

# **INSTITUTE FOR TECHNOLOGY AND MANAGEMENT**



## **EXAMINATION MANUAL - 2019**

**PART I**

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## PART II

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## **1. Introduction**

The Institute for Technology and Management (ITM) was started in 1991 under the Chairmanship of Dr. P. V. Ramana. Over the years, ITM Group of Institutions has spread its footprints in various verticals such as Management, Engineering, Health Care, Fashion Designing, Hospitality Management, Law and Architecture. ITM offers 53 courses at more than 21 locations in India.

## **2. Preface**

The Examination Manual is a set of rules, regulations and guidelines to be followed by all the campuses of ITM.

The 'Examination Manual' aims at guiding the effective, efficient and lawful conduct of examinations of different courses at ITM. The fees mentioned in this manual are subject to change from time to time.

## **3. DEFINITIONS**

a. 'Institute' means the ITM campus which includes all the campuses incorporated by ITM trust.

b. "Examination" means any evaluation, internal or Practical or Project or End Term and includes tabulation, publication of results and all other matters connected therewith.

The examination system, whether by internal assessment, practical assessment and End Term assessment or partly internal and partly practical or End Term assessment, shall be so regulated by the competent authority as to make it a reliable and effective method of student evaluation.

c. "Student" or "candidate" means one who is admitted to any Institution of the ITM and is appearing for evaluation at any Institute of ITM.

d. "Unfair Means" in relation to any examination means taking or giving or attempting to take or give any help from or to any person or from any material, written, recorded typed or printed or from any person, in any form whatsoever.

e. Course: The Educational course under which the student is registered.

f. Subject: The corresponding subject

#### **4. Abbreviations Used**

CH – Campus Head

CD – Campus Dean

CR – Campus Registrar

AR – Assistant Registrar

SF – Subject Faculty.

HOD – Head of the Department.

CE - Controller of Examinations.

#### **5. Various committees in examination department**

##### **5.1. Examination Core Committee:**

This committee is responsible for the complete system of examination of the campus. It will oversee that all the examinations in the campus are conducted as per the provisions of examination manual.

##### **Constitution.**

Examination Committee comprising of :

Campus Head(CH) – Chairperson

Campus Dean (CD/ A senior faculty member nominated by CH)- Member

Campus Registrar (CR/ A Senior Academic Administrator nominated by CH in the absence of the CR) - Convenor.

##### **5.2. Result Committee:**

All the rules, regulations and other matters related to Results will be executed by the Result Committee.

##### **Constitution**

Campus Dean (CD/ A senior faculty member nominated by CH) - Chairperson

Campus Registrar(CR/ A Senior Academic Administrator nominated by CH in the absence of the CR)- Member.

HOD for the particular stream – Member .

Controller of Examinations - Convenor. ( In the absence of the post of Controller of Examinations, the senior official who is in charge of examinations will be the convenor.)



### **5.3. Unfair Means Enquiry Committee**

This committee is responsible to deal with the matters pertaining to Unfair means committed by the students in the examinations as per rule.

#### **Constitution:**

Campus Dean(CD/ A senior faculty member nominated by CH)- Chair Person

Campus Registrar(CR/ A Senior Academic Administrator nominated by CH in the absence of the CR) - Convener

Deputy Registrar/Assistant registrar (AR) – Member.

2 HOD's nominated by the Campus Head – Members

### **5.4. Convocation Committee**

All the functions related to convocation will be planned and organized by the Convocation Committee.

#### **Constitution:**

Campus Head(CH) - Chair Person

Campus Dean(CD /A senior faculty member nominated by CH) – Member

Campus Registrar(CR/Deputy Registrar/Assistant Registrar/ A Senior Academic Administrator nominated by CH in the absence of the said posts) – Convenor.

## 6. Examination at ITM

Examination is a measure to assess a student's performance with a view to check whether the student has acquired certain level of proficiency in terms of predefined parameters which are derived from the mission statement of the Institute as well as from the guidelines provided by existing regulatory bodies. The parameters selected are intended to assess the level of knowledge acquired, skills, aptitude and attitude of the student through various academic activities.

### 6.1. Post Graduate Diploma in Management Programme.

#### 6.1.A The evaluation scheme comprises of:

- (a) End Term Evaluation (Written)
- (b) Continuous Evaluation (Internal)

#### 6.1.B Forced Grading System

If the Class /division / batch size is more than 15 students then forced grading system should be followed through the method of normalization of marks obtained by the students. Normalization is done to take care of heterogeneous evaluation in case of a course being taught by more than one faculty across various batches. The grade will be given based on total marks for the semester for the students passing in all courses.

#### 6.1.C Methodology of Forced Grading

The marks will be entered and then arrange it in descending order of the marks. Gradation will be done as follows.

Grade Awarded	Percentage of students	Suggested Grading (Percentage of Students)	Grade Points
Top 5 to 15%	Grade 'A'	10	5 Points
Then 15 to 25%	Grade 'B'	20	4 Points
Then 30 to 50%	Grade 'C'	40	3 Points
Then 15 to 25%	Grade 'D'	20	2 Points
Then 05 to 15%	Grade 'E'	10	1 Point
Then 0 to 05%	Grade 'F' (failed)	---	0

However, those students who have scored 50% marks and above in any course will be awarded 'E' and above Grades and the students who have scored less than 50% marks will be given 'F' Grade.

#### **6.1.D Natural Grading if the Class/Division/ Batch Size**

**is 15 or Less.**

If the class / Division /Batch size is 15 and less number of students the scheme of gradation will be (Natural Gradation) as follows.

<b>Grade Awarded</b>	<b>Marks Scored</b>	<b>Grade Points</b>
A	90% and above	5
B	80% - 89%	4
C	70% - 79%	3
D	60% - 69%	2
E	50% - 59%	1

Besides the above grades there will be F grade. Those Students who fail to secure 50% in Internal Evaluation, and End Term Evaluation separately will be given F grade.

#### **Methodology**

After the allotment of grades for all the courses to each student, Grade Points Average (GPA) of the term for each student would be calculated. For calculating the GPA, sum of all the grade points will be taken out and it will be divided by the number of courses in that term. The mark sheet issued to each student will carry the grade, grade point and the GPA of the term.

If any student misses one or more components of evaluation with prior permission of the competent authority, the following procedure will be followed:

The marks allotted by the Subject Faculty in any component of evaluation will be final. The Subject Faculty will not be called upon to justify the marks as long as they confirm to the norms. However, the grades will be allotted to each student by the Campus Head/ Campus Dean in consultation with the HOD's.

#### **Annexure No. 1: Continuous Evaluation Marks Submission Format**

#### **6.1.E Standard of Passing:**

To successfully complete the subject, the student is required to secure minimum 50% in Continuous evaluation and 50% marks in End Term Examination respectively.

### **6.1.F Continuous Evaluation Guidelines**

(For 20 Marks evaluations in case of full credit subject and for 10 Mark evaluation for half credit subject)

Continuous Evaluation: A continuous assessment system in term system (also known as internal assessment/comprehensive assessment) is spread through the duration of subject and is done by the faculty teaching the subject. The continuous assessment provides a feedback on teaching learning process. The feedback after being analysed is passed on to the concerned student for implementation and subsequent improvement. As a part of Continuous evaluation, the learners shall be evaluated on a continuous basis by the Institute/ University to ensure that student learning takes place in a graded manner.

Continuous evaluation components should be designed in such a way that the faculty can monitor the learning & development of students and intervene wherever required. The faculty must share the outcome of each Continuous evaluation component with the students, soon after the evaluation and guide the students for betterment.

Individual faculty member shall have the flexibility to design the Continuous evaluation components in a manner to give a balanced assessment of student capabilities across Knowledge, Skills & Attitude (KSA) dimensions based on variety of assessment tools.

#### **Suggested components for Continuous Evaluation are:**

1. Case Study / Case let / Situation Analysis – (Group Activity or Individual Activity)
2. Class Test
3. Open Book Test
4. Field Visit / Study tour and report of the same
5. Small Group Project & Internal Viva-Voce
6. Group Discussion
7. Role Play / Story Telling
8. Individual Term Paper / Thematic Presentation
9. Written Home Assignment
10. Industry Analysis – (Group Activity or Individual Activity)

11.Literature Review / Book Review

12.Model Development / Simulation Exercises – (Group Activity or Individual Activity)

13.In-depth Viva

14.Quiz

There shall be a minimum of three Continuous evaluation components per full credit subject and two Continuous evaluation components for each half credit subject. The faculty shall announce in advance the units based on which each Continuous evaluation shall be conducted. Each component shall ordinarily be of 10 marks for a full credit subject. The Institute/ University shall however have the liberty to conduct additional components (beyond three/ two). However, the total outcome shall be scaled down to 40/20 marks for full credit and half credit subjects respectively.

The weightage of one single parameter should not be more than 50% of the total Continuous evaluation marks. Further Individual evaluation (as against group evaluation) components shall constitute at least 60% of total Continuous evaluation marks of the respective subject.

In case a faculty is conducting more than one exam of one parameter it shall still be counted as a single parameter only.

The faculty who teaches the subject holds the complete right to evaluate the students based on the criteria decided in advance. However, the total outcome shall be scaled down to 40/20 marks for full credit and half credit subjects respectively.

The faculty shall make sure that the Continuous evaluation shall be equally distributed over a semester in terms of conduct of Continuous evaluation and marks allotted to it.

#### **6.1.G For each full credit subject –**

(a) 60 marks shall be done through End Term Evaluation

(b) 40 marks shall be evaluated by the respective Subject Faculty (SF) as the 'Continuous Evaluation (Internal Evaluation.) \*

#### **6.1.H For each half credit subject –**

(a) 30 marks shall be done through End Term Evaluation and

(b) 20 marks shall be evaluated by the respective Subject Faculty (SF) as Internal Evaluation.

(Evaluation Scheme for Non-Credit subjects, Summer Internship Project and Capstone Project is detailed separately in Annexure 2 and 3.)

\* For a full credit subject, 20 marks shall be mandatorily allotted to Attendance and Classroom Participation. Remaining 20 marks shall be allotted through Continuous evaluation components as applicable and as per the guidelines. In case of a half credit subject same shall be applicable proportionately.

#### **6.1.I Non - Attendance of Continuous evaluation parameters:**

Students failing to attend the Continuous evaluation assignment in time and in the manner required, shall be considered to have failed in the particular criteria.

Re-conducting the Continuous evaluation before the end of that term (last day of submission of Continuous evaluation marks) for such student shall be the sole decision of the Subject faculty and; the evaluation and penalty criteria in such case may change from case to case.

It is the duty of the subject faculty to declare the Continuous evaluation marks to the students at least one week before completion of subject by that respective faculty, and submit the final marks to the Examination Department in the format provided by the Examination department one week before the End Term Exam starts. The soft copy of the marks shall be sent to the HOD and Examination department. It will help to maintain the transparency and to reduce the cases of mistakes, omission or any such nature.

#### **6.1.J Marks and Class**

A five-point grading scale would be used in all subjects for evaluating students. The grades awarded to students would be A, B, C, D and E. Grade A will carry 5 points, Grade B will carry 4 points, Grade C will carry 3 points, Grade D will carry 2 points and Grade E will carry 1 point.

Besides the above grades there will be F grade. Those Students who fail to secure 50% in Internal Evaluation, and End Term Evaluation separately will be given F grade.

#### **6.1.K Result Declaration**

After completion of the evaluation of the end term answers sheet, the following process shall be followed by the result incharge.

- 1 Collecting the evaluated answers sheets and marksheets of all the courses.
- 2 Entry of marks as per roll number of student batch wise.

- 3 Putting the marks in the transcript.
- 4 Printing the transcripts and segregating them batch wise.
- 5 Announcing the results
- 6 The Results should be declared within 6 weeks of the completion of End term examination.

#### **6.11.E. Re-Examinations:**

**A.** Students who do not obtain minimum passing marks (40%) in term end examination will have to appear for re- examination.

Attendance defaulters: (Students with less than 75% attendance) will not be allowed to write the examinations and they will be treated as failed students and they may write reexamination to clear the subject after the payment of re-examination fee per subject.

A candidate who is declared to have passed in examination will not be allowed in any case to reappear for the same examination to improve the marks or Grade.

**B.** In the case of re-examination of a subject in which there is also a practical test a candidate shall be required to appear in the written examination papers only if he has passed at the main examination in practical and in practical only if he has passed in written examination papers. A candidate who has failed in both written paper and practical shall be examining in both the parts of the subject. Failing in practical and theory papers will be taken as failure to pass in two different papers.

**C.** A candidate appearing in the re-examination shall be declared to have passed the examination if he/she secures the minimum passing marks in the subject or group except where provided otherwise in this examination ordinance.

The marks obtained by the candidate in the Re-examination/ Term End Examination shall be considered in determining the final division obtained by the candidate at the examination

**D.** In case a candidate fails to pass his/her re-examination in first attempt, he/she will be provided one more attempt known as second re-examination for that candidate, to pass those subjects {papers} along with regular examination of that Term, whenever it is conducted by the university

**E.** If such a candidate fails to pass his re-examination subjects papers even in the second attempt known as second re-examination then he/she shall cease to be a

student of the university and the fees which he / she paid to college will not be returned.

In case a student is absent for any or all subjects in the End Term Examinations, on account of medical or any other valid reason, he/she has to apply to the Registrar along with supporting documentary evidence like Medical Documents i.e., Case Sheet, Laboratory Reports, Prescriptions, Bills etc. immediately by the parents/guardians/relatives. The Examination Committee will decide whether the student should be allowed to appear in the exam to be conducted for failed students with or without re-examination fee.

**F.** A student who has had their registration terminated will not be permitted to participate in any teaching, learning or assessment activities (including examinations) or use of the College facilities, effective from the date of termination

**G.** When a decision is made to terminate a student's registration, the academic department will formally write to the student to inform them of the decision and will submit a request to amend the student's status via College Registry Services.

**H.** Where a student wishes to appeal against a decision to terminate registration based on academic grounds, then they should proceed according to the College's Policies and Procedures for Appeals for Taught Students or for Research Students as appropriate

## **7. ATKT Rules.**

### **7.1 .A. ATKT Rules for 2 years Programmes.**

1) A Student shall be allowed to Keep terms for Second semester irrespective of number of subjects of failure in the First Semester.

2) A Student shall be allowed for fourth Semester once he/she passes First and Second semester completely.

## **8. Plagiarism**

As a part of academic requirements faculty will give various assignments from time to time and students very often submit these assignments by resorting to plagiarism. Plagiarism is a serious academic offense and students are responsible for educating themselves about it. What is plagiarism and its consequences therein should be understood by acquiring appropriate guidance from the faculty. Plagiarism comprises of the following:



Verbatim copying, near-verbatim copying.

Purposely paraphrasing portions of another author's paper; without citing the source. Copying of portions of another author's paper with citing but not clearly differentiating what text has been copied (e.g. not applying quotation marks correctly)

Not citing the source correctly.

If a student shares his coursework with another student and he or she plagiarizes it, a student who lent his coursework is considered as guilty as the one who has plagiarized his work, since he (lender) enabled the plagiarism to take place.

Students should be aware that all faculty members have access to a very effective resource for catching plagiarism.

The consequences of Plagiarism will be severe and will include the following:

(a) Disqualification from the particular assignment wherein the plagiarism was resorted to and repeat of the same.

(b) Displaying the list of all those involved in plagiarism on the notice board for public scrutiny.

(c) Dropping from the term or from the program, after the recommendations of the Examination Committee.

## **9. Failure in Internal Exams**

A student shall earn the credits for a given subject in MAXIMUM TWO ATTEMPTS. In cases where a student has not scored sufficient marks to pass in Continuous/ Practical evaluation, the student shall be declared fail in the respective subject.

The process of Continuous evaluation shall be conducted in next consecutive Term (Maximum 2 Term) till the student earns the credits/passing marks for the given subject.

## **10. Record Keeping at Examination Department**

The Examination Department shall maintain record of evaluation sheets of the Continuous Evaluation. The same shall be made available for affiliation or accreditation purpose. It is the duty of Registrar Campus Registrar (CR/ A Senior Academic Administrator nominated by CH in the absence of the CR)/ Assistant Registrar (AR)/ Controller of Examination (CE) to maintain these records.

Faculty shall maintain following record for one term after the exam of current term

1. Hard Copies of the evaluation sheets (Class Test, Assignments, Projects)

2. Evaluation sheets in case of viva, group discussion and such oral evaluation components (Signed by the evaluator and in the prescribed form)
3. Evaluation sheets (detailed) in case of all the parameters with well-defined evaluation criteria.

The evaluation sheets shall be submitted by the Teaching faculty to the Examination Department before the last date prescribed by the examination department for submission of Internal Marks. Examination Department shall preserve these documents for 5 years as per Institute guidelines. At the end of Continuous Evaluation (out of 40/20 marks) the student does NOT have a facility of Grade Improvement, if he/she has secured any grade other than F.

### **11. Safeguards for Credibility of Continuous Evaluation**

The following practices are encouraged to enhance transparency and authenticity of Continuous evaluation:

- a) Involving faculty members from other institutions in the relevant subjects.
- b) Setting multiple question paper sets and choosing the final question paper in a random manner.
- c) One of the internal faculty members (other than the subject teacher) acting as jury during activity-based evaluations.
- d) Involvement of Industry personnel in evaluating projects / field-based assignments.
- e) Involvement of alumni in evaluating presentations, role plays, etc.
- f) 100% moderation of answer sheets, in exceptional cases.

### **12. End Semester Evaluation**

There shall be an End Semester evaluation for each full credit and half credit subject as per the timetable announced by the Institute. The evaluation by the Institute, for Credit based subjects shall comprise of End Term Examination (For based credit subjects)

### **13. End Term Examination paper setting Guidelines**

13.1. Institute/ University shall conduct an End Term Examination at the end of each term. The notification for the same shall be announced and displayed 15 days before the start of the exam.

13.2. End term examination shall be of 60marks/30 marks respectively for Full and Half credit subjects in case of all subjects except engineering subjects.

13.3. The approved Question Paper Set (approved by HOD) Shall Reach the Campus Registrar (CR/A Senior Academic Administrator nominated by CH in the absence of the CR) Assistant Registrar (AR) at least 10 days before the End Term Exam Starts. In no case the question paper sets shall be shared with anyone else than HOD and Registrar or Assistant Registrar or Controller of Examinations

It shall be the duty of HOD to decide the paper setters if the subject is taught by more than 1 faculty member.

#### **14. Guidelines to be given to the faculty for setting Question Papers**

**14.1. Instructions to External Paper Setters:** The end-term evaluation shall cover the entire syllabus prescribed for the subject. The guidelines for End Term question paper pattern of each full credit subjects except engineering of each full credit subject, and shall be as follows:

1. Questions shall assess knowledge, application of knowledge, and the ability to synthesize knowledge. The paper setter shall ensure that questions covering all skills and all units are set.

2. She/he shall also mandatorily submit a detailed scheme of evaluation along with the question paper. Questions shall be of three categories of difficulty level – low difficulty, average difficulty and high difficulty.

3. To maintain the uniformity and bring standardization, all the faculty teaching a subject in a term shall prepare one common question paper, irrespective of the batches. The question paper shall be strictly based on the syllabus declared in the approved subject structure.

4. The duration of written examination shall be 2 hours and 30 minutes for full credit subjects and 1 hour and 30 minutes for half credit subjects.

5. Students shall be provided an answer sheet for the same. Additional supplements shall be provided if required.

#### **15. Factors that can enhance the Quality of the Question Paper.**

(a) Some key words that should guide the setting of the Question Paper are 'Analyse', 'Apply', 'Critically evaluate', 'Argue', 'Discuss', 'Validate', 'Justify', 'Show', 'Decide', 'Explain'.

(b) At least a few questions in each Question Paper should ensure that the ability to apply the theoretical concepts are tested. This could be done through case studies or questions relating to real life situations.

(c) Questions must elicit answers that are not reproduced by rote but test the ability to analyse / critically evaluate / to apply an innovative and original approach.

(d) Attempts must be made to make the Question Paper innovative, interesting, and challenging, so that the students are forced to think and apply their knowledge.

### **15.1. Coverage of Syllabus**

The Question Paper setter must ensure that all the important topics in the syllabus are broadly covered.

(a) Topics covered in the continuous / internal evaluation should not be excluded from the final Question Paper. They should not be repeated verbatim (only thematic repetition is permitted).

(b) The topics indicated for self – study or class presentations may also be reflected in the Question Paper.

#### **15.1.A Level of Complexity of Questions**

(A) The Question Paper should consist of questions of all levels of complexity. Ordinarily, Questions set for examinations can be of three levels of Complexity – average, difficult & very difficult.

(B) At the postgraduate level Questions of low level of complexity should not be included in the final examination. The following is recommended.

<b>Level of Difficulty/ Complexity</b>	<b>% of total marks</b>
Average	50%
Difficult	30%
Very difficult	20%

(C) The faculty teaching a subject year after year, should take due care that the Questions are not repeated. If certain topics are very important and are included every year, the way the question is asked must be varied.

(D) Annexure No. 4: End Term Exam Question Paper Format

(E) Number of options provided in the Question Paper

1. Providing too many options dilutes the level of complexity and encourages students to omit several topics / chapters from the syllabus. Therefore, this should be avoided.

2. There should be no options for Questions of medium level of difficulty. Options may be given only for Questions of High or Very high level of difficulty and should not exceed 20 – 25 % of the marks allotted to difficult questions.

Example: - In a Question Paper of 40 marks, 20 marks should be allotted to questions of high / very high level of difficulty and the optional questions, if any, for these levels only, should carry a maximum of 8 – 10 marks ( i.e. 20 – 25% of total marks ).

3. The paper setters should submit 3 sets of Question Papers along with model answers and marking scheme immediately after setting of Question paper. The process of typing and sealing the 3 sets must be done by the Concerned faculty members. The paper setters should ensure that the question paper is prepared as per the template provided the examination department.

#### **15.2.A. Process OF Finalizing End Semester Question Paper**

Before submitting the question paper sets to the examination department, the paper setting committee shall make sure that it does not contain any spelling, grammatical or technical errors (Related to the subject matter) The sets shall be approved by the HOD before the final copy is sent to the Examination Department. (Either the sets shall come through HOD or copy of the same mail shall be marked to the HOD)

Registrar /Controller of Examinations /Key Official Incharge of examination shall pick any set randomly from the three sets available, the remaining sets shall be used for Re-exam.

#### **15.3.A. Printing & distribution of the Questions papers:**

The question paper sets finalized shall be printed and photocopied a day before the exam.

The process shall strictly be conducted in the Campus Registrar (CR/ A Senior Academic Administrator nominated by CH in the absence of the CR)/ Controller of Examination (CE) office, where a separate Computer, Printing machine, Photocopy machine and stationary required for the purpose shall be kept.

The process must be conducted in the presence of the Campus Registrar /Controller of Examinations /Key Official In charge of examination and one specifically appointed attendant.

The question paper sets once printed shall be kept in the custody of Campus Registrar /Controller of Examinations /Key Official In charge of examination in the sealed envelopes, as per the requirement.

The same envelopes shall be handed over to Invigilators along with the answer sheets on the day of exam, maximum 10 minutes before the start of the exam.

In no case invigilators shall open the envelope before 10 minutes of the exams.

The question papers then shall be distributed by the invigilators to the students.

## **16. Duties of Officials Entrusted with The Examination Work**

### **No person,**

a. who is appointed as a paper setter at any examination shall supply or cause to be supplied the question paper drawn by him or a copy thereof or communicate the contents thereof to any person or give publicity to therein any manner, except in accordance with the instructions given to him in writing by his appointing authority in this behalf; or

b. who is entrusted with the work of printing, cyclostyling, typing or otherwise producing copies of any question paper set for the purpose of any examination or communicate the contents thereof to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by the authority which entrusted the work to him; or

c. who is entrusted with the custody, or is otherwise in possession of any question paper set for the purpose of any examination shall supply or distribute or cause to be supplied or distributed any copy thereof or communicate the contents thereof to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by the authority which entrusted the custody or gave possession of the work to him.

## **17. Instructions to the Invigilators of End Semester Examination**

(A) Invigilators are selected based on the experience and familiarity with the system. Their profiles are maintained along with the valid identity proof. They should possess a basic graduation degree.

(B) The duty hours, days timings, classroom allocations etc. are to be communicated to the invigilators 2 hrs. before the exam time.

(C) The invigilators are required to report 1hr before the examination time. And a general briefing is taken care of by the internal examination team on matters like Classroom Discipline, Attendance marking, Identify and to authenticate with the college identity card, getting the attendance sheet signed by the candidate.

(D) The invigilators are supplied with the following materials like 1) Attendance Sheets 2) Question Papers 3) Answer books, 4) Supplements and 5) Threads and 6) Graph paper / Case study papers as per the requirement of the subject question paper.

(E) The students' bags must be kept separately in a specified corner of the room as specified by the examination dept.

(F) The invigilator is required to do the following tasks during the invigilation

At the beginning of the examination - Identifying candidates

Taking attendance (Signature on Attendance sheet) during first 20 minutes of exam.

Distributing the Question papers, stationery, materials and other equipment among the students in the order.

Checking the accuracy of the information written by the candidates on the answer sheets

Checking the ID card of students

Filling the Junior Supervisors report

In case of any Unfair practice noticed by the invigilator they need to inform Examination team members for necessary action.

The invigilators are supposed to maintain the classroom discipline and decorum through Supervising the candidates.

Once the exam gets over collecting and counting the answer books, physical checking of collected answer books with the attendance sheet.

Handing over the answer books and left out answer books, supplements to examination dept. along with the attendance sheets.

After the examination, packing scripts, Sending scripts, Unused stationery, Applications for special consideration etc.

**18. Exam Location: Class Rooms (Seating arrangement will be displayed 3 hrs before the Exam)**

**19. Instructions to students**

- (a) Candidates are required to be present at the examination room, FIFTEEN MINUTES before the examination starts.
- (b) In any circumstance, no student will be allowed for the exam after 5 minutes of the commencement of the examination strictly.
- (c) Students should carry only writing material and ID card in the examination hall.
- (d) Cell Phones, any other electronic device, eating materials or beverages are strictly prohibited inside the examination hall.
- (e) Students not carrying and displaying the ID card to the invigilator, shall be not be allowed to appear for the examination.
- (f) Candidates are forbidden from taking any material into the examination hall, that can be used for malpractice at the time of examination.
- (g) Students are not allowed to go to out of the examination hall once the examination starts and are allowed to submit back the answer sheet only after 20 minutes from the start of the examination. Once the answer sheet submitted to the invigilator, it shall not be given back to the student in any case.
- (h) Students are not allowed to go for natures call, if the examination is for 2.5 hrs.
- (i) Students are not allowed to exchange any material such as pens, calculator, rubber, scale and pencil in the examination hall.
- (j) Student should obey the instructions given by the Faculty, Invigilators and controller of examination.
- (k) Any student if found engaged in act of copying (includes copying from a paper chit or other students answer sheet, or from electronic device, or even talking to someone else for any reason while the exam is in progress) will be dealt as per the rules for Unfair means
- (l) Writing anything on the question paper is prohibited.
- (m) Students are not allowed to write his/her name of the answer book. Only the information required to written on the answer sheet, in the columns provided shall be written.
- (n) Every new question shall be started on new page of an answer sheet. (New question and not new sub question)
- (o) Students shall solve the questions in the sequence of question paper.
- (p) Sub parts of questions shall also be solved in the same sequence as provided in the question paper.
- (q) Additional supplement will not be issued in the last 10 minutes of the examination.



- (r) Students are required to maintain absolute silence in the examination hall.
- (s) Candidates are requested to see the Notice Board at their place of examination regularly for changes if any.
- (t) No request for any special concession such as a change in time or any day fixed for the Examination on any ground shall be granted.
- (u) In no case the exam will be re-conducted.

## **20. Rules for Appointment of Amanuenses**

Provision is made for the appointment of amanuenses to assist disabled candidate to take End Term Examinations. The following are the rules to be considered for sanctioning the assistance of amanuenses. (a) An amanuensis shall be allowed in the case of

- (i) Blind Candidates (Visually impaired).
  - (ii) Candidates who cannot make use of his/her own hand to write the examination, due to permanent disability. Persons with temporary disability due to accident or sudden illness cannot be considered as disabled (physically challenged). Only the disability of permanent nature must be considered for extending the facility of amanuenses.
- (a) A candidate seeking the assistance of an amanuensis shall send his/her application to the Registrar of Institute where he/she studies, at least 15 days before the actual commencement of the theory examination.
- (b) The Registrar shall satisfy himself/herself before accepting/approving the application that the candidate is really disabled and needs the assistance of an amanuenses.
- (c) On being satisfied about the need for an amanuensis, the Registrar should also propose a panel of three names of persons who could be appointed as amanuensis, to the Examination Committee. The Committee will select one of them and communicate the name of the amanuensis to the Registrar
- (d) The scribe/amanuensis appointed need not have a lower qualification than the student, provided that the scribe should not have the qualification (with the same optional and languages) pertaining to the examination which the student is writing.
- (e) The Examination In charge shall arrange for a suitable room for the disabled candidate and appoint a Superintendent to that room.
- (f) In case where an amanuensis has been duly sanctioned, the candidate may be allowed an extra time of 20 minutes per hour.

## **21. Rules for The Grant of Extra Time to The Physically Challenged**

Provision is made for granting extra time to the physically challenged persons who have genuine difficulty in writing at a reasonable speed with the right or left hand or difficulty in sitting continuously for 2 ½ to 3 hours. But no assistance of amanuensis shall be given to such person except allowing the extra time.

An extra time subject to a maximum of 20 minutes per hour of the examination as scheduled is allowed subject to the following conditions:

- (a) The nature of disability must be such that it seriously affects the candidate's speed of writing.
- (b) The candidate must produce a certificate, at his/her own cost, issued by the District Medical Officer clearly spelling out the nature of the handicap or defect and its effect on sitting and writing.
- (c) The certificate should have been issued not prior than 3 months from the date of forwarding such application to the Registrar (Evaluation).
- (d) The candidate must submit his/her application along with the Medical Certificate to the Registrar at least 15 days before the commencement of the theory examination. The Registrar has to make his/her own recommendation on the disability of the candidate as observed by him/her repeatedly regarding the poor writing performance of the candidate. Such recommendation along with the application of the candidate and the Medical Certificate issued by the District Medical Officer has to be forwarded to the Examination Committee.
- (e) Each case will be examined on its merits and the decision regarding granting of extra time or otherwise and the quantum of extra time will be decided by the Examination Committee. The decision of Examination committee in this behalf will be final.

## **22. Malpractices used or Lapses-Omitted by any Paper-Setters, Examiner, Moderators, Referees, Teachers or any other persons connected with the Conduct of Examination:**

(I) Competent Authority :

- (a) The Board of Examinations shall be the competent authority to take appropriate disciplinary action against the

paper-setters, examiners, moderators, referees, teachers or any other persons connected with the ' conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University.

(b) The Management or Campus Head shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, Faculty or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding , abetting, instigating or allowing to use malpractice/s at the examination conducted.

(II) Definition-Unless the Context Otherwise Requires :

(a) "Paper-setter, examiner, moderator, faculty " means and includes person/s duty appointed as such for the examination by the competent authority and the term "any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.

(b) Malpractice/lapses includes one or more of the following acts or omissions on the part of the person/s included in:-

(a) relating to the examination,

### **23. Unfair Means**

No candidate shall use unfair means or indulge in disorderly conduct at or in connection with examinations Here "Candidate" means an examinee giving an examination.

Examination means any examination, midterm, end term, quizzes, practical which are considered as part of assessment/evaluation by the faculty/Institute as a part of evaluation.

Unfair means shall include the following:

1. During examination time having in possession or access to
  - a. Any paper, book, note or any other unauthorized material which has relevance to the syllabus of the examination paper concerned.
  - b. Mobile Phones or any electronic gadget other than calculator, even in switch off mode, which can potentially be used for communication or copying.

- c. Anything written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.
  - d. Anything written, or signs made on the body of the candidate or his/her clothes/garments, handkerchief etc. which may have relevance to the syllabus of the examination paper concerned.
  - e. Anything written on the question paper which may have relevance to the syllabus of the examination paper concerned.
2. Giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours.
  3. Talking to another candidate or any unauthorized person inside or outside the examination room during the examination hours without the permission of the invigilating staff.
  4. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
  5. Impersonating any candidate or getting impersonated by any person for taking the examination.

### **23.1. Unfair Means Case handling process**

As soon as a case of indiscipline/malpractice is noticed/detected by the Class Room Invigilator/Squad Member, any person connected with the conduct of the examination, he/she shall inform the matter to the Registrar /Controller of Examinations /Key Official Incharge of examination , who in turn shall go to the spot as soon as possible.

In the meantime, the Invigilator/Squad member shall prevent the candidate/s involved in the case from writing the examination further, removing, displacing, tampering with, spoiling, destroying the material/s involved in and relevant to the commission of the act of indiscipline/malpractice.

Unless it is necessary, the invigilator/squad member shall not take possession of any of the materials in the absence of Registrar /Controller of Examinations /Key Official Incharge of examination.

Soon after coming to the spot, the Registrar /Controller of Examinations /Key Official Incharge of examination should take the concerned candidate/s out of the examination hall and collect all the materials and gather information relevant to the

case from the candidate/s involved in the case, the Class Room invigilator/Squad member and if necessary, from other relevant person/s and sources.

The Registrar /Controller of Examinations /Key Official Incharge of examination shall record in the 'Unfair Means Report Form'(UMRF)- Yet to be created the statements of the candidate/s involved in the case which shall be read to the candidate/s and signed by the candidate/s.

In the case of a candidate refusing to give a statement in respect of the alleged commitment of the act of indiscipline/unfair means, the Registrar /Controller of Examinations /Key Official Incharge of examination shall record in the UMRF that the candidate has refused to give a statement and that shall be signed by the Registrar /Controller of Examinations /Key Official Incharge of examination

All the materials and evidence collected/recorded in respect of a case shall be listed (giving proper descriptions to identify them) and the list shall be signed by the candidate's involved in the case, Registrar /Controller of Examinations /Key Official Incharge of examination.

The Registrar /Controller of Examinations /Key Official Incharge of examination shall present all the materials, including the invigilators diary, the statements recorded, the list of the materials records, and other relevant things in front of Unfair Means Enquiry Committee.

If the Registrar /Controller of Examinations /Key Official Incharge of examination is of the opinion that the smooth and proper conduct of the examination will not be affected by allowing a candidate against whom a case of indiscipline/malpractice has been booked, then the candidate may be allowed to continue to sit for the examination of the session as well as subsequent sessions.

If Registrar /Controller of Examinations /Key Official Incharge of examination decides not to permit a candidate booked for indiscipline to continue to sit for the examination of the session or for the examination of the session as well as the subsequent sessions, then he shall mention it in the UMRF clearly stating the reason for the decision.

All the answer scripts of a candidate booked for indiscipline/Unfair Practice case shall be kept in a separate sealed cover marked "Unfair Means Case". Such answer scripts shall be valued in the normal subject, but the publication of the result pertaining to them shall be considered, depending on the decision on the case, after the disposal of the case.

### **23.2. Procedure for Conducting Enquiry and Reporting**

- a. A written complaint letter shall be sent by the concerned invigilator to the Registrar /Controller of Examinations /Key Official Incharge of examination on the day the Unfair Means Case takes place.
- b. On the basis of the complaint letter and UMRF the registrar shall send a letter to the concerned student asking for an explanation to the act done, in writing, within --- Days.
- c. The Unfair Means Enquiry Committee meeting shall take place for the discussion and decision on the case, after receipt of an explanation letter for the student.
- d. In the meeting, all the members of Unfair Means Enquiry Committee shall be present along with the concerned student and Invigilator, if required.
- e. The student shall be given an opportunity to be heard.
- f. If the student fails to give explanation letter within stipulated time, then he/she shall not be given an opportunity for explanation during the meeting.
- g. Based on the facts, explanation and rules for punishment the Enquiry committee shall take a suitable decision.
- h. The decision must be properly documented.
- i. The decision must get communicated to the concerned student, in writing.

### **23.3. Norms of Punishment**

The following norms for punishment are laid down.

1. If the candidate is found having in his possession of any material relevant to the syllabus of the examination paper concerned but has not copied from or used it,
  - a. The punishment will be the cancellation of the examination of that particular paper and he/she will be awarded F grade in that paper with all the consequences to follow. However, if the material found in possession of the candidate is of insignificant nature the punishment may be relaxed to the extent that he/she will be given the chance to reappear in the examination by paying re-examination fees.
2. If a candidate is found to have copied from or used the material caught,
  - a. The punishment will be the cancellation of the present paper examination and he/she shall be awarded F grade in that paper of that term with all the consequences to follow.
3. If the candidate is found talking to another candidate or to any unauthorized person inside or outside the examination hall during the examination hours without

the permission of the invigilator his examination in that paper may be cancelled and F grade will be awarded in that paper with all the consequences to follow.

4. If the candidate is found reading or possess some incriminating material relevant to the syllabus of the paper in corridor, urinal etc his/her examination in that particular paper or his whole term examination depending on the gravity of the offense shall be cancelled.

5. If the candidate is found giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours, his/her examination in that particular paper will be cancelled and F grade will be awarded in that paper with all the consequences to follow.

6. If the behaviour of the candidate on being caught is unsatisfactory or the candidate uses resistance/violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced according to the gravity of the offense as deemed fit by the Examination Committee.

The decision regarding punishment in relation to the Unfair means shall be the sole discretion of Unfair Means Enquiry committee. The punishment may vary i.e. may be stricter than the above-mentioned norms, depending on the severity of the act.

#### **23.4. Guidelines for Punishment**

A candidate found using unfair means or involved in disorderly conduct or disturbing other candidates, at or in connection with an examination shall be referred to unfair means enquiry Committee.

The committee after consideration of the case as referred to it by instructor/invigilator can award punishment.

The punishment awarded by this committee will be in addition to the punishment that may have been already awarded by the subject coordinator with one or more of the following:-

1. Cancellation of the examination of the paper in respect of which he is found to have been guilty; and/or
2. Cancellation of the examination of the term examination for which he was a candidate and/or debarring from examination for future term(s).
3. Any other punishment deemed suitable by the committee.

**24. Appointment of Paper setters, Examiners, Senior Supervisors and conduct of examination etc.**

Appointments of persons as paper setters / Examiners shall be ordinarily made at the time of T1, T2, End semester examination/start of the semester.

The paper setters/examiners shall ensure that their availability for assignment is communicated to the examination section, in the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that assignment is accepted by the paper setter / examiner.

The pattern of the final semester examination will be 5 out of 7 questions with total score of 100 points precaution to be taken that full syllabus should be covered.

4. Registrar /Controller of Examinations /Key Official Incharge of examination shall be the Chief Conductor for all the examinations. Whenever substitute arrangement is required it shall be done only by prior permission of the Dean Academic.

5. Chief conductor shall ensure that the stationery required for the conduct of examinations, question papers, etc. are received at the examination centre. He/She shall also ensure that the packets of question papers are intact and duly sealed and are opened in his/her presence 20minutes before the start of the examinations in presence of COE, examination committee and two students' representatives.

6. Invigilator shall ensure that the students are not resorting to unfair means / practices. In case incidences occur, he/she shall immediately report the cases of unfair means to the Controller of Examinations along with his report.

7. Immediately after the examination is over, the answer books should be dispatched to the CAP centre.

8. The Registrar /Controller of Examinations /Key Official Incharge of examination shall receive the bundles of answer books.

9. The examiners shall submit the grade sheet/assessment report, grievance report to the Registrar /Controller of Examinations /Key Official Incharge of examination as provided in the credit system and as per the instructions received.

10. As soon as the assessment reports are received in the examination section they should be processed immediately for preparation of result.

11. The results of the concerned examinations shall ordinarily be declared within the specified period as prescribed in the examination calendar/ academic calendar of the institute and the result along with the grade sheet will be distributed to the concerned students.



12. The answer papers of examinations shall be preserved for a period of at least 3 years from the date of declaration of result of the concerned examinations.

## **25. With holding and cancellation of Results**

1 The Registrar /Controller of Examinations /Key Official Incharge of examination, may withhold the result of any candidate who by an Act of omission or commission might be found to be guilty of either contravening the provisions of the various rules of examination manual or for any other cause which in the opinion of the controller of Examinations/Examination Head might warrant such an action,

2 The Campus Head shall have power to quash the result of a candidate after it has been declared if :

He/she is disqualified for using unfair means in the examinations; or

a mistake is found in his result or

he is found ineligible to appear in the examination.

3 A candidate whose answer-book is lost after it has been received by the Centre Superintendent of the examination, and who, but for this answer book, would have either passed in the examination or is likely to be placed under compartment/re-appear, shall, unless he/she opts re-examination, on a date to be fixed by the Controller of Examinations/ Examination Head be deemed to have obtained in that paper marks equal to the marks obtained by him/her in the other theory paper of the same programme/subject and if there was no other theory paper in that programme/subject or if there were more than two theory papers in that programme/subject, marks equal to the average of the marks obtained by him/her in the other theory papers of the programme of that very semester. However, if the answer book (s) is/are lost after original evaluation and is/are not traceable for re-evaluation on account of any reason, the candidate concerned will be offered re-examination in that paper at next examination provided he/she has already obtained pass marks in the paper. If however, the candidate does not want re-examination, his/her previous result may stand unchanged. No re-examinations fee shall be charged for a candidate who opts for re-examination under this clause.

If there is a dispute as to whether a candidate's answer-book was duly received or not, the findings of the Controller of Examinations /examination head subject to confirmation by the Campus Head shall be final.

4 Notwithstanding anything contained in any other Ordinance, the academic council may, in the case of all examinations held by the University to hold an additional examination in the same year for special reasons to be recorded.

5 The Campus Head may cancel an examination at all centres if he/she is satisfied that the sanctity of examination has been violated or there is a leakage of question paper(s) or there has been gross irregularity which warrants such a step.

## **26. Amendment of Results**

In any case where it is found that the result of an Examination has been affected by an error, malpractice, fraud, improper conduct or other matter of whatsoever nature, the matter shall be reported to the Registrar /Controller of Examinations /Key Official Incharge of examination , who shall have the power (with the approval of Campus Head) to amend such result in such a manner as shall be in accordance with the factual position and to make such declaration as may be considered necessary in that behalf.

### **26.1. Amendments of Results Due to errors**

In any case if it is found that the result of any examination has been affected by errors, the Registrar /Controller of Examinations /Key Official Incharge of examination shall have power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Campus Head , provided the errors are reported/detected within 6 months from the date of declaration of results. If any errors detected thereafter shall be placed before the Examination Committee. \_  
Error means- (i) Error in computer/data entry, printing or programming and the like. (ii) Clerical error, manual or machine, in totalling or entering on Ledger/ register. (iii) Error due to negligence or oversight of examiner or any other person connected with Evaluation and result preparation.

## **27. Loss of answer book**

1) A candidate whose answer-book is lost after it has been received in the examination department it can be remedied by allowing the candidate to re-appear, on a date to be fixed by the Registrar /Controller of Examinations /Key Official Incharge of examination be deemed to have obtained in that paper marks equal to the marks obtained by him/her in the other theory paper of the same subject and if

there were no other theory paper in that subject or if there were more than two theory papers in that subject, marks equal to the average of the marks obtained by him/her in the other theory papers of the programme of that very semester.

2) However, if the answer book (s) is/are lost after original evaluation and is/are not traceable for re-evaluation on account of any reason, the candidate concerned will be offered re-examination in that paper at next examination provided he/she has already obtained pass marks in the paper.

3) If however, the candidate does not want re-examination, his/her previous result may stand unchanged. No re-examinations fee shall be charged for a candidate who opts for re-examination under this clause. If there is a dispute as to whether a candidate's answer-book was duly received or not, the findings of the Registrar /Controller of Examinations /Key Official Incharge of examination subject to confirmation by Campus Head.

## **28. Central Assessment Program**

CAP (Central Assessment program) is conducted for the smooth and timely checking of the answer sheets of End Semester Examination.

## **29. Instructions to Paper Evaluators (CAP Instructions)**

On the First day of commencement of the CAP, the examiners shall be given information regarding the programme, seating arrangement, etc.

1. Kindly collect the CAP record Sheet, red ink pen, Marks list and answer sheet bundle along with model answer sheet from the CAP In charge.

2. Only red ink pens shall be used for CAP answer sheet evaluation.

3. It is necessary to Write marks in front of every subsection of a question and same shall appear at the top of the page, in the space provided for writing marks.

4. Paper checkers must write the marks for subsections and not just the total of marks allotted to the question at the top of the page, in the space provided for writing marks.

5. Where necessary the paper checkers shall tick the answers and comment.

6. Marks for extra question solved shall be properly pointed out at the top of the page, in the space provided for writing marks.

7. Only the marks to be considered for total (Not for extra questions solved) shall be written on the front page of answer sheets

8. It is mandatory for the Paper checker to take the correct total of marks, write his/her name and sign on the front page of the answer sheet.

9. Faculty shall submit the checked answer sheets along with the Filled Mark list (in the sheet provided) at the end of every day, before leaving the CAP room

10. The examiner after completion of his/her assessment should return to the assistant at the Counter, the Bundles of answer books and ensure that an appropriate entry is made in the register.

11. The paper checker should take another bundle of answer books for assessment only, after assessing the first bundle. This process will continue till all the answer books in the relevant subject are assessed.

12. In no case the paper checkers shall take the answer sheets along with them, beyond the CAP room.

13. Every paper checker shall be required to sign the Attendance Register each day.

14. In case the examiner detects use of unfair means, while assessing the answer books he /she should report and submit the concerned answer books to the CAP In charge and which the Cap In charge shall forward to the Registrar.

### **29.1. Cap Record Sheet/Attendance Register – Annexure No. 5**

### **29.2. List of Activities relating Central Assessment Programme**

(I) Pre-CAP Activities:

1. The CAP such as masking, un-masking, coding, de-coding, preparation of mark-lists and issues of answer books to the examiners etc

2. To receive and record the receipt of the answer books from the junior supervisors immediately after the end of each paper.

3. To verify number of answer books as per the Junior Supervisor's Reports and to note down anomalies if any and to take appropriate measures.

4. To code the bundles of answer books.

5. To insert coded sheet in place of Junior Supervisor's Report in the bundle of answer books.

6. To distribute answer books for masking.

7. To re-bundle the masked answer books with coded sheet.

8. To count the bundles of answer books subject wise.

9. To arrange masked answer books examination wise, subject wise and to keep them ready for assessment.

10.To allocate appropriate space for assessment work examination wise and subject wise.

11.To prepare the instructions to be given to the examiners regarding seating arrangement for assessment programme

#### (II) Actual Assessment

1. On the first day of assessment, the CAP In charge shall make all the required material available

2. To make all the arrangements for distribution of answer books to the examiners on the Counter for assessment. The assessed answer books are to be received at the same counter from the CAP in charge or the appointed assistant.

3. The examiners will collect the answer books from the Counter for assessment.

4. To ensure that all the answer books to be given to the examiners are properly masked.

5. The CAP In charge will ensure that assessment work is done properly.

6. The examiner after completion of his/her assessment should return to the assistant at the Counter, the Bundles of answer books and ensure that an appropriate entry is made in the register.

7. The examiner should take another bundle of answer books for assessment only, after assessing the first bundle. This process will continue till all the answer books in the relevant subject are assessed.

8. The examiner on the day of attendance should sign the attendance register every day.

9. In the course of assessment, officer-in-charge of preparation of mark-lists will ensure that the absentees are recorded on the computerized mark-lists, from the Junior Supervisor's Report.

10. In case examiner detect use of unfair means while assessing the answer books he/she should report and submit the concerned answer books to the CAP In charge which he/she shall forward to the Registrar.

11.The Registrar /Controller of Examinations /Key Official Incharge of examination shall take the decision on the case along with exam committee members.

#### (III) Post-CAP Activities

1. The work of un-masking of assessed answer books shall be done while making entries of the marks from the answer books to mark-list. It shall also be seen that all

answers in the answer books are assessed by the examiners and no answer is left unassessed.

2. After completion of assessment of answer books, in a particular subject the work of preparation of mark-lists of that subject will start.

The activities of preparation of mark-lists would be as follows:

- (a) Recording absentee from the Junior Supervisor's Report.
- (b) Checking of absentees by a different pair of assistants.
- (c) Recording marks on computerized mark-lists from the assessed answer books.
- (d) Total to be taken on each page on the mark-lists.
- (e) Checking of mark-lists by different pair of assistants.
- (f) Checking of the total to be done by another assistant.

3. If any supplement found detached from the main answer book, CAP in charge shall take efforts to relocate its main answer book and he shall carefully attach the supplement to the main answer book. It shall be then ascertained whether all marks are given to the answer book as well as to supplement and they are taken down properly in the mark list.

4. As and when the subject wise mark-lists are completed, the mark- lists will be submitted to the CAP In charge, which shall then be forwarded to Result In charge.

5. After submission of mark-lists, the answer books in that subjects should be arranged according to the Junior Supervisor's Report subject wise and should be handed over to the Record room section.

### **30. Result Declaration**

After completion of CAP and moderation of answer sheets, the Following process shall be followed by the Result In charge.

1. Collecting the checked marks sheets for all the subjects
2. Computerized entries of Marks as per Roll No. of Students/Batch wise
3. Putting the marks in to transcript
4. Printing the transcripts and segregating them batch -wise
5. Announcing the results
6. This entire process shall be completed in 21 days from the last date of the examination.

### **31. Mark Sheets / Grade Sheets**

Grade Sheets/ Mark Sheets will be given to the students within 20 days from the date of declaration of result.

## **32. Review & Revaluation**

### **32.1 Review:**

- i. To make examination system transparent institute provides review and revaluation facilities. In review system students are able to see their answer sheets by making an application to examination department.
- ii. In review totalling errors and unassessed questions if any can be rectified.
- iii. Students can see three answer books or as many answer books as many subjects in which he fails, whichever is more, provided the examination is conducted for six subjects.
- iv. There are no fees charged for the Review application.
- v. Faculty evaluating the answer sheets will show the assessed answer sheets to the students.
- iv. ERP generated marks sheets duly signed by Registrar and Director will be issued to students in one-month time of the declaration of the result after data is feed to ERP system.

### **32.2 REVALUATION**

Any student can apply for Revaluation of his/her evaluated answer books, If the examinee is not satisfied with the marks awarded. The prescribed application form for revaluation of answer book can be obtained from the office, without any fees.

An examinee may independently apply for revaluation in the prescribed form and in the manner prescribed, within the period of 10 days from declaration of marks/ results of the immediate semesters.

After the expiry of 10 days, the revaluation forms will not be available. Application for revaluation will not be accepted at any cost after the last date stipulated. An examinee can apply for revaluation of all Subjects or any one Subject of his /her own choice within 10 Days after declaration of Marks/Results. Incomplete form and form not accompanied by relevant documents may be rejected without assigning any reason whatsoever.

An examinee can submit the form of revaluation of his /her own Answer sheets only, with the payment of Non-Refundable Fees for Revaluation of Rs 500 by

(cash/DD/Cheque/Online money transfer) within 10 days after declaration of Results/Marks.

This revaluation facility shall be for theory papers only, and not for practical examination /term work/ project work / dissertation / internal assessment and in viva voce /oral.

Marks/Result of revaluation should be declared at least 15 days before ATKT Exams.

### **33. Re-examination**

Re Examination

a) Students who do not secure minimum passing marks in the end term examination will have to appear for Re-examination.

b) Re-examination will be conducted after the declaration of the results. Students are required to pay stipulated re-examination fee for writing the re-examination. However, the students, who could not write their examination due to a genuine reason verified and certified by the Campus Dean/ HOD of the concerned department/ Registrar /Controller of Examinations /Key Official Incharge of examination, will be exempted from paying re-examination fee.

c)Defaulters: Students with less than 75% attendance in the subject are considered as defaulters. They will have to appear for re-examination after the payment of the stipulated re-examination fee.

d) Rules of Unfair means shall be applicable to Re-examination.

e) Re-examination result will be declared within 21 days of the completion of re-examination. Review and revaluation facility are not available for re-examination.

#### **33.1 Failure at Re-exam**

a) In case of a failure at the re-examination in a subject, the student will have to undergo the process of re-examination again.

b) One student can appear for maximum two Re-examinations for one subject.

#### **33.2 Re-Exam Question Papers Guidelines**

a) In case of Re- exam the additional sets of question papers, remaining from original End-Term exam shall be used.

### **34. Guidelines for No Dues Certificate**



Filling up of No Dues certificate in time is mandatory at the end of last term.

Students shall get the NDC Form through academic department.

In extreme cases if any student is not able to complete the process during capstone, the person shall later will have to visit each department separately for clearance.

Last date for completion of No Due formalities shall be April 30th of every year.

The student who has not completed NO Dues Certificate formality shall not be allowed for the convocation.

### **NDC Format: Annexure No. 6**

#### **35. Forfeiture due to non-completion of the course in due time:**

The student shall forfeit the chance if not completed within 5 years from the date of enrolment.

Fees shall not be returned in any case if the student does not complete the course.

#### **36. Convocation**

After completion of all examination of all term's and the declaration of result thereof the students will be given degree certificate in the Annual convocation.

#### **37. Transcript and Duplicate Transcript**

##### **Procedure to apply for Transcript**

1. The applicant is required to furnish the following details / documents along with the application in the prescribed form:

2. Copies of mark sheets/grade sheets for which you require duplicate mark sheet/grade sheets (if available), which will help us to process your request speedily. In case, you are not in a position to send copies of your mark sheets/grade sheets, please furnish your correct Student Number, Name of the Programme, Month & Year of appearance, Term/Trimester and Roll Number for which you require Transcript.

3. A stipulated fee per Transcript should be remitted through Demand Draft in favour of the Institution.

#### **38. Procedure to apply for Duplicate Grade Sheets/Marks Sheet**

1. The applicant is required to furnish the following details / documents along with the application in the prescribed form:
2. Copies of mark sheets/grade sheets for which you require duplicate mark sheet/grade sheets (if available), which will help us to process your request speedily. In case, you are not in a position to send copies of your mark sheets/grade sheets, please furnish your correct Student Number, Name of the Programmed Month & Year of appearance, term /Trimester and Roll Number for which you require duplicate mark sheet/grade sheets.
3. A stipulated fee per duplicate mark sheets/grade sheets should be remitted through Demand Draft in favour of the Institution. (Regular students may deposit the prescribed fee in cash at the Accounts Dept.)
4. First Information Report (FIR)/Police Complaint in case of theft or loss of the documents as mentioned above.
5. An Affidavit-cum-Indemnity Bond on a non-judicial stamp paper of the value of Rs.100- duly attested by an Oath Commissioner or Notary Public or a First Class Magistrate to the effect that you were in possession of such a Grade sheet/mark sheet /Certificate and lost, burned, destroyed due to unforeseen events and undertake to return the duplicate Grade sheet/mark sheet /Certificate if the original Grade sheet/mark sheet /Certificate is traced/received by you in future and indemnify ITM for any loss etc. that ITM may suffer if the duplicate certificate is issued by ITM.

Note:- (Format of Affidavit-cum-Indemnity Bond is separate in Annexure 7)

### **39. Issue of Duplicate Degree Certificate**

The duplicate Degree certificate is issued only if the original Degree certificate is really stolen, lost, burned, destroyed due to unforeseen events.

#### **A. Procedure**

The following procedure is to be adopted by the candidate for getting a duplicate Degree:

- 1] Lodge a FIR (First Information Report)/ Police Complaint for the same to the nearest Police Station.
- 2] Provide an Affidavit-cum-Indemnity Bond prepared by a Notary on a non-judicial stamp paper. (The matter to be printed on the affidavit is detailed in the proforma below)

3] Write an application addressed to “Registrar /Controller of Examinations /Key Official In charge of examination” mentioning the loss of your degree and reference of above documents.

4] Attach a Xerox copy of the original Degree conferred on you by ITM.

### **B. Processing**

1] Attach all the above documents in Original along with the application should be submitted to Registrar /Controller of Examinations /Key Official In charge of examination.

Annexure No: 8,9,10,11

Specimen Copy of Official Transcript, Passing/ Provisional Certificate, Bonafide Certificate, Migration Certificate

### **C. Charges**

The charges will be as per Annexure 12

### **40. Documents Verification Steps**

The verification of education process is an important part of a quality Pre-employment background check.

Document verification steps/process:

1) Education verification companies will send Hard copy or mail request to Examination Dept. for background verification.

2) A stipulated charge per candidate is going to be levied for education verification. The payment of the same is paid by DD in favour of Institution.

3) Education Verification is to be done by Examination Dept. and following information will be verified (such as name of student, Roll No./Ref. No., Programme name, Mark sheets & Degree Certificate).

4) Education Verification results are returned/mailed within 5 working days, but circumstances sometimes cause verification to take 10 days, or, in extreme cases, even months. Institute may need to search paper files to locate records.

### **41. Discard policy of examination-related documents**

1 Office note sheets shall be preserved for a period of 2 years

2 Office copies of all notifications, official memorandum, correspondences and other communications shall be preserved for a period of 2 years.

3. Documents and other materials in support of awarding internal assessment. co-curricular and extra-curricular marks, practical records, project report/dissertation, etc., shall be preserved for at least 7 years.
4. The 'valued answer sheets' of End Term examination shall be preserved for a minimum period of 3 years after the announcement of the results of the term concerned and no complaints whatsoever about the marks awarded to subjects relating to these scripts be entertained beyond such period.
5. All other records of examinations should be preserved permanently
6. A separate, secured, fire-proof 'record room' shall be designated and maintained.
7. After completion of the mentioned period of preservation of documents, It is the duty of the registrar to destroy the documents.

#### **42. Examination Calendar**

Examination department shall prepare and share the Examination calendar before the start of the academic year.

**The specimen Examination calendar is given is Annexure No. 13**

## **PART II**

# ANNEXURES

## Annexure No. 1

### Continuous Evaluation Marks Submission Format

Institute for Technology and Management

Campus-.....

Course.....

Subject.....

#### Continuous Evaluation Marks for a full credit subject

Roll No.	Student Name	Criteria 1	Criteria 2	Criteria 3	Total (1+2+3)	Out of 20	Attendance & Class participation	Out of 40	Additional Assignment (For	Out of 40
----------	--------------	------------	------------	------------	---------------	-----------	----------------------------------	-----------	----------------------------	-----------

							ion Marks	Failed studen ts)		
							20			

**Annexure 2.**

**Industry Internship**

**INDUSTRY INTERNSHIP PROJECT (IIP)**

**EVALUATION PROCESS**

**1) Initial Report (5 Marks)**

# Objectives - 1 Mark

# Company Profile & SWOT - 2 Marks

# Task Assigned - 2 Marks

**2) Monthly Report (20 Marks)**

# Target / Tasks assigned - (1 Mark X 4 Months = 4 Marks)

# Targets/ Tasks Achieved - (1 Mark X 4 Months = 4 Marks)

# Process of tasks /targets assigned & achieved - (2 Mark X 4 Months = 8 Marks)

# Takeaways and Learnings - (1 Mark X 4 Months = 4 Marks)

**3) Interim Report (10 Marks)**

# Objectives and Task assigned - 4 Marks

# Tasks Performed & Achieved - 4 Marks

# Learning - 2 Marks

**4) Final Project Report (40 Marks)**

# Identification of the problem/task assigned, clarity about objectives - 15 Marks

# Report design, methodology/process description, quality of analysis - 15 marks

# Interpretation of findings and recommendations - 10 marks

**5) Overall Performance Evaluation by CG (50 Marks)**

# Take feedback constructively and improves continuously - 5 Marks

# Take Initiative - 5 Marks

# Shows commitments and discipline at work place - 5 Marks

# Effective oral and written communication - 5 Marks

# Knowledge of Overall business - 5 Marks

# Is optimistic and eager to learn - 5 Marks

# Establish and maintain respect and professional relationship with working partners - 5 Marks

# Demonstrates analytical skills - 5 Marks

# Ability to analyses his/her own abilities - 5 Marks

# Overall evaluation of the intern - 5 Marks

**6) Final Project Eval. Viva by CG (50 Marks)**

# Clarity and organization of thoughts: - 15 Marks

# Communication on Confidence and Exposition - 15 Marks

# Contents - 15 Marks

# Ability to explain quires of the Company guide - 5 Marks

**7) Project Presentation (25 Marks)**

# Identification of the problem clarity about objectives, scopes and coverage – 10 Marks

# Communication skills – 10 Marks

# Ability to handle questions – 5 Marks

**Annexure 3.**

**Capstone Project.**



**INSTITUTE FOR TECHNOLOGY & MANAGEMENT**  
**Capstone Project Phase - I Evaluation Sheet 2015 – 17 batch**

Sr. No.	Roll No.	Name of the Students	Stream	Literature Review (10 Marks)	Final Research Design (10 Marks)	Faculty Interaction (5 Marks)	Total 25 Marks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

Name of the Faculty Guide: \_\_\_\_\_

Signature of Faculty Guide: \_\_\_\_\_

# INSTITUTE FOR TECHNOLOGY & MANAGEMENT

## Capstone Project Phase - II Evaluation Sheet 2015 – 17 batch

Sr. No.	Roll No.	Name of the Students	Stream	Faculty Guide	Data Collection (10 Marks)	Data Analysis & Interpretation (15 Marks)	Report writing & Presentation (15 Marks)	Faculty Interaction (05 Marks)	Total (45 Marks)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									

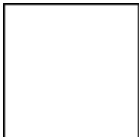
Name of the Faculty Guide: \_\_\_\_\_

Signature of Faculty Guide: \_\_\_\_\_

## **Annexure 4.**



### **End Term Examination Question Paper Format**



#### **FOR TECHNOLOGY & MANAGEMENT**

**Course**

**QP CODE**

### **SUBJECT**

#### **Instruction**

- 1) Question paper is divided into three Sections: Section A, Section B and Section C. All Sections are compulsory.
- 2) All Questions in each section carry equal marks.

(Roll No. for MCQs)

**Duration : 2:30 Hrs.**

**Total Marks : 60**

#### **Section –A**

**Concepts, Case Study, Analysis, LAQs (Long Answer Questions)**

(Weightage 70%)

(42 Marks)

Concepts, Case Study , Analysis OR Report Writing – 17 Marks

LAQs - 25 Marks, each carry 5 marks. Answer any 5 out of 7 Questions.

The weightage is 70% of End Term (42 out 60 marks)

#### **Section – B SAQs (Short Answer Questions)**

(Weightage 20%)

(3 X 4 = 12 Marks)



**Annexure 6:**

**Application for No Dues Certificate**

**INSTITUTE FOR TECHNOLOGY & MANAGEMENT**

Campus: **KHARGHAR, NAVI MUMBAI.**

**NO DUES CERTIFICATE**

**Part I – Personal Information**

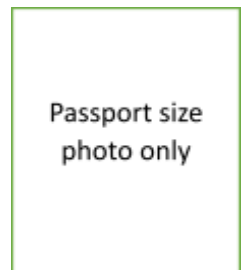
Name of the Student: \_\_\_\_\_

Course: \_\_\_\_\_

Batch: \_\_\_\_\_

Roll No: \_\_\_\_\_

Address: \_\_\_\_\_



---

Mobile No: \_\_\_\_\_ / Landline no- 0 \_\_\_\_\_




**Authorization (In absence of student):**

Name of the concern authority: \_\_\_\_\_

Relation: \_\_\_\_\_

Address of the concern authority: \_\_\_\_\_

\_\_\_\_\_ Pin Code \_\_\_\_\_

Tel No : \_\_\_\_\_ Mobile : \_\_\_\_\_ E-mail : \_\_\_\_\_

I authorize Mr. / Ms. \_\_\_\_\_ to collect my course completion certificate. I also confirm that in case of certificate lost / damage / theft, the institute will not be held responsible for the same.

Date: \_\_\_\_\_

**Date & Signature of Student**

**Confirmation from the Registrar / Principal / Center Head / Director**

We hereby confirm that there are no dues of Mr / Ms. \_\_\_\_\_

\_\_\_\_\_ with regards to Library, Computer Lab, Administration, and we

confirm that the student has paid full fees as applicable for Completion of Course.

**Registrar / Centre Head**

**Principal / Director**

**Annexure 7:**

**AFFIDAVIT – CUM – INDEMNITY BOND**

I, \_\_\_\_\_, Aged \_\_\_\_\_ years S/o, W/o, D/o \_\_\_\_\_

Residing \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_ Taluk \_\_\_\_\_ District

\_\_\_\_\_ State \_\_\_\_\_ solemnly affirm and state an oath as under :

- 1) I state that I have studied in ITM (name of Course or Stream) up to (Year) and holding Result/Certificates No :- \_\_\_\_\_ / or
    - a) ( Description of Result /Certificates )
    - b) ( Description of Result /Certificates )
    - c) ( Description of Result /Certificates )
  - 2) I say that my Result/Certificates are lost/burnt/stolen etc. and I have tried my best search/save/secure the Results/Certificates but have not found/received/retrieve my Results/Certificates which are mentioned above.
  - 3) I say that I will return the duplicate copy of Result/ Certificates to the ITM College without any refund of amount from ITM College, whenever I find / retrieve my Original Results/ Certificates.
  - 4) I hereby undertake and indemnify, to Central Board of Trustees, Employees', ITM Organization for any claim later if found false, or any loss incurred out of this transaction, and if I fail to indemnify then a legal action can be taken against me to recover the losses.
  - 5) I say that I will not misuse any documents once I find / receive it in my possession.
- 4) This Affidavit-cum-indemnity bond has been executed by me without any coercion or wrongful intention.

**DEPONENT**

Solemnly affirm and signed before me

at this..... day of \_\_\_\_\_ 20\_\_\_\_

**ADVOCATE**

**BEFORE ME**

**VERIFICATION**

I, \_\_\_\_\_, Aged \_\_\_\_ years residing at \_\_\_\_\_ hereby state that the statement made above from para number \_\_\_ to \_\_\_ is true and correct , and I undertake to indemnify the terms of this Bond and bind myself to indemnify the Board of Trustees, Employees, ITM Organization.

Solemnly affirmed and signed before me

At this \_\_\_\_ day of \_\_\_\_\_ 20

**ADVOCATE**

**DEPONENT**

**Annexure No: 8**

**Specimen Copy of Official Transcript**



Date: .....

## TO WHOM SO EVER IT MAY CONCERN

This is to certify that (.....**Name**.....) (**Roll No.** ....., **Course / Batch** ..... was a Bonafide student of this Institute of the batch of (.....Year.....) He/She is enrolled for “.....(Course).....” as his major. He satisfactorily completed all his degree requirements.

This..... year course consists of ..... subjects (Specify if NGO Internship, Industry Internship Project and Capstone Project from the area of specialization ) i.e. total ..... courses for the successful completion of the program.

Official Consolidated Statement of Grade's & Marks has been issued to the candidate, which contains relevant information in terms of Percentage, GPA & CGPA.

**Director**

Encl. : a/a.

ITM/KHR/PGDM/Transcript /114-01

### Course Title

(Recognised by .....) )

**Year :** .....

**Name :** ..... **Regd /Reference /Admission. No :** .....

Sr. No.	Subjects	CREDIT S	MAX MARKS	MIN MARKS	MARKS SECURED	GRADE	GRADE POINTS
---------	----------	----------	-----------	-----------	---------------	-------	--------------



<b>SEMESTER : III SUBJECTS</b>							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
<b>TERM PERCENTAGE : .....</b>			<b>GRADE POINT AVERAGE : .....</b>				
Sr. No.	COURSES	CREDIT S	MAX MARK S	MIN MARK S	MARKS SECURE D	GRADE	GRADE POINT S

Sr. No.	Courses	CRE DITS	MAX MAR KS	MIN MARK S	MARKS SECUR ED	GRADE	GRA DE POIN TS
<b>SEMESTER : IV SUBJECTS</b>							
43							
44							
45							
46							
47							
48							
49							
50							
51							
52							
53							
54							
<b>TERM PERCENTAGE : .....</b>			<b>GRADE POINT AVERAGE : .....</b>				

**EXPLANATION**



## **Annexure 9.**

### **Specimen Copy of Passing Certificate**

Ref. No. ....

Date: .....

#### **PROVISIONAL PASS CERTIFICATE**

This is to Certify that (.....Name.....) (Roll No. ...., Course.....) was a Bonafide student of ..... Years Full Time “.....(Course).....” of this Institute. He/She has successfully completed all the subjects of all the terms. His / Her conduct was ..... during the studies here. I wish him/her all the best for all his future endeavours and initiatives.

**REGISTRAR**

**Annexure 10.**

**Specimen Copy of Bonafide Certificate**

Ref. No.

Date: .....

**TO WHOM SO EVER IT MAY CONCERN**

This is to certify that (.....**Name**.....) (**Roll No.** ....., **Course**.....) is a Bonafide student of ..... Year Full Time “.....(Course).....” of this Institute.

This certificate is being issued as per the request of the student for.....

**Registrar**

**Annexure 11.**

**Specimen Copy of Migration Certificate**

Ref. No. ....

Date: .....

**MIGRATION CERTIFICATE**

This is to certify that (.....Name.....) (Roll No. ...., Course .....) was enrolled in this Institute/ University for the“.....(Course).....”in (.....Date.....). He/She has successfully completed the said program.

This Institute/University has no objection if the student migrates to other university for further studies.

**Registrar**

## **Annexure No: 12**

### **Statement showing various fee related to examination 2018**

Sr.No.	Particulars	Fees (Per Subject/ Transcript/ Grade Sheet and Mark Sheet)
1	Re-examination Fee (Per Subject)	2000
2	Duplicate Transcript	3000
3	Duplicate Grade Sheet/ Mark Sheet	1500
4	Duplicate Degree/ Diploma Certificate	10000
5	Repeat NOG / IIP/ Capstone Project (Per Subject)	2000
6	Verification of Documents (Per Case)	1500
7	Revaluation (Per Subject)	500



## **Annexure No. 13**

### **Examination Calendar**

Semester No. 1 (Specified Dates)

Activity	Date/ Week (Range)
Term Start	
Internal Exam last date	
Internal Exam Mark Submission last date	
Final Exam Question. paper submission	
Final Exam Dates	
Assessment dates (CAP)	
Result declaration	
Re exam	
Re Exam Result declaration	

# Annexure 14

## EXAMINATION PROCESS CHART

