**Exam Scheduling & Evaluation Guidelines**

Examinations are scheduled twice a year – during **October** (Odd Semester) and **April** (Even Semester). The Examination Committee, led by the Dean and Controller of Exams, prepares the schedule, ensuring no subject overlaps. Exams are conducted strictly on weekdays, between 10:00 AM and 1:00 PM, with at least one day gap between subjects for effective preparation.

Question paper submission is the responsibility of course faculty. Each paper undergoes double vetting for academic rigor and plagiarism check. Evaluation begins within 48 hours of exam completion. Each professor must evaluate and submit internal and external marks within **7 working days** to ensure timely results. University practicals and viva-voce are coordinated by the HoDs and external examiners.

Marks entry is fully digital, and moderation is done in presence of the HoD. Continuous Internal Assessment (CIA) contributes **25%** and semester exams contribute **75%** to the final grade. Revaluation procedures are explained to students during orientation and guided by the department faculty. Academic integrity, invigilation protocol, and grievance redressal are central to maintaining a fair examination environment.