

EXAMINATION MANUAL



BENNETT UNIVERSITY GREATER NOIDA

Established in 2016 vide U.P. Act No. 24 of 2016 and incorporated under the Uttar Pradesh Private Universities Act, 2019 (U.P. Act No. 12 of 2019).

ORDINANCES

Under clause 35 of the Uttar Pradesh Private Universities Act, 2019 (U.P. Act No. 12 of 2019)

Controller of Examinations



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Effective From: Academic Year 2024-25

This document contains amendments and updates to the Examination Manual, and this version supersedes all previous versions. The changes have been incorporated into the Examination Manual **under Ordinance No. 9 of Bennett University**. These amendments have been approved in the 16th Academic Council meeting, and the changes are effective from **Academic Year 2024-25**.

For the Information of All Stakeholders:

All stakeholders are hereby informed that this updated version of the manual includes important changes. It is strongly advised that everyone read the updated manual thoroughly to ensure compliance with the new guidelines and procedures.

A handwritten signature in blue ink, appearing to read 'S. Shukla'.

Controller of Examination

A large, handwritten blue signature, appearing to read 'Dinesh J'.

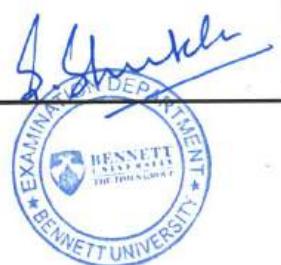
Vice Chancellor

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BENNETT UNIVERSITY

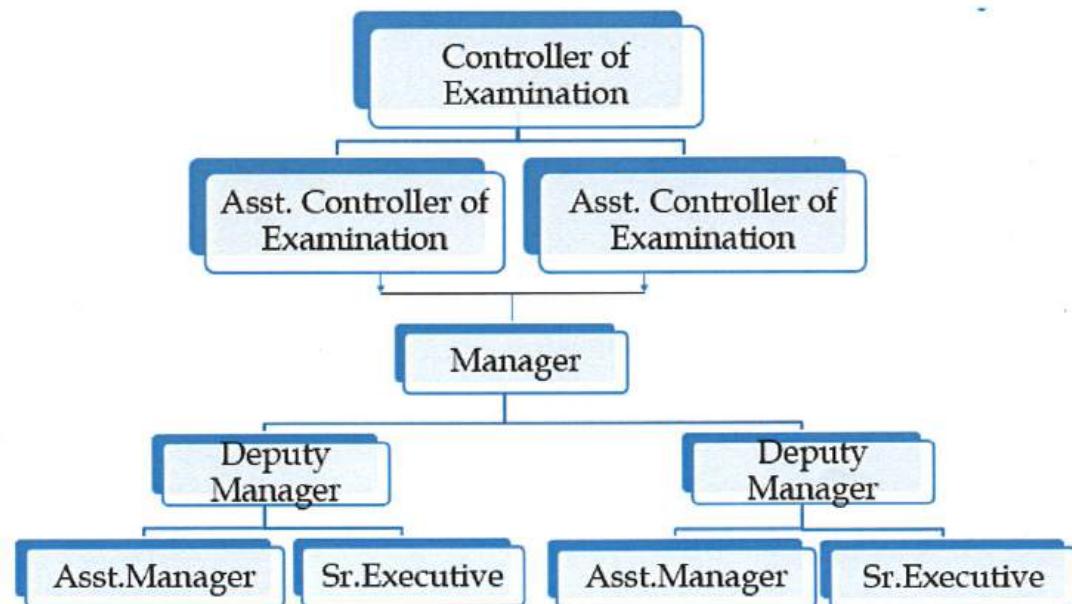
EXAMINATION POLICIES AND PROCEDURES

(Office of the Controller of Examination)

1. Preamble

The Bennett University examinations are to be conducted under the Controller of Examination in accordance with such directions as may be issued by the Vice-Chancellor, Chairman Examination Committee. Examinations of the University shall be open to all students subject to their meeting the requirements for taking the said examination. The rules and regulations below regarding examinations shall apply to all the students who are studying in the University in any mode.

2. Organizational Structure of Examination Department



The qualifications, term of office, conditions of service, and appointment procedure for the Controller of Examinations shall be determined by the Executive Council or as specified by the University's Ordinances. The Controller of Examinations is supported by two Assistant Controllers, who are in turn assisted by a Manager. The Manager is supported by two Deputy Managers, and the Deputy Managers are assisted by positions such as Assistant Manager, Senior Executive, and Executive.



3. Bennett University Academic Calendar

As per the dates specified in the Academic Calendar of each year, all processes and necessary actions are undertaken by the Controller of Examination to conduct the examinations. The exams are conducted for all registered students for a semester. The examination schedule is prepared and published by the Examination Department on the website. A copy of the schedule is also sent to the Dean of Schools and competent authorities for information.

4. Powers and Functions of Controller of Examination (CoE)

- (a) The Controller of Examination shall be the Principal Officer in-charge and without prejudice to the generality of the provisions of Ordinances of the University, shall be responsible for making all arrangements necessary for holding examinations and declaration of results.
- (b) The Controller of Examination will be appointed/nominated by the Vice-Chancellor, as and when required.
- (c) The Controller of Examination shall discharge his/her functions under the direct supervision, direction and guidance of the Vice-Chancellor ensuring that examinations are conducted in line with the examination policy of Bennett University. All arrangements for the conduct of examination to be held by the University shall be made by the Controller of Examination in accordance with such directions as may be issued by the Vice-Chancellor.
- (d) The Controller of Examination shall be an ex-officio special invitee in the meetings of the Academic Council.
- (e) The Controller of Examination shall perform such other functions as prescribed by the Ordinances approved by the Executive Council.
- (f) The CoE ensures that the University's examination processes align with the standards of regulatory bodies such as the UGC, AICTE, NAAC, or other accreditation bodies. This includes compliance with academic audit procedures and the proper documentation required for accreditation purposes.



5. Powers and Functions of CoE Office Members

Assistant Controllers of Examinations (Asst. CoE): Each Assistant Controller is responsible for specific tasks such as scheduling examinations, processing results, and ensuring compliance, thereby providing direct support to the Controller. Additionally, they may oversee various sections or handle different responsibilities within the department.

Manager: The Manager oversees the operational activities of the department, ensuring that the Deputy Managers, Assistant Managers, and Executives perform their roles effectively. Serves as a liaison between the Assistant Controllers and the subordinate staff.

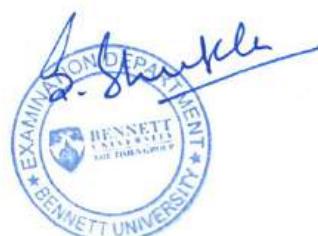
Deputy Managers: The Deputy Managers handle specific sections or tasks within the department, such as data management, examination logistics, or faculty coordination. They assist the Manager in supervising the work of the Assistant Managers and Executives.

Assistant Managers: The Assistant Managers are responsible for carrying out the day-to-day administrative tasks, including document management, scheduling support, and addressing student queries. They ensure the smooth execution of routine processes and provide support to the Deputy Managers.

Senior Executive: The Senior Executive provides high-level support, handling complex administrative tasks and ensuring the overall quality and accuracy of examination processes. Acts as a key coordinator, ensuring that all roles are functioning cohesively.

Executive: The Executive handles routine clerical and administrative duties, such as data entry, filing, and responding to student inquiries. Provides foundational support for the department's operations.

The above-mentioned functions of the members of the COE office are subject to change at the discretion of the Controller of Examinations.



6. Work of the Office of Controller of Examination (Flow Chart)



7. Committees and their Roles

7.1. Examination Committee

The Examination Committee reviews examination rules and regulations from time to time.

The Examination Committee shall consist of the following members:

- | | | |
|------------------------------|---|------------------|
| 1. Vice - Chancellor | : | Chairman |
| 2. Registrar | : | Member |
| 3. Dean Academics | : | Member |
| 4. Deans of all Schools | : | Member |
| 5. Heads of Departments | : | Member |
| 6. Controller of Examination | : | Member Secretary |

7.2. Standing Committee for UFM

The Standing committee for UFM addresses cases related to malpractices during the examination. The Standing committee for UFM shall consist of the following members:

- | | | |
|---|---|------------------|
| (i) Controller of Examination | : | Chairman |
| (ii) Dean of Any One School | : | Member |
| (iii) Senior Faculty from each School | : | Member |
| (iv) One representative from COE Office | : | Member Secretary |

7.3. Grievance Redressal Committee

The Grievance Redressal Committee addresses the grievances related to examination / evaluation including re-evaluation. The Grievance Redressal Committee shall consist of the following members:

- | | | |
|---------------------------------------|---|------------------|
| 1. Controller of Examination | : | Chairman |
| 2. Dean Academics | : | Member |
| 3. One Senior Faculty | : | Member |
| 4. One representative from COE Office | : | Member Secretary |

7.4. Examination Disciplinary Committee (University level)

The Examination Disciplinary Committee addresses cases related to indiscipline during examination. The Examination Disciplinary Committee shall consist of the following members:

- | | | |
|---------------------------------------|---|------------------|
| 1. Dean of the School* | : | Chairman |
| 2. Controller of Examination | : | Member |
| 3. Course -Coordinator /Faculty** | : | Member |
| 4. Dean Student Affairs | : | Member |
| 5. One representative from CoE Office | : | Member Secretary |

* The Dean of the School to which the disciplinary case belongs.

** One representative Course coordinator/Faculty from the School to which the disciplinary case belongs.



7.5. Flying Squad Committee

The Flying Squad shall monitor all aspects of the conduct of examinations and ensure that the exams are conducted on time, thereby enhancing the overall credibility of the system and discouraging any tendencies of malpractice or misbehaviour by examinees or any other person during the examinations. The Flying Squad Committee shall consist of the following members:

- | | | |
|---------------------------------------|---|----------|
| 1. HoD/Professor of School/Department | : | Chairman |
| 2. One faculty from SCSET | : | Member |
| 3. One faculty from TSOM | : | Member |
| 4. One faculty from SOL | : | Member |
| 5. One faculty from SEAS | : | Member |
| 6. One faculty from SOM | : | Member |

7.6. Committee for Disposal of Answer Sheets

The Committee for Disposal of Answer Sheets ensures the proper and secure disposal of examination answer sheets in accordance with university policies. The Committee for Disposal of Answer Sheets shall consist of the following members:

- | | | |
|---------------------------------------|---|------------------|
| 1. Controller of Examination | : | Chairman |
| 2. General Manager - Administration | : | Ex-Office Member |
| 3. One representative from COE Office | : | Convenor |

7.7. Moderation Committee- Question Paper (School level)

The Moderation Committee moderates Question Papers of each School for End Semester Examination. The Moderation Committee shall consist of the following members:

- | | | |
|--------------------------|---|----------|
| 1. Dean of the School | : | Chairman |
| 2. HOD | : | Member |
| 3. Domain /Course Expert | : | Member |

7.8. Grade Moderation Committee (School Level)

The Grade Moderation Committee ensures that grades are awarded appropriately and consistently. The Grade moderation committee shall be appointed by the respective School Deans which shall consist of the following members:

- | | | |
|--|---|----------|
| 1. School Dean | : | Chairman |
| 2. One Senior Faculty | : | Member |
| 3. Any faculty nominated by Dean from the School | : | Member |
| 4. School Examination Incharge | : | Convener |



8. University Examination General Guidelines

Examinations of the University shall be open to all students subject to their meeting the requirements for taking the said examination. The rules and regulations below about examinations shall apply to all the students who are studying in the University in any mode.

- (i) Students shall appear in the examination for the registered subjects only.
- (ii) Students must comply with all eligibility conditions, like minimum attendance, as specified by the University.
- (iii) Any student who has been expelled or rusticated from the University or has been debarred from appearing in the University examination for any reason shall not be permitted for any examination during the period for which the sentence is applicable.
- (iv) Notwithstanding anything contained in the ordinances relating to the admission of students to an examination of the University, the Vice-Chancellor may, in special cases in which he/she is satisfied with the case, may allow the student to take the examination.
- (v) The permission given to a student to appear in an examination may be withdrawn if it is found that:
 - (a) The hall admit card/information was issued or permission was given through a mistake.
 - (b) The student was not eligible to appear in the examination.
 - (c) Any of the above documents submitted by the student with the application for enrolment, admission, or examination are found to be false or incorrect.
- (vi) Permission will be given to a student to appear in the examination hall only on presenting the Admit Card and University identity card before the Invigilator or such officers responsible for conduct of the exam.
- (vii) If a student acts violently or uses force or makes a display of force towards the Controller of Examination or any invigilator at the Hall/Examination room or in its precincts, endangering the personal safety of either of them or acts in a manner threatening the authorities in the discharge of their duties, appropriate action may be taken against such students which may even include expulsion.
- (viii) Carrying of any objectionable/restricted materials during the exam in campus/exam hall is prohibited.
- (ix) A student expelled on any of the grounds mentioned above (points viii & ix) will not be allowed to appear in the subsequent papers.



- (x) In every case where the action is taken, a full report shall be sent to the Registrar of the University and the University Disciplinary Committee. Based on the severity of the offense, they may impose additional penalties on the student, such as cancelling their examination and/or barring them from taking exams for one or more years, after reviewing any explanation provided by the student.
- (xi) If a student is found guilty of using or attempting to use or having used unfair means at an examination the actions shall be taken as per procedure defined in the section of UFM.
- (xii) The University Examination Committee may with approval of the Vice Chancellor cancel the examination of a student and/or debar him/her from appearing in an examination of the University for a specified term if it is found afterwards that the student was in any manner guilty of misconduct in connection with his/her examination and/or was instrumental in or had abetted the tampering of the University records including the answer-sheets, mark-sheets, result-charts, diplomas.
- (xiii) When the University intends to award any of the aforesaid penalties under clauses as above, it shall give the student concerned an opportunity to submit an explanation in writing, as to why the proposed penalty may not be imposed on him/her and shall consider the explanation, if any, be filed within the specified time, before awarding the penalty.
- (xiv) In case a student is unable to appear in the examination due to sickness or other causes, such cases may be treated as special cases after satisfying the genuineness and as per the gravity of the case. The remedial measures may be taken as per the guidelines of Makeup examination.
- (xv) An amanuensis shall be allowed in the case of visually impaired students or students who are disabled due to an accident or disease and unable to write the examination themselves.
- (xvi) A student can be declared ineligible to appear for the examination of the University if he/she:
 - (a) has concealed important information from the University at the time of admission.
 - (b) has been prosecuted in any indiscipline case and so decided by the Vice-Chancellor.
 - (c) does not possess the minimum academic qualification to appear in the examination.
 - (d) does not satisfy all the provisions of this ordinance or/and any other ordinances which govern the permission to appear in the examination.



(e) has not fulfilled the attendance requirement.

9. Pre- Examination Planning and Activities

As per the dates specified in the Academic Calendar, all processes and necessary action shall be taken by the Controller of Examination to conduct the examinations. To conduct the examination smoothly in the University, the following preparatory action will be initiated by the Controller of Examination and team:

9.1. Appointment of Examiners

The examiners generally shall be faculty member(s) who have taught the course under an arrangement of the Course Coordinator.

9.2. Setting Question Papers

- (i) A notice will be issued by the Controller of Examination to all appointed examiners to set the question paper one month before the date of start of the examination, mentioning the important points like the format of the question paper, place for setting of question paper, due date of submission of question paper, authority to whom the question papers be submitted etc.
- (ii) All question papers shall be submitted within due dates duly moderated and authenticated by the moderator(s).
- (iii) Each department will have a paper-moderation committee appointed by the School Dean. All question papers of the department will be moderated by the committee. Vice Chancellor may, however, allow dispensation with this process if required.
- (iv) The format of the question paper (header/footer etc) should be the same as defined in the notice by the Controller of Examination Office.
- (v) From the point of view of confidentiality, all examiner(s) should password-protect the Question paper file in their system.
- (vi) Before submission of question papers, all examiners must ensure that the question paper is error-free and that it has been sealed properly for the respective examinations. The same shall thereafter be moderated, by the School Moderation Committee.
- (vii) All appointed examiners shall set question papers in two different sets for each course and submit the same in two separate sealed envelopes to COE office. The set to be used for the examination will be selected by the Controller of Examination.



(viii) All question papers shall be submitted to the Controller of Examination by the School Examination-incharge only.

(ix) All question papers received by the Controller of Examination shall be kept in sealed and safe custody.

9.3. Preparation of the Date Sheet/Seating Plan/Seating arrangements/Invigilation duty Chart/ Attendance Sheet/Printing of Question Papers

(i) A notice with important instructions and guidelines regarding examination schedule, timing, code and conduct of examination will be notified by the Controller of Examination.

(ii) The Controller of Examination shall duly publish the date sheet for examinations as per the University's Academic Calendar.

(iii) The seating plan for all halls/rooms will be prepared as per the seating capacity of the rooms.

(iv) The process for the preparation of the Date Sheet/Seating Plan/Seating arrangements/Attendance sheets/ Invigilation duty chart/Printing of Question Papers will be made under the supervision of the Controller of Examination or his/her nominee.

(v) All printed question papers shall be sealed in envelopes in accordance with the seating plan and date sheet.

(vi) Envelopes of question papers shall be kept in the safe custody of the Controller of Examination. The controller of Examination shall be personally responsible for the safe custody of question papers and the answer sheets.

(vii) As per instructions from the Controller of Examination, a room-wise invigilation duty chart will be prepared taking into the account the room capacity and requirement of invigilators there.

9.4. Admit card Issuance

The admit cards will be generated by the COE office and distribution will be done by the respective Schools/departments. Admit cards of students with pending dues or disciplinary action may be withheld to ensure compliance with financial and conduct rules.

In the event of a lost or misplaced Admit card, a duplicate Admit card can be issued by the COE Office by paying the prescribed fees. Be sure to contact COE office promptly for assistance as per following:



Commencement Time of Exam	Time of Issuing Admit Card
10:00 AM	09:30 AM to 10:20 AM
02:00 PM	01:30 PM to 02:20 PM

9.5. Invigilation duty

The Controller of Examination shall take out the Invigilation duty chart well in advance of any examination. All teachers at the School/Department and PhD scholars may be nominated for such duties.

9.6. Security and Administrative Arrangements

- (i) The CoE office sends prior communication to the Administration Department for making seating arrangements in each exam hall as per the seating capacity.
- (ii) All logistics arrangements, like drinking water, proper lights and air conditioners to be functional etc. are checked by the CoE team.
- (iii) Seating plan/arrangement are displayed at each exam hall entrance door for students.
- (iv) Security arrangements at each examination venue are also made.

9.7. Appointment & Guidelines for Flying Squads

- (i) The University may, from time to time, appoint flying squads to see that the conduct of the examination is strictly according to the rules and procedures laid down.
- (ii) The flying squad consists of senior faculty from each School.
- (iii) In the event of the flying squads pointing out any serious breach of rules or procedure, the Vice-Chancellor may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination.
- (iv) The flying squad must remain present at the exam centre during the entire period of examination. They are to move around the examination halls during the conduct of the examination to observe the activities of the invigilators and ensure that mobile phones or laptops are not being used by the invigilators.
- (v) In case any lapse in invigilation is noticed in any examination hall, the matter is to be immediately reported to the Controller of Examination and ensure that proper remedial action is taken forthwith. This may also be recorded in their daily report.



10. Attendance Requirements

- (i) All undergraduate/integrated program students are expected to be present in every lecture, tutorial, practical or project interaction session scheduled for them.
- (ii) A student must have a minimum attendance of 75% in a course during a semester, in lectures, tutorials or practical's taken together (as applicable). A student with less than 75% attendance in a course will be awarded 'DB' grade in that course irrespective of his/her performance in the tests during the semester. The Course Coordinator while awarding the grades will take into account the consolidated attendance record for the whole semester (Lectures, Tutorials and Labs, moots etc).
- (iii) A student should meet the above attendance requirement irrespective of the number of days he/she is on medical and/or other leave for any reason, whatsoever.
- (iv) For attendance, every scheduled class will be counted as one unit irrespective of the number of contact hours.
- (v) A relaxation of up to 10% may be given on the following special /exceptional grounds:
 - a. Any continuous illness of two weeks --like contagious diseases-- supported by a proper medical certificate. Smaller absences for shorter duration e.g. a few days at a time due to medical reasons shall not count towards this relaxation. A student must meet the program or course coordinator and submit the medical documents to prove the genuineness of the request.
 - b. The student being deputed to represent the University with the prior approval of the Dean.
 - c. Any special personal reason, on the recommendation of the Dean and approval of the Vice Chancellor.

11. Scribes for Candidates with Disability (For Physically Challenged/Physically Disabled & Accident injury)

Based on the recommendation of Dean of the School, the Controller of Examination may allow scribe for physically /disabled/accident injury candidates, who is not able to write



his/her examination. Such students shall be seated in a separate room or in the wellness centre.

- (i) A student who is physically challenged and is not able to write his/her examination.
- (ii) A student who is permanently orthopedically challenged or orthopedically injured is not able to write his/her examination. A student who has accidentally injured his/her writing hand and is not able to write the examination.
- (iii) A Physically Challenged / Disabled student has to submit the filled form by seeking the help of a “Scribe” to the concerned school program coordinator at least fifteen days in advance from the date of commencement of the examination in which he/she intends to appear. After collecting all the scribe forms, school PCs have to submit them to the CoE office at least 10 days in advance of the commencement of examinations.
- (iv) A person who is going to be the Scriber should not be in a blood relationship with the student.
- (v) The academic qualification of a ‘Scribe’ to write the examination on behalf of a student should be one grade lower than the qualification possessed by the candidate enrolled for appearing in the examination.
- (vi) The Scriber will write only such content as an answer which is narrated by the student during the examination. Violation of this rule will fall under Unfair Means (UFM).
- (vii) Candidates with specified disability, whether using a scribe or not, shall be entitled to 20 minutes extra time for examination.
- (viii) A separate seating arrangement will be made for the candidate owing to his/her condition.

12. Conduct of Examination

- (i) All arrangements for the conduct of examination to be held by the University shall be made by the Controller of Examination in accordance with such directions as may be issued by the Vice-Chancellor.
- (ii) The Controller of Examination with help from the Assistant Controllers of Examinations, shall supervise the work of invigilators and shall conduct the examination strictly, according to the University guidelines.



- (iii) The Assistant Controller of Examination shall determine the examination rooms for the examinations and shall issue proper instructions and guidelines for utilization of same.
- (iv) The Controller of Examination shall wherever necessary, send a confidential report to the Vice Chancellor about the conduct of examination, mentioning therein the performance of the invigilators and the general behaviour of the examinees. The Controller of Examination shall also prepare a report on the number of examinees attending each of the examinations, absentee numbers and such other information relating to the examinations being held at the different examination halls as may be considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the Vice-Chancellor.
- (v) Unless otherwise directed, only faculty of the University shall be appointed as invigilators by the Controller of Examination. A faculty of the subject of the written examination at any session shall not generally be an invigilator at such session of the examination but available for any clarification at any location.
- (vi) It shall be the duty of invigilators to ensure the correct identity of the student. For this, each student will carry the Admit card and University identity card issued to him/her.
- (vii) In the event of the flying squads pointing out any serious breach of rules or procedure, the Vice-Chancellor may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination.
- (viii) The Controller of Examination may, with the approval of the Vice Chancellor, cancel an examination at all halls/locations if it is established that there has been a leakage of question papers or any other irregularity, which warrants such a step.
- (ix) If necessary, the Controller of Examination may issue additional instructions in consultation with the Schools Deans and Vice-Chancellor for the guidance of the Examiners for the proper discharge of their duties.
- (x) Subject to the provisions of this Ordinance, the Controller of Examination, in consultation with the Academic Council, may from time to time make, alter, or modify the rules and procedures about the conduct of the examination.

13. Invigilation during Examination and Related Activities/Instructions to the Invigilators

The processes that must be followed by the Invigilator(s) shall be as under:



- (i) The nominated invigilators are required to collect examination material from the Examination Control Room 30 minutes before the commencement of the examination.
- (ii) All invigilators are required to reach the Examination Hall at least fifteen minutes before the start of the examination after collecting the packet of Question Papers and the examination materials comprising:
 - a) Envelopes of question papers/Bundles of Answer sheets.
 - b) Attendance Sheets of Students and seating arrangement.
 - c) UFM form.
 - d) Temporary movement form.
 - e) Invigilator guidelines
 - f) Any other material as per the requirement of the paper setter.
- (iii) Answer sheets will be issued to students 10 minutes before the examination.
- (iv) The invigilator should ensure that the seating arrangements have not been disturbed, all seats/desks are in order and the students are seated as per the seating arrangement.
- (v) Before issuing the question papers the nominated hall in charge shall check the following:
 - a) Students are not carrying mobile/digital equipment that carries memory or photographs or any other material that is prohibited in the Examination Hall.
 - b) Students are carrying the Admit card and University identity cards. In case the candidate does not have Admit card or University identity card, the candidate shall be taken to the CoE office and obtain an authorization slip to appear in the examination. If a student fails to carry the identity card for the second time, then his/her examination shall be cancelled.
 - c) Ensure that the candidate is sitting in the correct room and seat.
 - d) Announce that the candidates should not forget to sign on the attendance sheet which shall be brought to them by the invigilators in due course.
 - e) The candidate shall be permitted to use the washroom only after one hour of the commencement of the examination. In case of any emergency, it will be the discretion of the hall invigilator to allow a student to use the washroom. The candidates are not allowed to leave the hall before 1 hour (for 2 hrs. paper) and 1.5 hours (for 3 hrs. paper) from the start of the examination, even if they have finished the paper.



- (vi) Question papers will be issued 5 minutes before the start of the examination and students should start solving the question paper after the invigilator announces the time of start.
- (vii) Unless otherwise nominated, the senior most faculty in the examination hall will be in charge of the examination in that hall.
- (viii) Students coming late by more than the specified time will not be allowed in the Examination Hall. The late arriving student will be asked to report to the Controller of Examination who may allow the student to appear at his/her discretion, but no extra time will be given.
- (ix) Students are not permitted to borrow a pen/pencil/eraser/calculator or any other items from another examinee during the examination.
- (x) Calculators – Scientific/Non-scientific, Log tables, Time series table will be allowed only when specified by the examiner setting the paper.
- (xi) No student is allowed to go out of the Examination Hall even temporarily, without the permission of the invigilator on duty.
- (xii) Examinees shall be permitted to leave the examination hall temporarily for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall unless he/she gives a convincing explanation.
- (xiii) Mobile phones or any other electronic gadgets except calculators should not be carried inside the Examination Hall.
- (xiv) Students are advised to write their Names/Enrolment Nos. on the Answer Sheet and the question paper before they start writing their exam. The question papers shall not be circulated.
- (xv) Invigilators must ensure that the attendance sheets should be signed by all the students who have appeared for the exam.
- (xvi) Answer sheets are to be collected immediately after the examination is over, checked with the absentee list and arranged serially before handing over to the Examination Control Room.
- (xvii) Any Invigilator who is unable to perform invigilation duty should inform the Controller of Examination / respective school examination in-charge well before the examination through any means of communication and ensure the replacement.



14. Post- Examination Activities

a) Process for Evaluation of Answer Sheets

1. The physical copies of manually written answers sheets by students are collected for scanning purposes. These answer sheets are scanned by using high-speed scanners at a secure location.
2. The scanned copies are then allocated to the respective Examiners/Faculty coordinators for evaluation purpose.
3. Examiners evaluate answer sheets online through DVS system.
4. The digital evaluated answer sheets are made available to the students for answer sheet showing.
5. The marks allotted for each question are ported to the ERP system, which then computes the total based on the question paper pattern and marking scheme.

b) Evaluation System

The evaluation system of the University shall be oriented to encourage the academic qualities of the students. To train the student to put in sustained and disciplined work over the entire period of study the University follows a continuous evaluation policy.

As a general guideline, there shall be two written examinations i.e. Mid Term and an End Term Examination for theory courses.

Effective from the academic year 2024-25 for all the programs, the distribution of weightage for various components of evaluation shall be as below:

For Theory Courses:

- a) For SOL
 - (i) Internal assessments – 25%
 - (ii) Mid Semester Examination – 25%
 - (iii) End Semester Examination – 50%
- b) For all other Schools
 - (i) Internal assessments – 40%
 - (ii) Mid Semester Examination – 20%
 - (iii) End Semester Examination – 40%

For Practical/Laboratory/Internship/Seminar/Workshop/Projects, etc.

- (i) Internal assessments – 60%



- (ii) End Semester Examination – 40%

To pass the course, it is necessary to score 30% marks in the end term exam of that course. A total of 40 marks out of 100 is mandatory to pass a course, except for the School of Law (SOL), which is 50 marks out of 100. The written examinations shall be conducted under the arrangement of the Controller of Examination.

15. Rules on Unfair Means: Instructions and Penalty for Use of Unfair Means

- (i) **Important instructions for the conduct by a student in the Examination Hall shall be printed on the cover page of the answer sheet and notice boards. These may include:**

To-Do List

- (i) Be at the respective seats five minutes before the exams so that you do not disturb other students.
- (ii) Bring your ID card and Admit card. Display it appropriately.
- (iii) Leave all materials like slips of paper/mobiles/digital diaries/ study material/ revision notes etc. outside the hall. Forgetting to take out in a hurry is no excuse.
- (iv) You must sit as per the seating plan displayed outside the halls or notified on your intranet.
- (v) You must ensure that you sign your attendance slip before leaving the Examination Hall.

Not-to-Do List

- (a) Do not get late.
- (b) Do not carry unauthorized materials inside the examination hall: (a) Short notes, (b) Loose papers (c) Notebooks, (d) Mobiles, (e) Digital diary, (f) Do not write anything on covers.
- (c) Even if, the unauthorized material found in your possession is not related to the examination, you will be charged for UFM.
- (d) You are not allowed to leave the hall before 30 Minutes from the start of the paper.
- (e) Do not copy, talk, or indulge in unfair means. The report provided by the invigilator is final. No excuses of any kind will be listened to or accepted.



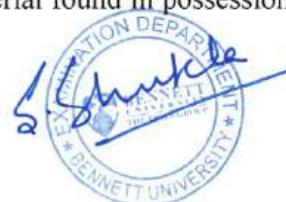
What constitutes UFM?

Any contravention of the above instructions and the use of any unfair means will render the student liable for punishment.

A student necessarily need not be actively involved in cheating to be viewed as a case of UFM. Wilful or even unintentional mistakes of noncompliance with instructions/guidelines for the examination may also be charged as UFM. The test for the same is possession of material or indulgence in an act that may provide unlawful gains.

(ii) Actions by the Invigilators on Detecting Unfair Means Case

- (a) As soon as a student is suspected by the invigilator or any other authorized person of having resorted to unfair means he/she shall immediately take possession of the answer sheet along with the relevant material found with the student. The papers, notes, books, electronic devices etc. found in possession of the student shall be duly signed by the student and the invigilator, sealed, and attached with the seized answer sheet in the presence of the student. In case a student is found to have written something on the body part a photo of the same may be taken, if possible.
- (b) In case the student indulges in UFM other than possession of unauthorized material like talking to a fellow student, attempting to copy from a fellow student, allowing a fellow student to copy, discussing an answer with a fellow student outside the hall etc, the nature of the offence must be duly recorded by the invigilator.
- (c) The invigilator in-charge shall get the prescribed form (attached) for unfair means filled and signed by the student and give his / her comments on the same, in the prescribed place.
- (d) After completing all the above formalities, a fresh answer sheet labelled as 'B' copy shall be given to the student for completing the examination.
- (e) If the student does not hand over the relevant material and/or refuses to fill up and sign the prescribed form, the same shall be recorded on the prescribed form. In this case, the co-invigilator may sign as a witness to the event.
- (f) No extra time will be given for completing the examination as a result of this procedure.
- (g) After the examination is over, these answer sheets duly marked as 1 (confiscated copy) and 2 (freshly issued copy) along with the material found in possession and



the prescribed form duly filled and signed by the invigilator in-charge shall be delivered separately to the Controller of Examination.

(iii) **Convening of Committee on Unfair Means**

(a) The Standing Committee appointed by the Vice-Chancellor shall enquire into cases of unfair means in the examination.

(b) The composition of the committee shall be:

- (i) Controller of Examination : Chairman
- (ii) Dean of Any One School : Member
- (iii) Senior Faculty from each School : Member
- (iv) One representative from COE Office : Member Secretary

(c) The Committee shall thoroughly examine the cases based on the material/documents placed as evidence by the invigilator and give a hearing to the student. It shall submit its recommendations after laying down the nature of the offence to the CoE for consideration and necessary orders.

(iv) **Categories of Offences and Punishments**

The following actions may be taken for different categories of offences enumerated below:

i. **Category 1 (Not Adhering to Guidelines)**

Nature of Offence

- (a) A student is found talking in the Examination Hall to another student.
- (b) A student is found to be talking to a person outside the examination hall before submission of the answer sheet e.g., while going to the washroom etc.
- (c) A student has deliberately changed his/her seat in the examination hall without the permission of the invigilator.

Action to Be Taken: The invigilator in charge of the room/hall shall immediately take possession of the first answer sheet. The student shall be informed that the first answer sheet is being recommended to be cancelled and the same may not be evaluated. The student shall be provided with a second answer sheet. **The first answer sheet shall be cancelled after deliberations of the UFM committee, and the second answer sheet only is to be evaluated.**

ii. **Category 2 (Attempt to take un-lawful advantage)**

Nature of Offence



- (i) A student is reported to have appealed to the examiner in the answer sheet. The examiner should report such cases to the Dean, as they are noticed during the evaluation exercise.
- (ii) Writing the solutions to the questions on the question paper itself /electronic device etc. during the examination whether with or without intention to use/circulate the same.
- (iii) A student is found possessing a cell phone or any other item of such type or communication gadget in the Examination Hall though not established to have used it.
- (iv) Using AI tools in exams is not permitted as they provide help beyond what is allowed in an examination.
- (v) A student is found possessing any notes or printed unauthorized material or notes written on any part of the body, clothes or instruments such as set square, electronic device etc. or having notes written on the chair, table, desk or drawing board etc. during the Examination but as per assessment of invigilator has not used the same.
- (vi) A student tries to/or appeals to the invigilator for help during the Examination.

Action to Be Taken: The invigilator in charge of the room/hall shall immediately take possession of the first answer sheet on occurrence or detection. The student is to be provided with a fresh answer sheet. **The UFM committee may award cancellation of the concerned paper and direct for award of zero marks in the concerned examination.**

iii. Category 3 (Direct intent/attempt to draw un-lawful advantage)

Nature of Offence

- (i) Cheating/copying detected during evaluation of the answer sheet. Examiners to report such cases if detected.
- (ii) Disrupting the smooth conduct of the Examination in any way.
 - a. Making use of unauthorized material like written/photocopied notes/written on the body parts, on the clothes or the desk or calculator or box. etc./ by himself/herself or through the assistance of others.
 - b. Found to be consulting notes or books while being outside the Examination Hall during the examination hours.



- c. Found to have received help from other students or given help to other students through passing some written material/electronic device pertaining to the questions set in the paper concerned.
- d. Found to be allowing other students to copy from his/her answer sheet.
- e. Found communicating or attempting to communicate directly or through someone else with the Examiner or anybody connected with the University Examination for influencing them in the award of marks.
- f. Found to be guilty of swallowing or destroying any note or paper or any other material found with him/her.

Action To Be Taken: The student should be awarded a 'Fail' grade in that subject. The student may be allowed or / disallowed to appear in the upcoming supplementary Examination of that subject.

iv. Category 4 (Direct involvement in unethical means)

Nature of Offence

- (i) A student is found in possession of a solution to a question set in the paper through the help of any student, supervisory or ministerial staff or some other agency/person.
- (ii) Guilty of having made previous arrangements to obtain help in connection with the question paper in cases not covered by the above provision.

Action to Be Taken: All examinations are to be cancelled for that Term and the student involved is to be awarded a fail grade in all courses registered for the Term. Further, the student is disallowed from appearing in the upcoming supplementary examinations.

v. Category 5 (Direct involvement in unethical means and lacking integrity)

Nature of Offence

- (i) Smuggling an answer sheet, taking out or arranging to send out an answer sheet.
- (ii) Writing deliberately another student's roll no. in his/her answer- sheet.
- (iii) Found in possession of answer- sheet not his/her own.
- (iv) Impersonating another candidate.
- (v) Allowing impersonation in any Examination.
- (vi) Guilty of serious misconduct in the Examination Hall or obstructing the implementation of the instructions of the superintendent or any of the invigilators in the Examination Hall.



(vii) Using threatening or foul language etc. during the Examination.

Action to Be Taken: All examinations of that Term are to be cancelled and the student is to be awarded a fail grade in all courses registered for the Term. Further, the student is disallowed from appearing in the upcoming supplementary examinations. In addition, the student be debarred from appearing in any University Examination for one Term or expulsion from the University depending on the gravity of the offence.

vi. Category 6 (Involving other persons)

Nature of Offence

Any person who is not a candidate for any examination found committing or abetting in the committal of any of the offences mentioned above.

Action To Be Taken: To be dealt with by the Vice-Chancellor in an appropriate manner including expulsion from the University if he/she is a student of the University. In case the offender is not from the University, legal action may be required to be initiated.

vii. Category 7 (Repeat/habitual offences)

Nature of Offence

Second/subsequent case(s) of UFM reported against a student in the same academic year.

Action to Be Taken: One step higher punishment than the most severe punishment awarded so far in all the UFM cases against him/her, including the action corresponding to the present UFM case.

viii. Category 8 (Collusion)

If any examiner notices any case of copying of answer(s) either among two or more candidates or from any other source, he/she should mark the relevant portion(s) of the answer(s) and send the case immediately, along with his/her report on the same, to his/her Head Examiner.

Nature of Offence

When two or more students collaborate and produce identical or similar answers, indicating that they exchanged information during the examination.

Action To Be Taken: Depending on the severity of the collusion, the actions may vary, including:



1. Minor Collusion: Not awarding marks for the affected section or question.
2. Moderate to Severe Collusion: The UFM committee will deliberate on the specifics of the case and recommend appropriate actions.

ix. Category 9 (Plagiarism)

Nature of Offence

Plagiarism during the Class Work/ Quizzes/ Submission of Seminar Report/ Dissertation/ Practical's/ Laboratory Classes/ Projects etc. is considered a serious violation under Unfair Means (UFM) during examinations or academic assessments. It involves using someone else's work, ideas, or expressions without proper acknowledgment, and presenting them as one's own.

Action To Be Taken:

- For minor or first-time offenses, a formal warning may be issued, advising the student to adhere to academic integrity standards.
- The student may be required to resubmit the work.
- The student's grade for the assignment or project may be reduced.
- The student should be awarded a 'Fail' grade in that subject.
- More serious cases could lead to disciplinary action, such as suspension or expulsion, especially if the plagiarism is extensive or if it is a repeat offense.

x. Category 10 (Indiscipline)

Nature of Offence

- (i) A student found to be involved in disorderly conduct or disturbing other students.
- (ii) The behaviour of a student on being caught is unsatisfactory / non-cooperative or the student uses resistance/violence against the Invigilator or any person on examination duty or consistently refuses to obey the instructions.

Action to Be Taken:

All such cases will be referred to the Examination Disciplinary Committee, whose decision shall be final. The committee, upon reviewing the case, shall determine one or more of the following punishments:

1. Cancellation of the examination of the course in which the student is found to have been guilty.



2. Cancellation of the examination of all the courses for which the student has appeared and/or prohibition from taking examinations in future semesters.
3. Any other disciplinary measures deemed appropriate by the Examination Disciplinary Committee, considering the severity of the offense.

xii. Category 11 (Revealing identity in Answer Sheet)

Nature of Offence: Deliberately disclosing one's identity or making any distinctive mark in the answer sheet in violation of any general rule in this regard.

Action to Be Taken:

1. The student should be awarded a 'Fail' grade in that subject.
2. The student may be allowed or / disallowed to appear in the upcoming supplementary Examination of that subject.
3. Any other disciplinary measures deemed appropriate by the UFM Committee, considering the severity of the offense.

Cases not covered by these Regulations will be decided by the Vice-Chancellor.

16. Grading System

Letter Grades that shall be considered/ awarded based on the student's marks are as below:

Letter Grade	O	A+	A	B+	B	C+	C	D	F
Grade Point	10	10	9	8	7	6	5	4	0

a) General Guidelines for Award of Grades

The following are the general guidelines for the award of grades:

- (i) All evaluations of different components of a course shall be done in marks for each student.
- (ii) The marks of each component of evaluation shall be reduced to the approved weightage and then each component added to get total marks on a 100-point scale. The rounding off shall be done on the higher side.
- (iii) The Grades may be awarded by any of the methods as approved by the Academic Council and generally as a relative grading. The grade boundaries



may be decided by the course coordinators. However, the reason for the same may be justified during the grade moderation committee meetings.

- (iv) 'O' grade shall be awarded in rare cases of extraordinary performance. Invariably students having less than 30% marks (less SOL which is 50%) will be awarded a Fail Grade.
 - (v) The provisional grades shall be awarded by the course coordinator. The same shall be moderated by the Grade Moderation Committee at the School level.
 - (vi) The grades should be finalized within the time announced in the Academic Calendar. The course coordinator shall have full responsibility for this purpose.
- b) The following shall be the structure of grading for the academic performance of the students:**

Grade	Grade Point(s)	Description of Performance
O	10	Extra Ordinary Performances
A+	10	Excellent- Exceptional Achievement
A	9	Excellent
B+	8	Very Good
B	7	Good
C+	6	Above Average
C	5	Average
D	4	Pass
F	0	Very Poor
S	-	Pass in AUDIT course
U	-	Fail in AUDIT course
DB	0	Debarred due to less attendance.
W	-	Result Withheld
AB	0	Absent
UFM	0	Unfair Means
PP	-	Pass (For mandatory non-credit courses)
FF	-	Fail (For mandatory non-credit courses)

The minimum passing grade for the School of Law is 'C' (awarded for 50% marks or higher), while for other programs, it's 'D' (awarded for 40% marks or higher)

Description of Grades

'O' Grade

The 'O' grade denotes the Extra Ordinary Performance.

'F' Grade



The 'F' grade denotes a very poor performance, i.e. failing a course. A student has to repeat all courses in which she/he obtains an 'F' grade until a passing grade is obtained. In the case of 'F', no grade points are awarded. However, the credits of such courses shall be used as the denominator for the calculation of GPA or CGPA.

'W' Grade

'W' means Results Withheld, which is an unfinalized grade. This grade indicates that a student's result is withheld due to academic, personal, health, discipline or other reasons.

'DB' Grade

This grade indicates that the student was ineligible to appear for the examination due to non-compliance with attendance requirements. This grade is awarded to a student who fails to meet the attendance requirement of 75% for the scheduled classes in the respective subject.

'S' Grade

The grade denotes that student registered for the audit course has passed the same. However, no credits are awarded for the audit courses. Since the course is non-credit, it will not be counted for the computation of SGPA/CGPA.

'U' Grade

The grade denotes that student registered for the audit course has failed the same. However, no credits are awarded for the audit courses. Since the course is non-credit, it will not be counted for the computation of SGPA/CGPA.

'AB' Grade

This grade is awarded to the student who failed to appear in the End Term Exam.

'UFM' Grade

This grade is awarded to the student who is found to be using unfair/unauthorized means during the examination.

'PP' Grade

This grade is awarded to the student for successfully passing a mandatory non-credit course. Since the course is non-credit, it will not be counted for the computation of SGPA/CGPA, but it is essential for fulfilling graduation requirements.

'FF' Grade

This grade is awarded to the student who failed to pass the mandatory non-credit course. Since the course is non-credit, it will not be counted for the computation of SGPA/CGPA, but it is essential for fulfilling graduation requirements.



c) Grading of the subject

The grading shall be carried out as per the Grading System defined by the University. Grading for each course shall be finalized/ moderated by the Grading Committee of the department and normalized by the School moderation committee.

d) Award of Grades

Students obtaining grades ‘O’ to ‘D’ shall be declared pass. ‘O’ Grade shall be given to a student having extremely outstanding performance. Students failing in a subject will be awarded an ‘F’ grade. The level of a student's academic performance, determined by the aggregate of continuous evaluation and End term examinations, shall be represented by letter grades on a ten-point scale.

e) Evaluation of Academic Performance

The performance of a student will be evaluated in terms of two indices, viz., the Grade Point Average (SGPA) in a semester (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 up to that point.

f) Grade Point Average (GPA)

The GPA is calculated based on grades obtained in all courses, except audit courses, registered for the semester and shall be reflected in the semester grade sheet. It is calculated as below.

- (a) Multiply the credits by the points assigned to the grade concerned.
- (b) Add the total grade points for all the registered courses of the semester.
- (c) Divide the total grade points by the total number of registered credits.

The overall Grade of a student in the program of study up to the end of a particular Semester shall be called Cumulative Grade Point Average (CGPA). The total grade points scored in different semesters are added up and divided by the total number of registered credits till then. It indicates the Cumulative Grade Point Average and shall be reflected in the grade sheets from Semester 2 onwards.



An Example of these calculations is given below:

Semester: 1

Course No.	Course Credits	Grade Awarded	Grade Points	Earned Credits	Point Secured
1	2	3	4	5	6
SEAS101P	4	C	5	4	20
SEAS103P	4	C	5	4	20
SEAS105L	3	C+	6	3	18
SEAS107P	4	A	9	4	36
SEAS109L	4	A	9	4	36
SEAS111L	2	A	9	2	18
SEAS113L	1	B	7	1	7

Credits registered in the I Semester (total of column 2) = 22

Earned Credits in the I Semester (total of column 5) = 22

Points secured in the I Semester (total of column 6) = 155

SGPA (I Semester) = $(155 / 22) = 7.05$

CGPA (At the end of I Semester) = Not Applicable

Semester: 2

Course No.	Course Credits	Grade Awarded	Grade Points	Earned Credits	Point Secured
1	2	3	4	5	6
SEAS102P	4	C+	6	4	24
SEAS104P	4	F	0	4	0
SEAS106L	4	B	7	4	28
SEAS108P	2	C	5	2	10
SEAS110L	1	A	9	1	9
SEAS112L	4	A	9	4	36
SEAS114L	1	C+	6	1	6

Credits registered in the II Semester (total of column 2) = 20

Earned Credits in the II Semester (total of column 5) = 16

Points secured in the II Semester (total of column 6) = 113

SGPA (II Semester) = $(113 / 20) = 5.65$

CGPA (at the end of I Year) = $(155 + 113) / (22 + 20) = 6.38$

g) Conversion of Grades into Percentages

The performance of the student is measured in terms of CGPA (on a 10-point scale). However, on request from the industry recruiters and overseas University's query on percentages obtained by students, it is essential to provide equated percentages to students on a grade sheet. For this, the CGPA shall be multiplied by 10 and the resulting figure rounded off to the second digit.



17. Approval of Result

All results after moderation are submitted to the CoE office. The CoE put up the results for the Vice Chancellor's approval. After approval, the final result will be published for all the students.

18. Declaration of Result

Term/Semester wise final result is announced as per the date specified in Academic Calendar. A notice to this effect is put on the University's website.

- (a) All the Class Work Assessment marks/Continuous Evaluation Marks/Mid Term marks/ Lab marks/Project marks/End Term marks are uploaded directly by the faculty on ERP.
- (b) The grading is carried out as per the Grading System defined by the University. Grading for each course shall be finalized/ moderated by the grading committee of the department and normalized by the School moderation committee.
- (c) The faculty adhere to the deadline to ensure that marks are entered and grades are generated in a timely manner so that result can be declared within the specified time.
- (d) The grades are populated after defining the range through ERP and thereafter a grade report is generated after locking the grades.
- (e) The grade reports of all the respective courses of all the respective Schools are submitted to COE office.
- (f) The Controller of Examinations prepares a consolidated report of the result and present the same to VC/Pro VC for the final approval for declaring the result.
- (g) The results of students who are involved in UFM cases or of those who have violated any University guidelines/rules shall be withheld. The decision of the competent authorities/committees in such matters shall be final and binding on the student.
- (h) Result declaration notification is sent to the students through University's website and each student will be able to access and view their results through their ERP login ID.

19. Grievance Redressal Mechanism

Bennett University follows a transparent, time-bound and efficient Grievances handling mechanism. The Examination Department recognizes and values the importance of the GRM (Grievance redressal mechanism) process as a means of improving accountability and transparency. The grievance redressal mechanism operates, in accordance with published statutes/ordinances of the university.



The students have every right to make representation about their Grievances related to the examination process. Grievances are resolved as per the norms set by the examination department.

1. The students are informed about the evaluation components at the beginning of the semester by the faculty members.
2. The grievance redressal mechanism is easily accessible to all students, irrespective of their semester, term, or academic year, and can be filed online or offline.
3. It is ensured, that the grievances are treated in complete confidentiality, assessed impartially, and handled transparently.
4. Depending upon the nature of the grievance, the COE office offers resolution of the grievance at the earliest possible time.
5. Any unforeseen grievances of students related to examinations that are not clearly stated in the BU rules & regulations are resolved/addressed by the Controller of Examinations (COE) on case-to-case basis.

Process

A student will be permitted to see his/her evaluated answer sheet who has appeared in a university examination as per the date stipulated on the academic calendar.

A student having any grievance related to the exams (like the question paper being out of the syllabus, questions not clear, credits-subject mismatch, transcript-related issues etc.) has to approach the Examination department (exam.grievance@bennett.edu.in). Then the student has to submit the grievance in the prescribed form available with the COE office. The subject course coordinator in the department will be directed to verify the question paper by COE, if the questions are out of the syllabus, such marks will be assigned to the student if the student attempts such question. The Controller of Examinations resolves the problem after the verification, and the process is completely transparent. After taking the necessary steps the student is informed accordingly.

Channels for Application

1. By raising a ticket through BU Helpdesk: <https://helpdesk.bennett.edu.in/>
2. Application for grievance is accepted through dedicated e-mail (exam.grievance@bennett.edu.in)
3. Acknowledgement is done through the same channel selected for submission of application (e-mail and hard copy of received application).



4. Acknowledgement outlines the GRM process, provides contact details and indicates the timeline likely to take to resolve the grievance.

The university ensures that grievances related to examinations are resolved as early as possible, depending on the nature and complexity of the issue.

20. Re-evaluation

The Examination Department provides students with two opportunities per academic year (one in each semester) to review their marks and request redressal if required.

➤ GUIDELINES FOR SHOWING THE ASSESSED ANSWER SHEETS OF THE SEMESTER-END EXAMINATION

- The process for showing assessed answer sheets shall be completed as per the schedule announced in the Academic Calendar.
- The students will be able to view their evaluated answer sheets through University's Digital Valuation Platform.
- While viewing the assessed answer sheets, if a student finds any discrepancies or mistakes - such as errors in the total marks, issues with carrying forward marks, or unassessed answers then he/she can report these issues using the prescribed format (Format is given at **Appendix "G"**) to the COE office.

Immediately after the declaration of the result, students are notified about the re-evaluation policy and process.

➤ REGULATIONS REGARDING RE-EVALUATION OF ANSWER SHEETS POST RESULT DECLARATION

The process of re-evaluation shall be managed by the COE office.

Eligibility for Re-evaluation:

- Re-evaluation is permissible in all theory papers for the End Semester Examination and Make-up Examinations.
- No re-evaluation will be conducted for Supplementary Examinations and Summer Term courses.
- Re-evaluation is permissible only for external components (End Semester Examination only) and not for any other component such as Mid Term, Practical Examination, Lab Courses, Assignments, Projects, Workshops, Seminars, Internship, Viva-Voce, Teaching Practice, etc.

Application Process:

- Any student desirous for re-evaluation of marks shall apply to the COE on a prescribed form (Format is given at Appendix "H") by paying the prescribed fees within **15 days** from the date of announcement of results.
- A non-refundable fee of **Rs.5000/-*** per subject for revaluation shall be paid by the examinee.
- Incomplete forms or those lacking relevant details may be rejected without assigning any reason whatsoever.

Re-evaluation Procedure:

- The re-evaluation will be done by an independent examiner appointed by the Vice-Chancellor from a panel recommended by the COE.
- The masked digital answer sheet will be sent to the independent examiner for re-evaluation.

Post-Re-evaluation Procedure and Compliance

- The final result after re-evaluation shall be changed only if there is a change in the result status in the course/subject in which the student applied for re-evaluation, otherwise original result remains unchanged.
- If the change in marks from the initial evaluation is more than 20% then the answer sheet will be sent to a different evaluator for second re-evaluation and the average of both marks will be considered.
- After re-evaluation, if the marks of a student are revised, the record shall be corrected accordingly, and a revised grade sheet shall be issued after the previous grade sheet is surrendered by the student.
- If a student refuses to surrender his previous grade sheet, it shall be treated as misbehaviour and shall be dealt with by the Examination Disciplinary Committee under the relevant provisions of these Regulations.
- The result of re-evaluation shall be made available on the ERP system.

Viewing and Documentation:

- Student will not be allowed to view the re-evaluated answer sheet after the re-evaluation process.

Late Applications:

- The Controller of Examinations may accept the application for re-evaluation of answer sheets after 15 days from the expiry of the due date in exceptional cases.



*The amount may be subject to change as per University's policy.

21. Issuing of Grade sheets & Transcripts

1. Grade sheets shall be issued after 15 days from the date of publication of the result.
2. Transcripts shall be issued after 15 days from the date of publication of the result.

22. Procedure to be adopted by students missing any specified Examination

The following procedure shall be adopted to establish the genuineness of the case.

• **Action by the student (Medical Cases)**

- 1) The student should report an absence from the examination(s) by the fastest possible means to the Dean/Program coordinator. It could be an email or written communication by speed post or sent by hand through any means. In the case of hosteller, if a student falls sick while residing in the hostel, he/she should seek the advice of the University Medical Officer.
- 2) The medical report with all supporting documents should preferably be sent not later than 5 days after the last date of the said examination.
- 3) The student should on re-joining:
 - a. Report to the University Medical Officer with complete medical documents including referral/prescription slip of the doctor specifically indicating the disease and medicine prescribed, investigation/lab reports and discharge slip in case of admission should be provided.
 - b. Obtain Medical Officer's views on the genuineness of the case on the proforma available with the Medical Officer and submit the documents along with the proforma with remarks of the University Medical Officer to the Dean of the School, not later than 5 days after the last date of Examination.
- 4) In case a delay beyond 5 days is anticipated the student should arrange for the medical documents to be sent to the University Medical Officer by hand through a friend / relative etc. and get the said genuineness proforma filled up and deposit the same with the Dean of the School/Controller of Examination.
- 5) No request later than 5 days after the last date of examination shall be accepted for reasons of ignorance or any other reasons.



- **Action by the student (Medical Cases)**

In case the student must miss the examination due to genuine reasons other than medical:

- The students must send an application to the School Dean citing the reason for missing the examination with necessary supporting documents. The Dean after evaluating the genuineness and validity of the request may grant special permission to the student. The approval should be deposited with the Dean of the School not later than 5 days after the last date of the examination.
- If the situation permits, prior written sanction of the Vice Chancellor and in his absence the School Dean is mandatory. No post facto requests shall be accepted in such cases.

23. Make-up Examination

(i) Mid Term Make-up Examination

A student may apply for a makeup examination where he/she is not able to attend the examination schedule due to reasons of personal medical condition, compassionate reasons like the death of a very close relative or any other unavoidable contingency. Except in case of a medical emergency, a student needs to seek advance approval from the appropriate authority before missing the Examination. The following rules shall govern the makeup examinations.

Theory Courses

- (i) A student missing the Mid Term Examination can be allowed to take a Make-up Examination.
- (ii) The students must put up the request for a make-up examination along with the relevant necessary documents to prove the genuineness of the case (for having missed the Examination) within 5 days of the last date of the examination.
- (iii) The students who miss the examination due to medical reasons must attach the opinion of the University Medical Officer (UMO) after showing all medical documents to him/her.
- (iv) The genuineness shall be reviewed and approved by the School Dean and Dean Academic and finally put up to the Vice Chancellor for approval.
- (v) The make-up Examination shall be held between Mid Term and End Semester Examination and the dates shall be notified in the academic calendar.



- (vi) In case a student misses the make-up examination, then no second make-up chance will be provided.
- (vii) The duration of the examination shall be as decided by the Faculty/Course Coordinator
- (viii) Genuine approved cases shall be notified by the Dean Academic based on the requests received and only such students shall be allowed to take make-up examinations in the subjects where approval has been granted.
- (ix) The date sheet need not be taken out as the makeup examination shall be conducted by the respective School.

(ii) End Term Make-up Examination

It is mandatory to appear in the end-semester major examination to obtain PASS grade for a course. A student who misses the end semester examination shall follow a similar procedure as outlined above to prove the genuineness of the case and to obtain the approval of the Vice Chancellor. The student whose case is approved as genuine shall be awarded an "I" Grade in the semester results in the given subject and the student shall be allowed to appear in the make-up examination of the said subject. However, the grades shall be worked out by computing the marks obtained by students in Mid Term Exams, TA, Lab and make-up examinations (equated to the weightage of end semester examination). The total marks shall be compared with the marks of the class as in the regular semester for the award of grade.

(iii) Make-up Examination End Term Viva of Projects

It is mandatory to appear in the final Viva examination to obtain any grade for a project course. In case a student misses the same for genuine reasons; a similar method as given for the written examination of theory courses shall be followed.

24. Supplementary Examination Policy

(i) Eligibility

- A student who fails to pass any course of the semester in the regular examination and obtains "F" grade is eligible to appear for the supplementary examination.
- A student who is unable to appear in the University Examination in any of his/her course of the semester is eligible to appear in the Supplementary Examination.



- A student who is unable to appear in the University Examination due to lack of attendance in any of his/her course is eligible to appear in the Supplementary Examination.
- A student who is unable to appear in the University examination due to disciplinary action, his/her eligibility for supplementary assessment will depend on the outcome of the disciplinary proceedings and the rules of the University regarding such matters.
- A student who has been awarded “F” grade due to the use of unfair means during an examination may also be eligible for a supplementary exam, depending on the University's policies and UFM committee decision. The eligibility for such a supplementary exam is determined by the Categories of Offences and Punishments outlined by the university, which classify the severity of the misconduct and the corresponding penalties.
- The course cleared through Supplementary Examination will be indicated with a notation in the grade sheet.

(ii) Registration

Registration for the supplementary examination is a mandatory process for students who wish to apply for supplementary examination. The last date for registering for the supplementary exam is mentioned in the Academic Calendar. No student will be allowed to register and pay the requisite fees after the deadline. For a one-year program, if a student has backlog courses, they are required to appear in a special supplementary examination to clear those courses.

(iii) Examination Fee for Supplementary

A mandatory non-refundable fee of Rs.3000/-* per course (applicable for the batches starting from 2024-25 academic session) will be charged to the students. The earlier fees will continue to apply for students enrolled before the academic session 2024-25. **The Supplementary fees is subject to change as per the discretion of the University.*

(iv) Conduct

Supplementary examinations for the immediately concluding semesters will be conducted twice in an academic year.

- Those students who get an “F” grade will have the option to appear in the Supplementary examinations as per following:



(a) **After the conclusion of the semester:**

For the odd semester it shall be held immediately preceding the examination in the month of December/January and for the Even Semester, before commencement of next semester or as scheduled in the academic calendar.

(b) If a student fails in the supplementary exam, he/she can re-appear for the next corresponding supplementary exam (i.e. even with even and odd with odd).

(c) **N+2 Rule:** Students may be allowed to clear their failed courses through supplementary exams within a maximum of N+2, where "N" represents the minimum duration of the programme.

(d) **Mercy Chance:** One Mercy chance after N+2 years. Mercy chance is a special provision granted at the discretion of the Vice Chancellor to provide a final opportunity for students to clear their failed papers and complete their degree, recognizing the need for flexibility in certain exceptional circumstances while maintaining academic standards. Mercy chance is not applicable to candidates who discontinue or re-join the program.

Upon the student's request and the recommendation of the Head of Institution (HoI) or Dean, the Vice-Chancellor may grant an extension of maximum one additional year i.e., N+1+(1) for programs up to 2 years in duration, and N+2+(1) for programs longer than 2 years.

(e) **Remedial Classes:** University may offer remedial classes for students who are debarred due to insufficient attendance, enabling them to become eligible for supplementary examinations. Debarred students with $\geq 50\%$ attendance will be allowed for remedial classes. Students with less than 50% attendance will not be permitted for remedial classes.

(ii) The Supplementary Examination shall be of the same duration as end term examination. The marks of the internal component will be retained for students appearing in supplementary exams and the weightage of the supplementary exam will be the same as that of the end term exam.

(iii) There is no provision of Supplementary exam for Mid Term Exam and Internal assessments.

(iv) The passing marks for Supplementary exam shall be same as that of End Term exams.



- (v) Supplementary examination for non-theory courses like Project/Lab courses, Practical, Moot Court, Online, Continuous Assessment, Workshops, Seminars, Internship, Presentations, VIVA, etc. will be conducted as scheduled in the academic calendar with the applicable fees.
- (vi) For non-theory courses the marks of the internal component will be retained for students appearing in supplementary exams and the weightage of the supplementary exam will be the same as that of the end term exam.
- (vii) The nature of the supplementary exam should be same as that of the End Term exam.

(v) Grading

Grading in supplementary Exam: Grade shall be determined based on marks obtained by the students in the Supplementary Examination of the subject only. The maximum grade awarded for the Supplementary Examination shall be up to "C+" (grades comprising F, D, C, C+).

(vi) Special Supplementary for Final year students

Special supplementary examinations may be offered at the discretion of the University to the final year/graduating students to clear their pending backlogs or failed courses. These exams are scheduled to provide an additional opportunity for students to complete their degree requirements and graduate on time, ensuring they do not face delays in their academic progression. For this, the students of one-year courses shall be deemed as final year students. Maximum number of credits that can be registered in a Special Supplementary Examination is 24 credits. The maximum grade awarded for the Supplementary Examination shall be up to "C+" (grades comprising F, D, C, C+).

25. Summer Term Examination

Opportunity to clear your backlogs/not registered courses and grade improvement in Summer Term



To assist the students in clearing the backlog courses as well as to provide an opportunity for grade improvement, an additional Summer Term may be run by the University, if required, as per the details below:

1. Summer Term registration after First Year will be with the permission of respective School Dean only.
2. Year-2 onwards registration in Summer Term for a subject will be open only to those students who have already completed 2 chances of supplementary examination of that subject.
3. Above and over, a student can register only for a maximum of 15 credits OR 5 courses.

26. General Rules: Examination

Students must present both their ID card and the admit card to the security guard for entry to the examination hall, and these must also be shown to the invigilator for inspection during the exam. Entry to the examination room will only be permitted if a valid ID card issued by the Registrar's Office and the admit card are presented. Both the ID card and the admit card must be carried for all examination papers.

In the event of a lost or misplaced ID card, a duplicate or temporary ID card can be issued by the Registrar's Office one week before the start of the examination. To ensure timely processing, the request should be submitted a week in advance. The procedure is as follows:

- (i) Submit a written application requesting a regular or temporary ID card.



- (ii) Bring one passport-size photo and deposit Rs 1000 with accounts, get endorsement done from the Registrar's Office and get a duplicate ID card.
- (iii) In case of temporary misplacement, deposit Rs 1000 with the Registrar's Office to obtain a temporary ID card. If the regular ID card is found, the deposit will be refunded upon returning the temporary card before the end of the examination.
- (iv) For issuance of a temporary authorization slip from the COE office, you must carry with you a valid photo ID proof (Aadhar card or voter ID) and visit First floor, A block, Examination Department.

In the event of a lost or misplaced Admit card, a duplicate Admit card can be issued by the COE Office by paying the prescribed fees. Be sure to contact COE office promptly for assistance.

TO-DO LIST (BEFORE THE EXAM)

- a. Bring your ID card to the Examination Hall and wear it around your neck on the day of exams. You are also required to carry your Admit Cards. In case you are not carrying your ID card and Admit card, you are prohibited from the examination.
- b. In case you have forgotten your ID card for the 1st time only, then report to the COE office before the commencement of the examination and collect a temporary authorization slip for that day only. Thereafter, no temporary authorization slip will be provided. You will not be allowed entry into the hall without a valid ID card.
- c. Please take your seat in the respective examination hall 10 minutes before the commencement of the exams. You may be debarred entry or allowed delayed entry so that you do not disturb other students.
- d. Leave all materials like slips of papers/mobiles/ programmable calculators/study material/ revision notes etc., outside the hall. Forgetting to leave out these in a hurry is no excuse.
- e. Wipe your hands clean, of any notes that you may have made. Similarly, clean up the calculator covers of any written material.
- f. Check your seating arrangement before the examination and ensure to sit only on your assigned seat in the Examination Hall, as per the seating plan.
- g. Seating arrangements shall be displayed at the examination hall entrance.



DO'S AND DONT'S (DURING THE EXAM)

1. Do not act in any manner which is detrimental to maintaining order and discipline during the exam. If a student is found misbehaving in the examination hall, he /she would be seriously dealt with under the procedure outlined in the university ordinance.
2. In the examination hall, you will be under the disciplinary control of the Controller of Examinations/ Invigilator of the hall. In the event of a student disobeying the instructions of the Controller of Examination or any Invigilator or behaving in an undisciplined or insolent manner, the student may be removed from the hall and disallowed the day's examination. If he/she persists in misbehaviour, he/she may be excluded from the rest of the examinations after approval from the Vice Chancellor.
3. The main examination area (BLOCK- A, B, N & P) will be closed exactly at 9.45 a.m. for the morning examination and 1.45 p.m. for the afternoon examination.
4. Entry to the examination room shall not be entertained after 10 minutes of the commencement of the examinations.
5. The duration of the end-term examination is 2 hrs./3 hrs. You will be permitted to use the washroom only after one hour of the commencement of the examination. In case of any emergency, it will be the discretion of the hall invigilator to allow a student to use the washroom.
6. You are not allowed to leave the hall before 1 hour (for 2 hrs. paper) and 1.5 hours (for 3 hrs. paper) from the start of the examination, even if you have finished the paper.
7. You are prohibited from carrying mobiles/smart watches/electronic gadgets and programmable calculators in the examination area (BLOCK- A, B, N & P) on the day of examination.

27. Grade Moderation

The Grade Moderation Committee of the School for the courses shall comprise the course coordinators/teachers, connected with the course. This committee shall be responsible for adherence to the guidelines for the award of grades as decided from time to time. The grades thereafter shall be moderated at the School level, under the chairmanship of the Dean. The



Chairman of the Grade Moderation Committee will forward the final grades to the Controller of Examination. The Chairman, Grade Moderation Committee shall also retain the record copies of the marks and the grades along with the statistical parameters for all the courses moderated and forward a copy of the same to the Controller of Examination.

28. Moderation of marks

Moderation of marks refers to the allocation of grace marks for students who have marginally fallen short of passing marks in the exams.

- a. A moderation of maximum up to 5 marks per semester and 3 marks in a course is allowed in the Examinations.
- b. Moderation of marks is awarded only in the course(s) where a student needs additional marks to pass. It will not be applied to improve the overall grade.
- c. Moderation is also applicable in cases of N+1 years and N+2 years, where N represents the normal or minimum duration prescribed for the completion of the program.
- d. In exceptional circumstances, the moderation of marks for students falling under the N+2+1 provision will be solely at the discretion of the Vice Chancellor.
- e. PhD students are not eligible for grace marks.
- f. The grace marks cannot be carried forward - Any unutilized moderation marks from a particular semester will not be transferred to subsequent semesters.
- g. Grace marks shall not be applicable to courses whose End Semester Examinations are not conducted by the University, such as MOOC/SWAYAM courses.
- h. The moderation of marks will be conducted by the Controller of Examinations. After moderation, the result sheet will be submitted to the Vice-Chancellor for approval. Once approved, the COE will formally declare the results.
- i. In case of any ambiguity or clarification with respect to any provisions of this regulation, the decision of the Vice Chancellor of the University shall be final.
- j. These guidelines are subject to the rules and regulations of the statutory bodies of the University.

29. Academic Performance Monitoring and Load Restriction

Deans / HOD / Faculty mentors should monitor the academic performance of students at the end of each semester and may put them on load restriction if required.



30. Conditions for Pass and Progression

➤ For the students enrolled up to the Academic Year 2023-24

A student would be allowed to continue with the program with the following preconditions:

- (a) The student should obtain a minimum CGPA of 3 on a 10-point scale to be promoted to 2nd year.
- (b) For a student to be promoted to 3rd year, he/she mustn't have any back log courses of 1st year.
- (c) The maximum duration permitted for completion of the program shall be N+2 years.
- (d) No relaxation shall be given to the student to register for more than 28 credits to make up for the low performance.
- (e) No special consideration shall be given to the student for clearing the back-log courses and the student himself/herself shall be responsible for planning registration and clearing the same.

➤ The following rules are only applicable to undergraduate programmes and master's programmes offered by BU with effective from AY 2024-25 admitted students onwards. **All dual/joint degree programs and the programs controlled by councils will be beyond the scope of this document until and unless adapted.** Also, for Ph.D. programmes, existing rules prevail.

Progression Policy

1. To get promoted from First Year to Second Year in the program of study, a student must fulfil **any** of the following **TWO** conditions.
 - a) Should have a minimum of CGPA of **4.0** on 10-point scale after the end of **FIRST** year of study.
 - b) 50% credits earned out of total **FIRST** year credits.

The calculation will be based after inclusion of supplementary exam and summer term* result.

In case of student does not meet either of the above conditions, s/he will be required to re-register afresh for all the 1st year courses as a year-back student.

2. At the end of every academic year from second year onwards to get promoted to next year of study, a student must fulfil **any** of the following **TWO** conditions:
 - a) Should have a minimum of CGPA of **4.0** on 10-point scale after the end of that year of study. The final CGPA for decision will be considered after the declaration of supplementary examination and Summer Term* result.



- b) All credits of immediate previous year(s) must have been earned AND 50% credits earned out of total credits of current year of study.

The calculation will be based after inclusion of supplementary examination and summer term* result.

In case of student does not meet either of the above conditions, s/he will be required to re-register in any of the following two categories:

- a) **Full Fee student:** In this case by depositing the full fee s/he will attend entire year OR entire semester as a fresh student.
 - b) **Only appear for End Term Examination** by paying fees of examinations for the courses for which s/he wishes to take the examination. In this case, all internal assessment marks will be retained of previous time.
3. Excluding semester withdrawal due to medical reasons or any genuine reason approved by the Vice Chancellor, maximum duration to complete a programme is **N+2** where N is the normal duration of the program.

**At the end of First year, summer term registration will be by the approval of School Dean only. Year-2 onwards registration in Summer Term for a subject will be open only to those students who have already completed the chances of supplementary examination of that subject.*

31. Conditions for Award of a Degree

A student shall be considered for the award of a degree only on fulfilment of the following conditions:

- (a) Earning a minimum credit as specified in the curriculum of the respective program. In the case of lateral entry students (direct entry into the second year), the minimum credits shall be equivalent to the total credits for the program less the credits of the first year. This excludes the credits required to be obtained by the student of lateral entry, who is advised to take some equivalence courses.
- (b) Should complete the requirements of the Degree in the maximum duration specified for the program (N+2). Semester withdrawals due to medical reasons are not counted in the specified period. However, forced withdrawal of students e.g., rustication or expulsion or non-attendance by the student due to any other reasons, shall count in the maximum period of respective and minimum period.
- (c) Should have achieved a minimum cumulative GPA or equivalent grading standard as specified by the University.
- (d) Successfully completion of the Internship studies.



- (e) Should have cleared all the foundational and core courses of the programs. In the case of lateral entry students, the student should have completed the foundational/core courses/equivalent courses, as approved at the time of admission in the programs.

i) Honours Programs

The honours program is not mandatory.

- (i) A student shall be eligible to get an Honours degree by earning additional credits over and above the regular program credits.
- (ii) All the Honours courses shall be selected from the department, in which the student is enrolled.
- (iii) To opt for Honours, a student should possess the eligibility requirement as defined by Schools/Department.
- (iv) The CGPA criterion to continue in Honours shall be calculated by considering the courses in the regular program as well as the Honours courses credited by the student.
- (v) A student shall not be allowed to simultaneously opt for an Honours degree and a Minors degree.

ii) Minors Programs

Minors program is not mandatory and only applicable for B.Tech programs.

- (i) A student shall be eligible to get a Minors degree by earning at least eighteen additional credits over and above the regular B.Tech program.
- (ii) All the Minor courses shall be credited, as decided by the minor stream a student opts for.
- (iii) The Minor courses shall be available from 3rd semester onwards.
- (iv) To opt for minors, a student should have no backlogs by the end of the 2nd semester
- (v) To continue in minors, a student should possess no backlogs at the end of each semester in the minor courses.
- (vi) A student is not allowed to simultaneously opt for an Honours degree as well Minors degree.

iii) Other Rules Concerning Honours or Minors

- (i) The transcript/grade cards shall list out Program courses and Minors/Honours courses separately.



- (ii) The transcript shall indicate all the honours and minors' courses inclusive of failed courses
- (iii) The transcript/grade card shall display SGPA/CGPA separately for both the Minors and Honours programs separately.

A student can opt for Minors in 3rd semester, then discontinue the Minor program in the 5th semester to opt for Honours, provided he/she meets the eligibility requirements of the honours program.

Minimum Credit Requirements to award degree:

3 Year UG Program	120 Credits
4 Year UG Program	160 Credits
2 Year PG Program after 3 Year UG	80 Credits

Source:
https://www.ugc.gov.in/pdfnews/7193743_FYUGP.pdf
https://www.ugc.gov.in/pdfnews/2990035_Final-NHEQF.pdf

Program Completion Duration

The maximum duration of Program of study will be as follows:

Minimum Duration	Maximum Duration
1 Year	3 Years
2 Years	4 Years
3 Years	5 Years
4 Years	6 Years
5 Years	7 Years

32. Semester Withdrawal in Medical Cases

A student who has been absent from classes based on medical advice after due approval of the Dean / Vice Chancellor and has submitted an authentic medical record may be permitted to withdraw from the semester. Further, if a student is absent from classes because of certified genuine medical reasons for five weeks or more will be asked to withdraw from the semester compulsorily, "W" grade shall be awarded to all such cases.



33. Convocation and Graduation

Academic report with the record of Graduating Students for the Academic year is placed by CoE before VC for approval. Once it is approved it is submitted to the Registrar's office for further communication and record.

34. Policy for Retention and Disposal of Answer Sheets/Examination material

The retention and disposal of answer sheets/examination materials refers to the procedures to be followed for secured disposal after the retention period and the practice of determining the period for which records are to be retained.

Purpose

- (a) To ensure that the Answer sheets/Examination material are retained for adequate duration of time.
- (b) To resolve any examination related grievances of the students.
- (c) To ensure secure disposal of the same post that duration.

Scope

The implementation of this policy helps to ensure that examination materials (including but not limited to answer sheets, question papers, and attendance sheets) are preserved securely during their life cycle and disposed of thereafter.

Policy

This policy outlines the process for retention and disposal of students' answer sheets and other examination-related records to be followed at Bennett University.

(a) Retention

The students' answer sheets and related records are retained for a minimum period of one academic year to address any examination-related grievances by the students and subsequently disposed of after the end of such time.

Written Answer Sheets

The answer sheets and other documents like the Seating Plan, Attendance Sheet etc. shall be retained by the COE, for a minimum period of one academic year.

Others. All other exam-related material like marksheets, question papers assignments/lab books/records are digitally scanned and stored for record purpose.

(b) Deposition of Exam Material

The answer sheets and other exam related materials will be digitally scanned, and data stored safely in password-protected folders.



(c) Disposal

The disposal process shall be initiated periodically by the Controller of Examinations. The evaluated Answer Sheets, Assignments, Project Records, and other related documents (Attendance sheet, Seating Arrangement, Forms etc.), shall be preserved safely in their original packets, for a period of at least one academic year. However, the scanned soft copies of the same will be kept in digital form for record purposes.

Examination-related documents that are ready to be disposed of must go through the following process:

- (a) A three-member committee duly constituted by the COE and approved by the Vice-Chancellor shall be responsible for the destruction of records.
- (b) The Examination department will prepare a detailed list of all the documents to be disposed.
- (c) Records must be disposed of by shredding or any other appropriate means.
- (d) Destruction must be handled in a secure and confidential manner.
- (e) Once the destruction/disposal is completed, destruction certificates signed by the committee members shall be transferred to the permanent archive.
- (f) The shredded paper bits shall be given for recycling to approved paper merchants.
- (g) The decision of the COE would be final and binding, for the terms and conditions of the tender/MOU, as recommended by the constituted committee.

Retention period of Examination records:

Type	Duration of Retention
Examination Ordinances, Regulations and Policy files	Permanent
End Semester Exam Result Tabulation Sheets	Permanent
End Semester Exam Question Papers (copies to be provided to Library)	2 months after declaration of End Semester result
Date Sheets	5 Years
Seating Plans	One Academic Year
Invigilation duty charts	One Academic Year
Grade Sheets	Permanent
Student attendance sheets of examinations	One Academic Year



Answer Sheets of End Semester Examinations	One Academic Year
Answer Sheets of End Semester Makeup Examinations	One Academic Year
Answer Sheets of End Semester Supplementary Examinations	One Academic Year
Flying Squad reports	6 months
Re-evaluation records	5 Years
Grievance related records	5 Years
UFM records	5 Years
Moderation records	One Academic Year
Verification records	One Academic Year
Minutes of the Meetings	Permanent
Bills and Invoices	5 Years

35. Automation: IT integration in the examination system

The University has adopted examination policies and procedures in such a way that they involve the integration of IT at every stage particularly for EMS.

1. All the Students are required to register on ERP on day one at the time of registration and choose their subjects.
2. Internal assessment marks submission on ERP by the faculty.
3. Generation of Date sheet, Seating plan, Invigilation duty chart, Admit Card and Attendance sheet through ERP system.
4. Complete evaluation process of End Term examination is online through Digital Valuation System (DVS).
5. Porting of End Term marks from DVS to ERP system. Generation of grades by faculty.
6. Makeup/Supplementary Registration on ERP.
7. Result publishing is a fully automated process.



36. Contact details of Examination Department:

Location : A Block, 1st Floor

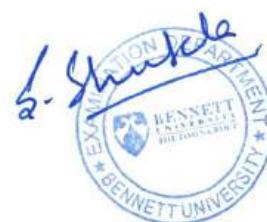
Timings : 09:30 AM - 05:00 PM (Monday to Friday) on weekdays except Holidays

Lunch Timings: 01:30 PM to 02:00 PM

Examination Department	Email IDs	Contact Nos.
Controller of Examination	coe@bennett.edu.in	-
Controller of Examination Office	coeo@bennett.edu.in	0120-7199373
Examination Grievance	exam.grievance@bennett.edu.in	-

37. Important URLs:

Description	URLs
Examination Department	https://www.bennett.edu.in/examination-department/
Examination Manual	https://www.bennett.edu.in/wp-content/uploads/2024/05/Exam-Manual.pdf
Scriber Form	https://www.bennett.edu.in/wp-content/uploads/2024/05/Scriber-Forms.pdf
Re-evaluation Form	https://www.bennett.edu.in/wp-content/uploads/2024/05/Re-evaluation-Form.pdf
Grievance Form	https://www.bennett.edu.in/wp-content/uploads/2024/05/Grievance-Forms.pdf
General Instructions for Students appearing for Odd/Even Semester End Term Examination	https://www.bennett.edu.in/wp-content/uploads/2024/05/General-Instructions.pdf
Student ID Card	https://www.bennett.edu.in/wp-content/uploads/2024/05/Student-ID-Card.pdf



38. Prescribed Fee:

Grade Sheets	Initial - No cost. However, late collection fine (Rs 100/-) shall be levied if student fails to collect the same after last specified / alternate date. Rs 500/- per copy for Additional Copies/Replacement of lost grade sheets
Interim Transcript (Before completing degree requirements)	Rs 500/- (for one copy) Rs 1000/- (for three copies) Rs 1500/- (for five copies) Note - Any request above five copies will be levied for a fee of INR 300/- per copy.
Transcript (After graduating)	Initial - No cost. Thereafter – Rs 500/- (for one copy) Rs 1000/- (for three copies) Rs 1500/- (for five copies) Note - Any request above five copies will be levied for a fee of INR 300/- per copy.
Postage charges	Rs 200/- for Domestic Rs 3000/- for International
Re-evaluation of Answer Sheet	Rs 5000/-
Supplementary Examination	Rs 3000/- per course (applicable for the batches starting from 2024-25 academic session) Rs 1000/- per course (for students enrolled before the academic session 2024-25)
International Charges of Electronically Grade sheet	Rs 3000/- plus a) Rs 500/- (for one copy) b) Rs 1000/- (for three copies) c) Rs 1500/- (for five copies) Note - Any request above five copies will be levied for a fee of INR 300/- per copy.
International Charges of Electronically Transcript	Rs 3500/-
Document Verification	Rs 500/-
Percentage Conversion Certificate	Rs 500/-
Medium of Instruction certificate	Rs 500/-
Backlog certificate	Rs 500/-

The examination regulations are subject to periodic review and amendments to ensure they remain effective and relevant.



39. Appendices

Details	Appendix
Sample Format of Question Paper	Appendix 'A'
CERTIFICATE BY FACULTY FOR SETTING UP THE Q/PAPERS	Appendix 'B'
MODERATION FORM OF QUESTION PAPERS	Appendix 'C'
Application Form for Appointment of Scriber	Appendix 'D'
Approval for Scriber	Appendix 'E'
No Blood Relation Undertaking	Appendix 'F'
Proforma for showing the Evaluated Answer Sheet of End Term Examination	Appendix 'G'
Grievance – Post publishing of result	Appendix 'H'
STUDENT GRIEVANCE FORM FOR QUESTION PAPER	Appendix 'I'
PROFORMA REPORT TO BE FILLED IN BY THE FLYING SQUADS PAYING VISIT TO THE EXAMINATION HALL	Appendix 'J'
Proforma for showing the Evaluated Answer Sheet of End Term Examination (for School/Departments)	Appendix 'K'
RE-EVALUATION FORM	Appendix 'L'


S. Shukla
 (Controller of Examination)


D.P. Jha
 (Registrar)


Dr. Sudesh Kumar
 (Dean Academic Affairs)


Dr. M. J. J. Varghese
 (Vice Chancellor)



Appendix 'A'

Sample Format of Question Paper

Enrolment No: _____ Name of Student: _____

Department/ School: _____

END-TERM EXAMINATION, EVEN SEMESTER MAY 2024

COURSE CODE	MAX. DURATION	2/3 HRS
COURSE NAME		
PROGRAM	TOTAL MARKS	

GENERAL INSTRUCTIONS: -

Mapping of Questions to Course and Program Outcomes										
Q.No.	1	2	3	4	5	6	7	8	9	10
CO										
PO										
BTL* ¹										

1. Do not write anything on the question paper except **name, enrolment number** and **department/school**.
2. Carrying mobile phones, smartwatches and any other non-permissible materials in the examination hall is an act of **UFM**.

COURSE INSTRUCTIONS:

- (a)
- (b)
- (c)

SECTION A

(Please Define the Section A with Max marks and Marks for each Question in the right flank of the page)

- A1)
- A2)

SECTION B

(Please Define the Section B with Max marks and Marks for each Question on the right flank of the page)

- B1)
- B2)

-ALL THE BEST-

¹ BT Level; L1= Remembering; L2= Understanding; L3= Applying; L4= Analyzing; L5= Evaluating; L6= Creating



Appendix 'B'

**BENNETT UNIVERSITY
EXAMINATION DEPARTMENT**

CERTIFICATE BY FACULTY FOR SETTING UP THE Q/PAPERS

(To be attached to the Question Paper)

A) Name of Faculty _____

B) Course Code _____

C) Course Title _____

D) Type of Examination _____

E) No of set of Q/P Submitted _____

F) Date of submitting the Q/P _____

G) Certified that:

- (a) I have taken all precautions to ensure the security and sanctity of the Q/P and the same has not been shared or discussed after compilation.
- (b) I have not retained any copy of the Q/P
- (c) The soft copy has permanently been deleted from my computer.

Signature

Date:



Appendix 'C'

NAME OF SCHOOL/DEPARTMENT:
MODERATION FORM OF QUESTION PAPERS

• Details of Paper Moderated

S. No	Details
1.	Batch
2.	Year/Semester
3.	Type of Examination
4.	Name of the Course with credits
5.	Course Code
6.	Course Instructor(s)
7.	Total Duration of Examination
8.	Total Marks

• Status of Question Paper made: (Tick any one of the below)

		Remarks (Examples given below)
1	No Change	The paper is satisfactory and approved for the Exam
2	Minor Revision	
3	Major Revision	The paper is easy and should be modified. The paper is tough and should be modified
4	Re-submission	The paper is rejected and should be made again.

• Comments or Suggestions (if any)

• Signature of the Moderation Committee members

S. No	Name	Designation	Signature
1.			
2.			
3.			
4.			

Note: - Submit all the moderation forms to the Department of Examination without fail along with the submission of Question Papers.



Appendix 'D'

Application Form for Appointment of Scriber

a) Details of Student

- | | |
|---------------------------|------------------------|
| 1. Name of Student: | 2. Enrolment No..... |
| 3. School Name: | 4. Program/Branch..... |
| 5. Batch: | 6. Sem: |

Affix
Photograph
of Scriber

S. No	Course Code	Course Title
1.		
2.		
3.		
4.		
5.		
6.		

7. Reason for the request of scribe

.....

8. Supporting documents

B. Details of the Proposed Scriber:

9. Name in Capital letters.....
10. Father's Name.....
11. Permanent Address
12. Qualifications (Attach attested photocopy):
Examination passed (a).....(b) Div..... (c) Year.....
13. Date of Birth.....
14. Profession.....
15. Handwriting specimen of Scriber in (a) English
(b) Hindi

I request you to allow the scriber to write the examination on behalf of me. The reason for this request is mentioned above. I am aware of all the conditions of the SCRIBER as well as examinations. I know that violation of any of the rules will fall under Unfair Means (UFM).

Signature of Scriber

(Signature of Student)

Recommendations of Dean/ HoDs



Appendix 'E'

To,

Affix
Photograph
Of Scriber

Dean/HoD

Dear Sir/ Madam

As per recommendation on the application of student Mr. / Ms.....
Enrollment No..... School.....
Program..... for Examination, the proposed scribe
details are as below.

Name (scriber)

Scriber's Father's Name.....

Handwriting specimen of Scriber in (a) English

(b) Hindi

(Signature of Scriber)

Controller of Examination



Appendix 'F'

No Blood Relation Undertaking

To,

**The Controller of Examination,
Bennett University**

Respected Madam,

We, _____ (the student) and _____ (the scribe), assure that we and our families do not share any blood relationships. We are aware of the University Examination and Scriber's Norms and violation of any of the rules shall fall under unfair means.

Thanking you,

Date: _____

(Student's Sign)

(Scriber's Sign)





Appendix ‘G’

Proforma for showing the Evaluated Answer Sheet of End Term Examination

(To be filled by student & submitted to Evaluator)

Odd/Even Semester AY: _____

1. Name of School/Department: _____ Date: _____

2. Name of the Student: _____

3. Enrolment No.: _____ Program/Branch: _____

4. Course Code: _____ Course Title: _____

5. Did the student find any discrepancy: YES

6. If yes, Discrepancy indicated by the student: _____

7. Name of the Evaluator: _____ School/Department: _____

8. Name of the Examination In-charge: _____
Does the Examination charge agree with the discrepancy? YES NO

9. Comments of the Examination Incharge on Point No. 9: _____

10. Whether the discrepancy was resolved? YES NO

11. In case, YES Original Marks Revised Marks

12. Whether the student is satisfied with the action taken by the Examination In-charge?
YES NO

Undertaking by Student: I hereby declare that I am satisfied with the rechecking/re-totaling

(Signature of Student)

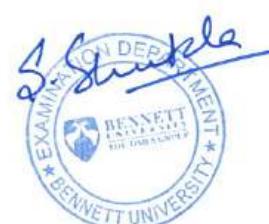
(Signature of Evaluator)

(Signature of Examination Incharge)

14. Comments of Dean/HoDs of School: _____

(Signature of Dean/HoDs)

(Signature of Dean/HoDs)



Appendix 'H'

Grievance – Post publishing of result

(To be filled by student & submitted to Evaluator)

Odd/Even Semester AY: _____

1. Name of School/Department: _____ Date: _____

2. Name of the Student: _____

3. Enrolment No.: _____ Program/Branch: _____

4. Course Code: _____ Course Title: _____

5. Description of Grievance/ Discrepancy (give details, use additional sheet, if necessary):

6. Name of the Evaluator: _____ School/Department: _____

7. Action Taken:

8. Supporting Documents:
a)
b)
c)
d)

9. Whether the discrepancy was resolved? YES NO

(If No? The student must apply for post publishing of result re-evaluation form annexure-3 with the payment of Rs 5000).

10. Whether the student is satisfied with the action taken by COE Office? YES NO

11. If, No (Write reason):

Undertaking by Student: I hereby declare that I am satisfied/not satisfied with the resolution.

(Signature of Evaluator)

(Signature of Student)

Controller of Examinations



Appendix 'I'

(EXAMINATION DEPARTMENT)

STUDENT GRIEVANCE FORM FOR QUESTION PAPER

Name of the Student: _____

Enrolment No. _____ School Name: _____

Program Name/ Branch: _____ Year/ Semester: _____

Course Code & Name: _____ Type of Examination: _____

Date of Examination: _____ Date of Grievance: _____

Reason for Grievance

Was extra time provided?

Student Representative's Signature and Date

Remarks from the officials (Office use only)

Faculty's Name and Comments _____

Signature and Date _____

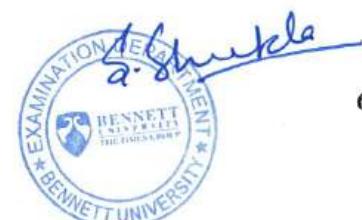
HOD's Name and Comments _____

Signature and Date _____

Controller of Examination Name & Comments _____

Signature and Date _____

Note: If a student fails to provide genuine evidence, the complaint is not considered.



Appendix 'J'

BENNETT UNIVERSITY
EXAMINATION DEPARTMENT

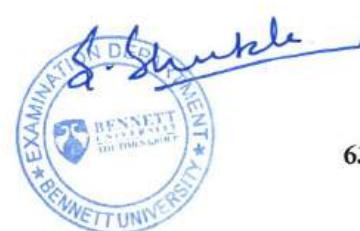
**PROFORMA REPORT TO BE FILLED IN BY THE FLYING SQUADS PAYING VISIT TO
THE EXAMINATION HALL. (LEAD MEMBER)**

Dated

1. Examination:
 2. Date and time of reaching the examination Hall
 3. Student seated as per the seating plan..... Yes/No.
 4. Student signature on the Answer Sheet whether madeYes/No.
 5. Invigilator's signatures on the Answer Sheets were there? Yes/No.
 6. Invigilator's signature on the attendance Sheet were there? Yes/No.
 7. Were the invigilator(s) were found using a mobile during the examination.....Yes/No.
 8. Any irregularity discovered. Yes/No
 9. General impression about the conduct/Arrangements of Examination. Suggestions, if any, for Improvement.....
-

Sr. No	Flying Squad	Name	Signature
1.	Chairperson		
2.	Member		
3.	Member		
4.	Member		
5.	Member		
6.	Member		

Controller of Examination



Appendix 'K'

Proforma for showing the Evaluated Answer Sheet of End Term Examination

Odd/Even Semester AY: _____

Course Code: _____

Course Title: _____

Faculty Name: _____

Name of the School/ Department: _____

S No.	Student's Name	Enrollment No.	Discrepancy Noticed (Yes/No)	If yes, please specify

Name and Signature of the Faculty:

Date:

Name and Signature of the Examination In-charge:

Date:

Name and Signature of the Dean/HOD:

Date:



Appendix 'L'

POST PUBLISHING OF RESULT RE-EVALUATION FORM (ONLY FOR STUDENT)

Before filling up the form please read the instructions carefully. The form should be filled in by the candidate in block letters.

- e) Name of the School/Department : _____
- f) Name of the Program : _____
- g) Name of the Student : _____
- h) Enrollment No. : _____
- i) Year & Month of Examination : _____
- j) Semester (Odd / Even) : _____

Particulars of paper(s) in which re-evaluation is required			
Sr. No.	Course Code	Course Title	Marks/Grade Obtained
1.			
2.			
3.			
4.			
5.			
6.			
7.			

INSTRUCTIONS FOR RE-EVALUATION

1. Re-evaluation is allowed in the answer-sheets of theory papers only.
2. The fee for Re-evaluation of answer sheet is Rs. 5000/- per paper/subject.
3. Incomplete application form in any respect will be rejected.

Total no of Papers _____ (In Words) _____

Re-Evaluation fee (in figure) Rs _____ (In Words) _____

Total Fee (In figure) _____ (In Words) _____

FOR OFFICE USE

Fee Paid Rs Receipt No..... Date

Signature of Finance Department

I hereby declare that I will accept the decision of CoE for Re-evaluation/Re-totaling and will not further challenge the same.

Name & Signature of the Student
Date:

