

ALAGAPPA UNIVERSITY

**(A State University Established by the Government of Tamil Nadu in 1985
Accredited with A+ Grade by NAAC (CGPA: 3.64) in the Third Cycle. Graded as
Category I University and Granted Autonomy by MHRD-UGC)
KARAIKUDI- 630 003**

EXAMINATION MANUAL

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ABOUT THE UNIVERSITY

Alagappa University was brought into existence by a Special Act of the Government of Tamil Nadu in May 1985 with the objective of fostering research, development and dissemination of knowledge in various branches of learning. Alagappa University is recognized by the University Grants Commission (UGC) of India. The University has **44 Departments, 5 Centres and 2 Constituent Colleges** on its campus. Forty Five **Affiliated Colleges** of which one Autonomous College, located in the districts of Sivaganga and Ramanathapuram are part of the University. The University offers education through almost every mode viz., Regular, Distance, Online and Collaborative modes. The University's motto is "Excellence in Action" and the University keeps before it the vision of 'excellence in all spheres of its action'.

Alagappa University has achieved many milestones. A few of them are as under;

- Obtained A+ Grade with CGPA of 3.64 grading by the National Assessment and Accreditation Council (NAAC) in the Third Cycle, 2017. Alagappa University is the first State University in Tamil Nadu to obtain the A+ grade.
- Obtained Category-I status from the MHRD-UGC and occupies 2nd place out of 12 State Universities with Category-I Status in the Country. It is the only State University in Tamil Nadu obtained the Category-I Status.
- Secured 30th position among Universities in National Institutional Ranking Framework (NIRF) 2023 ranking.
- Secured 251st position in QS Asia Ranking, 2023.
- Secured 401-500 band position in Times Higher Education (THE) World University Rankings, 2023.
- The University has bagged Clarivate India Research Excellence - Citation Awards 2023.

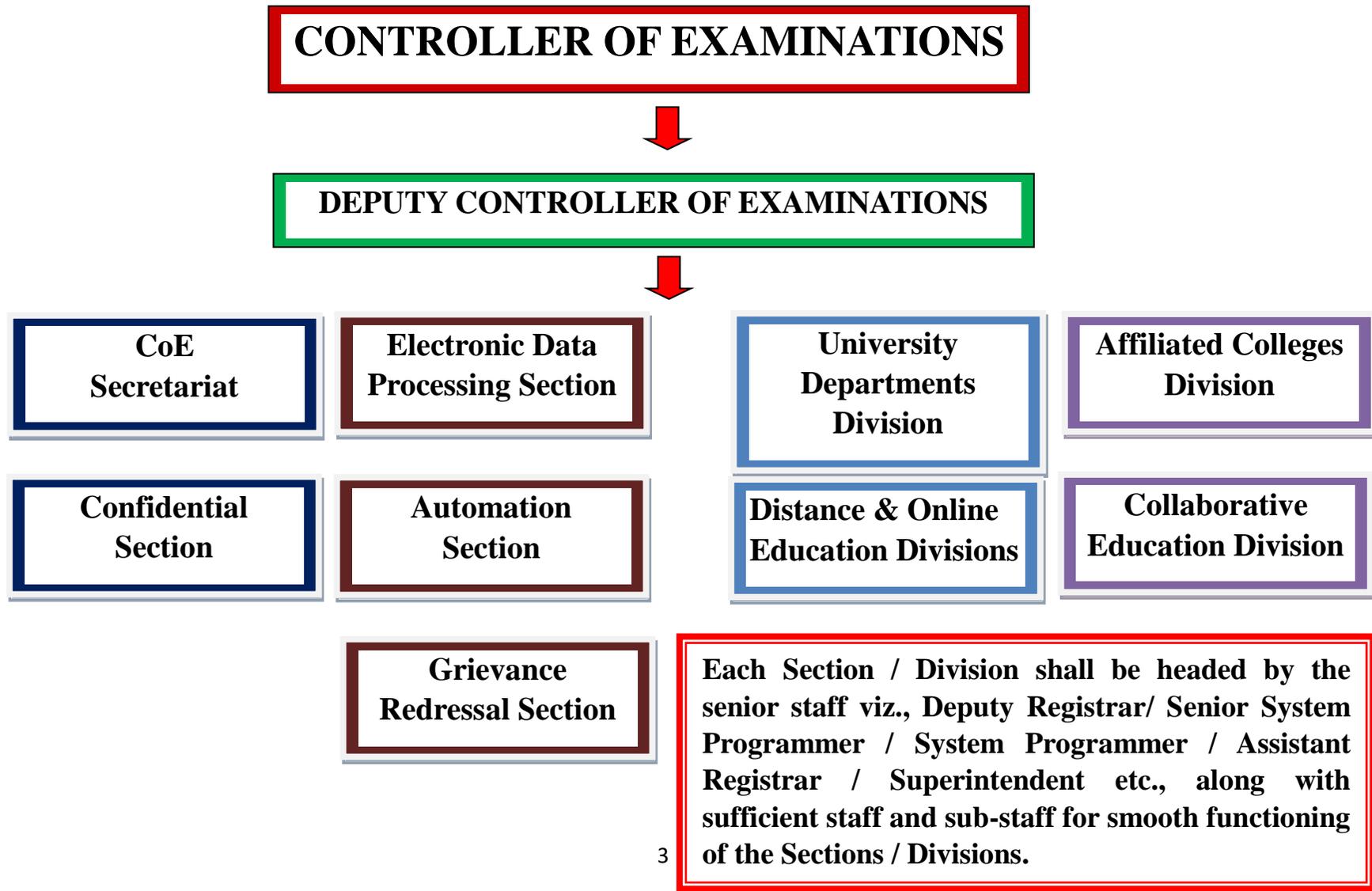
- The University has secured 4th position in Swachhta Ranking 2018 for the cleanest Higher Educational Institutions in the Country in the category of Government Institutions.
- The University has obtained ISO 9001-2015 certification based on the quality measures in higher education.
- The University has bagged Silver Zone Award of Indian Association for the Blind (IAB) for outstanding excellence and amazing contribution for the empowerment of persons with Visual Challenges.
- Alagappa University is the only University in Tamil Nadu which has been sanctioned Rs.100 Crore under MHRD - RUSA 2.0 Scheme.

ABOUT THE OFFICE OF THE CONTROLLER OF EXAMINATIONS

The office of the Controller of Examinations is responsible for the conduct of scheduled examinations of University Departments, Affiliated Colleges, Distance & Online Education, etc. Examinations are conducted every year in the months of April and November for the students of University Departments, Affiliated Colleges and Other Institutes. Examinations are conducted every year in the months of May and December for the students of Distance & Online Education.

The office of the Controller of Examinations is headed by Controller of Examinations a whole time office of the University. The Controller of Examinations is responsible for the conduct of University examinations, evaluation process, publication of results and issuance of certificates with the prior approval of the University authorities. The Deputy Controller of Examinations shall assist Controller of Examinations in administrating the Office of the Controller of Examinations. The Organizational structure of Office of the Controller of Examinations as follows;

Organizational Structure of Office of the Controller of Examinations



EXAMINATION SYSTEM

Introduction:

The University Grants Commission (UGC) has initiated several measures to bring equity, efficiency and excellence in the Higher Education System of our country. The important measures taken to enhance academic standards and quality in higher education include innovation and improvements in curriculum, teaching-learning process, **examination and evaluation systems**, besides governance and other matters.

Due to lot of diversity in the system of higher education, there are multiple approaches followed by universities towards examination, evaluation and grading system. While the Alagappa University has the flexibility and freedom in designing the examination and evaluation methods that best fits the curriculum, syllabi and teaching-learning methods, there is a need to devise a sensible system for awarding the grades based on the performance of students.

The grading system is considered to be better than the conventional marks system and hence it has been followed in the top institutions in India and abroad. So it is desirable to have a uniform grading system. This will facilitate student mobility across institutions within and across countries and also enable potential employers to assess the performance of students. To bring in the desired uniformity, in grading system and method for computing the cumulative grade point average (CGPA) based on the performance of students in the examinations, the University has formulated the guidelines. These guidelines shall apply to all undergraduate and postgraduate level degree, diploma and certificate programmes under the credit system awarded by the University.

The Choice Based Credit System (CBSE) is an instructional package developed to suit the needs of students to keep pace with the developments in higher education and the quality assurance expected of it in light of liberalization and globalization in higher education. The **Choice Based Credit System (CBCS)** provides choice for students to select from the prescribed courses (allied or discipline specific elective, non-major elective and skill courses) apart from Part-I, Part- II, Core and Part IV courses.

A unit, by which the course work is measured, determines the number of hours of instructions required per week. One **credit** is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week. **The total minimum credits,**

required for completing a UG programme is 140 and for PG programme is 90. **Grade Point** is a numerical weight allotted to each letter grade on a 10-point scale. **Letter Grade** is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.

Duration of Under Graduate Programme is three academic years and Post Graduate Programme is two academic years. Each academic year shall comprise of two semesters viz. Odd and Even semesters. Odd semester shall be from June / July to October / November and Even Semester shall be from November / December to April /May. In each semester, courses are offered for 15 teaching weeks and the remaining 5 weeks are to be utilized for conduct of examinations and evaluation purposes. Each week has 30 working hours spread over 5 / 6 days a week. There shall be not less than 90 working days which shall comprise 450 teaching clock hours for each semester (Exclusive of the days for the conduct of University End-Semester Examinations).

Examination and Evaluation Processes:

Under Graduate Programmes:

The examinations shall be conducted separately for theory and practical courses to assess (remembering, understanding, applying, analyzing, evaluating, and creating) the knowledge required during the study. There shall be two systems of examinations viz., internal and external examinations.

A. Internal Assessment

The internal examinations shall be conducted as Continuous Internal Assessment tests I and II (CIA Test I & II). The internal assessment shall comprise a maximum of 25 marks (theory)/40 Marks (Practical) for each subject. The following procedure shall be followed for awarding internal marks.

Theory -25 marks

S.No	Content	Marks
1	Average marks of two CIA test	15
2	Attendance	2
3	Seminar/group discussion/quiz	4
4	Assignment/field trip report/case study report	4
	Total	25

Practical -40 Marks (for Science programmes)

S. No	Content	Marks
1	Major Experiment	16
2	Minor Experiment	8
3	Spotter (4 x4) or any other mode	16
	Total	40

Project/Dissertation -25/50 Marks

(assessed by Guide & HOD /in- charge/supervisor)

S. No	Content	Marks
1	Two presentations (mid-term)	15 / 30
2	Progress Report/Thesis	10 / 20
	Total	25 / 50

Internship – 150 Marks (assessed by the in-charge/ Organization supervisor)

S. No	Content	Marks
1	Two presentations (mid-term)	90
2	Progress Report / Project Report	60
	Total	150

NCC – (add on courses) Theory – 25 Marks and Practical 40 Marks:

The internal marks shall be sent to the Controller of Examinations before the commencement of the end semester examinations.

The following parameters may be assessed for internal examination,

- Regularity of attendance
- Active Participation in classes/camps/games/special Camps / programmes in the college / District / State / University activities.
- Exemplary awards/Certificates/Prizes.
- Other Social components such as Blood Donations, Fine Arts, etc.

The above activities shall be conducted outside the regular working hours of the college. The mark sheet shall carry the gradation relevant to the marks awarded to the candidates.

B. External Examination

- There shall be examinations at the end of each semester, for odd semesters in October / November; and for even semesters in April / May.
- A candidate who does not pass the examination in any course(s) may be permitted to appear in the failed course (s) in the subsequent examinations to be held in October / November or April / May. However, candidates who have arrears in Practical shall be permitted to take their arrear Practical examination only along with the Regular Practical examination in the respective semester.
- A candidate should get registered for the first-semester examination. If registration is not possible owing to a shortage of attendance beyond the condonation limit /regulation prescribed or belated joining or on medical grounds, the candidates are permitted to move to the next semester. Such candidates shall re-do the missed semester after completion of the stipulated programme period.
- For the Project Report / Dissertation Work/internship the maximum marks will be 75/150 percent for project/internship report evaluation and for the Viva-Voce it is 25/50/100 percent (if in some programmes, the project is equivalent to more than one course, the project marks would be in proportion to the number of equivalent courses).
- Viva-Voce: Each candidate shall be required to appear for the Viva-Voce Examination (in defense of the Dissertation Work /Project/ internship).

- Candidates studying Sanskrit in a Language Course are permitted to write the Examinations in Sanskrit or English or Tamil. While answering in Sanskrit “Devanagari Script” alone is used.
- NCC (if introduced): Similar to the other courses theory and practical candidates should register for external examination.

C. Question Paper Pattern

Theory - Maximum 75 Marks

Section A	10 questions. All questions carry equal marks.	10 x 2 = 20 Marks	10 questions – 2 each from every unit
Section B	5 questions Either/or type like 1. a (or) b. All questions carry equal marks and each answer should not exceed one page	5 x 5 = 25	5 either or questions from each unit (one either-or question from each unit)
Section C	Essay type questions 3 out of 5 questions. All questions carry equal marks and each answer should not exceed two page	3 x 10 = 30	1 question from each unit

Practical –Maximum 60 Marks (for Science programmes)

Section A	Major experiment	10 Marks
Section B	Minor experiment	5 Marks
Section C	Experimental setup	5 Marks
Section D	Spotters (4 x5)	20 Marks
Section E	Record note	10 Marks
Section F	Vivo voce	10 Marks
	Total	60 Marks

Dissertation /Project report Scheme of evaluation

Dissertation /Project report/Internship report	50 Marks
Vivo voce	25 Marks
Total	75 Marks

Internship Report - Scheme of evaluation

Internship report	150 Marks
Vivo voce	100 Marks
Total	250Marks

NCC –Add on course

Theory - Maximum 75 Marks

Section A	10 questions. All questions carry equal marks.	10 x 2 = 20 Marks	10 questions – 2 each from every unit
Section B	5 questions Either/or type like 1. a (or) b. All questions carry equal marks and each answer should not exceed one page	5 x 5 = 25 Marks	5 either or questions from each unit (one either-or question from each unit)
Section C	Essay type questions 3 out of 5 questions. All questions carry equal marks and each answer should not exceed two pages	3 x 10 = 30 Marks	1 question from each unit

Practical -Maximum 60 Marks

Section A		10 Marks
Section B		5 Marks
Section C		5 Marks
Section D		20 Marks
Section E	Record note	10 Marks
Section F	Vivo voce	10 Marks

Condonation:

Students must have 75% of attendance in each course to appear in the examination. Students who have 74% to 70% of attendance shall apply for condonation in the prescribed form with the prescribed fee. Students who have 69% to 60% attendance shall apply for

condonation in the prescribed form with the prescribed fee along with the Medical Certificate. Students who have below 60% of attendance are not eligible to appear for the examination. They shall re-do the semester(s) after completion of the stipulated programme period

Publication of Results:

The results of all the examinations will be published through the Department where the student underwent the course as well as through the College/University Website.

Passing minimum:

- The passing minimum for University Examinations shall be 40% out of 75 marks (i.e. 30 marks) for Theory papers and 40% out of 60 marks (i.e. 24 marks) for Practical papers.
- The candidates who obtained lower marks in the Internal Assessment are permitted to improve their Internal Assessment marks in the subsequent semesters. (2 chances will be given) by writing tests and by submitting Assignments.
- A candidate shall be declared to have passed the Dissertation / Project report/Internship report if he/she gets not less than 40% in each of the Report and Viva-Voce.
- A candidate who gets less than 40% in the Dissertation /Project report/Internship report must resubmit the Project Report. Such candidates need to take again the Viva-Voce on the resubmitted report.

Grading of the Courses:

The following table gives the marks, Grade points, Letter Grades, and classifications meant to indicate the overall academic performance of the candidate.

Conversion of Marks to Grade Points and Letter Grade (Performance in Course / Paper)

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90 - 100	9.0 – 10.0	O	Outstanding
80 - 89	8.0 – 8.9	D+	Excellent
75 - 79	7.5 – 7.9	D	Distinction
70 - 74	7.0 – 7.4	A+	Very Good
60 - 69	6.0 – 6.9	A	Good
50 - 59	5.0 – 5.9	B	Average
40 - 49	4.0 – 4.9	C	Satisfactory
00 - 39	0.0	U	Re-appear
ABSENT	0.0	AAA	ABSENT

- Successful candidates passing the examinations and earning a GPA between 9.0 and 10.0 and marks from 90 – 100 shall be declared to have Outstanding (O).
- Successful candidates passing the examinations and earning GPA between 8.0 and 8.9 and marks from 80 - 89 shall be declared to have Excellent (D+).
- Successful candidates passing the examinations and earning GPA between 7.5 – 7.9 and marks from 75 - 79 shall be declared to have Distinction (D).
- Successful candidates passing the examinations and earning GPA between 7.0 – 7.4 and marks from 70 - 74 shall be declared to have Very Good (A+).
- Successful candidates passing the examinations and earning GPA between 6.0 – 6.9 and marks from 60 - 69 shall be declared to have Good (A).
- Successful candidates passing the examinations and earning GPA between 5.0 – 5.9 and marks from 50 - 59 shall be declared to have Average (B).

- Successful candidates passing the examinations and earning GPA between 4.0 – 4.9 and marks from 40 - 49 shall be declared to have Satisfactory (C).
- Candidates earning GPA between 0.0 and marks from 00 - 39 shall be declared to have Re-appear (U).
- Absence from an examination shall not be taken as an attempt.

From the second semester onwards the total performance within a semester and continuous performance starting from the first semester are indicated respectively **by** Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA). These two are calculated by the following formulate

$$\text{GRADE POINT AVERAGE (GPA)} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

GPA = Sum of the multiplication of grade points by the credits of the courses

Sum of the credits of the courses in a Semester

Classification of the final result:

The final result of the candidate shall be based only on the CGPA earned by the candidate.

- Successful candidates passing the examinations and earning CGPA between 9.5 and 10.0 shall be given Letter Grade (O+) and those who earned CGPA between 9.0 and 9.4 shall be given Letter Grade (O) and declared to have First Class –Exemplary*.
- Successful candidates passing the examinations and earning CGPA between 7.5 and 7.9 shall be given Letter Grade (D), those who earned CGPA between 8.0 and 8.4 shall be given Letter Grade (D+) and those who earned CGPA between 8.5 and 8.9 shall be given Letter Grade (D++) and declared to have First Class with Distinction*.
- Successful candidates passing the examinations and earning CGPA between 6.0 and 6.4 shall be given Letter Grade (A), those who earned CGPA between 6.5 and 6.9 shall be given Letter Grade (A+), and those who earned CGPA between 7.0 and 7.4 shall be given Letter Grade (A++) and declared to have First Class.
- Successful candidates passing the examinations and earning CGPA between 5.0 and 5.4 shall be given Letter Grade (B) and those who earned CGPA between 5.5 and 5.9 shall be given Letter Grade (B+) and declared to have passed in the Second Class.

- Successful candidates passing the examinations and earning CGPA between 4.0 and 4.4 shall be given Letter Grade (C) and those who earned CGPA between 4.5 and 4.9 shall be given Letter Grade (C+) and declared to have passed in the Third Class.
- Absence from an examination shall not be taken as an attempt.

Final result

CGPA	Grade	Classification of Final Result
9.5 – 10.0	O+	First Class – Exemplary*
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction*
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C+	Third Class
4.0 and above but below 4.5	C	
0.0 and above but below 4.0	U	Re-appear

$$\text{CUMULATIVE GRADE POINT AVERAGE (CGPA)} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

CGPA = Sum of the multiplication of grade points by the credits of the entire programme

Sum of the credits of the course for the entire Programme

Where ‘C_i’ is the Credit earned for Course i in any semester; ‘G_i’ is the Grade Point obtained by the student for Course i and ‘n’ refers to the semester in which such courses were credited.

CGPA (Cumulative Grade Point Average) = Average Grade Point of all the Courses passed starting from the first semester to the current semester.

Note: * The candidates who have passed in the first appearance and within the prescribed Semesters of the UG Programme (Major, Allied, and Elective courses alone) are eligible for this classification.

Conferment of the Undergraduate Degree:

A candidate shall be eligible for the conferment of the Degree only after he/ she has earned the minimum required credits for the Programme prescribed, (i.e. 140 + Extra Credits for three years U.G. Programmes and 160 + Extra credits for four years U.G. Programmes).

Maximum Duration for the Completion of the Programme:

The maximum period for completion of a U.G. Degree shall not exceed ten semesters continuing from the first semester.

Post Graduate Programmes:

The examinations shall be conducted separately for theory and practical to assess (remembering, understanding, applying, analyzing, evaluating, and creating) the knowledge required during the study. There shall be two systems of examinations viz., internal and external examinations. The internal examinations shall be conducted as Continuous Internal Assessment tests I and II (CIA Test I & II).

A. Internal Assessment

The internal assessment shall comprise a maximum of 25 (Theory)/40 (Practical) Marks for each course/subject. The following procedure shall be followed for awarding internal marks.

Theory -25 marks

S.No.	Content	Marks
1	Average marks of two CIA tests (Third/repeat tests for genuine Absentees)	15
2	Seminar/group discussion/quiz	5
3	Assignment/field trip report/case study report	5
	Total	25

Practical -40 Marks (for Science programmes)

S.No.	Content	Marks
1	Major Experiment	16
2	Minor Experiment	8
3	Spotter (4 x4) or any other mode	16
	Total	40

Project/Dissertation: 25/50 Marks (assessed by Guide & HOD /in charge /Supervisor)

S. No.	Content	Marks
1	Two presentations (mid-term)	15 / 30
2	Progress Report/Thesis	10 / 20
	Total	25 / 50

B. External Examination

- There shall be examinations at the end of each semester, for odd semesters in October / November; and for even semesters in April / May.
- A candidate who does not pass the examination in any course(s) may be permitted to appear in such failed course(s) in the subsequent examinations to be held in October / November or April / May. However, candidates who have arrears in Practical shall be permitted to take their arrear Practical examination only along with the Regular Practical examination in the respective semester.
- A candidate should get registered for the first-semester examination. If registration is not possible owing to a shortage of attendance beyond the condonation limit/regulation prescribed or belated joining or on medical grounds, the candidates are permitted to move to the next semester. Such candidates shall re-do the missed semester after completion of the stipulated programme period.
- Viva-Voce: Each candidate shall be required to appear for the Viva-Voce Examination (in defense of the Dissertation/Project/internship only).

- For the Project/Dissertation/Internship report, the maximum marks will be 75/100 for report/ thesis evaluation, and for the Viva-Voce it is 25/50 (if in some programmes, the project is equivalent to more than one course, the project marks would be in proportion to the number of equivalent courses).
- The results of all the examinations will be published through the College/ University Department where the student underwent the course as well as through the University Website. In the case of private candidates, the results will be published through the Centre in which they took the examinations as well as through the University Website.

Question paper pattern

Part A	Answer for all 10 x 2 = 20 Marks	20 Marks	10 questions – 2 each from every unit
Part B	Either/or type like 1. a (or) b 5 x 5 = 25 Marks	25 Marks	5 questions – 1 each from every unit
Part C	Essay type questions 3 out of 5, 3x 10 = 30	30 Marks	5 questions -1 each from every unit

Attendance need not be taken as a component for continuous assessment, although the students should put in a minimum of 75% attendance in each course. In addition to the continuous evaluation component, the end semester examination, which will be a written examination of at least 3 hours duration, would also form an integral component of the evaluation. The ratio of marks to be allotted to continuous internal assessment and to end the semester examination is 25:75 (Theory) / 40:60 (Practical). The evaluation of laboratory components, wherever applicable, will also be based on continuous internal assessment and an end-semester practical examination.

Outcome Based Education (OBE) Question Pattern:

According to Bloom's Taxonomy, Outcome Based Education has been adopted for the programmes offered by University Departments since, 2022-2023.

In this regard, the following Pattern of Question Papers has been adopted:

OBE QUESTION PAPER TEMPLATE

Time: 3 hours

Maximum : 75 Marks

S.No.	Items	Marks	CO	BL	
1	Part A - ANSWER ALL THE OBJECTIVE QUESTIONS BY CHOOSING THE CORRECT OPTION	1	CO-	K-	
2		1	CO-	K-	
3		1	CO-	K-	
4		1	CO-	K-	
5		1	CO-	K-	
6		Multiple Choice Question	1	CO-	K-
7			1	CO-	K-
8		a) b) c) d)	1	CO-	K-
9			1	CO-	K-
10			1	CO-	K-
11a	Part B - ANSWER ALL THE QUESTIONS (NOT MORE THAN 500 WORDS EACH.)	5	CO-	K-	
11b			CO-	K-	
12a		5	CO-	K-	
12b			CO-	K-	
13a		5	CO-	K-	
13b			CO-	K-	
14a		a) (Or) b)	5	CO-	K-
14b				CO-	K-
15a			5	CO-	K-
15b				CO-	K-
16a	Part C -ANSWER ALL THE QUESTIONS (NOT MORE THAN 1000 WORDS EACH.)	8	CO-	K-	
16b			CO-	K-	
17a		8	CO-	K-	
17b			CO-	K-	
18a		8	CO-	K-	
18b			CO-	K-	
19a		a) (Or) b)	8	CO-	K-
19b				CO-	K-
20a			8	CO-	K-
20b				CO-	K-

CO – Course Outcome

BL – Knowledge Level according to Bloom’s Taxonomy

K - Knowledge Level

Condonation:

Students must earn 75% of attendance in each course to appear for the examination. Students who have earned 74% to 70% of attendance are to be applied for condonation in the prescribed form with the prescribed fee. Students who have earned 69% to 60% of attendance are to be applied for condonation in the prescribed form with the prescribed fee along with the Medical Certificate. Students who have below 60% of attendance are not eligible to appear for the examination. They shall re-do the semester(s) after completion of the stipulated programme period.

Passing Minimum:

A candidate shall be declared to have passed each course if he/she secured not less than 40% marks in the semester and 40% marks in the Internal Assessment and not less than 50% in the aggregate, taking Continuous assessment and semester-examinations marks together.

The candidates who scored low marks in the Internal Assessment are permitted to improve their Internal Assessment marks in the subsequent semesters (2 chances will be given) by writing the CIA tests and by submitting assignments.

Candidates, who have secured the pass marks in the end-semester examination (E.S.E) and the CIA but were unsuccessful in securing the aggregate minimum pass mark (E.S.E + C.I.A.), are permitted to improve either their CIA or ESE marks or both in the subsequent semester.

A candidate shall be declared to have passed the Project/dissertation /internship if he/she gets not less than 40% in thesis/report and Viva-Voce but not less than 50% in the aggregate of both the marks for thesis/report and Viva-Voce.

A candidate who gets less than 40% in the Project/dissertation must resubmit the report/thesis. Such candidates need to take again the Viva-Voce on the resubmitted report/thesis.

Grading of the Courses:

The following table gives the marks, Grade points, Letter Grades, and classifications meant to indicate the overall academic performance of the candidate.

Conversion of Marks to Grade Points and Letter Grade

(Performance in Paper / Course)

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90 - 100	9.0 – 10.0	O	Outstanding
80 - 89	8.0 – 8.9	D+	Excellent
75 - 79	7.5 – 7.9	D	Distinction
70 - 74	7.0 – 7.4	A+	Very Good
60 - 69	6.0 – 6.9	A	Good
50 - 59	5.0 – 5.9	B	Average
00 - 49	0.0	U	Re-appear
ABSENT	0.0	AAA	ABSENT

- Successful candidates passing the examinations and earning a GPA between 9.0 and 10.0 and marks from 90 – 100 shall be declared to have Outstanding (O).
- Successful candidates passing the examinations and earning a GPA between 8.0 and 8.9 and marks from 80 - 89 shall be declared to have Excellent (D+).
- Successful candidates passing the examinations and earning a GPA between 7.5 – 7.9 and marks from 75 - 79 shall be declared to have Distinction (D).
- Successful candidates passing the examinations and earning a GPA between 7.0 – 7.4 and marks from 70 - 74 shall be declared to have Very Good (A+).
- Successful candidates passing the examinations and earning a GPA between 6.0 – 6.9 and marks from 60 - 69 shall be declared to have Good (A).
- Successful candidates passing the examinations and earning a GPA between 5.0 – 5.9 and marks from 50 - 59 shall be declared to have an Average (B).
- Candidates earning a GPA between 0.0 and marks from 00 - 49 shall be declared to have Re-appear (U).
- Absence from an examination shall not be taken as an attempt.

From the second semester onwards the total performance in a semester and continuous performance starting from the first semester are indicated respectively as Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA). These two are calculated by the following formulae

$$\text{GRADE POINT AVERAGE (GPA)} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

GPA = Sum of the multiplication of Grade Points by the credits of the courses

Sum of the credits of the courses in a Semester

Classification of the final result:

CGPA	Grade	Classification of Final Result
9.5 – 10.0	O+	First Class – Exemplary*
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction*
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
0.0 and above but below 5.0	U	Re-appear

The final result of the candidate shall be based only on the CGPA earned by the candidate.

- Successful candidates passing the examinations and earning a CGPA between 9.5 and 10.0 shall be given Letter Grade (O+), and those who earned a CGPA between 9.0 and 9.4 shall be given Letter Grade (O) and declared to have First Class –Exemplary*.
- Successful candidates passing the examinations and earning a CGPA between 7.5 and 7.9 shall be given Letter Grade (D), those who earned a CGPA between 8.0 and 8.4

shall be given Letter Grade (D+), those who earned a CGPA between 8.5 and 8.9 shall be given Letter Grade (D++) and declared to have First Class with Distinction*.

- Successful candidates passing the examinations and earning a CGPA between 6.0 and 6.4 shall be given Letter Grade (A), those who earned a CGPA between 6.5 and 6.9 shall be given Letter Grade (A+), those who earned a CGPA between 7.0 and 7.4 shall be given Letter Grade (A++) and declared to have First Class.
- Successful candidates passing the examinations and earning a CGPA between 5.0 and 5.4 shall be given a Letter Grade (B), and those who earned a CGPA between 5.5 and 5.9 shall be given a Letter Grade (B+) and declared to have passed in Second Class.
- Candidates who earned a CGPA between 0.0 and 4.9 shall be given Letter Grade (U) and declared to have Re-appear.
- Absence from an examination shall not be taken as an attempt.

$$\text{CUMULATIVE GRADE POINT AVERAGE (CGPA)} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

CGPA = Sum of the multiplication of Grade Points by the credits of the entire Programme

Sum of the credits of the courses for the entire Programme

Sum of Grade Points X credits of the entire Programme

Where 'C_i' is the Credit earned for Course i in any semester; 'G_i' is the Grade Point obtained by the student for Course i and 'n' refers to the semester in which such courses were credited.

CGPA (Cumulative Grade Point Average) = Average Grade Point of all the Courses passed starting from the first semester to the current semester.

Note: * The candidates who have passed in the first appearance and within the prescribed Semesters of the PG Programme are alone eligible for this classification.

Maximum Duration for the Completion of the Programme:

The maximum period for completion of a P.G. Degree shall not exceed six semesters continuing from the first semester.

Certificate Programmes:

Passing Minimum:

- A candidate shall be declared to have passed in each course if he/she secures not less than 40% marks in the End Semester Examinations and 40% marks in the Internal Assessment and not less than 40% in the aggregate, taking Continuous assessment and End Semester Examinations marks together.
- The passing minimum for CIA shall be 40% out of 25 marks (i.e.10 marks) in Theory/ Practical Examinations.
- The passing minimum for University Examinations shall be 40% out of 75 marks (i.e. 30 marks) for Theory /Practical papers.
- The candidates not obtaining 40% in the Internal Assessment are permitted to improve their Internal Assessment marks in the subsequent semesters (2 chances will be given) by writing the CIA tests or by submitting assignments.
- Candidates, who have secured the pass marks in the End-Semester Examination and in the CIA but failed to secure the aggregate minimum pass mark (E.S.E. + C.I.A.), are permitted to improve their Internal Assessment mark in the following semester and / or in University examinations.
- A candidate shall be declared to have passed in the Dissertation/Project report/Internship report if he/she gets not less than 40% marks in the Internal Assessment and End Semester Examinations and not less than 40% in the aggregate, taking Continuous assessment and End Semester Examinations marks together.
- A candidate who gets less than 40% in the Dissertation / Internship/ Project Report must resubmit the thesis. Such candidates need to take again the Viva-Voce on the resubmitted report/thesis.

U.G. Diploma/ Certificate Programme

Passing Minimum:

- A candidate shall be declared to have passed in each course if he/she secures not less than 40% marks in the End Semester Examinations and 40% marks in the Internal Assessment and not less than 40% in the aggregate, taking Continuous assessment and End Semester Examinations marks together.
- The passing minimum for CIA shall be 40% out of 25 marks (i.e.10 marks) in Theory/ Practical Examinations.
- The passing minimum for University Examinations shall be 40% out of 75 marks (i.e. 30 marks) for Theory /Practical papers.
- The candidates not obtain 40% in the Internal Assessment are permitted to improve their Internal Assessment marks in the subsequent semesters (2 chances will be given) by writing the CIA tests or by submitting assignments.
- Candidates, who have secured the pass marks in the End-Semester Examination and in the CIA but failed to secure the aggregate minimum pass mark (E.S.E. + C.I.A.), are permitted to improve their Internal Assessment mark in the following semester and / or in University examinations.

- A candidate shall be declared to have passed in the Dissertation/Project report/Internship report if he/she gets not less than 40% marks in the Internal Assessment and End Semester Examinations and not less than 40% in the aggregate, taking Continuous assessment and End Semester Examinations marks together.
- A candidate who gets less than 40% in the Dissertation / Internship/ Project Report must resubmit the thesis. Such candidates need to take again the Viva-Voce on the resubmitted report/thesis.

EXAMINATION PROCEDURES

Notification of the Examinations:

As per the date scheduled in the University Calendar duly approved by the appropriate authorities, the commencement of University Semester- End Examinations (for both odd and even semesters) will be announced. The Examination Notification shall consist of following information:

- Date of Commencement of submission of applications for Examinations
- Last Date for submission of applications for Examinations without Late Fee.
- Last Date for submission of applications for Examinations with Late Fee.
- Date of Commencement of University Semester-End Examinations.

Submission of Examination application form and payment of examination fees shall be made through online only. Affiliated Colleges shall pay their student's examination fee through digital transaction mode only.

Examinations Time -Table:

Odd/Even Semester Examination's Time table for the students of University Departments/ Colleges shall be prepared through an Automated Process (*Time table shall be prepared based on the Date, Time, Programme and Course code*). Time-table shall be uploaded along with the examination notification in the University web page for the reference of the students.

e- Hall Ticket:

Based on the database collected from the filled-in Examination Applications the e-hall tickets will be generated using systems. The students of the University Departments shall

download the e-hall ticket from the University web-page directly. Students and Principal(s) of the Affiliated College(s) shall have option to download e-hall ticket online. In case difficulties arise to download e-hall ticket, they shall collect the hall ticket from the Office of the Controller of Examinations as an alternative arrangement.

Question Paper Setting, Printing, Packing & Distribution:

The Board of Studies of the concerned programme shall recommend the eligible subject experts for question setting. The subject experts will be appointed as question paper setters by the Controller of Examinations with prior approval of the Vice-Chancellor. The process relating to Setting, Printing, Packing & Distribution of Question Paper are classified and kept as highly confidential.

The number of Question Papers to be printed shall be arrived based on the student strength applied for the particular examinations. The Question Papers shall be printed at approved security printing presses. The sealed Question Paper packets shall be distributed to the examination venues established at departments/ colleges. The distribution of Question Papers will be done by the staff of Confidential Section of Office of the Controller of Examinations under the direct supervision of Controller of Examinations.

Conduct of Examinations:

The University End-Semester Examinations will be conducted in identified venues duly approved by the Vice-Chancellor. The examination venues shall be equipped with basic amenities including proper lighting, adequate ventilation, rest room and drinking water facilities for the students. The examination venues shall be having strong room to store the examination stationeries, Question Papers and Answer Scripts. The hall arrangements in the examination venue shall have proper candidate seating plan and the same shall be published in the notice board of the examination venue for easy identification of hall/seat number by the students. The examination hall shall be proctored by hall invigilators to ensure the prompt conduct of examination. The hall invigilators shall be appointed by the Controller of Examinations/ Chief- Superintendent of the examination venue. The Chief-Superintendent shall be responsible for the conduct of examination without any malpractices at the examination venue. The Surprise Inspection Squad to ensure proper conduct of examinations in various venues shall be deputed by the Controller of Examinations with the due approval of the Vice-Chancellor. The surprise inspection squad shall visit the examination venues and submit a report to the Controller of Examinations.

Malpractices:

Details of the students who have indulged in malpractice at the examination venue shall be brought into the notice of the Controller of Examinations by the Chief Superintendent / Surprise Inspection Squad. Malpractices if detected at the time of valuation process should also be brought into the notice of Controller of Examination by the concerned examiner/ staff. The Controller of Examinations shall compile all the malpractice cases reported if any and present before the Disciplinary Committee to assess the nature of malpractice indulged. The Disciplinary Committee shall submit a report on malpractices with the recommendations for further action needed if any and the same will be placed before Syndicate Committee for the approval. Upon approval of the Syndicate Committee necessary disciplinary actions will be taken against the students who have indulged in the malpractices.

Quantum of punishments to be awarded to the students/examiners who have indulged in malpractices in the University Examinations vide Syndicate resolution No.13, dated 21.05.2013

Sl. No.	Nature of cases	Quantum of punishment for Proven Guilt
1	Appeal for favourable consideration or mercy	Warn
2	Writing candidate's name in any part of the answer book or Register Number other than the required place	Warn
3	Letter of appeal coupled with promise of any form of consideration	Cancel all the written examinations of that session
4	Possession of notes or books or mobile phones but not attempted to copy	- do -
5	Possession of notes or books or mobile phones and copying/ attempting to copy there from	Cancel all the written examinations of that session and debar for the next one examination
6	Copying from the answers of another candidate	- do -
7	Allowing another candidate to copy from his answer	- do -
8	For inserting previously written answer sheets brought from outside	Cancel all the written examinations of that session and debar for two subsequent examinations held for two sessions

9	For threatening the invigilator or subordinate behaviour	- do -
10	For man-handling/ injuring the Chief Superintendent, Hall Superintendent and other examination officers	Cancel all the written examinations of that session and debar for three years (six sessions)
11	Cases of impersonations	Cancel all the written examinations of that session and debar for four years (eight sessions)
12	Remittance of Cash to University or to Examiner seeking any favour in the examination	Cancel all the written examinations taken in that session and debar for two years (four sessions)
13	Letter of abuse or threat to the Examiner or others concerned	Cancel all the written examinations taken in that session and debar for one year (two sessions)
14	Malpractice by students in a) Practical examination b) Dissertation/viva	a) Cancel all the practical examinations taken in that session b) Reject the Dissertation, cancel the viva-voce examination. The candidate has to submit the Dissertation once again
15	For willfully changing the Register Number of another candidate	Cancel all the written examinations of that session and debar for one subsequent session of examination
16	Failure to return the answer book issued at the examination hall or leave without handing over the answer books (whether written or blank) issued to him on the day of examination	Cancel all the written examinations of that session and debar for two subsequent sessions of examinations
17	Tampering the Grade Certificate or any other certificate issued by this University	Tampered Grade Certificate and other certificate be retained in the University for 5 years and the Duplicate not to be given for 5 years from the date of presentation of documents
18	Tampering with the Hall tickets, Admission card/Identity card or any other document issued by the University or the College in	Cancel all the written examinations of that session and debar for two subsequent sessions of examinations

	connection with the University examinations excluding the documents covered by Rule 9(a)	Note: The candidate shall not be enrolled in any institution connected with this University and will not be permitted to appear for any examination during the period of rustication
19	Mass copying	<p>i) Derecognise the centre for two sessions of examinations, if mass copying is proved and debar the Chief Superintendent/Additional Chief Superintendent and Invigilators for a period of three years from any work connected to examinations.</p> <p>ii) To frame charges against the Chief Superintendent, Additional Chief Superintendent and the Invigilator.</p> <p>iii) Necessary action be initiated against the Erring Examination Centre.</p>
20	Using colour thread or marking and identification with colour pencil	Warn and Regret letter from the candidate
21	Writing of filthy and unwarranted words in the answer script	Cancel the examination taken in the particular paper only
22	A candidate who is apprehended more than once with incriminating materials	Cancel the whole examination taken in that session and debar for next two years (four sessions)
23	Cases of malpractice reported by the examiner	Cancel the examination taken. Debarred for the next examination and not allowed to continue or undergo any course in this university for one academic year
Malpractice by Examiners:		
Individual cases to dealt with as per the following guidelines		
24. a)	Influencing and being influenced by Examiners to boost marks of candidates during central valuation	Debar from Examinership for two years (four sessions)
b)	Laxity or lack of supervision by Invigilator/Chief superintendent/ Examiner/Chief Examiner/ Chairman, Board of Examiners	Debar from Examinership for one year (two sessions)
c)	Inadvertent error in totalling and entering marks	Severe warning in the first instance and debarring for one session for recurrence

d)	Malpractice in Project guidance and Project evaluation	Debar from any Examinership for four sessions
25. a)	Failure to value all the answers written by a candidate in his/her answer book	The Examiner shall be debarred from further examinership for one session
b)	Committing error in the entry of Register numbers of the candidates by the Examiner/ Chief examiner or failure to correct such mistake committed by others in any of the examination records	The Examiner and Chief Examiner shall be debarred from further examinership for one session
c)	Committing mistake while making entries in the Tabulated mark register while awarding marks/entering Register Number	The Chairman shall be debarred from further examinations for one session. Debarring for two sessions if it is repeated
d)	Gross under/over valuation of more than 20% of marks for any answer paper in an examination	The Examiner shall be debarred from further examinations for two sessions
e)	Making incorrect entry of marks or Register Nos. in Practical examinations	Both the practical examiners shall be debarred from further examinations for one session
f)	Committing error in the entry of Register Nos./marks of candidates by staff of computer/result section or declaration of wrong result	Severe warning to the concerned staff in the first instance and for recurrence of such lapses, departmental action will be taken. Action taken should be reported to the Disciplinary Committee

Vide the minutes of the meeting of the Disciplinary Committee for December 2012 Distance Education examinations, held on 13.5.2013, Sl. No. 7 ...

Sl.No.	Nature of cases	Quantum of punishment for Proven Guilt
1	Two answer scripts were found with the same register number	Cancel all the written examinations of that session and debar for the next one examination.

Answer Booklet:

A forty-four page answer booklet with several security features along with barcode preprinted Optical Mark Recognition (OMR) sheets as top and bottom sheets shall be issued to the students for writing the examinations. After the examinations, the answer booklet shall be collected from the exam venues and stored safely in the custody of Office of the Controller of Examination.

As a part of pre-evaluation process the Part “A” of the OMR answer booklet that reveal the identity of the student shall be teared off, scanned confidentially and securely stored in the Automation Section of the Office of the Controller of Examinations. The identity masked answer booklets shall be sent for evaluation purpose.

Evaluation Methodology:

During the centralized valuation process, the examiners are briefed about the question paper along the scheme for valuation, and allotted answer booklets in the range 50 per day. The marks are entered in the first page of (Part-B) of the answer booklets. No entries are permitted on answer books. The evaluated answer book is scrutinized by the chairperson and the bar-coded Part-B of the answer booklets is torn off. The marks are entered, by scanning of OMR evaluation slip (Part-B), into the computer against the bar-code. In the case of double valuation, the answer booklet goes to another evaluator for a second evaluation and the entire procedure is repeated. Thus, against every bar-code in the system, there are two independent entries of marks for the same course. The average of these two marks forms the final marks for that course. If the difference between the two sets of marks is more than 20%, a third evaluation is conducted by a separate examiner. After the third evaluation, the closer two of the three marks are averaged to obtain the final marks. The pass board meets and approves the results. If the moderation marks are given, these are entered into the computer and the system calculates the eligible marks.

The bar-coded Part-A of the answer booklets, containing the student’s identity i.e., name, register number, name of department/ college and the course name—which was torn before handed over to the examiner for valuation and kept in a secure store. This Part-A of the answer booklet will be processed at Automation Section to match the marks entered in the bar-coded Part-B of answer booklet used for evaluation process by the examiner.

A Tabulated Mark Register (TMR) is generated duly signed by the Chairman and members of the Valuation Board. Then the TMR shall be endorsed by Deputy Controller of Examination and Controller of Examinations for publication of results.

Processing of Marks and Publication of Results:

The marks obtained from the evaluation of answer scripts shall be processed to obtain results using system-based process. The internal marks and University end-semester marks shall be cumulated and results will be arrived engaging computer-based programme. The arrived marks shall be presented as Tabulated Mark Register before the Result Passing Board of concerned programme. The Result Passing Board can approve/moderate marks given by the examiners and recommend the same to the Controller of Examinations for publication of results. The University end-semester examination results will be published in the University website by the Controller of Examinations with the approval of the Vice-Chancellor.

Revaluation / Photocopy of Answer Scripts:

Revaluation / Re-totalling of the answer scripts shall not be entertained, if double evaluation is exist. The students can apply for revaluation or seeking photocopy of the answer scripts wherein single evaluation is done within seven days after the date of publication of results duly paid with prescribed fees. The revaluation of answer scripts will be done afresh by the examiners appointed by the Controller of Examinations duly approved by the Vice-Chancellor. The highest marks obtained by the student in either valuation shall be taken in to account for result publishing.

Special Supplementary Examinations:

The Special Supplementary Examinations will be conducted for the outgoing students as an additional chance to complete their programme within the same Academic Year. The outgoing students failed in the maximum of TWO courses only can apply for special supplementary examinations. The special supplementary examinations will be conducted during the month of July/ August, in a year.

Printing and Issuance of Mark Statements & Certificates:

The mark statements (both Individual Mark Statements and Cumulative Mark Statements), Provisional and Degree certificates shall be printed at in-house printers by the Office of the Controller of Examinations using stationery with sufficient security features. The Mark Statements and Provisional certificate will be despatched to the students through their college Principal within fifteen days after publication of final results. The degree certificate shall be sent to the qualified graduates during convocation ceremony or later.

University Annual Convocation:

The University Annual Convocation will be announced yearly basis with the due approval of the Chancellor, Pro-Chancellor and Vice-Chancellor of the University. The announcement of Annual Convocation shall be made in leading Newspapers and University website inviting eligible candidates to apply for getting their degree certificates. The Ph. D., candidates and First Rank holders of Under Graduate and Post Graduate programmes shall be permitted to participate in the Annual Convocation and receive their degree certificates in-person. All the other eligible candidates will receive their degree certificate through in-absentia mode after the completion of University Annual Convocation Ceremony.

Grievance Redressal:

There is a specific section designated as Grievance Redressal Section with a section head and two staff to redress the grievances raised by students and other stake holders of the University. The grievances from various stake holders were received from email, telephone, grievance petitions through tapal and in-person. Based on the nature of the grievance raised by the stake holders the same will be redressed within a stipulated time. A specific Grievance Redressal Register is maintained at the Grievance Redressal Section to follow up the status of grievance raised by the stake holders and speedy redressing of the same by the sections/divisions concerned.

EXAMINATION GRIEVANCE REDRESSAL MANUAL

Sl. No.	Nature of Grievance	Maximum Time Frame
1	Exam Registration Issues	One Working Day
2	Elective Deviation Issues	One Working Day
3	Name correction in the Hall Ticket	One Working Day
4	Grievance on Question Paper	Before the valuation process begins.
5	Discrepancy in Results	2 Working Days
6	Revaluation / Issuance of Photocopy of the Answer Scripts	7 Working Days
7	Name Correction in Individual Marks Statement / Cumulative Marks Statement / Provisional Certificate / Degree Certificate	2 Working Days
8	Credit Issues	2 Working Days

Exam Registration Issues

If the student finds any mistakes in the examination registration form, he/she can request to Controller of Examinations to rectify the same. All the credentials like fees receipts and statement of attendance will be verified. The mistakes will be rectified and the corrections will be updated.

Maximum Timeframe: 1 Working Day

Elective Deviation Issues

If the student finds any deviation in Electives, the student can approach Controller of Examination through the Head of the Department/ Institution. The subject master supplied by the Department/ Institution and the Electives opted by the student will be verified. The

necessary corrections will be made upon verification of above said documents and the status will be updated accordingly.

Maximum Timeframe: 1 Working Day

Name Correction in Hall Ticket

The student after receiving the Hall Ticket, if he/she found any mistakes in hall ticket, he/she can request for the corrections by approaching the Examination Section. Examination Section will identify the correction in the Hall Ticket and compare that hall ticket with the Biodata submitted by the College/Department/ Institution. Student has to submit a request letter to the office of the Controller of Examinations along with the application regarding name Corrections in the hall ticket duly forwarded by the Head of Department/ Institution. After verification the necessary corrections will be updated and hall ticket will be handed over to the student.

Maximum Timeframe: 1 Working Day

Grievance on Question Paper

If the teacher/ student find any problem in the Question paper and require any clarification from the Office of the Controller of Examinations, they have to submit a request cum intimation letter stating the actual problem related to the question paper. The Controller of Examinations will resolve the problem in consultation with the Board of Valuation appointed for the subject concerned. The Board of Valuation shall deliberate on the issue raised by the teacher/ student with the detailed syllabus approved by the Board of Studies. The Controller of Examinations will declare the solution for the problem associated with question paper as suggested by the Board of Valuation.

Maximum Timeframe: Before the valuation process begins.

Discrepancy in Results

After verifying the results declared by the University if the candidate found any discrepancy in results, students have to submit an application form seeking rectification of

discrepancy in results to the Office of the Controller of Examinations. Appropriate section of Office of the Controller of Examinations will check the results, with the consultation of documents like nominal roll, seating arrangement, session wise attendance statement, consolidated absentees statement, etc and the final results will be declared accordingly.

Maximum Timeframe: 2 Working Days

Revaluation/ Issuance of Photocopy of Answer Script:

The students can apply for revaluation or seeking photocopy of the answer scripts wherein single evaluation is done within seven days after the date of publication of results duly paid with prescribed fees. The revaluation of answer scripts will be done afresh by the examiners appointed by the Controller of Examinations duly approved by the Vice-Chancellor. The highest marks obtained by the student in either valuation shall be taken in to account for result publishing.

Maximum Timeframe: 7 Working Days from date of application for revaluation

Name Correction in Individual Marks Statement / Cumulative Marks Statement / Provisional Certificate / Degree Certificate

After receiving the semester-wise Individual Marks Statement /Cumulative Marks Statement/ Provisional Certificate/ Degree Certificate if the students find any corrections in the above-mentioned certificates the student can submit an application form seeking corrections along with prescribed fees to the Office of the Controller of Examination. The Office of the Controller of Examinations shall go through the request submitted by the student and resolve the problem by issuing new certificates after necessary corrections in the name.

Maximum Timeframe: 2 Working Days

Credits Issue

If any students find credits problems, he / she have to approach Office of Controller of Examinations through Head of Department/ Institution. All the marks statements/ memos will be collected and all the credit will be recounted, if found any mistake in the credits, application form seeking credit correction will be given to the student. After proper verification done with the consultation of Tabulated Mark Registers (TMR) of all the semesters the problem will be resolved and corrected certificates with actual credits gained by the student will be issued afresh.

Maximum Timeframe: 2 Working Days