

# **NIILM University Kaithal Haryana**



**NIILM<sup>®</sup>**  
**University**

## **EXAMINATION ORDINANCE**

**w.e.f. Academic Session 2024-25**

**Assessment and Evaluation under the CBCS System as per NEP 2020**

1. **Short Title:** These shall be called Examination Regulations (Assessment & Evaluation).
2. **Date of Commencement:** These shall come in to force from academic session 2024-25.
3. **Extent of Application:** These shall be applicable to all the Examinations conducted by NIILM University, except Ph.D. or unless otherwise specifically mentioned in some other regulations. Ph.D. related assessment & evaluation will be conducted as per Ph.D. ordinance.
4. **Definitions:**
  - (i) **Examination:** It means an assessment & evaluation process conducted by examination branch. It may be in any form (written, oral, online, etc.) or any category (Entrance, for promotion to higher level, selection, screening, etc.)
  - (ii) **Controller of Examination (COE):** He/she is an officer of the University responsible for conduct of Examinations.
  - (iii) **Examination Kit/ Packet:** A packet containing material normally required during conduct of Examination.
  - (iv) **Answer Book:** The sheet, which is used for recording answers to questions asked in the question paper.
  - (v) **Answer Script:** The Answer Book having record of answers given by a candidate.
  - (vi) **Question Bank:** List of questions, which can be used to develop question paper.
  - (vii) All other terms shall have the meaning as defined in NIILM University Act and statutes, ordinances and regulations made thereafter.
  - (viii) **Credit:** Credit is the weightage given to each course of study.
  - (ix) **Internship:** Internship is a course to develop a professional ability through an appropriate learning.
  - (x) **Academic Programme/ Programmes:** It means a programme of courses and/or any other component leading to a Bachelor's degree, Master's degree, Post-graduate and Under-graduate diplomas.
  - (xi) **Course:** It is a component of the academic programme, carrying a distinctive code no. and specific credits assigned to it.
  - (xii) **An Academic Year:** It is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Studies/ Curriculum and the related examinations.
  - (xiii) **Semester System:** It is a programme wherein each academic year is apportioned into two semesters.
  - (xiv) **External examiner:** It means an examiner who is not in the employment of the NIILM University.
  - (xv) **Examination Committee:** A committee constituted to frame, review and supervise the examination related policies, rules and activities.

5. **Abbreviations:**

- (i) TEE: Term End Exam
- (ii) SEE: Semester End Exam
- (iii) MSE: Mid Semester Exam
- (iv) MTE: Mid Term Exam
- (v) VSA: Very Short Answer Type Questions
- (vi) MCQ: Multiple Choice Questions
- (vii) HOD: Head of Department

6. **Examination Responsibility:** Examination Branch shall be responsible to conduct all the Examinations conducted by NIILM University, unless otherwise decided by the Vice Chancellor or Academic Council to get these conducted by some other Department of the University or any other outer agency.

- (i) All the Examinations conducted by Examination Branch shall be conducted under the supervision and guidance of Controller of Examinations and its supporting staff.
- (ii) It is mandatory for faculty and staff of academic schools and administrative branches to perform the duties pertaining to conduct of Examination allocated by Controller of Examination, unless, otherwise allowed by specific orders of the Vice Chancellor or Academic Council.
- (iii) COE may outsource conduct of any Examination with the approval of Vice Chancellor or Academic Council.

7. **Categories of Examinations:** The University shall hold examinations for awarding degrees, diplomas or certificates in such branches of knowledge as the University may determine from time to time.

- (i) **Term Examinations:** These are conducted to Evaluate the performance of students admitted in various courses introduced by the University. Mid Term Examination (MTE)/ Mid Semester Examination (MSE), Term End Examination (TEE)/ Semester End Examination (SEE), etc are some of such Examinations.
- (ii) **Supplementary Examination:** Examination conducted for the improvement/ reappear or any other academic exam with such objective to evaluate the academic knowledge as specified in the University ordinance or scheme of studies.
- (iii) **Special Examination:** These are the Examinations conducted with specific objectives. Entrance Tests, Screening Test, Skill specific Test, Career Promotion Test, recruitment test, government assignment test, etc are some of such Examinations.

8. **Examination Registration:** The date of commencement of examinations as well as the last date of receipt of examination forms and fees, without and with late fee as fixed by the University shall be notified to all departments by COE.

- (i) After getting admission to a particular course; verification of all the original documents and on payment of fee and other charges payable to the University, a student shall be enrolled for that course. The student may be allotted a unique Registration Number/ Enrolment Number that may also serve as the Roll Number for the purpose of Examinations. Unless otherwise provided, this registration number of a student will remain same for all the terms of the course.
  - (ii) A candidate who has once submitted his/her examination form for an examination along with requisite fee shall not be permitted to withdraw the application form on his/her own accord and to claim refund of the examination fee.
  - (iii) The Academic Council shall have the power to exclude any candidate from examination permanently or for a specified period for the reasons to be recorded in writing, if it is satisfied that such a candidate is not fit and proper person to be admitted to the examination, If a candidate after admission to an examination commits an immoral act or is discovered to have committed an immoral act which in the opinion of the Academic Council, is such, that had it come to their knowledge in time, they would have excluded him/her from the examination. In such case, the Academic Council may cancel his/her candidature for that examination and pass an order that his/her result is not be declared or disqualify him/her permanently or for a specified period for admission to an examination.
  - (iv) The candidature of all students for Examination shall be verified for eligibility. If a student is found to be wrongly registered, his registration shall be cancelled/ modified.
  - (v) If a candidate, subsequent to appearance in an examination, is found to be ineligible to take the examination, his/her candidature shall be cancelled by the Controller of Examinations.
  - (vi) In case any student appears by default, who in fact has been detained by the School/ Institute/ Department/ University, his/her Examination and/or result shall be treated as null and void.
  - (vii) The performance of a student in all the subjects, for which he/she has been registered, shall be included in his/her result card.
  - (viii) The Vice-Chancellor may permit one additional chance to the candidate to pass/improve, if the numbers of chance are exhausted.
9. **Attendance:** A minimum of 75% attendance in each course is an eligibility requirement to appear in the exam.
- (i) All the students shall be expected to be present in every lecture, tutorial, practical, workshop, seminar etc., as the case may be, scheduled for them.
  - (ii) Vice Chancellor may condone attendance shortage up to 10% for valid and convincing reasons for an individual student satisfying all the other conditions as per the requirement of the subject and the course; on such other conditions as decided by the Vice Chancellor.

10. **Eligibility:** All the students who have been admitted to the University are eligible for term registration in their respective courses. Every student has to register for each term in a specific number of subjects as per the scheme and curriculum of the Course and the Examination Rules, by paying the term fee and other charges and getting the no dues.

11. **Modes of Assessment & Evaluation:** The evaluation of each paper consists of two parts: internal assessment and external assessment.

External Assessment: 70% weightage to Term End Exam (TEE) or Semester End Exam (SEE)

Internal Assessment: 30% weightage

Internal Assessment Marks will be further distributed

(i) Class Participation

Attendance Percentage	Marks
>90%	05 Marks
80%-90%	04 Marks
75%-80%	03 Marks
Less than 75%	02 Marks

(ii) A. Seminar with Participation only + Seminar Presentation

B. Assignment/Quiz/Class Test, etc.

(iii) Mid-Term Exam (MTE)/ Mid Semester Exam (MSE) including Practical/ Project/ Viva-Voce/Lab record, etc.

Out of the total 30% weightage to Internal Assessment, 20% weightage can be given to Mid Term Exam/ Mid Semester Exam and 10% weightage to seminar/ seminar presentation, assignment, quiz, class test etc.

Provided that dean of school/ head of the department can alter the above criteria for their respective department if extreme need for such change is required by the regulatory/ statutory body guidelines like BCI/ PCI/AICTE, etc., but all such changes must be approved by the Academic Council/ Curriculum Development Committee or an appropriate committee constituted by the University.

11.1 **Continuous Assessment:** The concerned department shall be responsible with respect to the continuous assessment, various components viz. tutorials, practical, projects, trainings, assignments, discussions, presentations, term papers, field work, seminars, quizzes, etc., as decided by the concerned department of the students or curriculum development committee.

12. The Assessment & Evaluation of all the components of internal assessment, except MTE/MSE shall be evaluated by the subject in-charge as per guidelines issued by COE or as per Scheme of Studies, unless specified by some other authority. Unless, otherwise specified, MTE's/ MSE's shall be

conducted for all the subjects. MTE/MSE shall be conducted as one of the components of Internal Assessment once in a semester. Schedule of MTE/MSE examination including question papers, conduction, evaluation, result, etc., will be declared by COE. The consolidated marks obtained in all the components of internal assessment should be uploaded before the beginning of TEE.

13. The Subject In-charge and HoD or Dean of the School shall be responsible for Evaluating all the components of continuous assessment, except MTE/MSE & TEE/SEE, for the concerned subject of a course. However, the University may involve any other person (External or Internal) for Evaluation of any or all the components as decided by the Vice Chancellor from time to time.
14. The Term End Examination or Semester End Examination will be held at the end of each term/ semester and will be conducted by the Examination Branch on such dates as may be as decided by the University. The examination in each term/ semester will be held according to the scheme and curriculum prescribed for the respective course.
15. The system for Evaluation and handling of marks and/or grades will be **Choice Based Credit System** of Evaluation as mentioned in the Academic Regulations/ Scheme of Studies of the University or Any other system as decided by the University.
16. **COE or the authority conducting Exams shall:**
  - (i) will conduct an orientation program on latest scheme of examination for the faculty in each semester or academic year.
  - (ii) will orient on SOP of examination, rules and regulation to students and faculty.
  - (iii) will arrange training for faculty on item writing, question paper design and assessment practices.
  - (iv) will prepare a question bank in each subject.
  - (v) will announce the schedule of question paper submission and will also constitute a subject wise committee for the preparation of final question papers.
  - (vi) maintain the confidentiality and sanctity of examination.
  - (vii) formally announce Examination schedule prepared in advance.
  - (viii) appoint competent authority, officials, staff, etc. for the conduct of Examination
  - (ix) prepare seating arrangement for the students appearing in the Examination for each session and invigilators on duty
  - (x) develop and implement procedures to have a fool proof, unbiased and systematic conduct of Examination while at the same time minimizing the scope of use of unfair means, misconduct, etc.
  - (xi) such other acts required to be performed for and incidental to the conduct of Examination and/or as decided by the University

17. The competent authority of the University shall maintain full transparency in the Evaluation and award systems. Any disputes with respect to Evaluation should be handled as per the procedures laid down by the University from time to time.
18. The COE or any other officer or person authorized by the Vice Chancellor shall make arrangements for the appointment of Internal and/or External Examiner(s) for the conduct of Examination, labs, viva, workshop etc. and shall supervise and coordinate the process and ensure its secrecy.
19. COE or any other officer or person authorized by the Vice Chancellor may seek the recommendations for the panel of examiners from the HOD or Dean of School, as applicable.
20. The COE may cancel the Admit card/Identity Card if it is found that he/she has indulged in misconduct or it is found that he/she is indulging to take the examination under the influence of intoxicants.
21. In the Examination hall candidate taking Examinations shall follow all instructions given by the Supervisory staff. In case candidate disobeys any of the Instructions given by the Centre Superintendent and other Supervisory staff and any officials deputed by the University, the candidate may be debarred from appearing in Examination on that day.
22. **Appointment of Supervisory Staff:** Following shall be appointed by COE to conduct of Examination from amongst the employees of the University:
  - (i) Centre Superintendent
  - (ii) Deputy Superintendent
  - (iii) Invigilator
  - (iv) Centre Clerk
  - (v) Supporting Staff: Peon, Waterman, Security staff, Medical Staff, etc.
  - (vi) Members of Flying Squad
  - (vii) Any other staff, as and when required
23. **Responsibilities of Supervisory Staff:**
  - 23.1 Centre Superintendent:
    - (i) The Centre Superintendent one day prior to Examination will ensure that the entire infrastructure and stationery are in order and available in sufficient quantity for smooth conduct of the Examination(s)
    - (ii) He/ She will ensure that Examination should begin and end at the scheduled time.
    - (iii) He/ She will ensure that adequate Waterman/Peons as per prescribed norms has been deputed on duty.
    - (iv) He/ She will ensure that strength of the students matches with the total number of question papers consumed and entry to this effect has been recorded on the envelope(s) containing Question Papers, indicating the balance and consumed question papers. These envelopes will be submitted at the end of every TEE/ SEE in the office of COE.
    - (v) The above same Procedure to be followed in the case of Answer script used and unused.

- (vi) He/ She will open the sealed Packets containing the Question Papers just 20 minutes before the start of the Examination and distribute the same to the invigilators as per the seating record and will cross check the details and maintain the same record.
- (vii) If the Number of copies of the Question Papers falls short, the Centre Superintendent will get the required number of photocopied.
- (viii) The Examination must be conducted as per schedule, but the storage of Question Papers should be brought to the knowledge of COE immediately.
- (ix) The COE will appoint the Invigilators as per norms. The Centre Superintendent will maintain the record of the Invigilators assigned to each room and for each session as per the prescribed format.
- (x) He/she will ensure that attendance of a student is recorded on the Attendance Sheet.
- (xi) He/she ensure that the Examination is conducted and records are maintained as per the norms of the University.
- (xii) He/she will ensure that all used and unused Answer Books and Subject Packets are deposited in the office of COE at the end of TEE/MSE.
- (xiii) Change of any kind during the conduct of Examination should be intimated to the COE before the lapse of half time of the Examination.
- (xiv) All necessary instructions will be made available to the candidates in the form of notice prior to the commencement of the Examination.
- (xv) The Centre Superintendent will ensure that the Answer Books are sealed within 30 minutes of the close of the Examination along with the Secrecy Memo.
- (xvi) He/she will report the following activities to the COE on the date of occurrence:
  - (a) Record of cancelled Answer Books, if any.
  - (b) Opening of wrong Question Paper, if any.
  - (c) Late arrival cases
  - (d) Discrepancies in Question Paper
  - (e) Unfair means cases
  - (f) Infringement of regulation
  - (g) Any untoward incident happened
- (xvii) Receipt of Examination Material: Centre Superintendent shall receive the following material from the office of COE:
  - (a) Answer Sheets
  - (b) Examination Kit/ Packet
  - (c) Question Papers: The sealed envelopes of question papers shall be handed over to Centre Superintendent 30 minutes before the session.

### **23.2 Responsibilities of Deputy Centre Superintendent:**



- (i) He/she will assist the Centre Superintendent in all tasks pertaining to conduct of Examination.
- (ii) In the absence of Superintendent due to illness, any other duty assigned by competent authorities or any other reason, Deputy Superintendent shall perform all the responsibilities Centre Superintendent.

### **23.3 Responsibilities of Invigilator: The Invigilators will ensure that**

- i. Only candidates having Admit Card/ID Card are allowed to sit in the Examination Hall.
- ii. No Cheating or copying in any form is taking place.
- iii. No Student leaves the examination hall before the laid down time for the end of time.
- iv. No student enters the examination hall after prescribed time for the start of Examination.
- v. No Bags/Purses are being kept in the Examination Hall
- vi. No candidate is in the possession of Mobile/Laptops/ Pen Drive or any other storage data.
- vii. At no time the Examination Hall should be left unattended.
- viii. Once a candidate leaves the Examination Hall after submitting his/her Answer Script, he/she should not be permitted to re-enter the Examination Hall.
- ix. All Answer Scripts are signed by the Invigilator after verifying the detail filled in by the candidate in the answer script.
- x. No candidate should be permitted to go out of the Examination Hall without submitting the Answer Script.
- xi. Invigilator must ensure that the candidate has fill attendance sheet with signatures within 30 minutes of the start of the Examination.
- xii. Answer Book and Attendance sheet of the candidates tally with each other and verified by the Invigilator. Answer Books to be arranged candidate ID number wise before submission to the Centre Superintendent.
- xiii. The candidate has entered his/her Roll Number on the question papers.
- xiv. The space left after the last question attempted by the student on answer book should be crossed by the invigilator.

### **23.4 Responsibilities of Observer:**

- i. The observer should reach the Examination Centre at least 30 minutes before the start of Exam. To ensure that the packet of Question Papers opened in his presence is secured.
- ii. The Observer will remain present at the Examination Centre throughout the duration of the Examination and may take record during the examination.
- iii. The Answer Books will be sealed in the presence of the observer at the end of every TEE/ SEE.
- iv. The Observer will submit confidential report to COE after the completion of the Exam

### **23.5 Responsibilities of Members of Flying Squad:**

- i. To check physically any candidate from any Examination hall. Also to verify the whole Examination documentations regarding conduct of Examinations.
- ii. To suggest remedies for improvement in examination system on the basis of observations made during their visits to Examination Centre(s).

**24. Norm for appointment of Supervisory Staff:** The ratio between various categories of supervisory staff depends upon number of candidates, size of rooms, location of rooms, etc. This ratio should be as per the nature/ type/ category of the exam. All the staff mentioned in clause 22 should be appointed to ensure the smooth conduction and sanctity of the examination. For Centre Superintendent, Deputy Superintendent and Invigilator, on teaching faculty must be appointed as per their experience level and seniority. Centre Clerk can be from class III employees or faculty, Waterman and Peon from class IV employees, security guard from the University security staff, and if required medical staff from the pharmacy department of the university can be appointed. Observer and Flying Squad Members must be from the faculty member at the level of Professor/ Associate Professor or member of the governing body, board management or academic council, or any person recommended by the Chancellor.

**Provided that, wherever possible, two invigilators should be appointed per room/ examination hall.** Appointment of same subject teachers, for which exam is scheduled, must be avoided. COE must ensure none of the near relations (husband, wife, daughter, daughter in law, son, son in law, sister, sister in law, brother, brother in law, father, mother, real cousin) of supervisory staff are appearing in said Examination.

**25. Change in duty of Supervisory Duty:**

It is mandatory for all the Employees of the University to comply with Examination duty as assigned by COE, however, in emergent cases COE can change this duty, provided some alternative employee accepts to give Examination duty in place of original incumbent. Only Vice-Chancellor can relax the condition in emergent cases.

**26. Question Paper Setting: Question Paper Design and Typology**

The Question papers for any or all the subjects/ courses of various programs may be set, internally (i.e. within the University) or externally (i.e. by faculty of other universities/institutions) or in exceptional cases by an external expert(s) having the prescribed qualifications. The question papers, when internally set, may be set by a faculty members of the University Schools/Departments or otherwise as decided by the Vice Chancellor. While forwarding list of expert panel to the COE, faculty or expert having enriched experience of teaching or paper setting must be given preference.

**26.1** In case of internal setters, it is mandatory for concerned Dean of the School/ Head of the Department to submit a panel of at least three experts, COE shall appoint any one of these experts as paper setter after getting due approval from the Vice-Chancellor. However, Vice-Chancellor has the authority to approve the name of any other expert. COE can cancel the appointment offered to any expert for reasons to be recorded.

26.2 In case of external setters, the Vice Chancellor or any other person authorized by him shall nominate experts for the question papers, to be set externally, and coordinate the process and ensure its secrecy.

26.3 Every Paper setter shall set two question papers of similar difficulty level and submit the same to COE along with answer keys. COE shall randomly select any one out of two question papers submitted by paper setter for final verdict.

26.4 The Question papers should be from the prescribed syllabus and as per notified structure of question paper. The paper setter should follow subject specific curriculum or the guidelines issued by COE regarding setting of question papers.

Provided that, COE must ensure none of the near relations (husband, wife, daughter, daughter in law, son, son in law, sister, sister in law, brother, brother in law, father, mother, real cousin) of paper setters are appearing in said Examination.

#### **26.5 Question Paper Desing: Theory questions can be broadly categorized in two parts**

##### **01: Lower Order Thinking Questions (LOTs)**

##### **02: Higher Order Thinking Questions (HOTs)**

<b>Sr. No.</b>	<b>Competencies</b>	<b>Weightage</b>
01	Demonstration of Knowledge and Understanding	50%
02	Application of Knowledge/ Concepts, Analyse, Evaluate, and Create	50%

The weightage of LOTs and HOTs can vary from program to program, concerned Head of the Department can alter the above weightage, but it must be approved by the Curriculum Development Committee or Academic Council. Wherever possible, for the better assessment of learning outcomes, the above design should be followed.

**Typology of the Questions: For the outcome based assessment of the competencies of diverse learners, diversity in the questions should be provided to the learners.**

1. VSA including MCQs
2. Source-based/ Case-based/ Passage-based/ Integrated assessment questions
3. Short Answer Type/ Long Answer Type

The weightage of the type of questions can be decided by the concerned department or as recommended by the Curriculum Development Committee. Wherever possible, a weightage of 40% can be given to VSA, source based/ case based/ passage based question and a weightage of 60% can be given to short answer type or long answer type question.

Note: An internal choice of approximately 33% would be provided

## Design of Question Paper: Practical

Sr. No.	Evaluation Scheme	Weightage
01	2 or 3 experiments from the prescribed syllabus	50%-60%
02	Practical/ Project Record and Viva Voce	50% or 40% as per above

Subject Teachers are free to alter the Practical Evaluation Scheme as per the subject practical weightage.

Provided that COE may appoint external examiners in practical examination after taking approval from Vice Chancellor, if need of external examiner(s) in one or may subjects recommended by the examination committee.

**Note: The question paper design and typology of the question must as per the scheme of studies.**

### 27. Printing and Packing of Examination Material:

- i. Question paper shall be sprinted and packed in-house under the supervision of COE.
- ii. The number of copies shall be equal to the number of students appearing in the course.
- iii. After printing, the question papers shall be packed and sealed in an envelope. Information regarding date, session, subject name & code, number of pages of a question paper and number of copies shall be mentioned on the envelope.
- iv. COE shall keep a proper subject wise & date wise record of printing of question papers.
- v. COE shall ensure the safe custody of packed question papers
- vi. Packets of Question paper shall be handed over to the Centre Superintendent only 30 minutes before the start of Examination or time decided as per category of the exam.
- vii. COE shall always as per approved policy keep a minimum level of Answer Books in office record.
- viii. COE shall hand over the Answer Books to Centre Superintendent keeping the number of candidates along with Examination kit.
- ix. COE shall get other printing material as required for keeping record of the Examination System. COE shall supply this material to Centre Superintendent as a part of Examination Kit a day prior to commencement of Examination.

**28. Methods of Evaluation:** For Evaluating the Answer Books the following systems or any combination thereof may be opted for, as in academic council or appropriate committee of the university:

28.1 Centralized (Table) Evaluation: To be done at a designated place and time under the supervision of a Coordinator (Evaluation) assigned by the COE for various courses. This will be the most preferred method of evaluation.

- 28.2 Delegated Evaluation: The Answer Books to be issued to the teachers or persons involved by the competent authority for the purpose of evaluation. The Evaluated Answer Books along with the marks/ grades are to be handed over within a stipulated time to the competent authority.
- 28.3 Outsourcing Evaluation: The Answer Books shall be given to some outer agency for evaluation. Such agency shall be selected after adopting proper selection procedure. The Evaluated Answer Book along with the marks/ grades are to be handed over within a stipulated time as per terms and conditions of MOU.
- 28.4 Concerned Dean of School/ Head of Department shall be responsible for evaluating the Answer Books of Mid-Term Examination(s)/ Mid Semester Examination(s). Evaluation method mentioned in sub-clause 28.1 will be adopted for this. Concerned Dean/ HoD will submit the a list of evaluators to COE, and COE will select the Evaluators out of the panel.
- 28.5 Before uploading the result of MTE/MSE, the result is displayed on the notice board of the School/Department after taking approval from the COE.  
Provided that, for MSE/ MTE a student can submit his application for Re-evaluation to concerned Dean/ HoD, who will allow genuine cases for Re-evaluation. Such cases are Re-evaluated by another teacher. It must be ensured by the Dean/ HoD the data of MSE/ MTE submitted to COE is error free and process of re-evaluation, if any, is completed.
- 28.6 For the Evaluation of TEE/ SEE, all the Answer Books must be arranged subject wise and a secret code is allocated to these under the supervision of COE or a person nominated by him. The person, so nominated shall be solely responsible for keeping needed security measures and safety of secret code.
- 28.7 COE will issue letter of appointment or list of evaluators. It is mandatory to abide by these orders. Any relaxation can be possible with the permission of the Vice-Chancellor, in nonavoidable circumstances only.
- 28.8 The number of Head Evaluators/Examiner and number of Evaluators to be nominated depends upon the number of Answer Books to be Evaluated and the time available for marking to declare the result in time. COE is authorized to take right decision in this regard.
- 28.9 If sufficient number of Evaluators is not available out of University faculty members, COE can outsource Evaluators with the permission of Vice-Chancellor. Panel of such experts shall be submitted by the concerned Dean/ HoD.
- 28.10 For Evaluation method mentioned in sub-clause 28.2 and 28.3 or for sub-clause 28.1 also, if required, a team of Head Evaluator/Examiner, Evaluators (the number of Evaluators depends upon number of Answer Books) and Checking Assistant is selected. All the Answer Books along with question paper, marking scheme (Solutions), answer key (if any) and instructions for marking are handed over to the Head Evaluator/Examiner who will further distribute these to his Evaluator. After Evaluating their share every Evaluator submits these along with award list to Head Evaluator. The

Head Evaluator randomly Re-evaluates 10% of the total Answer Books Evaluated by each Examiner. It shall be the responsibility of Head Evaluator to see that proper standards and uniformity in Evaluation (marking) has been well maintained by the Evaluators. If necessary, the Head Evaluator /Examiner may ask any of the Examiners to Re-evaluate the Answer Books.

- 28.11 After the Evaluation it shall be the duty of Checking Assistant to verify that:
- i. Every question has been marked.
  - ii. Marks given to every question has been Carried forward to title page of the Answer Books.
  - iii. The total of the marks obtained is correct.
  - iv. The award list reflects the marks obtained.
  - v. The Answer Books and award list carries the signatures of Head Evaluator, Evaluator and Checking Assistant.
- 28.12 After Evaluation is complete, the Head Evaluator submits the Evaluated Answer Books and duly prepared award list in the office of COE, Office of COE shall ensure that Evaluation process for both internal and external Evaluation is complete within prescribed time schedule and as per the instructions. In any case, if there is undue delay or non-cooperation from any Examiner(s) COE shall inform the matter in writing to the Vice Chancellor.
- 28.13 Pre evaluation tasks for Centralized Evaluation of Answer Books: The most preferred method of evaluation will be Centralized Evaluation, Office of COE take following necessary before actual Evaluation begins:
- i. To arrange an Evaluation Hall having sufficient security arrangement and controlled limited entry.
  - ii. To select a team of Head Evaluator/Examiner, Evaluator and Checking Assistant to Evaluate Answer Books of each subject.
  - iii. To arrange proper seating arrangement.
  - iv. To arrange proper arrangement of water, lunch/dinner and refreshment.
  - v. To prepare appropriate registers and forms to keep a record of Evaluation.
- 28.14 During Evaluation COE or person nominated by him should ensure that –
- i. Unauthorized person enters the Evaluation hall
  - ii. Appropriate registers, records relating to Evaluation has been maintained.
  - iii. All rules and regulations of the University has been followed.
  - iv. Proper discipline and secrecy has been maintained.
  - v. Motivate all concerned to complete the task as per schedule.
  - vi. Uniformity in evaluation has been maintained by scrutinizing the work done by the Head Evaluator/Examiner, Evaluator and Checking Assistant.
  - vii. Attendance register for persons involved in evaluation has been maintained daily.

- viii. Record of handing and taking over the Answer Books marked or unmarked has been properly maintained.
  - ix. Answer Books after Evaluation process is over has been packed in sealed covers depicting name of Examination, date and number of Answer Books in it on each cover.
- 28.15 The teachers or persons involved in Answer Books Evaluation will maintain full transparency and fairness in giving marks/grades to the students.
29. Academic Misconduct and Use of Unfair Means Regulations: Academic misconduct and use of unfair means here implies the cases of misconduct and use of unfair means in and/or in relation to their Academic Evaluation through continuous assessment, Examinations, any other system of component (as applicable) and matters incidental thereto. All the students shall behave honestly and ethically in all matters relating to their course of study and shall avoid any form of misconduct and use of unfair means. Unless otherwise specified, all work presented for Evaluation, publication, etc. is expected to be the student's own and original work. The University expects honest, meticulous acknowledgement of all sources of materials used in all works submitted for Evaluation, Publication, etc. Academic Misconduct and use of unfair means shall include the following:
- 29.1 Plagiarism: Presenting someone else's work as one's own independent work, failure to cite sources, whether published or unpublished or from the internet constitutes plagiarism. Collusion is a specific type of plagiarism that occurs when two or more students present joint work as if it was their own, independent work.
  - 29.2 Cheating is copying from another student's assignment or from an assignment submitted in a previous years either in part or in total or likewise.
  - 29.3 Being in possession in the examination hall, of relevant papers, material, books, notes, etc. or writing on any part of the student's clothes or any writing on his body or table or desk or on a foot rule and/or instruments like set squares, protractors, slide rules, mobile phone, electronic equipment's or any other material with notes or hints written thereon or any such material accessible to him which may be, or intended to be of possible help to the candidate in the Examination.
  - 29.4 Talking to another student or any person inside or outside the Examination hall without the permission of the supervisory staff.
  - 29.5 Leaving the Examination hall without delivering to the Supervisor concerned the Answer Book or any part thereof or taking away the same, tearing it or otherwise disposing it or tearing the Answer Book of the other student or otherwise disposing of.
  - 29.6 Refusing to obey the instructions and orders of the Superintendent, Invigilator and/or any other member of the Supervisory staff.
  - 29.7 Changing the seat without the permission of the Supervisory staff or occupying the seat not allotted to him.
  - 29.8 Coming to the Examination hall under the influence of alcoholic drink or drugs.

- 29.9 Writing on any piece of paper or blotting paper or any other material any question or a part thereof set in the question paper or anything contained with it or a solution thereof.
- 29.10 Passing on or attempting to pass on to any one a copy of the question set in the question paper or the question paper itself, or a part thereof, or a solution to a question set in the question paper.
- 29.11 Replacing or getting replaced Answer Book or any of its part or a continuation sheet during or after the Examination.
- 29.12 Misbehaving towards the Superintendent or any other member of the Supervisory staff or any other person involved in the conduct of Examination or any other student inside the Examination hall or outside, before, during or after the Examination; or creating disturbance in the Examination hall or in its vicinity; or organizing a walk out or instigating others to walk out; or misconducting oneself in any manner in or outside the Examination hall; or disturbing or disrupting the Examination in any manner whatsoever; or carrying into the Examination hall licensed or unlicensed fire-arms or any other weapon.
- 29.13 Deliberately disclosing one's identity or making any distinctive mark in the Answer Book for that purpose.
- 29.14 Using abusive or obscene language in the Answer Book.
- 29.15 Carrying mobile phone or any other electronic gadget, this can be used as helpful in tool for unfair means
- 29.16 Any other act or omission which amounts to use of misconduct or use of unfair means or has the tendency to interrupt the orderly Assessment and Evaluation or examination.

### **30. Action on the occurrence of academic misconduct and use of unfair means**

In and in relation to Components of Internal Assessment other than MSE/ MTE, the Subject In-charge may, on the occurrence of such an act, take any of the following action:

- i. Deduction of marks secured by the student in the concerned component of assessment.
- ii. Cancellation of the concerned component of assessment and order for the resubmission by a specific date.
- iii. Deny the acceptance of the concerned component of assessment.
- iv. Any other action as laid down in the Rule or appropriate action in consultation with COE.

30.1 In and in relation to Examinations (Including MSE/ MTE of TEE/SEE Examinations and all other special Examinations conducted by the University. The Examiner/Invigilator/ Superintendent (as the case may be) or any other authority on supervisory duty may, on the occurrence of such an act, take any of the following and such other immediate actions as permissible under the Rules:

- i. Warning.
- ii. Seizing and/or cancellation of Answer book, already issued, and issuing a fresh Answer book.
- iii. Allowing the student to attempt the rest of the paper on the same Answer Book, earlier issued, and affixing a report of the occurrence, on the Answer Book.



iv. Any other action as laid down by the University.

**30.2 Guidelines to deal with UMC Cases:** Depending upon nature and gravity of offence COE shall categorize UMC Cases as follows: Minor Cases, Major Cases, Serious Cases.

**30.3** The Vice Chancellor shall constitute **UMC Committee** (s), Unfair Means Cases (UMC) Board(s) as and when required from time to time, to deal with the cases of misconduct and use of unfair means in or in relation to the continuous assessment, Examinations and all other matters forwarded to it by concerned or COE or any other competent authority. The committee will lay down the penalty and punishments for such cases. COE shall prescribe punishment and penalty or both with the approval of the committee.

Composition of Committee will be:

Vice Chancellor	Chairman
COE	Convenor
One Faculty member from any School of the University not below the rank of Professor on rotation on seniority basis	Member Secretary
One Female Faculty Member	Member
An Eminent Educationist or an officer or employee of the University not below the rank of Associate Professor	Member

Dean of the concerned school will also be the member of the above committee. The above committee will also review and frame the examination rules.

The Controller of Examinations/HOD/Dean or an officer authorized by him/her on his behalf shall call upon the student alleged to have employed unfair means, to appear before concerned authority to represent his case personally at his own expense on the date fixed for his appearance before the concerned authority. If in spite of the notice sent to him personally or by registered post at the last known address, the candidate fails to appear before the committee, he will be proceeded against ex parte. Where a student wishes to produce any evidence and/or witness before the concerned authority, he shall be allowed to do so by the UMC Board at his own expense. The concerned authority may also, on its own motion and for arriving at a conclusion based on principles of natural justice, direct the members of the supervisory or any other person to appear before it. Any action recommended or taken against the guilty shall be without prejudice to the law of the land.

Provided that, A student(s), aggrieved with the decision of any UMC Committee/ Board, may seek the permission of the Vice Chancellor to file a representation against such a decision along with Application Fee as prescribed by the University from time to time. In case of any dispute, related to clarification or interpretation of the Examination or otherwise in giving effect to the decision of the Constituted Committee, the matter shall be referred to the Vice Chancellor whose decision shall be final and binding on all the concerned.

**31. Preparation of Result:** After receiving the Award lists from Head Evaluator/Examiner, the secret code for roll numbers are decoded and marks are uploaded online. The marks, so obtained, in converted in to grades as per standard formula. Roll Number wise SGPA for each course is prepared. For the purpose of results, marks / grades will be rounded off, the mathematical principle of rounding off will be followed to round off the grades up to two places after decimal.

**32. Moderation of Result:** Before declaration of result, the result is submitted to the Examination Committee, the examination committee will be responsible for the review of examination policies, rules and regulations. It consist of following members:

Registrar	Chairperson
Director/ Dean Academic Affairs	Member
COE	Member Secretary
One faculty member not below the rank of Professor	Member
One Female faculty member not below the rank of Associate Professor	Member

**32.1** The Examination Committee give its recommendations pertaining to the following-

- i. Any grace marks to be given to a subject or group of subjects or all the subjects or courses of a program to remove the disparity in Examination process due to difficult question paper, some question paper being out of curriculum, Examination being disrupted, etc.
- ii. Re-examination of a subject(s) for which use of unfair means has been identified during Evaluation.
- iii. Any other action to be taken to improve the quality of result.

**32.2** The recommendation of the committee shall be submitted to the Vice Chancellor for approval.

**32.3** As per decision of the Vice Chancellor the result is moderated and submitted to the Office of COE.

**33. Maintenance of Examination Record:** One Academic file, one Result file per batch per branch to be maintained. Other record(s) shall be kept also with under mentioned list:

- i. Attendance list of students
- ii. Absenters list
- iii. On duty Invigilators
- iv. Award list (Prepared by examiner(s))
- v. Component weightage
- vi. Histograms
- vii. Ranges of Grades

**33.1** Answer Books are to be maintained per program, batch with per examination. These will be packed neatly & retained for one year. On the bag a slip should have with following details:

- i. Name of Examination
- ii. Name of Course
- iii. Name of Course code
- iv. Name of Batch
- v. Total Numbers of student
- vi. Date & session of Examination Award list photocopy should be kept inside the pocket on the top of Answer books.

33.2 Answer Books will be destroyed by shredding after one year.

33.3 Record of destruction of Answer Books shall be maintained for N+3 years, where N is the minimum duration of the Program, provided no case is pending against any of the students of the batch concerned.

**34. Declaration of Result:** After incorporating the recommendations of the Examination Committee, and final approval from the Vice Chancellor, the COE shall publish the final result within a specified period from the date of last Examination. At the end of each term/ semester (i.e. after Term End Examinations/ Semester End Examination) students will be issued a grade card under the seal of University and signed by the COE/Registrar. The Grade Card shall include Month, Year and Semester of Examination along with Grade and Credits earned by him in each course/ subject.

34.1 The University will issue a Provisional Certificate to the eligible candidate after the declaration of result and before issuing the original Grade card, provided the student apply for that on a prescribed form along with prescribed fee.

34.2 University can issue provisional result, even before declaration of result, in confidence, if it is needed for admission to higher level courses or employment purposes, provided student apply for the same on a prescribed form along with prescribed and authentic documents. Such result will not be handed over to the student, but will be dispatched directly to the concerned institution or organization.

**35. Letter Grades and Grade Points:** The Semester Grade Point Average (SGPA) is computed from the grades as a measure of the student's performance in a given semester.

The SGPA is based on the grades of the current term, while the Cumulative GPA (CGPA) is based on the grades in all courses taken after joining the programme of study.

The marks obtained in each course and a weighted average of marks based on marks obtained in all the semesters will be taken together for the benefit of students.

Marks (%)	Letter Grade	Grade Point
> 85	O(outstanding)	10
> 75 to 85	A+(Excellent)	9
> 65 to 75	A(Very good)	8
> 55 to 65	B+(Good)	7
> 50 to 55	B(Above average)	6
> 40 to 50	C(Average)	5
40	P (Pass)	4
Less than 40	F(Fail)	0
	Ab(Absent)	0

### Computation of SGPA and CGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA (S_i) = \sum (C_i \times G_i) / \sum C_i$$

Where  $C_i$  is the number of credits of the  $i^{th}$  course and  $G_i$  is the grade point scored by the student in the  $i^{th}$  course.

#### Example for Computation of SGPA

Semester	Course	Credit	LetterGrade	Gradepoint	Credit Point (CreditxGrade)
I	Course 1	3	A	8	3X8= 24
I	Course 2	4	B+	7	4X7= 28
I	Course 3	3	B	6	3X6= 18
I	Course 4	3	O	10	3X 10 =30
I	Course 5	3	C	5	3X5= 15
I	Course 6	4	B	6	4X6= 24
		20			139
	<b>SGPA</b>				<b>139/20=6.95</b>

- The Cumulative Grade Point Average (CGPA) is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \sum (C_i \times S_i) / \sum C_i$$

where  $S_i$  is the SGPA of the  $i^{th}$  semester and  $C_i$  is the total number of credits in that semester.

### Example for Computation of CGPA

Semester1	Semester2	Semester3	Semester4	Semester5	Semester6
Credit:21 SGPA:6.9	Credit:22 SGPA:7.8	Credit:25 SGPA:5.6	Credit:26 SGPA:6.0	Credit:26 SGPA:6.3	Credit:25 SGPA:8.0
CGPA=6.73(21 x6.9+22x7.8+25x5.6+26 x6.0+26x6.3+25 x8.0)/145					

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Transcript: University will issue a transcript for each semester as well as a cumulative transcript that reflects performance across all semesters based on the recommendations made above regarding letter grades, grade points, and SGPA and CCPA.

**36. Award of Degree/Diploma/Certificate:** A student is deemed to have completed the requirements for the program/ course and is eligible for the award of Degree, Diploma or Certificate if:

- i. He fulfils all the requirements as mentioned in the Examination Rules.
- ii. He has taken all the subjects.
- iii. He has no pending dues either of fees or otherwise.
- iv. There is no case of indiscipline pending against him.
- v. Any other issue as decided by the University.

36.1 The Registrar/COE shall from time to time report to the Vice Chancellor, name of all such students who fulfil the requirements prescribed for Degree / Diploma / Certificate and other academic titles of the University and have become qualified under the Examination Rules for award of the same.

36.2 The Degree/Diploma/Certificate shall be formally awarded from the date decided by the Vice Chancellor at the University convocation or otherwise as decided by the University. UG Certificate, Diploma, Degree or Degree of Honors/ Honors with Research, Interdisciplinary/ Multidisciplinary, Single Major, PG Diploma or PG Degree, Ph.D. degree, etc., will be provided as per NIILM University Curriculum Framework for the concerned program.

36.3 Degree/Diploma/Certificate shall contain Registration Number, Name of the Student, Parent's name, Distinction (if any), pass out month and year, name of Degree/ Diploma/ Certificate, name of school/institute or department and such other details as decided by the University.

36.4 Degree/Diploma/Certificate will be signed by the COE and Vice Chancellor of the University.

36.5 Student who has lost his Degree/Diploma/Certificate may apply for the duplicate Degree/Diploma/Certificate to the Registrar in the Performa prescribed in the Examination Rules by paying the prescribed fees.

**37. Re-evaluation of Answer Scripts:** Re-evaluation is allowed only for theory papers, who's Examination has been conducted centrally by the Examinations Branch. If a student is not satisfied

with his result, he can apply on a prescribed form along with prescribed fee for Re-evaluation of his/her Answer Books in one or more courses/ subjects. COE will submit all these applications to the Vice Chancellor for approval. It is the prerogative of the Vice-Chancellor to accept all or reject all or accept only genuine cases and reject the others. However, fee once submitted will not be refunded in any case.

### **37.1 Process of Re-evaluating the Answer Books:**

- i. The previous result of cases approved by the Vice-Chancellor will be cancelled and their Answer Books will be Re-evaluated under the Supervision of COE or a person nominated by him adopting centralized mode of Evaluation.
- ii. The Answer Books will be evaluated afresh by a second Evaluator, who is different than the previous one independently without knowing the marks allocated initially. For this purpose before handing over the Answer Books to an Evaluator, the marks given by previous one will be hidden.
- iii. If there is a variation of plus/minus 10%, the original result will stand. If the difference is more than plus/minus 10%, then the Answer Books will be evaluated by the third Evaluator. In such case average of marks obtained by all the three Evaluators will be taken as final score, provided this is not less than the original one and the result will be revised accordingly.
- iv. If such calculated average score is less than the original marks, the original result will stand.
- v. In case a candidate has applied for Re-evaluation of more than one subject/ courses, the result will be revised subject/ course wise as and when Re-evaluation of concerned subject/ course is complete.

**37.2 Allowing the student to check his Answer Books:** If the student is even not satisfied with the Re-evaluated result, he/she can apply on a prescribed form along with prescribed fee to see his/her answer Book. The Answer Book will be shown to the student in the presence of the COE or his representative, if needed the COE can demand justification of the case from the concerned evaluator. In case some discrepancy is found the, the concerned Evaluator shall Re-evaluate the Answer Book and result is revised accordingly. The marks obtained after completion of above process will be taken as final for final conversion in to grades.

**37.3** The schedule of Re-evaluation, physical checking of Answer Book and revision of result shall be notified by the COE along with date sheet of each TEE/SEE in such a way that whole process is completed within 30 days after the declaration of result.

**Provide that all works related to Re-evaluation will be treated as highly confidential and therefore interim enquiries will not be entertained.**

**38. Action against the Head Evaluator/Examiner and Evaluator:** If there is a difference of 20% or more between the original and Re-evaluated marks, the concerned Head Evaluator and the concerned

Evaluator will be asked to justify the reason and due action will be initiated against the concerned defaulter by the Examination Committee.

**39. Re-appear Examination:** A student who has appeared and failed or not appeared in Term End Exam, in one or more courses of the First Semester shall be allowed to study for and appear in the second semester. Such a student may pursue her/his studies for the next higher semester(s) and appear in the examination(s) for the same along with the examination for the lower semester(s), maximum up to two times without attending previous course, or third time after approval from the Control of Examination. Such students need to apply for the exam, and the permission is granted by the Controller of Examination (COE) in consultation with the Vice Chancellor based on the attendance and valid supporting documents for the absence.

39.1 A candidate who could not complete or has failed in a project/internship, s/he will get only one chance to repeat the project work at the end of the next Semester.

39.2 The syllabus of Re-appear Examination will be the same as that for the regular program at that time.

39.3 Re-appear examination will not be conducted for MTE/MSE.

#### **40. General Aspects**

40.1 The duration of MTE/ MSE will be one hours for theory and 2 hours for Practical, for both the regular and the repeat examinations and for TEE/ SEE, it will be three hours. Exact time, date and duration of the examination will be announced by the COE periodically.

40.2 For Internal Assessment, teachers will provide one assignment before the MTE/ MSE and one assignment after MTE/ MSE with same typology of questions mentioned above, each assignment carry maximum 50 marks and marks obtained will be the part of Internal Assessment as per weightage.

40.3 All students are recommended to attend at least one seminar in each semester and marks will be allotted as per presentation or attendance.

40.4 Internship credits and grades will be provided by the concerned department, it will be the responsibility of concerned Dean/ HoD to provide the Internship and Dissertation/ Research Project assessment data on the schedule time, any delay in this regard might delay the result declaration process.

40.5 All degrees, and diplomas will be provided as per the credit scheme of the University mentioned in University Curriculum Framework for the concerned program.

40.6 The COE, after consultation with Examination Committee will frame the Examination Rules & Regulations.

41. . In connection with the examination any work assigned to the teaching/non teaching staff of the University by the competent authority, shall be treated as part of his/her duty and no payment shall be made to them for this purpose. All concerned shall carry out the assignment as per instructions given to him/her. Failure to discharge any responsibilities assigned thus shall invite disciplinary action.

42. Notwithstanding anything stated in these, for any unforeseen issues arising that is not covered by these Regulations, or in the event of dispute/differences of opinion in interpretation of any provision of these regulations and in respect of all the matters, whether expressly provided herein or not, the University may approve to take such measures as may be necessary for removal of difficulties that shall be final and binding on all the concerned.

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