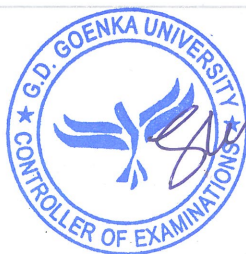




Examination Manual

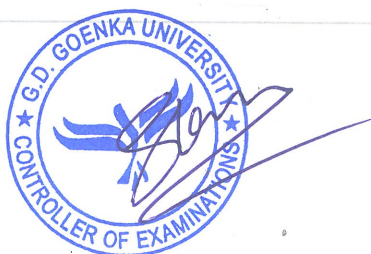
Approved in Academic Council: August 28th 2024

Version IV



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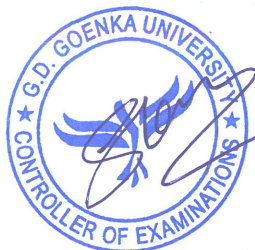
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1. DEFINITIONS:

(i) In these Regulations, unless the context otherwise requires –

- “Academic Year” is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations.
- “Answer Book” means the document containing the answer or answers as given by a candidate during examination to the question or questions contained in the question paper meant for the said examination and include a part of an answer book.
- “Audit Course” shall mean a Course Unit opted by a student out of Course Units for which the student is not awarded grades and does not earn credits.
- “Board of Examiners” shall mean a Board constituted with the approval of the Vice Chancellor for the conduct of Practical Examinations, workshops, Viva-Voce/Jury examinations and evaluation of student performance at the Schools and Constituent Units of the University.
- “Course Unit” is a component of an Academic Programme for which a syllabus and required number of learning hours per week are specified.
- “Course Code” shall mean a curricular component identified by a designated code number normally consisting of a string of alphanumeric characters.
- “Course Credits” shall mean an integer number indicating the weightage assigned to a Course Unit, project, research work or any other academic component, on the basis of learning hours per week on all learning activities.
- “CGPA” shall mean the cumulative grade point average of a student and “SGPA” shall mean the student Semester Grade Point Average.
- “End Term Examination (ETE)” means an examination conducted by the G.D. Goenka University at the end of year/semester as prescribed in Scheme of Examination of a programme.
- “Examination Centre” means any institution, or part thereof, or any other place, fixed by the University for the purpose of holding its examinations and includes the entire premises attached thereto.
- “Examination Conduct Team (ECT)” means the Examination Committee constituted by the Vice Chancellor and Controller of Examination (COE) to devise detailed procedure for an efficient, transparent and fair evaluation of students, including coordination of activities relating to conduct of examinations.
- “Examination Discipline Committee” shall mean the Committee constituted by the Vice Chancellor at the University to consider and decide cases relating to the acts of misconduct, misbehavior, indiscipline and/or use of unfair means by the students in the examinations.
- “External Examiner” shall mean a person who is not in the employment of G.D. Goenka University or its Constituent Units and is appointed as an Examiner.



- “Internal Examiner” shall mean an Examiner for practical, viva-voce, workshop practice, seminars etc. including a paper setter and evaluator who is a teacher of the University and its Constituent Units.
- “Invigilator” means a person who assists the Center Superintendent of the Examination Centre in conducting and supervising an examination at a center.
- “Maximum Registration Period” shall mean the maximum period specified in the Scheme of Teaching and Evaluation for a degree, diploma and certificate programme for which a candidate may be registered.
- “Minimum Registration Period” shall mean the minimum period specified in the Scheme of Teaching and Evaluation of a degree, diploma and certificate programme for which a candidate may be registered.
- “Ordinance” shall mean the Ordinance of G.D Goenka University framed under Section 32 of Haryana Pvt. Universities Act 2006.
- “PG Diploma” shall mean the Post Graduate Diploma in areas approved by the Academic Council.
- “Question Paper” means a document containing question(s) to be administered at an examination to be answered by a candidate.
- “Results Moderation Committee” shall mean the Committee appointed by the University to moderate grades/ marks awarded by the Evaluators in different course units.
- “Scheme of Teaching and Examination” shall mean the scheme of teaching and examination for a programme as approved by the Academic Council.
- “Scrutinizer” means a person engaged to check the compilation of the result by comparison of award lists and the result sheets prepared by the office.
- “Semester System” means a modus operandi of teaching/learning/evaluation of student performance in an academic programme of the University and its Constituent Units in segments in an Academic Year.
- “Statutes” shall mean the Statutes of G.D Goenka University under Section 30 of the Act.
- “Superintendent of an Examination Centre” means a person appointed by the Controller of Examination (COE) with the approval of Vice Chancellor to conduct and supervise its examinations held or to be held at a Centre, and includes an Additional Superintendent or Associate/Assistant Superintendent of such Centre.
- “Tabulator” means a person, specially engaged for tabulating the result from award lists and the result sheets prepared by the Office.
- “Teaching Experience” denotes teaching experience in the subject in an institution recognized by the University. □ “Year” means the academic year.

- (ii) Definitions specified in the Act, the Statutes and the Ordinances shall apply unless the context requires otherwise.



- (iii) "He" & "His" imply "he"/ "she" and "His"/ "Her" respectively.
- (iv) Wherever annual system is followed, AGPA shall be assessed in the same manner as SGPA and regulations for passing criteria, re-appear etc. will apply accordingly.

2. EXAMINATION COMMITTEE

There shall be an Examination Committee at the University level constituted by the Vice Chancellor.

- (i) The composition of the Examination Committee shall be as under:
 - (a) Professor/Dean of the University, nominated by Vice Chancellor-Chairperson
 - (b) Professors/Deans of Schools/ Heads of Constituent Units/Associate Professors not exceeding five nominated by the Vice Chancellor-Members
 - (c) Controller of Examinations-Member Secretary.

The tenure of the Examination Committee shall be two years. Two third members will form the quorum of the meeting. There will be at least one meeting of the Examination Committee in each semester. The decisions of the Examination Committee shall be placed before the Vice Chancellor and Academic Council.
- (ii) Functions of the Examination Committee shall be:
 - (a) To frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of students' performance and conduct of examinations as well as for tabulators/programmers for preparing the results of the examinations.
 - (b) To supervise generally all the examinations of the University and issue such directions as it may consider necessary for conduct of examinations.
 - (c) To review from time to time the results of the University examinations and submission of reports thereon to the Academic Council.
 - (d) To make recommendations to the Academic Council for the improvement of the examination system.
 - (e) To appoint such number of sub-committees with the approval of Vice Chancellor as it may think fit, and in particular, may delegate to any one or more persons or subcommittee(s), its powers to deal with examination matters.
 - (f) To consider the complaints received against Officers and Staff engaged for conduct of examinations and recommend to the Vice Chancellor about the action to be taken against the concerned person(s).
 - (g) To consider and recommend the rates of remuneration for the Examiners, Superintendents of Examination Centres and other staff engaged on examination duty, Tabulators and Collators etc associated with the examination duty.



- (h) To consider any written report/ representation/complaints received within seven days after completion of the examination regarding setting up of question paper etc. for consideration of the Vice Chancellor the action to be taken against any examiner/ paper- setter/Moderator in cases of mistakes/ omissions/ negligence/ leakage in paper-setting/ moderation/ evaluation etc.
- (i) To investigate the cases of understandable divergence in the results of any Course Unit. For this purpose, the Examination Committee may itself scrutinize the answer books or may order their scrutiny by other person(s), and may also call an explanation from the examiner concerned for the divergence of marks. If after the investigation, the Committee is of the opinion that such divergence is due to leakage of paper, personal favoritism or animosity, it may recommend to the Vice Chancellor such action as it may deem fit such as debar the examiner/evaluator from examiner ship permanently or for a specified period, a revaluation of the answer books etc.

3. MODERATION BOARD FOR MODERATION OF QUESTION PAPERS

- (i) There shall be a Moderation Board constituted by the School Dean at the school level for the moderation of End-Term Examination (ETE) Question Papers. The members of moderation board will be approved by the Vice Chancellor :
- (ii) Functions of the Moderation Board shall be:
 - (a) To ensure that question papers are strictly in accordance with the course contents and the instructions, if any;
 - (b) To ensure the question paper should met course outcomes and bloom's taxonomy.
 - (c) To remove ambiguity in the language of questions, if any and duplicacy of questions;
 - (d) To moderate/reframe the questions so as to give opportunities to students of varying abilities;
 - (e) To ensure proper coverage of course contents and indicate weightage/ marks for each question or part/parts thereof, time prescribed and to correct errors, if any.

4. EXAMINATION DISCIPLINE COMMITTEE

There shall be an Examination Discipline Committee at the University level constituted by the Vice Chancellor to consider cases of misconduct, misbehaviour of students and their use of unfair means in examinations and disorderly conduct of examinations.

The constitution of the Examination Discipline Committee will be as under:

- (i) The Chairperson may co-opt Heads of School/Constituent Unit for a particular meeting of the Examination Discipline Committee.
- (ii) The tenure of the nominated members of the Committee shall be two years.
 - (a) Two members present shall constitute the quorum



- (b) A member shall be eligible for re-appointment.

5. RESULTS MODERATION COMMITTEE

- (i) There shall be an Results Moderation Committee at the University level constituted by the Vice Chancellor for each programme/courses under:
 - (a) Dean, Academics Chairperson
 - (b) Head of School/Constituent Unit Member
 - (c) One Senior Faculty member from each broad discipline Member
 - (d) Controller of Examinations Member Secretary
- (ii) The functions of Results Moderation Committee are as under:
 - (a) The Committee shall scrutinize the statistics of results prepared by the Controller of Examinations and if need be, moderate the same after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards before declaration of results.
 - (b) The Committee shall bring to the notice of the Vice Chancellor lapse or omission on the part of the paper setter and/or the examiners, if any. It will also suggest steps to be taken by the University to rectify the same as well as the action to be taken in any case where the result is unbalanced.
- (iii) The provision of moderation of marks (up to maximum of 10 marks per semester) shall be permissible in borderline cases for upgrading grade to "C" Grade (maximum of 5 marks per course in CWA/ETE) for the improvement of SGPA, CGPA and also the Division.
- (iv) Considering the time requirement for moderation of large number of programmes and Students strength, where 10 marks are to be given in borderline cases, the results may be moderated by the Controller of Examination.

6. CONTROLLER OF EXAMINATIONS (Art. 10 of First Statutes)

- (i) The Controller of Examinations shall be a full time Officer of the University.
- (ii) The Controller of Examinations shall perform the following functions:
 - (a) Subject to the superintendence of the Examination Committee, he shall conduct all the examinations of the University and shall make all other arrangements, and be responsible for the due execution of all processes connected therewith.
 - (b) He shall be ex-officio Member Secretary of the Examination Committee and such other Committee(s) as may be constituted by the University, but he shall not, by virtue of this sub-section, be entitled to vote. He shall be bound



to place before such Committee(s) all such information as may be necessary for transaction of its business.

- (c) He shall be responsible for the due custody of the records pertaining to evaluation, examinations and related activities.
- (d) He shall collect information from the Schools/ Constituent Units of the University, as may be necessary, for the discharge of his duties.
- (e) He shall also perform such other duties as may be prescribed in the Guidelines on Conduct of Examinations and Evaluation of Students Performance from time to time, by the Board of Management or Academic Council or other authorities of the University.
- (f) While he, for any reason, is unable to act or the office of the Controller of Examinations falls vacant, all the duties of the Office shall be performed by such person as may be appointed by the Vice Chancellor, until the Controller of Examinations resumes his duties or the vacancy is filled.

7. MINIMUM & MAXIMUM DURATION OF ACADEMIC PROGRAMMES

- (i) The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.
- (ii) The maximum permissible period for completing a programme upto two academic years shall be $n+1$ year (two semesters) and for the programmes of more than two academic years duration, the maximum permissible period shall be $n+2$ academic years (four semesters), where "n" represents the minimum duration of the programme.

8. REGISTRATION FOR COURSES

- (i) The Programme structures, and examinations shall normally be based on Semester System. However, the Academic Council may approve Trimester/ Annual system for specified programmes.
- (ii) Credit Units for each programme shall be decided by the Board of Studies of each Institution. The Board of studies shall also decide the minimum number of credit units required for an award of Degree.
- (iii) The credit units attached to each course shall be defined in terms of learning hours i.e. Lectures, Tutorials, Practicals, Field work, Self study hours etc. Normally, one credit unit will require 10-15 learning hours in a semester.
- (iv) Credits will also be assigned to courses based on Seminar, Term Paper, Dissertation, Project etc.
- (v) All students will register every semester for the courses through a Course Registration Process. The Course Registration days will be announced in advance by the University/School to enable an easy and systemic registration. Students having any outstanding dues to the University or having any other hold shall not be permitted to register for classes. Late registration may be permitted for extenuating



circumstances only with the approval of the Head of School/Dean and only after clearing all the dues and paying the late Registration fee. If a student fails to register for any course(s) during any semester, his/her admission to the university will be subject to cancellation. Necessary approval from the Dean, Registrar and Vice Chancellor is necessary for a student to continue his/her active admission status and subsequent registration.

(vi) **RE-REGISTRATION**

After the first semester, the students will re-register on the date(s) decided and notified, as per the Academic Calendar of the University. The Re-registration date will be same as the date of commencement of semester. It is mandatory to re-register on the notified date. Attendance shall be counted from the date of commencement of semester.

(vii) **CHANGE OF PROGRAMME / SPECIALISATION / BRANCH**

Any student requesting to shift from the programme/specialization to another, within the school and also outside the school is required to submit a written request with signature of their parents, to the office of respective Dean, which will further be put up to the Hon'ble Vice Chancellor for consideration.

Any such request is to be sent to the office of respective Dean as per the notified date. Any application received thereafter will be processed along with the prescribed fee (i.e. Rs. 20,000/- for change of programme & Rs.15,000/- for change in Branch/Specialization).

(viii) **REGISTRATION FOR BACKLOG COURSES**

To provide an early opportunity for students to clear backlog of courses, efforts will be made to offer the relevant courses in both odd and even semesters. Some courses may also be offered during the Summer Term Examination (only for debarred students & final year students with an exam fee of Rs.5000/-). Students will be expected to pay a Registration fee of Rs. 5000 per course for repeat examination and Rs. 500 per course for re-appear examination in Odd/Even Semester. Exam fee once paid will not be adjusted against the exam fee for reappear/repeat examination if students missed the exam attempt. The examination registration for backlog courses will not be considered after the last date of registration as per University's Notification.

- (ix) **Flexible Credit System** is followed at university which allows students to utilize flexible techniques to develop individual semester/degree plan. After carefully reviewing the resources and needs, the list of courses offered by each Programme during every semester will be announced prior to the registration. Students are encouraged to consult their faculty mentors to finalize their academic plan. A copy of the plan of study will be kept in the student file. Any changes in the original plan must be made in consultation with the faculty mentor and will be reflected accordingly in the student file. Provision of Transfer of Credits earned in other Programmes/other Institutions/other Universities (India & Abroad) is also permissible under this system.



- (x) **Summer Term Examinations:** The summer vacation period intervening the two semesters may also be used for offering courses to make up deficiency of students during their previous year/s of study. Further, only those courses shall be offered in which the minimum number of students is ten, and that fee shall be charged for summer courses separately. However, the Vice Chancellor may permit courses with less than 10 students on the recommendation of Dean/Head of School.

The Summer Term Examinations are conducted for the following category of students:

- (a) Debarred Students of All Semesters of All Programmes of latest academic year.
- (b) Late Admitted Students of latest academic year (All subjects of first year).
- (c) Final year students having backlogs (maximum of 10 paper only)

9. MINIMUM & MAXIMUM CREDIT LIMITS FOR COURSE REGISTRATION

The average academic load for students enrolled will be 20-35 credit units per semester. However, a student can register for a maximum of 30 credits or a minimum of 20 credits during a regular semester, excluding the summer semester. Under no circumstances a student will be permitted to cross these limits. However, a student carrying out the last registration of his/her Programme will be permitted to register less than 18 credits in order to meet the minimum credit requirements for the completion of Programme. The number of credits a student can register during a Summer Term shall be between 25 and 30, or up to 10 courses. However, in special cases, the student may be permitted to register for more than 30 credits with the approval of competent authority.

10. ADDING/DROPPING COURSES

A student may add to or drop from the registered courses within a pre-specified period from the commencement of a regular semester, subject to the availability of resources and the minimum/ maximum number of credits required to be registered in a semester. Final registration for that semester will reflect enrolled courses after the add/drop date. The courses thus dropped will not appear in the semester Grade Sheet of the student and can be taken in a subsequent semester or during summer. However, backlog courses registered during a particular semester cannot be dropped.

After the pre-specified period for add/drop of courses if a student feels that his/her performance in a registered course is not satisfactory, the student will have an opportunity to withdraw from the course. However, such withdrawal can only be made with the written approval of the Head of School/Dean. If the student had paid for the course he/she is withdrawing, no reimbursement will be made for withdrawing from the course. Such withdrawn courses will require additional payment for subsequent registrations. Any alternative course (from a basket of courses) registered in a subsequent semester in lieu of a withdrawn course, will also require additional payment. Withdrawal is permitted only



when the number of credits availed by the student subsequent to withdrawal is equal to or above the minimum number of credits required to be registered in a semester.

While exercising the Add/Drop option, the student may lose attendance in those courses added during the add/drop period. This issue must be resolved between the instructor on record and the Faculty Mentor.

11. COURSE PREREQUISITES

Some courses might require prerequisites which must be met before registering for the course. Students who are detained from appearing in the end-term examinations due to shortage of attendance in a prerequisite course will not be permitted to register for the next level course. Exception to this rule can only be approved by the Vice Chancellor of the University. In case, a prerequisite course is not offered during the following semester, the option of passing the course may be exercised using the independent study followed by proficiency exam option. The student will have to pay for registering for the independent study option. The independent study is an agreement between a faculty and a student and must have the approval of the Head of School/Dean.

12. COURSE EVALUATION

- (i) In addition to end term examinations, student shall be evaluated for his/her academic performance in a course through case discussion/ presentation/ analysis, practical's, home assignments, mid-term papers, projects, field work, seminars, quizzes, class tests, internships or anyother mode as may be prescribed in the syllabi. The structure of each course shall be prescribed by the Board of Studies and approved by the Academic Council.
- (ii) Each course shall have number of credit units assigned to it which shall be based on weekly learning hours like lecture, tutorial and laboratory classes, field study and/or self-study. The credits for the project and the dissertation shall be based on the quantum of work expected.
 - (a) Depending upon the nature of the programme, the components of internal assessment may vary. However, the following suggestive table indicates the distribution of weightage for various components in a semester:

Component of Evaluation	Weightage (%)
Case Discussion/Presentation/Analysis	10-15
Home Assignment	5-10
Project	10-15
Quiz / Viva – Voce / Seminar	5-10
Class Test (s)/Mid Term Examination(s)	15-20
Term Paper	10-15
End – Semester Examination	50/60



- (b) The student shall be evaluated for academic performance in a course through the continuous formative assessment (internal) and summative assessment (ETE). The continuous formative assessment comprises interactive class assessment, test, home assignment, projects, coursework, practical, case studies/discussion, presentation and viva, field work, seminars and mid-semester examinations (MSE) etc. or any other mode as may be prescribed in the syllabi shall have 40% weightage. Also depending upon the nature of the programme, the components of the internal assessment may vary.
 - (c) The summative assessment of End-Term Examinations (ETE) will have a weightage of 60%. This assessment schema is applicable to all degree/diploma programmes of the University.
 - (d) A student is required to score minimum 40% marks in the internals (16 marks) and 40% marks in ETE (24 marks) separately and minimum aggregate marks of 40% in a course to be considered "Pass" in that course.
 - (e) However, the degree/diploma programmes under the purview of COA/ICRA/PCI/ HSPC etc. shall adhere to the respective examinations regulations of the councils.
- (iii) The project and dissertation shall be evaluated by Board of Examiners through seminar(s), presentation(s), report/portfolio/working model submission(s) and the viva-voce examination.

13. AUDIT COURSE

A student who registers for audit course(s) shall be eligible to take examinations provided the attendance requirement of the course unit is duly certified by the Head of School/Constituent Unit to have been met. The audit course(s) shall be shown in the final Grade sheets /Marks sheets under a distinct head of "Audit Course(s)". However, a student shall neither be entitled to any credits for such course(s), nor these shall be considered/calculated for the purpose of declaration of results SGPA/CGPA.

14. ATTENDANCE

- (i) Every student shall be required to achieve 100% attendance in all the lectures, tutorials and practicals and participate in seminars arranged in the School/ Constituent Units and events organized at the Institution/University level during the programme. However, to account for contingencies such as prolonged illness, accidents, tragedy in the family etc., a relaxation up to a maximum of 25% may be granted. Thus, the attendance requirement for appearing in the end term examinations shall be a minimum of 75% of the classes actually held in each course unit separately. Attendance in seminars, tutorials, practicals etc. is compulsory. In exigencies, prior permission shall be taken by the student for absence. However, for internal assessment components like class test/mid –semester test the respective



schools may set a required percentage of attendance criteria to ascertain eligibility to appear in such tests.

- (ii) If a student is found to be continuously absent from the classes without any information for a period of 15 days, a notice may be sent from school to the student about his unauthorized absence under intimation to his guardian/parents. If he still remains absent unauthorizedly for another 15 days after the date of issue of the notice, the name of such a student shall be struck off the rolls. Such a student may, however, apply for readmission which may be considered by the Head of School/Constituent Unit as per prescribed procedure, and only after the Admission Committee approves such recommendations, the student shall be re-admitted on payment of prescribed readmission fee, under intimation to the University.
- (iii) A student with less than 75% of attendance in the lectures, seminars and practicals, separately in each course-unit in a semester/trimester/year, shall be detained from appearing in the examinations of relevant course unit(s). Under no circumstances, the student shall be allowed to sit for the examination of relevant Course Unit(s) if his attendance in concerned course unit is below 75%.
- (iv) The Vice Chancellor may, however, consider written requests made on very genuine grounds for the condonation of deficiency in attendance up to 5% on the recommendations of the Head of School/ Constituent Unit, before the commencement of the examinations for the reasons listed below:
 - (a) Calamity in family
 - (b) Hospitalization due to prolonged in-patient treatment
 - (c) Serious accident
 - (d) Other serious unavoidable circumstance(s)
- (v) Dean of the School shall announce the names of all such students who are not eligible to appear in the end term exam on the last day of teaching before the commencement of the examination and simultaneously intimate the same to the Controller of Examinations(COE).
- (vi) In case, any student who in fact has been debarred due to attendance and appears in the examinations by default, his/her result shall be treated as null.

15. MAKE-UP OF DEFICIENCY IN ATTENDANCE

- (i) Student who has been debarred in any course on account of shortage of attendance in the end term examinations shall be required to re-register for the course and repeat it with the next batch of students or will have the option to attend special classes during the Summer Term (courses of first and final year) and appear for the examination thereafter. For such courses they will be required to pay fee per course as prescribed by the University. The University Enrollment number of such student



- shall however remain unchanged and he/she shall be required to complete the programme in a maximum permissible period of (n+4) semesters.
- (ii) Such students will have to attend contact classes as scheduled by the School during summers/semester to complete the course of study.
 - (iii) The School may also prescribe term papers / home assignments which the students will submit to their teachers course-wise within the due dates.
 - (iv) The regularity in attending the classes and timely submission of assignments by due date will determine whether a student repeating the course is permitted to take the reexamination or not.
 - (v) Only those who re-register for courses and complete the requirements as prescribed by the School will be permitted to take the re -examination in the respective course when the examinations of such course units are conducted. The scheme of re-examination will be announced by the University on receipt of report from the school.

16. EXAMINATION FEES

- (i) The examination fees, as applicable and as approved by the statutory authority of the University shall be payable by the students for various examinations.
- (ii) The entire fees paid by a candidate whose application for appearing in an examination is cancelled on account of producing fraudulent documents or giving false particulars, or is debarred/ detained from taking examination due to shortage of attendance or otherwise shall stand forfeited.

17. GRADING SYSTEM

The level of student's academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as per table given below:

Grade	Qualitative Meaning	Grade Point Attached
A+	Outstanding	10
A	Excellent	9
B+	Very Good	8
B	Good	7
C+	Above Average	6
C	Average	5
F	Fail	0
DE	Detained in ESE due to shortage of Attendance	0
AB	Absent in ESE (End Semester Examination)	0
WH	Act of Indiscipline till the decision is arrived/Non Payment of Fee	-
S	Satisfactory (for Audit Courses)	-



U	Unsatisfactory (for Audit Courses)	-
EC	Exam Cancelled due to UFM	-

(DE = Debarred, AB = Absent, WH = Result with-held, ESE = End Semester Examination)

18. PASSING CRITERIA AND AWARD OF GRADES:

A student has to fulfill the following conditions to pass any academic programme of the University:

- (i) A student should have passed with a minimum 'C' Grade in all the courses separately.
- (ii) A student who has earned minimum number of credits prescribed for the concerned programme as per the Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the programme of study.
- (iii) The weightage of End Term Examination (ETE) to Internal Assessment Evaluation (IAE) is 60% to 40%. A student is required to secure minimum 40% marks in ESE separately in each course and 40% marks in Internals and minimum aggregate marks of 40% in a course to be considered 'PASS' in that course.
- (iv) The internal assessment will be completed within the semester and students who have missed the IAE/assignments/tests will be awarded '0' marks. Dean/HOD may conduct make up tests, if required, due to valid reasons, within the same semester.
- (v) For successful completion of a programme, the student should secure a minimum Cumulative Grade Point Average (CGPA) of 5.0 at the end of final year of the Programme.
- (vi) A student who has reappeared/repeated the examination of course(s), the best of the two scores obtained by him shall be taken into consideration for calculating the CGPA and eligibility for award of a degree.
- (vii) A student registered for an audit course may be awarded "S" grade for his satisfactory performance and a "U" (unsatisfactory) Grade will be awarded for his unsatisfactory performance. Such audit course(s) shall be shown in the final Grade Card under a distinct head of the "Audit Course(s)" However, a student shall neither be entitled to any credits for such course(s), nor shall these be considered for the purpose of calculation of SGPA/CGPA.
- (viii) General guidelines for award of Grades are:
 - (a) Evaluation of different components of a Course for each student shall be initially done in numerical marks.
 - (b) The marks of different components viz., internal continuous assessment of course work, practical etc. and end term examinations shall be assigned relative weightage as prescribed in curriculum and scheme of examination of a programme and added. The total marks obtained shall be out of 100 and the same would be converted into grades on 10 point scale.



- (c) A Normal Class with a range of scores should be graded by a convenient method and should usually produce a fairly normal distribution of grades.
- (d) Grading will be done on raw score awarded by the evaluator in internal continuous assessment as well as in end semester examination.
- (e) The natural gaps in histogram drawn from raw scores will be identified and will be used as demarcation for the relative grading for the class strength of 30 & above.
- (f) The Semester performance of a student will be indicated as "Semester Grade Point Average (SGPA)". The SGPA will be weighted average of Grade Points of all letter grades received by a student for all the Courses in the semester. The formula for Computing SGPA is given below:

SGPA =	$U1 G1 + U2 G2 + U3 G3 + \dots$
	$U1 + U2 + U3 + \dots$

Where U1, U2, U3 denote credits associated with courses taken by the Student and G1, G2, G3 are the Grade Point of the letter grades awarded in the respective Course. An example of these calculations is given below:

Semester - I

Course Code	Associate d Course Credits	Grade Awarde d	Credit s earned	Grad e Point	Point Secure d
(1)	(2)	(3)	(4)	(5)	(6)
MSS 101	5	C+	5	6	30
MCS 102	4	C	4	5	20
MPH 102	4	A	4	9	36
MIS 101	3	B	3	7	21
MEL 103	4	F	0	0	0
MCE 101	4	B+	4	8	32
Total	24		20		139

Total Associated Credit in the semester (total of column 2) = 24

Earned Credit in the semester (total of column 4) = 20

Points Secured in Semester-I (total of column 6) = 139



SGPA =	Points secured in the Sem-I (139)	= 5.79
	Associated Credit Units in the Semester (24)	

CGPA is not applicable in first semester

Semester – II

Course Code	Associate d Course Credits	Grade Awarde d	Credit s earned	Grad e Point	Point Secure d
(1)	(2)	(3)	(4)	(5)	(6)
MSS 102	4	A+	4	10	40
MCS 103	5	B	5	7	35
MLE 160	4	C+	4	6	24
MHM 101	5	A	5	9	45
MIS102	4	B	4	7	28
MCE 102	5	C+	5	6	30
MAE 101	3	F	0	0	0
Total	30		27		202

Associated Credit Units in the semester (total of column 2) = 30

Earned Units in the semester-II (total of column 4) = 27

Cumulative associated credit Units (Sem-I+Sem-II) = 54.

Points Secured in Semester-II (total of column 6) = 202

Cumulative points secured (Sem-I+Sem-II) = 341

SGPA =	Points secured in the Semester II (202)	= 6.73
	Associated Credit Units in the Semester II (30)	



CGPA =	Cumulative points secured in all passed course in Semester I & Semester II (341)	= 6.31
	Cumulative Associated Credit Units in Semester I & Semester II (54)	

- (ix) Final Grade Card will indicate Cumulative Grade Point Average (CGPA) and shall be based only on Grade Points obtained in courses for which the student had registered.
- (x) Conversion from Grade Point Averages to percentages of marks does not have rigor or rationale. However, an approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.
- (xi) The successful candidates shall be placed in Divisions as below:

CGPA	EQUIVALENT DIVISION
8.5 and above	First Division with Distinction
6.5 but less than 8.5	First Division
5.0 but less than 6.5	Second Division

Note : However, programmes under the purview of PCI/BCI/COA/NCTE and other councils etc shall adhere to the respective regulations for passing criteria.

Capping of Marks/Grades for Reappear/Repeat Courses

The overall grades/total marks of reappear/repeat course will be capped at passing level in the case of re-sit examinations of the University from the academic year 2022-23.

Inclusion of Student Names in Final List of Graduation for Convocation Ceremony

The inclusion of student names in the final list of graduation will be added for the University's Convocation Ceremony Graduation List till the conduct of Academic council Meeting and no name will be considered after the conduct of academic council meeting.

19. PROMOTION CRITERIA

Promotion will be considered at the end of each academic year. A student will be eligible for promotion from 1st year to 2nd year only if he/she has earned minimum 30% credits of 1st year. To be eligible for promotion from 2nd to 3rd year a student should have earned minimum 60% credits of Year I & Year II. To be promoted from 3rd to 4th year, a student should have earned minimum 75% credits of Year I to Year III and from 4th to 5th minimum 85% credits of Year I to Year IV.



All such students who fail to get promoted to next academic year for the reason of deficiency in required credits as stated here in above will automatically be declared to have taken academic break to reappear in such examinations of previous semesters in which the student has failed, so as to obtain sufficient credits to be promoted to the next academic year. Only one academic break in case of programmes of upto two years duration and two academic breaks in case of programmes with more than two years duration is permissible for a student for the completion of the academic programme. In no situation a student will be allowed to take more than the above mentioned academic breaks, for any reason whatsoever, including for the reasons of detention for shortage of attendance or deficiency of credits during the whole term of completion of the programme.

A student who is not eligible for promotion will also have the option to Repeat the Year for which he/ she will apply to the Head of School/Dean.

A Student who is on academic break shall not be required to pay the academic fee for that year. He shall however pay the prescribed examination fee. On rejoining, he/she will pay the tuition fee applicable to the batch he/she joins.

A student who repeats the year will be required to pay the prescribed Academic Fee of the Year.

Note : However, programmes under the purview of PCI/BCI/COA/NCTE and other regulatory councils shall adhere to the respective regulations for promotion criteria.

20. REAPPEARING & REPEATING COURSES

There is a provision for either re-appearing in the examination (without attending the coursework again) or repeating the course work for a course.

Re-appearing in examination will be in following cases:

- (i) A student who has fulfilled the attendance requirements and is eligible to appear in an Examination, fails to appear in the examination for valid reasons shall be eligible to subsequently appear in the examination when scheduled for next batch of students on payment of prescribed fee.
- (ii) A student who fails to secure minimum C Grade (Grade Point 5) in a course shall be eligible to re-appear in the examination of such courses as and when scheduled, with a view to improve the performance and secure minimum qualifying grade.
- (iii) A student is normally permitted to re-appear in the examination (without attending the course-work again) only two times during his course of study. If a student, even after two attempts is unable to obtain a "Pass Grade" in such case he/she will have to Re-register for such Course if recommended by the Dean/HOD of the school.
- (iv) Repeating of the course work and then appearing in the examination will be required for a student who has not fulfilled the minimum attendance requirement in any



Course(s) and is detained from taking the end term Examination of such Course(s). Such students shall be required to repeat such courses as and when scheduled to be offered either in normal course or during the summer term on payment of prescribed fee.

- (v) Students who are eligible to re-appear in an examination shall have to apply to the ERP for being allowed to do so as per dates notified by the COE of the University and pay the exam fees prescribed by the University.
- (vi) A student who has to re-appear in end term examination in terms of provisions made above shall be examined as per the syllabus in the Scheme of Teaching & Examination and syllabus applicable at the time of joining the concerned programme. However, in cases where only some minor modifications have been made in the syllabus of the course(s) and the Head of School of the concerned Institution so certifies, the examination may be held in accordance with the revised syllabus.

21. IMPROVEMENT OF SCORE/GRADE

The Students who have achieved the minimum passing grade and wish to improve their grades within the study of the programme can do so by re-registering in the course during the subsequent semesters. This course will be treated as another course taken by the student and no relaxation in the maximum number of credits will be provided to students opting for 'grade improvement'. The student will have to undergo all the class/lab instructions and exams to earn the new grade. The final grade considered for CGPA calculation will be the higher of the two grades. However, the student must pay extra fee for registering for the course. Improvement in the score of courses completed by a student prior to his lateral entry in the University shall not be allowed.

22. ACADEMIC BREAK

- (i) Students who apply for Academic Break and the case is recommended by the Head of School for justifiable reasons to be recorded, can be granted academic break of one year to the students of two years Programme and two academic breaks of one year each to students of Programme of three years and above course, if approved by the Vice Chancellor, under the following circumstances:
 - (a) The student has been continuously ill.
 - (b) Career advancement
 - (c) Justified personal reasons.
- (ii) However the total period to qualify the Programme will not exceed the prescribed N+1 year for upto two year programmes and N+2 years for three/four/five years and above programmes.
- (iii) Student who is granted academic break shall not be required to pay the academic fee for that year. However, on rejoining, he/she will pay the academic fee applicable to the batch he/she joins.



23. PROGRAMMES COVERED UNDER STATUTORY BODIES

In case of the programmes required to be approved by Statutory Bodies such as AICTE, Council of Architecture, RCI, BCI, NCTE, PCI etc., the examination and evaluation criteria, will be followed as per their laid down provisions.

24. APPOINTMENT OF PAPER SETTERS, EXAMINERS & EVALUATORS

- (i) The Head of School /Constituent Units shall forward to the Controller of Examinations the panels of internal and external paper setters, examiners for practical examinations, viva-voce examinations, workshops, etc., evaluators of answer books, head examiners, external experts for moderation of question papers.
- (ii) The Controller of Examinations shall prepare a consolidated panel of paper setters, examiners, evaluators, moderators, head examiners on the basis of names received from the the Head of School /Constituent Units. He may at his discretion add or delete the name(s) from the panel recommended by the Head of School /Constituent Units.
- (iii) The Vice Chancellor on the recommendations of the Controller of Examinations shall approve the panel of paper setters, examiners, evaluators, Head Examiners, moderators ordinarily from amongst persons recommended by the Controller of Examinations. He may, however, appoint a person whose name is not included in the panel recommended by the Controller of Examinations, if he is satisfied that the person in question possesses the minimum qualifications and experience as prescribed in these regulations.
- (iv) A viva-voce examination prescribed in a programme shall be conducted by a board of minimum two examiners of whom one shall be an external examiner and the other internal examiner.
- (v) In case of practical and Viva-Voce examinations at the post graduate level, external examiner shall be a person not below the rank of an Associate Professor and shall not ordinarily be a teacher of the School/Constituent Unit. In case of practical and VivaVoce examination at the under graduate programmes, the external examiner shall be an expert in the subject with not less than three years experience of teaching the subject at the degree and/or post graduate level.
- (vi) The internal examiners in case of practical examinations both at the UG degree and the PG degree level shall be appointed from amongst the teachers of the University and its Constituent Units whose candidature are to be examined on the recommendation of the Head of School /Constituent Units.
- (vii) Ordinarily at least two Paper-setters may be appointed for every course. The subject teachers shall also can prepare two set of papers, if required.
- (viii) An examiner may be discontinued any time even before the expiry of the three year period if in the opinion of the Controller of Examinations his work is found to be unsatisfactory.



- (ix) An examiner's work shall be deemed to be unsatisfactory in case of one or more of the following:
 - (a) Mistakes of such a nature are found in his work in the course of checking and scrutiny that affect the result OR
 - (b) He is found to have delayed the work without good cause OR
 - (c) He has an adverse report from the Head Examiner, OR
 - (d) In the opinion of the Examination Committee or the Controller of Examinations or any Authority of the University, there are reasonable doubts about his integrity or suspicion that he is accessible to examinees or their relations and
 - (e) If there are serious complaints against his paper e.g. that the paper was much above or below the standard or contained questions outside the prescribed course or the breach of any such condition.
- (x) The paper-setter, while setting the question papers, shall draw a memorandum of instructions for the guidance of the examiners/ evaluators so that the evaluation of answer books may be in conformity/uniformity with the standard of the paper setter.
- (xi) No person shall act as a paper-setter or examiner or moderator either in theory, viva-voce or practical examination, if any of his relations is taking the examination. However, this provision shall not debar a person from acting as an examiner for practical examination at a centre other than that at which his relation is appearing.
- (xii) No person shall act as tabulator for any examination, if any of his relations is appearing or has appeared at that examination.

25. GUIDELINES FOR SETTING OF QUESTION PAPERS:

The process of preparing question papers for End Semester Examinations for all courses of graduate and post-graduate programs offered at G. D. Goenka University (GDGU) and also provides for a common template and guide to be used by faculty members for preparing question papers for all theory courses.

The question paper prepared by the faculty members must include questions from each category, viz. memory based questions with different degrees of difficulty, questions that test the level of understanding of the main concepts among students and their ability to apply and synthesize the knowledge gained in the course. It should contain questions that test the students on the learning outcomes as objectively as possible and must cover all modules of a course.

Key process steps in preparing a question paper with appropriate degree of challenge for the students are as follows:

- (i) Choosing and categorizing the questions in accordance with Bloom's taxonomy
- (ii) Assigning the correct level of difficulty for the questions



- (iii) Encouraging students to think and answer the questions in a manner that truly reflects their level of mastery achieved in a course
- (iv) Evaluate student's responses to assess their competency level
- (v) The syllabus in each paper shall be demarcated into well-defined units/areas of content along with a topic-wise breakdown. The Units shall be numbered.
- (vi) The question papers for the end term examinations shall be set in such a manner as to ensure that they cover the entire syllabus of the concerned course unit.
- (vii) The tests and examinations shall aim at evaluating not only the student's ability to recall information, which he has memorized, but also his understanding of the subject and ability to synthesize scattered bits of information into a meaningful whole. Some of the questions shall be analytical and invite original thinking or application of theory.
- (viii) The Examiners shall be free to repeat questions set in previous examinations. This is necessary in order to ensure that students do not leave out important portions of the syllabus. Suitable instructions should be given to paper setters in this regard.
- (ix) The paper setters should give wider choice to the students for answering questions, by providing alternate questions in each of the syllabus. The total
- (x) The University may provide the paper format for the question paper, wherever required.

26. EXAMINATION ADMIT CARD FOR END TERM EXAMINATION (ETE)

- (i) Students who are meeting the eligibility criteria requirements for appearing in end term examination will be issued an Admit Card from ERP. Students can download/print the Exam Admit Cards from the ERP online portal service of the University. The Exam Admit Card will be issued by the University based on the attendance criteria in each course unit with no dues against the student. All the University's students have to fill up the Examination Registration Form for Regular/ Reappear/ Repeat/Improvement courses and have to complete the courses registration process on the ERP.
- (ii) The Exam Admit Card will reflect only those courses where student is meeting the eligibility criteria with the date and time of the examination.
- (iii) For any discrepancy in the Exam Admit Card, student needs to report the discrepancy to the School Coordinator before the commencement of examinations.
- (iv) Examination Superintendents /Invigilator/Supervisory staff at examination centers shall ensure that no student is permitted to write any examination paper without Admit Card. The student is also required to carry his University I-Card along with the admit card to the examination hall.
- (v) If a student loses Examination Admit Card before completion of examinations, he may apply to the Controller of Examination through his/her Head of School. He/She will be required to pay prescribed fee for issue of duplicate Examination Admit Card.



27. CONDUCT OF EXAMINATIONS

- (i) The examinations shall be held for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding degree, diploma, certificates, as per the prescribed Schemes of Teaching & Examinations and Syllabi as approved by the Academic Council
- (ii) Examinations shall be open to regular students i.e. candidates who have undergone a course of study in the School/ Constituent Units for a specified period of that programme of study in the Scheme of Teaching & Examination and Syllabi.
- (iii) The last date for receipt of examination forms and fees shall be notified by the Controller of Examinations. The schedule of end term examinations including practical will be notified by him through the Schools/Constituent Units.
- (iv) A student may not be admitted into the examination hall, if he fails to present to the Examination Centre Superintendent/Invigilator of the examination his admit card and University I-card or fails to satisfy the officer that it will be produced within a reasonable time.
- (v) The Centre Superintendent shall have the power to call upon any student appearing at an examination to give a specimen signature for purpose of identification.
- (vi) Permission to appear/ re-appear at a University examination may be withdrawn before or during the course of the examination which, in the opinion of the Vice Chancellor, justifies the student's expulsion.
- (vii) Notwithstanding anything contrary to these Regulations, no student who is undergoing any restriction at the time of submitting the application form or during the period of examination or who was expelled during the academic year just preceding the date of examination at which he intends to appear shall be admitted to the examination.
- (viii) Detailed Guidelines relating to the conduct of examinations such as dates for submission of examination forms, issue of examination admit cards, issue of duplicate certificates, instructions to examiners, examination centre superintendents, invigilators, other members of staff engaged in examination duty shall be approved by the Vice Chancellor. The Examination Centres shall be advised through Guidelines to take all steps for proper conduct of examinations such as proper supervision and invigilation, effective security cordoning off of the examination centers from the range of loudspeakers and other interference and taking stern action in all cases involving copying and use of unfair means, misbehavior or misconduct of students during examinations.

28. APPOINTMENT OF AMANUENSIS FOR WRITING EXAMINATIONS

- (i) Amanuensis shall be provided on request made by the student well in advance at least 15 days prior to the commencement of examination to the Dean/Head of the School and on the recommendations of the Dean/ Head duly supported by a Medical Certificate (subject to verification) from authorized Medical Officer under the following cases :
 - (a) Candidates having impairment of movement in arms and hands, can read independently but have problem in writing.



- (b) Locomotors impaired and cerebral palsy students
 - (c) Sudden illness rendering the candidate unable to write.
 - (d) An accident involving injury rendering the candidate unable to write
- (ii) The amanuensis must be a student of at least one lower grade of education than that of the candidate.
 - (iii) The Head of School /Constituent Units shall select suitable amanuensis from the institution as far as possible and forward to the Controller of Examinations, the details of the person appointed as amanuensis and of the candidate for whom amanuensis has been appointed.
 - (iv) A separate room for such disabled candidate and one separate Invigilator to supervise his examination shall be provided.
 - (v) The amanuensis may be paid an honorarium as prescribed by the University from time to time.
 - (vi) No extra fee shall be charged from the student for providing the facility of amanuensis.
 - (vii) For a written examination of duration of one hour, twenty minutes extra time shall be provided. Similarly, for written examination involving more than one or less than one hour extra time shall be worked out on the basis of twenty minutes per one hour criteria.

29. DISCIPLINARY CONTROL OF STUDENTS DURING UNIVERSITY'S EXAMINATIONS

- (a) During examinations, the candidates shall be under the disciplinary control of the Examination Centre Superintendent who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or University Observer or representative or the invigilators at the Centre, he may be expelled from the examination for that session. The Examination Centre Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The said Committee will make recommendations for disciplinary action as it may deem fit, to the Vice Chancellor.
- (b) The students shall maintain proper discipline and orderly conduct during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.

(c) ACTS OF DISORDERLY CONDUCT IN THE EXAMINATION:

Acts of disorderly conduct in a practical or oral/ written examination include:

- (a) Misbehavior in the examination hall with the Centre Superintendent, the Invigilator on duty, the Examiner conducting a practical or oral examination or the members of flying squads, the observers, the representatives of the University or the other staff working at the Examination Centre, or with any other Candidate, in or around the examination centre, or threat to life of these



examination staff, observers, members of flying squads etc. before, during or after the examination hour.

- (b) Intentionally tearing off the answer book(s) or a part thereof or a continuation sheet or any other specific response sheet used in the examination;
- (c) Causing damage to laboratory equipments, books in library and other properties.
- (d) Disturbing or disrupting or instigating others to disturb/disrupt the examination.
- (e) Instigating others to leave the examination room.
- (f) Carrying any weapons into the examination centre.
- (g) Any act not specified above as determined by the Examination Conduct Team or Case reported by ECR.

(d) **ACTS OF UNFAIR MEANS**

The following shall be deemed to be the act of unfair means:

- (a) Talking to another candidate or any person, inside or outside the examination hall, during the examination without the permission of a member of the supervisory staff;
- (b) Leaving the examination hall without handing over the answer book and or continuation sheet, if any, or any other specifically designed response sheet to the Invigilator or Supervisor concerned or Centre Superintendent or the concerned authorized officer of the University deputed to the examination centre, and taking away, tearing off or otherwise disposing off the same or any part thereof;
- (c) Writing matter connected with or relating to a question or solving a question on any thing (such as piece of paper or cloth, scribbling pad), other than the answer book, the continuation sheet, any other response sheet specifically provided by the University to the candidate.
- (d) Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.
- (e) Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
- (f) Making appeal to the Examiner/Evaluator soliciting favour through the answer book or through any other mode.
- (g) Possession by a Candidate or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.
- (h) Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to



be used by a student for assistance or help in answering a question or a part thereof.

- (i) Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof, to any other Candidate or to any person;
- (j) Smuggling into the examination hall and or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a solution to a question paper or to a part thereof or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet or any other response sheet during or after the examination with or without the help of or in connivance with any person connected with the examination, or through any other agency, whatsoever.
- (k) Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any source before the examination or to enhance marks, or favorably evaluate, or to change the award in favour of the candidate.
- (l) Any attempt by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who;
 - (i) abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so;
 - (ii) abuses, insults, intimidates, assaults any other candidate or threatens to do so, shall be deemed to have interfered with or influenced the discharge of the duties of the Supervisory and the inspecting staff within the meaning of this para.
- (m) Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things;
- (n) Arranging to impersonate for any person, whosoever he may be, or for himself or impersonating for other candidate at the examination.
- (o) Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.
- (p) Any other act of omission or commission declared by the Examination Conduct Team (ECT)/Academic Council/Board of Management to be unfair means in respect of any or all the examinations including internal assignment, dissertation, studio, project etc.



(e) **REPORTING OF CASES OF UNFAIR MEANS, MISBEHAVIOUR, MISCONDUCT OR DISORDERLY CONDUCT OF EXAMINATIONS:**

- (a) A candidate who is suspected to have used unfair means or misbehaved or commits any of the acts mentioned in Paras 29(3) & 29(4) above during the course of the examinations is expected to give a statement about the facts of the incident. He shall, however, not be forced to give a statement, but the fact of his having refused to make a statement shall be recorded by the Invigilator and the Centre Superintendent which shall be witnessed in writing by two other members of the supervisory staff on duty at the time of occurrence of the incident
- (b) A candidate detected or suspected of using unfair means in the examination may be permitted to answer the remaining question paper, on a separate answer book in the remaining duration of the examination. The answer book in which the use of unfair means is suspected shall be seized by the Invigilator or Centre Superintendent, who shall send both the answer books to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations
- (c) All the cases relating to disorderly conduct of examinations, misbehavior /misconduct of students and their use of unfair means in the examinations and mass copying shall be reported by the concerned invigilator through the Centre Superintendent or by the examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examinations as the case may be, with all the relevant material. The Controller of Examinations shall place before the Examination Discipline Committee all those cases for consideration and decision in each individual case. The Committee shall recommend penalties, if any.

(f) **DISCIPLINARY PROCEEDINGS:**

- (a) The Controller of Examinations or any person authorized by him on his behalf shall communicate to the candidate, against whom a report has been received pursuant to Para 29(5), the precise nature of allegations against him and shall require him to furnish his written explanation within a stipulated period under intimation to the Head of School/Constituent Unit.
- (b) On receipt of the explanation from the candidate through the Head of School/ Constituent Unit or on the expiry of the period stipulated for submitting explanation, if no explanation is received from the candidate, the Controller of Examinations shall submit the case before the Examination Discipline Committee for consideration and make recommendations to the Vice Chancellor.
- (c) After considering all the material on record including the explanation, if any, submitted by the candidate, the Examination Discipline Committee, if satisfied that the candidate is guilty of the use of dishonest or unfair means or disorderly conduct in the examination, will take a decision in each case



and recommend to the Vice Chancellor the punishment that may be imposed on the candidate according to the nature of the offence.

- (d) Ordinarily, all decisions shall be taken by the Examination Discipline Committee by simple majority. If the members are equally divided, the case shall be referred to the Vice Chancellor, whose decision shall be final
- (e) All decisions of the Examination Discipline Committee as approved by the Vice Chancellor shall be communicated to the student through the Head of School/Constituent Unit by the Controller of Examinations.
- (f) Notwithstanding anything contained expressly or implied in these Regulations, the Vice Chancellor may, on being satisfied after such enquiry as he may deem fit for the following contingencies, withdraw retrospectively, prior to the publication of the final results of a student in a course, the permission granted to such candidate to pursue that course or to appear at a University examination in relation thereto:
 - (i) the student was ineligible for admission to the course but was wrongly admitted, or
 - (ii) the student was ineligible to take the examination on account of shortage of attendance but was permitted to do so by some mistake or some other unavoidable reason, or
 - (iii) a discrepancy was found in the attendance record on account of which the candidate who had taken the examination was in fact ineligible, or
 - (iv) a discrepancy was discovered in the award of marks etc. which rendered that result of the student liable to be cancelled to his disadvantage.

Provided, that no such action shall be taken by the Vice Chancellor without giving an opportunity to the concerned student to show cause against the proposed action and provided further that such action shall require the confirmation of the Academic Council.

- (g) If a student is found guilty of having impersonated for any candidate not otherwise covered by these provisions or of having got the answer book written by any one outside the examination hall and his answer book is smuggled into the examination hall for his benefit, or of having managed otherwise to replace the answer book or its any page of the candidate after the examination, disciplinary proceedings shall be instituted against the student and the candidate in the manner prescribed.

(vii) MASS SCALE COPYING OR USE OF UNFAIR MEANS

- (a) If the Invigilator in charge is satisfied that 33% or more students were involved in using unfair means or copying in a particular examination/hall, it shall be deemed to be a case of mass copying. A report to this effect shall



be sent to the Controller of Examinations by the Superintendent of the examination centre without any delay and on the day of the occurrence, if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate(s) concerned, if any, on the prescribed form supplied by the University for the purpose;

- (b) Where the Evaluator/Examiner is satisfied that 33% or more of the answer books evaluated by him have identical response in a particular Examination, it shall be deemed to be a case of mass copying and a detailed report to this effect with documentary evidence shall be prepared by the concerned Evaluator/Examiner and sent to the Controller of Examinations separately in sealed cover. The answer books of copying cases shall be separately sealed before transmission to the Controller of Examinations;
- (c) If the Vice Chancellor is satisfied that there has been a mass-scale copying or use of unfair means at a particular centre(s), he may cancel the examination of all the candidates concerned and order re- examination.

(viii) PENALTIES

- (A) The Examination Discipline Committee may recommend penalties as under:
 - (a) The examination for the session or course unit in respect of which a candidate is found to have used unfair means be cancelled.
 - (b) The entire examinations of the Candidate in respect of which he is found to have committed an act of disorder during conduct of examinations be cancelled.
 - (c) The entire examination of the candidate in respect of which he is found to have used unfair means be cancelled and he shall further be disqualified from appearing at any University examination for a period to be specified by the Committee.
- (B) A candidate against whom an enquiry is pending about his allegedly having resorted to the use of dishonest or unfair means, or disorderly conduct in the examination or against whom action is initiated under the provisions of the preceding clause shall, if he takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination. That subsequent examination will stand cancelled and his result thereof shall not be declared if on account of the punishment imposed on him as a result of the said enquiry or action, he would not have been entitled to take that examination but for his provisional admission thereto.

(ix) APPEALS AND REVIEW

- (a) A student on whom any punishment has been imposed may, within 15 days from the date of the receipt of the communication in that behalf, make a representation to the Vice Chancellor for review of his case. The Vice



Chancellor, if he deems it necessary, refers it back to Examination Discipline Committee for review. The recommendations of the Examination Discipline Committee on the Appeal shall be placed before the Vice Chancellor who will thereupon review the case and pass such orders as he may consider fit or refer it to the Academic Council for advice.

- (b) If within four months of the publication of the results, it is brought to the notice of the Controller of Examinations that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of these regulations shall apply mutatis mutandis to the case of such a candidate provided that before imposing any penalty including the penalty of cancellation of his result, he shall be given another opportunity to show cause against the proposed punishment and his explanation, if any, shall be considered by the Academic Council.

30. INSPECTION OF EXAMINATION CENTRE

- (i) Every examination centre shall be open to inspection by the Chancellor, Vice Chancellor, Dean Academics or Controller of Examinations and such other officers so authorized by the Vice Chancellor or Controller of Examinations in his behalf.
- (ii) There shall be Observers/Flying Squads who shall be required to visit centers allotted to them during the course of examination and check that the examinations are being conducted properly according to the Regulations. Every Observer/member of Flying Squad shall submit his inspection report to the Vice Chancellor.

31. RE-EXAMINATION/QUASHING/REVISION OF RESULTS

- (i) If the Vice Chancellor is satisfied that a situation did arise or has arisen which calls for re-examination in particular course units, he may issue necessary directions to that effect.
- (ii) Notwithstanding any thing contrary to these Regulations, the Vice Chancellor shall have the powers to:
 - (a) order for holding a special examination for any reason;
 - (b) cancel the paper/entire examination(s) held at a particular examination centre/all examination centers, if he is satisfied that the examination has not been held under proper conditions and make necessary arrangements for affected candidates in the same year or when it deems fit.
- (iii) The Vice Chancellor shall have the powers to quash the result of a candidate wholly or partially after it has been declared, if :
 - (a) any error (such as error in recording of score in result, ineligibility of student for admission due to falsification of documents etc) or mistake is found in his result;
 - (b) it is found that he was not eligible to appear in the examination;



- (c) there is any other reason which may be determined by the Vice Chancellor.
- (iv) If in quashing the result, a candidate is declared as failed who was previously declared to have passed in an examination, the University may, after considering the circumstances of the case give to the candidate the benefit of any privilege which he may have acquired by studying in the next higher class in a School/Constituent Unit or taking an examination conducted by the University.
- (v) The University shall have the powers to revise the result of the candidate(s) in a particular course(s), if it is satisfied that a malafide has been shown by the examiner or any other concerned person during the evaluation process or marks entry. In such a case the revision will be made on the recommendations of the examiner/examiners to the COE for this purpose.

32. LOSS OF ANSWER BOOK(S)

- (i) If any answer book of student(s) is lost at the Examination Centre after having been received by the Centre Superintendent of the examination or by any of the invigilators or during transmission to concerned person and if he passes in all other subjects of the examination, he may be required to re- appear in that particular paper in which the answer book was lost, on a date fixed by the Vice Chancellor and if he obtains pass marks, he shall be deemed to have passed the examination.
- (ii) If an answer book of a student received by the Controller of Examinations or the Officer authorized in his behalf or by an examiner is lost, the Vice Chancellor shall have the power to decide:
 - (a) whether the student be given in missing paper, the average of marks earned by him in other papers as per formula given in para 33(3) below;
 - (b) whether the student be required to appear again in that paper on a date to be fixed by the Vice Chancellor and COE.
- (iii) The following formula shall be applicable for determining the average of missing paper(s)
 - (a) Compulsory paper(s): Average of other Compulsory Papers
 - (b) Elective Paper(s): Average of other Elective Papers
 - (c) Practical Paper(s): Average of other Practical Papers
- (iv) In case of loss of Project Report/Summer Placement Report/ Dissertation of a student, the student will be required to submit duplicate copy thereof
- (v) In case of a dispute whether answer book(s) of students was/were duly received or not, the decision of the Vice Chancellor shall be final.



33. ISSUE OF GRADE SHEETS

- (i) The total marks obtained in internal continuous evaluation and end term examinations of a course shall be converted into letter grades as per University's Grading Schema. The Course Code, Course Title, Course Credit and Letter Grade so assessed shall be shown in the student Grade Sheet.
- (ii) An overall CGPA shall be shown in the final Grade card only after the successfully passing of all the courses of the programme.
- (iii) Duplicate Grade Sheet/Consolidated Academic Transcript shall be issued against payment of fee as prescribed by the University with the duplicate stamp on the documents.
- (iv) Students can download the semester-wise Grade Cards from the ERP also and the grade cards can be attested and stamped from the Examination Department on request basis.

34. RECHECKING/RE-EVALUATION OF ANSWER BOOKS AND EXAMINATION RESULTS

- (i) The answer book of a student in any examination shall not be reassessed under any circumstances. However, after the publication of the results of the University examinations, if a candidate, whether passed or failed, has strong grounds and belief that some mistake has been made in connection with his results, he may apply to the Controller of Examinations through Head of School on prescribed application form along with attested copy of his Grade sheet for re-checking of his answer book in one or more papers as the case may be on payment of prescribed fee within fifteen days of the date of declaration of results.
- (ii) The Controller of Examinations may accept the application for rechecking of answer books up to 15 days from the expiry of the date in exceptional cases.
- (iii) Whereas, the re-checking does not mean reassessment or re-evaluation of the answer book, the Controller of Examination may appoint any Officer to see that:
 - (a) There is no mistake in the grand total on the title page of the answer book
 - (b) The total of various parts of a question has been correctly made at the end of each question;
 - (c) All totals have been correctly brought forward on the title page of the answer book;
 - (d) No portion of any answer has been left un-evaluated;
 - (e) Total marks in the answer book tally with the marks sheet;
 - (f) The answer book or any part thereof has not been changed/detached;
 - (g) The handwriting of the candidate in supplementary answer sheet tallies with the main answer book
- (iv) In the event of detection of any omission or mistake in the script or in the compilation of the result of a student, the matter shall be reported to the Controller of Examinations who will get the omission rectified by referring the answer book to the concerned examiner. .



- (v) If the re-checking revealed, subject to the provisions made under Para 34 (4) above, any discrepancy by virtue of which the marks of the student are revised, the record shall be corrected accordingly and revised grade sheet shall be issued after the previous grade sheet is surrendered.
- (vi) If any such student refuses to surrender his previous grade sheet required under Para 34 (5) above shall be treated to have misbehaved and shall be dealt with by the Examination Discipline Committee under the relevant provisions of these Regulations.
- (vii) The Vice Chancellor shall also have the powers to affect the recovery of the Grade Sheet by force through any of the law enforcing agencies.
- (viii) The university shall strive to declare the results of every examination conducted by it within 10-15 days from the last date of the examinations for that particular course/degree programme and shall in any case declare the results latest within 15-20 days thereof.
- (ix) The Examination results published in ERP is only for the immediate information to the examinees and does not constitute to be a Legal Document. While all efforts have been made to make the Information available on this ERP as authentic as possible.
- (x) The University will not be responsible for any Inadvertent Error that may have crept in the Examination Results being published in this portal-ERP.
- (xi) In case of inaccuracy/defect/mistake detected in the Examination Results/Grade Card/Consolidated Academic Transcript, the University will be fully empowered to correct the same at any point of time.
- (xii) Any discrepancy related to examination results may be reported at "Examination Department" of GD Goenka University.

35. REMUNERATION TO THE EXAMINERS, MODERATORS, INVIGILATORS, TABULATORS AND OTHER STAFF ENGAGED IN EXAMINATION DUTY

The examiners, evaluators, moderators, external experts invited for Examination work, Centre Superintendent, Invigilators, Observers, members of flying squads, examination staff shall be paid remuneration as approved by the Academic Council/ Board of Management from time to time.

36. AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS

The University Examination Department will issue official Transcript/ Grade Card to a student for seeking admission to pursue higher studies in foreign Universities/ Institutions as per the guidelines.

- (i) The text and the format of the degrees and diploma documents, certificates, citations and other documents of academic distinctions shall be as approved by the Academic Council. The nomenclature of Degree, Diploma, and Certificate etc. shall be same as specified by UGC, AICTE, NCTE, MCI, Pharmacy Council of India and such other Statutory Bodies. The new security features applied on the degrees in 2024.



- (ii) The degrees, diplomas, certificates, citations and other documents relating to other academic distinctions shall be signed by the Registrar and countersigned by the Vice Chancellor. Provisional Certificates and Mark-sheets shall be signed by the Controller of Examinations.
- (iii) A student shall be awarded a degree/diploma, if:
 - (a) he has registered himself, undergone the complete course of studies, completed the project report/dissertation / training report as specified in the curriculum of his programme within the stipulated time, and secured the minimum Grades prescribed for award of the concerned degree/diploma/certificate;
 - (b) there are no dues outstanding in his/her name to the University/School/Constituent Unit; and
 - (c) no disciplinary action is pending against him.
 - (d) The final list of eligible students (UG/PG/Diploma) for the award of degree will be considered till the Special Supplementary Examination, if conducted of the academic year and no name will be added in the convocation list after the special supplementary examination. In the case of Ph.D, the research scholar name will be added in the convocation ceremony list till the last day of September month of the year.
 - (e) Eligible Students can apply for the Provisional Degree Certificate (PDC) to the School Coordinator once they meet the eligibility requirements of the PDC.
 - (f) Final Degree will be issued to the eligible students only on the day of Convocation Ceremony or after the convocation. If found any error in the final degree, students need to pay the requisite fee of Rs.5,000/- for the correction in the degree.
- (iv) The Registrar/COE shall place the particulars of all the successful and eligible students for the award of certificate, diploma, or degree before the Academic-Council after declaration of results.
- (v) Approval accorded by the Academic Council for award of the respective degrees, diplomas, certificates etc. shall be placed before the Board of Management for its concurrence. On being concurred by the Board of Management, the degree shall be awarded to the successful candidates at convocation
- (vi) In extreme emergency, the degrees, diplomas, certificates shall be awarded to the successful students before the Convocation with the approval of Vice Chancellor and the matter be reported to the Academic Council.

37. WITHHOLDING CONFERMENT OF ANY DEGREE/DIPLOMA OR AWARD OF ANY CERTIFICATE

Notwithstanding anything contained in these regulations or in any other Statute, Ordinance or Regulations, the Academic Council may, on the recommendations of the Vice – Chancellor, withhold for such period as it may deem fit, conferment of any Degree/Diploma or Award of any certificate to any successful candidate at an examination



of the University, for reasons, which, in their opinion, justify such withholding e.g. unruly or disorderly conduct, or violence on the campus or in a Constituent Unit or conviction for an offence involving violence or moral turpitude.

38. GENERAL INSTRUCTIONS FOR STUDENTS RELATING TO EXAMINATIONS

Note: Please read the following instructions carefully and comply with them during the conduct of examinations.

- (i) During the course of conduct of examinations, the student will be under disciplinary control of the Examination Centre Superintendent and the Invigilator. Therefore, s/he will follow their directions.
- (ii) He/ She should report to the Examination Centre at least 15 minutes before the scheduled time of commencement of the examination and occupy the seat allotted to him/her in the examination hall. In extreme emergency and on merits of each individual case, the Invigilator may permit his/her admission to the examination hall if s/he is late up to a maximum of 30 minutes. No compensation or extra time will be given to him/her for his/her late coming.
- (iii) He/ She should be in possession of University Identity Card and Examination Admit Card. S/he will show his/her Examination Admit Card issued by the University/Institution to the Invigilator or any other authorized Officer of the University. Impersonation or impersonated by somebody in the examination is an offence.
- (iv) He/ She is allowed to carry with him only pen, pencil, eraser, sharpener, foot rule, scale and other instruments (wherever the use of the same is permitted during the Examination) in the examination hall. Exchange of such items, question papers and answer books is strictly forbidden.
- (v) He/ She will not carry any textual material, printed or written, bits of papers or any other material except the Admit Card/University Identity Card inside the Examination Hall. The Invigilator, Observer, University Representative may conduct search in person, if required.
- (vi) He/ She must ensure that no incriminating material is kept in and around his/her desk in the examination hall.
- (vii) He/ She is not permitted to carry mobile phone/pager/lap/palm top computers or any other electronic device. If found, the item will be confiscated in addition to the disciplinary action. Use of scientific or ordinary calculator as applicable is permitted if recommended in the question paper.
- (viii) He/ She will maintain complete silence and discipline in the examination hall. If s/he wants to have any clarification s/he should not discuss with other students taking examination. Instead, put his/her queries direct to the Invigilator on duty.
- (ix) He/ She will not be allowed to leave the examination hall during first one hour. Thereafter, s/he can be permitted to leave his/her seat (only once) with permission of the Invigilator for not more than five minutes. If s/he keeps himself out of the examination hall for more than five minutes, s/he will not be allowed to write his/her examination further and disciplinary case will be instituted against him/her.
- (x) Instructions printed on cover page of the Answer Book should be read carefully and made sure that it contains number of pages including title page printed on the answer



book. If any discrepancy is noticed, the student should get the answer book replaced before writing on it.

- (xi) He/ She must read the question paper carefully and ensure that s/he has received the relevant question paper. In case s/he finds that the question paper is not related to his/her course, or there is any misprint, s/he should make a request to the Invigilator to replace the question paper
- (xii) He/ She should write the Enrolment/Roll number on the question paper, answer book immediately before responding to question paper. University will not be responsible for any inaccuracy of Enrolment/Roll number.
- (xiii) Course Code, Course Title and other details relating to the examination should be clearly written with ink/ballpoint pen only.
- (xiv) He /She should ensure that answer book and continuation sheets are duly signed with date by the Invigilator otherwise these will be treated as invalid and disciplinary case will be instituted against him/her as per Regulations of the University.
- (xv) Writing anything in the answer book (except the details given on cover page of the answer book) before distribution of question paper is strictly prohibited. Write on both sides of the answer book only. Writing answers or anything else on the question papers or on the foot-rules, scales, cardboard, desk and other instruments (except where the use of the same is permitted during the examination) is strictly prohibited.
- (xvi) He/ She can use last page of the answer book for rough work which should be crossed after completion.
- (xvii) He/ She should not forget to mention the number of continuation sheets used in the space provided on the cover page of the answer book.
- (xviii) He/ She should not tear out or fold the page(s) of the answer book/continuation sheet or any other response sheet. S/he should not leave any page blank unnecessarily.
- (xix) He/ She should properly tie up his/her answer book, continuation sheet, graph paper, map or any other response sheet at least 15 minutes before concluding the examination and handing it over to the Invigilator.
- (xx) He/ She should not ask for continuation sheet until all the pages in the main answer book are exhausted.
- (xxi) He/ She will not be permitted to leave the examination hall before half the time allotted to the question paper is over and without handing over the answer book to the Invigilator.
- (xxii) He/ She should not write his/her name or put any identification mark or special marks inside his answer book/continuation sheets. If s/he does so, it will be considered as unfair means.
- (xxiii) He/ She will not be allowed to take eatables/refreshments into the examination rooms during the examination hours.
- (xxiv) As soon as the allotted time gets over, s/he should stop writing further and hand over the answer book to the Invigilator.
- (xxv) If use of any unfair means, misbehaviour or misconduct or an act of disorderly conduct is reported against a student, disciplinary action will be taken against him/her as per University Regulations.



39. MEDALS CRITERIA FOR CONVOCATION CEREMONY

- (i) Gold Medals to the toppers in each programme if a number of students in the programme is 10 and more.
- (ii) Silver Medals to those students who secure second position in each programme, if a number of students in the programme is more than 10.
- (iii) Bronze Medals to those students who secure third position in each programme, if the number of students in a programme is more than 30.
- (iv) Students are not eligible for the medal if he/she has Reappear (fail & absent), Repeat debarred), UFM Cases and Absent in the examinations.
- (v) The Citation will be given to all the Medal Award winners

Note : If the student class strength is between 5 to 9, Silver Medal will be given to the class topper.

40. APAAR ID: ACADEMIC BANK OF CREDITS (ABC)

Academic Bank of Credits - It is mandatory for all the University's students to register for Academic Bank of Credits (ABC) as per the direction of UGC. The procedures for creating ABC ID is given below:

- (i) Visit www.abc.gov.in or www.digilocker.gov.in
- (ii) Click on my account-> student;
- (iii) For new users- click on "Sign up for Meri Pehchaan".
- (iv) Enter your mobile number, and you will get OTP on your registered mobile number.
- (v) Fill in all necessary details and click on Verify.
- (vi) Students will get an ABC id
- (vii) Student must send the copy of ABC ID to the school Coordinator via email and submit the hard copy to the school

41. DIGILOCKER – NATIONAL ACADEMIC DEPOSITORY (NAD):

The University has implement the process digilocker as per the guideline of the UGC & the details are given below:

GDGU NAD ID – 003280

Registered on NAD Digilocker on 25.8. 2020

The student degree records are being uploaded on NAD from 2020 onwards.

42. RETENTION POLICY OF EXAMINATION DOCUMENTS:

The University has the following retention policy:

Periodically for preservation/weed out of Old Records related to Examinations

(A) Records which shall be preserved permanently:

Sl. No.	Particulars
1.	All University's School Results/ Tabulation Register
2.	ETE Award Sheets & ETE Attendance Sheets of all programmes
3.	University's Convocation Record Register with all related papers
4.	Important Office Orders and Circulars related to examinations



5.	Files Related to policy matters pertaining to examinations
6.	Equivalence Record Sheets of the students from Schools
7.	University's ETE Stock Register (answer booklets)
8.	Official copies of programme structure and syllabus
9.	Files regarding supply of exam statistics to statutory bodies like UGC, DHE, AICTE, BCI, COA, NAAC etc.
10.	Records of Provisional Degree Certificate (PDC) with consolidated transcripts/grade cards for verification
11.	Students' grievances regarding examinations of results

(B) Records which shall be preserved for specific period and weed out the material after specified periods:

Sl. No.	Particulars	Period
1.	Bills for payments to Examiners & Evaluators/ QP Setters	1 Year
2.	Bills and vouchers of purchase of answer books/OMR sheets etc.	1 Year
3.	Diary and Dispatch Register	1 Year
4.	Leave Application Form and attendance register of staff during ETE	1 Year
5.	ETE Theory Question Papers	6 Months after declaration of results (a copy may be sent to Central Library)
6.	Award List of Examination For major examination (including award for Practical/Dissertation/Project/Industrial Training etc) and Internal Award List & Attendance Sheet	2 Years after the declaration of results of final semester/ year
7.	Appointment of Examiners	6 Months after declaration of Results
8.	Appointment of Moderation for Question Papers at the school level	6 Months after declaration of Results
9.	Used/Evaluated ETE Answer Booklets, Seating Plans and other papers related to conduct of End Term Examinations	1 Year for date of declaration of Results
10.	Re-checking of Results, correspondence, applications and corrected scripts	6 Months after declaration of Results
11.	Files related to unfair means cases	1 Year after the period of punishment
12.	Application for Reappear/Repeat Exams	6 Months after declaration of Results
13.	Appointment of Exam conduct Team & Writers	1 Year
14.	Examination ETE Admit Cards to students	1 Year



15.	Files relating to attendance of student detained/debarred	1 Year
16.	Grand of Honorarium to officers/staff and outsiders for examinations	1 Year
17.	Material in respect of Mid Semester Exams (MSE)/ Minor/Practical Examinations/ Project Report/ Dissertation to be retained after declaration of results: <ol style="list-style-type: none"> 1. Used Answer Scripts of MSE/minor/ practical exams & project reports/ practical files 2. Dissertation 3. Internal & External Examiner's Details 4. Weeding out of used answer sheets/ books 	1 Year from date of declaration of results 6 Months and may be sent to Central Library 1 Year from date of declaration of results 1 Year from date of declaration of results

43. UNIVERSITY'S EXAMINATION ERP SYSTEM (<https://gdgu.digiicampus.com/home>)

The Examination Department of GD Goenka University has automated all the examination key processes on the University's ERP - Collpoll. All examination processes are managed in the most efficient way with the help of Collpoll. Also, the exam automation ensures that all exam data is organized in the desired way and stored on a single, central platform which provides easy access to everyone involved in the examination process.

Examinations involve a lot of activities, right from student exam enrollment in the courses, exam fee, preparing roll lists and creating exam date-sheet to generation of admit cards, creating a seating arrangement to assessment of answer sheets and many more. If all these activities are not carried in the proper sequence, it may lead to a lot of repetitive tasks due to missing or disorganized data, along with loss of crucial time.

The benefits of using a smart exam enrollment management system helps in conducting authentic and reliable examinations, save more time, cost and resources, easy and quick access of exam details for students and more sustainable way of conducting examinations in the University.

The benefits of using the smart examination management system are hassle free examination process management, single cost efficient solution for complete examination process, seamless accessibility anytime anywhere, boost student interest with multiple exam formats, greater accuracy and precision and conduct exams for mass students.



This also helps in automatically calculating and publishing results within no time, bias free checking of answer booklets and award of marks, get organized data as per the desired format, generate error free and accurate results, access results with great convenience and auto generate the letter grades without any hassle.

The Examination Management System has the following key features on the Collpoll-Separate PDF Documents also Attached.

- (i) Examination Planner Configuration
- (ii) Exam Component and Exam Type Settings
- (iii) Exam Evaluation Schema and Grading Schema Settings
- (iv) Exam Assessment Configuration
- (v) Exam Settings for Bulk Download in Grade Sheet
- (vi) Exam Enrollment Dates and Settings
- (vii) Exam Fee Settings for Backlog Courses
- (viii) Exam Eligibility Settings – Attendance, Marks Dues, etc.
- (ix) Exam Hall Ticket/Admit Card Setting
- (x) Exam Results Access Setting for Marks Entry
- (xi) Exam Results Access Setting for Relative Grading/Absolute Grading
- (xii) Exam Results Access Setting for Grade Sheet Configuration
- (xiii) Exam Results Access Setting for Publish Results
- (xiv) Generation of Exam Grade Sheet - Student

44. RESIDUAL PROVISIONS

- (i) The Academic Council may, in exceptional cases, grant exemption from the operation of any of the Regulations governing migration, the courses to be pursued by the students, attendance at lectures or sessional or other work or the examination of candidates and authorize what is proper to be done instead in such cases, provided that no such exemption and authority shall be deemed to have been granted unless not less than two-thirds of the members of the Academic Council present voted in favour of the motion for such exemption and authority made by, or with the written authority of the Vice Chancellor;
- (ii) Notwithstanding anything stated in these Regulations, for any unforeseen issues arising, or not covered by these Regulations or in the event of differences of interpretation, the Vice-Chancellor decision shall be binding.

