimum of 16 weeks of teaching for regular semester excluding examinations duration
Course Duration	4 years degree program <ul style="list-style-type: none"> <li>• Min. of 8 semesters</li> <li>• Maximum of 07 years,</li> </ul> 5 years degree program <ul style="list-style-type: none"> <li>• Minimum of 10 semesters</li> <li>• Maximum of 08 years</li> </ul> Further 01 years extendable with approval of the academic council
Summer Session	For deficiency/failure, repetition of courses up to <b>8</b> credit hours (08 Weeks duration)
Course Load per Fall / Spring Semester for Regular Full-Time Students	15-18 Credit Hours (CH) (18-23) CH for (East. Medicine, Pharm D, Architecture, <b>DPT, DOT, LLB</b> )

**5. CREDIT HOURS FOR UNDERGRADUATE DEGREES**

**Table 2: Credit Hours**

Course/ Credit Hour	Duration per week
Theory 03 Credit Hours	3 classes of 01 hour per week Or 2 classes of 1.5 hours per week Or 1 class of 03 hours class per week
Practical /Lab/ studio Work)/Field Work of 01 Credit Hour	03 hours per week

- a. The credit hours are denoted by two digits within brackets with a plus in between. The first digit represents the theory part while the second (right side) digit represents the practical. Table 6 gives the possible distribution of Theory and Practical Credit hours.

## 6. Distribution of Theory and Practical Credit Hours (CH)

**Table 3: Credit Hours Distribution**

Credit Hours	Distribution in Theory and Practical Hours
01	(0+1)
02	(2+0) / (0 + 2)
03	(3+0) / (2 + 1) / (0 + 3)
04	(3+1) / (2 + 2) / (0 + 4)
06	(3+3) / (0+6)

## 7. COURSE LAYOUT FOR UNDERGRADUATE STUDENTS

- 7.1 All undergraduate 4-year degree programs are composed of 124 – 144 Credit Hours in which 124 refers, to the minimum, and 144 are maximum CH required to be completed for the Degree.
- 7.2 5-year undergraduate degree programs are composed of 160 to 180/222 Credit Hours which refers to 160 as the minimum and 180/222 as the maximum credit hours required to be completed, subject to meeting the requirements of the respective Accreditation Councils.
- 7.3 **For Engineering Programs**  
The courses for the Engineering programs will consist of 65 – 70 % of curriculum towards the discipline-specific areas of concentration as required by the Accreditation Council.
- 7.4 **Social & Basic Sciences, Business, Law/ Allied Medical related (NON-MBBS/BDS)**  
The courses for Social, Basic Sciences, **Business Administration Law/ Allied Medical related (NON-MBBS/BDS)** disciplines will consist of 60 – 65% of the curriculum towards the discipline-specific areas and 35 – 40% minor/elective or as required by the respective Accreditation Council.
- 7.5 **Project:** Students should write a thesis project report /Business Plan in the final year, of 03 – 06 credit hours individually or in a group on approved research.
- 7.6 **Internship/Clinical Training:** Students should be encouraged to do an internship/clinical training in industry/research/business organizations.

## 8 FALL/SPRING SEMESTER

8.1 There will be two regular semesters (Fall, Spring) in an academic year. As under, (Further can be elaborated/ Bifurcated by the Concerned Faculty) but the semester duration will be the same.

i.	Teaching duration of Fall semester	16 Weeks
ii.	Conduct of Mid Semester Exam	<b>01 Weeks</b>
iii.	Preparation of final Fall Semester Exam	01 Week
iv.	Conduct of final Fall Semester Exam	02 Weeks
v.	Semester Break	01 Week
vi.	Teaching duration of Spring Semester	16 Weeks
vii.	Conduct of Mid Semester Exam	01 Weeks
viii.	Preparation of final Spring Semester Exam	01 Week
ix.	Conduct of final Spring Semester Exam	02 Weeks
x.	Semester Break	01 Week
xi.	Summer/Winter Semester (including examination)	08 Weeks
xii.	Winter/Summer Break	<b>02 Weeks</b>

---

**TOTAL                    52 WEEKS**

## 9 SUMMER/WINTER SEMESTER

9.1 Summer/Winter semester will be offered as an optional semester of 08 weeks duration. Students will be offered courses to remove deficiencies and can register for up to **08** credit hours for the summer/winter semester.

9.2 Moreover, a student who has either failed or has been stopped to take the examination due to a shortage of class attendance or wishes to improve his/her grade is allowed to register in the summer/winter semester.

9.3 The contact hours per week during the Summer/Winter Semester will be doubled to ensure that the course is completely taught in a summer/winter session with half of the duration as compared to a regular (Fall/Spring) semester.

9.4 All the qualifying rules for the Fall / Spring semester will apply to the summer/winter semester.

9.5 There will be no supplementary/special examination after the adoption of the summer/winter semester (for the batch with which it is going to be adopted).

9.6 The course in the summer/winter semester will be offered with the minimum course registration of **03 students** (where the intake of students is small, minimum course registration should be 50 %, failure students)

- 9.7 In case of less number of students as per para no. 9.6, the student will be admitted in next year's summer/winter semester.
- 9.8 **College/Department cannot offer both summer and winter semesters in an academic year.**

## **10 ACADEMIC CALENDAR**

- 10.1 The Registrar's office will prepare the Academic Calendar in consultation with Deans/Principals/chairpersons.

The calendar will include the following information: [to be adopted from the academic year 2019 onwards.

- a. Date of start of classes
- b. Conduct of mid-semester
- c. Date of suspension of classes
- d. Schedule of examination
- e. Display of sessional/ CAT marks
- f. Examination preparation up to one week
- g. Conduct of final semester exam
- h. Announcement of results
- e. Mark sheet / Transcript issues dates.

The academic calendar will be prepared for the Fall semester and Spring and Summer/Winter semesters of each academic year.

- 10.2 In case a university is closed due to unusual circumstances, then makeup classes must be arranged converting weekends or holidays or evening classes to working days or evening classes to cover the lapsed period of the students.

## **11 Withdrawal of Courses from Fall / Spring Semester**

- 11.1 Students may be allowed to withdraw from a course during the first 6 weeks of the semester. In such a case the transcript shall record that the student enrolled in the course "and withdraw. Consequently, a grade "W" will be awarded to the student which shall have no impact on the calculation of the CGPA of the student.
- 11.2 A student withdrawing after the 6<sup>th</sup> week shall be automatically awarded "F" grade which shall count in the GPA and stay on the transcript.
- 11.3 This course will be a new course and student will not claim in the summer semester.
- 11.4 At the time of re-registration of the withdrawal course, full course fees will be charged.

## **12 REPEATING COURSES / IMPROVEMENT OF CGPA**

- 12.1 If a student gets an 'F' grade, she/he will be required to repeat the course. However, the "F" grade obtained earlier will also be recorded on the transcript.
- 12.2 Undergraduate students may be allowed to repeat a course in which she/he has obtained grade "C" & below. In such a case both the previous and new grades obtained will be recorded on the transcript, however, only the better grade shall be used in the calculation of CGPA.
- 12.3 In the case of CGPA improvement, it would be recorded with (Imp) on the transcript.

## **13 ATTENDANCE AND PROMOTION TO HIGHER CLASS**

- 13.1 Minimum 80 % attendance in a course is required to appear in the examination of that course. (Condonation in extraordinary circumstances may be limited to 75%) by the concerned Dean.
- 13.2 Attendance will be marked on CMS and eligibility will be generated accordingly from the CMS.
- 13.3 The student who fails to obtain at least 2.0 CGPA in 1st semester, the 2nd semester shall remain on first probation. If a student still has CGPA less than 2.0 at the time of registration to the Second year shall be on second probation during the semester. Such student shall be allowed to register for the semester courses along with the remaining courses of previous semesters (within the maximum semester credit hours limit).
- 13.4 Any further registration in a subsequent semester shall be allowed subject to the condition that the student has obtained at least 2.0 CGPA after at most two probations.
- 13.5 A student being on second probation who obtains less than 2.0 CGPA shall not be allowed to register in the next semester. The student is required to improve his/her CGPA to 2.0 before registration to the subsequent semester with the junior batch.
- 13.6 In addition to CGPA, a student shall have to fulfill the following conditions:
  - a. For registration in the third year, the student must have passed all courses of the first year and 60% of the courses up to the second year.
  - b. For registration in the fourth year, the student must have passed all courses up to the Second Year (60% of the courses up to the third year for five years degree programs)
  - c. For registration in Fifth Year (for five years degree programs), the student must have passed all courses up to the Third Year.

## 14 EXAMINATION

14.1 In each semester, students may be required to appear in quizzes, tests, mid-semester, final semester examinations, presentations (individual/group), group discussion, and submit projects/ assignments/ lab reports, studio work, etc. These assessment marks (to be determined by the teacher concerned) will have different weightage contributing toward the overall assessment in percent marks.

This weightage may be determined based on the following table:

**Table 4: Theory Subject Marks Distribution**

Sr. No.	Description	Theory of Maximum 100 Marks	Theory of Maximum 50 Marks
		Marks Distribution	Marks Distribution
i.	Continuous Assessment		
	• Quizzes / Class Test(s)	20	10
	• Class/Clinical Assignments / Project Presentation	20	10
	• Mid Semester Exam	20	10
ii.	Final Semester Exam:	40	20
	<b>Total Marks</b>	<b>100</b>	<b>50</b>

**Table 5: Laboratory Work Marks Distribution**

Sr. No.	Description	Max Marks (100 %)
i.	Lab / studio /Rubric/ Clinical	30%
ii.	Mini Project / Open-ended lab	20%
iii.	Semester Lab Exam	50%
	(a) Objective type test	(20%)
	(b) Conduct of Pr/Viva voce	(30%)
	<b>Total Marks</b>	<b>100</b>

**Table 6: Thesis/ Project Marks Distribution**

Semester	Project/ Thesis/ Studio CH	Thesis Credit marks	Maximum Sessional Marks Supervisor	Maximum Marks for Thesis Viva Voce / Exam		Remarks
				Internal	External	
7 <sup>th</sup> / 9 <sup>th</sup>	3	100	30	35	35	As per the discretion of the Principal / Chairperson / Dean for external Provision
8 <sup>th</sup> / 10 <sup>th</sup>	3	100	30	35	35	



- 14.2 At the beginning of a semester, the instructor of each course should hand out a syllabus providing information to the students about assessment criteria, paper specifications, schedule of material to be taught, take-home assignment policy, required and recommended reading materials, and any other information important for the successful completion of the course and its requirements.
- 14.3 To implement the semester system effectively the subject teacher must display his/her **provisional** result **within Ten days after the conduct of the Final semester exam.** of that subject and submit the same to the controller of examination for the final announcement.
- 14.4 Mid Semester Examination Marks / Class test/ Assignments, Quizzes / Class/Clinical Assignments, Project Presentation, etc. Marks will be displayed on the student Portal by the concerned subject teacher within 5 days of its conduct.
- 14.5 The external examiners (if require) will only be invited for the Project/Thesis / Business Plan Examination.
- 14.6 In case of a course with the composition of 4(3+1), (03 credit hour theory and 01 credit hour practical) the weightage for the practical may be considered 25%.
- 14.7 A student will be awarded “F” grade in a course if s/he fails to appear in the final semester exam of that course.

## 15 Grade Equivalent

Table 7: Grade and Grade Point

Grade	Grade Point	%Equivalence	Remarks
A	4.00	85 and above	
A-	3.66	80 – 84	
B+	3.33	75 – 79	
B	3.00	71 – 74	
B-	2.66	68 – 70	
C+	2.33	64 – 67	
C	2.00	61 – 63	
C-	1.66	58 – 60	
D+	1.30	54 – 57	
D	1.00	50 – 53	
F	0.00	Below 50	
I (Incomplete)	0.0	-	Did not complete as mentioned 15.5 - 15.8 *
W (Withdrawal)	0.0	-	Withdrawal from the course till the 6 <sup>th</sup> week of the semester after the 6 <sup>th</sup> -week student will be awarded F Grade
X (Exempted)	0.0	-	In case Migration from other institution or studied courses in an exchange program **

\* Mid-semester marks will be intact, and the fee will not be charged.

\*\* The Departmental/ College wise committee comprised of principal/Chairman 2 senior faculty members and controller of Examination may decide for equivalence of the subjects which he studied in previous institution and exemption.

15.1. Fraction of marks obtained in a course shall be counted as the next whole number e.g., 60.3 shall be considered as 61 while 59.5 or more is to be considered as 60.

15.2. Cumulative Grade Point Average (CGPA) is an expression for the average performance of the student in the courses he/she has taken during any semester, thus GPA may be calculated for 1st semester, 2nd, or any other semester.

15.3 CGPA shall be rounded to 2 decimal places, e.g. a GPA of 3.084285 shall be reported as 3.08, while a GPA of 3.065124 shall be reported as 3.07.

Subjects carrying more than 100 marks in Theory/ Practical will be awarded grades accordingly.

15.4 The results will be prepared based on Grade Point Average (C. G.P.A)

- 15.5 A student shall be awarded an incomplete grade represented by “I” in the following cases:
- a. In case a student is unable to appear in part or whole of the final term examination of the semester on medical grounds or circumstances beyond the control of the student to be determined by the Principal/Chairperson, provided that he/ she maintains the minimum attendance in the course as prescribed in para 13.
- 15.6 All marks of the course will remain intact for the student in which s/he is awarded “I” grade except the final semester examination. The student needs to appear only in the final semester examination of the course (in which I grade is assigned) whenever it is offered in the future.
- 15.7 No additional fees will be charged when student appears in the examination next time. Neither such course load will be counted towards the maximum credit hours allowed to a student in a semester.
- 15.8 It will be the department/college's responsibility to provide the complete course result to examination when student appear in a course having “I” grade.

## **16. EXCEPTIONAL CIRCUMSTANCES.**

There is no policy on make-up examination. However, if a student misses a mid-term exam due to any emergency, the student may apply for weightage transfer where his/her percentage of marks obtained in other components (classwork, project, and final exam) will be transferred to mid-term. The application of weightage transfer will be subject to approval from the Principal/Dean and will only be considered on case-to-case basis on the following grounds such as:

- Hospitalization or death of Parent
- Hospitalization or death of Sibling
- Hospitalization or death of Spouse
- Hospitalization or death of Child/Children.

## **17 COMPUTATION OF SEMESTER GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)**

### **17.1 Quality Point (Q.P.)**

For the computation of the (G.P.A.) the quality point (Q.P) is first determined by the multiplying the value of the grade earned by the students with the Credit Hours of that course, e.g. if a student obtains “A+” grade for a three-credit hours course then this quality point will be calculated as follows:  $(Q.P.) = 4 \times 3 = 12$

### **17.2 Grade Point Average (G.P.A).**

Grade point Average is an expression for the average performance of a student in the course he/she has offered during a particular semester. This is calculated by adding the quality points of all the courses taken, divided by the total number of Credit hours offered:

$$(G.P.A) = \frac{\text{Sum of Quality Points}}{\text{Total Credit Hours}}$$

### Sum of the Credit Hours

#### 17.3 Cumulative Grade Point Average (C.G.P.A)

The Cumulative Grade Point Average (C.G.P.A) is the expression describing the performance of a student in all semesters and is determined by the following way:

$$(C.G.P.A) = \frac{\text{Sum of Quality Points for all the courses appeared}}{\text{Sum of the Credit Hours for all the courses appeared}}$$

## 18 CGPA REQUIRED FOR THE COMPLETION OF UNDERGRADUATE

- 18.1 For completion of the degree, the minimum qualifying CGPA is 2.00.
- 18.2 In case a student secures less than 2.00 CGPA (minimum qualifying CGPA) at the end of the final Semester, she/he may be allowed to get re-admission in one or more courses, in which his/her Grade is below C, provided that she/he is not debarred under the CGPA Improvement (as defined in Section 12) and time duration specified for the program (as defined in table 5.1)

## 19 TRANSFER OF CREDIT HOURS FOR UNDERGRADUATES

- 19.1 Credits are transferred on a course-to-course basis i.e., a person taking course A at University X is allowed to transfer his/her credits to University Y provided that course A is equivalent to course B taught at the Y University.
- 19.2 No credit hour of a course will be transferred if the grade is less than C for undergraduate.
- 19.3 Credit hours may only be transferred between duly recognized HEIs and Internationally recognized Universities.
- 19.4 Credit Transfers should not exceed 50% of the total credit hours of a degree program.
- 19.5 Respective Accreditation council regulations must be followed during the transfer/ migration of students to university.

## 20 FORMAT OF FINAL TRANSCRIPT

The final transcript for the award of the degree includes the following information:

### Front Side:

- Name of Student
- Father's Name
- Surname/Last Name
- Date of Birth
- Roll No.
- Enrolment No
- Name of the Programme
- Date of Admission into Degree Program

- Semester Wise Break-up
- Subjects Name along with Credit Hours
- Type of Enrolment – Full Time
- Picture of the Applicant be Printed on Transcript
- Date of Completion of Degree Requirements
- Mode of Study – Regular
- Medium of Instruction- English
- Online Result Verification Key/ID (Front Side at the End of the Transcript)
- GPA/CGPA (at the End of the front side of the Transcript)

**Back Side:**

- Basic Admission Requirement of the Programme
- Previous Degree held by the Student along with Institution Name
- Credit Hours Exempted/Transferred if any/applicable.
- CNIC No. for Pakistani and Passport No. for Foreign Students
- Grading System must be mentioned on the Back Side of the Transcript
- Charter Date of the University/DAI may be mentioned
- Name of College be mentioned along with HEC Permission Date
- Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript)
- The transcript must have a watermark seal on it.
- Table 8 is used for the equivalence of CGPA to percentage.

**Table 8: Grade Equivalent**

<u>Grade Equivalent</u>							
Grade	A	A-	B+	B	B-	C+	C
Grade Point	4.00	3.66	3.33	3.00	2.66	2.33	2.00
% Equivalence	85 – 100	80 – 84	75 – 79	71 – 74	68 – 70	64 – 67	61 – 63

## **21 DEPARTMENTAL COMMITTEE**

Each College /Department will have a College/Departmental Committee consisting of three senior-most teachers of the College/Department including the Principal/Chairman/ Director to assess the progress of the students during the semester and the results of all the examinations including the final semester examination. In case of any discrepancy in the results, during the review process, the concerned committee will assign a subject expert (other than the Subject teacher) for rechecking the scripts. The final recommendations of the Departmental Committee concerning the results will be submitted through the concerned Dean controller of Examination / Vice Chancellor for consideration and approval.

## **22 FREEZING OF SEMESTER AND RE-ADMISSION**

- 22.1 If a student freezes a semester(s), she/he will resume his/her studies from the same stage where she/he left (froze). No freezing during the semester will be allowed. The maximum duration of the degree program shall remain the same.
- 22.2 Freezing of semester will be allowed after successful completion of 1st Semester.
- 22.3 The duration of Freezing is one year; a candidate who gets a semester freeze can get readmission next year with the upcoming session.
- 22.4 Hardship cases for readmission fees will be considered on case-to-case basis.
- 22.5 Semester fees will be charged after joining /attempting the semester.
- 22.6 In all circumstances, re-admission to any student shall only be granted in the semester where the student has discontinued his/her study due to any reason.
- 22.7 A student admitted in any semester shall be registered in all such courses prescribed in that semester which the student has not passed earlier.

## **23 INDISCIPLINE IN EXAMINATIONS**

- 23.1 Any candidate found guilty of the following matters, his/her case will be submitted to the Unfair Means Cases Committee constituted by the University. This committee will be constituted of the Principal/ Chairperson one senior faculty member, the Controller of Examinations, or his Nominee.
  - i Removes a leaf from his/her answer book, the answer book shall be canceled.
  - ii Submits forged or fake documents in connection with the examination.
  - iii Commits impersonation in the examination.
  - iv Copies from any paper book or notes.
  - v Mutilates the Answer Book.
  - vi Possesses any kind of material, which may be helpful to his/her in the examination.
  - vii Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.

- viii Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.
- ix misbehaves or creates any kind of disturbance in or around the examination Hall/center
- x Uses abusive or obscene language on the answer script.
- xi Possesses any kind of weapon in or around the examination center.
- xii Possesses any kind of electronic device which may be helpful in the examination

His/her case shall result in penalties keeping in view the nature and intensity of the offense.

- (i) Cancellation of paper\*.
- (ii) Suspension from the programme for one semester.
- (iii) Heavy and Light Fine in light of Sindh Govt. Ordinance 1999.
- (iv) Expulsion forever from the University.
- (v) Any other.

\* Unfair Means Cases Committee will decide that the student will have to appear in the summer semester/with the regular semester for the canceled paper.

#### **24. APPEAL AGAINST THE DECISION OF THE UNFAIR MEANS CASES COMMITTEE**

If a student is not satisfied with the decision of the Unfair Means Cases Committee, she/he can submit his/her appeal within a week after the decision of the Committee to the Vice-Chancellor. No appeal shall lie against the decision of the vice-chancellor.

#### **25 PERMISSION OF WRITER FOR SPECIAL STUDENTS**

- 25.1 A visually impaired student may be allowed to attempt the Mid/Final Examinations of the University on Braille/ Computer/any other means of facilitation.
- 25.2 In case a student is physically handicapped/visually impaired, she/he may apply to the controller of examination through the Principal/ Chairperson of the respective college/department (with a medical certificate as proof of her/his disability) for permission to engage a writer in Tests/ Examinations of the University one week before the start of Tests/ Examinations.
- 25.3 The controller examination will allow the helper to the disabled student (She/He cannot write). The qualification of a helper will be at least one step lower than that of the student (e.g. for level 6 student, the writer should be at the most of level 5).
- 25.4 The controller of examinations (if necessary, keeping in view the condition of the student) will decide and allow the student extra time up to 45 minutes to solve the question paper.

## **26 DAMAGED/LOST ANSWER SCRIPT**

In an exceptional case where an answer script is damaged, lost, or destroyed due to unavoidable circumstances, then the student may be given the following options:

- i. Average marks shall be awarded to the student in that subject/course.
- ii. In the case of Final Year Examination, if the candidate so desires, she/he shall be given another chance as a special case to take the Examination in that subject/course in the next examination and no examination fee shall be charged from the student.

## **27 AWARDS AND DISTINCTIONS**

- i. Medals/Positions will be awarded to the students passing their courses/papers in Semester System in the first attempt only.
- ii. In the Semester System, Letter Grades will be awarded on the basis of GPA / CGPA, and positions would be given on the basis of CGPA. In case two or more students are acquiring the same CGPA only then the positions will be shared among those students.
- iii. No medal and position will be granted to candidates who passed the examination in 2<sup>nd</sup> attempt.
- iv. No Medal/Roll of Honor will be awarded in the case of improving CGPA.
- v. The disciplines where the number of students are less than 05, no position will be awarded in the semester system.

## **28 PAPER SETTING**

The subject teacher, who taught the respective subject, is responsible for the development/ setting of the question paper from the topics as per the approved course syllabus, which he covered during the semester for the particular semester for theory (as well as practical) separately.

- i. The HOD/ Principal/ Chairperson/ Director will direct the concerned faculty to ensure the development of question paper 5 days before the conduct of said paper.
- ii. In case the subject is taught by more than 1 teacher in a section/ portion, one of the teachers will be assigned as course leader and will be responsible for submitting the exam paper and final result.
- iii. The HOD/ Principal/ Chairman/ Director may send any question paper for moderation (if he feels necessary) to ensure transparency and accuracy.
- iv. In case of non-availability of the subject teacher, the HOD/ Principal/ Chairperson may assign any faculty member for the paper setting of a specific subject.
- v. MCQ Papers will be prepared/set by the examination Department through Q Bank.
- vi. Secrecy of Question Paper
  - The subject teacher/ Paper setter is responsible for the secrecy of the question paper.
  - The HOD/ Principal/ Chairman/ Director will monitor/ensure secrecy and transparency.



- The violation of the above will lead to disciplinary action against the concerned.

## **29 ANSWER COPY ASSESSMENT**

29.1 After the completion of the Paper, The College Authority (Principal/ HOD/Head Invigilator) or the Assignee will collect answer copies from the invigilators in the examination hall and hand them over to the Subject Teacher. The subject teacher will ensure the number of copies are correctly received as per the students attendance for assessment/ checking.

Answer sheets for the subjective paper will be provided by the exam department. These will be counted as per student attendance by the subject teacher. The attendance sheet along with a copy of the question paper and any unused answer sheets will be returned to the exam department.

29.2 The subject teacher will be responsible for the assessment of the script. Each answer of the question will be assessed and marked separately.

29.3 No answer of question in the script will be left unassessed.

29.4 In case of the wrong answer, it should be Marked as × crossed.

29.5 Marks will be awarded in round figures. No marks will be awarded in decimal/ half mark, If so the benefit of friction will be given to the student.

29.6 The subject teacher will prepare the result on the prescribed format and will submit to the examination software (CMS). After approval from the Principal/Dean approval be given electronically. This approval is required to ensure that there is no discrepancy in individual teachers' results.

## **30 REVIEW OF THE RESULT**

30.1 Each college/ department shall have a review committee to review the result. The Review committee comprises of the three-member i.e., principal concerned, one senior faculty member, and the controller of examination.

30.2 The examination department will compile the combined results after submission of all results of the respective subject teachers for a particular semester, batch and hold a meeting with the review committee before the publishing/announcement of the result. The result will be sent to the review committee of the respective college to review the result to avoid any discrepancies and ensure transparency.

30.3 The committee will examine, review the result, and take decision accordingly.

30.4 The discrepancy will be reviewed by the committee and the recommendation of the committee will be incorporated in the results after the signatures of the Chair and members of the committee on the decision.

## **31 HEAD / CHIEF INVIGILATOR**

31.1 The Principal / HOD/ Chairman/ person of College/Department, institute, or his Proxy, who is a senior faculty member not less than Assistant Professor and nominated by the Concerned Principal / HOD/ Chairman of College/Department will act as Chief Invigilator for smooth conduct of Examination. With the following responsibilities.

- Nominate the invigilators from the college/department faculty and forward the list to Examination Department.
- Look after all matters concerned with the conduct of examinations at the college/department level.
- Get examination material from the Examination department and circulate it among the invigilators.
- Monitor and ensure the maintaining examination decorum in line with Examination guidelines mentioned on the Answer copy and as per SOP.
- Direct and monitor faculty not to use the mobile phone in the exam hall.
- To ensure the availability of the subject teacher 15 minutes before the conduct of the exam and ensure his availability during 1st half of the exam.
- Ensure the return of exam material as received.
- Supply of attendance sheets to invigilation staff.
- Ensure to forward the list of invigilators one week before the conduct of the Exam.
- Continuously monitor exam hall, invigilators, and students during the examination and ensure zero tolerance for cheating / unfair means in the examination.

## **32 INVIGILATION IN THE EXAMINATION HALL**

- Invigilation ratio 1-9 students 1 invigilator, 10-25, 2 invigilators.
- Invigilators assigned by the Head invigilator ensure their presence 15 minutes before the start of the examination.
- Mobile phone will be on silent mode, and s/he will not use her/his mobile in the examination hall, in case of any emergency he may use mobile outside the examination hall.
- The invigilator will be fully vigilant in the examination hall.
- Maintain decorum in the examination hall.
- Continuously vigilant /monitor students during the examination and ensure zero tolerance for cheating / unfair means in the examination.
- Ensure implementation of guidelines printed on answer script with true spirit.
- Immediately report to the Head Invigilator & Controller of Examinations for any incident in the examination hall.
- Ensure the attendance of students assures a signature on it, signature on the answer script, supplementary as well.
- During Examination One person from the examination will be available in the respective college /department.

### **33. RETOTALING/ RECHACKING OF EXAMINATION SCRIPT**

- The answer book of a candidate shall not be re-assessed under any circumstances.
- Whereas the re-checking does not mean re-assessment/re-evaluation/ re-marking of the answer book. The controller of Examinations can arrange for re-checking of examination script by the faculty member from the relevant discipline on the complaint / request of students. The controller of Examination or any officer or re-checking committee appointed shall see that:
- There is no computational mistake in the grand total on the title page of the answer book.
- The total of various parts of a question has been correctly made at the end of each question
- All totals have been correctly brought forward on the title page of the answer book
- No portion of any answer has been left un-marked.
- Total marks in the answer book tally with the marks sheet.
- The handwriting of the candidate tally in the questions/answer book.
- The candidate cannot see or examine the answer books for any purpose.
- The marks of a candidate could even decrease in light of (a) (iii) above. In the event of a reduction of marks, the record shall be corrected accordingly, and a revised transcript will be issued.

### **34. STUDENT GRIEVANCE**

- 34.1 All colleges/departments should have a three members Committee constituted of two senior faculty members, the relevant head of the department, and a dean headed by the Controller of Examinations to redress the grievances of the students about any course instructor or grades or for any other issue.
- 34.2 In respect of grade, a student must submit the grievance application if any, in writing to the Head of the Department within (07) seven working days of the receipt of the grade. The Head of Department shall forward the grievance application to the Committee. It will be mandatory for the Committee to hear both sides (student and the instructor) and will give its final decision within (05) five working days or before the start of registration for the new semester, whichever comes earlier. The decision of the Committee will be deemed final and will be binding on all parties.
- 34.3 A Departmental Committee headed by the Chairman/ Senior Faculty Members will be constituted to check randomly a few answer papers of the final semester examination for uniformity of scoring & covering of the course content.
- 34.4 The committee will address the student grievances to redress it accordingly.