



**OFFICE OF THE REGISTRAR**

Ref No: AU/REG/NOT/2025/07/007

Date: 23.07.2025

**Notification**

**Sub: Examination & Evaluation System, Regulations 2021 as Amended in 2025**

The undersigned is directed to forward herewith the Examination & Evaluation System, Regulations 2021 as Amended in 2025.

  
**Registrar**

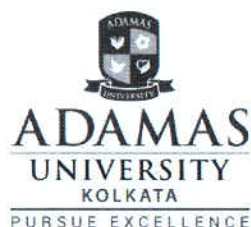
**To,**

- **All Employees of Adamas University**
- **All Students of Adamas University**

**Copy to,**

1. Hon'ble Chancellor
2. Hon'ble Vice Chancellor
3. Pro-Vice Chancellor
4. Senior Vice President, Chancellor's Office
5. Senior Vice President, CDC
6. Office of the Chancellor
7. All Deans
8. All Directors
9. Director-IQAC
10. Controller of Examinations
11. Deputy CFO
12. All HODs
13. Law Officer
14. Deputy Librarian
15. Chief Technology Officer
16. Head, Student Facilitation Center
17. Deputy Registrar
18. Assistant Registrar-HR
19. Hostel warden (Girls & Boys)
20. Transport In-Charge
21. Office File





# ADAMAS UNIVERSITY

## EXAMINATION & EVALUATION SYSTEM, REGULATIONS 2021 AS AMENDED IN 2025

### 1. PRELIMINARY

#### Short Title, Applicability and Commencement

- a) These Regulations may be called, the Examination & Evaluation System, Regulations 2021 as amended in 2025.
- b) These Regulations shall apply to all Undergraduate and Postgraduate programs offered by the Constituent School of the Adamas University.
- c) These Regulations shall come into force from the Academic Session 2023-24 for the admission batches prior to 2023-24.
- d) *Maintenance of Standard instructions as provided by the Regulatory body concerned, such as National Council for Teachers Education (NCTE), Bar Council of India (BCI), Pharmacy Council of India (PCI), etc., wherever applicable. This shall be periodically followed in examinations and monitored by the duly constituted Committee (s).*

#### Definitions

In these Regulations, unless there is something repugnant in the subject or context:

- a) "**University**" means the Adamas University;
- b) "**Academic Council**" means the Academic Council of Adamas University constituted under Section 16-page no. 012 of the Clauses of The Adamas University Act, 2014;
- c) "**Board**" means the Board of Examinations of the Adamas University;
- d) "**Chairman**" means the Chairman of the Board;
- e) "**Coordinator**" means the School Exam Coordinator;
- f) "**Course Coordinator**" means Coordinator of the relevant program of the Constituent School of the University;
- g) "**Chancellor**" means the Chancellor of the University;
- h) "**Vice Chancellor**" means the Vice Chancellor of the University;
- i) "**Registrar**" means the Registrar of the University;



- j) **"Controller"** means the Controller of Examination of the University;
- k) **"Dean"** means the Dean of the Constituent School of the University;
- l) **"Regular Student"** means a student who has registered for a full time academic program offered by the Constituent School of the University and is progressing as per schedule;
- m) **"Non-Regular Student"** is a student who has not been able to meet the academic requirement as per the rules of the University and has now been allowed additional time to meet the academic requirement;
- n) **"SGPA"** means Semester Grade Point Average;
- o) **"CGPA"** means Cumulative Grade Point Average;
- p) **"Prescribed"** means prescribed under these regulations;
- q) **"Supplementary Examination"** is the examination conducted by the University for the students who has not been able to meet the passing criteria.
- r) **"Course"** means the basic unit of instruction within an academic programme for which grades may be assigned.
- s) **"Programme"** means a structured academic programme, comprising a number of courses leading to an award of the University.

### General

- a) Every Undergraduate / Postgraduate Program of university shall be run in accordance with the Curricula and Syllabi of the respective program framed by the Academic Council.
- b) The B.Tech. , B Pharma. program will be of four years duration comprising eight semesters, the Postgraduate program like M.Tech., M.Sc., MBA, MA, MCA, LLM etc. and Under Graduate program like B.Ed, will be of two years duration comprising four semesters. The B.A. LL.B (Hons.), BBA. LL.B (Hons.), B.Sc. LL.B.(Hons.), will be of five years duration comprising ten semesters and Bachelors program like BA (Hons.) ,BBA(Hons.), B.Sc(Hons.), BCA, BMLT will be of three years duration comprising six semesters. One year LLM program will be of two semester duration. Diploma Program like D.Pharm. will be of two years duration.
- c) The academic schedule for each semester (including the duration of each semester) shall be approved by the Academic Council in the form of an Academic Calendar before the start of the Academic Year. Unless otherwise provided in the academic calendar, an academic year of the university will normally begin in July of current calendar year and end in June of the next calendar year. Every academic year shall be divided into two semesters. While the odd semester will normally begin in July and end in December, the even semester will normally begin in January and end in June.
- d) The schedule of academic activities as notified in the academic calendar will normally be adhered to provided that, notwithstanding anything contained in these Rules, the Vice Chancellor may, if he/she feels it necessary or expedient, modify the academic calendar, in consultation with the Deans/Directors of Constituent Schools.
- e) Provided further that, notwithstanding anything contained in these Regulations, the Vice Chancellor may, in consultation with the Deans/Director concerned, allow the academic



schedule of any particular program to be at variance with the academic calendar of the university

## **2. Functional committees**

### **A) Board of Examinations (University level)**

Vice Chancellor or his nominee not below the rank of the Dean of the Faculty Council – Chairman

All Deans of the faculty councils – Members

Dean R & D - Member

CoE – Member Secretary

#### ***Powers & Functions:***

- To exercise general supervision over the examination policies of the university and to give directions regarding reforms in examination policies or improvement in examination standards.
- To review and approve the recommendations of the other examination committees.
- Can form a result committee to deal with specific cases as and when required
- Award of general grace marks, if necessary, recording the basis and extent thereof, on the recommendation of students' Grievance Redressal Committee and / or Result Committee for one or more papers of a University examination.
- Advise the Academic Council or the Vice Chancellor on any matter relating to the University examination on its own or on reference to it by any authority of the University.
- Such other powers as may be provided by the statutes or by the regulations of the ordinances of the University.

### **B). Examination Committee (School level)**

Dean of School - Chairman

HoDs - Member

Prof. / Associate Prof. - Member

CoE or his nominee - Convener

#### ***Powers & Functions:***

- Setting of the question papers as per the guidelines.
- The Examination committee must ensure confirmation to the set standard of operation prevailing at that instance of time for the internal evaluation and the marks allotted to the students.
- To scrutinize all the checked papers and submission of internal marks to University.
- Such other powers as may be provided by the Board of Examinations.



**C). Examination Disciplinary Committee (University level)**

Dean Academics - Chairman

Exam-coordinators/ faculty/proctor - Members

CoE or his nominee - Convener

**Powers & Functions:**

- Examination Disciplinary committee shall examine all malpractice cases reported during University exams and hear the case of individual student, who shall be given fair opportunity to explain their situation in the meeting to the Examination Disciplinary committee.
- All proceeding of Examination Disciplinary committee shall be duly recorded and documented.
- Any other powers as may be provided by the Board of Examinations.

**D) Question Paper Moderation Committee –**

**Moderation to be done at School level and Department wise with at least 3 members including HoD and excluding Convener.**

1. HoD - Chairman

2. External Domain / Course Expert(s) Associate Professor and above – Member (Preferably Professor) – Member (Expert to be selected from the list of experts approved by faculty council of concerned school and Vice Chancellor)

3. Internal Domain / Course Expert(s) – Member (Other than paper setter)

4. CoE or his nominee – Convener

**Powers & Functions:**

- The Moderation Committee shall ordinarily adhere to the format given in the model question paper with regard to the duration of examination, maximum marks, choice of the questions, marks allotment etc., standard of questions and proper distribution of questions covering the entire syllabus.
- The Moderation Committee shall remove/modify the questions that are set from the areas that are outside the prescribed syllabus and / or any other valid reasons and remove ambiguity in the framing of question(s).
- Any other powers as may be provided by the Board of Examinations.

**E) Examination Grievance Committee (University level)**

CoE - Chairman

Nominee of each Dean of School - Member

Assistant CoE / Section Officer - Convener

**Powers & Functions:**

- The examination grievance committee shall enquire any written representation/ complaints received from the students during the examinations



- regarding setting up of question paper etc. along with specific recommendations from the Dean and remarks from Head of the Department
- Any other powers as may be provided by the Board of Examination.

**3. Adamas University shall follow a comprehensive continuous evaluation system. The components of the evaluation system will be as follows:**

| <b>ASSESSMENT (Theory &amp; Practical Courses with Full marks 100)</b> | <b>WEIGHTAGE (UG &amp; PG Programs)</b>                                                                            |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Continuous and Comprehensive Assessment (CCA)                          | <b>50 Marks</b><br>(Mid Semester Exam.- 20 marks, Class Attendance – 5 marks, and other CCA components – 25 marks) |
| End Semester Examination                                               | <b>50 Marks</b>                                                                                                    |

The marks for the class attendance shall be based on the attendance percentage as given below:  
For 75% - 80% attendance - 1, 81% - 85% attendance – 2, 86% - 90% attendance – 3, 91% - 95% attendance – 4 and above 95% attendance – 5 marks.

It is mandatory to hold Parent Teacher Meeting after the publication of Mid Semester result.

**Continuous and Comprehensive Assessment (CCA)**

Continuous and comprehensive assessment will be based on the student's performance in regular course work, assignments, quizzes, project, term paper, case analysis, seminar, group discussion, paper presentations, class participation etc.. At the beginning of each semester, the scheme of weightage of each component of continuous and comprehensive assessment shall be notified by the faculty concerned, through the teaching plan of the course to be taught.

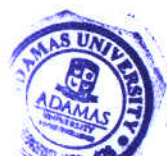
Mid semester Examinations for the theory courses shall be conducted centrally and the Mid Semester Examinations for the practical courses at departmental level.

**End-Semester Examination**

End-Semester Examination will be held at the end of each Semester. Duration of End-Semester Examinations will be 2 hours (Up to 2 Credits) and 3 hours (Over 2 credit).

The Question Paper for the End-Semester Examination Course(s) shall have the following components:

- Short answer type questions;
- Analytical and conceptual comprehension through essay / descriptive type questions; and Cases or problem solving exercises.
- Analytical / application based case study.



- Alignment of assessment with learning outcome of the course
- Alignment of assessment questions with course outcomes

In both, Post Graduate and Undergraduate Programs the End Semester Examination will cover entire contents of the course.

### **Practical Examination**

There will be continuous evaluation for all practical courses during the semester and the end semester assessment will be conducted. Course work for a practical course will include practical class work, practical report writing, practical completion, viva voce etc. The performance of a student in a Practical course will be evaluated by assigning 50% weightage to regular laboratory work evidenced through laboratory/workshop notebooks including quality of experimental results, 50% weightage to the End Semester Examination for comprehensive viva-voce covering all aspects of practical course during the semester for each individual practical.

### **4. Program Completion Duration**

The maximum duration of Program of Study having minimum duration of one, two, three, four, five and six years will be as follows:

| <b>Regular Duration</b> | <b>Maximum Duration</b> |
|-------------------------|-------------------------|
| 1 Year                  | 3 Years                 |
| 2 Years                 | 4 Years                 |
| 3 Years                 | 5 Years                 |
| 4 Years                 | 6 Years                 |
| 5 Years                 | 7 Years                 |
| 6 Years                 | 8 Years                 |

### **5. Progression Policy**

A student shall be allowed to register for the next academic year based on the following Progression Policy.

- *For Post Graduate Student:* Progression from Semester I through Semester IV will be automatic irrespective of the SGPA obtained.
- *For Under Graduate Student:* For UG students' progression from 1st year to 2nd year, 2nd year to 3rd year and so on provided he / she has minimum Earned credits as under (after publication of the result of the End Semester Examination / Summer School Examination / Special supplementary examination, if any):



| Progression to       | Minimum Credit to be earned                                                                                                                        |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 <sup>nd</sup> year | Earn 50% credit of 1 <sup>st</sup> year                                                                                                            |
| 3 <sup>rd</sup> year | Earn 60% credit (cumulative) of 1 <sup>st</sup> year & 2 <sup>nd</sup> year                                                                        |
| 4 <sup>th</sup> year | Earn 70% credit (Cumulative) of 1 <sup>st</sup> year, 2 <sup>nd</sup> year & 3 <sup>rd</sup> year                                                  |
| 5 <sup>th</sup> year | Earn 80% credit (cumulative) of year 1 <sup>st</sup> year, 2 <sup>nd</sup> year, 3 <sup>rd</sup> year & 4 <sup>th</sup> year                       |
| 6 <sup>th</sup> year | Earn 80% credit (cumulative) of year 1 <sup>st</sup> year, 2 <sup>nd</sup> year, 3 <sup>rd</sup> year, 4 <sup>th</sup> year & 5 <sup>th</sup> year |

## 6. Semester Examination

No student will be allowed to appear at the End-Semester Examination or Supplementary Examination unless the student has attended 75% of the classes in the each theory course, provided that a student on medical or valid ground like immediate family exigencies, etc. fails to secure 75% attendance in one or more subjects but secures not less than 65% attendance, may on recommendation of the Course Coordinator and Head of Department be permitted to appear at the Examination solely at the discretion of the Dean/Director of the concerned School.

- In case of medical exigencies, if a student is unable to write an exam, the student will be allowed to use a writer. The credentials of the writer will be approved by the Controller of Examination. Usually the writer will be a person who is two grades lower and does not belong to the same discipline as that of the student.

### *The regulations on attendance are as follows:*

- All students with attendance below 75% (65% in case of grace considered on medical grounds / family exigencies) in any course will be barred from appearing in the end semester examination for the respective course.
- These students will have to attend the Summer School for the courses in which they have to appear for supplementary examination as per the Summer School Policy.
- Application for condonation of attendance on medical ground shall be made to HoD immediately on joining back the program after absence and in any case within 7 days of availing leave along with medical certificates in original from a registered medical practitioner. Outstation medical certificate will be entertained for this purpose only from students who have proceeded to their hometown/place of residence of their parents/guardians for the purpose of obtaining medical treatment duly authenticated by the travel records and hospitalization records. However, University reserves the right to have such applicants examined by medical practitioner empaneled by the University to ascertain the authenticity of the applicant's medical problem.
- An approved list of students who are not eligible to appear in the End-Semester Examination because of shortfall in attendance shall be prepared & notified by respective HoD's at least four days before the commencement of Examinations and submitted to the office of the controller of examinations.



- Admit Card is issued for appearing in the End-Semester Examination, and Supplementary Examination. However, while appearing in any Examination, a student must be in possession of the Identity Card issued to him/her by the University. Student(s) shall be required to apply online for Supplementary Examination from the student portal.
- In case there are any dues/outstanding against a student from any department, he/she may not be allowed to appear in the End Semester / Supplementary Examinations.
- Also before graduating, the student will have to produce a no-dues certificate from Finance, IT, Library, Laboratory In charge, HoD/Dean/ Director.

## 7. Supplementary Examinations

Supplementary Examination will be conducted for the following category of students to help them to clear the course/ improve upon their grade and thereby meet the SGPA/CGPA qualifying criteria as well as individual course qualifying criteria.

Students desirous of clearing the courses in which they have missed the End Semester Examination, OR fail to meet the qualifying SGPA/CGPA criteria as defined in Examination & Evaluation System, Regulations but qualify in all courses individually, OR students who fail to qualify in one or more individual courses including dissertation /seminar/summer internship / project work. Supplementary Examination (Improvement) will be permitted only in such courses in which a student has secured a **Grade point below 6**.

- Student can appear in Improvement Examination for Mid- Semester/ Internal Assessment / continuous comprehensive assessment after s/he has attended the summer school.
- Student appearing Improvement Examination for Mid- Semester/ Internal Assessment / continuous comprehensive assessment has to appear in the end semester component too.
- Student will not be expected to attend summer school for appearing in end semester supplementary examination.
- The Grade will be capped for UG & PG Repeat Supplementary/ Improvement Examination Grade Point - **A+ (9.0)**
- Keeping the interest of the students special supplementary examination may be conducted on recommendation of school Dean(s) and approval from Vice Chancellor

### ***Conduct of Supplementary Examination***

The Supplementary Examinations will be scheduled by the office of CoE as per Academic Calendar in such a manner that the exams are held before the commencement of the next academic session.

- A student who appears in the Examination shall be charged prescribed fee per course. The quantum of fee per course shall be notified by the University.
- The course content in examination shall be the full course in vogue at the time of the Supplementary examination.

### ***Conduct of Supplementary examination for Practical course:***

- Student with Grade "F" only will be eligible to repeat end semester examination of that respective practical course (s). Grade shall be awarded on the performance of the student(s).



- Student(s), who have met the qualifying criteria of individual practical course but not met qualifying criteria of SGPA, will not be allowed to re-appear for improvement.
- Student(s), who wish to re-appear in the practical course, shall be required to pay the prescribed fee per course as notified by the University.
- The Grade will be capped as per the rules. There will be no capping of SGPA for the students re-appeared for Practical Course.

## **8. Summer School**

Summer Schools will be organized during Summer Break. Summer Schools will be arranged in the form of a compressed semester with the minimum input of 5 hours per credit.

Any deviations with medical or other legitimate grounds to be approved by the Vice Chancellor.

### ***Summer School is mandatory for the following category students:***

- Students who are debarred from End semester examination in theory course on account of short attendance even in a single course.
- It will be mandatory for the students mentioned above to attend the Summer School on payment of prescribed fee, failing which they will not be allowed to appear in their first chance of supplementary examinations.
- Student will also have to maintain a minimum attendance of 75% (65% in case of grace considered on medical grounds / family exigencies) in summer school, failing which they will not be allowed to appear in the Supplementary Examination. Student will have to pay the prescribed fee separately for Summer School as well as for Supplementary Examination.

### **Summer school examination enrolment:**

1. Registration for debarred courses examination: Maximum five debarred courses will be permitted for registration for summer school examination.
2. Registration for supplementary (including improvement) courses examination: Maximum 10 supplementary (including improvement) courses will be permitted for registration. Student will have the option of improvement in end semester assessment component in a course applied for supplementary / improvement examination.
3. Student can appear in improvement examination for a Mid- Semester/ Internal Assessment / Continuous Comprehensive Assessment component for a course after attending the summer school and the maximum number of courses for registration in summer school classes is five.
4. A student will be permitted for improvement examination in such courses in which he / she secured grade point below 6.00.



5. If a student applies for the improvement in the other than the end semester component, has to appear in the end semester examination.
6. However, the maximum number of courses a student can apply is 10 (considering all debarred, supplementary & improvement courses).
7. Any deviation on legitimate ground to be approved by the Vice Chancellor.
8. Fee detail as per notification

## **9. Conduct of Examination**

### **Question Paper Setting**

- a) The Question Paper shall be set only in English language (except for Indian and other Foreign languages) and normally by the faculty teaching the course except where otherwise decided by the University.
- b) The paper-setter shall be guided as to the scope of the subject of Examination by the syllabus prescribed. The paper shall be so set that a student, fairly well prepared in the course, can reasonably be expected to answer it within the time allotted. Questions in each course shall be fairly distributed over the syllabus.

### ***In case of a course taught by multiple faculties, the following guidelines will be followed:***

- a) Wherever there are 2 faculty members involved, each of the faculty will be responsible for respective Unit(s) covered for the evaluation in each of the components viz. Continuous and Comprehensive Assessment and End Semester Examination.
- b) In case of a multi faculty taught course where more than 2 faculty members are involved to teach the course then either the HoD of the concerned program or faculty member nominated by HoD would act as the anchor of the course, who would be responsible for all components of evaluation before handing it over to the office of the CoE.
- c) The Paper-Setter shall, as far as practicable, avoid any marked change in standard of question paper from Examination.
- d) Model answers should be deposited with HoD /Dean/ Director or should remain with the faculty.

### ***Request for setting Question Paper and Moderation:***

- a) The office of the CoE will request to the department for preparation of two sets of question papers (soft copy).
- b) Question paper setters of the department will submit question papers (soft copy) to the HoD.
- c) Question papers received at office of the HoD are to be printed for producing it to the moderation committee.
- d) HoD of the respective department will suggest moderation schedule.
- e) As per recommendations of moderation committee question paper changes are to be incorporated by the department.



- f) Final moderated version of question paper(s) (two sets - Set A and Set B) soft copy (PDF) and the hard copy of the moderation files to be submitted to the office of the CoE from the office of the HoD.

***Arrangements for the blind/ physically handicapped candidates***

Arrangements for the blind/ physically handicapped candidates appearing for the examination the blind / otherwise physically incapacitated candidates who write the examination with the help of the Scribes shall be seated in separated rooms. The maximum number of candidates belonging to the above categories is allowable in an examination hall shall not exceed five (5). An invigilator shall be allotted to the Supervise them.

**Instructions Regarding Conduct of Examination**

**Guidelines for Examination Centre Superintendent**

The Examination Centre Superintendent shall be responsible for the monitoring and supervision for the fair and smooth conduct of the examination and will ensure following important arrangements at the Examination Centre:-

**The Examination Centre Superintendent shall ensure:**

- 1) A well secured Control room for storage of confidential material.
- 2) Arrangements in control room & examination halls one day in advance to the commencement of the examination.
- 3) Clearly announce instructions to Assistant Centre Superintendents/Block Superintendent/Proctors prior to examination.
- 4) Not leaving Examination Centre without prior approval of the Registrar/VC under normal circumstances. In case of an emergency, he/she may hand over the charge to the Deputy Superintendent, where appointed, or to the next senior most person under intimation to the Registrar/VC.
- 5) Stocking of required stationary related to examination material in Control room a day prior to examination.
- 6) The Examination Halls are prepared as per Seating Plans, Consolidated Seating Plan is displayed on the Notice Boards and detailed Seating Plans are put up at the entrance of respective Examination Hall.
- 7) Secured receiving and transfer of Confidential Material from Strong Room of Examination Department to control room 1 hour prior to commencement of examination and daily. Examination hall wise layout of confidential material (Invigilation Kit) is to be ensured prior to every examination shift.
- 8) Implementation of invigilation plan and address the deviation on occurrence.
- 9) Examination material is distributed to Invigilators and duties allotted well within schedule and that Invigilators sign an undertaking regarding their responsibilities before proceeding for duties.
- 10) Timely conduct of examination as per published examination date sheet.
- 11) Those only eligible students appear in examination.



- 12) Answer scripts along with unused stationary, duly completed room reports are received, accounted for and duly packed/filed after every exam shift on daily basis.
- 13) That while submission the invigilators have duly segregated and tallied all answer scripts and arranged as per attendance sheet of respective Examination Hall.
- 14) Disposal of malpractice cases from control room for convening examination discipline committee meeting for decision on mal practice cases on daily basis.
- 15) Daily documentation of examination conduct operations such as attendance sheets of examination halls, shift wise invigilators room reports etc. and packing of answer scripts along with relevant Question paper.
- 16) Proper supervision of assistant superintendents, control room supervisors, block/floor superintendents and also students' examination help desk.
- 17) After the examination, the answer sheets should be kept under lock and key in the safe custody of the centre superintendent. Answer sheet packets may be sorted out date-wise and session-wise (FN/AN) and kept separately to avoid improper distribution at the time of centralized evaluation.

#### **Guidelines for Deputy Centre Superintendent**

- 1) Deputy Centre Superintendent should arrive at the respective examination control room 30 minutes prior to the commencement of examination.
- 2) Deputy Centre Superintendent are required to stay back in the control room under any circumstances till the examination ends.
- 3) Deputy Centre Superintendent have to ensure that all the invigilators have turned up for the invigilation duty. In case any invigilator is absent or late, the immediate alternative arrangement is to be made by him/her in consultation with HoD of the absentees.
- 4) The room allotment to the faculty for invigilation duty will be done by the Deputy Centre Superintendent.
- 5) Deputy Centre Superintendent have to prepare daily report on invigilation duty (absentees/ late comer who have reported after 9.35 am for morning session and after 1.35 pm for evening session) and forward to Registrar and copy to Examination Centre Superintendent and CoE within 15 minutes of commencement of examination.
- 6) Deputy Centre Superintendent shall resolve any conflict/query related to question papers in consultation with examination centre superintendent.
- 7) Deputy Centre Superintendent needs to preliminarily attend any disciplinary issue raised by invigilator during exam. Same is to be forwarded to disciplinary committee along with the comments.
- 8) Deputy Centre Superintendent needs to preliminarily attend malpractice (Unfair means) case reported by the Invigilators. Malpractice (Unfair means) cases report duly verified and signed along with supporting documents are to be forwarded to Examination Discipline Committee.
- 9) Deputy Centre Superintendent may leave the control room only after receipt of the answer sheets from all the rooms of that block.



### **Guidelines for Invigilators**

- 1) Invigilators must arrive at the Examination Control room 30 minutes before the commencement of exam i.e. 9.30 AM for morning session & 1.30 PM for evening session.
- 2) In case, an invigilator is unable to perform his / her duties, he / she should make proper alternative arrangement well in advance and inform to Examination Centre Superintendent. Leave without making proper arrangement shall be viewed seriously.
- 3) Invigilators should collect the packet of question papers & examination copies for the room allotted by the control room supervisor and ensure that packet received by them, is for the same room which is allotted to her / him (room number is mentioned on the packet).
- 4) Invigilators should count the number of answer sheets, prior to leaving the control room & ensure the number of answer sheets are same as mentioned at the top of the packet.
- 5) Invigilators should familiarize themselves with the layout of the examination room, seating plan and location of toilets at nearby place.
- 6) Invigilators should ensure that students have occupied the seat as per the seating plan displayed on the door.
- 7) No student will be allowed to appear in the exam after 30 minutes of commencement of exam.
- 8) Use of Mobile phone is restricted during the invigilation duty. Use of Laptops, book/newspaper are completely prohibited during invigilation duty.
- 9) Invigilators will have to check the Identity Cards of the students before distribution of examination copies.
- 10) Student, whose name is not mentioned in the seating plan / attendance sheet, will not be allowed to appear in the examination. Students who are permitted by examination superintendent deputed in respective control room will be allowed to appear in exam.
- 11) Do not allow more than one student at a time to go to the washroom / drinking water.
- 12) After first one hour, if student finishes the examination early and wishes to leave, he/she must obtain permission from Invigilator and remain seated. The invigilator needs to collect Answer script from student's seat.
- 13) For restricting unnecessary movement of student in examination room, Invigilators are required to announce in the beginning, for any kind of help. Students should raise hand while remaining seated.
- 14) The invigilator must ensure that all answer scripts collected are intact (untampered) before permitting student to vacate examination room.
- 15) Once, all the students have taken their seats, the following announcement will have to be made by the invigilator:
  - a) Display ID card on your desk during the examination. Remember to take it back before leaving the examination room.
  - b) Any electronic device (mobile phones, laptop, camera, smart watch etc.) is not permitted on desks or in pocket even if switched off.



- c) Student should not leave the examination room within the first one hour, or in the last quarter of an hour of the examination session.
  - d) No student will leave the room without signing on attendance sheet against his/her name.
  - e) If a student has used more than one answer books, he/she should tie them together with the tag provided.
  - f) If student has any query/ need assistance of Invigilator, please raise hand.
  - g) It should be seen that every student gets the correct question paper w.r.t. subject, program name and semester. It would be advisable to make an announcement invariably to this effect at the commencement of examination. They should be told that if they attempt any other paper not meant for them they would do so at their own risk.
  - h) Students are advised to read the instructions at the top of question paper and make sure, he/ she understand and follow them.
  - i) If student need to do any rough work, use the back pages(s) of your answer book(s) and either cross through the rough work or identify it clearly as such before handing in your script.
  - j) Do not write anything other than roll no. on the question paper.
- 16) Invigilators shall allow to the students to keep their bags/ Laptop/ Books front side of exam room (Near white/ green board).
  - 17) Invigilators are required to distribute answer copies only to the students allocated in that room 15 minutes before the commencement of examination.
  - 18) Invigilators are required to distribute of question paper at scheduled time. Question paper will not be distributed before the time.
  - 19) Before distribution, Invigilator must cross check from the students, the name of paper they have to appear in. In case of any discrepancy, report to the respective control room.
  - 20) Normally, one invigilator should be in front of exam room & another one behind. They must be vigilant throughout the examination to maintain the sanctity of the exam.
  - 21) Before signing on the answer sheet, Invigilators are required to check all the entries made by the student, are correct and proper. Sign the answer sheet with date at respective student's seat only.
  - 22) In case of any error in question paper, Invigilators are required to contact to the centre superintendent of nearby control room for needful.
  - 23) Invigilators must not permit students to go out of the examination hall 15 minutes prior to finish time. Students should be permitted to leave the hall only after tallying No. of answer sheets, malpractice case documentation if any.
  - 24) Invigilators must ensure all entries are correctly filled and invigilator's room report is signed before submission along with used and unused answer sheets and unused question papers.
  - 25) Invigilators must not sign unused A and B answer sheets and return them duly counted to control room staff along with duly signed room report.



- 26) Invigilators must arrange all answer scripts in sequence as per the roll No., branch and hand over to the control room representative along with duly filled examination report in respective control room with proper handing / taking over personally.
- 27) Invigilators need to support control room staff to verify used and unused submitted answer scripts.

### **Guidelines for handling Malpractice Cases**

- 1) In case of any objectionable item is found with the student / or found using malpractice, answer scripts of the student needs to be taken back and a fresh answer sheet is required to be provided to the student and let him / her continue with his / her exam.
- 2) In case of any doubt on girl student, Invigilator is required to inform the block/floor superintendent/respective flying squad on duty for needful support.
- 3) The invigilator must ensure that all entries are completed in the malpractice report. If a student refuses to write statement on the malpractice document, the invigilator must endorse a remark to this effect.
- 4) Invigilators on duty are required to complete the above formalities in a polite manner, ensuring other examinees are not getting disturbed.
- 5) In case, a student is not paying heed to the invigilator's instruction in completing formalities of malpractice, invigilator can approach Centre Superintendent.
- 6) Malpractice form shall be considered incomplete until Invigilator mentions his / her statement of malpractice form.
- 7) Both the invigilator on duty must sign malpractice form in the space provided at the malpractice form along with their contact numbers.
- 8) At the end of examination, answer scripts 1 & 2 and malpractice, tied together and be signed by control room supervisor, needs to be submitted to control room In-charge. Also mark malpractice in attendance sheet against his Roll No while submission of answer sheets of respected room.
- 9) Malpractice cases if submitted along with substantial proof will definitely help in resolving the issue in time.
- 10) Wherever possible take a snap along with front page of answer script. It may be produced before examination disciplinary committee.
- 11) Guide the student to meet school exam coordinator for further proceeding of malpractice case after completing above formalities on the same day.

### **10. Evaluation: Centralized System of Evaluation**

1. The office of the CoE will receive the sealed packets of the answer scripts from the examination centre(s).
2. The office of the CoE will monitor, supervise and direct the evaluation process and ensure the security and safety of the evaluation centre.
3. The schools shall provide faculty member(s) to scrutinise the evaluated answer scripts. The scrutiniser shall report any discrepancy to the CoE, if any, and CoE will take appropriate action.



4. The evaluator will upload the marks (all components) through login/password provided in ERP software, followed by allotment of grades and online submission to be accessed by the office of the CoE for result processing immediately after evaluation in the Evaluation Room.
5. The evaluator shall prepare the marks statement providing following information:
  - The name and code of the course and credits assigned;
  - The program(s) whose students are being evaluated and the semester number;
  - Against each students' enrolment number / name
  - Continuous and Comprehensive Assessment (CCA) marks 50%
  - End-semester (END) marks 50%
  - Composite score obtained out of 100 (50% CCA + 50% END)
  - Based on the above, grades are assigned to the students.

## 11. Awards of Grades

Adamas University shall adopt a 10-point grading system for converting students' marks (out of 100) for all UG and PG Programmes into corresponding letter grades. The following grade conversion scale shall be applicable for the purpose of calculation of SGPA/CGPA:

| Grade       | Grade Abbreviation | Grade Point |
|-------------|--------------------|-------------|
| O           | Outstanding        | 10.0        |
| A+          | Excellent          | 9.0         |
| A           | Very Good          | 8.0         |
| B+          | Good               | 7.0         |
| B           | Above Average      | 6.0         |
| C+          | Average            | 5.0         |
| C           | Pass               | 4.0         |
| F           | Fail               | 0.0         |
| Ab (Absent) | Fail               | 0.0         |
| DB          | Debarred           | 0.0         |

- The credits for each course will be assigned as approved by the Academic Council while approving the curricula and syllabi.
- Grade shall be awarded on the basis of performance in Internal Assessment, Mid Semester / continuous and comprehensive assessment (as applicable) and End-Semester Examinations.



- The performance of a student will be evaluated in terms of two indices, viz., the Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time. The SGPA and CGPA shall be rounded off to two decimal point. The SGPA is calculated on the basis of grades obtained in all courses, registered in a semester:

$$SGPA = \frac{\sum_{i=1}^S (G_i * C_i)}{\sum_{i=1}^S C_i},$$

where  $C_i$  = Credits in the Course  $i$ ,

$G_i$  = Grade Points awarded to the student in Course  $i$  as per conversion table,

$S$  = No. of Courses for which a student is registered in that Semester.

The overall Grade Point of a student in the program of study up to the end of a particular Semester shall be called Cumulative Grade Point Average (CGPA). CGPA shall be calculated on the basis of all grades, obtained in all completed semesters as follows:

$$CGPA = \frac{\sum_{i=1}^N (G_i * C_i)}{\sum_{i=1}^N C_i},$$

where  $C_i$  = Credits in the Course  $i$  taken by the student,

$G_i$  = Grade Point awarded to the student in the Course  $i$ ,

$N$  = No. of Courses taken by the student up to the end of that Semester.

## 12. Tabulation of Grades and Preparation of Result Sheet

- The award sheet in each course shall be prepared in duplicate by the evaluator concerned.
- Tabulation of Grades and Preparation of Result Sheet shall be done by the office of the CoE.
- All the results will be published by the office of the CoE on the student portal with help of ERP software.
- Appropriate Grade Cards shall be prepared by the office of the CoE semester wise.



### 13. REQUIREMENTS FOR PASSING

| Program Type                                                                                                                              | Grading Type | Minimum percentage of Marks to be obtained in Composite Score* | Min CGPA to earn UG & PG Program |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------------------------------------------|----------------------------------|
|                                                                                                                                           |              | MIN PASS GRADE-‘C’ for UG<br>MIN PASS GRADE-‘C+’ for PG        |                                  |
| UG                                                                                                                                        | Absolute     | 35                                                             | 5.00                             |
| PG                                                                                                                                        | Absolute     | 40                                                             | 5.00                             |
| <b>*Composite Score = CCA + END</b><br><b>(CCA – Continuous and comprehensive assessment score, END – End Semester Examination score)</b> |              |                                                                |                                  |

#### *Absolute Grading System-UG*

| Minimum  | Maximum | Point | Grade |
|----------|---------|-------|-------|
| 90       | 100     | 10    | O     |
| 80       | 89      | 9     | A+    |
| 70       | 79      | 8     | A     |
| 60       | 69      | 7     | B+    |
| 50       | 59      | 6     | B     |
| 40       | 49      | 5     | C+    |
| 35       | 39      | 4     | C     |
| <35      |         | 0     | F     |
| Absent   |         | 0     | AB    |
| Debarred |         | 0     | DB    |



***Absolute Grading System-PG***

| Minimum  | Maximum | Point | Grade |
|----------|---------|-------|-------|
| 90       | 100     | 10    | O     |
| 80       | 89      | 9     | A+    |
| 70       | 79      | 8     | A     |
| 60       | 69      | 7     | B+    |
| 50       | 59      | 6     | B     |
| 40       | 49      | 5     | C+    |
| <40      |         | 0     | F     |
| Absent   |         | 0     | AB    |
| Debarred |         | 0     | DB    |

**14. Declaration and Rectification of Results**

The results tabulated and moderated, as above, shall be put up before Board of Examinations for approval. The results shall be published within twenty days after the last day of the examination. The Board of Examinations shall have the power to quash or rectify the result of a student (even after it has been published) if

- a) It is found that he/she was ineligible to appear at the Examination; or
- b) He/she used unfair means in the Examination or was found guilty of misconduct; or
- c) A mistake is found in his/her result.

**15. Re-evaluation of Answer sheet**

A student shall be entitled to have his/her answer books (only theory courses and theory part of the hybrid courses) re-evaluated on payment of prescribed fee for each course to the following condition:

- a) The application for re-evaluation is received by the Controller of Examinations or his/her nominee within 15 (fifteen) days of the date of publication of result.
- b) Re-evaluation requests received post deadline shall not be entertained.
- c) No refund of fee shall be admissible after the deposit of the fee for re-evaluation.



- d) Based on student re-evaluation request which have been received correctly within deadlines, the Division of Examination shall begin the process of retrieving answer sheets of requested course code(s) from the strong room.
- e) Meanwhile, office of the controller of Examination shall request the concerned School to provide names of two senior faculty/course experts who will responsible for re-evaluating the answer sheets. It must be noted here that under no circumstances the evaluators empanelled for re-evaluation can be same as the ones who had earlier evaluated the same answer sheet.
- f) The score determined after re-evaluation is compared with original score and in case of change, following procedure shall be followed:
  - i.) If the difference between marks scored after re-evaluation and original marks is more than 10% of original marks, then the marks obtained after re-evaluation are considered as final.
  - ii.) However, in case if the difference between marks scored after re-evaluation and original marks is less than 10% of original marks, then the original marks obtained by student shall be considered as final unless change of marks leads to change in grade.
- g) The score of re-evaluation shall supersede the original score and student cannot challenge the same and no further evaluation of answer booklet is allowed. In case the marks after re-evaluation have changed, the grades may also change accordingly.

#### **16. Summer/Winter Training/Internship**

- a) Students of all programs will be required to undergo summer training/internship as part of their academic program.
- b) Students will have to keep a Record/Work Book detailing out the activities that are carried out during their summer/winter training/internship.
- c) Students will be required to submit a Detailed Report at the start of the next semester after completion of their summer/winter training/internship.
- d) The Course Coordinator will notify the date of presentation of the project/activities undertaken during summer training/internship.
- e) The Report and the presentation will be evaluated by a duly constituted committee. The committee will ordinarily consist of:
  - 1) HoD of the Concerned Department or his nominee;
  - 2) Professor of the Constituent School;
  - 3) Course Coordinator.
- f) The Dean/ Director of the respective School shall have the authority to change the Constitution of the Committee if deemed necessary.
- g) The Committee will submit its evaluation grade to the office of Controller of Examination.
- h) It is mandatory for all students of all programs to undergo Summer Internship. However, if on account of some exigencies, if a student is unable to pursue internship, the HoD on approval of the Dean/ Director can assign him a project whose grade will then be assigned towards Summer Internship.



## 17. Dissertation/Project Work

- a) Every student shall, carryout dissertation/project work under the overall supervision of the supervisor(s). Normally, only a faculty of the Constituent School concerned shall be allowed to supervise. However, if the topic warrants, at the most two faculty members of the Constituent School concerned may be allowed to supervise. In case of interdisciplinary nature of the work experts from industry/corporate organization may be allowed, to be associated as a co-supervisor.
- b) Under exceptional circumstances, an expert in the area from other academic institutions may also be appointed as a co-supervisor in addition to a faculty from the Constituent School of Adamas University.
- c) The Coordinators shall, in consultation with the Dean/ Director concerned, finalize the topic for dissertation/project work along with the name(s) of the supervisor(s).
- d) For this purpose, the Coordinator shall take into account the relevance of the topic on which the candidate proposes to work. However, the Coordinator may, if he/she considers it necessary or expedient, ask a student to carry out dissertation / project work on a topic other than the topic proposed by the student and/or under a supervisor other than the one under whom the student proposed to carry out his/her dissertation/project work. Mid-course alteration/ modification in the scope of dissertation would need explicit approval from the Dean/ Director of the respective School.
- e) The Coordinator shall prepare a list comprising the names of the students, topic allotted to each of them along with the name of the supervisor(s). The list duly approved by the Dean/ Director of the concerned School.
- f) The dissertation/project work shall
  - i. Be focused on the problem.
  - ii. Include current status of knowledge in the subject (literature review);
  - iii. Embody the result of studies carried out by him/her;
  - iv. Show evidence of the student's capacity for critical examination and judgment; and
  - v. Be satisfactory in presentation so far as language, style and form are concerned.
- g) The student shall indicate clearly and extensively in his/her dissertation/project, the following:
  - i. The source from which referred information is taken;
  - ii. The extent to which he/she has availed himself/herself of the work of others and the portion of the dissertation/project work he/she claims to be his/her original work; and
  - iii. Whether his/her dissertation/project work has been conducted independently or in collaboration with others.
- h) A certificate to the effect that the dissertation/project work carried out by the student independently or in collaboration with other student(s) issued by the Supervisor(s) concerned and endorsed by the Coordinator concerned, shall form the part of the submission for evaluation.



- i) Every student who spends a specified period of time in an industry/organization/institute for reasons of work related to his/her dissertation/project work, with prior permission from the Coordinator concerned will explicitly acknowledge working in the relevant industry/organization/institute.

***Submission of dissertation / project work***

- a) Every student shall, on completion of his/her dissertation/project work, submit two typed (or printed) hard bound copies of his/her dissertation/project work to the concerned department (through the Coordinator concerned).
- b) The dissertation/project work shall be submitted not later than the date specified for the purpose in the academic calendar or as notified by the Coordinator with the approval of the Dean/ Director.
- c) Provided that, in exceptional cases, the Dean/ Director may permit a student (on the recommendation of supervisor concerned) to submit his/her dissertation/project work in the following semester for which tuition fee/hostel and other fees (as may be applicable) shall be charged.
- d) No such dissertation/project work shall be processed for examination unless it is accompanied by a certificate from the supervisor to the effect that the dissertation/project is a record of work carried out by the student himself/herself or in collaboration with other student(s).

***Evaluation of dissertation/project work***

- a) Seminar and Viva-voce of Dissertation/Project Work, every registered and eligible student shall be required to deliver a seminar related to his/her dissertation work/project work before submitting the dissertation work/ project work before a committee constituted for the purpose by the Dean/ Director. The Coordinator shall, in consultation with the Dean/Director concerned, notify the date of the seminar. The committee will ascertain the status of preparedness of the candidate for submission of dissertation project.
- b) Examination of the Dissertation/Project Work to be done by two examiners, one internal and one external, who could be a faculty member of the School, shall examine the dissertation/project work. The Examiners shall be appointed by the Board on the recommendation of the Coordinator and the Dean/ Director concerned. The internal examiner shall ordinarily be the faculty member under whose supervision the student carried out his/her project work.
- c) The student shall be required to defend his/her dissertation/project work by making a presentation followed by Viva-voce.
- d) The viva-voce (oral defence) on the dissertation will be conducted by a committee constituted for the purpose. The names of the Committee Members will be suggested by the Coordinator and approved by the Dean/ Director. The committee will opine about acceptability or otherwise of the dissertation and decide on the final grade, which will be submitted to the CoE office by the Course Coordinator.
- e) All Summer Internship Report and Dissertation Thesis submitted by the students will go through the process of plagiarism check through the anti-plagiarism software. The report



produced by the software will necessarily be submitted to the Dean/ Director of the respective School along with the evaluation of the Summer Internship Report/Dissertation Report. The Dean/ Director of the Constituent Schools will frame the rules of anti-plagiarism and display them on students Notice Board.

***Re-examination of dissertation/project work***

If a student does not appear or fails in the ‘Seminar and Viva-voce of Dissertation/Project or in the examination of the Dissertation/Project work he/she may be allowed to resubmit the Dissertation/Project work and appear at the Seminar and Viva-voce within a period of six months from the date of declaration of the result which can be further extended on special grounds by the Vice Chancellor. If he/she again fails to clear the seminar, his/her name shall be struck off from the Adamas University rolls.

**18. Punishment for Adaption of Malpractice in Examination**

Whenever a case of adaption of malpractice in an Examination is brought to the notice of the Controller of Examinations by an invigilator or control room supervisor, the Controller of Examinations shall take cognizance of the matter. The Controller of Examinations shall on every such occasion enquire into the matter and bring all incidents of malpractice in writing with relevant documents, wherever possible, to the Examination Disciplinary Committee constituted by the Vice Chancellor.

***The Examination Disciplinary Committee may take further action under the following broad guidelines:***

| Nature of malpractice adapted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Punishment to be awarded                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>A. (a) When incriminating material has been found in the possession of the examinee which was unrelated or related to the question paper but not copied and the student hands over the material when challenged and accepts the fault in writing, if directed to do so.</p> <p>(b) When a student tries to copy from other Student’s answer book, talks to other students, tries to exchange answer books/question papers/ calculators, tries to pass on information in any form and does accepts the fault in writing, when challenged.</p> | <p>A. Examination in that course shall be cancelled. In the event of the malpractice being adopted in an End-Semester Examination the student(s) may be allowed to clear the course by appearing in the Supplementary Examination.</p> <p>In the event of the malpractice being adopted in a Supplementary Examination the student shall be declared failed in the Examination.</p> |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>B. (a) When incriminating material related to the question paper has been found in the possession of an examinee he/she copied it in part or full or when the examinee refused to be searched, if so desired by the Center Superintendent/Invigilator.</p> <p>(b) When a student tries to copy from other students' answer books, talks to other students, tries to exchange answer books/question papers/ calculators, or tries to pass on information in any form and does not accept the fault when challenged and/or enter into arguments with the invigilator(s).</p>                                                                                                              | <p>B. Examination in the course and also in all other courses of the semester shall be cancelled and the student shall be declared failed in all the courses of the Semester. The event of the malpractice being adopted in an End-Semester Examination the student may be allowed to clear the semester by appearing at supplementary Examination in all the courses.</p> |
| <p>C. (a) When incriminating material has been found in the possession of an examinee who was found guilty of using unfair means on an earlier occasion; or</p> <p>(b) When incriminating material has been found in the possession of an examinee the examinee having been caught for use of malpractice on earlier occasion of the same End-Semester/Special Examination; or,</p> <p>(c) When the incriminating material comprises answer sheet/additional answer sheet stolen earlier and/or when the examinee tries to destroy the material, and/or when the examinee tries to tear the answer book, and/or instigate/disturb others in the Examination hall to support his cause.</p> | <p>C. Examination in all courses of the Semester shall be cancelled and the student shall be declared failed in the Examination. In addition the student shall be rusticated for a period of One year. In the event of the malpractice being adopted in an End-Semester Examination the student shall not be allowed to appear in the Supplementary Examination.</p>       |
| <p>D. When use of malpractice has been attempted or where incriminating material has been found in the possession of the examinee, and the examinee has misbehaved with the faculty/staff on invigilation duty or with flying squad.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>D. Examination in all courses of the semester shall be cancelled and the student shall be expelled from the University.</p>                                                                                                                                                                                                                                             |

- a) The Examination Disciplinary Committee will examine each case referred to it by the Controller of Examination and make recommendations for appropriate punishment to the Dean/ Director /Vice Chancellor as the case may be.
- b) Notwithstanding anything contained in the broad guidelines as above, the Board may, at its own discretion, award more severe punishment with or without imposition of a fine. When a



fine is contemplated to be imposed, the Board shall decide the amount of the fine on a case to case basis. Board may also recommend rustication of the student from the rolls of the University, in case of repeated violation, or if student has a past history of other disciplinary violations or misconducts.

c) In case a student:

- i.) is found lifting some other(s) work and inserting it in his/her project, seminar, dissertation etc. without proper acknowledgement, credit and reference or plagiarizing the dissertation/project report etc. such penal action will be taken by the University as may be necessary to uphold the sanctity and integrity of the examination system and the credibility of the University.
- ii.) All such cases will be taken suo-moto cognizance by the Examination Disciplinary Committee of the Constituent School appointed by the University. After giving an opportunity to the concerned student to explain the conduct/defend the charge, the
- iii.) Examination Disciplinary Committee shall take appropriate action including imposition of appropriate penalty including award of 'F' grade.

## 19. Weeding of Records

Following will be the retention period of records:

| Type of record                             | Retention period            |
|--------------------------------------------|-----------------------------|
| Convocation Register                       | Indefinite Period           |
| Award sheets (Tabulation Register)         | 50 years (permanent record) |
| Answer sheets of end semester Examinations | 5 Year                      |
| Examination attendance record              | 5 year                      |
| Model answer to question papers if any     | 5 year                      |
| Supplementary Answer scripts               | 5 Year                      |
| Filled Supplementary exam forms            | 5 Years                     |
| Receiving Record file of Answer sheet      | 5 Years                     |
| Debarred students file                     | 5 Years                     |
| UFM (Unfair means cases) files             | 5 Years                     |
| Date sheet file                            | 5 Years                     |
| Re-Evaluation record file                  | 5 Years                     |



|                                            |                                 |
|--------------------------------------------|---------------------------------|
| Seating Plan/Invigilation duties           | 1 Year                          |
| Answer sheets of mid semester Examinations | 6 months                        |
| Daily examination room report              | 6 Months                        |
| Old question papers                        | To be retained in CD in Library |