

Kalasalingam Academy of Research and Education
(Deemed to be University)

Anand Nagar, Krishnankoil-626126



POLICY ON EXAMINATION AND EVALUATION

(Version-II - Revised in 2018)

Policy No: CoE/119E/2018

Date: 24.10.2018

KALASALINGAM ACADEMY OF RESEARCH AND EDUCATION
(Deemed to be University)

(Under the section 3 of UGC act 1956)

Anand Nagar, Krishnankoil - 626126, Srivilliputtur (Via), Tamil Nādu, India.

**RECOMMENDATIONS OF THE EXPERT COMMITTEE FOR THE REVISION OF APPROVAL
IN EXAMINATION POLICY AT KARE FOR 2018**




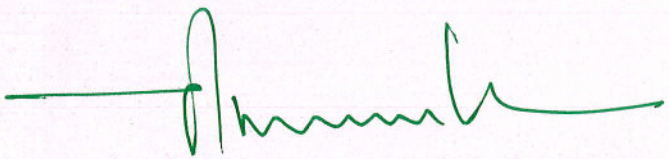
The following points have been added to the Policy on Examination and Evaluation-2015, based on the recommendations of the committee.

1. The Examination policy was revised based on the B.Tech. Regulation – 2018
2. Evaluation of Project (Section 8)
3. Weightages (Section 9)
4. Course wise Grading of Students (Section 10)
5. Requirements of Non CGPA (Section 14)
6. Included Digital Valuation in SoP

History of Examination Policy

S. No	Revised sections	Examination Policy 2015	Examination Policy 2015
1	Evaluation of Project (Section 8)	Available	Modified (Page No.8)
2	Weightages (Section 9)	Available	Modified (Page No.8)
3.	Course wise Grading of Students (Section 10)	Available	Included the conversion table for One credit and online courses (Page no 9)

S.No	Revised sections	Examination Policy 2015	Examination Policy 2015
4	Requirements of Non CGPA (Section 14	Available	Modified (Page No.12)
5	Digital Valuation in SoP	Not Available	Included (Page no. 17)

Prepared by	Verified by
Controller of Examinations	Dean (Academic)
 	
Approved by  The Registrar	

VISION

To be a Center of Excellence of International Repute in Education and Research.

MISSION

To Produce Technically Competent, Socially Committed Technocrats and
Administrators through Quality Education and Research.

POLICY ON EXAMINATION AND EVALUATION

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Policy on Examination and Evaluation

1. Introduction

Kalasalingam Academy of Research and Education (KARE) formerly Arulmigu Kalasalingam College of Engineering was established in 1984 by the pioneering Kalasalingam Anandam Ammal Charities. Located at the pristine foothills of scenic Western Ghats, the college obtained the Deemed to be University status in 2006. The Institution has been serving the society for thirty-four long years and it caters to the needs of the students from all walks of the society. KARE offers UG programmes, PG programmes and Ph.D. Programmes. Teaching and Learning is the core function of the institution which aims to cater to the diverse educational needs of society and also to strengthen the students' capabilities and potentialities. Teaching Learning policies, Evaluation mechanisms and procedures become an integral part of Examination and evaluation system to set standards in achieving the course and programme outcomes.

2. Preamble

The Examination and Evaluation policy of Kalasalingam University has been articulated to provide guidelines to the examination and evaluation process in Undergraduate (UG) and Postgraduate (PG) programmes in an established, efficient, transparent, and professional manner. The process and procedural guidelines shall help in achieving benchmarks across the programs and shall assess and thus enhance the quality of student learning.

The objective of the examination and evaluation system at Kalasalingam University is to expose students to continuous evaluation rather than focus only at end semester examinations. This system ensures that the students to develop their ability to study consistently and do not need to put any effort towards the end of the semester.

3. Policy Framework:

Kalasalingam University (Kalasalingam Academy of Research and Education) was accorded the status of Deemed-to-be University from the UGC in the academic year 2007-2008. Teaching and Learning is the main function of the university, and its intentions are to cater to the diverse educational needs of the students. The institution offers UG, PG, and Ph.D. programmes across various disciplines/Departments. Examination systems, Evaluation patterns and procedures become the significant part of system to set standards in achieving programme outcomes and ensure quality in teaching-learning besides assuring graduate attributes. The examination system needs to be

transparent, effective, efficient and foolproof. With great concern to assure the same in the Evaluation System, KARE lays down the Policies, Sop's and Manuals to govern the system and these are also revised from time to time by following the laid down procedure, like approval of the Academic Council and the BoM.

4. Assessment Procedure and Examinations

Assessment of the students' performance is done on the basis of the understanding capabilities, skills and competencies for the course as defined in the curriculum. The assessment of students' performance in course during the programmes must be done in the examinations. Evaluation of UG & PG programmes is based on Sessional Examinations, to be held twice during the semester at pre-determined intervals and the End Semester Examination (ESE) held at the end of each Semester.

The Academic Council will decide from time to time on the system of tests and examinations in each course in each semester. The general guidelines for this are as follows: Three Sessional Examinations, and End Semester Examination.

5. Attendance

Every faculty member handling a class will register his/her students' attendance till the last day of instruction of the semester and finalize the attendance records of the students. The particulars of students who have an attendance percentage less than 80 in the courses they had registered themselves for will be displayed in the university notice boards/website before the start of the Sessional examination and end semester examination.

Students, whose attendance is less than 80% in the courses they had registered themselves for will not be permitted to appear for the Sessional examination / End-Semester Examination in these courses. The attendance percentage, calculated up to the last day of instruction of the semester will be indicated by a number / letter code as shown in Table 1.

Table 1 Letter Code for the Attendance

Percentage Attendance (Rounded to)	Attendance Code
95 and above	H
88 to 94	9
80 to 87	8
Below 80	L

The Hall Ticket for the End-Semester Examination will be issued only to eligible students upon their clearing all of their dues to the University, Hostel, Library and other Departments/Sections (if any) of the University.

If a student has an attendance percentage lower than 80 in a course, his/her performance in that course will be treated as not satisfactory, and he/she shall be awarded W grade ('W' meaning failure for want of minimum attendance) in that course. This grade shall be mentioned in his/her grade card till the course is successfully completed. A student who is awarded a W grade for a course must repeat the course, as per regulation and he/she is not permitted to re-register the course as Contact Course.

6. System of Tests

In the lecture / tutorial-based courses, two Sessional examinations (in the case of common courses of first two semesters and for higher semester courses as decided by the Batch Committee) will be held for each course per semester. The details of weightage of marks for the Sessional Examinations will be announced by the teacher, in consultation with the Batch Committee, and the Controller of Examinations, at the beginning of the semester.

A coordinator has to be appointed from the department for each on line course. No internal and end semester examination will be conducted for on-line courses. Absolute grading will be followed for on-line courses.

One internal examination and an End semester examination will be conducted by the University for One Credit Courses. Question paper will be set and evaluated by the resource person. The examinations will be conducted by the university.

For the soft skill courses one internal examination and an End semester examination will be conducted by the university. Question paper will be set and evaluated by the resource person and the exam will be conducted by the university. Absolute grading will be followed for soft skill course.

Evaluation of Mandatory Course:-The Evaluation of mandatory courses in table 2 is declared as pass/fail type

Table 2 Mandatory Courses

Sl.No	Mandatory Courses
1	Environment Sciences
2	Indian constitution
3	Essence of Indian Traditional Knowledge

7. End-Semester Examination

There will be an End-Semester Examination of three hours duration in each lecture-based course.

8. Evaluation of Project

The progress of the students in the Community Service Project be accessed through two periodical reviews by a Project Review Committee, constituted by the Head of the Department concerned/Director (Academic).

The progress of the students in their Final Year projects will be assessed in two phases through three periodical reviews by a Project Review Committee, constituted by the Head of the Department concerned/Director (Academic). Upon completion of the Final Year project, the student will have to submit a project report which will be evaluated by duly appointed examiner/s. The evaluation will be based on the report and a viva voce examination on the project.

The project reports of B. Tech. Students who have not completed their courses shall be evaluated in the same semester and the results sent in confidential cover to the Controller of Examinations. The progress of internship will be accessed through two periodic reviews by a Review Committee, constituted by the Head of the Department concerned/Director (Academic). Upon completion of the Internship or industrial Training, the student will have to submit a project report which will be evaluated by duly appointed internal examiner/s. The evaluation will be based on the report and a viva voce examination on the internship as Pass /Fail type.

9. Weightages

The weightages for the different courses is tabulated in Table 3.

Table 3 Weightages for various Courses

Sl.No	Types of Course	Component	Weightage
1	Theory Course (T)	a) Sessional Exam(two)	35%
		b) Assignments/Mini Project/Seminars/tutorials etc	15%
		c) End Semester Examination	50%

Sl.No	Types of Course	Component	Weightage
2	Laboratory Course(L)	a) Internal Assessment b) External Examination	50% 50%
3	Integrated Course(IC)	a) Sessional Exam(two) b) Assignments/Mini Project/Seminars/tutorials etc c) Practical(laboratory) d) End Semester Examination	20% 10% 20% 35%(T)+15%(L) or 15%(T)+35% (L)
4	Theory with Practical (TP)	a) Sessional Exam(two) b) Assignments/Mini Project/Seminars/tutorials etc c) Practical d) End Semester Examination	20% 15% 15% 50%

The evaluation for all tests, tutorials, assignments (if any), laboratory works, and examinations shall be on an absolute basis. The final marks in each course are calculated as per the weightages given.

10. Course-wise Grading of Students

Letter Grades

Based on the marks obtained by a student in the internal and end semester examination in each theory and practical course, he/she is awarded with a letter grade.

(a) For Theory Courses

At the end of each semester, based on the individual performance in a theory course relative to the performance of the class in the particular course, each student is awarded a final letter grade. The letter grades and the corresponding grade points are shown in Table 4.

TABLE 4 - GRADE CONVERSION TABLE (for relative grading)

Grade	Grade Point	Result
S	10	Pass
A	9	Pass
B	8	Pass
C	7	Pass
D	6	Pass
E	5	Pass
P	4	Pass
U	0	Fail
W	0	Fail due to want of minimum attendance
I	0	Incomplete

(b) For Practical Courses and Project/Thesis work

At the end of each semester, based on the individual performance in a particular course, each student is awarded a final letter grade based on the marks obtained by him/her on an absolute basis. The letter grades and the corresponding grade points are shown in Table 5.

TABLE 4 - GRADE CONVERSION TABLE (for absolute grading)

Grade	Grade Point	Mark Range (Out of 100)	Result
S	10	≥ 90	Pass
A	9	≥ 80 but ≤ 90	Pass
B	8	≥ 70 but ≤ 80	Pass
C	7	≥ 60 but ≤ 70	Pass
D	6	≥ 55 but ≤ 60	Pass
E	5	≥ 50 but ≤ 55	Pass
P	4	≥ 40 but ≤ 50	Pass
U	0	≤ 50	Fail
W	0	-	Fail due to want of minimum attendance
I	0	-	Incomplete

The I Grade awarded in a course to a student for want of completing prescribed formalities, relevant to that course, shall be subsequently changed into pass grade (i.e., S/A/B/C/D/E) or U grade in the same semester, on completion of those formalities.

The letter grades for the one-credit course and online course are given in Table 6

**TABLE 6- GRADE CONVERSION TABLE for
One Credit and Online Courses (for absolute grading)**

Grade	Grade Point	Mark Range (Out of 100)	Result
S	10	≥ 90	Pass
A	9	≥ 80 but ≤ 90	Pass
B	8	≥ 70 but ≤ 80	Pass
C	7	≥ 60 but ≤ 70	Pass
D	6	≥ 55 but ≤ 60	Pass
E	5	≥ 50 but ≤ 55	Pass
P	4	≥ 40 but ≤ 50	Pass
U	0	≤ 50	Fail
W	0	-	Fail due to want of minimum attendance
I	0	-	Incomplete

A student is considered to have completed a course successfully and earned the credits if he/she secures a letter grade other than a U, W or I in that course. A letter grade U or W in any course implies a

failure in that course. A course successfully completed cannot be repeated. All the Non-CGPA courses are of the Pass/Fail type and are not awarded with any letter grades. A candidate earns full credits assigned to a Non-CGPA course in which he/she has registered and completed, only if he/she gets a Pass in that course, otherwise he/she loses the credits.

11. Method of Awarding Letter Grades

A final meeting of the Batch Committee without the student members shall be convened within seven days after the last day of the End-Semester Examination. The letter grades to be awarded to the students for different courses will be finalized at the meeting.

Along with the summary sheet, a copy of the result sheet (Grade Sheet) for each course, containing the absolute marks, the final grade and attendance code will be submitted by the Course teacher/Batch Coordinator to the Batch Committee Chairman concerned. After finalization of the grades at the Batch Committee meeting, the Grade Summary Sheet and the Grade Sheet of the individual courses will be endorsed and forwarded by the Batch Committee Chairman to the Controller of Examinations.

12. Credit Transfer

Provision of transfer of credit for student who are studying courses in foreign universities under "Semester Abroad Programme"

The following procedure shall be followed for the credit transfer for students studying courses in foreign universities under "Semester Abroad Scheme"

- (i) The credits/grades indicated in the grade sheet obtained from the University in which the student has completed the courses should be used by the student as part of his/her transcripts.
- (ii) The KLU transcripts shall only indicate the courses, credits and grades completed at KLU and the total number of credits (without grades) earned in other Universities in a particular semester.
- (iii) The CGPA calculation based on credits earned at KLU alone will be considered for the award of degree and other academic prizes/awards.
- (iv) The credits earned at universities abroad will be taken into account for calculation of minimum required credits for the award of the degree. A committee comprising Deans shall approve the list of courses for exemption and the equivalent credits to be given for the courses completed in foreign Universities.

13. Declaration of Results

After finalization by the batch Committee, the grade sheets shall be submitted for approval by the Dean (Academic) to a Grade Approval Committee constituted by the Chairman of the Academic Council. After the verification by the Grade Approval Committee, the grade summary sheet and the grade sheets of the individual courses will be signed and forwarded by the members of the Grade Approval Committee to the Dean (Academic).

With the approval of the Grade Approval Committee, the results of all the examinations conducted in a semester shall be placed before the Result Passing Committee, constituted by the Chairman of the Academic Council, for the final approval. With the approval of the Result Passing Committee, letter-grades awarded to the students in each course will be announced by the office of the Dean (Academic) on the University notice boards and website.

The U or W grade, once awarded, stays in the record of the student, and is replaced with a pass grade when he/she completes the course successfully later; the CGPA will be accordingly revised.

14. Requirements for Non-CGPA Credit Courses

All students admitted to the B.Tech. programme must earn a minimum of 3 credits for Non-CGPA courses by taking at least one course in each group which is tabulated in table 7.

Table 7 Non-CGPA Courses

sSl No	GROUP	CATEGORY	CREDIT	MINIMUM CREDIT REQUIREMENT
1	I	NCC	1	3 (with at least 1 credits from each group)
2		NSS	1	
3		Sports	1	
4		Extra-Curricular Activities	1	
5	II	Value Added Courses	1	
6		International Certifications (Technical)	1	
7		Co-Curricular Activities	1	
8	III	English Proficiency certification (TOFEL/IELTS/BEC)	1	
9		Aptitude Proficiency certification (GRE/GMAT/CAT/GATE)	1	
10		National/International Languages	1	

sSI .N o	GROUP	CATEGORY	CREDIT	MINIMUM CREDIT REQUIREMENT
		(German/French/Japanese/Hindi etc)		

Each student, in consultation with his/her faculty advisor shall plan the Non-CGPA courses which are normally offered during the semester and/or during the vacations either during the University working hours and/or after the working hours. The list of Non-CGPA courses and the course schedules shall be displayed before the end of every semester. The students can register and enroll themselves for the courses at the time of registering and enrolling for the regular CGPA courses. The student's performance shall be assessed by the respective course coordinator of each Non-CGPA course as per the procedure stated in the booklet Guidelines for the Non-CGPA Courses of B.Tech. Programmes and the result shall be declared along with the results for the CGPA courses. The credit earnings for all the Non-CGPA courses for a student shall be mentioned in his/her Grade Card, as and when he/she completes the courses successfully. The minimum attendance requirement in all the Non-CGPA courses is 80%.

15. Eligibility for Award of the B. Tech. Degree R.

A student shall be declared to be eligible for award of the B. Tech. degree if he/she has

- (i) Registered for and successfully completed all the required Core courses, Elective courses and the Project work.
- (ii) Successfully earned the minimum required credits (both CGPA and Non-CGPA) as specified in the curriculum corresponding to the branch of his/her study within the stipulated time;
- (iii) Earned the specified credits in all the categories of courses;
- (iv) No dues to the University, Hostels, Libraries, Offices of NCC / NSS / Sports /Parent-Teacher Association/ Alumni Association, etc. and
- (v) No disciplinary action pending against him / her.

16. Degree Classification:

The Degree of Bachelor of Technology shall be awarded in four categories:

- (i) Honors
- (ii) First Class with Distinction
- (iii) First Class
- (iv) Pass

The basis for assigning a student to the Honors category shall be determined by the Board of the Faculty at its full discretion by taking the overall performance of candidates, the best 160 CGPA credit units as specified in the syllabi of the respective programmes and 3 Non-CGPA credits, and other relevant factors into consideration as below:

- i. The student should have earned an additional 20 CGPA credits with a minimum of 8.25 CGPA with all courses passed in the first attempt.
- ii. The student must have secured a minimum CGPA of 8.25 with all courses passed in the first attempt.

For a First Class with Distinction, the student must earn 160 CGPA credits and 3 Non- CGPA credits within four years from the time of admission/enrolment and obtain a minimum CGPA of 8.25 with all courses passed in the first attempt. For a First Class, the student must have earned a minimum of 160 CGPA credits and 3 Non-CGPA credits within five years from the time of admission/enrolment and obtain a minimum CGPA of 6.5. Students who have earned the requisite number of credits (160 CGPA and 3 Non- CGPA) within seven years from the date of admission will be awarded a Pass.

17. Credit Requirement and CGPA calculation: (for lateral entry students)

Credit Requirement and CGPA calculation: (for lateral entry students) For the award of B. Tech. degree to a student admitted under lateral entry scheme, he/she is required to earn a minimum of 118 CGPA credits (42 credits lesser than that for a regular student) out of the courses offered from the third semester to eighth semester of the curriculum of the branch concerned and a minimum of 2 Non-CGPA credits (one credit lesser than that for regular students).

His/her Cumulative Grade Point Average (CGPA) shall be calculated by taking into account the credit earnings and grade obtained in the courses starting from the third semester to eighth semester of the curriculum of the branch concerned. The award of the degree must be recommended by the Academic Council and approved by the Board of Management of the University.

STANDARD OPERATION PROCEDURE

1. Academic calendar:

- 1.1. Academic calendar (Including Academic and Examination Days) shall be prepared by the office of Dean (Academic) before the start of each semester.
- 1.2. The draft shall be circulated to all the central offices, Deans and HoD for suggestions. Once the draft is approved, the academic calendar will be notified to all the faculty members and students through Website and Student Information System (SIS)/Faculty Login.
- 1.3. The exam schedule for Sessional and End semester exams for the semester shall be notified in the University academic calendar.

2. Student Information System (SIS)

- 2.1. Once admission is confirmed and registration number is allotted, each student in our university will have a user account in our Student Information System (SIS).
- 2.2. The user name shall be their register number and date of birth will be their password initially. The students will be informed to reset the password after login for the first time for the confidential purpose.

3. Course Registration:

- 3.1. On the day of reopening, the circular about the course registration will be circulated through the HoDs and Faculty advisors to all the students. The students can do their course registration through their Student Information System (SIS) as per the regulation.

4. Declaration of Exam Schedule:

- 4.1. The exam schedule of the Sessional examination and end semester examination will be announced by the office of CoE as per the academic calendar 15 days before the start of the examinations.
- 4.2. The exam schedule shall be circulated to the students through HoDs and Faculty advisor. It will also be notified in the Student Information System (SIS).

5. Preparation of the Question paper:

- 5.1. The office of CoE will send a circular to all the faculty members to prepare the question paper with answer key 20 days prior to the Sessional examinations.

- 5.2. The Question papers and answer key shall be prepared by the course teachers and approved by the course coordinator, Module Coordinator, Program Coordinator/HoD.
- 5.3. The question paper shall be typed (with Proof reading) and submitted in the data centre in the office of CoE for printing.
- 5.4. Question papers shall usually be printed a day before that particular exam to be held provided that if the number of question papers required are of very big quantity, printing may be done two days in advance.
- 5.5. Senior faculty members shall be appointed by the office of CoE for separation of question paper according to the hall allotment. The members shall pack the question papers in different packets with exact number of question papers required for each exam hall in accordance with the seating arrangement given in advance by the office of CoE and keep them in the strong room after having them sealed.
- 5.6. In case of End semester examination, the question papers shall be collected from the external experts from reputed institution. The external question papers will be audited and scrutinized by the external and internal faculty members before printing.
- 5.7. The question papers from the external experts shall be collected through secured web server. The individual login shall be given to all the external experts for uploading the questions and answer keys in the portal.

6. Conducting the Examinations

- 6.1. The controller of Examinations shall constitute exam centre in charges to coordinate with Deputy Controller of Examination and conduct the examinations.
- 6.2. The sealed question papers shall be handed over to the exam centre in charges 20 minutes prior to the commencement of the exam.
- 6.3. The question papers may be opened by exam centre in charges after having verified of any tampering with seal.
- 6.4. Office of CoE shall release the list of invigilators with date and centre to all the faculty members through their HoD. Message shall be sent to all invigilators' mobile numbers.
- 6.5. The invigilators shall report to the exam centre and receive the answer books and other documentation papers 20 minutes before the commencement of the exam and precede to their respective exam halls.
- 6.6. A squad of designated senior faculty members shall make surprise visits to exam halls during examinations.

- 6.7. In case of any malpractice by the student, the old answer booklet will be seized from the students along with the material used for malpractice. Separate undertaking letter shall be collected from the student. Fresh answer booklet will be issued to the students to write the exam for remaining time.
- 6.8. The consolidated list of malpractice shall be sent by the office of CoE to Examination Monitoring Grievances and redressed committee (EMGRC) convener for conducting the enquiry and give their recommendations.
- 6.9. After the completion of the exam, invigilators shall report back to superintendent of exams in order to account for the question papers/Answer books they had received.
- 6.10. The centre in charges shall complete the documentation process and the answer books shall be handed over to the concern faculty members after having bundled course wise along with attendance details.
- 6.11. In case of the End semester examination, the answer booklets shall be handover to the valuation centre for valuation.

7. Valuation of Answer booklets

- 7.1. The Sessional examination papers shall be evaluated by the faculty members and shown to the students within three days from the completion of the exam.
- 7.2. The faculty members shall enter the marks in the Exam Administration System (EASY) and report shall be filed for further analysis.
- 7.3. In case of end semester examination answer booklets, the Valuation will be done by the external experts from reputed institutions.
- 7.4. The technical staff members shall check the correctness of the entry of marks by the valuer on each answer sheet and thereafter pass them over to data entry section for entering the marks. The Custodians shall verify again the correctness of entries.

8. Digital Valuation:

- 8.1. For end semester examinations, Valuation shall be done through online with the help of TRS forms and Service Private Limited, Chennai. The end semester paper is scanned, encrypted and stored in sever for valuation.
- 8.2. The External Examiners from reputed institution shall be called to the campus by the office of CoE for valuation. They shall do the valuation online in the system.

8.3. Once paper valuation is completed, the marks are automatically updated in the Student Information System (SIS) and Faculty login respectively.

9. Online Grade Entry:

- 9.1. After the mark entry, grade entry process will be done by the course teacher in EASY login. The course coordinator will verify the grade entry through his/her login and approve the entry.
- 9.2. Once the course coordinator approves the grade, the class committee meeting (CCM) will be conducted by the concern chairperson to approve grades approved by the course coordinator for that particular class.
- 9.3. After the class committee meeting (CCM), the Grade Approval Committee (GAC) comprising of Deans and HoDs will verify and approves the grade.
- 9.4. Once GAC approves the grades, the Result Passing Committee Meeting (RPC) will be held to pass the results. The Vice Chancellor shall chair the meeting, all Deans and HoDs will attend the meeting. The members will check the grades of each section course wise and approve the same.

10. Paper Distribution Day:

- 10.1. On the paper distribution day, the office of CoE will do necessary arrangements to display the valued answer booklets to the students to ensure the transparency in evaluation system. If any grievances, the students shall submit the grievances application to the Course teacher for further approval.
- 10.2. On receiving the grievances from the students, the course teacher shall consult with course coordinator and submit the grievances application to office of CoE with recommendation of course coordinator, HoD and Dean.
- 10.3. The Office of CoE shall consolidate the list of grievances application (on Evaluation) received on the paper distribution day and submit the details to the EMGRC for their recommendations.

11. Examination Monitoring Grievances and Redressal Committee (EMGRC):

- 11.1. The EMGRC shall deal with the grievances of faculty members, other employees and the students related to the Examination and Evaluation.

- 11.2. These Committees shall inquire into the matter and make recommendations within three days after the grievances is lodged, along with mentioning suitable punishment for the offenders (if the charges against them are substantiated), to the Staff Council.
- 11.3. The Staff Council shall consider the recommendation of these committees and decide on the appropriate action to be taken.
- 11.4. Recommendations on IT infrastructure, Academic Reforms for smooth execution of university examinations and evaluation system.
- 11.5. The Convenor should convene the meeting once in the academic year to give their recommendation on strengthening the IT infrastructures and Academic reforms and also review the execution of their recommendation and submit the detailed report to the Vice Chancellor within one week of the commencement of the meeting.
- 11.6. In case of grievances, received in the evaluation on the paper distribution day, EMGRC shall hear the grievances and submit their recommendation to the Vice chancellor on the same day.
- 11.7. Upon approval from Vice Chancellor, the office of CoE will implement the recommendations of the EMGRC and resolve the grievances on the same day.

12. Declaration of Results

- 12.1. Commencement of the declaration of result shall be the latest by 7 working days from the last date of exams. The results will be declared as per the academic calendar.
- 12.2. A mobile alert shall be sent to the students after the declaration and each student shall be able to access and view their result through their individual login ID in the Student Information System (SIS).

13. Issue of grade sheets:

- 13.1. The semester grade card, consolidated grade card, provisional, transfer, conduct certificate shall be issued within 15 days from the declaration of results.
- 13.2. Degree classification shall be done as per the regulations.

14. Arrear Examinations:

- 14.1. Arrear examinations shall be conducted by the Office of CoE for the students who have failed in the regular semester examination. The registration shall be opened after the Sessional examinations through Student Information System (SIS).

- 14.2. Once the students registered the arrear examinations, the faculty advisor will verify and approve the registration to pay the fees through their SIS login.

15. Makeup Examinations:

- 15.1. Makeup examination shall be conducted by the office of CoE for the students who have missed the Sessional examination and end semester examination due to medical reasons.
- 15.2. Makeup Examination registration shall be announced by the office of CoE, the students who missed the Sessional and end semester examination due to medical reasons shall apply by uploading their medical certificate in the SIS portal.
- 15.3. The registration shall be approved by their Faculty advisor and HoD through their login.

16. Summer Term Courses (STC):

- 16.1. Summer Term Course (STC) shall be conducted for the students who have failed in the courses due to attendance lack (W grade).
- 16.2. Summer Term Courses shall be conducted during the June/July of every year for the benefit of the slow learners as per the regulation.
- 16.3. Faculty advisor shall recommend the courses for their wards during the online registration process.

17. Online/One credit Courses:

- 17.1. As per the regulation, the student shall complete the online courses and one credit courses and upload the certificates in the Student Information System (SIS).
- 17.2. The uploaded certificates shall be verified and approved by the department online course in charge and grade will be updated accordingly as per the regulation.

18. Credit Transfer:

- 18.1. Transfer of credit for students who are studying courses in foreign universities under "Semester Abroad Programme" shall be done as per the regulation.

19. Non-CGPA Courses:

- 19.1. The students shall do the Non CGPA courses as per the regulation and upload the completed certificate in online through their SIS login.
- 19.2. The uploaded Non-CGPA certificates will be verified and approved by the Faculty Advisor, Department Non-CGPA in charge, HoD and Result Passing Committee Members in Online.
- 19.3. Once approved, the Non CGPA result shall be published along with the CGPA courses on the day of result publication day.

20. Mandatory Courses:

20.1. The examination for the mandatory courses shall be conducted by the office of CoE as per the regulation and publish the results along with the CGPA courses on the day of result publication day.