

Rules, Regulations and Policy
Admission and Examinations
2018



Office of the Controller of Examinations & Admissions
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CHAPTER – III

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Chapter III

CONDUCT OF EXAMINATION & EVALUATION

3.01 Approval of Syllabus: The syllabus shall be prepared by the Departmental Council (DC) for making recommendation by the concerned Board of Studies (BOS) of the school/centre to the Academic Council. The details of course credit for the different degree programme shall be approved by the Academic Council from time to time on recommendation of the Board of Studies. Introduction or changes in any courses to be offered in any of the degree programme of the university shall be routed through the Board of Studies for approval of the Academic Council. The Vice Chancellor of the University may approve any modification in syllabus duly recommended by the Board of studies. Such changes shall be ratified in the subsequent meeting of Academic Council. Syllabi approved by the Academic Council/Vice Chancellor shall be communicated to the Department/School/Centre by Controller of Examinations & Admission. Department/School/Centre will implement the sealed and signed syllabi sent by the Controller of Examinations & Admission.

3.02. Minimum attendance requirement: The student shall be required to be regular in classes and attend not less than 85% of aggregate of lectures, tutorials, practical of all courses in order to be eligible to appear in the examination. Weightage of attendance should not be considered in internal component of evaluation.

3.03. Maintenance of record: The concerned teacher shall maintain a record of attendance in the prescribed software/ attendance register. The HOD shall monitor the attendance of all courses offered by the department. The concerned course teacher shall have to maintain the attendance in the University software/ attendance register scrutinized by the HOD every month and the attendance shall be notified by the HOD with intimation to the Office of the respective Dean/Director/OSD. Abnormal Shortage of the attendance should be intimated to the guardian by the office of the HOD/Academic Registrar/OSD.

A student after taking admission should obtain the admission slip and present the same to the concerned teacher in order to get his or her name included in the attendance register of the subject concerned. If a student does not get his / her name registered in the classes on the day of orientation, his/her admission shall stand cancelled.

3.04. Condonation of attendance: The HOD can condone the shortage of attendance upto 10% in a course in special circumstances and allow the student with attendance of 70% or more to appear in end Semester Examination. The condonation may be granted for (i) authorized absence under official directives (ii) serious illness (iii) death of parents / guardian / brothers, sisters, spouse or children. Necessary documents shall have to be produced by the students in this regards. But, under extra-ordinary situation Dean/Director of the respective School/Center may condone upto a maximum of 5%. The Vice Chancellor may condone upto 5% of attendance for any special case.

3.05. Notification of class attendance:

The record of class attendance of all students in every course shall be maintained by the course teacher concerned till the end of the Semester. As warnings to the students the teacher concerned will notify every month the name of the students whose attendance in the class fall shorts of 75%

with intimation to the HOD/ Dean of School/OSD. The students are also required to keep themselves acquainted with regard to the position of their attendance.

3.06 Release of students from School/Center: A student who wants to leave the School/Center during or after a semester or on completion of the degree programme must officially be released by the Registrar after producing the clearance certificate from the hostel, Library, Office, Department etc. and identity card issued to the student to be surrendered. A copy of the release order shall be sent by the Registrar to the COEA, Academic Registrar, OSD and HOD for their record .

3.07 Coverage of syllabus:

It shall be the responsibility of the Departmental Council (DC) to monitor the progress of the courses of the programme during the Semester. The DC shall meet atleast three times during the semester-once before starting of the classes, one in the middle and one at the end. The activities of DC shall be recorded by Department Coordinator to be selected by HOD.

3.08 Lesson plan and evaluation plan: The teachers who are assigned to teach a course in a semester shall prepare a lesson plan and an evaluation plan for internal examinations of the course. This shall be presented before the DC at its first meeting of the semester. The lesson plan shall consist of the class wise list of topics to be covered. The evaluation plan for a course shall specify the evaluation component of the internal examination of the semester.

3.09. Conduct of the examination:

3.09.01 Examination System: The University has adopted both internal and external end semester examination. The shall be continuous assessment in the form of internal examination and there shall be university examination at the end of each Semester including practical examination.

3.09.01. Internal Examination and Evaluation: Continuous evaluation of student will be carried out by the course teacher during the progress of semester. Internal evaluation shall involve three written tests as notified in the academic calendar, attendance, assignments and seminars in respect of theory courses and based on laboratory work, attendance, laboratory skill / records and viva voce in respect of practical/Field visit/dissertation courses. The weightage assigned to various components for internal evaluation for a paper is as follows:

(I) Components of internal evaluation (Theory Paper)

Sl No.	Components	Weightage	IA marks		
			15	30	60
A	Sessional Examination	50%	7	15	30
B	Class Attendance	30%	5	9	18
C	Assignment and Seminar	20%	3	6	12

(i) Written Test - Means the internal assessment test to be conducted twice/thrice per semester. Each test will be of 30 marks and best of two will be taken in to consideration for final calculation. Time duration for se

(ii) Assignment may include self learning assignments (library work), home-works, mini projects, field visits, field works etc.

(iii) Seminar may include technical paper presentation, case studies and group discussions.

(iv) Student involvement/participation refers to all such general observations made by teachers in context of different attributes related to discipline, over and above their participation in both co-curricular and extracurricular activities.

(v) Attendance means participation of students during contact teaching/practical/field visit.

(II) Components of internal evaluation for Practical /Laboratory/Field Work/Dissertation/Practicum:

Sl No.	Components	Weightage	IA marks 15	IA marks 30	IA marks 60
A	Laboratory sessional Exam/ Dissertation viva/Field work viva	50%	7	15	30
B	Attendance in Practical / Dissertation /Field work /practicum etc.	30%	5	9	18
C	Practical Record Book /Project Report/ Dissertation Report	20%	3	6	12

The distribution of marks may be changed for the programme under statutory body like NCTE, AICTE etc. and having specific statutory guideline for distribution of marks.

(i) Laboratory/field work -Evaluation based upon general observation made by concerned teacher on the student's conduct of laboratory experiments and/or involvement during the field study.

(ii) Note-book/Project Report refers to the regular reporting made by students on the experiments performed in laboratory or study conducted during filed work.

(iii) Student involvement/participation refers to all such general observations made by teachers in context of different attributes related to discipline in context of the students involvement in maintaining the proper laboratory management or field study.

The concern faculty shall maintain the academic records of internal evaluation of the student in a prescribed mark foil and same to be uploaded to the University examination system software. A signed copy of the mark foil generated from the software should be forwarded to the Controller of Examinations & Admissions through HOD/Dean for official record.

3.09.02. End Semester Examination and Evaluation: The End Semester examination in theory and practical courses is to be conducted by the University with question papers set by the approved paper setters Evaluation of answer scripts shall be done by examiners based on well defined scheme of evaluation. The external evaluation shall be done immediately after the examination.

3.09.02.01. Committee for Conduct of Examination:

An examination committee will be constituted with the following members by the Controller of Examination and Admission with the approval of the Vice-Chancellor.

- | | |
|--|--------------------|
| (i) Dean of a School | - Chairman |
| (ii) One Faculty Member from each School/Centre as nominated by the respective Dean/Director | - Member |
| (ii) Deputy Controller of Examinations & Admissions | - Member Secretary |

Function:

- (i) The committee will take necessary steps for conduct of examination inclusive of proper management and control and overall management of the examination as per the directives of the Controller of Examinations and Admissions (COEA).
- (ii) The commission will function as per the provisions laid down in the clauses of admission.
- (iii) The committee shall be constituted by the Controller of Examination and Admission for a specific period of time in every Academic year.

3.09.02.02. Time Table: The time table for end Semester examinations will be prepared and announced by the Controller of Examinations at least 20 days ahead of the start of the examination as per Academic Calendar. The time table for written examination of internal assessment will be notified by the Head of the Department as per the Academic Calendar with intimation to the Dean, Academic Registrar and COEA.

3.09.02.03. Form Fill up: COEA shall issue the notification filling up of the examination form as per the Examination /academic calendar. Students who have requisite percentage of attendance and all clearance for accounts, hostel, library, and laboratory can fill up the form in the respective notified date in respective block/through students' examination portal.

3.09.02.04. Hal Ticket/Admit Card: COEA shall issue Hal Ticket/Admit Card to the eligible students before commencement of examination who filled up application form. Students shall download their Hall Ticket/Admit Card from USTM Examination automation portal. The admit shall bear the Examination ID, name of the student, name of the course appeared for. The invigilator may put sign on the admit card in respective examination date in the space against the course title.

3.09.02.05. Pattern of End semester examination:

(I) External Evaluation (Theory Paper)

The question papers for the external evaluation shall be of the following types:

Illustration for 100 marks paper having End Semester examination is 70 marks is as follows:

1. OBJECTIVE TYPE: (Total Marks=20)
 - A) Twenty questions will be multiple choice question (MCQ) having four alternatives. Each question will carry one mark.

B) Time allotted for answering the objective type questions is 20 minutes .The answer should be marked in a separate MCQ answer sheet which will be collected by the invigilator immediately after the completion of 20 minutes.

2. DESCRIPTIVE TYPE: (Total Marks = 50)

A) There will be 8 questions each of 10 marks, out of which students will attempt 5 questions.

B) Each question may have more than one part and total to 10 (e.g. 2+3+5=10, 2+8=10, 5+5=10 etc.)

C) Paper setter will set minimum one question from each unit to cover the complete syllabus.

D) Question number “1” will be compulsory and student will answer any four questions from the rest.

E) Time allotted for answering the descriptive type questions is 2 Hours 40 minutes .The descriptive answer booklet will be provided to the will be collected by the invigilator after the completion of stipulated time.

Illustration for 50 marks paper having End Semester examination is 35 marks is as follows:

3. OBJECTIVE TYPE: (Total Marks=10)

A) Twenty questions will be multiple choice question (MCQ) having four alternatives. Each question will carry one mark.

B) Time allotted for answering the objective type questions is 10 minutes .The answer should be marked in a separate MCQ answer sheet which will be collected by the invigilator immediately after the completion of 10 minutes.

4. DESCRIPTIVE TYPE: (Total Marks = 25)

C) There will be 5 questions with at least one question from each unit.

D) Question number “1” is compulsory and student will answer two questions from the rest.

E) Question number “1” will carry 10 marks and rest question will have 5 marks each.

F) Each question may have more than one part and total to 10/5 (e.g. 2+3+5=10, 2+8=10, 5+5=10 etc./ 2+3=5, 1+2+2=5 etc.)

G) Time allotted for answering the descriptive type questions is 1 Hour 20 minutes .The descriptive answer booklet will be provided to the will be collected by the invigilator after the completion of stipulated time.

3.09.02.06.Setting of question papers for end semester examination:

A)The Controller of Examinations and Admissions shall prepare for panel of question paper setters for courses of different programme. The panel shall consists of internal faculties from USTM and external faculties from different renowned Universities/institutions of repute.

B) The panel shall be approved by the Vice Chancellor.

C)After receiving the approved panel from the Vice-Chancellor, the COEA shall issued letter to the respective faculties who are from USTM. In case of a QP setter outside from the university, COEA will take consent from the respective paper setter and then forward the copy of the syllabus, the general instructions for setting of question papers, remuneration bill(where necessary), to the paper setter indicating a fixed date for return of the question paper through E-mail. 20 percent of the question may be prepared by the outside of the university expert.

3.09.02.07. Moderation of question papers: The question papers received from paper setters shall be moderated by an expert drawn from the approved Panel within 10 days from the receipt of the question papers as per the guideline given:

i)To ensure that the question papers set by the paper setter has been prepared strictly in accordance with the syllabus and instructions given by the University to the paper setter.

ii)To delete questions set from outside the syllabus (if any) and to make substitution for such questions.

iii)To see the proper distribution and weightage of marks, time prescribed for the paper and modifies the same if necessary.

iv)To remove ambiguity in the language of question if any and rectify the same.

E) After the finalization of the question papers necessary arrangement shall be made by the COEA to print for use in the End Semester examination with the approval of VC before commencement of Examination.

3.09.02.08.Discipline in examination:

a) Identification of Examinee: An examinee shall carry his / her identity card and admitted to the examination hall and shall produce the same when asked for.

b) Late comer: A student arriving at the examination hall 15 minutes after the scheduled time shall not be allowed to seat in that examination. No examinee shall be allowed to go out of the examination hall within 1 hour from the commencement of the examination.

c) Adoption of unfair means: An act of possessing unauthorized materials and attempting to copy, copying there from, copying answer scripts from other students and from any other sources or sharing his / her answer scripts, discussion with others during any examination, creating disturbances or acting in a manner so as to cause inconvenience to other students in the examination hall and near about shall be treated as adoption of unfair means. The Disciplinary Committee constituted by the Vice Chancellor will look into the matter and recommend punishment depending upon the degree of offence. The necessary order will be issued by the COEA in this regards intimating all concerned.

d) Ban on electronic gadgets: No students shall carry any electronic goods in the examination hall. If found carrying the gadgets will be forfeited forever. But in special occasions electronic calculator can be used when permitted for the purpose.

3.09.02.09. Evaluation of answer scripts of End Semester examination:

i) COEA will prepare the panel of Examiner/Scrutiniser from the internal faculty of the university. However some faculty from outside of the university may also be taken as per their availability. The Vice Chancellor shall approve the panel of the examiner/scrutinizer.

(i) After the completion of End Semester examination of a particular course, the answer script will be deposited to the office of the COEA. The Controller of Examinations will take necessary action for evaluation by the approved examiner. Each examiner will be given an instruction of evaluation. The examined paper along with mark foil will be submitted to the COEA with an acknowledgment by the examiner.

(ii) The COEA will arrange for scrutiny of the examined papers by approved scrutinizers within 3 days from the completion of evaluation. Scrutinizer shall check up as to whether all questions have been marked, both inside and facing sheet of the answer script check up the correctness of totaling of marks. Correction of marks by the scrutinizer at the time of scrutiny shall be initialed in the answer script as well as in the mark foil with RED INK. After scrutinisation, concern examiner shall upload the marks for respective examinee in university examination web portal. A signed copy of the mark foil generated from the examination portal shall be submitted to the office of the Controller of Examinations & Admission for record. **SCRUTINY DOES NOT MEAN RE-EVALUATION.**

(ii) If the scrutinizer notices any discrepancy in evaluating the paper by an examiner which is not at par with the instructions for evaluation of answer script to the examiner, he / she shall report the matter to the COEA. COEA in consultation with HOD/Sr. faculty of the concern Department shall reevaluate, if found necessary, such stray cases.

(iii) The scrutinized / re-evaluated answer script along with the corresponding corrected mark foils are to be submitted to the COEA for further necessary action.

3.09.02.10. Pass mark: A student must secure minimum of 40% marks in internal and external components of each paper separately. If a student fail to get pass marks in any component of a paper i.e. Internal Assessment (IA) and Semester Examination (SE) component, the student will be considered as Academic Probation (AP).

For BALLB and LLB (w.e.f. 2018 batch), the pass marks in each of the paper for theory, practical and internal assessment is 40% however minimum 4.5 SGPA will be required to pass in a semester.

3.09.02.11. Tabulation of marks and preparation of Grade Sheet:

Controller Examinations and Admissions shall initiate the process of Tabulation immediately upon receipt of the respective Mark Foils for External and Internal component. The process shall be completed and as per the following:

After completion of marks entry to the examination portal , the software generated tabulation sheet will be taken print out for checking. COEA may engage officers for cross checking with the mark foil. Any mistake may be marked by red ink of tabulation sheet. After due consultation with VC, the COEA may instruct to the officer to do necessary scaling of marks (if required). Such scaling of marks shall be supervised by COEA/ Dy. COEA for finalization of tabulation sheet. The final

tabulation sheet shall be printed to prepare of summery sheet and final result sheet. The checked tabulation sheets shall be signed by the concern officer.

3.09.02.12. Declaration of result:

After compilation of result, all tabulation sheets, summery of result and proposed format of notification of shall be placed to the result approval committee. The committee shall consists of Vice Chancellor as Chairman and COEA as convener with others members namely i) Registrar ii) Academic Registrar iii) Dy. COEA iv) two faculty members v) One Asst. COEA. However Vice Chancellor may approve the result which may be ratified in result approval committee.

After approval, COEA shall notify the result in the prescribed format. The notice shall be uploaded to the website and to be sent to the notice boards of all academic departments, HODs, Dean and other high officials of the university.

3.09.02.13. Withheld of result: After completion of the End Semester examination a student shall submit a clearance certificate to the office of the Controller of Examinations & admissions in a prescribed format. The clearance certificate shall indicate no dues from the department, office, library, hostel, college canteen etc. The result will be withheld if clearance certificate is not received from the student.

3.09.03. Grading System:

The University adopted absolute grading system. The illustration is as follows:

Grading pattern for evaluation of answer scripts :

Range of Mark in 50	Range of Mark in 100	Range of Mark in 150	Range of Mark in 250	Letter Grade [LG]	Grade Point [Gi]
45 – 50	90 – 100	135 - 150	225-250	O	10
40 – 44	80 – 89	120 - 134	200-224	A+	9
35 – 39	70 – 79	105 - 119	175-199	A	8
30 – 34	60 – 69	90 - 104	150-174	B+	7
25 – 29	55 – 59	80 - 89	137-149	B	6
20 – 24	50 – 54	75 - 79	125-136	C	5
15 – 19	40 – 49	60 - 74	100-124	P	4
00-14	00-39	00-59	00-99	F	0
Absent	Absent	Absent	Absent	Ab	0

Semester Grading and Overall Grading:

(A) Semester Grade Point Average **SGPA (Si)** = $(\sum Ci \div \sum C) Ti \div T$

Where,

C = *Credit of the respective Paper*

Gi = *Grade Point scored in the respective Paper*

Ci = *Credit Point. (C x Gi)*

Ti = $(\sum Ci)$ *Total Credit Point earned in a semester*

T = $(\sum C)$ *Total Credit in a semester*

(B)Cumulative Grade Point Average **CGPA** = $\sum Ti \div \sum T$

Where,

$T_i = (\sum C_i)$ **Total Credit Point** earned in a semester

$T = (\sum C)$ **Total Credit** in a semester

$\sum T_i =$ **Total Credit Point** earned in all semester

$\sum T =$ **Total Credit** in all semester

S G P A / C G P A	Letter Grade	Qualitative Meaning
(8.00 - 8.99)	A+	Excellent
(7.00 - 7.99)	A	Very Good
(6.00 - 6.99)	B+	Good
(5.50 - 5.99)	B	Above Average
(5.00 - 5.49)	C	Average
(4.00 - 4.99)	P	Pass
(0.00 - 3.99)	F	Fail
(Absent)	Ab	Absent

Calculation of Overall Percentage (%)

Percentage (%) = (Total Marks Obtained \div Grand Total Marks) X 100

[ILLUSTRATION FOR SGPA]

Paper Code	Credit (C)	Marks Obtained	Equivalent Grade	Grade Point (Gi)	Credit Point $C_i = (C \times G_i)$	SGPA (Si) = $\frac{(\sum C_i)T_i}{\sum C}$	Semester Grade
P-1	4	92	O	10	40	158 \div 20 = 7.90	A
P-2	5	84	A+	9	45		
P-3	3	63	B+	7	21		
P-4	2	77	A	8	16		
P-5	6	56	B	6	36		
Total	($\sum C$)T=20	372	-	-	($\sum C_i$)Ti=158		

[ILLUSTRATION FOR CGPA]

Semester	Total Credit ($\sum C$)=T	Total Credit Point ($\sum C_i$)=Ti	CGPA $\frac{\sum T_i}{\sum T}$	Final Grade
I	20	120	578 \div 84 = 6.88	B+
II	16	144		
III	24	152		
IV	24	162		
Total	($\sum T$)= 84	($\sum T_i$)= 578		

3.10 Transparency in marking: A teacher shall display the marks of the internal examination in the departmental notice board for viewing of the student. In case of any discrepancy found or clarification desired by the student should approach the concerned teacher within 2 days of display of the marks. The teacher shall make available the details of the marks along with the evaluated answer script etc and shall clarify the queries raised by the student. If the student is not satisfied with the clarification given by the teacher, the student should apply to the HOD/Dean indicating the grievances. The HOD shall place the grievances to the DC and the decision of DC should be final.

3.11. Promotion to Next Higher Semester (w.e.f. 2018 batch):

3.11. 01: A 2 years PG student will be allowed to appear 3rd semester examination if he/she can clear minimum 50% of papers combining 1st and 2nd semester. Student of this category will be allowed to appear in the 4th semester if he/she can pass all 1st semester papers.

3.11.02. A 3/4 years UG/PG student will be allowed to appear 3rd semester examination if he/she can clear minimum 50% of papers combining 1st and 2nd semester. Student of this category will be allowed to appear in the 4th semester if he/she can pass all papers of 1st semester. Students will be allowed to appear 5th semester examination if all papers of 2nd semester passed. Such students will be allowed to appear 6th semester examination after passing all papers of 3rd semester. For appearing 7th and 8th semester examination, student should clear 4th and 5th semester respectively.

3.11. 03. If a student debarred to appear end semester examination for low attendance, he/she will be allowed to attend in the next semester classes. The classes in the lapsed semester to be attended when the subjects will be offered again for regular batch. For attending such lapsed semester classes, students should take permission from Registrar/Academic Registrar with intimation to COEA & HOD of the department.

3.12..Repeat , Improvement and Special Examination :

3.12.1. Repeat paper(s): A student failing to clear the paper (s) will however be allowed to continue his /her studies in subsequent semester as per clause 3.11.01 and 3.11.02. He/she will be allowed to clear the paper(s) by appearing repeat examination(s) which will be held with the next regular batch of that semester.

3.12.2. Improvement of Paper(s): A student can apply for improvement of maximum 03 (Three) course after final semester result. No improvement will be allowed in practical course and IA component of any course. Higher marks out of the two examinations shall be taken into account for finalization of results.

3.12.3. Special Examination:

The university will conduct a special examination after declaration of results of final semesters examination in the month of July/August. Only final semester appeared students who got Academic Probation (AP) in any course of any semester can apply to appear these courses in this special examinations.

3.13. Re-examination: In the event of any kind of breach of these regulations the Vice Chancellor may order for holding any examination afresh on the recommendation of a Committee appointed to examine the case.

3.14. Grade Sheet: After declaration of result, student shall download e-grade sheet from the university examination portal. Students shall get hard format grade sheet of that semester and a transcript for final semester in the approved format duly signed by the COEA/Dy.COEA along with the officials involve in processing and verification. The transcript shall be the summery of all semesters where over all CGPA and programme grade will be reflected.

3.15. Maintenance of Confidentiality: The whole process of examination shall be handled in confidential manner.

3.16. Convocation and Award of Degree Certificate: A degree certificate under the official seal of the university and signed by the Vice-Chancellor shall be presented in the convocation of the university to each of the qualifying student of a particular degree programme. Degree certificate shall include the name of the students, name of the degree, the date of successful completion of a degree programme and the class secured by the student. A provisional degree certificate shall be issued to the student before issue of final original degree certificate.

3.17 Gold Medal: The gold medal shall be awarded to the student who will get highest CGPA in their respective batch. Such student should clear all papers (including backlog of previous semester) at the time of final semester result. Lateral entry student shall not be eligible to award gold medal.

3.18. Award of Best Graduate: Every year the under graduate student securing highest marks amongst all the students of the university completing their undergraduate degree programme in that year shall be awarded Gold medal as **Best Graduate Award** provided if he / she also secures a distinction. The award may be named as **PA SANGMA BEST GARDUATE AWARD.**

3.19 Award of Best Postgraduate: Every year a post graduate student securing the highest mark among all the students in the university completing their post graduate degree programme in that year shall be awarded the **Best Post Graduate Award** provided if he / she also secures a distinction. The award may be named as **DR. A P J ABDUL KALAM BEST GARDUATE AWARD.**

3.20. Duplicate certificate / mark sheet/ other documents: Duplicate certificate / mark sheet/ other documents may be issued to the student on damage or loss of the original on payment of fees after observing all formalities.
