

## **Award Of Degree**

**For B.Tech, M.Tech, B.Arch, all B.S.c and M.S.c , M.A, Arts,Fine-Arts B.com, MBA:**

**A student having cleared all the courses and met all the requirements for the award of degree with**

**a.  $5.5 \leq \text{CGPA} < 5.75$  will be awarded Pass class**

**b.  $5.75 \leq \text{CGPA} < 6.75$  will be awarded Second-class**

**c.  $6.75 \leq \text{CGPA} < 7.75$  will be awarded First class**

**d.  $\text{CGPA} \geq 7.75$  will be awarded First class with Distinction provided the student has cleared all the courses in first attempt and must have fulfilled all the program requirements in program specified minimum years duration.**

## **Evaluation process**

A student's academic progress is examined through one or more of the following methods as decided by the Course Coordinator and duly approved by the Dean, Academic.

Assignment

Quiz

Sessional

Project Report

Review

Seminar

Group Discussion

In Class Participation / Active Learning

Case Study Report

Capstone Design Project

Simulation

Comprehensive Exam

The Sessional tests and the Semester-End Examinations will be conducted as per the Academic Calendar.

As per the necessity, the Supplementary examinations will be conducted at the discretion of Vice Chancellor.

Students may have to take more than one examination in a day either during Sessional, Semester End Examinations /Supplementary examination.

In-Semester Evaluation

The process of evaluation should be continuous throughout the semester and involves components as listed in course handout

The maximum distribution of marks for In-Semester evaluation must not exceed 60% of aggregate marks of the course

The distribution of weightage for various evaluation components will be decided and notified by the course coordinator through the course handout after approval by the Dean Academics, at the beginning of the semester.

The students are informed of the syllabus to be covered and the question paper pattern

During a semester there shall be maximum of 2 In-semester sessional tests of comprehensive type for a duration of 2 hours

Each student shall be examined in all the topics of a Course Outcome (CO) of respective course and hence there shall be a minimum of one question from each topic of CO.

Each question shall contain a question on all Blooms Taxonomy Levels (BTL), for which the course is designed.

In order to maintain transparency in evaluation, answer scripts will be shown to the students for verification, within one week of conduct of exam. If there is any discrepancy in evaluation, the student can request the course coordinator to re-evaluate.

The solution key and scheme of evaluation for all examinations will be displayed in the appropriate web portal of the course, within 2 days after the conduct of examination, by the course coordinator.

The evaluation of outcomes through Active Learning tools will be carried out by using either direct or indirect methods depending on the type of course.

The direct assessment method includes Lab taken to class, Tutorials, Home assignment etc., where as indirect method include the following tools that uses Rubrics to evaluate students:

One minute paper

Group Discussion

Seminars

Fish Bowl

Debate

Video synthesis

Quiz/Test Questions

Brain storming session

Immediate feedback

Case Study

Shadowing

Leading question

Puzzle, Enigma, Contradiction

Statement-Opinion-Summary

Think / Pair / Share

Peer review

Just in-time teaching

Peer survey

Focused listing

Role playing

Student field work with reflection

Infusing humor into class sessions

No correction is permitted once the course coordinator submits the marks/grades to the Controller of Examination.

In case the student is unable to appear for any such examination owing to medical grounds, participation in extra/ co curricular activities representing Oxford College/ state/ country; make up examination may be conducted as per the discretion of the Director / Principal of concerned College/ school after approval by the Dean Academics.

End-Semester Evaluation

End-semester examination shall be of comprehensive type and conducted for duration of 3 hours.

Student will be examined in each CO as defined for each course. However, COs that are not examined during continuous In-semester evaluation, shall be examined during End-semester exams, weight age to ensure the equal distribution to all COs.

All UG answer scripts will be valued by single examiner and the marks awarded in single valuation shall be taken as the final mark.

All PG answer scripts will be double valued by one valuation from internal examiner and second valuation from external examiner and the marks awarded in average valuation shall be taken as the final mark.

The entire course team including course coordinator of the respective course shall be participated in valuation of answer scripts.

The marks secured by the students will be scaled to the appropriate weightage

Revaluation of answer scripts is allowed only in respect of semester end theory Examinations.

For internal assessment tests, practical examinations, dissertation, thesis, viva voce etc., there is no revaluation.

Application for revaluation should be in the prescribed form.

The last date for submission of application and payment of fee for revaluation is announced by the Examination Branch. Late applications should not be entertained.

After receiving the valued answer scripts from the Re-examiner along with Award lists of marks with columns duly filled in, are scrutinized to see that all the answers are valued, marks are correctly posted on the title sheet of the answer booklet and the total is verified.

If the marks obtained in revaluation are higher, it will be considered for revising the “grading” by the Controller of Examinations with the concurrence of result committee and then submitted to the V.C for his kind approval for publishing the result, and displaying on the University website. These revised grades obtained on revaluation should be printed on the grade cards.

## Admission Procedure

### Step – 1

- Download the International application form from provided link. Take a print out of this application form. [\[Click Here\]](#)

### Step 2

- Fill up the application form carefully without missing any detail.
- If the marks are not known or not available at the time of filling the application, please indicate "Results are awaited" in the marks/grade column.
- The candidate is expected to send the marks to the university as soon as it is available to ascertain the eligibility.
- It is to be noted that the application will be considered only if the marks are made available to the university within the stipulated date.

### Step 3

- Attach the following documents and mail the completed application form to [internationalrelations@kluniversity.in](mailto:internationalrelations@kluniversity.in) (instead of that keep oxford)
- Certified (English translated) copy of the marks/ grade sheet of the qualifying examination (if available)
- Birth certificate or X standard mark sheet showing date of birth
- Conduct/character certificate
- Proof of international status of the student/ parents/ sponsor
- Copy of the passport / citizenship certificate
- Migration Certificate (if available at the time of application)

**Note:**

- Students who have completed their qualifying examination and have received their final results will have to forward their final mark sheet/transcripts.
- Students, who will be writing their final examination in March/April and results declared in May/June, can enclose their prelims /prefinal / preboard results and thereafter send in their final results to the University as soon as it is available to ascertain their eligibility.

**Step****4****Admission Letter**

- Based on the predicted scores / final scores, the eligibility requirements for the program applied for have been found to be satisfied then International Relations Office intimate through Email with details of Registration Fee, Classes Starting Date, Reporting Date, Tuition Fee, Hostel Fee and other fees payable.
- To obtain Admission Letter Student has to pay a Registration Fee.
- The student has to deposit the registration fee in the mentioned account number in remittance form and the same to be updated to the International Relations office about deposit of registration fee along with scanned copy of Fee Remittance form.
- After receiving the Registration Fee to the University, then only International Relations office will issue Admission Letter to the Students.
- The admission letter may be used by foreign students to apply for their 'Student Visa' from the Indian Embassy/Consulate in their respective countries and also for ticketing, Insurance and other.
- This letter will also indicate the date of final registration at Oxford College.

**Note:**

- For all courses admission/ offer letters will be issued on first come basis if the student meets the eligibility requirements.
- Candidates who have confirmed their admissions under foreign/NRI category cannot shift to General Category thereafter under any circumstances.

**Step****5****Final Registration**

- Candidates whose admissions are confirmed to the various courses at Oxford College are advised to reach campus Reporting date prior to the commencement of classes and report to the Office of the International Relations, to complete the admission formalities.
- The following documents in original are to be submitted at the time of registration:

- Degree or Pass certificate of the qualifying examination
- Grade/mark sheet of the qualifying examination
- Translated versions of all documents, if they are not in English
- Passport with a valid student visa
- Equivalence and eligibility certificate from Association of British Universities wherever applicable
- Migration Certificate (If applicable)
- Student Declaration Letter [{Click Here}](#) (instead of that keep oxford)
- Parent Declaration Letter [{Click Here}](#) (instead of that keep oxford)
- At the time of admission you may be required to pay, wherever applicable, additional fees towards, first year books, clinical or laboratory materials, etc.
- These additional fees should be remitted only by bank draft in Indian Rupees.

**Note:**

- Only after the admission formalities are completed, will the student be permitted to move into the allotted hostels and to attend classes.

## **Information related to Student Visas:**

International students who wish to study in India should obtain a Student Visa before travelling to India.

- Once the student has been issued a provisional admission letter to study at the University, he/she should immediately apply for Student Visa.
- International students taking admission at Oxford college should make sure that the Student Visa is endorsed to Oxford college by the visa issuing authority.
- A request for change of university or institution subsequently made cannot be considered. In this case you would be required to go back to your home country and apply for a new visa.
- Also, if you have entered United Kingdom on basis of documents provided by the University then it is your responsibility to ensure that you directly join and report to the University. The Visa endorsed on the name of the University or obtained on the basis of University documents cannot be used for any other purpose like employment , admission to any other university/college/institute/academy etc or for no regular (distance/online) mode of education.
- After reaching the university students have to get the visa verified by the University and have to deposit a copy of the valid visa
- It is the responsibility of the student to ensure that throughout his/her study period student is on valid visa.
- In case the initial visa is not endorsed for the complete duration of the program or student has to extend the stay because he/she is not able to complete the program in the stipulated time then the student should apply for the extension of the visa before visa expires.



- It is the responsibility of the student to ensure that visa should be applied well in advance and time. It generally takes 3-8 weeks to get the United Kingdom Visa thus it is advisable to apply for the visa accordingly and consult the British High Commission/Embassy if required.
- When the student is on the rolls of Oxford College, if the passport of the foreign student expires, then he/she should arrange to renew it at least six months prior to the date of expiry of the passport and Student Visa to be renewed at least three months prior to the date of the expiry of the visa.

### **At the time of starting from your Home Country:**

The following points will give you a quick look before you depart your home country:

- Ensure that you obtain visa from British Embassy/ High Commission.
- Also assure that you meet Medical fitness standard before you leave your country.
- Also ensure that you have taken all the required vaccinations (Typhoid Vaccine, Hepatitis Vaccine), to avoid medical complications while you are in United Kingdom (though it is not mandatory).
- If there are certain medicines that you are supposed to consume due to any medical reason prescribed by a doctor please carry them along. It is also suggested to carry the prescription of that medicine for any further reference.
- Request and register with the University International Office for the pick service from the Airport at least one week prior to arrival and provide the complete details of flight.
- Also ensure that you bring the letter of admission issued by the University.
- Make sure that you carry the originals, copies of your certificates/degrees and 10 passport size photographs.
- Ensure that your fee has been received by the University and you should carry the fee receipt.
- You can carry all your money in form of Travellers Cheques, which can be easily redeemed at the airport as well as a number of foreign exchange offices and banks.
- Keep all the valuables, important documents (Passport, Visa papers) in the Cabin baggage, to avoid the possibility of their getting misplaced during transit.
- Keep all the contact phone numbers handy in case of need.
- Whilst everything is available in United Kingdom, however try to get all that you would require during the initial few days. All the essentials can be availed from the University cooperative stores.
- So, ensure that you have an adapter for your mobile or laptop if it operates on a different voltage in your country. Also the electric sockets are 2 or 3 pin so ensure that you carry a converter in case required.

### **In Campus:**

- At Oxford College, international students are expected to abide by all the rules of the University and the code of conduct as applicable to Indian Students doing the same course.

- Any act within the campus that may violate or spoil the academic atmosphere in the University will not be appreciated and the student found guilty of such offence will be dismissed and sent back to their country without any cost to Oxford College.
- The university conduct regulations include such areas as:
- Plagiarism, cheating on exams, other dishonesty
- Abuse of electronic resources
- Acts or threats involving the safety of others
- Damaging property
- Sexual or other harassment
- Abuse of alcohol or illicit drugs
- Ragging

## **Out Side the Campus:**

- Any complaint or reporting of misbehaviour, violence, anti-social, antinational, unethical and immoral activities involving International students will be dealt with in accordance with state and central laws that are in force.
- Oxford College will not take any responsibility for any criminal or non-criminal acts done outside the campus, when the Students are in the rolls of the University.

## **Anti Ragging Policy:**

- Ragging is a punishable offence. “If any incidents of ragging come to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution”.