

NOORUL ISLAM CENTRE FOR HIGHER EDUCATION

(Declared as Deemed to be University under Section 3 of the UGC Act 1956)

Kumaracoil – 629 180, Kanyakumari Dist., Tamilnadu

Accredited by NAAC with 'A' Grade

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EXAMINATION REGULATIONS– 2017-2018

For the following programmes

1. Bachelor of Engineering / Technology (B.E/B.Tech.)
2. Bachelor of Science (B.Sc.)
3. Bachelor of Business Administration (B.B.A)
4. Bachelor of Commerce (B.Com.)
5. Master of Engineering / Technology (M.E/M.Tech.)
6. Master of Computer Applications (M.C.A)
7. Master of Business Administration (M.B.A)
8. Master of Science (M.Sc.)
9. Master of Arts (M.A)
10. Master of Philosophy (M.Phil.)
11. Doctor of Philosophy (Ph.D.)



2017-2018

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REGULATIONS OF EXAMINATIONS

Examinations of Noorul Islam Centre for Higher Education are open to regular students, i.e., the candidates who have undergone regular course of study in the university for a period specified for that course of study.

1.0 ELIGIBILITY

The candidates shall be deemed to have undergone a regular course of study for the period specified for that course of study, if he / she fulfils the requirement as given below:

- All candidates must put in 75% of attendance for each course.
- No candidate who has put less than 75% of the full attendance for a course shall be permitted to take the end semester University Examination of the course.
- However the HOD shall condone with the recommendation of Director, Student Affairs and approval of the Vice-Chancellor, the shortage of attendance in aggregate up to a maximum of 10% to overcome certain unavoidable circumstances such as medical, participation in sports and games, family problems etc.
- A candidate who has secured less than 65% of attendance in a course shall not be permitted to write the end semester University Examination. He/She is required to re-register for the respective course when it is offered and repeat the course. The prescribed fee for condonation of shortage in attendance shall be collected by the respective Head of the Department and remitted to the University.
- All the candidates prior to their permission to appear at the examination should produce a certificate of attendance and clearance of dues from the respective Head of the Department.
- Application for permission to appear for an examination shall be submitted along with the prescribed fees within the prescribed time limit. The Candidates who fail to appear for an examination shall not be entitled for the refund of the examination fees paid by him/her.
- A candidate whose application has been accepted shall be given a Hall Ticket. Admission to the examination hall shall be only on the production of the above mentioned Hall Ticket.

1.1 Requirements for appearing for End Semester University Examinations

- A student shall normally be permitted to appear for the University examinations in his/her registered subjects if he/she has satisfied the semester completion requirements and has registered for the examinations in all the Registered Courses of the semester.

- Registration is mandatory for the semester examinations as well as arrears including withdrawn courses in the previous semester examinations failing which the candidate will not be permitted to move to the higher semester.
- If a student has already appeared for a course / courses in previous semesters and passed, he/she is not entitled to reappear for the examinations in the same course / courses for improvement of grade(s)/marks.
- However, he/she may re-register for the course/courses to improve the grade/mark in which case the grade(s)/mark(s) obtained after re-registering for the course / courses shall replace the earlier grade(s)/mark(s) in both CIA and ESA.
- Question papers of all examinations shall be set and answered in English only.
- All examinations of the university shall be held within the university campus. The schedule of various examinations, schedule of evaluation of answer sheets and publication of results shall be prepared by the office of the Controller of Examination well in advance.

2.0. APPOINTMENT OF EXAMINERS

Appointment of examiners shall be made by the Controller of Examinations in accordance with the rules and regulations prescribed by the Academic Council from time to time. The Chairman of the Academic Council shall have the power to cancel the appointment of examiners at any point of time.

Two categories of examiners shall be appointed for the following purposes:

2.1. Examiners to Set the Question Papers for Theory Examinations

- Question paper – setters shall ordinarily be from outside the University in the relevant discipline.
- Question paper setters shall be appointed for one year and be eligible for reappointment.
- The persons with less than three years of teaching experience in the relevant discipline shall not ordinarily be eligible for appointment as examiners to set question papers.

2.2. Examiners for Practical Examinations and Valuation of Answer Scripts.

- Examiners to conduct the Practical Examinations shall be from outside the University in the relevant discipline.
- The persons with three years of teaching experience in the relevant discipline shall be eligible for appointment as examiners to conduct the practical Examinations.
- For valuation of answer scripts, at the minimum, 50% of the examiners shall be engaged from outside the University.

- The persons with less than three years of teaching experience in the relevant discipline shall not ordinarily be eligible for appointment as examiners to value answer scripts
- Among the examiners to value the answer scripts, the concerned Head of the Department or one of the senior most Internal Examiners shall be appointed as Chief Examiner.
- The duties of the Chief Examiner shall be the following:
 - a. To prepare the scheme of valuation and keys to the Question papers
 - b. To distribute the work of valuation
 - c. To set standard of valuation
 - d. To value random answer scripts
 - e. To tabulate the OMR sheets/Score sheets and report upon the result of examinations.
 - f. To supervise the work of the examiners
 - g. And such other work as may be assigned by the Controller of Examinations.

2.3 Examination Board

The Examination Board shall consist of the following persons:

- i. The Vice-Chancellor or his nominee -- Chairman
 - ii. Chairpersons of the various
Boards of Valuers -- Members
 - iii) Additional Controller of Examinations -- Member
 - iii. The Controller of Examinations -- Member-Secretary (Ex-Officio)
- The Examination Board shall consider the consolidated result forwarded by the various boards of examiners, approve the same and arrange for the declaration of all examination results in the university.
 - The Examinations Board shall submit a report every year to the Academic Council on the working of the university examinations and make recommendations for effecting improvement.
 - It shall perform such other duties and functions assigned to it by the Academic Council.
 - A list of eligible examiners shall be prepared annually by the respective board of studies members and get it approved by the authorities.
 - The remuneration, T.A. and D.A and other allowances payable to the examiners and members and Chairmen/Chief Examiner of the various boards shall be paid as per the approved rates.

- All the examiners shall carry out the instructions, which the Controller of Examinations may issue from time to time.

3.0. DISCIPLINE IN UNIVERSITY EXAMINATION

- During the examination the candidates shall be under the disciplinary control of the Chief Superintendent who shall issue the necessary instructions to the invigilators and students.
- Every day, before the examination begins, the invigilators shall call upon all the candidates to search their tables, desks etc., and ask them to hand over all papers, books, notes, cell phones or other reference material which they are not permitted to have in their possession or accessible to them in the examination hall. If a late-comer is admitted, this warning shall be repeated to him at the time of entering into the examination hall.
- The invigilators are also to see that each candidate has his/her identification card and hall ticket in possession with him / her.
- If a candidate disobeys the instructions or misbehaves with any member of the supervisory staff or misbehaves with any of the invigilators at the examination hall, he / she may be expelled from the examination for that session.
- The Chief Superintendent shall immediately report the facts of such cases with full details of evidence to the Controller of Examinations who will refer the matter to the Vice-Chancellor
- If the Vice-Chancellor is satisfied that there has been a mass-scale copying or use of unfair means on a mass-scale at a particular hall, he may cancel the examination of all the candidates in that hall/halls and order re-examination.
- Note: here the invigilator in charge is satisfied that 1/3 or more students were involved in using unfair means or copying in a particular examination hall, it shall be deemed to be a case of mass copying.
- The Chief Superintendent of the examination center shall report to the Controller of examinations without delay and on the day of occurrence if possible, each case where use of unfair means in the examination is suspected or discovered with full details of evidence in support there of and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for that purpose.
- A candidate shall not be forced to give a statement but the fact of his / her having refused to make a statement shall be recorded by the Chief Superintendent and shall be attested by another supervisory staff on duty at the time of occurrence of the incidence.
- A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, but on separate answer book. The answer

book in which the use of unfair means as suspected shall be seized by the Chief Superintendent, who shall send both the answer-books to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations.

- A candidate shall not use unfair means in connection with any of the examinations. The following shall be deemed to be unfair means:
 - a. Found in possession of incriminating material related / unrelated to the subject of the examination concerned.
 - b. Found copying either from the possessed material or from a neighbour.
 - c. Inter-changing of answer books
 - d. Change of seat for coping
 - e. Trying to help other candidates
 - f. Found consulting neighbours
 - g. Exchange of answer sheets or relevant materials
 - h. Writing some other candidate's register number in the main answer paper
 - i. Insertion of pre-written answer sheets (main sheets and additional sheets)
 - j. Threatening the invigilator or insubordinate behaviour as reported by the chief superintendent and / or the hall superintendent.
 - k. Consulting the invigilator for answering the questions in the examination.
 - l. Cases of impersonation.
 - m. Mass Copying

The Academic Council may declare any other act of Omission or Commission to be unfair means in respect of any or all the examinations

3.1. Examination Discipline Committee.

- The Vice – Chancellor shall constitute the Examination Discipline Committee in which the Controller of Examinations shall be the Member - Secretary.
- The Committee shall consist of five members drawn from amongst the teachers and officers of the University. All the cases of alleged use of unfair means shall be referred to the Examination Discipline Committee
- The committee will make recommendations for disciplinary action as deemed fit to the Vice – Chancellor as provided under the scale of punishment already prepared and approved by the Academic Council.
- The members of the committee shall be appointed for a period of two years, and shall be eligible for re-appointment.
- Three members present shall constitute the quorum.
- Ordinarily, all decisions shall be taken by the Committee by a simple majority. If the

members are equally divided the case shall be referred to the Vice-Chancellor, whose decision shall be final.

- All decisions taken by the Examination Discipline Committee will be placed before the Vice-Chancellor for approval.
- A candidate, within one month of the receipt of the decision of the University, may appeal to the Vice-Chancellor, in writing for review of the case. If the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration
- The Examination Discipline Committee may recommend one of the following punishments for cases of unfair means

Sl.No.	Nature of Unfair means	Scale of Punishment
1.	If the candidate has used unfair means specified in sub-clause (a) to (g) mentioned above	Prevent the candidate from writing all the University Examinations registered by him in that session.
2.	If the candidate has repeated the unfair means shown at (a) to (g) a <u>second time</u>	Prevent the candidate from writing all the University Examinations registered by him in that session and debar him/her for the next examination session (i.e. all University Examinations in the subsequent session)
3.	If the candidates has repeated the unfair means shown at (a) to (g) <u>third time</u>	Prevent the candidate from writing all the University Examinations registered by him in that session and debar him/her for two years from registering and appearing for the University Examinations.
4.	If the candidate used unfair means in sub Clause (h) only	Prevent the candidate from writing all the University Examinations registered by him in that session only.
5.	If the candidates used unfair means in sub Clause (i)	Prevent the candidate from writing all the University Examinations registered by him in that session and debar him/her for two subsequent examination sessions.
6.	If the candidates used unfair means in sub Clause (j)	Prevent the candidate from writing all the University Examinations registered by him in that session and debar him/her for two years from registering and appearing for the

		University Examination.
7.	If the candidates used unfair means in sub Clause (k)	Prevent the candidate from writing all the University Examinations registered by him in that session
8.	If the candidates used unfair means in sub Clause (l)	Prevent the candidate from writing all the University Examinations registered by him in that session and debar him/her for two years from registering and appearing for the examinations. Moreover, relevant legal action shall be initiated if an outsider is involved.
9.	If the candidates used unfair means in sub Clause (m)	a) In a Single Hall: Cancel the relevant examination taken by the students of that Hall. Debar the concerned Hall Superintendent and others involved directly or indirectly from the examinations work such as invigilation, question paper setting, valuation, etc., for the next six examination sessions. b) In a Center: Cancel the relevant examination taken by the students of the center. Debar the Hall Superintendents and the Chief Superintendent and others involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation etc., for the next six examination sessions and cancel the examination center for two years

4.0 WITHDRAWAL FROM END-SEMESTER UNIVERSITY EXAMINATIONS:

- A candidate may, for valid reasons and on prior application, be granted permission to withdraw from appearing for the examination of any one course or consecutive examinations of more than one course in the respective semester examination(s).
- Such withdrawal shall be permitted only once during the entire period of study of the Degree Program.
- Withdrawal application is valid only if it is made within ten days prior to the commencement of the University examination(s) in the Course(s), recommended by the HOD and the Dean and approved by the Director, Academic Affairs.
- Notwithstanding the requirement of mandatory ten days notice, application for withdrawal prior to the commencement of the University examination(s) in the Course(s), in special cases under extraordinary conditions, will be considered on the

merit of the case.

- Withdrawal from the End Semester University Examinations shall not be construed as an appearance for the eligibility of a student to be classified under First Class or First Class with Distinction. This provision is not applicable to those who seek withdrawal during final semester.
- Withdrawal from the End Semester University Examinations is not applicable to arrears courses.
- The Student shall appear for the end semester University examination(s) of the withdrawn Courses in the subsequent semesters.

5.0 SUPPLEMENTARY EXAMINATIONS

If a Under Graduate or Post Graduate Student fails to secure a pass in the final semester examinations for the regular course paper he/she can register for the Supplementary Examinations. Supplementary Examinations shall be held ordinarily not earlier than two weeks, but not later than one month, after the publication of the results of the regular examination.

If the student fails either to register for the supplementary examination or to secure a pass in the supplementary examination in a particular course, it is mandatory that he/she shall register for the course as an arrear paper and reappear for the examination in the course during the subsequent semester.

6.0 RETAINING AND DISPOSAL OF ANSWER SCRIPTS

Retention period of the answer scripts of the previous semester examinations shall be fixed as last three semester examinations. All other answer scripts of the previous semester examinations shall be disposed off.

7.0 SYSTEM OF EXAMINATION

7.1 Undergraduate Programs(B.E/B.Tech./B.Sc./B.Com./B.B.A)

7.1.1 Examination –Evaluation

Performance of each registered student in a course shall be evaluated based on Continuous Internal Assessment (CIA) throughout the semester and End Semester Assessment (ESA) through End Semester University Examination at the end of the semester.

Each Course, both Theory and Practical including Project Work, Seminar, etc for B.E / B.Tech./B.Sc./B.Com./B.B.A programs shall be evaluated for a maximum of 100 marks. For each Course, the continuous internal assessment (CIA) will carry 25 marks while the end semester assessment (ESA) in end semester University Examination will carry 75 marks.

7.1.2 Continuous Internal Assessment (CIA):

For all Theory and Practical courses in each program, the Continuous Internal

Assessment (CIA) shall be for a maximum of 25 marks, consisting of 20 marks for tests/laboratory experiments and 5 marks for attendance. CIA marks shall be awarded as per the procedure given below.

a. Theory Course:

Three tests each carrying 50 marks in 1 ½ hours duration and the best of two test marks obtained in the three tests put together out of 100 marks, shall be reduced for 20 marks and rounded to the nearest integer.

b. Practical Course:

Every practical exercise/experiment shall be evaluated based on the exercise/ experiment prescribed as per the syllabus and the laboratory records maintained on the work done. There shall be two practical tests for 100 marks in 3 hours duration. The first practical test will be in the middle of the semester and second practical test will be conducted in the end of the semester. The total marks obtained in the two tests will be put together out of 200 marks, shall be reduced for 20 marks and rounded to the nearest integer.

c. Theory Courses with Laboratory Component:

If there is a Theory Course with Laboratory component, there shall be three tests. First two tests, each 50 marks in 1 ½ hours duration, will be from the theory portions and the third test will be from the laboratory components. The total marks obtained in the three tests in theory portions and the laboratory component put together out of 150 marks shall be reduced to 20 marks and rounded to the nearest integer.

d. Project Work:

The HODs shall constitute a Project Course Committee to review and evaluate project work done by the students in a program. There shall be three assessments for 100 marks each. Each student of the project Group shall make a presentation on the progress and contribution made by him/her before the committee. Marks will be awarded based on the individual contribution to the project, presentation before the committee, and a viva voce by the committee. The total marks obtained in the three assessments out of 300 marks shall be reduced to 20 marks and rounded to the nearest integer.

e. Awarding marks for attendance:

Five marks for attendance shall be awarded as follows:

Less than 65% of attendance 0 mark

65% to 74% of attendance 3 mark
75% to 79% of attendance 3.5 marks
80% to 89% of attendance 4 marks
90% to 95% of attendance 4.5 marks
96% to 100% of attendance 5 marks

7.1.3 Assessment in End Semester University Examination:

- There shall be an end semester University Examination of 3 hours duration and 100 marks covering the full syllabus for each course to which a student has registered in a program conducted by the COE.
- In end Semester University Examinations, all internal and external examiners needed for theory, practical and project evaluations shall be appointed by the COE.
- External assessment procedures using single evaluation system shall be adopted for theory Courses.
- Marks obtained in the end semester University Examination of the theory course out of 100 shall be reduced to 75 marks and rounded to the nearest integer. The finalized marks of Continuous Internal Assessment (CIA) for 25 and End Semester Assessment (ESA) in End Semester University Examination for 75 totaling to 100 shall be converted to the corresponding letter grades to be awarded to each theory course registered by a student in a program.
- In the end semester University Examination of a practical course, the laboratory report is evaluated for 15 marks, viva voce for 20 marks and practical skills for 65 marks by an external and internal examiner both duly appointed by the COE. Marks obtained in the end semester University Examination of the practical course out of 100 shall be reduced to 75 marks and rounded to the nearest integer. The finalized marks of Continuous Internal Assessment (CIA) for 25 and end semester assessment (ESA) in End Semester University Examination for 75 totaling to 100 shall be converted to the corresponding letter grades to be awarded to each practical course registered by a student in a program.
- In the end semester University Examination of a project course, the report is evaluated for 55 marks by an external examiner. If the project report is submitted by a group of students then every student in the Project Group shall be awarded the same mark. Viva voce for 45 marks is conducted individually for each student by the panel consisting of the

external examiner and an internal examiner both duly appointed by the COE along with the project guide, co-guide, if any, and the Chairperson of the Project Course Committee. The panel will award viva voce marks based on the individual performance. Marks obtained in the end semester University Examination of the project course out of 100 shall be reduced to 75 marks and rounded to the nearest integer. The finalized marks of Continuous Internal Assessment (CIA) for 25 and end semester assessment (ESA) in end Semester University Examination for 75 totaling to 100 shall be converted to the corresponding letter grades to be awarded to the project course registered by a student in a program.

- In a reasonable time frame, the COE office will scrutinize the answer books. Marks obtained in end semester University Examinations out of 100 shall be reduced to 75 marks and rounded to the nearest integer. The finalized marks of Continuous Internal Assessment (CIA) for 25 and End Semester Assessment (ESA) in End Semester University Examination for 75 totaling to 100 shall be converted to the corresponding letter grades to be awarded to each course registered by a student in a program.
- When a course is discontinued to be offered in a semester, due to implementation of new regulations, those students who are detained from writing the examination due to inadequate attendance shall take equivalent course if available or additional courses as prescribed by the Director, Academic Affairs.

7.1.4 Passing requirements for a Registered Course in a Program:

- A student who secures not less than 50 marks out of total 100 marks prescribed for a registered course with a minimum of 40% (i.e., 30 marks out of 75 marks) prescribed for the end semester University Examination shall be declared to have passed in the course.
- If a student fails to secure a pass in a particular course, it is mandatory that he/she shall register to the examination as arrear and reappear for the examination in the course during the subsequent semester. He/she should continue to register and reappear for the examinations in the failed courses till he/she secures a pass.
- CIA marks obtained by a student in the first appearance of a registered course shall be retained and considered as valid for all subsequent attempts till the student secures a pass

7.1.5 **Revaluation / re-totaling / photocopy for B.E/ B.Tech programmes**

- If a candidate is not satisfied with the marks obtained by him/her, provision for applying for photo-copy of the answer script / re-totaling / revaluation is given.
- To get a photocopy of the answer script and to apply for revaluation and re-totaling the candidate shall submit an application in the prescribed form by paying the stipulated fee within a span of two weeks from the date of declaration of the results. All requests in this regard shall be addressed to the Controller of Examinations, through the concerned Head of the Departments. A student shall apply for revaluation of answer scripts for not exceeding 6 subjects. The Controller of Examinations shall arrange for the revaluation / re-totaling / photocopy of university answer scripts and the results shall be intimated to the candidate through the Heads of the Departments.
- Revaluation is not permitted for practical courses, seminars, summer project, Industrial Training and Project work.
- When the first valuation and revaluation marks are within 15%, higher marks shall be taken as the marks secured and the results shall be declared by the Controller of Examinations. If the difference in marks is more than 15%, then it shall be referred to a third examiner and third valuation shall be compared with the nearest of the two other marks for declaring the results. At the Controller of Examinations office, the marks awarded to each answer shall be re-totaled by a competent authority and the results of revaluation / re-totaling shall be intimated to the candidate through Heads of the Departments within 15 days. This redressal mechanism is applicable only to the Theory Course(s).
- The original marks secured by the candidate shall not be changed if the revalued marks are less than the marks secured in the original valuation.
- Fresh mark sheet incorporating the change, if any, shall be issued to the candidate who gets the benefit of the higher marks on revaluation. Revised marks sheet shall be issued only on surrendering the original mark sheet issued to the candidate earlier.
- All work relating to revaluation shall be treated as extremely confidential and therefore interim enquiries shall not be entertained.

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7.2 POST-GRADUATE PROGRAMS (M.E / M.Tech./M.C.A/M.B.A/M.Sc. Human Genetics and Molecular Biology)/M.Sc. Software Engg.)

7.2.1 Examination-Evaluation

- Performance of each registered student in a course shall be evaluated based on Continuous Internal Assessment (CIA) throughout the Semester and End Semester Assessment (ESA) through End Semester University Examination at the end of the Semester.
- Each course, both theory and practical including project work, seminar, etc shall be evaluated for a maximum of 100 marks. For each course, the continuous internal assessment (CIA) will carry 40 marks while the end Semester assessment (ESA) in End Semester University Examination will carry 60 marks.

7.2.2 Continuous internal assessment (CIA):

For all theory and practical courses in each program the Continuous Internal Assessment (CIA) shall be for a maximum of 40 marks, consisting of 20 marks for tests/laboratory experiments/model examinations, 10 marks for assignments/presentations and 10 marks for attendance. CIA marks shall be awarded as per the procedure given below.

a. Theory Course:

Three tests each carrying 50 marks in 1 ½ hours duration shall be conducted. The marks obtained in the best of the three tests put together out of 100 marks, shall be reduced for 20 marks and rounded to the nearest integer.

b. Practical Course:

Every practical exercise/experiment shall be evaluated based on the exercise/ experiment prescribed as per the syllabus and the laboratory records maintained on the work done. There shall be two practical tests for 100 marks in 3 hours duration. First practical test will be in the middle of the semester and second practical test will be conducted in the end of the semester. The total marks obtained in the two tests will be put together out of 200 marks, shall be reduced for 20 marks and rounded to the nearest integer.

c. Theory Courses with Laboratory Component:

If there is a theory course with laboratory component, there shall be three tests. First two tests, each 50 marks in 1 ½ hours duration, will be from the theory portions and the third test will be from the laboratory

components. The total marks obtained in the three tests in theory portions and the laboratory components put together out of 150 marks shall be reduced to 20 marks and rounded to the nearest integer.

In all the above courses there shall be two assignments given by the course teacher and one presentation on the topics, other than the topics of assignment, chosen by the student in each course at appropriate intervals each carrying 50 marks. The total marks out of 150 shall be reduced to 10 marks and rounded to the nearest integer.

d. Project Work:

The HODs shall constitute a Project Course Committee to review and evaluate project work done by the students in a program. There shall be three assessments for 100 marks each. Each student of the project group shall make a presentation on the progress and contribution made by him/her before the committee. Marks will be awarded based on the individual contribution to the project, presentation before the committee, and a viva voce by the committee. The total marks obtained in the three assessments out of 300 marks shall be reduced to 30 marks and rounded to the nearest integer

Awarding marks for attendance: Ten marks for attendance shall be awarded as follows:

Less than 65% of attendance	0 marks
65% to 74% of attendance	6 marks
75% to 79% of attendance	7 marks
80% to 89% of attendance	8 marks
90% to 95% of attendance	9 marks
96% to 100% of attendance	10 marks

7.2.3 Assessment in End Semester University Examinations

- There shall be an end Semester University Examination of 3 hours period and 100 marks covering the full syllabus for each course to which a student has registered in a program conducted by the COE.
- In the End Semester University Examinations, all internal and external examiners needed for theory, practical and project evaluations shall be appointed by the COE.
- External assessment procedures using double evaluation system shall be adopted by the COE for theory courses.
- During the double valuation if the difference in marks awarded by the

two examiners is not more than 15%, average of the two marks shall be taken as the marks secured and the results are declared by the COE. If the difference in marks is more than 15% then it shall be referred to the third examiner. Then the marks secured in the third valuation will be compared with the nearest of the other marks and of the other less average of the two marks shall be taken for declaring the results.

- The revaluation is not permitted for the post graduate students because double valuation is in vogue.
- Marks obtained in the end semester University Examination of the theory course out of 100 shall be reduced to 60 marks and rounded to the nearest integer. The finalized marks of Continuous Internal Assessment (CIA) for 40 and end semester assessment (ESA) in End Semester University Examination for 60 totaling to 100 shall be converted to the corresponding letter grades to be awarded to each theory Course registered by a student in a program.
- In the End Semester University Examination of a practical course, the lab report is evaluated for 15 marks, viva voce for 20 marks and practical skills for 65 marks by an external and internal examiner both duly appointed by the COE. Marks obtained in the end semester University Examination of the practical course out of 100 shall be reduced to 60 marks and rounded to the nearest integer The finalized marks of Continuous Internal Assessment (CIA) for 40 and end semester assessment (ESA) in End Semester University Examination for 60 totaling to 100 shall be converted to the corresponding letter grades to be awarded to each practical course registered by a student in a program.
- In the End Semester University Examination of a project course, the report is evaluated for 55 marks by an external examiner. Viva voce for 45 marks is conducted individually for each student by the panel consisting of the external examiner and an internal examiner both duly appointed by the COE along with the project guide, co-guide, if any, and the Chairperson of the Project Course Committee. The panel will award viva voce marks based on the individual performance. Marks obtained in the End Semester University Examination of the project course out of 100 shall be reduced to 60 marks and rounded to the nearest integer. The finalized marks of Continuous Internal Assessment (CIA) for 40 and end semester assessment (ESA) in End Semester University Examination for

60 totaling to 100 shall be converted to the corresponding letter grades to be awarded to each practical course registered by a student in a program.

- In a reasonable time frame, the COE office will scrutinize the answer books marks obtained in End Semester University Examinations out of 100 shall be reduced to 60 marks and rounded to the nearest integer. The finalized marks of Continuous Internal Assessment (CIA) for 40 and End Semester Assessment (ESA) in End Semester University Examination for 60 totaling to 100 shall be converted to the corresponding letter grades to be awarded to each course registered by a student in a program.
- When a course is discontinued to be offered in a semester, due to implementation of new regulations, those students who are detained from writing the examination due to inadequate attendance shall take equivalent course if available or additional courses as prescribed by the Director, Academic Affairs.

7.2.4 Passing requirements for a Registered Course in a program:

- A student who secures not less than 50 marks out of total 100 marks prescribed for a registered course with a minimum of 50% (i.e., 30 marks out of 60 marks) prescribed for the end Semester University Examination shall be declared to have passed in the course.
- If a student fails to secure a pass in a particular course, it is mandatory that he/she shall register to the examination as arrear and reappear for the examination in the course during the subsequent semester. He/she should continue to register and reappear for the examinations in the failed courses till he/she secures a pass.
- CIA marks obtained by a student in the first appearance of a registered course shall be retained and considered as valid for all subsequent attempts till the student secures a pass.

7.2.5 **Re-Totaling/Photocopy**

A student may apply for re-totaling/photocopy of his/her University Examination answer paper in a Theory Course within 2 weeks from the declaration of results on payment of the prescribed fee through proper application to the COE through the concerned HOD. The COE will arrange for the re-totaling/photocopy of University answer book and the results will be intimated to the student through the concerned HOD. Revaluation is not

permitted for the post graduate students because double evaluation system is in vogue. Re-totaling/photo copy provision is not permitted for the practical courses, seminars, summer project, industrial training and project work.

7.3 Post Graduate Courses -M.A English, M.Sc. Chemistry, M.Sc. Physics and M.Sc. Mathematics

7.3.1 Examination-Evaluation

Performance of each registered student in a course shall be evaluated based on Continuous Internal Assessment (CIA) throughout the semester and End Semester Assessment (ESA) through end semester University Examination at the end of the semester.

Each course, both theory and practical including project work, seminar, etc shall be evaluated for a maximum of 100 marks. For each course, the Continuous Internal Assessment (CIA) will carry 25 marks while the end semester assessment (ESA) in end semester University Examination will carry 75 marks.

7.3.2 Awarding marks in Continuous Internal Assessment (CIA):

For all theory and practical courses in each program the continuous internal assessment (CIA) shall be for a maximum of 25 marks, consisting of 15 marks for tests/laboratory experiments/model examinations, 5 marks for assignments/presentations and 5 marks for attendance. CIA marks shall be awarded as per the procedure given below.

a. Theory Course:

Three test each carrying 50 marks in 1 ½ hours duration shall be conducted. The marks obtained in the best of the two tests put together out of 100 marks shall be reduced to 15 marks and rounded to the nearest integer.

b. Practical Course:

Every practical exercise/experiment shall be evaluated based on the exercise/ experiment prescribed as per the syllabus and the laboratory records maintained on the work done. There shall be one midterm test for 100 marks in 3 hours duration immediately after 40 working days and model test for 100 marks in 3 hours duration covering the full syllabus at the end of the semester. The total marks obtained in the midterm test and model examination put together out of 200 marks, shall be reduced for 15 marks and rounded to the nearest integer.

c. Theory Courses with Laboratory component:

If there is a theory course with laboratory component, there shall be three tests. First two tests, each 50 marks in 1 ½ hours duration, will be from the theory portions and the third test will be from the laboratory components with 50 marks of 1 ½ 3 hours duration. The total marks obtained in the three tests in theory portions and the laboratory component put together out of 150 marks shall be reduced to 15 marks and rounded to the nearest integer.

d. Project Work:

HOD shall constitute a project course committee to review and evaluate project work done by the students in a program. There shall be three assessments for 100 marks each. Each student of the project group shall make presentation on the progress and contribution made by him/her before the committee. Marks will be awarded based on the individual contribution to the project presentation before the committee, and a viva voce by the committee. The total marks obtained in the three assessments out of 300 marks shall be reduced to 20 marks and rounded to the nearest integer

e. Awarding marks for attendance:

Five marks for attendance shall be awarded as follows:

Less than 65% of attendance 0 mark

65% to 74% of attendance 3 mark

75% to 79% of attendance 3.5 marks

80% to 89% of attendance 4 marks

90% to 95% of attendance 4.5 marks

96% to 100% of attendance 5 marks

7.3.3 Assessment in End Semester University Examinations

- There shall be an end Semester University Examination of 3 hours period and 100 marks covering the full syllabus for each course to which a student has registered in a program conducted by the COE.
- In the End Semester University Examinations, all internal and external examiners needed for theory, practical and project evaluations shall be appointed by the COE.
- External assessment procedures using double evaluation system shall be adopted by the COE for theory courses.
- During the double valuation if the difference in marks awarded by the two examiners is not more than 15%, average of the two marks shall be

taken as the marks secured and the results are declared by the COE. If the difference in marks is more than 15% then it shall be referred to the third examiner. Then the marks secured in the third valuation will be compared with the nearest of the other marks and of the other less average of the two marks shall be taken for declaring the results.

- The revaluation is not permitted for the post graduate students because double valuation is in vogue.
- Marks obtained in the end semester University Examination of the theory course out of 100 shall be reduced to 75 marks and rounded to the nearest integer. The finalized marks of Continuous Internal Assessment (CIA) for 25 and end semester assessment (ESA) in End Semester University Examination for 75 totaling to 100 shall be converted to the corresponding letter grades to be awarded to each theory Course registered by a student in a program.
- In the End Semester University Examination of a practical course, the lab report is evaluated for 15 marks, viva voce for 20 marks and practical skills for 65 marks by an external and internal examiner both duly appointed by the COE. Marks obtained in the end semester University Examination of the practical course out of 100 shall be reduced to 75 marks and rounded to the nearest integer. The finalized marks of Continuous Internal Assessment (CIA) for 25 and end semester assessment (ESA) in End Semester University Examination for 75 totaling to 100 shall be converted to the corresponding letter grades to be awarded to each practical course registered by a student in a program.
- In the End Semester University Examination of a project course, the report is evaluated for 55 marks by an external examiner. Viva voce for 45 marks is conducted individually for each student by the panel consisting of the external examiner and an internal examiner both duly appointed by the COE along with the project guide, co-guide, if any, and the Chairperson of the Project Course Committee. The panel will award viva voce marks based on the individual performance. Marks obtained in the End Semester University Examination of the project course out of 100 shall be reduced to 75 marks and rounded to the nearest integer. The finalized marks of Continuous Internal Assessment (CIA) for 25 and end semester assessment (ESA) in End Semester University Examination for 75 totaling to 100 shall be converted to the corresponding letter grades to be awarded to each practical course registered by a student in a program.
- In a reasonable time frame, the COE office will scrutinize the answer

books marks obtained in End Semester University Examinations out of 100 shall be reduced to 60 marks and rounded to the nearest integer. The finalized marks of Continuous Internal Assessment (CIA) for 25 and End Semester Assessment (ESA) in End Semester University Examination for 75 totaling to 100 shall be converted to the corresponding letter grades to be awarded to each course registered by a student in a program.

- When a course is discontinued to be offered in a semester, due to implementation of new regulations, those students who are detained from writing the examination due to inadequate attendance shall take equivalent course if available or additional courses as prescribed by the Director, Academic Affairs.

7.3.4 Passing Requirements for appearing for end semester university examinations

A student shall normally be permitted to appear for the University Examinations in his/her registered subjects if he/she has satisfied the semester completion requirements and has registered for the examinations in all the registered courses of the semester.

- Registration is mandatory for the semester examinations as well as arrears including withdrawn courses in the previous semester examinations failing which the candidate will not be permitted to move to the higher semester.
- If a student has already appeared for course(s) in previous semesters and passed, he/she is not entitled to reappear for the examinations in the same course(s) for improvement of grade(s)/marks.

7.3.5 Re-Totaling/Photocopy

A student may apply for re-totaling/photocopy of his/her University Examination answer paper in a theory course within 2 weeks from the declaration of results on payment of the prescribed fee through proper application to the COE through the concerned HOD. The COE will arrange for the re-totaling/photocopy of University answer book and the results will be intimated to the student through the concerned HOD. Revaluation is not permitted for the Post Graduate Students because double evaluation system is in vogue. Re-totaling/Photo copy provision is not permitted for the practical courses, seminars, summer project, industrial training and project work

7.4 M.Phil. COURSES

7.4.1 Examination Evaluation

Performance of each registered student in a course shall be evaluated based on

- i. Continuous Internal Assessment (CIA) throughout the semester
- ii. End Semester Assessment (ESA) through End Semester University Examination at the end of the semester.

Each Course, both theory and practical including dissertation work etc shall be evaluated for a maximum of 100 marks. For each course, the continuous internal assessment (CIA) will carry 40 marks and the end semester assessment (ESA) in end semester University examination will carry 60 marks.

7.4.2 Continuous Internal Assessment (CIA)

For all theory and practical courses in each program the Continuous Internal Assessment (CIA) shall be for a maximum of 40 marks, consisting of 20 marks for tests/laboratory experiments/model examinations, 10 marks for assignments/presentations and 10 marks for attendance. CIA marks shall be awarded as per the procedure given below.

a. Theory Course:

Three tests each carrying 50 marks in 1 ½ hours duration shall be conducted. The marks obtained in the best of the three tests put together out of 100 marks, shall be reduced for 20 marks and rounded to the nearest integer.

b. Practical Course:

Every Practical exercise/experiment shall be evaluated based on the exercise/ experiment prescribed as per the syllabus and the laboratory records maintained on the work done. There shall be two practical tests for 100 marks in 3 hours duration. First practical test will be in the middle of the semester and second practical test will be conducted in the end of the semester. The total marks obtained in the two tests will be put together out of 200 marks, shall be reduced for 20 marks and rounded to the nearest integer.

c. Theory Courses with Laboratory Component:

If there is a theory course with laboratory component, there shall be three tests. First two tests, each 50 marks in 1 ½ hours duration, will be from the theory portions and the third test will be from the laboratory components. The total marks obtained in the three tests in Theory

portions and the laboratory components put together out of 150 marks shall be reduced to 20 marks and rounded to the nearest integer.

d. Dissertation:

The HODs shall constitute a department level committee to review and evaluate dissertation work done by the students in a program. There shall be three assessments for 100 marks each. Each student shall make presentation on the progress and contribution made by him/her before the committee. Marks will be awarded based on the presentation. The total marks obtained in the three assessments out of 300 marks shall be reduced to 30 marks and rounded to the nearest integer.

Awarding marks for attendance: Ten marks for attendance shall be awarded as follows:

Less than 65% of attendance 0 mark

65% to 74% of attendance 6 marks

75% to 79% of attendance 7 marks

80% to 89% of attendance 8 marks

90% to 95% of attendance 9 marks

96% to 100% of attendance 10 marks

7.4.3 Assessment in End Semester University Examinations (ESA)

- There shall be an end semester University Examination of 3 hours duration and 100 marks covering the full syllabus for each course to which a student has registered in a program conducted by the COE.
- In end Semester University Examinations, all internal and external examiners needed for Theory and Practical Examinations shall be appointed by the COE and the dissertation evaluations shall be appointed by the Director, Research
- External assessment procedures using double evaluation system shall be adopted by the COE for theory Courses. During double valuation if the difference in the mark awarded by the two examiners is not greater than 15%, average of the two marks shall be taken as the marks secured and the results are declared by the COE. If the difference in marks is more than 15% then it shall be referred to the third examiner. Then the marks secured in the third valuation will be compared with the nearest of the other marks and average of the two marks shall be taken for declaring the results. Hence revaluation is not permitted after the declaration of the results by the COE.

- In the end semester University Examination of a practical course, the lab report is evaluated for 15 marks, viva voce for 20 marks and practical skills for 65 marks by an external and internal examiner both duly appointed by the COE.
- In the end semester University Examination of dissertation, the report shall be evaluated for 100 marks by an external examiner and by the internal examiner for 100 marks. viva voce for 100 marks is conducted for each student by the external examiner duly appointed by the COE from the panel of examiners recommended by the Head of the Department along with the internal examiner duly appointed by the COE. The total marks obtained out of 300 marks shall be reduced to 60 marks and rounded to the nearest integer.
- In a reasonable time frame, the COE office will scrutinize the answer books. Marks obtained in end semester University Examinations out of 100 shall be reduced to 60 marks and rounded to the nearest integer. The finalized marks of continuous internal assessment (CIA) for 40 and end semester assessment (ESA) in end Semester University Examination for 60 totaling to 100 shall be converted to the corresponding letter grades to be awarded to each course registered by a student in a program.
- When a course is discontinued to be offered in a semester, due to implementation of new regulations, those students who are detained from writing the examination due to inadequate attendance (I-grade) shall take equivalent course if available or additional courses as prescribed by the Director, Academic Affairs.

7.4.4 Passing requirements for a Registered Course in a Program:

- A student who secures not less than 50 marks out of total 100 marks prescribed for a registered course with a minimum of 50% (i.e., 30 marks out of 60 marks) prescribed for the end semester University Examination shall be declared to have passed in the course.
- If a student fails to secure a pass in a particular course, it is mandatory that he/she shall register to the examination as arrear and reappear for the examination in the course during the subsequent semester. He/she should continue to register for the examinations in the failed courses till he/she secures a pass.
- The CIA marks obtained by a student in the first appearance of a registered course shall be retained and considered as valid for all

subsequent attempts till the student secures a pass.

7.4.5 Re-Totaling/Photocopy

A scholar may apply for re-totaling/photocopy of his/her University Examination answer paper in a theory course within 2 weeks from the declaration of results on payment of the prescribed fee through proper application to the COE through the concerned HOD. The COE will arrange for the re-totaling/photocopy of university answer book and the results will be intimated to the scholar through the concerned HOD. Revaluation is not permitted for the M.Phil. scholars students because double evaluation system is in vogue. Re-totaling/Photo copy provision is not permitted for the practical courses, seminars, summer project, industrial training and project work

7.5 DOCTOR OF PHILOSOPHY(Ph.D.)

7.5.1 Course Work

- i. All research scholars shall successfully complete four course works
- ii. In the case of research scholars with M. Phil qualification from recognized institutions, the number of course work shall be limited to three.
- iii. The prescribed course work shall normally be completed within one year from the date of registration in the case of full-time research scholars and two years in the case of Part-time research scholars. If the research scholar fails to complete the courses in time, appropriate remedial or punitive action (including cancellation of registration) may be taken by the University.
- iv. No change in the course work prescribed shall be made without the approval of the Doctoral Committee.

7.5.2 Examination Evaluation

- i. The evaluation pattern and scheme for each prescribed course will have a Continuous Internal Assessment (CIA) for 40 marks and End Semester Assessment (ESA) by the University for 60 marks. A minimum of 50% mark is required for both CIA and ESA to pass the 12 course work. If a research scholar scores below 50% in CIA or ESA or both, he / she should repeat the same in the next semester / can do another source with the approval of the doctoral committee.
- ii. Three tests each carrying 50 marks in 1 ½ hours duration shall

be conducted. The marks obtained in the best of the two tests put together out of 100 marks, shall be reduced for 20 marks and rounded to the nearest integer. Two assignments each carrying 5 marks and one seminar carrying 10 marks shall be added with the test marks of 20

7.5.3 End Semester University Examinations(ESA)

- There shall be an end semester University Examination of 3 hours duration and 100 marks covering the full syllabus for each course to which a research scholar has registered in a program conducted by the COE.
- In end Semester University Examinations, the examiners needed for theory examinations shall be appointed by the COE.
- External assessment procedures using double evaluation system shall be adopted by the COE for course work paper. During double valuation if the difference in the mark awarded by the two examiners is not greater than 15%, average of the two marks shall be taken as the marks secured and the results are declared by the COE. If the difference in marks is more than 15% then it shall be referred to the third examiner. Then the marks secured in the third valuation will be compared with the nearest of the other marks and average of the two marks shall be taken for declaring the results. Hence revaluation is not permitted after the declaration of the results by the COE.
- In a reasonable time frame, the COE office will scrutinize the answer books. Marks obtained in end semester University Examinations out of 100 shall be reduced to 60 marks and rounded to the nearest integer. The finalized marks of Continuous Internal Assessment (CIA) for 40 and End Semester Assessment (ESA) in end semester University Examination for 60 totaling to 100 shall be converted to the corresponding letter grades to be awarded to each course registered by a student in a program.

7.5.4 Passing requirements for a Registered Course in a Program:

- A research scholar who secures not less than 50 marks out of total 100 marks prescribed for a registered course with a minimum of 50% (i.e., 30 marks out of 60 marks) prescribed for the end semester University Examination shall be declared to have passed in the course.
- If a research scholar fails to secure a pass in a particular course, it is mandatory that he/she shall register to the examination as arrear and reappear for the examination in the course during the subsequent semester. He/she should continue to register for the examinations in the

failed courses till he/she secures a pass.

- CIA marks obtained by a research scholar in the first appearance of a registered course shall be retained and considered as valid for all subsequent attempts till the student secures a pass.

7.5.5 Re-Totaling/Photocopy

A scholar may apply for re-totaling/photocopy of his/her University Examination answer paper in a theory course within 2 weeks from the declaration of results on payment of the prescribed fee through proper application to the COE through the concerned HOD. The COE will arrange for the re-totaling/photocopy of University answer book and the results will be intimated to the scholar through the concerned HOD. Revaluation is not permitted for the Ph.D. scholars because double evaluation system is in vogue.

8.0 AWARD OF LETTER GRADES

Based on the performance, a student shall be awarded a letter grade corresponding to the marks obtained (out of 100 marks) in each registered course in a semester. Each letter grade carries a specified Grade Point (GP) corresponding to a specified marks range as follows:

Marks Range in %	Grade Points (GP)	Letter Grade	Remark
91-100	10	S	Outstanding
81-90	9	A	Excellent
71-80	8	B	Very Good
61-70	7	C	Good
56-60	6	D	Above Average
50-55	5	E	Average
≤ 49	--	R (Fail)	Reappear
--	--	I	Inadequate Attendance
--	--	W	Withdrawn
--	--	Ab	Absent

- “R” denotes failure in the registered course. Hence Reappearance in the End Semester University Examination is mandatory. This grade will appear both in Grade Card and Result Sheets.
- “I” denotes inadequate attendance and hence prevented from writing the end Semester University Examination.
- “W” denotes withdrawal from the course.

- “Ab” denotes absent for the end semester University Examination.
- Grades “T” “W” and “Ab” will appear only in the Result Sheets.
- No student is considered to have completed a course successfully and earned the credits when he/she secures a letter grade “R” or “T” or “W” or “Ab”.
- Grading is done by the COE office for each registered course after taking into account both the Continuous Internal Assessment (CIA) marks and the End Semester Assessment (ESA) marks totaling to 100 marks.
- Semester Grade Point Average (SGPA) is the ratio of sum of the product of number of assigned credits(C) of a course to which a student has registered and the grade points(GP) corresponding to the grades earned in the course, taken for all the courses, to the sum of the number of assigned credits of all the courses registered in the semester.

$$SGPA = \frac{\sum_{i=1}^n C_i \times GP_i}{\sum_{i=1}^n C_i}$$

- CGPA shall be computed in a similar manner, considering all the courses to which a student has registered from the first semester onwards.
- “R”, “Ab”, “T” and “W” grades will be excluded for computing SGPA or CGPA.
- Compulsory non-Academic Courses, audited courses and withdrawn courses having only Continuous Internal Assessment (CIA) marks without the End Semester University Examination marks will be excluded while computing SGPA and CGPA
- A Student who secures “T” grade in any course of a program has to re-register in the subsequent semester when the course(s) is offered and reappear in the subsequent end semester University Examination .
- A student who secures “R”, “W” and “Ab” grade in any core course of a program has to reappear in the subsequent end semester University Examination as arrear subject till he/she secures a pass in the course.

9.0 GRADE CARD

After results are declared, Grade Card shall be issued at the end of each semester to each student which shall contain the following details:

The list of courses and assigned credits for each course registered in that semester, performance in each course shown by the letter grade, the semester Grade Point Average (SGPA) of all the courses registered in that semester and the Cumulative Grade Point Average

(CGPA) of all the courses registered from the first semester onwards. The Grade Card shall also contain the list of satisfactorily audited courses. Three copies of the Grade Card shall be prepared and two copies are forwarded to the concerned HOD.

10.0 CERTIFICATES

- A student shall be declared to be eligible for the award of the degree if the student has registered for and passed all the courses prescribed in the curriculum as well as registered for and satisfactorily completed compulsory non-Academic courses prescribed for the program.
- The student has successfully acquired the required number of total credits as specified in the curriculum corresponding to his/her program within the stipulated time.
- The CGPA of the student should be 5.00 or more.
- After the publication of the results of the examination, statement of marks shall be issued to all candidates who have registered for that examination.
- A provisional certificate shall be issued to the candidates who have passed out in the courses in all semesters. Provisional Certificates shall be issued before the issue of the Original Degree / Diploma Certificate.
- Application for provisional certificate has to be submitted in the prescribed form and it shall be accompanied by the document remittance of the prescribed fee. All applications for provisional certificates shall be addressed to the Controller of Examinations.
- A Degree / Diploma under the seal of the University and signed by the Controller of Examinations, Registrar and Vice-Chancellor shall be issued to the successful candidates at an examination for a degree and conferred during Convocation.
- Rank certificates shall be issued by the Controller of Examinations to eligible candidates. Candidates shall be ranked in the order of merit based on the total marks scored by them subject to the conditions stipulated by the academic bodies of the University.

11.0 CONVOCATION FOR CONFERRING DEGREES

- A convocation for the purpose of conferring degrees shall be ordinarily be held once in a year on such date and place as may be fixed by the Vice-Chancellor with prior approval of the Chancellor.
- A Special Convocation for the purpose of conferring Honorary Degrees may also be held at such time as may be decided by the Academic Council and the authorities of the University.
- The Chancellor shall, if present, preside at the convocation of the University for

conferring degrees. In the absence of the Chancellor, the Vice-Chancellor shall preside at the convocation.

- Not less than four weeks' notice shall be given by Registrar of all meetings of the convocation.
- The candidates who have passed their examination in the year for which the convocation is held shall be eligible to be admitted in the convocation.
- Provided that in case the convocation could not be held in a particular year, the Vice-Chancellor shall be competent to authorize admission of all those eligible candidates who wish to obtain their degrees through a convocation to next convocation and confer on them the respective degrees on payment of the prescribed fees.
- Provided further that those who wish to obtain their degree in absentia when convocation is held regularly, may also do so after payment of usual fees.
- A candidate for the degree must submit to the registrar his/her application on or before the date prescribed for the purpose, for admission to the degree at the convocation in person, along with the prescribed fees.
- Such candidates as are unable to present themselves in person at a convocation shall be admitted to the degree in absentia by the Chancellor or in his absence by the Vice-Chancellor and their diplomas shall be given by the Registrar on application and payment of the prescribed fees.
- The fees for admission to the degree at the convocation in person shall be as prescribed from time to time.
- Honorary degree shall be conferred only at a convocation and may be taken in person or in absentia.
- The presentation of the persons at the convocation on whom honorary degrees are to be conferred shall be made by the Vice-Chancellor or his nominee.
- Before the commencement of the convocation ceremony grace has to be passed in the Academic Council which will be presided over by the Chancellor or in his absence by the Vice-Chancellor.
- Candidates at the convocation shall wear gowns appropriate to their respective degree as may be specified by executive orders. No candidate shall be admitted to the convocation who is not in proper academic dress as prescribed by the University.
- For the award of degrees at the convocation, candidates present shall be formally presented to the Chancellor or in his absence to the Vice-Chancellor for admission to their respective degrees by Heads of Departments nominated for the purpose by the Vice-Chancellor.

- The name of the recipients of medals and prizes shall be read by the Controller of Examinations.
- The Registrar will present the candidates for conferment of degrees in absentia.
- The Chancellor, the Pro-Chancellors, the Vice-Chancellor, the Registrar, the Controller of Examinations, the Additional Controller of Examinations, the Deans of various Faculties, the Heads of the Departments and the members of the university authorities shall wear the special robes prescribed by the university.
- The dignitaries and special guests whenever they attend the convocation shall be provided special robes according to their status as may be decided by the Chancellor.

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