



**Lok Jagruti Kendra University**  
University with a Difference

# Examination Manual

**Controller of Examinations**  
**Lok Jagruti Kendra University**  
**Ahmedabad - 382210 (INDIA)**





# Lok Jagruti Kendra University (LJ University)

## University with a Difference

(Lok Jagruti Kendra University Established by Gujarat Act No. 19 of 2019)

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### GLOSSARY OF TERMS

| Sr. No. | Terms                          | Definitions  |
|---------|--------------------------------|--|
| 1       | University                     | LJ Campus, LJ University Road, Off. S.G. Road Ahmedabad-382210   |
| 2       | Academic Programme             | Any Degree, Diploma, or Certificate Programme conducted by the University either full time or part time  |
| 3       | Student                        | Any student admitted to an Academic Programme of the University full time  |
| 4       | Candidate                      | Any eligible student at the University who has applied to appear in an examination and paid the necessary examination fees   |
| 5       | Writer                         | A person who will write answers on behalf of A student appearing in an examination for the University  |
| 6       | Examiner                       | Any internal or External course expert appointed to test the knowledge or skill of a candidate in a course or activity through written, oral and or by practical tests.  |
| 7       | Paper setter                   | Any internal or external Faculty/Course expert appointed to set question paper of a Course covering the total syllabus   |
| 8       | Exam Coordinator               | Any faculty of University appointed to conduct exam of a course by Co-coordinating and Communicating to internal/external/practical examiners on paper setting, submission of question papers and answer keys and timely assessment. |
| 9       | Press Coordinator              | Any Faculty/Officer of the University appointed to co-ordinate the Printing of the question papers of the University examination.  |
| 10      | Central Assessment Coordinator | Any Faculty/Officer of the University appointed to co-ordinate, monitor and control the central assessment activities of the University  |
| 11      | Junior Supervisor              | Any Faculty/Officer of the University appointed to supervise a block of candidates appearing for examination and remain vigilant towards any Unfair means likely to occur in the exams.  |
| 12      | Senior Supervisor              | Any Faculty/Officer of the University appointed to carry out overall supervision during the conduct of examination for a given number of blocks allocated  |
| 13      | Stationary                     | Any Officer of the university appointed to assist Senior   |



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|    |                                  |   |
|----|----------------------------------|---|
|    | Supervisor                       | Supervisors and make necessary arrangements including logistics for the conduct of the examinations   |
| 14 | Block                            | A classroom / center where a group of candidates are appearing for an examination of the University   |
| 15 | Examination Centre               | A group of blocks where candidates are appearing for any examination of the University  |
| 16 | Vigilance Squad                  | A team of Senior Officers of the University appointed to overview and supervise the conduct of examination in a fair manner   |
| 17 | Schedule of Examination          | A document showing date and time of the examinations to be held for a specific Programme / Discipline   |
| 18 | University Examiner Committee    | A Committee appointed for approval of Exam Coordinators and Examiners/Paper setters for the Examination of courses.   |
| 19 | UFM                              | Any of the instance(s) of Unfair Means adopted by a candidate during the examination  |
| 20 | LEP                              | Any of the lapses reporting during exam process.  |
| 21 | Degree                           | Any academic award of the University (Degree, Diploma, or Certificate)  |
| 22 | Honorary Degree                  | Any Degree awarded by the University only as an honor, without the normal privileges or studies.  |
| 23 | Board of Studies (BoS)           | A body/committee constituted at a Programme/discipline level for development of a Programme structure, curriculum, assessment and assure its quality and standards                  |
| 25 | Examination Fee                  | Examination Fee prescribed by the University for an Academic Programs/Course as decided by the University from time to time   |
| 24 | Credit                           | A unit by which the coursework is measured. / Credits assigned to the course  |
| 25 | Semester                         | A fixed time allocated for class room teaching, tutorials, counselling, project work and self-learning and evaluation for a Programme.  |
| 26 | Letter Grade                     | Letter Grade is an index to indicate the performance of a student in a particular course  |
| 27 | Grade Point                      | The weight allotted to each letter grade.   |
| 28 | Semester Performance Index (SPI) | Referring to the performance of a student in a given semester. SPI is ratio of the sum of all the products of credit points and grade point earned by the student in all courses of |



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|    |                                       |   |
|----|---------------------------------------|---|
|    |                                       | the semester and the total number of credits of all courses offered in that semester  |
| 30 | Cumulative Grade Point Average (CGPA) | Referring to the performance of the student in all completed semesters and is equal to Cumulative Grade Point Weighted Average.                         |
| 30 | Hall ticket                           | An identity document with photo is issued to the candidate to make him/her eligible for appearing in the examination.                                   |
| 31 | Answer book                           | A bunch of paper given to a candidate for writing answers in the examination  |
| 32 | Supplementary                         | An additional bunch of paper given to a candidate for writing answers in the examination  |
| 33 | Sticker                               | A mechanism to hide personal identity of the candidate while evaluating the answer book.  |
| 34 | Re-checking / Re-assessment           | A process of validating the previously examined answer book at the request of a candidate   |
| 35 | Result                                | The statement (OR- Office Record) showing statement of marks/grades received by the candidate for the examinations appeared.                            |
| 36 | Grade Card                            | A document issued by the university to a candidate indicating the grades he has received in various courses for which he had appeared for examinations. |
| 37 | Degree Certificate                    | An academic certificate conferred by university on successful completion of an academic Programme or as an honorary distinction (honorary degree)       |



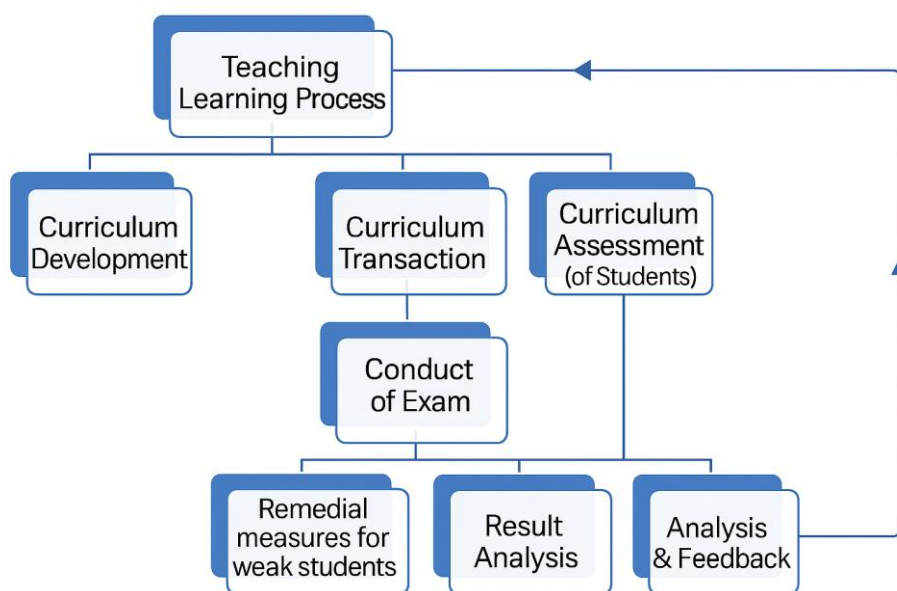


## EXAMINATION MANUAL

### 1. INTRODUCTION

The three foundational pillars of a university are Teaching–Learning Processes, Research & Innovation, and Extension Activities. Among these, the teaching–learning processes encompass Curriculum Development, Curriculum Transaction, and Curriculum Assessment—three interrelated and equally vital dimensions. This manual specifically focuses on the critical aspect of Curriculum Assessment.

University faculty members are the driving force behind the teaching–learning ecosystem. It is the responsibility of every teacher to ensure meaningful student learning by effectively integrating appropriate curriculum design, suitable pedagogical approaches, and robust assessment strategies. These three components must be approached holistically, as illustrated in the following diagram:



In accordance with the Gujarat Private Universities Act, 2019, Lok Jagruti Kendra University is mandated to confer degrees, diplomas, certificates, and other academic distinctions through examinations or other recognized methods of evaluation, in alignment with guidelines set forth by the University Grants



Commission (UGC). This mandate forms a core component of the university's academic system and serves as a principal benchmark for evaluating institutional performance, relevance, and alignment with its broader vision and mission.

Given this context, the administration and conduct of university examinations is a function of paramount importance. It requires the highest standards of quality, fairness, and integrity at every stage. In order to ensure consistency and transparency in the evaluation process, Lok Jagruti Kendra University has developed this Examination Manual to serve as a comprehensive guideline and reference for all individuals involved in the various aspects of the university's examination system.

## 2. **SCOPE**

The scope of this manual is the planning and administration/conduct of examination and preparation of results of all University Examinations (theory and practical) and award of the degrees to candidates of School of Management, Pharmacy, Architecture, Polytechnic, Design, Planning, Commerce, Science, Computer Applications, Sports Management and Events Management. If new faculties are established, these shall also be falling under the scope of this manual with appropriate additions.

## 3. **COURSE EVALUATION**

**3.1** The assessment of the students for the curricula being taught shall be broadly done in two segments:

- Segment 1: Continuous and Comprehensive Evaluation
- Segment 2: Semester End Examination

The broad details are as under:

| Sr. | Evaluation Segment                      | Components  | Period of Conduct       | Responsibility  |
|-----|---|---|-------------------------|---|
| 1   | Continuous and Comprehensive Evaluation | Written tests, quizzes, viva voce, etc. (as per syllabus) | Throughout the semester | Head of the Institute (HoI) shall ensure the smooth conduct, fairness, and timely declaration of results. The HoI may delegate responsibilities to Heads of Departments (HoDs) and Faculty Mentors. |



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|   |                          |   |                            |   |
|---|--------------------------|---|----------------------------|---|
| 2 | Semester End Examination | Theory examinations; Practical/Jury (performance and viva voce); Assignment submissions | At the end of the semester | The Hol shall ensure the fair and smooth conduct of examinations and timely submission of results. The Senior Supervisor of each Institute shall coordinate the overall examination process, evaluation, and submission of marks to the Examination Department. |
|---|--------------------------|---|----------------------------|---|

\*\* The faculty who is teaching a particular course shall be responsible for the performance of the students in that course. He/she should ensure that students are fairly assessed, and their results are monitored by him/her.

**3.2** The performance of every student on each course will be evaluated through Continuous Evaluation by the teachers concerned and End Semester Examination by the University. Continuous evaluation of students will be based on the Unit test, Practical test, Internal Tests, Quizzes, Viva and Presentation, case study etc. or other similar components, whereas End Semester Examination by the University will be through theory and practical/jury/viva examinations.

The schemes for evaluation of courses under various Programs / faculties are as under:

Table: 1 Scheme of Programme Evaluation – Weightage of components

| Faculty Name            | Course    | Program Type | Theory                |                      | Practical             |                      |
|-------------------------|-----------|--------------|-----------------------|----------------------|-----------------------|----------------------|
|                         |           |              | Continuous evaluation | Annual Examination   | Continuous evaluation | Annual Examination   |
| School of Physiotherapy | B. P. T.  | UG           | 30%                   | 70%                  | 30%                   | 70%                  |
|                         | M. P. T.  | PG           | 30%                   | 70%                  | 30%                   | 70%                  |
| Faculty Name            | Course    | Program Type | Theory                |                      | Practical             |                      |
|                         |           |              | Continuous evaluation | Semester Examination | Continuous evaluation | Semester Examination |
| School of Pharmacy      | B. Pharm. | UG           | 17%                   | 50%                  | 10%                   | 23%                  |
|                         | M. Pharm. | PG           | 25%                   | 75%                  | 25%                   | 75%                  |
| School of Architecture  | B. Arch.  | UG           | 50%                   | 50%                  | 50%                   | 50%                  |
| School of Design        | B. Design | UG           | 50%                   | 50%                  | 50%                   | 50%                  |
| School of Planning      | M. Plan.  | PG           | 50%                   | 50%                  | 50%                   | 50%                  |





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|   |                            |            |     |      |     |      |
|---|----------------------------|------------|-----|------|-----|------|
| School of Engineering and Technology          | B.E.                       | UG         | --  | 100% | --  | 100% |
|   | M.E.                       | PG         | --  | 100% | --  | 100% |
|   | Diploma Engineering        | Diploma    | --  | 75%  | --  | 25%  |
| School of Applied Sciences                    | B.Sc.                      | UG         | 30% | 70%  | 30% | 70%  |
|   | M.Sc.                      | PG         | 40% | 60%  | 40% | 60%  |
| School of Computer Applications               | MCA                        | PG         | 20% | 47%  | --  | 33%  |
|   | IMCA                       | Integrated | 20% | 47%  | --  | 33%  |
|   | M.Sc. IT Integrated        | Integrated | 20% | 47%  | --  | 33%  |
| School of Management Studies                  | MBA                        | PG         | 50% | 50%  | 50% | 50%  |
|   | IMBA (4 Years)             | Integrated | 53% | 47%  | --  | --   |
|   | IMBA (5 Years)             | Integrated | 27% | 46%  | 27% | --   |
|   | B.B.A. (Event Management)  | UG         | 25% | 75%  | --  | --   |
|   | B.B.A. (Sports Management) | UG         | 25% | 75%  | --  | --   |
| School of Commerce and Professional Education | B. Com.                    | UG         | 25% | 75%  | --  | --   |
| School of Media and Communications            | B.M.C.                     | UG         | 50% | 50%  | --  | --   |
|   | M.M.C.                     | PG         | 50% | 50%  | --  | --   |
| Directorate of Research                       | Ph.D.                      | Ph.D.      | --  | 100% | --  | --   |

**3.3** Generally, each question paper will have multiple sections and whole question paper will be set up by External Examiner appointed by the Vice chancellor who will provide two different sets of papers.

**3.4** The answer books will be assessed by examiner from the internal faculty appointed by Head of the Department.



#### 4. ELIGIBILITY FOR APPEARING IN EXAMINATIONS

A candidate shall be deemed eligible to appear for the examination only if **both** of the following conditions are fulfilled:

##### 1. **Satisfactory Completion of the Semester**

A candidate is considered to have satisfactorily completed the semester if:

- **Attendance:** The candidate has maintained a minimum of **75% attendance** in each course.
- **Academic Requirements:** The candidate has completed **100% of the prescribed laboratory work, term work, and other curricular assignments** satisfactorily in every course.
- 

##### 2. **Timely Payment of Fees**

- The candidate has paid the **tuition fees and examination fees** within the stipulated timeframe as per university regulations.
- Failure to pay the semester examination fees within the prescribed period will result in a **penalty**, as notified by the university from time to time.

#### **General Examination Guidelines**

- **Hall Ticket:** No candidate will be permitted to enter the examination hall without a valid **Hall Ticket**.
- **Support for Differently Abled Candidates:**  
Differently abled candidates or those with chronic medical conditions may request special seating arrangements and/or the assistance of a writer. Such requests must be submitted **at least one working day prior to the commencement of the examination**.



## 5. EXAMINATION PROCESS

The examination process of Lok Jagruti Kendra University is classified mainly into three sections:

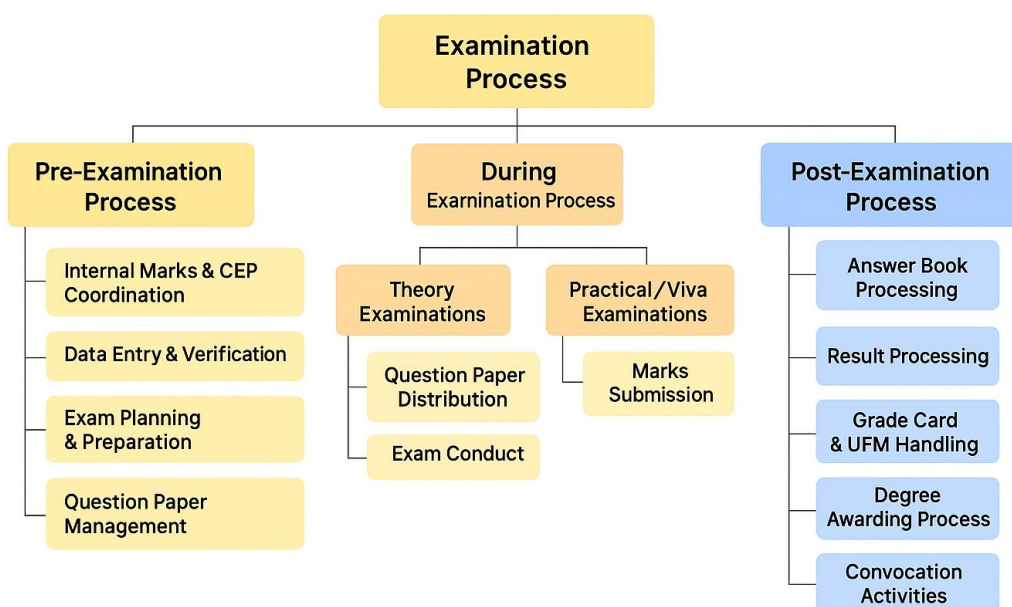
### 5.1. *Pre-examination Process*

### 5.2. *Processes During the Examination*

### 5.3. *Post Examination Process*

The process is illustrated in the chart below.

## University Examination Process



Further details are provided in the following points.

### 5.1 Pre-Examination Process

This process is to be completed before the commencement of the examination. The major activities involved in the process are:

- Coordinate all the courses in filing out the internal exam marks through HOD's of various departments.
- CEP (continues evaluation process) is to be declared by each HODs and to be



conducted before the end of exam.

- Coordinate entry of faculty details and continues evaluation process (CEP) marks in marks portal as per Lok Jagruti Kendra University circular.
- Prepare block arrangement, download admit card etc.
- Issue the exam duty orders for Sr. supervisors/Jr. Supervisors/ Stat. Supervisors / Relievers / Office Assistant / Photo copy machine operator etc. under guidance of center In-charge.
- Ensure that required equipment's for decryption system like Computer/Printers/Copier machines/ Cartridges for copiers /UPS are working perfectly before the start of Exam.
- If there are any discrepancies/deficiency found during verification/query, report to center in charge immediately.
- Check that seating arrangement is in order and must be placed at Notice board.
- The entire process of decryption and printing of question papers must be handled by Institute coordinator. On receipt of password, decrypt the Question Paper in presence of observer and Centre In-charge. Get the printout and verify that all Question papers are available for your exam center.
- Prepare block wise required number of copies of each Question Papers. Make ensure examination starts on time. Distribution of Hall tickets to Students by Institute

## 5.2 Processes During the Examination

This process is to be completed during the conduct of the examination. The major actions involved in the process are:

### Theory Examinations

- Collection of the Question Papers from University Academic & Examination office and Printing of the question papers (on the day of Examination- Three hour prior to examination) by Exam Coordinator.
- Distribution of Question Papers (block-wise) to Exam Centers/Institute by Exam Coordinator and handing over to a senior supervisor.
- Conduct of the Examinations at Various centers by Senior Supervisor
- I. Distribution of Question papers, Answers book/Supplementary in all blocks.
- II. Signing by Junior Supervisor on Answer book/Supplementary and Junior Supervisor record.
- Counting and Bundling of Answer books by Examination Centre of Institute by Senior Supervisor.
- A collection of Answer books, Presence Report and UFM Reports from Examination Centers and submission to Academic & Examination office by Senior Supervisor.



### Practical/Viva Examinations

- Conduct of the Practical/Viva examinations by Examiners appointed by University Academic and Examination office as per the schedule prepared by the Institute
- Submission of Marks to University Academic & Examination office by Chairman or Exam Coordinator on the same day.

### 5.3 Post Examination Process

This process is to be completed at University Examination Section after the examination of the University. The major actions involved in the process are:

- Evaluation of Answer books by Examiners.
- De-Flapping of the Answer books by the Examination Section.
- Data Entry and Verification by the Examination Section.
- Preparation and Declaration of Results by University Examination
- Result analysis by concerned Faculty and presentation of analysis and remedial measures to the HoDs.
- Printing and Issue of Grade Cards by University Examination Section.
- Processing and Disposal of UFM Cases by UFM Committee.
- Rechecking of Answer books and declaring of revised results by University Examination Section.
- The students who pass their final semester and clear all previous semester will be going through process of getting a degree award.
- Preparation of Eligible students for award of Degree by University Academic & Examination office and endorsement by Directors.
- Obtaining approval of Governing Body on the list of Eligible students for award of Degree.
- Admission of Students for Convocation through inviting Applications either “In Person” or “In Absentia”.
- Printing of Degree/Diploma by University Academic & Examination office.
- Authentication of Degree/Diploma by President and Vice-Chancellor.
- Award of Degree/Diploma by the University at the Convocation.





## 6. **GUIDELINES FOR IMPORTANT EXAMINATION PROCESS**

### 6.1. **PRE-EXAMINATION PROCESS**

#### 6.1.1. **Appointment of Exam Coordinators, Paper Setters & Examiners**

The appointment of Exam Coordinators, Paper Setters, and/or Examiners for the University Examinations shall be made by the University Academic & Examination Office, based on the recommendations of a Committee constituted for this purpose by the Hon'ble Vice Chancellor. The Exam Coordinators, Paper Setters, and/or Examiners shall be selected from the "Panel of Examiners" recommended by the respective Board of Studies and the School Director. In case of an exigency where an appointed examiner becomes unavailable after accepting the appointment, the School Director shall appoint an alternative examiner.

##### 6.1.1.1. **General Guidelines Exam Coordinators, Paper Setters & Examiner**

- The Exam Coordinator for the examination of concerned course in theory and practical will be from Lok Jagruti Kendra University.
- Generally, each question paper will consist of a single section. The question paper will be prepared by an External Examiner appointed by the Registrar. The examiner is required to submit three different sets of question papers, each covering the complete syllabus of the course.
- In no circumstances, the schedule of the University Exam (Practical/Theory) shall be changed without explicit permission from the Vice-Chancellor.

##### 6.1.1.2. **Duties of Exam Coordinator**

- Co-ordination and Communication to internal/external examiners on Paper setting and to ensure the submission of question papers and answer keys with mark distribution at least 8 days prior to start of examinations.
- Finalization of the question paper, with external paper setter. He/she should share previous question papers while doing this.
- To ensure that all questions are set from within the syllabus and cover the full syllabus.
- To ensure that paper setters judiciously follow the guidelines of paper setting.
- Submission of question paper in two separate envelopes, (question papers separated as Section I and Section II wherever applicable) in a sealed cover with signature on the sealed cover to the Examination Section. Copy of the question paper which is kept in the envelope for office is to be signed by the Exam Coordinator on every page of question paper.



- Co-ordination and Communication to internal/external examiners on central assessment schedule and ensure that assessment is done within 10 days from the date of completion of the examination of the course concerned, by all examiners.
- The Exam Coordinator should ensure that the assessment is uniformly spread over 10 days.
- Ensure that continuous evaluation/internal examination marks are forwarded to University Academic & Examination office at least 8 days prior to start of theory examination through online mode.
- Co-ordination and conduct of practical/viva examinations of the course and submission of marks online.
- To ensure that marks of practical examination in each course is submitted in the university office same day/next day after completion of the examination, duly endorsed by the examiners and by the Exam Coordinator through online mode.

#### 6.1.1.3. General Guidelines for Paper Setters

- The question paper should have questions covering all the units of syllabus of the course and also covering aspects taught during the term.
- The questions should be clear, having no ambiguity in language or understanding of the meaning.
- The question should be framed so as to test the understanding and application of knowledge rather than memorizing capacity.
- The internal paper setter will be the Exam Coordinator for the examination of the course, and he/she will be responsible for the compilation of question paper according to the format.
- Paper setter/ Exam Coordinator has to read carefully whole question paper before submitting it to the University office so that there are no errors.
- Figures, if there are any, should be drawn in black ink mentioning question No. below each figure.
- The charts, tables, IS codes, data book, etc. required during the examination should be mentioned as notes on the question paper.
- No overall options should be given in the question paper.
- Marks should be indicated in all sections of the main questions.
- The question paper should be free from all types of grammatical errors.
- The course name, total marks, course code, etc. should be clearly mentioned.

#### 6.1.1.4. Duties of Examiners

- To ensure that the number of answer books in the bundle match with the slip attached to the bundle and report to the coordinator regarding any discrepancy in



the number and/or any answer book without a sticker.

- To ensure following while assessing answer books:
- Marks will be given for each sub question and should be totaled at the end of the question.
- Marks must be written in double digits, e.g., 00, 01.....,
- Total marks for each question will have to be transferred to the first page and the totaling done for the whole section
- Sign every answer book assessed
- Any case or an answer book revealing identity of the candidate shall be submitted separately to the central assessment coordinator
- Assessment work is completed within 10 days from the date of examination and any non-commitment on meeting deadlines shall be communicated to Exam Coordinator.

#### 6.1.1.5. **Format of Paper Setting For School of Management**

- Each question Paper will be of maximum 50 marks and of 2 hrs. duration.  
For School of Commerce/Event/Sports/Media
- External Exam question Paper will be of maximum 100 marks and of 3hrs duration.
- Internal Exam question Paper will be of maximum 50 marks and of 2hrs duration.  
For School of Design/Architecture/Planning
- Each question Paper will be of maximum 50 marks and of 2hrs duration.

For School of Computer Applications

- External Exam question Paper will be of maximum 70 marks and of 3hrs duration.
- Internal Exam question Paper will be of maximum 30 marks and of 2hrs duration.
- Viva/Practical Exam will be of maximum 50 marks and of 2hrs duration.

For School of Engineering/Polytechnic

- Each question Paper will be of maximum 100 marks and of 3hrs duration.

For School of Pharmacy

- External Exam question Paper will be of maximum 75 marks and of 3hrs duration.
- Internal Exam question Paper will be of maximum 25 marks and of 2hrs duration.
- External Viva/Practical Exam will be of maximum 35 marks and of 2hrs duration.
- Internal Viva/Practical Exam will be of maximum 25 marks and of 2hrs duration.

For School of Science/Physio

- External Exam question Paper will be of maximum 70 marks and of 3hrs duration.



- Internal Exam question Paper will be of maximum 30 marks and of 2hrs duration.

## 6.2. DURING THE EXAMINATION PROCESS

### 6.2.1. General Arrangements

- Planning and arrangement for the conduct of the examination will be done by respective Principals. Following guidelines are to be followed while planning for the arrangements
- One block should be 30 students.
- Ten blocks will form one Centre.
- For each block, there should be one Junior Supervisor from Assistant
- One reliever (Junior Supervisor) should be appointed for every 5 blocks.
- One Senior Supervisor should be appointed to a center of 300 students or less. He/ She shall be of minimum Assistant Professor level.
- One Stationary Supervisor should be appointed for the center.
- Senior Supervisor will have to be only Faculty.
- All appointments (Junior Supervisors, Senior Supervisor, Stationary Supervisor, supporting staffs) to be made by the Director of respective Institute/faculty.

### 6.2.2. Appointment of Stationary Supervisor

- Stationary Supervisor shall be appointed by Director of the Institute from staff members, not below the cadre of Senior Clerk, faculty member and intimate the appointment to Academic and Examination office of the University. Normally one Stationary Supervisor should be appointed at an examination Centre for all examinations starting on the same date. When the number of students appearing for an examination are not more than 25, a junior supervisor will be appointed as Stationary Supervisor. Person to work as Stationary Supervisor shall not be appointed for any other duty during the conduct of examinations.

### 6.2.3. Duties/Responsibilities of Stationary Supervisor

- To assist senior supervisors in work making preliminary arrangements for the examinations (e.g., arrangement of benches/desks/chairs, pasting seat numbers etc.).
- To arrange to display seating arrangement, block wise and examination numbers on the notice board.
- To make necessary arrangement for required stationery e.g., answer books,





additional supplementary, hollow stickers, junior supervisor reports etc. for junior supervisor, block wise.

- To assist Centre Coordinator/Senior Supervisors during examination hours for necessary requirements in the blocks.
- To plan and schedule for a reliever of junior supervisors during examination hours.
- To assist Centre Coordinator/senior supervisors with preparing reports of unfair means and forward to University.
- To assist Centre Coordinator/Senior Supervisors with the collection of answer books and filled block reports from a junior supervisor. He/she may arrange to pack written answer books subject wise/section wise in tamper proof envelopes with required reports and copy of question paper.
- To arrange to collect remaining blank answer books/supplementary from junior supervisor and keep a proper record of another book of supplementary.
- To arrange to prepare remuneration bills for conduction of theory examinations and forward to University for remittance preferably 10 days after completion of the examination.
- To perform any other work related to examinations, not mentioned above, if given by Centre Coordinator/Senior Supervisors.
- To remain present at examination center during the entire examination duration. In an emergency, he/she may leave the center with prior permission of Centre Coordinator/Senior Supervisors.

#### 6.2.4. Appointment of Stationery Supervisor

Stationery Supervisor/s shall be appointed by Director of the Institute and intimated to academic & Examination office of the University.

A person appointed as Stationery Supervisor shall not be appointed to work in any other capacity during the conduct of examinations.

##### 6.2.4.1. Duties and Responsibilities of Stationery Supervisor

- Shall make necessary arrangement for required stationery e.g., answer books, additional supplementary, hollow stickers, junior supervisor reports etc. for junior supervisor, block wise.
- Shall hand over required stationery to junior supervisor 15 minutes before scheduled time of examinations.
- Shall collect remaining blank answer books/supplementary from junior supervisor on completion of examination
- Shall maintain records of used and unused answer books and additional supplementary.
- Shall arrange to provide stationery like a log book, graph paper, drawing paper





etc. when demanded by the student.

- Shall fulfill the requirement related to stationery demanded by a junior supervisor during examination hours.

### 6.2.5. Appointment of Junior and Senior Supervisors

- Junior/Senior Supervisors shall be appointed by Principal/HOD of the Institute and intimated to Academic & Examination office of the University the junior supervisor should be from Assistant professor/ Associate Professor Cadre whereas the senior supervisor should be a senior faculty member of Professor/ Associate Professor Cadre. The duty of the Senior/Junior supervisors should be uniformly distributed within the Institute.

#### 6.2.5.1. Duties/Responsibilities of Junior Supervisors

- To supervise a block of candidates appearing for examination and remain vigilant towards any Unfair means being attempted by the candidates.
- To ensure that no candidate is allowed to enter the examination hall after 30 minutes of the commencement of examination.
- To collect Question Paper from Senior Supervisor 15 min before the start of Examination.
- To open the sealed envelope of Question Paper 5 minutes before the commencement of Examination and distribute to students as per schedule.
- To ensure that all the information i.e., course code and other details are filled in by the candidate at an appropriate location on the front page of Main Answer book/Supplementary. To put signature only after verification of these details.
- To ensure that no candidate leaves the examination hall after the commencement of examination till next 45 minutes and during last 10 minutes of the examination session.

To ensure that all the candidates.

- Stop writing after the warning bell,
- Tie up the supplementary,
- Stick the hollow sticker at the appropriate place covering the information filled up on the front page.
- Hand over the answer books.

To report to the senior supervisor immediately if:

- Any objectionable material related to examination like mobile phone, programmable calculator is found with any candidate,
- A candidate is found exchanging answer book/question paper with another candidate or the candidate is found indulging in any other wrong practices.



- Any other inappropriate behavior.
- To prepare an appropriate report of any unfair means in the prescribed format and submit it to the senior supervisor.
- To fill in the supervisor report in two copies for each section i.e., one to be pinned on the first Main answer book and the other for office records.
- To submit the answer books in a separate bundle for each Section.

### 6.2.5.2. Duties/Responsibilities of Senior Supervisor

- To ensure comfort of students by providing stress-free environment during exams
- Prepare block-wise seating arrangement and allocation of duties to Junior supervisors and relievers
- To carry out overall supervision of the conduct of examination for the blocks allocated
- Collect the Sealed Question Papers (Block wise) from Press Coordinator and distribute to Junior Supervisors 15 min before the start of Examination
- To check the attendance, register prepared by junior supervisors
- To report the Unfair means cases to University
- To receive the answer books from all the blocks, verify with the report submitted by the Junior Supervisor and then prepare one bundle of answer books, section wise for each subject.
- To ensure safe submission of answer book bundles to the University Exam Section.

### 6.2.6. Appointment of Exam Coordinator

The Exam Coordinator for the University examination will be appointed from amongst the teachers by the Registrar on approval of the Vice-Chancellor. The Exam Coordinator shall be overall in-charge of the Printing of the question papers for the university examination. The honorarium to the Exam Coordinator will be as per LJK University rules.

#### 6.2.6.1. Duties of Exam Coordinator

- To collect the sealed envelopes from the office of the Examination at a predefined time (i.e., At least, one hour before examination time) and to open the envelope in the printing press.
- To verify with the timetable, the following from the manuscript before printing the question paper.
- Course code and Course title.



- The duration of the examination.
- Date and time of the examination.
- Name of the examination.
- Marks of each question paper/ and individual questions
- To ensure that a sufficient number of copies are printed according to the number of blocks along with at least 10 spare copies. The record of copies printed should be maintained meticulously.
- To ensure that the question papers are printed on time and delivered to the Examination Centre, at least fifteen minutes before the examination begins.
- To contact the Exam Coordinator for examination of the course or in the absence of the Exam Coordinator, the Dean of the concerned faculty, for
- any discrepancy or mistake found in the manuscript of the question paper.
- To ensure that no unauthorized person is allowed in the printing press of the University and to maintain confidentially till question paper is distributed.
- To ensure that nobody is going out of the press until half an hour has elapsed since the commencement of examination.
- To ensure strict confidentiality.

### 6.2.7. University Examination Vigilance Squad

- The University shall appoint a Vigilance squad for overseeing and supervising the conduct of University examination in a fair manner. It should observe the conduct of the examinations through the centralized console of close circuit camera arrangements of examination halls and also make surprise visit to examination venues so as to eliminate possibilities of use of any unfair means and misconduct of students, negligence of supervisors etc. and ensure the fair, impartial and smooth conduct of University examinations. All such unfair means/Misconduct/negligence found during such surprise visits and observations shall be reported to the University for further Remedial Actions.

### 6.2.8. Instructions to Candidates for Examinations

- Use of blue/black ink is only permitted for writing in the answer book.
- Enter Enrollment number, Course code, Course title, etc. at appropriate locations on the front page of the answer book.
- Do not write name or number or put any sign in the answer book which reveals your identity.
- Write relevant answer to the question in clear and legible handwriting on both sides of an answer book.
- The new answer should be started on a new page.



There will be warning bell 10 minutes before the completion of the examination.

Following Examination materials are permitted in the Examination Hall:

- Pens
- Pencils
- Rulers
- Erasers
- Drawing instruments for engineering graphics.
- Scientific non-programmable calculator
- Books, writing paper, Notes, Manuscripts, Mobile phones, digital library, programmable calculator etc. are not allowed in examination hall unless specifically communicated.

- If any objectionable material related to examination or mobile phone or programmable calculator etc. is found with a candidate or he/she is found exchanging answer book/ question paper with another candidate, or found to be indulging in any unfair means than it will be immediately reported to the University as Unfair Means (UFM). This shall entail appropriate disciplinary action by the University.

### 6.2.9. Guidelines for Writer in Examination

- The facility of a SCRIBE or WRITER (a person who will write answers on behalf of A student appearing in LJK University examination) on medical ground can be availed by an examiner.
- A written application from the candidate or his/her parents is to be submitted to the University Academic & Examination office through the Principal of the concerned institute, along with:
- A certificate duly signed by the Surgeon/ Medical Officer who is treating the candidate, with clear recommendations to avail facility of a WRITER for his/her Examinations.
- Details of the person who gives consent to be a WRITER (Like complete bio- data, ID Proof, educational details and relationship if any with the candidate).
- WRITER of a candidate should not be in his/her blood relation directly or indirectly.
- The WRITER should be less qualified than the student who is going to appear in a particular examination by the University.
- The WRITER will write only such matter as an answer which is narrated by the candidate at the time of examination.
- The student shall not be permitted to change his/her WRITER during the span of the whole examination. However, under unavoidable circumstances, Principal/Senior Supervisor of the Institute is empowered to permit to do so with the knowledge and





permission of the Registrar.

### 6.2.9.1. Procedure to be followed for permitting WRITER facility

- The concerned Principal on receipt of application of WRITER shall verify facts and forward the application to University with due remarks.
- Senior Supervisor of the examination Centre will arrange separate block for the Candidate who is going to appear in the examination with pre- sanctioned WRITER.
- The senior supervisor has to ensure that only the examiner and his/her WRITER is allowed in the place of examination.
- Senior Supervisor will collect contact details of Parents/Guardians for contacting in case of emergency.
- The student will be given additional 30 Minutes after the completion of Scheduled time duration of the Paper.

## 6.3. POST EXAMINATION PROCESS

### 6.3.1. Appointment of Central Assessment Coordinator

The Central Assessment Coordinator for the University examination will be appointed from amongst the University teachers by the Registrar on approval from the Vice-Chancellor. The Central Assessment Coordinator shall be overall in-charge of the Central Assessment Centre of the university. The honorarium to the Central Assessment Coordinator will be as per LJK University rules.

#### 6.3.1.1. Duties of Central Assessment Coordinator

- To monitor and control central assessment activities.
- To ensure that the assessment is completed on time he/she should involve Exam Coordinators to ensure this. [When required, the replacement of external examiners to be requested from the Academic & Examination.]
- To ensure that the distribution of the assessment work is assigned to the examiners as per the table is given by the Exam Coordinator of the examination of the particular course.
- To ensure that on each and every day the record of the assessed and unassessed answer books is maintained and monitored as per schedule.
- To obtain complete information about the external examiners from the examination section of the university before the commencement of the





assessment of the particular course or courses. To ensure that any change in the appointment of the examiners is recorded properly.

- To ensure that the proper environment and adequate hospitality is provided to the Examiners as per university rules.
- To ensure that no unauthorized person(s) is allowed in the Assessment Centre.
- To maintain confidentiality about all the information about examination, assessment and related activities.

### 6.3.1.2. Evaluation Process

- For written examinations, Dual Valuation is followed and the highest marks secured is considered as final. For the project based summative assessment, one internal and one external expert assess each student independently. If the difference in the assigned marks in both the cases exceeds 10 marks then another expert will be evaluating the paper and assignment and that marks will be considered as final and binding.

### 6.3.2. Preparation and declaration of results

#### 6.3.2.1. Result Preparation

The Controller of Examination will oversee and co-ordinate the process of central assessment, data entry and finalization of the result and ensure timely publication of the result.

#### 6.3.2.2. Grace Marks Policy

The University adheres to a strict no-grace marks policy; hence, no grace marks shall be awarded under any circumstances in any examination result.

#### 6.3.2.3. Review and Finalization of Results

- The result prepared based on the criteria described 6.3.2.5 and 6.3.2.6 will be placed if required, before Result Review Committee comprising,
  - Vice Chancellor
  - Vice President
  - Registrar
  - Controller of Examination
  - Director
- The decision taken by the committee after reviewing result will be final.
- The printing of grade cards shall be taken immediately after results are



declared and issued to students through schools.

### 6.3.2.4. Publishing of Results

After every semester examination result will be published on the notice board and on the University website by the Academic and Examination Section.

### 6.3.2.5. Result analysis and Remedial Measures

Every teacher who has taught a course shall analyze the results of their respective course. He/she should present the results analysis and action plan for remedial measures to the Director of the institute concerned. This should be done within two weeks of the declaration of the result.

### 6.3.2.6. Passing Requirements

The minimum passing requirements of a Course in a Programme under various faculties are as below.

Table 2. Passing Requirements

| Faculty Name                           | Course          | Program Type | Minimum Passing marks for Continuous Evaluation (A) | Minimum Passing marks in End Semester Exam (B) | Minimum Passing Marks per Course- (A+B) |
|--|-----------------|--------------|---|--|---|
| School of Architecture/Planning/Design | B. Architecture | UG           | 50%   | 50%  | 50%                                     |
|  | B. Design       | UG           | 50%   | 50%  | 50%                                     |
|  | M. Planning     | PG           | 50%   | 50%  | 50%                                     |
| School of Management Studies           | BBA (SM, EM)    | UG           | 40%   | 40%  | 40%                                     |
|  | IMBA 5 Yr       | Integrated   | 40%   | 40%  | 40%                                     |
|  | IMBA 4 Yr       | Integrated   | 40%   | 40%  | 40%                                     |
|  | MBA             | PG           | 50%   | 50%  | 50%                                     |
| School of Pharmacy                     | B.Pharm.        | UG           | 40%   | 40%  | 40%                                     |
|  | M. Pharm.       | PG           | 40%   | 40%  | 40%                                     |



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|                                 |          |            |     |     |     |
|---------------------------------|----------|------------|-----|-----|-----|
| School of Engineering           | B.E.     | UG         | 35% | 35% | 35% |
| School of Polytechnic           | D.E.     | Diploma    | 35% | 35% | 35% |
| School of Computer Applications | M.Sc. IT | Integrated | 40% | 40% | 40% |
|                                 | MCA      | Integrated | 40% | 40% | 40% |
|                                 | MCA      | PG         | 45% | 45% | 45% |
| School of Commerce              | B.Com.   | UG         | 40% | 40% | 40% |
| School of Science               | B.Sc.    | UG         | 40% | 40% | 40% |
|                                 | M.Sc.    | PG         | 40% | 40% | 40% |

### 6.3.2.7. Grading Criteria

The total of the continuous evaluation marks and end semester examination marks in each course will be converted to a letter grade on a five-point scale. The criteria based on which grades awarded to courses under various Programme are given in Table below.

Table: 3 (a) Grading Scheme for Diploma Engineering / Bachelor of Engineering

| Percentage   |     | Grade Point | Grade |
|--------------|-----|-------------|-------|
| 95           | 100 | 10          | O+++  |
| 90           | 94  | 9.5         | O++   |
| 85           | 89  | 9           | O+    |
| 80           | 84  | 8.5         | O     |
| 75           | 79  | 8           | A++   |
| 70           | 74  | 7.5         | A+    |
| 65           | 69  | 7           | A     |
| 60           | 64  | 6.5         | B++   |
| 55           | 59  | 6           | B+    |
| 50           | 54  | 5.5         | B     |
| 45           | 49  | 5           | C     |
| 40           | 44  | 4.5         | D     |
| 35           | 39  | 4.0         | E     |
| less than 35 |     | 0           | F     |



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Table: 3 (b) Grading Scheme for M.C.A./ M. Sc (IT)

| Percentage   |     | Grade Point | Grade |
|--------------|-----|-------------|-------|
| 95           | 100 | 10          | O+++  |
| 90           | 94  | 9.5         | O++   |
| 85           | 89  | 9           | O+    |
| 80           | 84  | 8.5         | O     |
| 75           | 79  | 8           | A++   |
| 70           | 74  | 7.5         | A+    |
| 65           | 69  | 7           | A     |
| 60           | 64  | 6.5         | B++   |
| 55           | 59  | 6           | B+    |
| 50           | 54  | 5.5         | B     |
| 45           | 49  | 5           | C     |
| less than 45 |     | 0           | F     |

Table: 3 (c) Grading Scheme for Bachelor of Media and Communication / Master of Media and Communication

| Percentage   |     | Grade Point | Grade |
|--------------|-----|-------------|-------|
| 95           | 100 | 10          | O+++  |
| 90           | 94  | 9.5         | O++   |
| 85           | 89  | 9           | O+    |
| 80           | 84  | 8.5         | O     |
| 75           | 79  | 8           | A++   |
| 70           | 74  | 7.5         | A+    |
| 65           | 69  | 7           | A     |
| 60           | 64  | 6.5         | B++   |
| 55           | 59  | 6           | B+    |
| 50           | 54  | 5.5         | B     |
| 45           | 49  | 5           | C     |
| 36           | 44  | 4.5         | D     |
| less than 36 |     | 0           | F     |



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Table: 3 (d) Grading Scheme for Integrated M.B.A. (5 Years) / Integrated M.B.A. (4 Years) / B.Com. / B.B.A. (Event Management) / B.B.A. (Sports Management) / B. Pharm./ M. Pharm. / M. Sc. / B. Sc. / Integrated M. Sc. IT / Integrated M.C.A.

| Percentage   |     | Grade Point | Grade |
|--------------|-----|-------------|-------|
| 95           | 100 | 10          | O+++  |
| 90           | 94  | 9.5         | O++   |
| 85           | 89  | 9           | O+    |
| 80           | 84  | 8.5         | O     |
| 75           | 79  | 8           | A++   |
| 70           | 74  | 7.5         | A+    |
| 65           | 69  | 7           | A     |
| 60           | 64  | 6.5         | B++   |
| 55           | 59  | 6           | B+    |
| 50           | 54  | 5.5         | B     |
| 45           | 49  | 5           | C     |
| 40           | 44  | 4.5         | D     |
| less than 40 |     | 0           | F     |

Table: 3 (e) Grading Scheme for M.B.A. / B. Arch. / M. Plan. / B. Des. / M.E. / B. P. T. / M. P. T.

| Percentage   |     | Grade Point | Grade |
|--------------|-----|-------------|-------|
| 95           | 100 | 10          | O+++  |
| 90           | 94  | 9.5         | O++   |
| 85           | 89  | 9           | O+    |
| 80           | 84  | 8.5         | O     |
| 75           | 79  | 8           | A++   |
| 70           | 74  | 7.5         | A+    |
| 65           | 69  | 7           | A     |
| 60           | 64  | 6.5         | B++   |
| 55           | 59  | 6           | B+    |
| 50           | 54  | 5.5         | B     |
| less than 50 |     | 0           | F     |





Table: 3 (f) Grading Scheme for Ph. D.

| Percentage   |     | Grade Point | Grade |
|--------------|-----|-------------|-------|
| 95           | 100 | 10          | O+++  |
| 90           | 94  | 9.5         | O++   |
| 85           | 89  | 9           | O+    |
| 80           | 84  | 8.5         | O     |
| 75           | 79  | 8           | A++   |
| 70           | 74  | 7.5         | A+    |
| 65           | 69  | 7           | A     |
| 60           | 64  | 6.5         | B++   |
| 55           | 59  | 6           | B+    |
| less than 55 |     | 0           | F     |

### 6.3.2.8. Semester & Cumulative Grading

i. The performance of students in a Semester/Year shall be reflected through the **Semester Performance Index (SPI)** or **Annual Performance Index (API)**. It is calculated as:

$$\text{SPI / API} = \frac{\text{Grade Points Earned}}{\text{Credits Offered}} = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

- $C_i$  = number of credits assigned to the  $i^{th}$  subject
- $G_i$  = grade point secured in the  $i^{th}$  subject
- $n$  = number of subjects in the semester

ii. The **Cumulative Grade Point Average (CGPA)** reflects performance across multiple semesters and is calculated as:

$$\text{CGPA} = \frac{\text{Total Grade Points Earned}}{\text{Total Credits Offered}}$$

Formula for conversion of equivalent percentage of CGPA

An equation to find equivalence between CGPA may be obtained as follows:

$$\text{Percentage Marks} = (\text{CGPA} - 0.5) \times 10$$

### 6.3.3. Re-checking / Re- assessment

In case a candidate who has appeared for the University Examination is not



satisfied with the assessment of his/her answer book of a course, provision for reviewing the assessment through means of Rechecking / Re- assessment is available.

The rechecking / Re- assessment shall not be permitted in respect of marks awarded for practical examination / term-work (including theory part) / sessional work /project work/dissertation/ internal assessment and in viva- voce / oral / practical examinations.

### 6.3.3.1. Application for Re-Checking / Re- assessment

- A candidate may apply for rechecking of his/her answer book in the prescribed application form to Registrar. He/She may also apply online for which, he/she has to visit <https://ljku.edu.in/examination> .
- For both the purpose the student has to apply within 07 working days after the notification of the result
- The University shall not entertain any application for recheck of Mark/Grades obtained at the Internal Test/Practical, Viva-Voce, Thesis, Dissertation, T.W. etc.
- The complete application form must be submitted to Examination the section with fees of Rs. 750/- per course for rechecking.
- In the case of more than one courses, separate fees shall be paid for each course. However, only one application shall be made for this purpose.
- Application received after the due date or incomplete application or ones without the payment of fee will not be considered.

### 6.3.3.2. Re-checking / Re- assessment Procedure

- On receipt of the application, the COE through consultation will appoint Observer and he/she shall be rechecking the total marks in the answer book.
- The rechecking of the answer books shall entail:
- Checking whether all the answers are assessed, and marks obtain thereof, brought forward on the front page for totaling.
- Checking total of marks.
- Result of the rechecking will be notified to the students.'
- If the result is adverse after the re- assessment the student shall abide by the same. The result will be considered to be changed only if the marks obtained after re- assessment has a difference of 10% or more of the maximum marks that can be obtained. If the margin is less than 10% the result will not be changed.
- If the change in result is more than 15% of maximum marks, then the answer sheet will be evaluated by a second examiner (External Examiner) appointed by



the Vice Chancellor. Average of two nearing marks will be considered as final marks.

- Examination department is following Dual Valuation. If difference is more than 10 marks, then we will adopt third valuation.

### 6.3.4. Unfair Means (UFM) during the Examination

#### 6.3.4.1. Report on UFM

- Any of the following actions by the candidate during the examination will be treated as UFM.
- Violation of any of the instructions issued for Students prior to the beginning of Examinations.
- Attempting to disclose identity by writing such hint information in the answer book
- Misbehavior of any kind disturbs the exam environment.
- Carrying/ Using non-permitted examination related material in the examination hall- Annexure-I
- Copying from/ helping to copy other students.
- Mutilating the answer book.
- Taking away the blank/ written answer book outside Examination hall.
- Trying to get rid of the evidence indicating unfair means.
- Threatening the staff on duty.
- Possessing any lethal weapon during Examination.
- Impersonation by the Student, i.e., sending another person to take an exam in his/her place.
- Possessing any such material(s) which can amount to giving unfair advantage to the candidate.
- Any other behavior which is found to be improper for the Examination.

In case a junior supervisor finds any student using unfair means in examination, he/she should undertake the following:

- Collect the evidence indicating unfair means.
- Taking statement of the student allegedly found using Unfair Means
- Prepare own statement regarding the incident covering details as per proforma.
- Based on the unfair means reported by the junior supervisor, the senior supervisor will submit a report to university office (Examination Section) along with the statement of junior supervisor and the declaration by the candidate and also any evidence available at that time from the student.



The answer book of such a candidate along with the report in prescribed format and

evidence (if any) should be sealed in a separate cover and submitted to the university office. However, such a candidate will be allowed to continue in the examination by issuing new answer book.

### 6.3.4.2. Disposal of UFM Cases

- The university shall form a Committee (UFM Committee) to deal with all the reported cases of U.F.M
- The report will be placed before UFM committee. The UFM committee will give a hearing to the students concerned. If needed, the senior and junior supervisor may also be called. The committee may decide the disciplinary action up to an extent of withholding the semester resulting in debarring a student depending upon the seriousness of the case. The students will be informed about the decisions regarding the outcome of UFM hearing. The result of all the courses will be withheld till the final decision is taken, in UFM.

The UFM committee should be convened after the publishing of results preferably within one month after a report of the case and the student should be informed of the decision of the committee meeting as early as possible after approval of the Hon. Vice Chancellor.

### 6.3.4.3. Disciplinary Actions for UFM

Depending upon the seriousness of the UFM, the UFM committee may decide on one of the following disciplinary action:

| Unfair means Code | Instance(s) of unfair means Adopted   | Action Code | Disciplinary Action Suggested   |
|-------------------|---|-------------|---|
| 1                 | A student who has been found with examination related material or any banned material like cell Phones, i-pads in his/her Possession of the respective Examination. | F           | <ul style="list-style-type: none"><li>• The result for the specific subject(s)/course(s) in which the malpractice occurred will be marked as <b>“Z00”</b> in the grade sheet.</li><li>• The student shall be <b>declared as 'Fail'</b> in the concerned subject(s)/course(s).</li><li>• The student will <b>be permitted to</b></li></ul> |





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|     |  |     |   |
|-----|--|-----|---|
|     |  |     | <b>appear</b> for the examination in <b>other subjects/courses</b> of that semester, provided no malpractice was reported in those exams.   |
| 2.A | A student who is found trying to copy from the answer sheet of a fellow student around him/her or making examination- related enquiries through gestures/talks.(If the other person is found cooperating then he/she will also invite the disciplinary action)                             | F+0 | <ul style="list-style-type: none"> <li>The result of the <b>entire examination for that semester</b> will be <b>cancelled</b>.</li> <li>The student will be <b>allowed to reappear</b> for the same examination in the <b>next academic year</b>, as per the regular schedule, in order to clear the backlogs.</li> </ul> <p><b>For example:</b><br/>If a student is found guilty during the <b>Semester-2 examination of the academic year 2023–2024</b>, then:</p> <ul style="list-style-type: none"> <li>Their <b>Semester-2 result for 2023–2024</b> will be <b>cancelled</b>.</li> <li>The student will be eligible to <b>reappear for the Semester-2 examination in 2024–2025</b> to clear the failed courses.</li> </ul> |
| 2.B | A student has mentioned his/her seat number at any other place on the answer sheet or has put any identification mark which can reveal his/her identity overtly.   |     |   |
| 2.C | A student adopting improper practices and getting it found by university observer through close circuit camera.  |     |   |
| 3.A | A student has been reported copying more than once in the same examination or the same course.   | F+1 | <ul style="list-style-type: none"> <li>The <b>result of the current examination</b> in which the student is found guilty will be <b>cancelled</b>.</li> <li>In addition, the <b>same examination in the following academic year</b> will also be <b>cancelled</b>, regardless of whether the student attempts it or not.</li> </ul> <p><b>For example:</b><br/>If a student is found guilty during the <b>Semester-2 examination of the academic year 2023–2024</b>, then:</p> <ul style="list-style-type: none"> <li>Their <b>Semester-2 result for 2023–2024</b> will be cancelled.</li> </ul>  |
| 3.B | A student is found in possession of any examination-related literature (on Cheat Slips or on compass box or handkerchief or clothes or any part of the body or with foot scales or calculators, cell phone or any electronic devices etc.) and, he/she has copied from the said literature |     |   |
| 3.C | A student is found to be non-co-operative in case of any unfair means adopted or if he/she misbehaves with the Junior or Senior  |     |   |





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|     |  |     |   |
|-----|--|-----|---|
|     | Supervisor or Observer   |     |   |
| 3.D | All Such cases indicating explicit copying were found during assessment as reported by examiners.  |     | <ul style="list-style-type: none"><li>• They will also be <b>barred from appearing</b> in the <b>Semester-2 examination of 2024–2025</b> (or the result will be automatically cancelled if attempted).</li><li>• The student will be permitted to <b>reappear</b> for the <b>Semester-2 examination in 2025–2026</b>, in order to clear the pending backlogs.</li></ul> |
| 4.A | A student found getting answers written on the answer sheets(s) from outside the Examination Centre and/or taking answer sheets(s) out of the examination center   | F+R | <ul style="list-style-type: none"><li>• The candidate shall be <b>rusticated</b> from the University.</li></ul>   |
| 4.B | A student if found involved in Impersonation i.e., sending another person to take an exam in his/her place.  |     |   |
| 5.  | <i>Irrespective of the above instances; all cases of any kind of malpractice or use of unfair means, indiscipline, misbehavior, or antisocial behavior in examination and other cases of examination- related malpractices</i> | --  | <i>Disciplinary measures /Decision as recommended by the Examination Unfair Means Committee.</i>  |

The above disciplinary actions shall be taken after the fair hearing is given to the student to present his/her side of the event. These disciplinary actions will be subject to the final approval of the Hon. Vice Chancellor.

### 6.3.5. Lapses During Exam Process (LEP)

#### 6.3.5.1. Reporting of LEP

Any lapses committed by the employees/External Examiner coming to the notice of the University Exam Section, Directors, Principals, Central Assessment Co-Ordinator, Exam Coordinator, Junior and Senior Supervisor, Faculty, Student etc. shall be reported to the Registrar with necessary backup information.

#### 6.3.5.2. Disposal of LEP

Any cases of LEP received by the Registrar as indicated in clause 6.3.5 on



approval of Hon. Vice Chancellor, shall be referred to LEP Committee comprising members as under:

- Exam Coordinator nominated by Vice Chancellor
- Two members nominated by Vice Chancellor from amongst Director of the School
- Concerned HoD
- Registrar

The committee shall investigate the facts, call to hear the people concerned and then recommend disciplinary actions based on the table below. The recommendations, with approval of Vice Chancellor, shall be implemented.

### 6.3.5.3. Disciplinary Actions for lapses occurring during university exams

| Sr. No.                             | Type of Mistake / Lapse   | Suggested Penalty   |
|-------------------------------------|---|---|
| <b>A. Academic-Related Mistakes</b> |   |   |
| A1                                  | Submitting incorrect marks (e.g., same marks for all, wrong total/out of marks) | Written warning and possible delay of increment by 3–6 months                                     |
| A2                                  | Failure to submit marks   | Written explanation required; warning issued  |
| A3                                  | Mistakes in totalling (internal/external)                                       | Deduction of remuneration for that task and delay in increment by up to 6 months                  |
| A4                                  | Unassessed answer sheets  | Deduction of remuneration for that task and official warning                                      |
| A5                                  | Question paper does not match syllabus or what was taught                       | Warning and possible delay of increment by 3–6 months   |
| A6 (a)                              | Minor question paper errors (e.g., missing total marks, grammar issues)         | Deduction of remuneration for that activity   |
| A6 (b)                              | Major question paper errors (e.g., ambiguous or repeated questions)             | Deduction of full examination remuneration and explanation to the committee                       |
| A7                                  | Assessment schemes unclear, missing, or with grammatical errors                 | Deduction of remuneration for that activity and official warning                                  |
| A8                                  | Violation of exam rules affecting exam integrity                                | Committee may recommend any of the above penalties or a suitable alternative based on seriousness |



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| B. Administrative Mistakes |   |  |
|----------------------------|---|--|
| B1                         | Invigilator signature missing or not verifying details on supplements | Deduction of remuneration for that task and written warning                  |
| B2                         | Missing stickers on supplements or answer books                       | Written warning  |
| B3                         | Incorrect course code on documents                                    | Written warning  |
| B4                         | Answer sheets not counted before packing                              | Deduction of remuneration for that task and written warning                  |
| B5                         | Any other administrative error  | Penalty to be decided by the committee based on the seriousness of the issue |

The above disciplinary actions shall be taken after the fair hearing is given to the examination staff concerned to present his/her side of the event.



## 7. **AWARD OF DEGREE PROCESS**

### 7.1. **Award of Degree Process**

#### 7.1.1. **Process involved in the award of degrees:**

- After the assessment process including the rechecking is over, final results will be prepared as per academic regulations.
- List of candidates eligible for award of degrees will be prepared and sent to respective School Director for approval
- The approved list of eligible candidates will be placed before BoM for final approval.
- Eligible candidates will be informed through “Notice of convocation”
- Students will be admitted to Convocation through Application
- Printing of Degree/Diploma by University Academic & Examination office through as per the prescribed UGC norms for the security. Following security measures are incorporated in the Degree

#### **Certificates:**

- Preprinted Degree certificates on 120 GSM Security paper
- Micro line with micro logo
- Fiber optics
- Fluorescent water mark
- Invisible Printing
- Red Penetrating Numbering
- Red Filter (hidden printing)
- Hologram
- Hologram Strip Fusing
- Blockchain QR

#### ❖ **Award of the degree through Convocation**

#### 7.1.2. **Guidelines for the award of Gold medals/Rank:**

Gold medal shall be awarded to a student if he/she:

- Is passing the examination and securing highest CGPA (Cumulative Grade Point Average)
- Is passing all semester examination in the Programme without Backlog/Remedial examination



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In the case of a tie in CGPA, the total marks obtained in the University Examination of whole Programme will be considered and a student getting highest total marks in University examination will receive the medal. If the tie situation is still prevailing, Vice-Chancellor shall appoint a Committee to decide on the matter.

Minimum Students/Programme required for awarding gold medals are as follows:

### Guidelines for Awarding Gold Medals

- A **Gold Medal** shall be awarded to the student securing the **highest CGPA** in each academic **programme, provided that at least eight students** are eligible to receive the degree in that programme.
- A Gold Medal shall also be awarded to the student with the highest CGPA across all undergraduate (UG) programmes within a School, provided the School offers four or more UG programmes.
- A Gold Medal shall be awarded to the student with the highest CGPA across all postgraduate (PG) programmes within a Faculty, provided the Faculty offers four or more PG programmes.

## 7.2. Rules of Convocation

### 7.2.1. General Rules

1. A convocation for the purpose of conferring degrees and other distinctions of the University shall be held annually on such date as the Governing Body may fix.
2. Governing Body shall determine as to the degrees which may be conferred on graduates in person and in absentia at the Convocation from time to time.
3. The fees for convocation shall be determined by BoM for "in person" and "in absentia" from time to time.
4. The President and Hon. Vice Chancellor shall sign the Degree Certificates.
5. The BoM shall determine the procedure to be followed at the Convocation, from time to time.
6. The Governing Body will decide the Chief Guest of the Convocation.
7. Convocation for conferment of Honorary Degree may be held on such date and at such time as Governing Body may fix.

### 7.2.2. Fees for Convocation

- IN-PERSON: :Rs. 500/-
- IN-ABSENTIA: :Rs. 500/-





### 7.2.3. Registration for convocation

- The registration and fee payment for convocation each year shall be processed through an online form

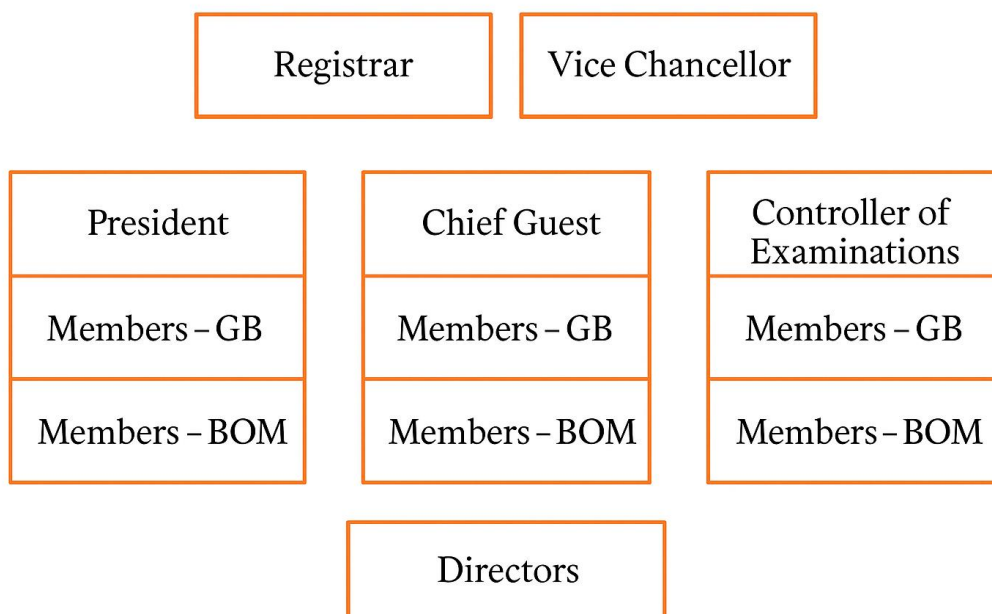
### 7.2.4. Award in Person/Absentia

- Each candidate attending in person will be given the degree certificate on the day of Convocation.
- Others (In Absentia) will get the degree certificate by courier.

### 7.2.5. Dress Code for Convocation

- To uphold the dignity of convocation, the candidates attending convocation shall wear the prescribed Academic Attire. The Academic Attire prescribed by the university will be available from the University 2 weeks before the convocation.
- The Specially designed attire shall comprise of a kurta and churidar of raw silk. The kurta and churidar have to be tailored to fit in own size. The Academic Attire shall be collected well in advance to be customized in one's own size.
- The Attire shall then remain with the candidate as a Convocation memory.

### 7.2.6. Procession and order of precedence





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1. A procession shall be formed comprising of limited Dignitaries, BoM members, Director, as a part of the beginning of the Convocation Ceremony. The order of precedence shall be observed at the time of Convocation and on other ceremonial occasions as given below.
2. In the case of other distinguished dignitaries present, precedence shall be revised.
3. The Vice-Chancellor shall determine from time to time as to the persons who will form part of the procession of the Convocation.
4. Order of precedence in convocation.

### 7.2.7. Academic Costumes

1. The Academic Costumes shall be worn by the degree recipients at the time of convocation. The specifications of the color, material weaving, dying etc. shall be decided by the BoM.
2. The members forming procession shall also have appropriate insignia and dressing as prescribed from time to time.

### 7.2.8. Instruction for Candidates

1. The Degree Recipients must appear in the prescribed academic Costume.
2. The Degree Recipients who are unable to attend the Convocation must inform the Registrar well in advance. Such candidates will be admitted to the degree in absentia in accordance with the rules prescribed from time to time.
3. The candidates who fail to attend the Convocation or wish to have their degree in absentia shall register and pay prescribed fees to the University as determined from time to time. Their degree certificates shall be mailed by Registered post after the convocation to the addresses decided by them.

