

1. It is the responsibility of each student registered in coursework during the current semester to take the prescribed components of the evaluation such as Assignment / Quiz (online), Mid-Semester Tests and Comprehensive Examinations according to the schedule given in the respective Course Handouts.
2. For each course for which the student is registered in the current semester, the student must attend the Mid-Semester Test (EC-2, 2 Hours duration, Closed Book type) as well as the Comprehensive Examination (EC-3, 3 Hours duration, Open Book type).
3. IF a student is unable to appear for any of the Regular Mid-Semester Tests (EC-2) or Regular Comprehensive Examinations (EC-3) due to genuine unforeseen or unavoidable personal or professional exigencies, the student can apply online for the Make-up Tests / Make-up Examinations, soon after the Regular Tests / Exams are over.
4. In case of students having a backlog course package, IF there is any clash in the examination schedule (Date + Session) for any two courses in the prescribed course package for this semester, then the student must appear for the Regular Test/ Regular Exam for ONE of the two clashing courses, and take the Make-up Test / Make-up Exam for the other clashing course.
5. IF a student is absent for both the Regular Test / Exam as well as the Makeup Test / exam of a course, then s/he will be required to register in those courses again in a subsequent semester and appear for all evaluation components again in that semester, to clear the course with a valid grade. The marks obtained in any evaluation component in a semester cannot be carried forward to a subsequent semester.
6. No student should write the Regular Test / Exam as well as Make-up Test / Make-up Exam for the same evaluation component (EC-2/ EC-3) in a course. Makeup Exams are not to be used for improvement of performance in the exam. If any student appears for both Regular as well as Make-up Test/ Exam for the same evaluation component of a course, then his/her registration in that course during the current semester will be cancelled and s/he would be required to register again in that course later.
7. Students who miss the Regular Test / Exam as well as the corresponding Make-up Test / Exam for any course during the current semester will be declared RRA (Required to Register Again) and they have to register for the same course during a later semester. No further Make-up Tests / Exams will be conducted irrespective of the reasons for missing the Make-up Tests / Exams.
8. For every semester of registration, the prescribed semester fees must be paid, irrespective of the number of courses registered in that semester. There is no separate exam fees payable per course. The semester fees, once paid for registration in a semester cannot be carried forward to a subsequent semester, even if the student is absent for all tests / exams of any course.
9. Students who are unable to appear for one or more Regular Mid Semester Tests during March 06, 07 & 08, 2020, can apply for permission to take the Makeup Mid Semester Tests, which are scheduled for March 20, 21, & 22, 2020. The student will download the makeup hall ticket after the Regular Exams are over and the link for downloading halltickets for Makeup Mid Semester Tests will be open only during March 09-15, 2020.