

EXAMINATION RULES AND REGULATIONS

1) General

- a) **Assignments and Class Tests** will be conducted for each subject during the semester and students are required to submit the same within the stipulated time period. The marks obtained in these Assignments and class tests will be included in the Internal Assessment.
- b) Practical Papers are compulsory and carry due weightage for Division & Total marks (to be communicated by the respective coordinators)
- c) Students are required to submit their projects to their respective programme in charge within the stipulated time period.
- d) Subject Viva-Voce will be conducted during the semester (as per the Course Curriculum)
- e) The internal assessment shall be based on the marks obtained in CT-I, CT-II, CT-III, Viva-Voce, Projects, Attendance, Punctuality, Participation in class, other Extracurricular activities of the institute and overall discipline.
- f) The semester end result will be declared from the maximum marks of 100, the break-up of which is as follows:
 - 1) Theory Papers: 70 marks
 - 2) Internal Assessment:
 - i. CT-I, CT-II, CT-III :15 marks
 - ii. Semester Attendance: 5 marks
 - iii. Assignments and other academics activities as per Guidelines: 10 marks
- g) The duration of the written examination will be 3 hours for the Semester End examinations.
- h) Students are required to bring their verified admit card, duly stamped & signed by the Authorised person along with their ID card.
- i) Students must write enrollment no., roll no., course, semester, subject code, subject name on the cover page of the answer-book. He/she must also write enrollment no. on the question paper.
- j) Only transparent water bottles are permitted inside the examination hall.
- k) Students are advised to bring their own Pen, Scale, Pencil, Drawing Instrument & Stencil etc., with them

in transparent pouch only. They are not allowed to ask other students for the same.

- l) The University will not be responsible for any loss/theft of the Mobile phones or any other valuables.

2) Attendance

- a) Students with short attendance will not be allowed to appear for the Semester End Term Examinations.
- b) Students with short attendance are advised to meet their respective Department Heads, well in advance, to avoid any confusion or problem in the examination.
- c) No student would be entertained on the same day of the examination for those who are having short attendance.

3) Identity/Admit Card

- a.) The student must carry his/her **Identity-card** issued by the Institute at all time. A student may be asked to produce the **I Card** by any staff member. A student without **I Card** shall not be allowed to enter the Campus.
- b.) In case of loss or theft, a duplicate ID card will be issued upon payment of Rs. 200/-. Until the duplicate ID card is issued, students must retain this receipt to gain entry to the campus.
- c.) Each student shall produce his/her I-Card for admission to the Examination Hall on demand.
- d.) A strict action will be taken against a student who's found not carrying the **I Card**.
- e.) Each student shall produce his/her **Admit Card** for admission to the Examination Hall. In case of loss or theft of the **Admit Card**, the student shall obtain a duplicate **Admit Card** upon payment of the prescribed fee of Rs. 100/-. Students are advised to retain a copy of the fee receipt for the duplicate **Admit Card** with them and produce it, if required, for admission to the Examination Hall.

4) Examination Date Sheet

The detailed examination date sheet shall be notified well in advance prior to the commencement of the examinations to enable students and departments to make necessary academic and administrative preparations.

5) Grounds on the basis of a student may not be allowed in the examination hall:

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|---|------------------------------------|
| a.) Late arrival by more than 15 minutes | f.) Change his / her Seat |
| b.) Misbehavior | g.) Carrying Cellphone |
| c.) Arguing with the Examiner /Staff Member | h.) Carrying incrementing material |
| d.) Debarred Students | |
| e.) Indiscipline in the University Premises | |

6) Admission to the Examination Room

a.) Reporting Time is 15 Minutes before the examination.

Students Reporting time is 15 Minutes before the examination starts. They must be on their seats five Minutes before the commencement of the examination. No student will be allowed to wait and revise the subject content outside the examination room. Under no circumstances, no student will be allowed to stand before the examination room.

b.) Student should occupy only the seat allotted

The student should occupy only the seat allotted to him/her unless especially permitted by the Invigilator.

c.) No Entry after 15 minutes from the start of the Examination.

No Student shall be allowed to enter the Examination Room after 15 minutes from the starting time. Traffic Delays, Vehicle Breakdowns, Non Availability of Parking Space, Commuting Distances, Minor illnesses etc. shall not be considered valid excuses for late arrival.

d.) No Exit before One Hour

No Student shall be permitted to finish the question paper and leave the examination hall before one hour from the start of the examination. Once a student leaves the Hall, he/she shall not be re-admitted under any circumstances. A student **cannot take away question paper** if he/she **leaves after one hour**. However, **he / she can take away the question paper** if leaves the examination **hall after two hours**.

e.) Permission for Washroom

A student is allowed to go to the washroom after one hour and is not allowed to do so during last 45 minutes of the examination during End Term / Due examination.

f.) Attendance

Student must sign the attendance sheet during the Examination failing which the invigilator or the examination department shall not be responsible for any loss/non-evaluation of answer sheet.

7) Unfair Means

- a) Student using Unfair Means or Misbehavior with the invigilator, during the Examination, will be severely punished and may be expelled from the University.
- b) Student using unfair means during the examination will appear before the Unfair Means Committee along with their parents, on the scheduled date, to be fixed within 15 days of the last day of the Examination. The Committee after proper hearing will decide the matter.
- c) Points considered as Unfair Means

(i) Mobile Phone

- a) Mobile phone is not permitted in the Examination Hall.
- b) Mobile Phones, if any, can be kept in student's bag, outside the room or on the table of the Invigilator. However, the University / Invigilator will not be responsible for any Loss or Damage.
- c) If the Mobile phone, smart watch, electronic gadget is recovered or handed over by the student during the examination, a UMC case will be registered against the student and all such gadgets will be returned to the student after the decision of the UMC committee with an appropriate fine. If a student improves attendance and has no UMC case during the remaining semester examinations, the amount of the fine collected may be returned to him/her.

(ii) Indiscipline

- a) Any act of indiscipline during the examination may lead to immediate Rustication from the University.
- b) Any Student who creates disturbance of any kind during the examination or otherwise, misbehaves in or around the examination hall, refuses to obey the Invigilator, or changes his / her seat with another student shall be liable for expulsion from the Examination Hall, as well as disqualification, according to the seriousness of the matter.
- c) He/she shall also be liable to make the payment for any loss of furniture etc., **caused by him / her.**

(iii) Communication

- a) No Student shall speak without permission.
- b) In case it is necessary for a student to communicate with the Invigilator, he/she should stand and the Invigilator will attend to him /her.

(iv) Signature / Stamping of Answer Book

Students should make sure that their answer book is duly signed/stamped by the Invigilator; any omission will result in disqualification.

(v) Enrollment No. on the question paper.

- a.) Student must write the Enrollment No on the question paper compulsorily.
- b.) If any matter, other than the Enrollment No, is found written on the question paper, it will lead to the cancellation of the paper.

(vi) Written Material

Any Written Material (Paper, Hand Written & Mobile etc.) will be treated as unfair means case and lead to the cancellation of the paper.

(vii) Tearing out Answer Book leaf

No student shall tear a leaf out of an answer book. If he/she does so, it will be treated as unfair means case and his/ her paper be cancelled.

8) Late Comers

Students, who reach late for the examination, on genuine grounds, are allowed to appear up to 45 minutes after the start of the examinations, in a separate room. The results of such students shall be put on the RLA list and announced after scrutiny.

- a. In case the late arrival on a single day is genuine, his/her result shall be announced.
- b. In case of late arrival on two occasions, one paper shall be considered.
- c. In case, a student arrives late on three occasions, only two papers shall be considered.
- d. However, in case a student reports late on four or more occasions, no laxity shall be given and no paper shall be considered.

9) Rechecking / Inspection of the answer sheet by the Candidate.

Students may apply for Re-Checking / Inspection of the answer sheet of their result if so desired. Students may apply for the same to Controller of Examinations in the prescribed format within 15 days of declaration of the result by paying the requisite amount, as prescribed by the University. A suitable date will be given to the student to see his/her answer sheet personally. If a student wishes to get his/her answer sheet re-evaluated, it would also be done as above.

10) Re-appear: -

- a. The re-appear Examinations of all batches shall be held during end term examination (even with even and odd with odd) every year, subject to the time limit of $n+4$ semesters, as provided in the syllabus.
- b. In case a student from the pass out batch wants to appear in examination after $(n+2)$ years, the delay may be condoned on a request of the student by the competent authority, allowing him/her a mercy chance on payment of Rs.1500/- and Rs 1000/- per paper.
- c. The Re-appear fee is Rs.500/-Theory & 350/- Practical. The UFM Re-appear fee shall be Rs.1000/per paper. The re-appear form along with the requisite fee receipt shall be deposited in **four working days before the commencement of examination or as per directions issued from time to time.**
- d. **Special Re-appear:** In case a student wants to appear for any re-appear paper urgently with

some plausible reasons, written permission must be obtained from the competent authority and a fee of Rs. 700/-Theory & Practical Rs. 500/- shall be paid for each paper.

- e. **In case a student appears in reappear paper, his/her higher marks in the subject, shall be counted.**
- f. The Fee for a duplicate Consolidated Mark Sheet is Rs 500/-. The word 'Duplicate' shall be reflected/written on the Mark Sheet.

11) Improvement

Any student, interested in the improvement of marks in any paper, may appear during re-appear examination. It shall be treated as a re-appear exam. In case the student does not secure better marks, his/her higher marks, in the subject, shall be considered.

12) Passing

The minimum pass marks required to pass the examination shall be as follows:

- a) 40% in each paper normally or as given in the schedule course-wise.
- b) While totaling, the marks obtained in a paper in which he/she fails shall also be counted. Zero marks shall be treated as the marks obtained when a student is absent.
- c) Merit ranking shall be disturbed only after re-checking of result, of the student, if required. No change shall be effected of a student who secures marks as a Late Comer /UMC /Re-appear.