

Central University of Tamil Nadu

Established by an Act of Parliament in 2009



Examination Manual



Examination Section
Central University of Tamil Nadu
Neelakudi, Thiruvarur - 610 005
Tamil Nadu, India

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CHAPTER 1: INTRODUCTION TO THE EXAMINATION MANUAL

1.1 Title

This Manual is called the “Central University of Tamil Nadu Examination Manual.”

1.2 Preamble

Central University of Tamil Nadu (CUTN) was established by an Act of Parliament in 2009. The University aims to mold an enlightened society through innovation in the teaching-learning process and the development of appropriate platforms for interdisciplinary studies and research activities.

The Central University of Tamil Nadu comprises several Schools and Departments for diverse disciplines of studies. It takes into due account the needs of the Postgraduate Diploma, Undergraduate, Integrated and Postgraduate students, and Research Scholars at all stages, including Teaching, Learning, and Evaluation.

Evaluation is a pivotal and confidential process to assess a student's progression. The collective assessment in the form of University Examinations plays a critical part in the evaluation. The Examination Manual of CUTN deals with rules and regulations about examinations of the university, taking into cognizance of the prevalent rules and regulations of statutory bodies.

1.3 Preface

This Examination Manual is a set of rules, regulations, and guidelines to be followed by all examination-related matters of CUTN. The Manual aims to streamline and smoothen the examination system of CUTN to maintain promptness and credibility in the conduct of examinations, valuation of answer scripts, and publication of results.

The Manual's provisions include planning and conducting examinations, evaluation of answer

scripts, and publication of results for various examinations as per the rules and regulations of Postgraduate Diploma, Undergraduate, Integrated, Postgraduate, and Research programmes framed and approved by UGC/Statutory Bodies. The Manual also furnishes details of the roles and responsibilities of different personnel involved in the CUTN examination process. The objective of the Examination Manual is to ensure a uniform, consistent and unbiased approach to carrying out examination-related works across all disciplines of the University. It is believed that the Manual shall be a useful guide for the effective, efficient, and lawful conduct of examinations of different programmes at the Central University of Tamil Nadu.

1.4 Applicability of Manual

1.4.1 The Central University of Tamil Nadu Examination Manual shall be applicable in all matters included in it, subject to the provisions of the Act, Statutes, Ordinances, and Regulations of the University and guidelines of Statutory Agencies of the Government of India issued from time to time.

1.4.2 The rules mentioned in the Manual shall apply to all Postgraduate Diploma, Undergraduate, Integrated, Postgraduate, and Research programmes.

1.4.3 For programmes governed by Statutory Authorities, Councils, and Professional Bodies such as the All India Council for Technical Education (AICTE), Pharmacy Council of India (PCI), Bar Council of India (BCI), Medical Council of India (MCI), National Council for Teacher Education (NCTE), Department of Science and Technology (DST), Indian Council of Agricultural Research (ICAR), Department of Biotechnology (DBT), Indian Council of Medical Research (ICMR), Sector Skill Councils (SSCs), etc., the provisions, as prescribed and applicable at the time of admission to the programme shall guide the respective programmes.

1.4.4 Specific provisions approved by the Academic Council on recommendations of the Board of Studies (BoS) shall prevail and be deemed to be made under the provisions of this Manual.

1.5 Abbreviations and Definitions of Terms

1.5.1 Abbreviations

BoS	Board of Studies	HoD	Head of the Department
CBCS	Choice-Based Credit System	PG	Postgraduate
CEC	Central Examination Committee	PhD	Doctor of Philosophy
CIA	Continuous Internal Assessment	RPB	Result Passing Board
CoE	Controller of Examinations	TA	Travelling Allowance
CUTN	Central University of Tamil Nadu	TM	Tabulation of Marks
DA	Daily Allowance	UG	Undergraduate
EDC	Examination Discipline Committee	UGC	University Grants Commission
ESE	End Semester Examination	VC	Vice-Chancellor

1.5.2 Definitions of Terms

Academic Year	An academic year consists of two (odd and even) semesters with a total of 180 teaching days as decided by the University in its Academic Calendar released every year.
Aggrieved student	A student who has any complaint in the matters concerned with the evaluation.
Answer-booklet	A booklet composed of a fixed number of pages provided to the students for writing answers in the University examinations.

Applicant	An individual who has registered himself/herself to appear in an examination at CUTN by submitting an application form with requisite fees.
Audit Course	A course may be termed an Audit Course when taken by the student for self-enrichment by attending classes and appearing in the exams without any compulsion of attendance and benefits of the grade or credit.
Board of Studies	A Board constituted for preparing, reviewing, and updating the curriculum and regulations for various programmes.
Chief Superintendent	A senior teaching faculty appointed by the CoE to take charge of examination-related works in the examination center of CUTN.
Choice Based Credit System (CBCS)	CBCS provides choices for students to select from the prescribed courses (core, elective, minor, or soft skill courses).
Course Coordinator	When more than one faculty member/external resource person is teaching a course, the HoD shall nominate a faculty member of the department to coordinate all course activities and carry out the roles and responsibilities of the course instructor. This person is termed as course coordinator
Course Instructor	It means a teacher offering a course. The teacher is responsible for maintaining attendance and conducting continuous internal assessments of the students. He/she works as a Question paper-setter, evaluator, examiner and maintains related records of all the students registered for the course.

Course	It means a collection of learning units offered as a component (a paper) of a programme. This may spread across the semester or offer as a stand-alone module(s). A course may be designed to involve lectures /tutorials /laboratory work/ seminar/ dissertation/ project work / practical training /report writing/film making / developing designs and drawings / creating products / Industry internship/self-learning, etc. or a combination of these to meet the desired outcome of teaching and learning effectively. Each course carries a distinctive code number and specific credits assigned to it.
Credit Point	It is the product of grade points and the number of credits for a course.
Credit	A unit by which the course is measured. It determines the number of hours of instructions required per week. As a matter of guideline, one credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical /project/ studio /fieldwork /research work per week. The total number of contact hours in a course shall be governed by the specification of Lecture-Tutorial-Practical (L-T-P) for the course. However, in the courses related to design, field project, internships and alike that require substantive self-work beyond the contact hours allocated for review and guidance, the allocation of credits may be enhanced to account for the amount of time and effort a student is expected to put in for such work.

Cumulative Grade Point Average (CGPA)	It is a measure of the overall cumulative performance of a student's overall 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 semesters. It is expressed up to two decimal places.
Examination	It means any evaluation process, <i>e.g.</i> Internal or Practical or Project or End Term or Internship or Industrial training, tabulation of marks, publication of results, and all other matters connected therewith
Examination Centre	A premise utilized by the university to conduct theory or practical examinations. Examination hall (s), preparation room, waiting area, drinking water, and toilets are essential components of an examination center.
Examination Discipline Committee	A committee constituted at the department level to investigate the malpractice cases/unfair means reported during Examination.
Examiner	A subject expert appointed by the CoE from the approved panel of experts for evaluation of theory paper/ dissertation/ project report/ practical examination, etc.
External Examiner/Expert	It means an examiner/expert who is not in employment at the CUTN
Grievances	It includes the following complaints of the aggrieved students, namely: (i) Grievances related to conducting of examinations (ii) Declaration of results (iii) Grievances related to evaluation.

Continuous Internal Assessment	The marks allotted to the students by the departments are based on the formative assessment (test and assignment) conducted during the academic session.
Letter Grade	It is an index of the performance of students in a course. Grades are denoted by letters O, A+, A, B+, B, etc.,
Malpractice	Indecent behavior/acts or use of unfair means on the part of the student during university examinations are considered malpractice.
Programme	It means an educational programme, programme of study, leading to the award of a Postgraduate Diploma or Degree or a certificate. Based on well-defined criteria, the university may classify such programmes as academic or professional programmes or any other Programme from time to time.
Registration Numbers	The registration number at the university level is dependent on the programme of study. The registration number of a student remains valid till the issue of the Migration Certificate.
Revaluation	A system of conducting repeat evaluation of answer-script(s) of a theory paper in which the candidate has failed. For programmes with provisions for revaluation, the examination section arranges for theory paper valuation after receiving applications for revaluation with a prescribed fee from candidates.

Semester	A semester consists of about 18 weeks of working duration where about 90 days are devoted to the teaching and learning process.
Semester Grade Point Average (SGPA)	It is a measure of the performance of work done in a semester. It is a 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.
Student/Candidate,	It means one who is admitted to any of the programmes offered by CUTN.
Semester Grade Card / Certificate /	A Semester Grade card shall be issued to all the registered students after every academic semester examinations based on the grades earned. The Grade card shall display the course details (code, title, number of credits, grade secured, and letter grade) along with SGPA of that semester and CGPA earned until that semester.
Transcript / Consolidated Grade Card	A Consolidated Grade Card/transcript is a consolidated document carrying complete academic records of the student of all semesters indicating CGPA and grades of all courses completed.
Vetting /Scrutiny	The system of validating question papers as submitted by question paper setters by a scrutiny board to ensure that the question papers are free from technical/grammatical errors/spelling mistakes, in accordance with the blueprint, in compliance with the syllabus, and as per the regulations set by the University and relevant regulatory bodies.

CHAPTER 2: FUNCTIONS & RESPONSIBILITIES OF BODIES

2.1 Board of Studies

2.1.1 The Board of Studies (BoS) is a primary constituent of the academic system of a department in the University. BoS reports to the Academic Council through the Dean concerned as a statutory body.

2.1.2 The functions of BoS in context to examination are as follows;

- i. To suggest methodologies for innovative evaluation techniques
- ii. To recommend a panel of names to appoint question paper setters and examiners, wherever external setting is mandatory.
- iii. To suggest ways and means for continuous improvement of the examination and assessment systems.

2.2 Central Examination Committee

2.2.1 Central Examination Committee (CEC): This committee is responsible for the complete university examination system on campus. The committee shall oversee all the examinations on the campus are conducted as per the provisions of the examination manual.

2.2.2 The examination committee shall be appointed by the Vice-Chancellor and consists of seven members:

- i. Pro Vice-Chancellor or the Nominee of the Vice-Chancellor in case the Pro VC is not available (Chairperson)
- ii. Controller of Examinations (Member)

- iii. One Dean of the School to be nominated by the Vice-Chancellor (Member)
- iv. One Head of the Department to be nominated by the Vice-Chancellor (Member)
- v. One Associate Professor to be nominated by the Vice-Chancellor (Member)
- vi. One Assistant Professor to be nominated by the Vice-Chancellor (Member)
- vii. Deputy Controller of the Examinations/Deputy or Joint Registrar/ Assistant Registrar of Examinations (Convener)

2.2.3 The tenure of a person appointed to the committee shall be a maximum of three academic years counted from the date of appointment. The quorum of the committee shall be four out of seven members.

2.2.4 The examination committee shall take decisions on any matter connected with the Examination or any unforeseen issues arising, and not covered by the Examination Manual or in any matter of interpretation or any other matter as may be referred to it by the Vice-Chancellor. In the matters referred to it by the Vice-Chancellor, the committee shall make recommendations to the Vice-Chancellor, who shall make the final decision.

2.2.5 The members of CEC shall meet at least twice during the academic semester and at other times as and when necessary.

2.2.6 The committee may if deemed necessary, call any faculty member or non-teaching staff or any student of the University or any external person to provide facts and/or to seek advice and/or assist the committee.

2.2.7 The following are the powers and functions of the Central Examination Committee (CEC)

- i. The CEC shall ensure proper performance of the various duties in conducting examinations viz. Question paper setting, timetable preparation, assessment, and declaration of results.
- ii. The CEC shall recommend examination reforms as suggested by the examination section and implement them after due approval.
- iii. The CEC shall approve the examination timetable prepared by the examination section or departmental examination committee.
- iv. The CEC shall arrange for strict vigilance during the examination to avoid the use of unfair means by the student / candidate, faculty, and invigilators.
- v. The recommendations of any committee concerned with examinations shall be brought to the notice of the CEC for appropriate action in the concerned matter. The members of CEC shall endorse the recommendations before presenting them to the Vice-Chancellor for final approval.

2.3 Board of Examiners

The panel of external experts for the courses, wherever necessary, shall be prepared by the HoD for examination-related duties and forwarded to the CoE within the first two weeks of the commencement of each semester. The CoE shall constitute a Board of Examiners for such courses/programmes from the submitted list. The HoD shall be a part of the board along with examiners.

2.4 Departmental Examination Committee

The departmental examination committee shall consist of the HoD and two faculty members of

the department on a rotation basis. The HoD of the department shall work as Examination Superintendent of the department. The following are the functions of the examination committee.

- i. To prepare the schedule of examinations, evaluation of ESE as per the academic calendar
- ii. To organize and distribute examination related documents and materials to invigilators.
- iii. To compile and scrutinize marks statements of different courses for theory and practical examination of the department.
- iv. To arrange physical infrastructure in association with the university administration to conduct examinations smoothly in the department.

The HoD may call for a meeting of the committee at an appropriate time prior to the commencement of ESE and give necessary directions.

2.5 Result Passing Board

The Result Passing Board (RPB) shall be constituted at the Department level. The committee shall consist of

- i. HoD (Chairperson)
- ii. Course Instructor(s) of the semester

The RPB shall

- i. Scrutinize the results for each course
- ii. Analyze the results of the candidates in ESE and moderate, if required

- iii. Analyze the results of the candidates in retotalling/revaluation and finalize the marks
- iv. Address the grievances of candidates related to ESE

The RPB shall follow the norms of the university for general moderation to help candidates who failed in course(s) with a marginal deficiency in marks.

CHAPTER 3: POWERS & RESPONSIBILITIES OF FUNCTIONARIES

3.1 Responsibilities of the Controller of Examinations

3.1.1 The CoE is responsible for the conduct of all examinations in the university.

3.1.2 The duties and responsibilities of the CoE shall inter alia include the following: -

- i. Shall be overall in charge of all matters relating to the conduct of examinations and shall ensure that the calendar of events is strictly adhered to.
- ii. Shall be responsible for the adherence to the rules and regulations for all the courses of study and the scheme of examinations relating to the various courses.
- iii. Shall arrange to allot permanent registration numbers to all the candidates on admission to the courses. The same registration number shall be maintained till the completion of the course thereafter also.
- iv. Shall;
 - a. ensure the issue of notifications inviting applications from the candidates for the examinations, sufficiently well in advance of the date of the scheduled commencement of theory examinations as published in the academic calendar.

- b. arrange to prepare the detailed timetables of all university examinations and notify the same at least two weeks before the commencement of examinations.
 - c. confirm whether the chief superintendent, additional chief superintendent, deputy chief superintendent, hall superintendents, observers/supervisors, invigilator, examination support system, etc., have been detailed in the schedule.
 - d. arrange to conduct Ph.D. coursework examinations, including their public viva-voce examination as per the regulations for Ph.D.
 - e. maintain confidentiality in the examination section and also ensure sanctity in the examinations conducted.
- v. Shall collect student's details from the academic section/department at least 30 days in advance of the commencement of examinations and verify the following: -
- a. scheme and subject(s) of the examination for which the candidate is appearing.
 - b. checking the registration number on the application and also on the list of the candidates; the amount of fee paid, date of payment, and whether paid in full to cover the course(s) offered, including the carry-over subjects.
 - c. checking the internal assessment marks and attendance details received from the HoDs/ Deans and eligibility of the candidate for appearing in the examination, detention, etc.
 - d. preparation of the examination hall tickets and arrange to distribute them online to the eligible candidates well in advance.
- vi. Shall;
- a. call for the setting of question papers from the panel of eligible external and internal examiners, external examiner for the evaluation of thesis/dissertation, and viva-voce in case of Ph.D. in a strictly confidential manner.
 - b. ensure the scrutiny, vetting by respective committees, and safe custody of the question papers.

- vii. Shall arrange to prepare the programme-wise, course-wise, and date-wise statements to print the question papers and arrange to issue them to HoDs of the concerned departments. The following shall be ensured:
- a. the total number of question papers to be printed shall be the number required plus an extra five copies in each course. Similarly, in the case of objective-type question papers, three additional copies shall be printed more than the actual number required.
 - b. the labels pasted on the sealed question paper packets shall indicate the name of the course, the subject, the subject paper number, date and time of examination, and the total number of question papers in each packet.
 - c. the packed and sealed question paper packets are kept in safe custody in the room and shall be taken out only just before the commencement of the examination to the examination hall for transportation.
- viii. Shall arrange for printing and supply of main answer scripts, additional answer scripts and various other forms to the examination halls at the appropriate time.
- ix. Shall issue orders of appointment to the conveners/chairpersons, boards of examiners and other examiners for valuation of theory papers/ thesis/dissertation/clinical/practical and oral examination, from among the approved panel of eligible examiners and reviewers, as directed by the Vice-Chancellor.
- x. If a candidate is not in a position to take the practical/clinical/oral examination on the scheduled date due to a genuine reason, the matter shall be informed by the candidate prior to the commencement of the examination on that day. The CoE may permit the

candidate to appear for the said examination on another day but before the last date of practical/clinical/oral examination ends. The concerned HoD shall be informed accordingly.

- xi. Shall direct the concerned to ensure the question paper is set as per the prescribed syllabus.
- xii. Shall prepare the statement of work done by the chairperson, members of the board of examiners, question paper setters, examiners, and all other staff drafted for the examination work and ensure the timely payment/settlement of T.A. & D.A bills and other remuneration bills following the prevailing approved rates.
- xiii. Shall be responsible for the proper receipt and maintenance of grade cards and valued answer scripts. The valued answer scripts shall be preserved for one year after the publication of the results of each examination and disposed of suitably thereafter. In case of lawsuits, the answer scripts shall be preserved until the court finalizes the case.
- xiv. On completion of university examination in each session, shall convene the meeting of the RPB of different departments. The board shall scrutinize the results in each course, programme wise.
- xv. Shall arrange for the declaration of results within two weeks from the last day of the conduct of examinations of the course concerned, on approval of the Vice-Chancellor.
- xvi. Shall arrange for issuing the statement of marks to the respective Departments.
- xvii. Shall with-hold the results on the orders of the Vice-Chancellor, in case of pending disciplinary cases or any other reasons.

- xviii. Shall arrange for re-totaling of the marks /revaluation of valued answer scripts, as per the eligibility when applied by the student/candidate(s) under the prescribed procedure.
- xix. Shall be directly in charge of the room where the following shall be kept to prevent pilferage /leakage and to maintain security: -
- a. Sealed and unopened question papers of the current examination session
 - b. Valued and not yet valued answer scripts of the current examination session
 - c. Mark statements furnished by all the examiners and tabulated mark registers
 - d. All blank mark sheets, answer scripts, and question banks
 - e. Minutes of the Results Passing Boards
 - f. All other confidential items, files, records, etc.
- xx. Shall be responsible for the proper custody and maintenance of computerized mark registers and permanent records of the section. Shall maintain the following records:
- a. One set of the list of candidates for each examination is duly bound and labeled
 - b. One set of result sheets for each examination is duly bound and labeled.
 - c. Registers relating to the statistics of academic performances of students, examination-wise and subject-wise.

- d. Statistical data regarding candidates registered / batches for each examination, such as the number of males, females, regular candidates, repeaters, and percentage of passes for each examination course-wise as per AQAR/NIRF/AISHE/NAAC/NAD-Digilocker format.
- e. Examination Disciplinary Committee proceedings.
- f. The catalog of all the records.

xxi. Shall organize the computerized work relating to Convocation as enumerated under:-

- a. Preparation of the list of eligible candidates for Convocation, School/Department/Programme/year-wise.
- b. Scrutiny of applications for conferring Degree/Diploma in-propria persona and in-absentia, separately.
- c. Preparation/printing of presentation lists, School/Department/Programme-wise, year-wise, in-propria persona, and in-absentia separately.
- d. Preparation of lists of recipients of medals.
- e. Shall issue duplicate Grade card/Degree/Diploma certificate when applied for by a candidate on ascertaining the genuineness of the case.

xxii. Shall propose/recommend periodically enhanced rates of remuneration, TA and DA payable to the external Question paper setters and the examiners, etc., to the Vice-Chancellor for approval.

xxiii. Shall initiate action to constitute an EDC. He/she shall be the convener of the committee. Shall process/deal with cases of malpractices/unfair means detected/reported during and after the examinations.

xxiv. Shall also function as the administrative officer-in-charge of the examination section with powers to sanction/recommend a leave of any kind and exercise such other administrative powers as may be vested by the Vice-Chancellor.

xxv. Shall be responsible for Entrance Examinations related works to various programmes of the university.

xxvi. Shall carry out any other duties assigned by the Vice-Chancellor.

3.2 Responsibilities of the Additional Controller of Examinations

The duties and responsibilities of the Additional Controller of Examinations shall include all the following: -

1. Shall assist the CoE in the implementation of policies laid down for the smooth functioning of the office of the CoE.
2. Shall
 - a. maintain and periodically update the records of bio-data of the panel of examiners
 - b. maintain the question banks. Shall receive the questions from the paper setters/examiners, edit and update the question bank, course /programme-wise.
 - c. help in planning the schedule of theory and practical/clinical/oral examinations for various courses.
 - d. maintain the statistics of the university examination results course-wise /programme-wise after the conclusion of each examination session.

3. Shall in the absence of the CoE, function as the CoE in charge.
4. Shall also carry out any other duties assigned by the Vice-Chancellor.

3.3 Responsibilities of Deputy Registrar / Assistant Registrar-Examinations

1. Shall assist the CoE in the smooth functioning of the office of the Controller of Examinations and in the absence of the CoE/the Additional Controller of Examinations shall take charge of their duties under the orders of the Vice-Chancellor/CoE.
2. Shall
 - a. adhere to the academic calendar for scheduling the theory, practical/clinical, and oral university examinations.
 - b. ensure that the result sheets are properly prepared by the detailed staff.
 - c. check whether correct entries are made in the tabulated mark registers with reference to the Mark statements
 - d. check whether moderation, if any made by the Result Passing Board, has been carried out.
 - e. verify that the declaration of results is in accordance with the examination manual, regulations, and scheme of examinations concerned.
 - f. check the printout of the statement of marks to ensure whether the candidates' name, gender, registration number, date of birth, and subjects appeared are appropriately printed.
 - g. be responsible for proper accounting of the spoiled/mutilated/canceled certificates.

h. Shall maintain the inventory relating to the receipt and stock of answer scripts, Grade cards, Certificates, and documents pertaining to exams.

3. Shall also carry out any other duties assigned by the Vice-Chancellor/CoE.

CHAPTER 4: EXAMINATION TYPES, FORMATS, AND CALENDAR

4.1 Types of Examination

Evaluation of all courses shall be done in two parts, namely CIA and ESE.

4.1.1 Continuous Internal Assessment (CIA)

The CIA for theory courses shall be conducted in the form of examinations, quizzes, assignments, seminars, group discussions, term papers, etc. The assessment pattern is to be decided by the concerned department. The university departments shall follow the guidelines for conducting CIA as discussed in chapter 6.6.

4.1.2 End Semester Examination

The ESE as per course requirements shall be conducted for all courses offered in the departments of the university. The ESE shall be conducted as per the examination calendar notified by the examination section at the beginning of the academic session. The departments of the university shall follow the guidelines for conducting ESE as discussed in chapter 6.7.

4.1.3 Online Examination

The online examination can be understood as a virtual mode of examination, where candidates can write/appear in the examination via computer (desktop/laptops/tab) or

Smartphone using the Internet from a remote/proctored location. The online exams shall be invigilated either through human proctors or through approved types of proctoring software or using a mix of both. The examination section of CUTN shall furnish the guidelines to conduct online examinations from time to time.

4.2 Question Paper Submission

The CoE shall collect two sets of question papers from the external Question paper setters at least a month before the commencement of the examination. Likewise, the HoD of the concerned department shall collect two sets of question papers from the course instructors at least one month before the commencement of the examination and forward them to CoE. The question paper setters should ensure that the question papers are prepared as per the prescribed format of CUTN, covering all units in the syllabus of the courses.

4.3 Examination Calendar

The Academic section shall prepare and share the Examination Calendar before the commencement of the academic year. The Examination Calendar shall be strictly followed for ESE. However, in case of exigencies, the university departments can deviate from the calendar and shall follow the revised calendar notified by the university. The HoD of each department shall notify the schedule for CIA and circulate it to all the students /candidates within one week after the course registration.

CHAPTER 5: REGISTRATION PROCESS

5.1 Course Registration

5.1.1 A student is required to register online and pay the prescribed credit fee for each course

within two weeks from the commencement of a semester.

- 5.1.2 An additional one-week time may be given to students with permission from CoE for any alteration/withdrawal of elective courses.
- 5.1.3 The examination section of CUTN shall notify the details of the online registration process and payment of examination fees for the registered courses before the commencement of a semester.
- 5.1.4 The payment of the examination fee shall be made online.
- 5.1.5 Mere registration shall not make any candidate eligible to write the ESE. The candidate needs to fulfill mandatory course requirements to take ESE.
- 5.1.6 Under any circumstances, the registration fee paid for the examination shall not be refunded.

5.2 Registration for Backlog Courses

- 5.2.1 A student who failed in ESE for a course or courses needs to register for backlog course(s). In such cases, the student is required to register for the backlog courses on the next available opportunity.
- 5.2.2 The students shall register for even semester backlog courses during the even semester and odd semester backlog courses during the odd semester.
- 5.2.3 The student shall register and pay the examination fee for backlog course(s) at the time of course registration. However, the students appearing for the **special supplementary ESE** shall register for the backlog course(s) as per the notification issued by CoE.

5.3 Registration for Redo Courses

5.3.1 A student who has been debarred from appearing at ESE due to a shortage of his/her attendance or has not undergone CIA for a course (s) needs to register for redo course(s). In such cases, the student is required to register for the redo course(s) in the next available opportunity.

5.3.2 The student shall register for even semester redo courses during the even semester and the odd semester redo courses during the odd semester.

5.3.3 The student after registration shall fulfill the mandatory attendance requirement to appear for ESE in the particular course(s).

5.3.4 The student shall register and pay the credit fee for the redo course(s) at the time of semester course registration.

5.4 Registration for Improvement of Results

5.4.1 If a student desires to improve his/her ESE marks in any theory course(s) in a particular semester, he/she shall appear in the ESE for improvement of results. In such cases, the student is required to register for the course(s) at the next available opportunity.

5.4.2 The student shall register for the even semester course(s) during the even semester and the odd semester courses during the odd semester for improvement of results.

5.4.3 The student shall register and pay the fee for the improvement examination in the course(s) at the time of course registration.

5.4.4 There is no provision for improvement in the courses related to practical examination/dissertation/project/fieldwork/ internship, etc.

5.4.5 The better of the marks obtained in two attempts of ESE and the already scored CIA marks shall be considered for cumulative scores.

5.5 Alternation of Courses

In case of a backlog course, if the particular course has been modified or discontinued, the

student may be advised by the Committee constituted by the concerned department to take a specific equivalent course determined based on the content, standard, and the number of credits.

5.6 Attendance Requirements

5.6.1 The attendance of 75% is mandatory to appear in the ESE except for prescribed provisions of relaxation. However, the mandatory percentage of attendance may vary regarding prescribed norms of any course regulated by a statutory body.

5.6.2 A student absent from classes continuously for fifteen working days without intimation or permission from the HoD shall be liable to have his/her name removed from the rolls of the University.

5.6.3 The attendance percentage is to be calculated based on the number of hours/periods engaged by the faculty from the date of commencement of the course.

5.6.4 The attendance of 75% shall be considered separately for each course and not as an average of the total courses. If the candidate has an attendance shortage in any one particular course, he/she shall not be allowed to appear in the ESE for that specific course only.

5.6.5 The minimum attendance for professional courses is applicable as per the norms of the regulatory bodies as prescribed from time to time.

5.6.6 The attendance requirement shall also not be applicable for self-study courses, courses involving field/project work, or industry internships for which there are no formal classroom instructions. However, for such courses, the student shall furnish a certificate from the industry supervisor/academic guide to satisfy all the requirements prescribed for the course completion.

5.6.7 In case of programme(s)/course(s) having attendance requirements for the internship/project work/field work can follow the attendance rules as suggested by respective regulatory bodies.

5.6.8 If a course has a part of lectures and part of fieldwork, attendance shall be counted for the

regular lectures of the course along with the certificate of satisfactory participation in the fieldwork of the course.

5.6.9 The course instructor shall update the students about their attendance and counsel them periodically. During the semester, the interim attendance reports for each course shall be notified by the HoD at least six weeks before the commencement of the examination.

5.6.10 The course instructor shall submit the list of eligible and ineligible students based on their attendance at least 10 days before the last day of teaching of the respective semester to the HoD for submission to the examination section.

5.6.11 The course instructor shall report all cases of shortage of attendance to the HoD. The HoD shall verify the authenticity and genuineness of the reasons for absence from the classes. The Dean of School, in consultation with the HoD, may condone the shortage of attendance up to 5% after examining the circumstances and merits of the individual case. In such cases, the student has to pay the condonation fee as prescribed by the university. Dean may reject the case after recording the reasons for such rejection.

5.6.12 The students with attendance shortages shall not be allowed to appear for the examination, although their names are included in the registered candidates' list upon payment of registration for examination fees.

5.6.13 The students with the shortage of prescribed attendance percentage on medical grounds need to produce a medical certificate to the concerned Dean of School forwarded by the HoD. The student shall be eligible to appear for ESE if his/her request on medical grounds is accepted by the Dean in consultation with COE.

5.6.14 The students can claim additional/on-duty based on their participation in NCC, NSS, and State level/National/South Zone Inter-University/All India Inter-University sports/other similar activities. However, the number of days of attendance claimed by the student shall be a maximum of 20 days in a semester, subject to the production of a valid certificate. Such claims

shall be supported by the recommendation from the concerned in charge/faculty.

5.6.15 In exceptional cases such as on medical or any other unavoidable grounds, the Vice-Chancellor may condone the shortage of attendance of a student under the following conditions.

- i. Condonation cannot be for attendance less than 65%.
- ii. Condonation can be for only one occasion in the entire duration of the programme of study.

5.7 Issue of Hall Ticket

5.7.1 The hall ticket of the eligible candidates shall be generated electronically in the examination section with the student's name, registration number, department & programme.

5.7.2 The hall ticket containing the details of the courses with codes and titles for the concerned semesters shall be made available on the CUTN website one week before the commencement of the examinations.

5.7.3 The eligible candidates who have secured the prescribed minimum percentage of attendance in the total duration of the course and paid the examination fee shall be issued hall tickets.

5.7.4 The hall ticket shall not be issued to the student who has been debarred from appearing in the examination due to any disciplinary actions.

5.7.5 Students shall carry the printout of the hall ticket along with an Identity card for admission into the examination hall. In case a student/candidate has forgotten to carry the hall ticket, the HoD/Chief Superintendent may allow him/her to appear in the examination after verifying his/her credentials/identity card/hall ticket (online).

5.7.6 The hall ticket issued to a candidate indulged in misconduct during the examination or he/she is ineligible to appear in the examination, the HoD of the concerned department can

cancel the hall ticket in consultation with CoE.

CHAPTER 6: CONDUCT OF EXAMINATIONS

6.1 Empanelment and Appointment of Examiners

In any case, the examiners for the conduct of both CIA and ESE shall be the concerned course instructors. However, in cases where the external examiners have to be appointed in conducting the ESE for any particular programme/course(s) as per the regulatory bodies, the HoD of the concerned department shall forward the panel of experts to the CoE at the beginning of each semester. The CoE shall appoint External examiners from the panel of experts. The following guidelines may be followed for the appointment of external examiners.

- i. External examiners shall be appointed for odd or even semesters and shall be eligible for reappointment.
- ii. Ordinarily, a person at the level of Associate professor or above in the concerned course/programme is eligible for the appointment of an external examiner.

6.2 Instruction to Examiners

6.2.1 The examiners appointed by the university have to evaluate answer scripts and/or conduct viva-voce and/or practical examinations at the concerned department.

6.2.2 The external examiners who have accepted the appointment and declined the work later without assigning reasons acceptable to the CUTN and thus causing inconvenience to the university and dislocation of the timetable are liable to be removed from the panel for two years.

6.2.3 The faculty member of the department cannot deny his/her duty as an examiner. However,

the HoD can decide if any request comes to exempt a faculty member only during emergency/unavoidable circumstances in consultation with CoE.

6.2.4 All external examiners/course instructors are required to keep their appointments and the marks awarded by them strictly confidential.

6.2.5 The appointment of examiners is offered on the distinct understanding that such persons have had no connection with any tutorial college or coaching institution during the two years previous to their appointment and that they shall not acquire any such connection or undertake any private tutorial or coaching work during the period of their examinership in CUTN.

6.2.6 In case any member of the examiner's family or any near relative is appearing for the examination for which he/she is an examiner, the fact shall be promptly reported to the HoD/CoE with the name and registration number of the candidate.

6.2.7 All examiners/course instructors shall be required to attend meetings, if any, convened for instructions to be issued as a condition of their appointment.

6.2.8 Every examiner/ course instructor engaged in the valuation of answer script/practical examination shall furnish in the prescribed form sent to him/her together with the answer scripts, the correct number of answer scripts received for valuation and return it to the CoE after all the answer script allotted to him/her for valuation have been received by the examiner.

6.2.9 The examiner/course instructor must carefully check the answer script and be assured that no answer to a question or a subdivision has been left out in the evaluation.

6.2.10 The external examiners shall send all valued answer scripts to the office of CoE. The course instructor of a department shall submit the answer scripts to the HoD of the concerned department.

6.2.11 The CIA for practical/project/ internship/dissertation shall be held in the department concerned. The HoD, in consultation with the course instructor, shall decide the modalities of evaluation.

6.2.12 The answer scripts and the mark statement/grade books of the practical examinations shall be submitted to the HoD after all the practical examinations are conducted.

6.2.13 Marks shall be carefully entered in the hard /soft copy of the marks statement/online portal made available by the examination section of CUTN in the serial order of the registration numbers of the candidates as given in the answer scripts.

6.2.14 Fractions of marks in the total of each paper shall be brought to the next integer, which alone shall be entered in the mark statement/online portal of CUTN.

6.2.15 The examiners/course instructors shall submit the mark statement /assessment report for both theory and practical courses to the HoD of the concerned department. The examiner shall sign and write his/her name neatly on every page of the mark statement.

6.2.16 The examiners/ course instructors shall take special care to see that there is no erasure, correction, or overwriting of marking in the mark/grade books as far as possible. If correction becomes necessary, it must be attested with a full signature.

6.2.17 The examiners/ course instructors shall prepare both soft and hard copies of the mark statement after evaluation of answer scripts/oral presentation. He/she shall submit the mark statements to HoD on or before the last date.

6.2.18 The examiners/ course instructors who have sufficient reason to suspect malpractice on the part of any candidate or candidates shall forthwith make all possible preliminary investigations and communicate with the CoE immediately through the HoD, forwarding all material evidence available. The nature and possibly the punishments inflicted shall depend largely upon the evidence furnished.

6.2.19 Attempts made by candidates or other interested persons to influence the examiners about the valuation of any of the answer scripts shall forthwith be reported to the CoE.

6.3 Empanelment and Appointment of Question Paper Setters

6.3.1 In any case, the concerned course instructor of a course shall be the question paper setter. In cases, where the external question paper setting is required, the HoD of the respective department shall forward the panel of experts to the CoE within two weeks of the commencement of a semester. The CoE shall appoint external examiners for question paper setting. The following guidelines may be followed for the appointment of examiners for paper setting.

- i. The HoD shall submit the panel of at least three external question paper setters for each course with their corresponding addresses, phone numbers, and email IDs.
- ii. There shall be separate lists of question paper setters for the PG Diploma, Integrated, UG, PG and research programmes.
- iii. The CoE shall select the required number of persons from the panel to appoint as question paper setters.
- iv. The CoE shall inform the external question paper setters to obtain their consent to serve as question paper setters as per the terms and conditions of CUTN. If any paper setter declines the nomination, another person approved by the VC shall be contacted.
- v. The period of appointment of all paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.

6.3.2 The course instructors and the external question paper setters shall submit two sets of question papers in both soft (password protected) and hard copies at least 30 days before the commencement of the examination to the CoE by following due procedures. The CoE shall choose any one set of question papers and shall be forwarded for moderation.

6.4 Instructions to Question Paper Setters

6.4.1 The paper setters shall ensure that the questions are of the prescribed format and the scope of the questions is within the prescribed syllabus.

6.4.2 The paper setter shall submit two sets of both soft (password protected) and hard copies of question papers to the HoD of the concerned department on or before the due date of submission.

6.4.3 All the question papers shall be completed in respect of headings and instructions to candidates if any, and ready for printing.

6.4.4 All the soft/hard copies of the question papers shall be deleted/destroyed from the computer after submission.

6.4.5 Every question shall be clear and definite in language, as well as the form and nature of the expected answer. The questions shall not be vague, or farfetched, or beyond the standard prescribed syllabus.

6.4.6 The papers shall be such that a candidate well prepared in the subject can reasonably be expected to answer the paper completely within the allotted time.

6.4.7 The course instructors through HoD and the external paper setter directly shall send the soft copy of the question papers to the CoE, preferably by password-protected file.

6.4.8 In the case of external paper setters, remuneration bills shall be sent along with the question papers.

6.5 Scrutiny of Question Papers

6.5.1 The process of scrutiny shall be carried out by the respective departments to ensure the

consistency of question papers within the framework of the syllabus, thereby maintaining consistency of assessment for all students. It shall also ensure that weightage within a module is appropriate. It conforms to the blueprint and other guidelines issued by the BoS, thereby confirming fairness, accuracy, and consistency in the marking and publication of results.

6.5.2. The scrutiny of question papers is applied to all courses of integrated, undergraduate and postgraduate programmes.

6.5.3 There shall be a Scrutiny Board consisting of

- i. Dean of the School concerned (Chairperson)
- ii. HoD (Member)
- iii. Two senior faculty nominated by the HoD (Member)
- iv. Departmental Examination Coordinator (Convener)

6.5.4 The Scrutiny Board shall take the responsibility to oversee the scrutiny process. The process of scrutiny shall be completed at least 15 days before the commencement of the examinations.

6.5.5 The Convener of the Scrutiny Board shall provide the following

- i. Proposed examination paper(s)
- ii. Answer guidelines, including marking scheme
- iii. A copy of the module specification and teaching scheme
- iv. A copy of the previous year's question paper, if available.

6.5.6 The Scrutiny Board shall check and rate the examination paper concerning the format annexed.

6.5.7 The Scrutiny Board shall:

- i. ensure that the questions are from within the syllabus, covering broad areas adequately.
- ii. ensure that the coverage and level of the question paper are appropriate and consistent with the curriculum and assessment framework
- iii. ensure that the question paper contains no ambiguity and that the wording of each question is precise, definite, and easily understandable
- iv. ensure that the rubric for the question paper is correct
- v. ensure that the question paper model conforms to the scheme of evaluation submitted by the paper setters
- vi. ensure that the scheme of evaluation is sufficiently flexible and detailed
- vii. ensure that there are no spelling mistakes or other errors in the question paper
- viii. take all necessary measures to ensure the security and confidentiality of the examination papers

6.5.8 In case, the changes done in a question paper is more than 30% (not merely edited), the case shall be reported with full justification to the Chairperson, who shall have the power to change the question paper, if necessary.

6.5.9 After completion of the moderation process, the Convener of the Scrutiny Board shall submit the final question papers to the CoE in a sealed envelope through the HoD along with the minutes.

6.6 Conduct Continuous Internal Assessment

The departments shall adhere to the guidelines for the conduct of the CIA of students. The

examination and evaluation of students shall be through CIA during the course consisting of 40% weight and ESE of 60% weight in the overall evaluation. The following guidelines shall be followed for continuous internal assessment.

6.6.1 The concerned department may decide the pattern for internal assessment for both theory and practical courses. However, at least 50% weightage shall be given to the written form of tests for theory courses.

6.6.2 The departments can follow the modes of assessment for practical/project/dissertation etc., as approved by the BoS of the concerned department.

6.6.3 There shall be at least two written Internal Assessment Tests for each theory course.

6.6.4 The remaining 50% marks of CIA for theory courses may be divided into assignments, seminar presentations, term papers, quizzes, or any other components as decided by the department.

6.6.5 The internal assessment tests can be spread throughout the semester. However, it shall be completed at least 15 days before the commencement of the ESE.

6.6.6 The schedule of the internal assessment tests shall be prepared at the beginning of the semester.

6.6.7 CIA shall be conducted by the respective course instructors.

6.6.8 All the students must participate in CIA for all courses.

6.6.9 The results of the CIA shall be communicated to the students.

6.6.10 In case of a student who fails to appear in the theory course(s) of ESE, his/her mark in CIA shall remain valid for the course(s) until he/she appears in ESE and secures overall passing marks in the course(s).

6.6.11 A record of such assessment procedure shall be maintained by the department and shall be open for clarification by the students. Students shall have the right to appeal to the HoD in case of any disparities in marks.

6.6.12 The final result in each semester shall be calculated based on both CIA and performance in the ESE.

6.6.13 In exceptional cases, if a student fails to appear in the internal assessment test of CIA due to medical reasons or any unforeseen circumstances or similar pressing reasons, the student may request the HoD through the course instructor to appear in the internal assessment test(s) separately or evaluate the student based on the written assignment/term paper.

6.7 Conduct of End Semester Examinations

The ESE shall be conducted at the examination center/concerned department in close coordination with the examination section. The ESE shall be conducted only for theory courses and shall follow the below-mentioned guidelines.

6.7.1 The duration of ESE for each course shall be for 3 hours or as per the requirement of the course or proportionately.

6.7.2 The ESE shall be conducted under the general supervision of the HoD, who shall act as the Superintendent for all exams of the department.

6.7.3 The HoD of the concerned department shall appoint examination coordinator(s). The coordinator(s) for the department shall be appointed in rotation.

6.7.4 The departmental examination coordinator(s) of ESE shall be the single point of contact

for all matters related to the examinations.

6.7.5 The departmental examination coordinator(s) shall assist the HoD in documentation and record-keeping for the ESE.

6.7.6 The departmental examination coordinator shall assign the invigilation and any other exam-related duties to the faculty members with the approval of the HoD.

6.7.7 The schedule of ESE shall be prepared as per the academic/examination calendar notified by CUTN at the beginning of the academic year. The department concerned shall communicate the details of the schedule to the examination section well in advance.

6.7.8 The department/center/concerned section shall notify the examination schedule at least two weeks prior to the commencement of the examination.

6.7.9 The departmental coordinator shall make necessary arrangements for ESE in consultation with HoD and the examination section of CUTN to ensure the conduct of the examinations smoothly.

6.8 Conducting Continuous Assessment for Practical/Project/Dissertation/Field Work

There shall be no ESE for practical courses. The marks for practical courses shall be awarded based on the continuous assessment of students. However, the department may include viva-voce as one of the components to evaluate the performance of students in such courses. The following guidelines shall be followed for continuous assessment of such courses.

6.8.1 For continuous evaluation of the courses related to practical/project/field work/project/internship reports, etc., the HoD shall constitute a panel of examiners within the department.

6.8.2 The duration, form, and manner for such courses shall be decided by the

HoD/Coordinator in consultation with the concerned faculty member(s) in the case of no clear guidance mentioned in the syllabus/ instructions from the regulatory authority.

6.8.3 In case of viva-voce to be conducted, the department shall conduct viva-voce examination of the students by an internal/external expert or a panel consisting of internal/external expert(s) and the course instructor(s)/project guide(s) or as per the recommendations of BoS/regulatory authority for such courses. The external expert(s) shall be invited only when the regulatory body of the programme mandatorily suggests.

6.9 Conducting Examination for Backlog Courses

6.9.1 A student who failed in ESE for a course or courses needs to register and appear for backlog course(s).

6.9.2 The HoD shall inform the examination section to include the title of the course(s) in the ESE schedule if the title of the backlog course(s) no longer exist(s) in the current syllabus.

6.9.3 The scores awarded at the ESE and already scored CIA in backlog course(s) shall be taken into consideration for cumulative scores.

6.9.4 The other rules for conducting the backlog course(s) examination shall be followed as per regular ESE.

6.10 Conducting Examination for Redo Courses

6.10.1 The student has to fulfill the mandatory attendance requirement to redo his/her course(s). The candidate has to appear for CIA as prescribed in the course(s).

6.11 Conducting Examination for Improvement of Results

6.11.1 The facility for improvement shall be open to all those who want to improve their grade irrespective of the SGPA / CGPA obtained by them in Integrated, UG and PG programmes, if

he/she has cleared ESE for all courses of a particular semester in which the student intends to take an improvement examination.

6.11.2 A student who desires to improve his/her ESE marks in any theory course or courses in a particular semester has to register for improvement in the immediate odd/even semester when the course is offered.

6.11.3 There is no provision for improvement in the courses related to practical examination/dissertation/project/fieldwork/ internship, etc.

6.11.4 Opportunity for appearing in the ESE for improvement of marks for one particular course shall be allowed only once. No further chance shall be given under any circumstances.

6.11.5 The better of the marks obtained in two attempts of ESE and the already scored CIA marks shall be taken into consideration for cumulative scores.

6.11.6 For the award of medals, prizes, and rank, etc., the grades obtained by a student in the examination taken for improvement of marks shall not be taken into account.

6.12 Conducting Examination for Student with Visual Impairment/Disability

6.12.1 A candidate seeking the assistance of a scribe/amanuensis shall send his/her application to CoE through the HoD of the concerned department at least 14 calendar days before the actual commencement of the theory examination.

6.12.2 The HoD shall satisfy himself/herself before forwarding the application that the candidate is disabled and needs the assistance of a scribe/amanuensis.

6.12.3 On being satisfied with the need for a scribe/amanuensis, the HoD, while forwarding the application, shall also propose a panel of three names of persons who could be appointed as scribe /amanuensis, to the CoE. The CoE shall select one of them and communicate the name of the scribe/amanuensis to the HoD.

6.12.4 In the event of an appeal, the Vice-Chancellor's decision shall be final in the matter.

6.12.5 The scribe/amanuensis appointed need to have a lower qualification than the visually impaired student.

6.12.6 The HoD/Chief Superintendent shall arrange for a suitable room for the disabled candidate and appoint an invigilator for that room.

6.12.7 In the case where a scribe/amanuensis has been duly sanctioned, the candidate may be allowed an extra time of 30 minutes.

6.13 Duties and Responsibilities of Invigilator

6.13.1 The Invigilator shall be present in the examination control room half an hour prior to the commencement of the examination and collect the answer scripts and question papers.

6.13.2 The Invigilator shall see that every candidate takes his/her proper seat and writes his/her correct Registration Number and other particulars required on the first sheet of the answer script.

6.13.3 If the candidates of more than one course are seated in the same room, the invigilator shall take utmost care while distributing question papers.

6.13.4 The Invigilator shall affix his/her signature with the date on the designated place of the answer script and the attendance sheet after due examination of the hall ticket and identity card of the student. In case of any doubt, the invigilator can recheck the identity of the student.

6.13.5 A candidate may be allowed to enter the examination hall till the first half an hour. Once a candidate has entered, he/she shall not be allowed to leave the examination hall during the first hour.

6.13.6 Any candidate who desires to leave the hall after writing his/her examination could be allowed to leave by handing over/submitting his/her answer script one hour before the stipulated duration of the examination.

6.13.7 No candidate shall be allowed to temporarily go out of the examination hall unless any medical emergency arises.

6.13.8 At the same point of time during the examination, no two candidates shall be allowed to go to the restroom or for drinking water.

6.13.9 The Invigilator shall be vigilant in his/her duty. Most of the time, he/she shall keep moving inside the examination hall.

6.13.10 The invigilator shall see that no candidate makes notes, or attempts to copy from other candidates in the examination hall. He/she shall ensure that no candidate disturbs his/her neighbour while writing.

6.13.11 Whenever malpractice cases are detected, the HoD shall be called immediately for taking further action.

6.14 Duties and Responsibilities of Head of the Department

6.14.1 The HoD is overall in charge of the conduct of examinations at the department level. He/she shall appoint a Departmental Examination Coordinator(s).

6.14.2 The HoD shall be responsible for the safe custody of the question papers and the proper conduct of examinations as per rules. He/she shall take all necessary steps for the smooth conduct of examinations.

6.14.3 When the examination is in progress, the HoD shall go on rounds, as frequently as possible to the examination halls to ensure that all the Invigilators are discharging their duties properly and that there is no scope for indiscipline/malpractice.

6.15 Duties and Responsibilities of the Departmental Examination Coordinator

The Departmental Examination Coordinator shall;

- i. Coordinate to prepare CIA modalities and timetables for both the CIA and ESE in consultation with the course instructor(s) and the HoD.
- ii. Coordinate with the respective course instructor to display the attendance percentage of the students collectively for all the courses and maintain the records of the same.
- iii. Coordinate and arrange for the valuation and revaluation of the answer scripts and ensure to complete the evaluation procedure within the stipulated time.
- iv. Coordinate with the HoD in making arrangements for the ESE like seating arrangements, appointing the invigilators, attendance sheets, receiving the answer scripts, etc.,
- v. Coordinate with the RPB in ensuring fair decisions concerning any of the issues registered.

6.16 Instructions to Students /Candidates

6.17.1 Students / Candidates shall note carefully the date, time, and title of the course to be held each day. They shall take their allotted seats in the examination hall at least fifteen minutes before the commencement of the examination.

6.17.2 A Student/candidate coming after half an hour of the commencement of the examination shall not be allowed to appear for the examination.

6.17.3 Any student/candidate suffering from serious infectious diseases shall not be admitted to the examination hall. However, he/she can request the HoD for a separate room. His/her request shall be considered by the HoD.

6.17.4 Students / Candidates shall bring their pens, pencils, erasers, geometrical instruments, and calculators (if permitted) to the examination hall.

6.17.5 A student /candidate shall maintain discipline/decorum during the examination. If any candidate is found involved in indiscipline activities/ malpractices, he/she shall be dealt with as per the rules of CUTN norms/Examination Manual.

CHAPTER 7: MAINTENANCE OF EXAMINATION DISCIPLINE

7.1 Examination Discipline Committee

There shall be a committee at the university level to investigate the malpractice cases/unfair means reported during the examination. The composition of the Examination Discipline Committee (EDC) shall be as under:

- i. Controller of Examination (Chairperson)
- ii. One Dean to be nominated by the Vice-Chancellor (Member)
- iii. Dean Students' Welfare (Member)
- iv. Professor/Associate Professor(Woman) to be nominated by the Vice-Chancellor (Member)
- v. Proctor (Member)
- vi. Assistant Registrar-Examinations (Convener)

7.1.1 The CoE shall initiate to constitute the EDC and recommend the members of the committee to the Vice-Chancellor.

7.1.2 In addition to the core components of the EDC, the CoE may invite the HoD of the concerned department and course instructor/ invigilator during the conduct of the examination.

7.1.3 All decisions taken by the EDC shall be by a simple majority. The decision of the committee shall be forwarded to Vice-Chancellor for necessary action.

7.2 Acts of Indiscipline related to Examinations

The acts of indiscipline related to examinations are categorized into Part A and Part B.

Part -A

- i. Preventing/disturbing/boycotting and attempting to prevent/disturb/boycott the examination.
- ii. Intimidation/insult/involvement in arguments/assault of fellow examinee(s) and person(s) connected with the conduct of the examination.
- iii. Stealing/tampering and attempting to steal/tamper question papers or answer scripts, substituting and attempting to substitute answer sheets during personal seeing of the answer scripts.
- iv. Impersonating and attempting to impersonate, (both, the person impersonates and the person impersonated shall be guilty of indulging in the act of indiscipline/ malpractice).
- v. Smoking, possessing, and using weapons of any kind, drugs and alcoholic items in the examination hall, and
- vi. Any other misbehaviour/act that disturbs the conduct of the examinations.

Part -B

- i. Possessing and having access to examination-related material in the form of book(s), notes, printed/written materials, mobile phones, smart wrist watches, scribbling on parts of the body/desk/wall/board/seat/toilet, hall tickets/identity card and gadgets of any kind in the examination hall.
- ii. Seeking and receiving assistance from either outside or inside and giving assistance to fellow examinees in answering the questions in the examination hall.

- iii. Copying and attempting to copy from the answer scripts of others and allowing others to copy from his/her answer script,
- iv. Writing peculiar things, putting peculiar marks, writing register number in places other than those specifically provided for that purpose in the main and supplementary answer scripts,
- v. Writing in the answer scripts any kind of appeal/threat/message/enticing statements to examiners and others
- vi. Writing and scribbling in the question paper, and passing the question paper/ answer paper to others
- vii. Tearing and spoiling the pages in the answer script.
- viii. Destroying and attempting to destroy any evidence pertaining to the case of indiscipline/malpractice.
- ix. Answers with >20 % similarity during the online examination.

7.3 Procedure for Reporting Cases of Indiscipline

It shall be the duty and responsibility of the invigilator of the examination to report all cases of indiscipline/malpractices that he/she comes across in the examination hall to the CoE through HoD. The procedure detailed below shall be followed in reporting cases of indiscipline/malpractice.

7.3.1 As soon as a case of indiscipline/malpractice is noticed/detected by the invigilator/any person connected with the conduct of the examination, he/she shall prevent the student(s) involved in the case from writing the examination further. The invigilator shall prevent the student from removing, displacing, tampering, spoiling, or destroying the material(s) involved-in and relevant to the commission of the act of indiscipline/malpractice.

7.3.2 The invigilator may allow the student to continue writing the examination after a while by considering the severity of the indiscipline in consultation with the HoD. If the student is involved in indiscipline behaviours listed in Part-A, the invigilator shall prevent the student/s from writing the examination. The student shall be allowed to write the examination if he/she is involved in indiscipline behaviours listed in Part-B.

7.3.3 The invigilator shall report the act of indiscipline to the CoE through the HoD. The CoE shall direct the Convener of the EDC to convene a meeting immediately after the examination of the course to decide the case. If necessary, the student(s) involved in the indiscipline behaviour shall be called for the meeting.

7.3.4 All the points about the indiscipline behaviour (including the evidence of malpractice) and the decision made shall be documented in the minutes. Accordingly, the answer scripts shall be valued in the normal course, but the publication of the results about them shall be considered, depending on the decision on the case, after the disposal of the case.

7.3.5 The recommendations of the EDC shall be communicated to the Vice-Chancellor for approval. The approved decision of the committee shall be communicated to the concerned student involved in the act of indiscipline by CoE through the concerned HoD.

7.4 Action for Indiscipline Behaviour

The EDC may decide on the following actions based on the act(s) of indiscipline.

- i. Debarring the student(s) involved in indiscipline behaviour (Part-B) from writing the examination of the particular course or all the courses scheduled during that semester.
- ii. Reducing marks scored in the concerned courses by the student(s) depending upon the severity of the indiscipline in Part-A.
- iii. If student/s are involved in repeated offenses of any type of malpractice (Part-A and

Part-B) in consecutive examinations, F grade may be awarded in all the courses.

- iv. In the case of online examinations, if the course instructor found the student(s) answer scripts with plagiarism/similarity, the marks scored may be reduced. Such cases can be brought to the notice of the EDC by the concerned course instructor, and based on the recommendations of the committee, the course instructors can evaluate the answer scripts.
- v. If any student is involved in leaking and distributing question paper(s) of a course or courses before the schedule of the examination, the whole examination conducted shall stand canceled for all the students and the fresh examination shall be conducted with the new set of questions on the later date. The EDC shall inform the matter immediately to the Vice-Chancellor. The CoE on the recommendations of the competent authority shall initiate appropriate action on the matter.

CHAPTER 8: VALUATION OF ANSWER SCRIPTS

8.1 Valuation of Answer Scripts of PG Diploma/Integrated/UG/PG/Ph.D Examinations

8.1.1 There shall be only a single valuation of all the answer scripts.

8.1.2 The Course Instructor shall complete the valuation based on the scheme of valuation along with the answer key and submit the final mark statements along with CIA marks to the Examination Coordinator.

8.1.3 The Examination Coordinator of the department along with the Course Instructors shall complete all the formalities related to valuation within 15 days after the last date of the written examination (theory) and handover the ESE marks along with CIA marks, minutes of the meeting of the result passing board (RPB) to the CoE through HoD.

8.2 Valuation of Post Graduate Project Work/Dissertation/Internship/Field Work

8.2.1 For all Post-Graduate project work/dissertation/internship/fieldwork, there shall be only a single internal valuation. Valuation of such works shall be done at the time of ESE. However, the departments requiring external valuation of such course(s) shall go through the procedure envisaged by their respective governing bodies/BoS.

8.2.2 The internal valuation of the project work/ dissertation/fieldwork/internship report and a viva-voce shall be conducted by the respective course instructor/research supervisor/supervisor on the scheduled date.

8.2.3 The various components on which the project work/ dissertation/fieldwork/internship report shall be decided/framed by the course instructor/research supervisor/ supervisor in consultation with the HoD or as suggested by the BoS of the respective department before the valuation of the same.

8.2.4 The Examination Coordinator of the department along with the supervisors shall complete all the formalities related to valuation after the conduct of viva-voce /presentation and hand over the ESE Mark statements along with CIA marks awarded by the supervisor, minutes of the meeting of the RPB to the CoE through the HoD.

CHAPTER 9: TABULATION OF MARKS/RESULTS

9.1 Revaluation of Answer Scripts

9.1.1 Only the students who have appeared for the end-semester examination(s) are eligible to apply for revaluation.

9.1.2 The revaluation of answer scripts shall be done only for theory courses written during ESE and not for CIA / practical / project work/internship report/ dissertation / thesis / viva- voce examination.

9.1.3 The application for revaluation shall be submitted in the prescribed format along with the fee and photocopy of the grade card issued by the university to CoE through the HoD within 15 days from the publication of the results. The application received after the last date shall not be considered under any circumstances. If an application is sent directly to the office of CoE, it shall not be considered.

9.1.4 Fees once remitted for revaluation shall not be refunded.

9.1.5 On receipt of all the required documents, the CoE shall arrange for revaluation in consultation with the HoD of the concerned department.

9.2 Procedure for Revaluation of Answer Script

9.2.1 With respect to a passed candidate who has applied for revaluation, if the revised marks awarded after revaluation are higher, the revised marks shall be considered final. Otherwise, the original marks shall be valid.

9.2.2 With respect to a failed candidate, if the marks awarded after revaluation are higher than the original marks secured and the nature of the result alters, then only the revaluation mark shall stand. Otherwise, the original marks shall hold good.

9.2.3 The recommendation of the RPB shall also be implemented wherever applicable if it benefits a candidate after revaluation(s).

9.2.4 Whenever, after revaluation, if the nature of the result changes to the advantage of the candidate, the fresh statement of marks shall be issued canceling the previous one with the approval of the Vice-Chancellor.

9.2.5 The result of such revaluation shall be communicated/made available together on the University website within two weeks from the last date of receipt of the application for revaluation.

9.2.6 The marks obtained after revaluation as per the rules stated above shall be treated as final marks while issuing the grade card. The final grade card shall be issued by the university by the recommendations of the RPB.

9.3 Procedure for Retotaling of Answer Scripts

9.3.1 All candidates are eligible to apply for retotaling of the evaluated theory answer script(s) of the ESE held during the current semester for which results have been declared.

9.3.2 The application for retotaling shall be submitted in the prescribed format along with to CoE through the HoD within a week from the publication of the results. The application received after the last date shall not be considered under any circumstances. If an application is sent directly to the office of CoE, it shall not be considered. Fees once remitted shall not be refunded.

9.3.3 On receipt of all the required documents, the CoE shall arrange for the retotaling of the evaluated theory answer scripts of the student.

9.3.4 After retotaling, if any discrepancy is noticed, the same may be brought to the notice of the CoE for remedial action.

9.3.5 The result of the retotaling shall be intimated to the candidate and in case the result is affected by the retotaling, the result shall be modified accordingly.

9.4 Award of Grace Marks

9.4.1 The RPB may award the grace marks to the PG Diploma/ Integrated, UG and PG students who failed in the theory courses.

9.4.2 The candidates who failed in practical/project work/dissertation/Viva-voce examinations shall not be considered for the award of grace marks.

9.4.3 The board shall scrutinize the results, in each course, and prepare the list of candidates eligible for the award of grace marks as per the following procedure.

9.4.4 A candidate shall be eligible for a maximum of 5 grace marks in a semester, provided, the candidate,

- i. appears for the entire examination (in all theory and practical courses);
- ii. he/she has failed only one course of the examination;
- iii. passes the whole examination by such gracing;
- iv. gets the minimum prescribed marks in the theory course by such gracing.

9.4.5 Grace marks shall not be awarded to a candidate who appears for the Supplementary Examinations/Backlog/Redo/Improvement of results

9.5 Preparation of Result Statistics

The CoE shall prepare and display the result statistics on the university website as per AQAR/NIRF/AISHE/NAAC/NAD-Digilocker formats about every semester under various heads, overall pass-fail percentage, course-wise, programme-wise, theory-practical-project wise, Gender wise, etc.,

9.6 Publication of Results

9.6.1 The CoE shall publish the results of the examination on the University's website after getting the approval of the competent authority.

9.6.2 The publication of examination results shall be within two weeks from the last date of the examination or as per the date scheduled in the Academic Calendar.

9.6.3 The CoE shall withhold the publication of the examination results of candidates due to their indiscipline behaviour / non-payment of fees. Also, CoE shall withhold the result of a candidate on any other valid ground.

CHAPTER 10: CERTIFICATE AND GRADE CARD

10.1 Provisional Certificate

10.1.1 After successful completion of the course and credit requirements as specified in the programme curriculum, a provisional certificate shall be issued to eligible students by the CoE.

10.1.2 A provisional certificate is to be issued to a candidate after the publication of the result of the examination taken by the candidate and the issue of the original degree/diploma certificate.

10.1.3 Application for the provisional certificate has to be submitted in the prescribed form and shall be accompanied by the document proving the remittance of the prescribed fee. All applications for provisional certificates shall be addressed to the CoE.

10.2 Diploma and Degree Certificate

10.2.1 All applications for Degree/Diploma shall be made in the prescribed form available on the University Website. The filled-in applications shall be sent to the CoE as mentioned in the instructions given in the application form along with the prescribed fee.

10.2.2 The candidates applying for the current annual convocation can receive their degree certificates either in person or in absentia.

10.3 Issue of Duplicate Certificates

If the Grade card/Degree certificate issued to a candidate has been irrecoverably lost, a duplicate Grade card/ degree certificate may be obtained from the university by submitting the application

along with the necessary documents as mentioned in the application form and payment of the prescribed fee.

10.4 Migration Certificate

Candidates, who have undergone a programme of study in CUTN and secured admission to courses of studies in other Universities, shall be issued a Migration Certificate if they apply for the same in the prescribed format with the prescribed fee.

10.5 Reporting of Marks Secured Confidentially

There is a provision for confidentially reporting the marks secured by a candidate in an examination of a course to other universities or institutions for purposes of applying for admission to other programme or employment, before the official publication of results, provided the candidate has completed his/her programme of study. Candidates, who wish to avail the benefit of this provision, shall apply to the CoE in the prescribed form after remitting the prescribed fee. The applicant shall state the purpose and the details of the Institution to which the marks are to be reported. A stamped envelope with the address of the person/institution to whom the marks are to be reported shall also be enclosed with the application. The marks shall be communicated to the person/institution concerned with a request to keep the marks confidential till the official publication of results by the University.

10.6 Corrections in Certificates and Grade Card

10.6.1 If any typographical error(s) in a grade card/certificate issued to a candidate has occurred due to clerical mistakes while preparing the same, a fresh grade card/certificate shall be issued without charging any fee, subject to the condition that the candidates submit a written request within one month from the date of issue of the same and surrendering of the defective grade card/certificate.

10.6.2 Any other corrections in the entries in the certificates and grade card are not permissible except in the case of corrections in the name of the candidate necessitated as a result of any disparity with the name entered in the qualifying certificate of the previous examination passed or change of name allowed by the university after the issue of the certificate/grade card.

10.7 Cancellation of Grade card

10.7.1 If the grade card issued to a candidate is later found out/reported to be wrong either in the entries of grades or in the details of subjects recorded in the grade card, the defective grade card shall be cancelled and a fresh grade card shall be issued to the candidate.

10.7.2 If the fault is reported by the candidate or by the institute where the candidate had studied/studying, the records in the section may be checked and if any correction in the records becomes necessary to rectify the mistake, immediate action may be taken to rectify the mistake and issue a fresh grade card to the candidate.

10.7.3 The CoE shall issue orders for cancellation of the grade card.

10.8 Attestation of Certificates and Grade Card

10.8.1 The CoE is the authority to attest to the documents issued by the University. Candidates have to pay the prescribed fee and apply in the prescribed format for attestation of documents.

10.8.2 In the case of certificates and grade cards, the verification has to be done by the examination section. The document received in the section for attestation shall be thoroughly scrutinized by the concerned section staff to ensure that all the entries in the documents are the same as those in the records maintained in the section.

10.9 Verification of Genuineness of Certificates and Grade card

10.9.1 If the application for verification of genuineness of the certificate is submitted by the candidate or by his/her representative or private agencies, the prescribed fee shall be paid for issuing the certificate.

10.9.2 If the request for verification is from other universities, foreign embassies, educational agencies or other government agencies, no fee shall be levied for issuing certificates of genuineness.

10.10 Procedure for Rank/Medal Certificates

The grades obtained by a student based on his/her merit in the examination shall be considered for the award of medals, prizes and ranking of students. The student passed with improvement/redo/backlog examination(s) or with grace marks shall not be taken into account for any award of medal/prizes/rank.

10.11 Transcript of Grade card and Certificates

10.11.1 A transcript is a consolidated document carrying a complete academic record of the student of all semesters indicating CGPA and grades of all courses.

10.11.2 Based on the grades earned, a grade card shall be issued to all the registered students after every academic semester. The grade certificate shall display the course details (code, title, number of credits, grade secured, and letter grade) along with SGPA of that semester and CGPA earned until that semester.

CHAPTER 11: REMUNERATION FOR EXAMINATION WORKS

11.1 Remuneration for Question Paper Setter - External Examiner

11.1.1 The details of external question paper setter(s)/examiner(s) after completion of their works shall be sent to the CoE by the HoD of the concerned department along with their remuneration bills within a week after the end of the ESE/PhD Viva-voce, etc.

11.1.2 The remuneration claimed by the external examiner shall include the date, time, a number of candidates assigned, number of candidates examined and the remuneration claimed for each candidate.

11.1.3 The remuneration claimed by the external paper setter shall include the title and code of the course(s) assigned to prepare question paper(s).

11.1.4 The remuneration and TA/DA shall be paid to all external examiners as per the rates fixed by CUTN from time to time.

11.1.5 The remuneration for the examiners doing the valuation shall be paid by the university on completion of the assignment(s) and submission of the documentary formalities as per approved rules.