

HRIT UNIVERSITY, GHAZIABAD

Established under the provision of Uttar Pradesh Private Universities Act, 2019
Formerly HRIT Group of Institutions, Ghaziabad, Since-2005
(ISO 9001: 2015 & ISO 14001: 2015 certified)

EXAMINATION ORDINANCE


Controller of Examination
HRIT University Ghaziabad


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HRIT UNIVERSITY
Ghaziabad

OFFICE OF CONTROLLER OF EXAMINATIONS

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I. Definitions:

1. In these Rules and in other Rules relating to the examinations, unless there is anything repugnant in the subject or context:
 - i. "Academic Year or Year" means a year defined in the Academic Rules and Regulations for UG & PG programmes.
 - ii. "Admission to an Examination" means the issuance of an admission card to a candidate in token of his having complied with all the conditions laid down in the Regulations of the University. Provided that a candidate who does not fulfill all the conditions may, at the discretion of a competent authority of the Institute, be admitted provisionally and, in case all conditions are not fulfilled by him, his admission shall be liable to be cancelled.
 - iii. "Applicant" means a person who has submitted an application to the University in the form prescribed for admission to an examination i.e. the Examination Form.
 - iv. "Regular Student" means an applicant who applied for admission to Examination through a Department in which he was prosecuting a regular course of studies.
 - v. "Examinee" means a person who presents himself for an examination to which he has been admitted.
 - vi. "Examination" means an examination prescribed by the University under Academic Regulations.
 - vii. "Examination Fee" means the fee prescribed by the concerned rules and includes the fee for Statement of grades, but does not include any other fee.
 - viii. An "Ex-student" is a person, who having once been admitted to an examination of this, University is again required to take the same examination by reason of his failure or absence thereat.
 - ix. "Class Assessment Examination" means an examination conducted by a Department in accordance with the provisions made in Academic Rules and Regulations.


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- x. "End Semester Examination", "Carry Over / Back paper Examination / Improvement Examination" means an examination conducted by the in accordance with the provisions made in Academic Rules and Regulations.

2. ESE rules unless a different intention appears.

- i. Words referred to in masculine gender shall be taken to include a reference to feminine gender; and
- ii. Words in the singular shall include the plural and vice-versa.

II. Rules:

1. Save as otherwise specifically provided, the conditions prescribed for admission to examinations under these rules shall apply to all persons who wish to take the examinations of the Institute.
2. Regular Student desirous of taking an examination, unless otherwise provided in any rules, shall prosecute a regular course of study in the Department leading to the examination for which he applies for not less than the period prescribed in the Academic Rules and Regulations.
Explanation: Prosecution of a regular course of study "means attendance not less than 75%.
3. Notwithstanding anything in any Examination Rules, the provisions shall apply in regard to the deficiency in attendance at lectures and practical for the course of studies, as per provisions laid down in the Academic Rules and Regulations of the institute.
4. Ordinarily the Syllabi and the scheme for the Examinations shall be published before the commencement of the academic year in which the programme commences.
5. The Academic Council shall notify the terms, vacations and holidays for the Academic year.
6. The Syllabus and the Text-books, if any, to be prescribed or recommended in connection with any course in which the University conducts examination shall be determined from time to time by the Academic Council after considering the recommendations of the Board of Studies. All changes in the Syllabi or in the scheme of examinations shall be notified for general information before the commencement of the Programmes leading to the examination.
7. No question shall be put at any Examination calling for or necessitating a declaration of religious belief on the part of the examinee. No answer given by an examinee shall be objected to on the ground of its giving expression to any particular form of religious belief.

8. All examinations except practical/Group Discussion and viva-voce shall be conducted by means of printed question papers or in online mode.
9. Except as otherwise provided under the rules relating to particular examinations, each paper shall be of three hour's duration.
10. In order to pass an examination, an examinee must satisfy the conditions laid down in the Academic Rules and Regulations of the Institute.
11. Notwithstanding anything to the contrary in these rules, no person shall be admitted to Examination if he/she has already passed the same examination (except for Grade Improvement) or an examination of another University which has been recognized as equivalent to that examination

1. Admission Eligibility

• Admission for the First Two Semesters of UG/PG

The admissions for UG/PG Programmes are done strictly on Merit basis in transparent manner in accordance with the rules and regulations of University

• Admission for third and subsequent semesters of UG.(Second year onwards)

- i. For being eligible to register for (or take admission in) **Semester III**, student must have earned at least **50% of the total credits** (rounded off to nearest lower integer) in first year (Semester I & II together).

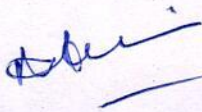
There is a provision for candidates with Diploma in Technical Education and also the students who are B.Sc. graduates to join UG Degree programmes for the lateral entry in the second year of the 4-year programme as per the prevailing practice in the University.

The students with B.Sc. degree taking admission to second year level shall have to appear, additionally, for theory and practical (applicable) examination of all Engineering Sciences (ESC) category courses of First year (applicable programme).


For students with Diploma in Technical Education who are admitted under lateral entry scheme, **there shall be no minimum credit requirement.**

- ii. For being eligible to register for (or take admission in) **Semester V**, student must have completed successfully all courses including audit courses & earned all the credits offered in first year and earned at least **50% of the total credits** (rounded off to nearest lower integer) in second year (Semester III & IV together).

For students admitted under lateral entry, a minimum of **50% credits of third and fourth semesters** must have earned for admission to fifth semester.



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- iii. For being eligible to register for (or take admission in) **Semester VII**, student must have completed successfully all courses including audit courses & earned all the credits offered in first & second year and earned at least **50%** of the total credits (rounded off to nearest lower integer) in third year (Semester V & VI together). For students admitted under lateral entry, student must have completed successfully all courses including audit courses & earned all the credits offered in second year and at least **50% Credits of fifth and sixth semesters**.
- iv. For admission in third semester of PG, a student must have earned a minimum of 65% Credits of first two semesters (rounded off to nearest lower integer).

2. Submission of Examination Form:

- i. Regular and Ex-Student shall fill the examination form and pay the examination fees as per the dates notified.
- ii. Students will be allowed to fill the exam form after the notified last date with late fees and super late fees. Exam forms will not be accepted once the last date with the super late fees expires.
- iii. A candidate who is unable to present himself for any examination shall not receive a refund of his fees.
- iv. Programme / Semester wise Admit cards (Hall Tickets) shall be distributed to the students through respective Department before commencement of the examination.
- v. If a candidate suppresses some vital information and tries to appear at an examination for which he/she is not due, the total amount of fee paid by him/her shall be forfeited. He/she shall further be asked to appear before the disciplinary action committee constituted by the Principal. The decision of the disciplinary action committee will be final in his/her case.

3. Examination Committee:

Examination Committee is constituted as per direction issued by HRIT University and the provision made of U.G.C. guidelines. The examination committee shall consist of the following members.

- i. Dean (Chairman).
- ii. Regular Senior Faculty Members possessing teaching/research experience.
- iii. Controller of Examinations, as member Secretary.
- iv. Deputy Controller of Examinations.

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v. Powers and Duties of Examination Committee:

- i. The committee shall ensure proper organization of all examination related works including paper setting, moderation, examination conduction, evaluation, result processing and declaration of results.
- ii. The committee shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means.
- iii. Undertake exercise towards examination reforms.
- iv. The committee shall meet at least twice during the academic year and other times if and when required.
- v. Two-third members shall constitute a quorum for examination committee. The meeting maybe adjourned if the quorums not present, and then no quorum shall be required for such adjourned meeting, which will be conducted within 15 minutes.
- vi. The committee shall perform such duties and responsibilities that are assigned from time to time by Academic Council.

4. Controller of Examinations:

Duties of Controller of Examinations:

- i. a) Controller of Examinations shall be appointed by the Chancellor/ Vice Chancellor shall function autonomously under the Academic Rules and Regulations of the University
- b) Controller of Examinations shall be the responsible for the conduct of examinations, assessment of answer books and declaration of the results. He/she shall discharge his/her functions under the superintendence, directions and guidance of the Principal.
- c) An autonomous Office of CoE shall ensure confidentiality at every stage of the examination process.
- ii. Controller of Examinations shall be the member secretary of Examination Committee. He shall be responsible for prompt and proper implementation of the decisions taken by the committee.
- iii. The Controller of Examination shall be responsible for making all arrangements necessary for conducting examinations, assessment of answer books and declaration of results.
- iv. The CoE shall be responsible:
 - a) For preparation and announcement of the calendar of examinations in advance.
 - b) For the arrangements required for printing of question papers.
 - c) To arrange to get performance of the candidates at the examinations properly

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assessed and process the results.

- d) For timely publication of results of examinations.
 - e) For postponing or cancelling examinations, in part or in whole, in the case of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons alleged to have committed malpractices;
 - f) To take disciplinary action wherever necessary, concerned with examinations, against the candidates, paper setters, examiners, moderators, or any other persons found guilty of malpractices during the examinations.
- v. The Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed or assigned to him from time to time, by Examination Committee.
- vi. For smooth functioning of the above, the Vice Chancellor shall depute a senior faculty member as Deputy CoE to assist CoE for:
- a) Conduct of Examination.
 - b) Central Assessment of Answer papers.

5. Eligibility Criteria regarding “Appointment of Paper Setter/Moderator/ Examiner/ Re-assessor/Practical Examiner”:

- i. The Vice Chancellor will finalize the panel of the Paper Setter/Moderator/Examiner/Re-assessor/Practical Examiner for one academic year in the beginning of Academic Session.
- ii. The Paper Setter/Moderator/Examiner/Re-assessor/Practical Examiner shall be appointed by CoE on recommendation of Vice Chancellor. The person appointed to perform such work shall have relevant qualification enforced from time to time, and shall be an employee of a College/other Organization.
- iii. The Paper Setters shall have at least three years of teaching experience and at least one-year experience of teaching the course for which appointment is to be made. In case the Paper Setter is appointed from Industry/Organization/Field, he/she shall have at least two years of professional experience in the relevant field.
- iv. The Moderator shall have at least five years of teaching experience in the respective program for which appointment is to be made. In case the moderator is appointed from outside the Institute he/she must have at least five years of experience in the relevant field.
- v. The Practical Examiner (Internal/External) shall have at least three years of teaching



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- experience. In case the Examiner is appointed from Industry/Organization/Field, he/she shall have at least two years of professional experience in the relevant field.
- vi. However, if a person is not available as per the norms mentioned in (iii), (iv) & (v), as an exceptional case, the norms may be relaxed for the appointment with prior written approval from the Vice Chancellor.
 - vii. No person can claim appointment as Paper Setter/Moderator/Examiner/Re-assessor or any other appointment related to examination work as a matter of right.
 - viii. The appointments as Paper Setter/Moderator/Examiner/Assessor /Re-assessor/Practical examiner shall be made as per the following guidelines.
 - a) Appointment of paper setter shall be made at least one month before the end semester examination.
 - b) Appointment of assessor shall be made seven days before the start of end semester examination.
 - c) Appointment of Internal/External examiner for practical/project/viva/seminar shall be made seven days before the scheduled examination.
 - ix. In case the Paper Setter/Assessor/Re-assessor/Practical examiner is from outside the Institute, he/she shall communicate his/her acceptance immediately. However, if it is not possible for him/her to accept the said appointment he/she shall communicate the same to the concerned authority immediately. In case no communication is received from Paper setter/Moderator/Examiner/Assessor /Re-assessor/Practical Examiner within prescribed time limit, it may be presumed that the appointment is accepted.
 - x. The Paper Setter/Moderator/Examiner/Assessor /Re-assessor shall follow all the directions given from time to time with regards to pattern of question papers, setting of question papers, model answers scheme of marking etc.

6. Question Paper Setting and Moderation Rules

Question paper for the end semester examination shall be of 60 marks and maximum duration shall be of 3 hours respectively. However, for some course(s)/subject(s) the duration may vary according to SES (Syllabus & Examination Schemes)

- i. Paper Setter(s) shall set the question paper as per the pattern and template prescribed by the Exam Cell from time to time.
- ii. The Paper Setter shall ensure the confidentiality and shall not disclose his/her appointment.
- iii. The Paper Setter/Moderator of Faculty / Institute / Universities other than HRIT UNIVERSITY shall submit his/her willingness/unwillingness to the authority within

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three days from the date of receipt of the letter of appointment. Provided that if no communication is received from the Paper Setters/Moderators within the prescribed time limit, it will be presumed that the paper setting work is not accepted by the concerned teacher(s)/person(s) as the Paper Setters/ Examiners/Moderators.

- iv. The faculty members of HRIT UNIVERSITY cannot refuse the assignment of the examination work. However, if there is a genuine inability in accepting the appointment, concerned faculty member shall communicate reasons in writing to the Controller of Examinations through the Dean within the prescribed time limit.
 - i. The Paper Setter shall submit two paper sets.
 - ii. Nature of question paper should be precise. Paper setter should design the question paper such that,
 - a) Questions are written with simple, straight forward and meaningful wordings.
 - b) Questions are unambiguous.
 - c) Questions should be commensurate with the marks allotted.
 - d) Question paper covers the entire syllabus of the course.
 - e) The full question paper can be answered within the stipulated time allotted for it.
 - iii. Paper Setter(s) shall not repeat the same question in the same/different set(s).
 - iv. Paper Setter(s) shall not set question(s) outside the scope of the syllabus.
 - v. Questions should be set in such a way that it will test the skill of applying the knowledge acquired, rather than testing the memory or merely book information.
 - vi. Marks shall be indicated on the right side of sub-question or the question.
 - vii. Course outcomes should also be marked on the right side of sub-question or the question.
 - viii. The Paper Setter should specifically mention the charts, tables, IS codes, data books etc. (if required), for the examination.
 - ix. Paper Setter shall submit a declaration form (as prescribed) to the CoE office.
 - x. Moderators shall submit a declaration format to the CoE office.
 - xi. The paper setter should not accept appointment order if his/her close intimate (real/step father and mother, husband/wife, real/stepbrother and sister, real/stepson and daughter) is/are the examinee at that programme. CoE shall obtain appropriate undertaking in this regard from concerned members.
 - xii. The questions should be serially numbered as 1, 2, 3, 4, 5, & 6 while sub-questions shall be numbered as a,b,c,d, etc. while sub-sub questions shall be numbered as(i),(ii),(iii), etc.
 - xiii. "Common Instructions to Candidates" shall be sent to paper setter with appointment



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order. However, paper setter is requested to delete excess instructions or add some instructions, if required.


7. Format of the Question Paper.

In general A4 size paper should be used for ESE question paper printing. Both the sides of the papers should be used for printing. The question papers shall be prepared in **MS-Word** only, Font to be used shall be **Times New Roman, size 12 pt.**

8. Paper setting and Moderation process will be as under:

- i. CoE will appoint paper setter as per the list approved by Hon'ble Vice Chancellor. Appointment order to the paper setter and moderator will be sent accordingly through email, message or by Post/ by hand.
- ii. A paper setter may be assigned for setting maximum two subjects. Getting the question paper for particular department is the responsibility of respective Dean / HoD.
- iii. For all the courses only single moderation is required. Paper setter of a subject cannot be a moderator for the same question paper set i.e. for a particular set of a subject, paper setter and moderator should be different.
- iv. Paper should be set in the question paper template only.
- v. When paper set is ready by the setter, moderator and paper setter will be permitted to should sit together and complete the moderation work. Moderation work will be completed in the confidential room, as decided by the CoE with due permission of Hon'ble Vice-Chancellor.
- vi. Paper setter and moderator must ensure that any extra paper / material related to the question paper set is destroyed completely.
- vii. Dean / HoD must submit all envelopes of moderated question paper sets of their department, list of moderators and the declaration form by the moderator and minutes of meetings of moderation to the CoE office.


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Format of Moderation Report of Question Paper

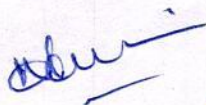
Name of the Moderator :

Programme / Course :

Subject Code: Subject Name :

Sr. No.	Guidelines	Remarks mentioning corrections made
1	Take the hardcopy of question paper.	
2	Check and correct the course code, course name, time allotted, total marks, instructions given to the students (delete the instruction which are not applicable) on hard copy of question Paper and make necessary corrections if required.	
3	Check total number of questions, marks allotted and make Necessary corrections if required.	
4	Check repetition of questions, readability of the figures, figure Number and make necessary corrections if required.	
5.	Take TWO set of printout of moderated question paper. First copy with the name & signature of paper setter and moderator. Second copy without the name paper setter and moderator.	
6.	Seal the following in the envelop: <ul style="list-style-type: none"> First copy of question paper duly signed by paper setter and moderator on each and every page. Second copy without the name paper setter and moderator. Hard copy of question paper in which necessary correction where made. Moderation Report of ESE Question Paper. 	
7.	Additional Remarks, if any:	

Note : Upto 30% moderation will be allowed in a question paper.



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Signature of the Moderator
with Date



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9. Conduct of End Semester Examination:

Appointment of Officer-in-Charge:-

Dean shall appoint senior faculty of Institute/ CS to act as Officer in-Charge for smooth and proper conduction of End Semester Examination. End semester Examination for all Programmes, the CoE is empowered to reschedule any examination.

Duties & Responsibilities of the Officer-in-Charge:

- i. Prepare master plan of seating arrangement, with regards to total number of students appearing for the examination.
- ii. Appoint invigilators, and administrative staff for conduction of examinations.
- iii. Receive blank answer books bearing serial numbers and sealed packets containing question papers and keep them in his personal custody.
- iv. Give the memorandum of instruction to invigilators as received from the CoE office and ask them to scrupulously follow the same.
- v. Display the examination related instructions for student as received from the CoE office at appropriate places.
- vi. Take rounds in the different rooms/halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination.
- vii. Submit the account of total answer-books received, answer-books used during examination, spoiled answer-books & the number of answer-books returned to the office of CoE after completion of the examination.
- viii. Receive the cases of misbehavior, malpractices, use of unfair means etc. from the invigilator and forward the same to the office of CoE.
- ix. Provide at his/her level the facility of amanuensis /writer to the blind examinee with extra time of one hour and to the physically handicapped examinee with extra time of half an hour over and above the stipulated time limit of the paper to write answers after verifying the Medical Certificate issued by the Civil Surgeon/Orthopedic Surgeon. The writer should be lesser qualified than the blind/physically handicapped student.
- x. Provide at his/her level the facility of giving extra half an hour, over and above the stipulated time of the paper, to write answers during the examination to the paraplegics, orthopedically handicapped students who have hand co-ordination problem and to the visually handicapped students after verification of Medical Certificate issued by the Civil Surgeon/ Orthopedic Surgeon.



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- xi. Send to the Controller of Examinations a list of concerned writers and examinees to whom the facilities under point (xiii) & point (xiv) above have been provided at the centre.
- xii. Send the registration number of the absent students to the spot valuation centre.
- xiii. Check the answer books received from invigilators as per attendance record submitted by invigilators and arrange them according to the registration numbers. OIC shall direct the sealing assistant to tie the bundles of answer books of each course separately along with two copies of question paper, control sheet and slip (docket) in two copies with each packet indicating all details of packed answer books.
- xiv. Thereafter OIC shall handover all the bundles of answer books to coordinator of Spot-Valuation Centre on the same day or latest on the next day and get the acknowledgement. He/she shall maintain the record of all such bundles of answer books handed over to coordinator of Spot-Valuation Centre.
- xv. Prepare the statement of remunerations to be paid to the staff involved in the end semester examination as per the rules. Remuneration shall be paid to the staff after the examination is over and account of payment shall be submitted to the accounts office within a week.

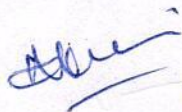
10. Examination Vigilance Squad:

Appointment of Vigilance Squad:

- i. Controller of Examinations shall appoint a team comprising of Senior Faculty members to act as members of Vigilance Squad.
- ii. The vigilances quad shall consist of male & female faculty members of the Faculty.

Duties of Vigilance Squad:

- i. Make physical verification of students appearing for the examination. However, the verification of all female students shall be carried out by female faculty member only.
- ii. Ensure that the examinee does not carry with him/her any cell phone/mobile phones, book(s), written/printed papers or any other objectionable material in the examination hall.
- iii. Ensure that the examinee does not write anything on the question paper supplied to him/her.
- iv. Conduct themselves at the examination centre with most caution, courtesy and respect, without causing any kind of commotion, which may disturb the examinees.
- v. Not cause any kind of harassment either to the students or to any of the officials of the examination centre.



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- vi. Inspect the examination center regularly; go for surprise checking on and often to ensure that the arrangements made for the conduct of examinations are proper and adequate.
- vii. Initiate action to ceramal practices like copying, possession fin-discriminatory materials related to examinations, as per the rules and guidelines framed.
 - a) The vigilance squad shall report the cases of malpractices detected to the OIC for necessary action and subsequently inform the same to CoE.
 - b) The vigilance squad shall carry out any other duties assigned by the CoE from time to time for the smooth conduction of the examinations.

11. Dealing with the cases of Unfair-means:

- i. Every student appearing for the End Semester Examination is liable to be charged with committing malpractice(s) / use of unfair means, if he / she is observed as committing any of the acts as listed in the Annexure-I of the Examination Manual.
- ii. Unfair Means Committee will be constituted by the CoE for each academic year to deal with the cases of alleged misconduct and use of unfair means by the students in all the examinations conducted by the University. This committee will consist of three members; one out of three members will be the Chairman of the Committee.
- iii. As soon as students identified by the invigilator or by the authorized person, of having resorted to unfair means, his/her answer book shall be seized.
- iv. The papers (handwritten/printed/photocopied etc.) found in possession of the student shall be signed by the student, invigilator and Officer-in-Charge and tagged with his/her answer book in candidate's presence.
- v. If mobile phone/any electronic gadget is found in possession of the student, it should be seized and sealed in an envelope. The envelope shall be signed by the student, invigilator and Officer-in-Charge.
- vi. The OIC shall ask the candidate to make a statement in writing, explaining his/her conduct. In case the candidate refuses to do so, the fact of his/her refusal shall be recorded by the OIC, which should be attested by at least one invigilator on duty.
- vii. In the case of practical tests/ performance tests on PCs the act of using unfair means should be recorded by the internal examiner. Evidence in the form of softcopy/Photostat/photograph etc. should be submitted along with the statement of the student.
- viii. After completing all above formalities, a fresh answer book shall be given to the student for completing the examination. He/she must be informed that he/she need not repeat the



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questions he/she has solved in seized answer book; he/she may solve the remaining part of the question paper. After a particular test/examination session is over, these answer books (duly marked I & II with Red ink) and the envelope containing the seized electronic gadget/mobile phone shall be sent separately to the Controller of Examination along with the report.

- ix. After the examination, the Unfair Means Committee shall enquire into the cases of attempt of unfair means in the examinations. CoE office will intimate the date, time and venue to the students by email/notification on Notice board for appearing before the Unfair Means Committee. Unfair Means Committee will interrogate the student one by one and identify clearly the category of nature of offence as listed in the Annexure-I of the Examination Manual. If the student fails to report on the specified date and time, committee will take the decision on the basis of reports available. The Unfair Means Committee shall submit its recommendations to the CoE for consideration and necessary orders.
- x. The CoE will finalize the recommendations of the Unfair Means Committee after approval of the Principal.

NOTE:

1. Broad categories of unfair means resorted to by students at the examinations and the quantum of punishment for each category thereof is given in the Annexure-I of the College Examination Manual.
2. The broad categories of negligence/unfair means resorted to by paper setters, examiners, moderators, values, teachers or any other persons connected with the conduct of examinations and punitive action is given in Annexure-II of the University Examination Manual.

12. Conduct of End Semester Practical Examination:

- i) There shall be one End Semester Practical Examination, as specified in scheme of the programme.
- ii) Practical examination shall consist of two parts i) Performance or written Examination (short answer/MCQ etc.) of 15marks (60%) and ii) Or a oral examination of 10 marks (40%).
- iii) Time table for practical examination pertaining to a programme shall be prepared by the HOD as per the slot provided by the CoE according to the schedule mentioned in the Academic Calendar. HOD shall submit the copy of time table to CoE, for



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information.

- iv) There shall be an Internal Examiner and External Examiner to conduct the End Semester practical examinations as well as project evaluation.
- v) The Internal and External Examiner shall be appointed by CoE. If, external examiner listed in the panel fails to turn up for the examination for what so ever may be the reason, the CoE shall make necessary alternate arrangement from the list of examiners. In case no examiner is available from the panel given, CoE is empowered to make any other suitable arrangement.
- vi) Respective HOD shall prepare detailed timetable (batch wise) for the practical examination. A consent of Heads of other Departments shall be taken, if necessary, to avoid overlapping of schedule or any other problem.
- vii) The HOD shall appoint staff for practical examination as per the following structure and shall forward the copy of the same to coordinator examination:
 - a) Internal Examiner: One for each practical course (subject), preferably the course teacher, as approved by Dean.
 - b) External Examiner: One for each practical course, appointed by CoE
 - c) Teacher assisting the internal examiner: One for each practical course.
- viii) Internal examiners along with supporting staff shall make all the necessary arrangements of equipment/laboratory setup required for conducting practical examination in their respective course(s).
- ix) The marks of the practical examination shall be allotted by the External and Internal examiners in consultation with each other. Judgment of the External examiner shall be treated as final in case of difference of opinion between them.
- x) The marks should be entered in the soft format and prepare foil and counter foil. The external and the internal examiners both shall sign each page of the foil and counter foil showing the final marks allotted to the examinees.
- xi) Counterfoil and attendance should be kept with HOD.
- xii) Answer books, foil, duly signed by the Internal and External Examiners of all the courses of a semester should be sent to the CoE office together when the practical examination of a particular semester is over, within one working day.
- xiii) The Dean shall prepare the estimate for T.A./D.A. and remunerations of external examiners, internal examiners and other staff involved in the practical examination as per the rules. T.A./D.A. and remuneration to the external examiners shall be paid as per rules and regulations, after the examination of the respective course is over.

Remuneration to internal examiners and other staff shall be paid after completion of the practical examination and account of payment shall be submitted to the account office within a week.

13. Carry Over / Back paper Examination

The students, who have secured the "F or A b" grade or want to improve the grade in a course, shall apply for the Carry Over / Back paper Examination within seven days of declaration of result, by paying the prescribed examination fees.

The Carry Over / Back paper Examination for students shall be held approximately within 30 days from the date of declaration of result of ESE of a particular semester. A student shall be permitted to take the ESE as well as Carry Over / Back paper Examination of ESE of his/her regular term. In case, student fails in both the ESE and its Carry Over / Back paper Examination of regular term, in the subsequent semester, he/she shall be permitted to take the ESE only. But the Carry Over / Back paper Examination will be offered to him/her, if there are regular students for those subjects in the ESE of a particular semester. The cut-offs of regular term examination (ODD /EVEN) are used in respective Carry Over / Back paper Examination for allocation of grades.

14. Assessment of Answer Books

Assessment of answer books shall be done online through Digital Valuation system (DVS).


- i. CoE, shall appoint a staff as In-charge, Spot Valuation Centre.
- ii. The In-charge Spot valuation, shall select his/her team in consultation with the CoE. He/she shall be responsible for smooth and timely completion of the assessment of answer books.
- iii. In-charge Spot valuation shall supervise the job of scanning of answer papers.
- iv. Normal working hours of Spot Valuation Centre shall be from 09.30 am to 5.00 pm. considering the quantum of work and valuation schedule, working hours may be extended as and when it is needed.
- v. The CoE will finalize the panel of the Examiner/ Assessor /Re-assessor for one academic year in the beginning of Academic Session. CoE will appoint Examiner/Assessor /Re-assessor.
- vi. In order to have uniformity in the assessment of answer books, for the courses where more than one value is involved, the course coordinator should conduct a meeting of all the values and brief them with regard to the scheme of marking for the theoretical questions as well as questions involving numerical.
- vii. Assessment procedure for assessor after receiving the order for assessment of answer

books, the assessor shall

- a) Not disclose the order as it is confidential.
- b) Login the digital valuation portal and complete the valuation online.
- c) Not assess any answer book without solutions/scheme of marking.
- d) Award step-wise marks for each solved question.
- e) Enter marks carefully on the mark entry form on DVS portal.
- f) Assess the answer in terms of marks only. He/she neither shall put any comment nor shall put any markings.
- g) In following cases, Assessor shall report immediately to spot valuation officials for further action, if any complaints regarding the answer books such as,
 - Found with multiple-writings,/with multiple use of inks.
 - Found requesting assess or to assess answer book favorably,
 - Mass copying,
 - Found disclosing identity of the examinee in any form with intent to get clear-cut illegal benefit,
 - Found writing abusive and threatening language,
 - Question paper with missing data, misprint of any nature and all other such cases.

15. Duties and Responsibilities of In-charge Spot valuation:

- i. Receive the timetable of the examination and formats from the office of CoE.
- ii. Receive the answer books from the CoE, in envelopes-/ bundles, count them and process them for digital scanning.
- iii. Scan the answer book in proper format as per requirement of DVS.
- iv. Upload the softcopy of scanned answer book on valuation portal.
- v. Allot the scripts to respective subject evaluator.
- vi. Prepare the statement of remunerations to be paid to the staff involved in the spot valuation centre as well as to the values and submit the details of accounts to the accounts department in the format prescribed and a copy of same should be sent to the CoE for maintaining the records.


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16. Transparency in Written Examinations

The University believes in full transparency in the evaluation process and committed to just and fair evaluation of all students.

- i. The answer books of all written examinations will be shown to students online within ten days from the last date of examination on the open day.
- ii. If the student is unsatisfied with the valuation of ESE, he can discuss the specific points with the course faculty where he thinks the valuation needs reconsideration.
- iii. If the student has the grievances regarding the valuation of the ESE, he/she shall submit the Grievance form-1 for unvalued answer or total mistakes in Marks to student section and for revision of marks (reassessment) Grievance form-2 submit to student section, after paying prescribed fees in account section. In such cases, the complete revaluation of answer book shall be done.
- iv. The students shall submit the grievances within the dates mentioned in the notification from CoE office. The answer books once evaluated shall never be given into student's possession.

Open Day

Answer books of ESE will be shown online to students on open day and all queries of candidates will be settled by proper procedure mentioned in 18 (iii) above.

Revaluation

- a) As per the notification issued by the Controller of Examinations, the students can submit the applications for revaluation, along with the requisite fee receipt for revaluation of his/her answer-sheet(s) of theory course(s), if he/she is not satisfied with the marks obtained.
- b) The Controller of Examinations shall arrange for re-evaluation of those answer-sheet(s).
- c) A new valuer, other than the first valuer, shall re-evaluate the answer sheets.
- d) After revaluation, if the change in marks is more than or equal to $\pm 5\%$ of the total marks of that examination, then only the revaluated marks shall be considered as final marks else there shall be no change in marks.

Forego

An examinee securing 'F' or 'I' grade in any course of an examination of a programme shall have an option to forego his/her continuous assessment marks in a course or courses. In such cases he/she shall be examined for a total marks comprising theory/practical end semester


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examination and continuous assessment together, at his/her successive attempt at the examination. Such an option can be availed by an examinee in case he/she is appearing for the successive attempts at the examination as ex-student for that particular course. A student who is detained from appearing in an examination in course(s) for lack of attendance can exercise the option of forego in successive attempts at the examination as ex-student. To avail this, the examinee would indicate the same in his or her 'Application for the examination' and the option once exercised, shall be 'Final and Binding' on the examinee concerned for all the subsequent examinations in that course. For the examinee opting for forego his/her marks in continuous assessment shall be ascertained proportionately on the basis of his/her marks in the end semester examination of that course. An examinee can opt for forego of his/her marks in continuous assessment of a practical course only after submission of 'Term work completion' certificate issued by the concerned head of the department along with the Application for the Examination. The decision in this regard taken by the Chairman of the Academic Council will be final."

17. UGC Guidelines on Adoption of Choice Based Credit System

Preamble

The University Grants Commission (UGC) has initiated several measures to bring equity, efficiency and excellence in the Higher Education System of country. The important measures taken to enhance academic standards and quality in higher education include innovation and improvements in curriculum, teaching-learning process, examination and evaluation systems, besides governance and other matters.

The UGC has formulated various regulations and guidelines from time to time to improve the higher education system and maintain minimum standards and quality across the Higher Educational Institutions (HEIs) in India. The academic reforms recommended by the UGC in the recent past have led to overall improvement in the higher education system. However, due to lot of diversity in the system of higher education, there are multiple approaches followed by universities towards examination, evaluation and grading system. While the HEIs must have the flexibility and freedom in designing the examination and evaluation methods that best fits the the


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curriculum, syllabi and teaching-learning methods, there is a need to devise a sensible system for awarding the grades based on the performance of students. Presently the performance of the students is reported using the conventional system of marks secured in the examinations or grades or both. The conversion from marks to letter grades and the letter grades used vary widely across the HEIs in the country. This creates difficulty for the academia and the employers to understand and infer the performance of the students graduating from different universities and colleges based on grades.

The grading system is considered to be better than the conventional marks system and hence it has been followed in the top institutions in India and abroad. So it is desirable to introduce uniform grading system. This will facilitate student mobility across institutions within and across countries and also enable potential employers to assess the performance of students. To bring in the desired uniformity, in grading system and method for computing the cumulative grade point average (CGPA) based on the performance of students in the examinations, the UGC has formulated these guidelines.

Applicability of the Grading System

These guidelines shall apply to all undergraduate and postgraduate level degree, diploma and certificate programmes under the credit system awarded by the Central, State and Deemed to be universities in India.

(i) Definitions of Key Words:

Academic Year: Two consecutive (one odd + one even) semesters constitute one academic year.

1. **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).

Course: Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.

2. **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the


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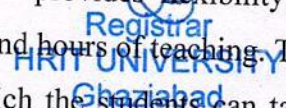
students.

3. **Credit Point:** It is the product of grade point and number of credits for a course.
4. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
5. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
6. **GradePoint:** It is a numerical weight allotted to each letter grade on a 10-point scale.
7. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
8. **Programme:** An educational programme leading to award of a Degree, diploma or certificate.
9. **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
10. **Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
11. **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

1. Semester System and Choice Based Credit System

The Indian Higher Education Institutions have been moving from the conventional annual system to semester system. Currently many of the institutions have already introduced the choice based credit system. The semester system accelerates the teaching-learning process and enables vertical and horizontal mobility in learning. The credit based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching. The choice based credit system provides a 'cafeteria' type approach in which the students can take


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courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning, It is desirable that the HEIs move to CBCS and implement the grading system.

2. Types of Courses:

Courses in a programme may be of three kinds: Core, Elective and Foundation.

Core Course:- There may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

Elective Course:-

Elective course is a course which can be chosen from a pool of papers. It may be:

- Supportive to the discipline of study
- Providing an expanded scope
- Enabling an exposure to some other discipline/domain
- Nurturing student's proficiency/skill.

An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students. An elective may be "Discipline centric" or may be chosen from an unrelated discipline. It may be called an "Open Elective."

Foundation Course:-

The Foundation Courses may be of two kinds: Compulsory Foundation and Elective foundation. "Compulsory Foundation" courses are the courses based upon the content that leads to Knowledge enhancement. They are mandatory for all disciplines. Elective Foundation courses are value-based and are aimed at man-making education.

Examination and Assessment

The HEIs are currently following various methods for examination and assessment suitable for the courses and programmes as approved by their respective statutory bodies. In assessing the performance of the students in examinations, the usual approach is to award marks based on the examinations conducted at various stages (sessional, mid-term, end-semester etc.) in a semester.

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Some of the HEIs convert these marks to letter grades based on absolute or relative grading system and award the grades. There is a marked variation across the colleges and universities in the number of grades, grade points, letter grades used, which creates difficulties in comparing students across the institutions. The UGC recommends the following system to be implemented in awarding the grades and CGPA under the credit based semester system.

Letter Grades and GradePoints:


- i. Two methods -relative grading or absolute grading- have been in vogue for awarding grades in a course. The relative grading is based on the distribution (usually normal distribution) of marks obtained by all the students of the course and the grades are awarded based on a cut-off marks or percentile. Under the absolute grading, the marks are converted to grades based on pre-determined class intervals. To implement the following grading system, the colleges and universities can use any one of the above methods.
- ii. The UGC recommends a 10-point grading system with the following letter grades as given below:

Table1: Grades and Grade Points

Letter Grade	Grade Point
O(Outstanding)	10
A+(Excellent)	9
A(Very Good)	8
B+(Good)	7
B(Above Average)	6
C(Average)	5
P(Pass)	4
F(Fail)	0
Ab(Absent)	0

- iii. A student obtaining Grade F shall be considered failed and will be required to re appear in the examination.

- iv. For non credit courses 'Satisfactory' or "Unsatisfactory" shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.


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v. The Universities can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree taking into consideration the recommendations of the statutory professional councils such as AICTE, MCI, BCI, NCTE etc.,

Fairness in Assessment:

Assessment is an integral part of system of education as it is instrumental in identifying and certifying the academic standards accomplished by a student and projecting them far and wide as an objective and impartial indicator of a student's performance. Thus, it becomes bounden duty of a University to ensure that it is carried out in fair manner. In this regard, UGC recommends the following system of checks and balances which would enable Universities effectively and fairly carry out the process of assessment and examination.

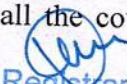
- i. In case of at least 50% of core courses offered in different programmes across the disciplines, the assessment of the theoretical component towards the end of the semester should be undertaken by external examiners from outside the university conducting examination, who may be appointed by the competent authority. In such courses, the question papers will be set as well as assessed by external examiners.
- ii. In case of the assessment of practical component of such core courses, the team of examiners should be constituted on 50 – 50 % basis. i.e. half of the examiners in the team should be invited from outside the university conducting examination.
- iii. In case of the assessment of project reports/ thesis / dissertation etc. the work should be undertaken by internal as well as external examiners.

• Computation of SGPA and CGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$SGPA(S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$


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where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

iii. where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

• Illustration of Computation of SGPA and CGPA and Format for Transcripts

Computation of SGPA and CGPA

Illustration for SGPA

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course1	3	A	8	3X 8= 24
Course2	4	B+	7	4X 7= 28
Course3	3	B	6	3X 6= 18
Course4	3	O	10	3X 10= 30
Course5	3	C	5	3X 5= 15
Course6	4	B	6	4X 6= 24
	20			139

Thus, $SGPA = 139/20 = 6.95$

Illustration for CGPA

Semester1	Semester2	Semester3	Semester4
Credit:20 SGPA:6.9	Credit:22 SGPA:7.8	Credit:25 SGPA: 5.6	Credit:26 SGPA:6.0
Semester5	Semester6		
Credit:26 SGPA:6.3	Credit:25 SGPA: 8.0		

Thus, $CGPA = \frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0}{144} = 6.73$



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i. Transcript (Format): Based on the above recommendations on Letter grades, grade points and SGPA and CCPA, the University may issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.

18. Semester Grade Card

The semester grade report reflects the performance of the student in that semester (SGPA) and also the cumulative performance (CGPA). The semester grade card issued at the end of each semester to each student, after the publication of result, duly signed by CoE will contain the following:

- Name and Identification of student.
- Branch
- The credits for each course registered for that semester.
- The grade points and better grades obtained in each course.
- The total number of credits earned by the student at the end of each semester.
- Grade point average of semester (SGPA) and Cumulative Grade Point Average (CGPA). Semester grade card will not indicate class or division or rank.

Indication of Attempt on Grade Card:

The following Characters will be displayed in the Grade Card to indicate the attempts. The Degree will not have any such indication. The Grade Cards of successive attempts will be separately provided. However a single Grade Card for a semester may be provided after all the subjects of that semester are passed in more than one attempt. But it will be marked 'N' as already said. The student will have to separately apply to the Controller of Examinations for the single semester Grade Card with copies of all the intermediate semester Grade Card along with a fees decided by the Finance Committee.

M- With Carry Over / Back paper Examination

N-Not in the First Attempt

IG - Improvement Grade


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19. Eligibility for Award of Degree

The Degrees shall be awarded by the HRIT University, Ghaziabad along with the name of University, on recommendations of the Academic Council/ Board.

A student shall be eligible for the award of the degree only if the student has,

- a. Passed all prescribed courses.
- b. Satisfied minimum academic requirements.
- c. Satisfied all requirements specified by the concerned department; if any.
- d. Satisfied all requirements specified by the Academic Council and Academic Rules and Regulations.
- e. Paid all the dues to the institute, and
- f. No pending case of indiscipline.

20. Improvement of Grade/CGPA while undertaking a Programme

Student shall be permitted to improve their grade under the following conditions.

- i. The examination for improvement of grades shall hereafter be termed as 'Improvement Examination'.
- ii. The facility for improvement of grades will be available to the students having CGPA below 6.75.
- iii. The improvement is possible only in theory papers. No improvement is permissible in practical's /lab courses, projects, workshops and assignments.
- iv. The improvement examination shall be conducted along with the Carry Over / Back paper Examination.
- v. The Improvement Examination can be undertaken only for the courses in which a candidate had appeared as a regular student in the end term examination for which the Carry Over / Back paper Examination is being conducted.
- vi. Additional examination fees will be paid by the student for appearing in the examination for improvement in the grade. The fee payable shall be as prescribed by the Finance Committee.
- vii. After the result of improvement examination better of the two grades, that is grade already awarded and the grade secured in the improvement examination will be considered.
- viii. A candidate who has appeared for the above examination and fails to improve his/her grade, his/her performance at such reappearance shall be ignored.
- ix. The student shall be issued a fresh grade card indicating the new grade which shall be explained as 'Improved Grade' only if he/she has improved the grades. The old grade card must be submitted to the concerned office before issue of new grade card.

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- x. For calculation of standard relative grade for evaluation of the academic performance of an examinee in a course in improvement examination, the mean, standard deviation and cut off of grades of that course in the regular examination shall be applicable.

21. Degree Certificate

After successful completion of the program at the Institute, the student will be eligible for award of degree in subsequent convocation of HRIT University. The University Degree Certificates will be distributed from the Institute office to all successful candidates once received from the HRIT University. A student can claim the degree certificate in person from the CoE after submitting the copies of grade sheets of all semesters and proving his identity. He shall produce a photo identity card.

22 Number of Attempts for the Courses Closed in a Semester:

For the courses (compulsory/elective/any other course) of all PG and UG programmes which are closed by the respective department in a semester of a particular academic session, maximum four consecutive (as and when the examination is conducted) available attempts will be provided to pass these courses.

Thereafter, the student shall be absorbed in new Autonomous scheme, as per the equivalence scheme of respective BoS.

23. Interpretation of Examination Manual

In case of any dispute, difference of opinion in interpretation of any point in this Examination Manual or any other matter/point/s not covered in the manual, Refer latest version of Academic Rules and Regulation for undergraduate and post graduate courses.

24. Power to Modify

Not with standing all that has been stated above, CoE has the right to modify any point in this Examination Manual from time to time.



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ANNEXURE-I

The broad categories of unfair means resorted to by students at the examinations and the quantum of punishment for each category thereof.

Category	Punitive Action
Category-A If a student is found, <ol style="list-style-type: none"> 1. Talking to another student during the examination hours in the examination hall; ignoring the warnings given by the invigilator. 2. Talking to a person/student outside the examination hall after receipt of the question paper and before handing over the answer book to the invigilator. 3. Writing on question paper or any piece of paper except the answer-book during the examination, 4. Changing seat in the examination hall Without the permission of invigilator. 	Current examination of this course only will be cancelled.
Category-B If during the examination hours, i.e. after receipt of the question paper and before handing over the answer-book to the invigilator, a student is found in possession of relevant written or any printed material or notes written on any part of his/her body or clothing or instruments such as set-squares, calculator, scale, mobile phone/electronic gadgets etc. which have relevance to the syllabus of the examination paper concerned Or having relevant notes written on chair,	Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.


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<p>table, desk or drawing board, data book etc. During the examination (i.e. possession of copying material).</p>	
<p>Category-C</p> <p>1. If during the examination hours, i.e. after receipt of the question paper and before handing over the answer-book to the invigilator, a student is found attempting to copy, caught copying or having copied from any printed material or notes written on any part of his/her body or clothing or instruments such as set- squares; calculator, scale, mobile phone/electronic gadgets etc. or chair, table, desk or drawing board, data book etc. (i.e. actual copying from the copying material).</p> <p>2. Possession of another student's answer book.</p> <p>3. Possession of another student's answer book as actual evidence of Copying there from.</p>	<p>Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one additional examination of the same course.</p> <p>Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of this course (both the students).</p> <p>Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all the courses (both the students).</p>
<p>Category-D</p> <p>1. Replacing an answer book or part there of during or after the examination.</p>	<p>Current examination of all the courses will be cancelled and punishment can be extended up to Cancellation of one additional examination of All the courses.</p> <p style="text-align: right;">  Registrar HRIT UNIVERSITY Ghaziabad </p>



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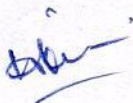
<p>2. Smuggling-out or smuggling-in of answer book as copying material.</p> <p>3. Having received help from or giving help to another candidate through some written material pertaining to the questions set in the paper concerned or passing on a copy of question set in paper or a solution thereof to any other student.</p> <p>4. Answer book written outside the examination hall.</p>	<p>Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all the courses (all the students who are involved).</p> <p>Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all the courses (all the students who are involved).</p> <p>Current and one additional examination of all the courses will be cancelled and punishment can be extended up to cancellation of one more examination of all the courses (all the students Who are involved).</p>
<p>Category-E</p> <p>Having received help from or giving help to another candidate through mobile phone or any electronic media pertaining to the questions set in the paper concerned.</p>	<p>Current and one additional examination of all the courses will be cancelled and punishment can be extended up to cancellation of one more examination of all the courses (all the students Who are involved).</p>
<p>Category-F</p> <p>1. If a student leaves the examination hall/ room without submitting answer-book.</p> <p>2. If a student attempts to tear off or dispose</p>	<p>Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.</p> <p>Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.</p>


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<p>Off the answer book.</p> <p>3. Guilty of swallowing or destroying the material such as notes or paper found from him/her or running away with the material with the intention of destroying the evidence of using unfair means or being guilty of causing disappearance or destruction of any such material either by himself or with the assistance of any other person.</p>	<p>Cancelled and punishment can be extended up to cancellation of one additional examination of the same course.</p> <p>Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one additional examination of the same course.</p>
<p>Category-G</p> <p>1. Attempt to forge the signature of the invigilator/examiner on the answer book or any material related with examinations.</p> <p>2. Tampering with the written matter/awarded marks on an evaluated answer book.</p> <p>3. Interfering with or counterfeiting of university seal or answer book.</p> <p>4. Tampering with the records of examination.</p>	<p>Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one additional examination of the same course.</p> <p>Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one additional examination of the same course.</p> <p>Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence.</p> <p>Current examination plus one to three</p>



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Formerly HRIT Group of Institutions, Ghaziabad, Since-2005
(ISO 9001: 2015 & ISO 14001: 2015 certified)

<p>5. A candidate found guilty of seeking admission to the examination by making a false representation pertaining to his eligibility to appear at the examination.</p> <p>6. Impersonating any candidate or getting impersonated by any person for taking the examinations.</p>	<p>additional examinations of all the courses will be cancelled depending on the gravity of the incidence.</p> <p>Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence (both the students).</p> <p>Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the Incidence (both the students).</p>
<p>Category-H</p> <p>Use of obscene language/force/threat against Invigilator/Co-officer/Officer-in charge/any other person connected with the conduct of Examination or student.</p>	<p>Current examination of all courses will be cancelled and punishment can be extended up to cancellation of one to two additional Examinations of all courses.</p>
<p>Category-I</p> <p>1.Revealing identity in any form in the answers written or in any other part of the answer book by the student in the Examination.</p> <p>2.Insertion of currency notes or any other Insertion in the answer book.</p>	<p>Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of The same course.</p> <p>Current examination of all courses will be Cancelled and punishment can be extended up to Cancellation of one additional examinations of All courses.</p>

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Category-J Cases of mass copying.	examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the Incidence (all the students who are involved).
Category-K All other malpractices not covered in the aforesaid categories.	Depending on the gravity of the offence, unfair means committee can recommend the punishment (All the students who are involved).

NOTE:

1. Enhanced punishment can be imposed on students if he/she is found repeatedly committing malpractice(s). This enhanced punishment may extend to double the punishment provided for the offence.
2. PRACTICAL/DISSERTATION/PROJECTREPORT EXAMINATIONS
Student involved in malpractices in Practical/Dissertation/ Project Report examinations shall be dealt with as per the punishment provided for the theory examination.
3. The term "Cancellation of Examination" includes performance of the student at the theory / practical examination as applicable, but does not include performance at term work, project work & dissertation examinations unless malpractices used thereat.

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ANNEXURE-II

The broad categories of negligence/unfair means resorted to by paper setters, examiners, moderators, valuers, referees, teachers or any other persons connected with the conduct of examinations and punitive action.

Category		Punitive Action
Category-A: Cases of negligence/lapses		
1. Negligence on the part of examiner in setting/moderating the question paper:		For first time, CoE will give verbal warning/warning letter to the concerned faculty member, depending on the gravity of the case. If negligence/lapse is observed second time by the same faculty member, CoE will give warning letter to the concerned faculty member. If it is observed for the third time by the same faculty member, show cause notice will be issued by the CoE. If negligence/lapse by the same faculty member is repeated further, appropriate disciplinary action will be taken by the CoE.
i	Total sum of marks allotted to the Questions does not equal the total marks of the question paper.	
ii	Question paper is not complete.	
iii	Question or part of the question is Repeated.	
iv	Question is incomplete.	
v	What students are supposed to do is Not mentioned in the question.	
vi	Figure or data is missing or Incomplete.	
vii	Questions set outside the scope of The syllabus.	
viii	Any act of negligence apart from above cases.	
2. Faculty member showing negligence/apathy in carrying out duties Related to examinations allotted to him/her.		

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3. Negligence on the part of valuer/examiner which results in to delay in spot valuation work or delay in declaration Of the results.		
4. Negligence on the part of paper Setter/moderator which results into Postponement of examination.		Enquiry committee will be set and decision will be taken by the CoE according to the findings.
Category-B: Cases of favoritism or victimization in the examination.		Enquiry committee will be set and decision will be taken by the CoE according to the findings.
Category-C: Cases of mal-practices:		
1	Leakage of question paper or part Of question paper.	Enquiry committee will be set and decision will be taken by the CoE according to the findings.
2	Shielding the cases of mal-Practices by student/person.	
3	Helping in copying/mass copying.	
Category-D: Cases not covered in any of the above categories.		Enquiry committee will be set and decision will be taken by the CoE according to the findings.

NOTE:

Depending on the findings of the Enquiry Committee and gravity of the case, strict action will be initiated by college authorities.


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