

EXAMINATION POLICIES



UNIVERSITY OF CHILD HEALTH SCIENCES, LAHORE

CONTENTS

Sr. #	Description	Page No.
1	Short Title	01
2	Commencement	01
3	Definitions	01
4	The Semester System	03
5	Standing Committees	03
6	Grading System	07
7	Academic Calendar Examinations:	07
8	Examinations	08
9	Repetition of courses	09
10	Freezing of semester	09
11	Left over courses	10
12	Admission retention fee	10
13	Transfer of Credit Hours	10
14.	Final year project	10
15.	CGPA Requirement for the Completion of Degree	11
16.	Retotaling of Marks in the Answer Book	11
17.	Cancellation of enrolment	11
18.	Probation policy	12
19	Internship/House job	12
20.	Courses	12
21.	Final transcript	12
22.	Departmental committee	13
23.	Indiscipline in examination	13
24.	Appeal against the decision of the unfair means cases committee	14
25.	Permission of writer for special students	14
26.	Damaged/lost answer script	15
27.	Award and distinctions	15
28.	Paper setting	15
29.	Answer copy assessment	16
30.	Review of the result	16
31.	Head/chief invigilator	17
32.	Invigilation in the examination hall	17
33.	Student grievance	18
34.	Modification	18



These Regulations Prepared under section ----- of the University of child health sciences Lahore Act, 2021

SHORT TITLE:

These Regulations shall be called, "The University of child health sciences Regulations 2024 for Semester System Examination of undergraduate Programs.

COMMENCEMENT:

These regulations shall be deemed to have come into force with effect 2023-24 and onward admitted batches

DEFINITIONS:

In these Regulations, unless there is anything repugnant in the subject or context, each definition listed below when appearing in the text shall begin with a capital letter to convey its reference to the original word/ words it is defining:

- a) 'University' means 'University of child health sciences'
- b) **Academic Adviser.** A Faculty Member to be appointed by the Head of the Institute (HOI) or Head of the Department (HOD) for guiding and counseling students and for supervising their academic performance.
- c) **Academic Program.** A program of studies which leads to the award of a university Degree to the students, after successful completion of all its requirements.
- d) **Assignment.** A written descriptive answer to a question or a number of questions which the students are required to submit during a semester.
- e) **Contact Hour.** A period of sixty minutes with a minimum of fifty minutes spent on academic and research related activities including interactive instructional work, tutorials, lab work (Practical's), research work, projects, seminars, workshops, internships etc. during the course of studies at the University.
- f) **Credit Course.** A course of study, successful completion of which shall be a requirement for earning a degree.
- g) **Cumulative Grade Point Average (CGPA).** The summation of Grade Points of all Credit Courses divided by the total number of Credit Hours taken by a student beginning from his admission till the last examination held.
- h) **Terminal Examination.** The terminal examination given at the end of semester.

- i) **Full Course Load.** The total load of a semester in terms of Credit Hours as prescribed by the HEC/University.
- j) **Grade Point.** Number of points scored by a student in a subject represented by letter grade.
- k) **Quality Points:** Quality points calculated by multiplying the grade point with credit hours of the course.
- l) **Grade:** The award to the student based on his/her academic performance is called Grade.
- m) **Letter Grade.** One of the letters–A, B, C, D &F–assigned as an evaluation of overall academic performance in a course. Passing Grade may carry a plus (+) suffix to indicate a performance better than the parent Grade. Additionally, two other Letter Grades – I (Incomplete Course) and W (Withdrawal from Course) – will indicate, on the Transcript, the status of a course when not completed or withdrawn.
- n) **Credit Hour.** The unit measuring educational credit, usually consisting of one weekly period lasting approximately one contact hour. For practical work/clinical practice, the period duration is three contact hours per week.
- o) **Grade Point Average (GPA).** The summation of grade points of all Credit Courses divided by the total number of Credit Hours taken by a student during a semester.
- p) **Mid-Term Examination.** Examination conducted on completion of 1st half of the semester to assess academic progress of a student.
- q) **Misconduct by Student.** An action unbecoming of a student, to bring or attempt to bring political or other outside influence directly or indirectly to bear on the University or any employee or student of the University.
- r) **Non-Credit Course.** A course of study, successful completion of which shall not be a requirement for a degree.
- s) **Pre-Requisite.** A course that a student must complete before being registered for subsequent higher course.
- t) **Quizzes.** Number of tests written or oral conducted frequently in each course at irregular intervals throughout the semester
- u) **Student.** A person who is registered as a regular student for a degree program.
- v) **Course.** A topic or a subject related to an academic program, which is to be studied

by a student for a fixed number of hours during a semester.

w) Transcript. An official document of a student issued by the office of Controller of Examinations on completion of degree program.

A handwritten signature in black ink, consisting of a stylized 'D' followed by a series of loops and a final flourish.

THE SEMESTER SYSTEM:

The University shall follow the semester system of Examination for all undergraduate Programs.

a) Semester Duration:

Each regular semester spans over eighteen (18) weeks of teaching, (inclusive of 2 weeks for terminal exams). Summer semester will be of eight (8) weeks of concentrated study for completing remedial course work. The semester commencing in January/February is called Spring Semester, and the one starting in August/September is the Fall Semester.

b) Program Duration:

Duration	Minimum Duration	Maximum Duration
2-years degree programs	2-years	3-years
4-years degree programs	4-years	6-years
5-years degree programs	5-years	7-years

Note: Further extendable to one year with approval of the competent statutory body.

c) Summer semester:

Summer semester (only for deficiency/failure/improvement/short attendance/improvement courses) will be offered as an optional semester of eight (08) week's duration. Students will be offered courses to remove deficiencies and can enroll in up to a maximum of 09 credit hours during summer.

STANDING COMMITTEES:

a. Attendance committee:

There shall be an attendance committee comprising of following: -

i) Head of institute

Chairperson

ii) Senior faculty member nominated by HOI

Member

 Page 6 of 29

Controller of examinations/ Addl. Controller of Examinations

Member/Secretary

as the case may be.

Students are required to maintain at least 80% attendance in their theory, laboratory and tutorial classes. Those who fail to keep up the required attendance in the subject will not be allowed to appear in the semester examination of that course. In hardship cases, the committee consisting of the above members will examine the cases and recommend to the Vice Chancellor/ Pro-Vice chancellor for grant of exemption up to 05%:

b. Equivalence Committee:

There shall be an Equivalence Committee comprising of the following:

- | | | |
|-------------|--|--------------------|
| i) | Head of institute | Chairperson |
| ii) | Senior faculty member nominated by HOI | Member |
| iii) | Academic Advisor | Member |

The Committee will scrutinize all applications for transfer of credits and to determine their equivalence status in the light of.

HEC/University of child health sciences rules. Committee will recommend to Vice chancellor/Pro vice chancellor as the case may be for approval.

GRADING SYSTEM.

- i) Level of performance:** The students' performance is evaluated in terms of grades. These grades indicate the level of performance as described below:

Grade	Level of Performance
A	Excellent
B	Very Good
C	Good
D	Satisfactory
F	Fail

- ii) Grade Points:**



Each grade is assigned quality points per credit as under:

Grade	Grade points
A+ & A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0.00

Note: Quality points are determined by multiplying the value of grade earned by a student with the credit hours of the course. e.g. If a student obtained "B" grade for a two-credit hour course the Point will be calculated as under

Q. $P = 3 \times 2 = 6$

iii) Grade Equivalence:

Equivalence of letter grade with mark percentage as under:

GRADE	EQUIVALENT MARKS %
A+	91 and Above
A	86-90
A-	82-85
B+	78-81
B	74-77
B-	70-73
C+	66-69
C	62-65
C-	58-61
D+	54-57
D	50-53
F	Below 50



iv) Grade Point Average (GPA):

Grade Point Average is an expression for the average performance of a student in the courses he/she has taken during a particular semester. This is calculated by the Quality Points of all the courses taken in a semester, divided by the total number of credit hours.



Cumulative grade Point Average is the expression that describes the performance of a student over all the semester.

$$\text{CGPA} = \frac{\text{Sum of quality points earned in all semesters}}{\text{Sum of the credit hours registered in all the semester}}$$

ACADEMIC CALENDAR:

The Registrar's office will prepare the Academic Calendar in consultation with Deans/Principals/chairpersons.

The calendar will include the following information: [to be adopted from the academic year 2024 onwards.

- a. Date of start of classes
- b. Conduct of mid-semester
- c. Date of suspension of classes
- d. Schedule of examination
- e. Display of sessional/ CAT marks
- f. Examination preparation up to one week
- g. Conduct of final semester exam
- h. Announcement of results
- i. Mark sheet / Transcript issues dates.

The academic calendar will be prepared for the Fall semester and Spring and Summer/Winter

semesters of each academic year.

b. In case a university is closed due to unusual circumstances, then makeup classes must be arranged converting weekends or holidays or evening classes to working days or evening

classes to cover the lapsed period of the students.



EXAMINATIONS:

(1) In each semester, student is required to appear in quizzes, tests, midterms, terminal examinations, presentations (individual/group), group discussion, and submit projects/assignments/lab reports etc. These assessment marks (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percent marks. This weightage may be determined on the basis of following guidelines:

Nature of examination	Weightage
Internal Assessment	20%
Mid Semester Examinations	20%
Final Term Examination	60%

Note: Sessional examination includes CATS, quizzes, Assignments, tests, projects, presentations, lab reports and Viva.

(2) Mid semester examination

1. Objective type question paper for the mid semester examination will comprise of 20 MCQs carrying 20 marks, to be solved in 20 minutes.
2. Subjective type question paper for the mid semester examination will consist of 3 essay type questions or Extended Matching Questions (EMQs) carrying 10 marks each to be solved in one-hour.
3. Practical examination will be conducted for one hour.

Practical Examination:

Practical examination i.e. Task Oriented Assessment of Clinical Skills (TOACS), Objectively Structured Clinical Examination (OSCE), Objectively Structured Practical Examination (OSPE), Team Based Learning (TBL) consist of interactive and non-interactive stations of each subject or lab experiment or long/short cases or viva voce or both as the case may be.

(3) Terminal semester examination.

1. Objective type question paper for the end semester examination will comprise

50 MCQs carrying 50 marks to be solved in 50 minutes.

2. Subjective type question paper for the end semester examination will consist of 5 essay type questions or Extended Matching Questions (EMQs carrying 10 marks each to be solved in one -hour and thirty minutes.
3. Practical examination will be conducted for two hours.

(4) Exemption: There shall be no exemption from mid semester or terminal semester examination. Any student not appearing in an examination shall be marked absent in that examination.

If a student fails to attend any lecture during the first four weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notification.

(5) Academic standing: A student having CGPA of less than 2.00 shall be placed on probation. The probation committee consisting of the following members will take decisions on merit with approval of Pro-Vice Chancellor.

- | | |
|---|-----------------|
| 4. Head of institute (HOI) | Convener |
| 5. Senior faculty member nominated by HOI | Member |
| 6. Controller of Examinations/ Addl COE | |
| Member/Secretary | |

as the case may be.



(6) Registration for summer Course(s):

Summer session will comprise of maximum eight weeks.

- a)** A student is allowed to register course(s) during the summer session but he/she can register herself/ himself in the summer session with the consent of concerned teacher/ Academic Advisor in the courses in which he/she has failed or desire to improve the grade.
- b)** The student who is in the final semester and has any short fall in the course(s) may be permitted to register in such course(s) to complete his/her requirement
- c)** The student will not be allowed to take course(s) more than 9 credit hour in the summer session.
- d)** A student will not be allowed to register simultaneously for internship along with the courses during summer session. He/She can only be registered in internship during summer session.

Note: All the special situations specified above must apply collectively and should not be read in isolation.

(7) Withdrawal from courses:

Student(s) may withdraw from one or more courses with approval of their head of the department during the third to sixth week of a semester. In such situations a (W) grade appears on their transcript. Any withdrawal after the sixth week entails the award of (F) grade.



REPETITION OF COURSES:

- a. Student who has failed or has short attendance or taken C- grade in any semester can repeat the course in the summer semester as well as regular semester
- b. The better grade will be accepted in repeated courses.
- c. Student can repeat maximum no of 4 courses for 2-year degree program, 08 courses for 4 years degree program and 10 courses for 5 year degree program.
- d. Failed student is given chance to clear the subject(s) within permissible duration allowed under HEC or other Statutory Regulatory Authority rules.
- e. Student may add and drop course within specific credit limits, only during first two weeks of semester. No such activities permissible beyond this time.
- f. **Incomplete grade:** The incomplete (I) grade will be awarded to the student in a course if he/she does not complete course work within the prescribed time limit. Such cases to be referred to the committee consisting of the following members for its recommendations to Pro vice chancellor for consideration and approval

i.	Head of institute (HoI)	Convener
ii.	Senior faculty member nominated by HOI	Member
iii.	Academic Advisor	Member
iv.	Controller of examinations/ Addl COE	Member/Secretary

as the case may be.

Such student will be required to appear in the subject in which he/she has been awarded (I) grade in the next semester. In case he/she fails to do so, incomplete (I) grade will be automatically converted to (F) grade. The Grade Point Average of a student for a semester will be calculated by excluding the incomplete (I) grade and it will be re-calculated when a regular grade is awarded in that course.

FREEZING OF SEMESTER:

- i) If a student freezes a semester(s), he/she will resume his/her studies from the same stage where he/she left (froze). No freezing during the semester will be allowed. The maximum duration of the degree program shall remain the same.
- ii) If a student is not enrolled in any course in a semester, he/she will not be considered a regular student of university in that period. The student may then enroll in these courses in a subsequent semester; however, he/she will have to meet pre-requisites of any course taken. In addition, it is understood that the university is not required to offer all courses in each semester.
- iii) The maximum duration of freezing is two semesters; but hardship cases can be considered by the competent authority.
- iv) Freezing of first semester is normally not allowed however, under special hardship circumstances, listed below freezing of first semester can be considered with the approval of Vice Chancellor/ Pro-vice Chancellor.
- Iddat
 - Maternity/Delivery
 - Death in immediate family
 - Any other solid reason to the satisfaction of VC/Pro VC.
- v) If student(s) interrupt their study program for longer than one semester, upon their return all the credits already earned by them are evaluated by the concerned Equivalence Committee to determine their relevance to the changes in curriculum if any. They may be required to revise their degree plan to ensure conformity with the latest version of the curriculum.

LEFT OVER COURSES:

A student has completed normal tenure of a degree program may register for left over courses in the following semester. He/She may pay semester fee and register minimum 9 credits to be a regular student or in special conditions register for less than 9 credits with the permission of VC/PVC and pay tuition fee per credit.

ADMISSION RETENTION FEE:

- a. A student who has completed courses but has not submitted required project may seek prior permission to take a break in the program for one to two semesters. If allowed to do so he/she shall be required to pay admission retention fee amounting to 10% of the tuition fee for each semester that he/she takes the break.
- b. A student who has completed courses but has not submitted required project takes a break in the program without prior permission for one to two semesters and later seeks permission to continue his/her degree program if allowed to do so, shall be required to pay admission retention fee amounting to 40% of the tuition fee for each semester that he/she took the break.

TRANSFER OF CREDIT HOURS:

The credits of the subject completed by the migrated student at his/her previous institution can be transferred provided that he/she has got minimum grade C or 62% marks in that subject under course studied by the student at the previous institution should be equivalent to the course offered at the University of child health sciences Lahore. Moreover, at least half of the courses credits will have to be earned by him/her at University of child health sciences.

FINAL YEAR PROJECT:

The student is required to start work on a project (where applicable) allocated to him/her during the second last semester of the last year under the supervision of the Head of institute or the senior teacher appointed by HOI.

At the beginning of second last semester of studies the Head of the Institute will place student or group of students under supervision of senior faculty member(s) for preparation of Individual Final Year Project. Students will conduct research on a selected topic and prepare a project proposal as per guidelines of the University under supervision of the supervisor.

The HOI will approve the research topic after the successful presentation of research project proposal. During the final semester of studies, the supervisor will issue a certificate of satisfactory completion of the report and submit it to the HOI who will set up a panel of internal and external examiners for evaluation of reports and conduct open defense. The report will be assigned a grade as per other subjects in the degree

program.

CGPA REQUIREMENT FOR COMPLETION OF THE DEGREE:

For completion of the degree, the minimum qualifying CGPA for award is 2.00. In case a student secures less than 2.00 CGPA (minimum qualifying CGPA) at the end of final Semester, he/she may be allowed to get re-enrolled/Registered in one or more courses, in which his/her Grade is below C, along with the forthcoming semester, provided that he/she is not debarred for the program from the University.

RETOOTALING OF MARKS IN THE ANSWER BOOK:

i) The answer book of a candidate shall not be re-assessed under any circumstances. However, the Controller of Examinations/ Addl COE can arrange for checking of totaling of marks in the Answer Book by any faculty member from the relevant discipline / examination officer in the complaint/request of the student, who shall see that:

- a) There will be no computational mistake in the grand total on the title page of the answer book. The total of various parts of a question has been correctly made at the end of each question.
- b) All total has been correctly brought forwarded on the title page of the answer book. No portion of any answer has been left unmarked.
- ii) The candidate or anybody on his/her behalf has no right to see or examine the answer book.
- iii) The marks of the candidate could even decrease in light of (i)(a) above. In the event of reduction of marks, the record shall be corrected accordingly and revised transcript be issued.

CANCELLATION OF ENROLMENT:

If a student fails to attend any lecture during the first four weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notification.

PROBATION POLICY:

Probation is a status granted to the students whose academic performance falls below the minimum university standard.

i) The student acquiring less than 2.00/4.00 CGPA in a semester but passing in all papers will be promoted with the condition to achieve more than 2.0 CGPA in the next semester and he/she will be put on probation for the next semester.

ii) The student acquiring CGPA between 1.7 to 1.9 but failing in any paper(s) will be placed on probation and promoted to the next semester conditionally. They will have to be registered for summer semester to improve the grade.

Students acquiring CGPA less than 1.7 in two consecutive semesters and failing in any paper(s) even after attending summer semester for one academic year will be dropped from university rolls. However, he/she will be eligible to seek fresh admission.

iii) Students on probation in two consecutive semesters even after attending summer semester in one academic year will take fresh admission in that particular academic year once only.

iv) There will be maximum two academic probations in undergraduate degree program. Both the probations cannot be granted/availed in first half of the degree program. A student who is on probation 2nd time even after attending summer semester in first half of degree program shall be struck off from roll of university. However, he/she can take fresh admission only once during degree program.

v) In case of valid reason/excuse, the period of study may be extended for one additional year (Two Semester) in all university programs. The student(s) who will not complete studies within stipulated periods including extension shall be struck off from the roll of the university. The student who has been given the right to extend the duration of study for one additional year is required to pay semester registration fee along with normal fee for that academic year.



INTERNSHIP/HOUSE JOB:

House job (Where applicable) of one-year duration in a recognized institute is compulsory. On successful completion of house job/ internship a certificate to this effect will be issued by HOI.

COURSES:

The courses for the program are required to meet the minimum requirements laid down by National Curriculum Review Committee (NCRC) of Higher Education Commission (HEC) from time to time and approved by the statutory body of University of Child Health Sciences Lahore.

FINAL TRANSCRIPT:

Final transcript for the award of degree includes following information:

- i. Name of Student (Front Side)
- ii. Father's Name (Front Side)
- iii. Date of Birth (Front Side)
- iv. Registration No./Roll No. (Front Side)
- v. Date of Admission into Degree Program (Back Side)
- vi. Date of Completion of Degree Requirements (Back Side)
- vii. Basic Admission Requirement of the Program (Back Side)
- viii. Previous Degree Held by the Student along with Institution Name (Back Side)
- ix. Semester Wise Break-up with Dates (Front Side)
- x. Subjects Detail along with Credit Hours (Front Side)
- xi. Credit Hours Exempted/Transferred (Front Side)
- xii. GPA/CGPA and Overall Percentage Against Earned CGPA (Front Side at the End of the Transcript)
- xiii. Picture of the Applicant be printed on Transcript. (Front Side)
- xiv. CNIC No. for Pakistani and Passport No. for Foreign Students (Back Side)
- xv. Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript)

xvi. Charter Date of the University/DAI may be Mentioned. (Back Side)

xvii. Name of Campus/College be Mentioned (Back Side)

DEPARTMENTAL COMMITTEE:

Each College /Department will have a College/Departmental Committee consisting of three seniors most teachers of the College/Department including the Principal/Chairman/ Director to assess the progress of the students during the semester and the results of all the examinations including the final semester examination. In case of any discrepancy in the results, during the review process, the concerned committee will assign a subject expert (other than the Subject teacher) for rechecking the scripts. The final recommendations of the Departmental Committee concerning the results will be submitted through the concerned Dean controller of Examination / Vice Chancellor for consideration and approval.

INDISCIPLINE IN EXAMINATIONS:

Any candidate found guilty of the following matters, his/her case will be submitted to the

Unfair Means Cases Committee constituted by the University. This committee will be constituted

of the Principal/ Chairperson one senior faculty member, the Controller of Examinations, or his

Nominee.

i Removes a leaf from his/her answer book, the answer book shall be canceled.

ii Submits forged or fake documents in connection with the examination.

iii Commits impersonation in the examination.

iv Copies from any paper book or notes.



v Mutilates the Answer Book.

vi Possesses any kind of material, which may be helpful to his/her in the examination.

vii Does anything that is immoral or illegal in connection with the examination and which

may be helpful to him/her in the examination.

viii Refuses to obey the invigilation staff or refuses to follow the instructions issued by the

University in connection with the examination.

ix misbehaves or creates any kind of disturbance in or around the examination Hall/center

x Uses abusive or obscene language on the answer script.

xi Possesses any kind of weapon in or around the examination center.

xii Possesses any kind of electronic device which may be helpful in the examination

His/her case shall result in penalties keeping in view the nature and intensity of the offense.

(i) Cancellation of paper*.

(ii) Suspension from the Program for one semester.

(iii) Heavy and Light Fine.

(iv) Expulsion forever from the University.

(v) Any other.

* Unfair Means Cases Committee will decide that the student will have to appear in the

summer semester/ with the regular semester for the canceled paper.

APPEAL AGAINST THE DECISION OF UNFAIRMEANS CASES

COMMITTEE:

If a student is not satisfied with the decision of the Unfair Means Cases Committee, she/he can submit



his/her appeal within a week after the decision of the Committee to the Vice-Chancellor. No appeal shall lie against the decision of the vice-chancellor.

PERMISSION OF WRITER FOR SPECIAL STUDENTS:

1. A visually impaired student may be allowed to attempt the Mid/Final Examinations of the University on Braille/ Computer/ any other means of facilitation.
2. In case a student is physically handicapped/ visually impaired, she/he may apply to the controller of examination through the Principal/ Chairperson of the respective college/ department (with a medical certificate as proof of her/his disability) for permission to engage a writer in Tests/ Examinations of the University one week before the start of Tests/ Examinations.
3. The controller examination will allow the helper to the disabled student (She/he cannot write). The qualification of a helper will be at least one step lower than that of the student (e.g. for level 6 student, the writer should be at the most of level 5).
4. The controller of examinations (if necessary, keeping in view the condition of the student) will decide and allow the student extra time up to 45 minutes to solve the question paper.

DAMAGED/LOST ANSWER SCRIPT:

In an exceptional case where an answer script is damaged, lost, or destroyed due to unavoidable

circumstances, then the student may be given the following options:

- i Average marks shall be awarded to the student in that subject/course.
- ii In the case of Final Year Examination, if the candidate so desires, she/he shall be given another chance as a special case to take the Examination in that subject/course in the next examination and no examination fee shall be charged from the student.

AWARDS AND DISTINCTIONS:

- i. Medals/Positions will be awarded to the students passing their courses/papers in Semester System in the first attempt only.
- ii. In the Semester System, Letter Grades will be awarded on the basis of GPA / CGPA, and positions would be given on the basis of CGPA. In case two or more students are acquiring the same CGPA only then the positions will be shared among those students.
- iii. No medal and position will be granted to candidates who passed the examination in 2nd attempt.
- iv. No Medal/Roll of Honor will be awarded in the case of improving CGPA.
- v. The disciplines where the number of students are less than 05, no position will be awarded in the semester system.

PAPER SETTING:

The subject teacher, who taught the respective subject, is responsible for the development/ setting of the question paper from the topics as per the approved course syllabus, which he covered during the semester for the particular semester for theory (as well as practical) separately.

- i. The HOD/ Principal/ Chairperson/ Director will direct the concerned faculty to ensure the development of question paper 5 days before the conduct of said paper.
- ii. In case the subject is taught by more than 1 teacher in a section/ portion, one of the teachers will be assigned as course leader and will be responsible for submitting the exam paper and final result.
- iii. The HOD/ Principal/ Chairman/ Director may send any question paper for moderation (if he feels necessary) to ensure transparency and accuracy.
- iv. In case of non-availability of the subject teacher, the HOD/ Principal/ Chairperson may assign any faculty member for the paper setting of a specific subject.
- v. MCQ Papers will be prepared/set by the examination Department through Q Bank.
- vi. Secrecy of Question Paper
 - The subject teacher/ Paper setter is responsible for the secrecy of the question paper.
 - The HOD/ Principal/ Chairman/ Director will monitor/ensure secrecy and transparency.
 - The violation of the above will lead to disciplinary action against the concerned.

ANSWER COPY ASSESSMENT:

1. After the completion of the Paper, The College Authority (Principal/ HOD/ Head Invigilator) or the Assignee will collect answer copies from the invigilators in the examination hall and hand them over to the Subject Teacher. The subject teacher will ensure the number of copies are correctly received as per the student's attendance for assessment/ checking. Answer sheets for the subjective paper will be provided by the exam department. These will be counted as per student attendance by the subject

teacher. The attendance sheet along with a copy of the question paper and any unused answer sheets will be returned to the exam department.

2. The subject teacher will be responsible for the assessment of the script. Each answer of the question will be assessed and marked separately.

3. No answer of question in the script will be left unassessed.

4. In case of the wrong answer, it should be Marked as × crossed.

5. Marks will be awarded in round figures. No marks will be awarded in decimal/ half mark, If so the benefit of friction will be given to the student.

6. The subject teacher will prepare the result on the prescribed format and will submit to the examination software (CMS). After approval from the Principal/Dean approval be given electronically. This approval is required to ensure that there is no discrepancy in individual teachers' results.

REVIEW OF THE RESULT:

1. Each college/ department shall have a review committee to review the result. The Review committee comprises of the three-member i.e., principal concerned, one senior faculty member, and the controller of examination.

2. The examination department will compile the combined results after submission of all results of the respective subject teachers for a particular semester, batch and hold a meeting with the review committee before the publishing/announcement of the result. The result will be sent to the review committee of the respective college to review the result to avoid any discrepancies and ensure transparency.

3. The committee will examine, review the result, and take decision accordingly.

4. The discrepancy will be reviewed by the committee and the recommendation of the committee will be incorporated in the results after the signatures of the Chair and members of the committee on the decision.

HEAD/CHIEF INVIGILATOR:

The Principal / HOD/ Chairman/ person of College/Department, institute, or his Proxy, who is a senior faculty member not less than Assistant Professor and nominated by the Concerned Principal / HOD/ Chairman of College/Department will act as Chief Invigilator for smooth conduct of Examination. With the following responsibilities.

- Nominate the invigilators from the college/department faculty and forward the list to Examination Department.
- Look after all matters concerned with the conduct of examinations at the college/department level.
- Get examination material from the Examination department and circulate it among the invigilators.
- Monitor and ensure the maintaining examination decorum in line with Examination guidelines mentioned on the Answer copy and as per SOP.
- Direct and monitor faculty not to use the mobile phone in the exam hall.
- To ensure the availability of the subject teacher 15 minutes before the conduct of the exam and ensure his availability during 1st half of the exam.
- Ensure the return of exam material as received.
- Supply of attendance sheets to invigilation staff.
- Ensure to forward the list of invigilators one week before the conduct of the Exam.
- Continuously monitor exam hall, invigilators, and students during the examination and ensure zero tolerance for cheating / unfair means in the examination

INVIGILATION IN THE EXAMINATION HALL:

- Invigilation ratio 1-9 students 1 invigilator, 10-25, 2 invigilators.
- Invigilators assigned by the Head invigilator ensure their presence 15 minutes before the start of the examination.
- Mobile phone will be on silent mode, and s/he will not use her/his mobile in the examination hall, in case of any emergency he may use mobile outside the examination hall.
- The invigilator will be fully vigilant in the examination hall.
- Maintain decorum in the examination hall.
- Continuously vigilant / monitor students during the examination and ensure zero tolerance for cheating / unfair means in the examination.
- Ensure implementation of guidelines printed on answer script with true spirit.
- Immediately report to the Head Invigilator & Controller of Examinations for any incident

in the examination hall.

- Ensure the attendance of students assures a signature on it, signature on the answer script, supplementary as well.
- During Examination One person from the examination will be available in the respective college / department.

STUDENT GRIEVANCE:

1. All colleges/ departments should have a three members Committee constituted of two senior faculty members, the relevant head of the department, and a dean headed by the Controller of Examinations to redress the grievances of the students about any course instructor or grades or for any other issue.
2. In respect of grade, a student must submit the grievance application if any, in writing to the Head of the Department within (07) seven working days of the receipt of the grade. The Head of Department shall forward the grievance application to the Committee. It will be mandatory for the Committee to hear both sides (student and the instructor) and will give its final decision within (05) five working days or before the start of registration for the new semester, whichever comes earlier. The decision of the Committee will be deemed final and will be binding on all parties.
3. A Departmental Committee headed by the Chairman/ Senior Faculty Members will be constituted to check randomly a few answer papers of the final semester examination for uniformity of scoring & covering of the course content.
4. The committee will address the student grievances to redress it accordingly.

MODIFICATION:

These Regulations are subject to modifications by the concerned authority as may be deemed appropriate from time to time.

