

Standard Operating Procedure (SOP)

for

Examination System



MANGALAYATAN UNIVERSITY

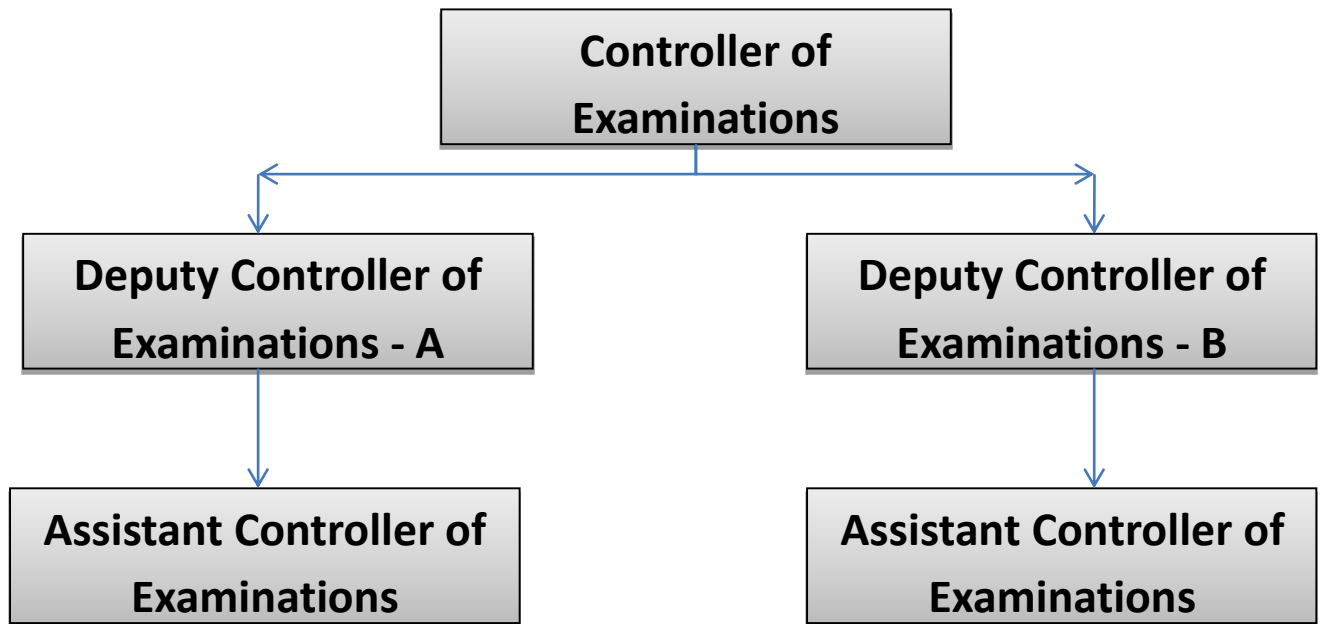
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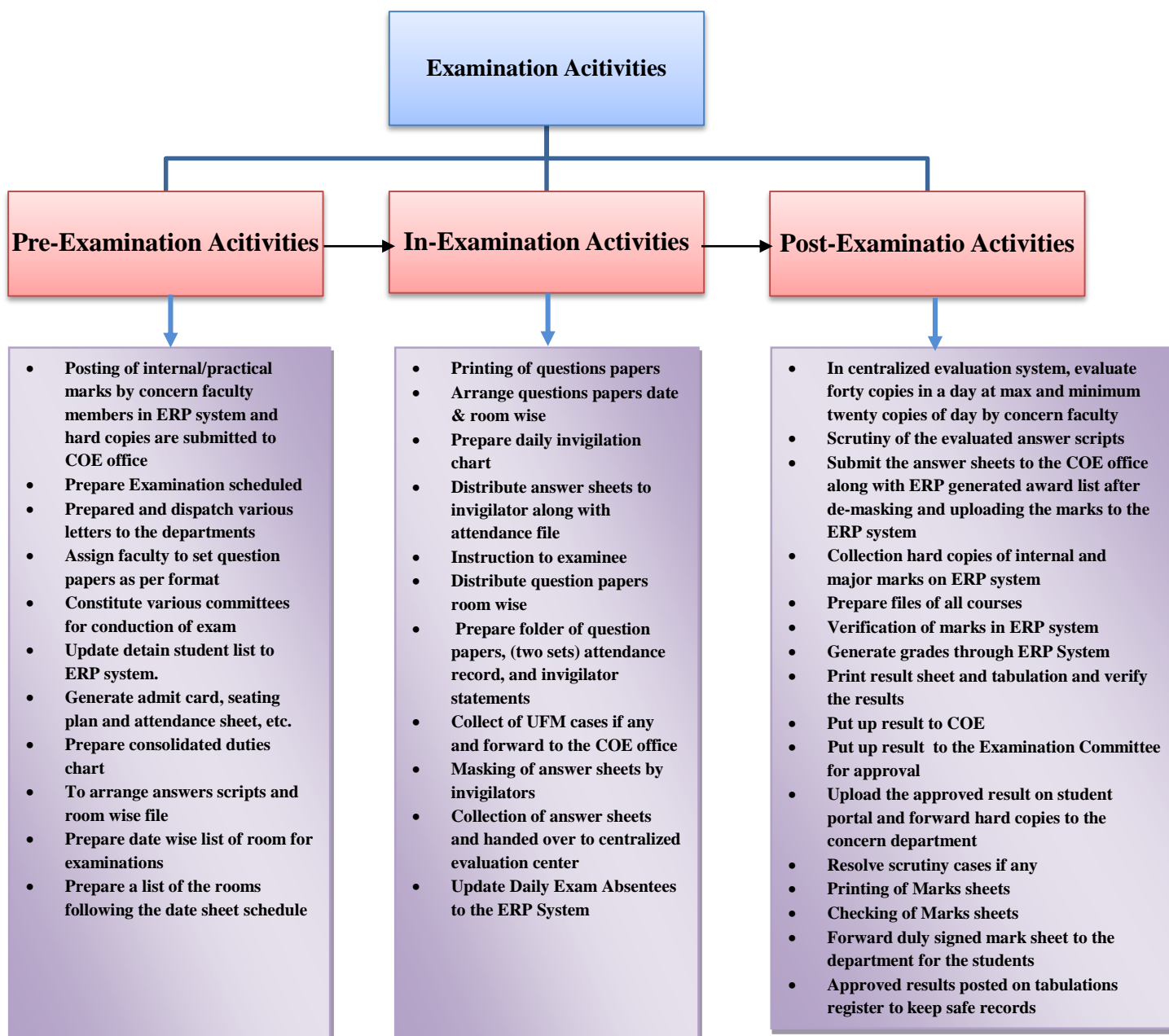
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EXAMINATION SYSTEM

Organization Chart of Examination Cell





Introduction

1.1 Goals and Importance of Exam Cell

Examination cell is the heart of any academic organization. It is an important pillar of a university in conduction of examination, preparation and declaration of results.

For the successful functioning of each procedure under examination cell we have a dynamic team headed by the COE and followed by Dy. COE and other team members of the cell.

Major tasks are performed to secure the process from any error, in conduction of examination, posting of sessional and major examination marks, scrutiny process, and preparation of results.

The procedure is so transparent and clear among the cell members to eliminate any communication gap on the subject of any essential information. The foremost aim of the exam cell is to work with transparency to avoid any occurrence of an error in the process.

This publication describes how exam cell uses standard operating procedures to get everyone driving toward outstanding performance and success. The prime aim of these SOP is to clarify all the rules, procedures and policies adopted by the Examination Cell in order to achieve its' successful functioning.

2.0 Process of Examination

Major activities of Examination cell are divided in to three parts: -

2.1 Pre-Examination Activities

2.2 In-Examination Activities

2.3 Post-Examination Activities

Detailed Description of the Examination Activities

2.1 Pre-Examination Activities

Posting of Marks (Internal)

Posting of Minor-I, Minor- II, Minor-III, (if any) and class performance marks are done on ERP system by the teachers themselves.

Following criteria is used for posting of internal marks:

- Test copies of minor exams are shown to the students within seven days of conduction of each minor exam and marks are entered on ERP system.
- Class performance marks are also posted on ERP system before five days of starting of major examination. Sessional/Internal marks are computed from all such entries, the marks based on attendance are directly taken from ERP system. There after hard copies of sessional marks are taken by faculty members and

submitted to the Dean's office for counter signature and the same is forwarded to COE office for preparation of result manually.

- Practical examination marks are posted within 24 hours and the hard copies are submitted to the Dean's office for counter signature and forwarding the same to the COE office for preparation of result manually.

Exam cell make arrangement in coordination with concerned Institute/Department to ensure availability of the resources and necessary manpower for the conduction of examination.

Examination cell has to go through following processes for conduction of examinations:

2.1.1 Examination Schedule

Examination schedule (date sheet) is prepared by the Examination Cell. It is prepared under the guidance of COE according to the 'academic calendar' of the University. The prepared schedule is sent to the Dean's office and other concerning departments for verification of the same, after complete verification by the concerning members, the schedule is published by the COE. Date sheet is sent to each concern department and is also put up on the notice boards of the University.

2.1.2 Notice for Question Papers setting

Controller of Examinations (COE) notifies the schedule of examination as per the 'academic calendar' and the deviation, if any, is informed to all concerned after due approval. A circular is also issued by Examination Cell to all Institutes/Departments to prepare two sets of question papers along with their solutions for each subject code in prescribed format.

Once the question papers are prepared, they are moderated by a **Moderation Committee** at Institute/Department level to ensure that the question papers are of desired standard. Finally, two papers along with the solutions are submitted in four separate sealed envelopes to the Controller of Examination office as per given time schedule. These question papers are kept in a very confidential place (Strong Room) under the supervision of COE.

At the time of submission, the question papers, a **Declaration** by the paper setter is to be submitted that **"I hereby declare that I am not keeping any soft or hard copy of the paper with me and I further declare that none of my relative is appearing in this paper"**

Printing of question papers is done in a very confidential environment. To print the question papers of the particular paper code, COE selects a question paper randomly from a provided set of question papers.

2.1.3 Conduction Committees of Examination

For the conduction of examination, an examination conduction team is prepared by the COE in consultation with competent authority that covers over all activities under operation of examination. One of the senior faculty members is appointed as Examination Coordinator.

2.1.4 Generating of Seating Plan & Admit Cards

Admit Cards with scanned photograph, varying seating plan, subject code, subject title and a space for the signature of invigilator are generated by ERP. Students are required to clear their dues of the same semester before examination from accounts section. Admit cards are issued to only those students who do not have any dues (Tuition Fee/ Exam Fee/ Hostel fee/ Transport fee) against them. Examination Cell prints all admit cards and sends to the concerned Institute/Department for further distribution to students.

2.1.5 Seating Plan

The Seating Plan is prepared by setting up at least four codes together in each examination room, so that two students of same paper code would not be sitting around him (360-degree rotation) to eliminate any possibility of copying.

2.1.6 Allocation of Duties and Responsibilities

Before examination, a duty chart is prepared based on the number of examination hall, required to conduct examination. Both teaching and non-teaching members are involved in the process as per requirement. Duty chart is mailed to each member involved in invigilation or any other related activity.

2.2 In-Examination Activities

2.2.1 Responsibilities of conduction committee

Members of conduction committees are responsible for each process under conduction of examination. Following activities are performed during examination:

- (i) Required numbers of question papers for the allocated examination halls are kept in sealed envelope one/two days before the commencement of examination as per date sheet.
- (ii) Preparation of daily duty chart of the Invigilators.
- (iii) Distribution of answer sheets to invigilators in examination hall.
- (iv) Sealed envelopes of question papers for each examination hall are handed over to the invigilators only five minutes before the commencement of examination.
- (v) A set of instructions for examinee are announced in examination hall by the invigilator.
- (vi) Conduction committees ensure any query raised by the students regarding question paper (through invigilator) is resolved with concerned faculty in consultation with COE.
- (vii) Craft a folder of question papers, student attendance and invigilator statements.

Instructions to Invigilators

Invigilators are given a written set of instructions to be followed during examinations are as follows:

2.2.2 Answer Sheet and Attendance Sheets

Attendance sheets along with the number of answer sheets are given to the invigilators half an hour before the examination. Duly verified attendance sheets by invigilator are returned to examination control room for entry in the ERP system.

2.2.3 Checking of Admit Cards

It is the responsibility of the invigilators to check Admit Cards properly of each candidate present in the examination hall.

2.2.4 Checking of Entries on Answer sheets

Invigilators will check all the details of front page of the answer sheets filled by the examinee and will sign on the answer sheet and admit card after verifying the information filled by the examinee.

2.2.5 Distribution of examination papers

Question papers are distributed to the examinee on exact time of examination.

2.2.6 Arrangement of Extra Answer sheets

‘B’ answer sheets on demand of the examinee are arranged by control room through floor coordinator.

2.2.7 Masking of Enrolment Number and Copy Number

Invigilators are required to mask the enrolment number & copy number by the masking material (Hiding both enrolments no. & copy no.) once submitted by him/her to the invigilator.

2.2.8 Collection of Answers Sheets

At the end of examination invigilator will collect all the answer sheets from the candidate, course wise. Invigilators then submit serial wise arranged answer sheets to the collection centre control room. After that all answers sheets are handed over to various coordinators in evaluation centre.

2.2.9 Act of malpractice (UFM) during examination is considered in section 10 of Regulations Governing Academic Evaluation under CGPA scheme.

2.3 Post Examination Activities

Under the post-examination processes following steps are followed:

2.3.1 Evaluation of Answers Scripts

Following procedures are adopted in evaluation of answers scripts:

2.3.2 Centralized evaluation system is used. Each examiner is given maximum of 40 copies a day and minimum of 20 copies a day for evaluation.

2.3.3 The solution of their question papers is given to concern examiner for evaluation. If there is more than one examiner of same paper code, marking scheme is discussed among all examiners and a uniform marking scheme is prepared. Before evaluation of all answer sheets, moderation of some answer sheets by senior faculty members is also done to ensure uniformity in the evaluation.

2.3.4 After the evaluation of answer sheets, scrutiny is done in which re-totalling of marks is done to ensure that all answer is checked by examiners and no question is left unchecked.

2.3.5 After scrutiny, there is de-masking process of Enrolment No. of answer sheets and then marks are entered on ERP system in the control room by the examiners as well as by computer lab technician to get a computer generate award list of marks. This computer-generated award list is verified with the answers sheets by the conduction team

members so as to remove any ambiguity/error in entering the marks. After that the award lists are taken to the Examination Cell by a duly authorized member for further tabulation.

2.3.6 Result Preparation and Declaration

Result preparation and declaration process consists following steps:

2.3.7 Results of manual tabulation and computerized tabulation are compared and the results are prepared within 10 working days of the last paper of examination.

2.3.8 The result is put up to the moderation committee. Once approved by the committee, the result gets declared on the University Portal and is sent to the concern Institute/Department as well.

2.3.9. Marks Sheets/Grade Sheet Preparation

After declaration of results further preparation starts for marks sheet/grade sheet.

2.3.10 All students get printed marks sheet. After introduction of grade sheet, printed grade sheet is given to pass students. The student who failed in one or more subjects printed mark sheet/grade sheet is not given (can be provided if required for bank loan purpose etc).

2.3.11 Issuance of Duplicate Mark Sheet

Students will be required to pay a fee of Rs. 200/- for each mark sheet. Such marks sheets will be labelled as duplicate.

2.4. Scrutiny and re-evaluation Process

Following scrutiny and re-evaluation policies has been decided:

2.4.1 COE will put a notice fixing a date by which students can apply for scrutiny. This date will normally be 10 days after declaration of result.

2.4.2 The candidates are required to pay Rs. 500/- per paper as a fee to apply for scrutiny. If any change of marks/grade results on account of Scrutiny, the fee paid by the candidate will be refunded.

2.4.3 Mistakes in totalling and unmarked questions will be looked for. Totalling mistakes will be corrected and result for that candidate will be revised. If any question is found unmarked, the COE through the Dean/ HOD will get the question evaluated and the result of that candidate will be revised. Any revision in the result, on any ground, will be reported to the Vice Chancellor/The Registrar with the comments from the COE justifying the accountability.

3.0 Detention Process

A student must maintain an attendance of at least 75% in each subject. Any student not fulfilling the above requirement will not be allowed to appear in the end-semester examination and will be detained. He/she will have to reappear in that subject during the summer semester.

In exceptional cases, the shortage of attendance may be condoned by the Vice Chancellor up to a maximum of 5% of the total number of classes held for the subject. This will be done strictly on medical grounds or on extreme compassionate grounds. For condemnation on medical grounds, the medical certificate will be from a hospital and will be scrutinized by a committee appointed by the University. Such certificates must be submitted to the Dean/HOD within a week to the Institute/Department. Certificates submitted after the given period shall not be entertained on any account.

Detained candidate has to follow the following process in order to clear their detention:

3.1 Extra semester/summer semester will run during summer vacation to provide an opportunity to clear backlog paper(s), if any. The semester will normally run for 8 weeks. A student can register for a maximum of 5 (five) theory subjects and one laboratory during summer semester/extra semester on payment of fees as prescribed. A course will run provided a minimum no. of students (as prescribed) register for the same and a faculty member will do further functioning to run the course properly.

3.2 He/she will have to fulfil the criterion of 75% attendance during these classes otherwise He/she will get detention in the same paper again and will have to reappear in the same process.

3.3 A student is eligible to join extra semester courses if he/she has been detained from appearing in end-semester exam due to attendance shortage in a given subject. Those who have failed in a subject may also be allowed to register during the summer semester. Passed students will not be eligible to register for any subject in summer/extra semester. No student will be allowed to join after the commencement of extra semester/summer semester. The grades of even semester examinations will be displayed by the teachers before the commencement of extra semester.

3.4 A student must maintain a minimum of 75% attendance in each subject for which he/she has registered in the extra semester. Any student not fulfilling the above requirement will not be eligible for appearing in the end-semester examination for that subject. However, he/she will be eligible to appear in the other subject(s) registered for, in which the requirement is fulfilled.

3.5 During extra semester, a fresh in-semester assessment will be done as per regular semester assessment.

4.0 Conduction of Minor Examinations

For session 2015-16 there will be three in-semester (sessional) examinations of one hour duration for each theory subject to be held as per the schedule fixed in the Academic Calendar. Score of best two of the three in-semester exams will be considered. In addition, two quizzes and assignments/term papers/viva-voce and regularity in attendance shall make up the rest of the in-semester assessment. The in-semester examinations for the theory subjects will normally be conducted for 50 marks and the standard of questions should normally be equivalent to those set in the end-semester examination. However, Objective Type Questions/MCQs may be preferred for quizzes.

From session 2016-17 onward there will be two in-semester (sessional) examinations

of one hour duration for each theory subject to be held as per the schedule fixed in the Academic Calendar. In addition, two quizzes and assignments/term papers/viva-voce and regularity in attendance shall make up the rest of the in-semester assessment. The in-semester examinations for the theory subjects will normally be conducted for 50 marks and the standard of questions should normally be equivalent to those set in the end-semester examination. However, Objective Type Questions/MCQs may be preferred for quizzes.

Procedure for awarding marks for attendance: 75% or more but less than 80%: 1; 80% or more but less than 85%: 2; 85% or more but less than 90%: 3; 90% or more but less than 95%: 4; and 95% or more: 5).

If a student is detained due to shortage of attendance in a subject, he/she will not be awarded any in-semester assessment for the subject. The marks secured by him/her in various components (viz., test, sessionals, quizzes etc.) will be treated as null and void.

The assessment in laboratory subjects will be based on the student's performance in the practical during the session. Each practical will be graded. There will normally be 12 practical in a semester. Ten best grades awarded to a student, out of the 12, will be considered for deciding the grade of the student.

The in-semester assessment in case of drawing subjects (e.g. Engineering Graphics, Mechanical Drawing etc.) will be based on class work, assignments and mid-term tests/sessionals.

Role of Individual Institutes for Conduction of Minor Exams

- Date sheet will be prepared by the Institutes according to the given shifts.
- Paper setting and printing will be done by Institutes independently according to the given format.
- Examinations will be conducted by the Institutes independently at the floor designated to them.
- After each examination answer sheets will be collected by the Institute representatives. Evaluation will be done in respective Institutes and marks will be entered on ERP within seven days.

Examination Rules Followed Till 2014-15

5.0 The students are required to pass all the courses during maximum permissible period as follows:

<u>Programme in years</u>	<u>Maximum years allowed during which all the papers must be cleared for degree to be awarded.</u>
A Programme of 2-Year like MBA, MVA/MPA	3- years
A Programme of 3-Year like BBA, B.Sc. B.Com., BVA/BPA etc.	5-years

A Programme 4-Year like B.Tech. etc.	6-years
Integrated Programme of 5-Year	8-years
Integrated Programme of 6-Year	9-years

If a student's is detained in more than 50% (rounded to higher integer) of the largest number of courses in any year programme, he/she will be declared as failed and would be required to take re-admission by paying the regular fee applicable at that time. Student who has back papers and wish to improve internal marks will be required to pay full course fee, attend the classes and appear in the regular mid- term tests. The marks awarded to such students will be the actual marks or 74% whichever is lower.

Policy for promoting students to next academic year for all courses except B.A.LL. B, L.L.B and L.L.M

The minimum passing marks (MPM) in each subject, whether theory or practical's etc., shall be 40% in total (end-semester examination plus internal assessment). In order to pass in particular academic year, a candidate, must secure MPM in all the subjects of that semester and must secure 50% marks in aggregate of all the subjects (as prescribed in the evaluation scheme) of that academic year. A subject in which a student fails to secure MPM, even after considering the grace marks will be called, hereafter, as back paper.

5.1 Policy for the Students of all Courses

A candidate having no back-papers but failing to secure minimum 50% aggregate marks will be governed by following rules:

- He/ She will be provisionally promoted to next academic year. However, he/she will be required to take special examination, if held, in maximum of four subjects of his/her choice of that particular year to satisfy the 50% aggregate requirement within next two semesters.
- A candidate having no back-papers but failing to secure minimum 50% aggregate marks will not be award degree. He/she will be required to take special examination, if held, in maximum of four subjects of his/her choice of that particular last semester to satisfy the 50% aggregate requirement to full fill the degree award.

5.2 Policy of Awarding Grace Marks

A candidate in a semester may be awarded maximum of 10 grace marks to fulfil the condition of securing MPM in the various subjects of that semester. However, grace marks cannot be awarded in more than 4 subjects per semester, with a maximum of 5 marks per subject. The grace marks will only be awarded under the situation that a candidate secures MPM in all the subjects of that semester. The grace marks will not be awarded just to reduce the number of back-papers. The grace marks, if awarded in a subject, will not be included in the marks obtained by the candidate in the subject and also will not be included in aggregate marks, and hence will not be shown in the marks sheet.

5.3 Policy for award the division

The successful candidates who have passed all the semester examination shall be arranged into division, as under on the basis of the total marks obtained in all the semesters and the division obtained by the candidate shall be stated in his/her degree:

Those who obtain 75% or more marks	-	First with Hons.
Those who obtain 60% or more but less than 75%	-	First Division.
Those who obtain 50% or more but less than 60%	-	Second Division.
Those who obtain less than 50%	-	Failed need to improve up to 50%. (Except B.Ed. & All Diploma)
Those who obtain 40% or more but less than 50%	-	Third Division (Only B.Ed. & All Diploma except D. Pharm.).

Criteria for the award of Medals and Certificates for the First and Second Position Holders

Medals will be awarded as per the following criteria

6.0 For Masters Programs

- (a) If the total number of students in the particular Post-Graduate Program is less than 10, no medal will be awarded.
- (b) If the total number of students in a particular Post-Graduate Program is between 10 to 19 then the topper will get Gold Medal.
- (c) If the total number of students in a particular Post-Graduate Program is 20 and above then topper will get Gold Medal & certificate and second position holder will get Silver Medal & certificate.

6.1 For Bachelors Program in Engineering

- (a) If the total number of students in the bachelor's program in the whole Institute is less than 50, then no medal will be awarded.
- (b) If the total number of B. Tech. students in all the branches in the whole Institute is 50 and above then topper will get Gold Medal. Silver medal will be awarded to each branch topper if the total no. of students in the branch is not less than 20; in the branch in which topper has been awarded gold medal, there shall be no silver medal.

6.2 For Other Bachelors Programs

- (a) If the total number of students in the particular bachelor's program is less than 25, then no medal will be awarded.
- (b) If the total number of students in the particular bachelor's program in the whole Institute is 25 and above then topper will get Gold medal and second position holder will get silver medal.

6.3 For Diploma Polytechnic

- (a) If the total number of students in the in the whole Polytechnic is less than 50, then no medal will be awarded.
- (b) If the total number of students in all the branches in the whole Polytechnic is 50 and above then topper will get gold medal. Silver medal will be awarded to each branch topper if the total no of students in the branch is not less than 20; in the branch in which topper has been awarded gold medal, there shall be no silver medal.

6.4 Certificates will be provided in different programs in all Institutes by the following criteria:

- (a) No certificate will be provided, if the number of students is up to 5.
- (b) Only topper will get certificate, if number of students is from 6 to 10.
- (c) Both topper and second position holder will get the certificates, if the number of students is 11 or more.

Note: If a student has back/any disciplinary action or has less than 75% marks, no medal/certificate will be awarded to him/her.

MANGALAYATAN UNIVRESITY
REGULATIONS GOVERNING ACADEMIC
EVALUATION UNDER CGPA SCHEME
FROM THE SESSION 2013-14 ONWARD

1. Introduction

The CGPA (Cumulative Grade Point Average) system of evaluation which has built-in continuous and comprehensive evaluation shall be adopted for all programs offered by the University. In this system, a student is awarded a letter grade based on his/her performance in a subject over the semester relative to the performance of other students in that subject. These letter grades will also carry a numeric equivalent termed as grade point. The grade point multiplied by the credits of the subject gives the grade points earned by a student in a given subject. The weighted average of the grade points earned by a student in a semester is termed as GPA of the student in that semester. The weighted average of the GPAs of all semesters completed by the student is termed as the CGPA of the student at that point. The CGPA on completing all the semesters and all credits for all semesters of the course will be termed as the CGPA of the student in the course/program. The system is discussed in detail in the subsequent sections.

2. Curriculum/Program of Study

2.1. Curriculum

Every Department offering a course has a prescribed course structure which is known as Curriculum in general terms. It prescribes courses to be studied in each semester. The courses of study bulletin will be updated at regular intervals and made available on the University website for all courses offered by the University.

2.2. Course Credit System

In general, a certain quantum of work (learning) measured in terms of credits is

laid down as the requirement for a particular degree. The student acquires credits by passing courses every semester, the number of credits associated with a subject being dependent upon the number of hours of instruction per week in that subject. In general, credits for a subject are obtained by using a multiplier of unit (1) for lecture and tutorial hour per week throughout the semester, and a multiplier of half (0.5) for laboratory hours per week throughout the semester. Thus, for an example, a theory subject having 3 lectures and one tutorial per week throughout the semester carries four credits. Similarly, a laboratory subject having two laboratory hours per week throughout the semester carries one credit. Credits will also be assigned to Practical Training, Seminars and Projects etc.

2.3 Credits Requirement for Normal Duration of Courses

A student has to earn a minimum number of credits to get a particular degree. The detailed break-up of subject-wise credits will be specified in the courses of study. Normally each semester (90 clear teaching days) will be of 25 credits (roughly 400 teaching hours). Minimum number of credits to be earned by a student to get a degree and the normal duration for such courses will be as follows:

<u>Course/ program</u>	<u>Duration (Semesters)</u>	<u>Minimum number of credits to be earned for the Degree</u>
B.Tech. (all disciplines)	8	200
B.Tech. (Lateral Entry)	6	150
M. Tech./MBA/MSc	4	90
B.Arch.	10	250
MCA/MCA (Lateral Entry)	6/4	140/90
BA/BSc/BBA/BCA/BJM/BFA/B.Com. etc.	6	150
B.Ed.	3	75

2.4 Semesters Odd, Even & Summer (Extra)

The University will follow a credits-based semester system. There will be two semesters in a year. The semester that begins in July/Aug will be known as Odd Semester and the Semester that begins in January as Even Semester. During the summer vacation i.e. (May-July), there will be an additional semester known as Summer Semester or Extra Semester for summer courses, self-study courses (subject to availability and consent of faculty), students with attendance shortage during normal semester etc. to provide an opportunity to clear backlog paper. The details for conduction of Extra Semester are given in Section 7.

3. Attendance Requirement

3.1. Requirement for Odd/Even Semesters

A student must maintain an attendance of at least 75% in each subject. Any student not fulfilling the above requirement will not be allowed to appear in the end-semester examination and will be detained. He/she will have to repeat the course and fulfil the attendance requirement before being allowed to appear for the end-semester examination.

3.2. Requirement for Summer (Extra) Semester

A student must maintain a minimum of 75% attendance in each subject for which he/she has registered in the extra semester. Any student not fulfilling the above requirement will not be allowed to sit in the end-semester examination for that subject. However, he/she will be allowed to appear in the other subject(s) registered for, in which the requirement of attendance was fulfilled earlier. A student can also register for improvement to enhance his/her marks.

3.3. Special Condition

In exceptional cases, the shortage of attendance may be condoned by the Vice Chancellor up to a maximum of 5% of the total number of classes held for the subject. This will be done strictly on Medical Grounds or on extreme compassionate grounds. For condition on medical grounds, the medical certificate will be from a hospital and will be scrutinized by a committee appointed by the University. Such certificates must be submitted to the Dean/HOD within a week to the Institute. Certificates submitted after the given period shall not be entertained on any account.

4. Assessment and Examination

4.1. Assessment Procedure

All courses undertaken by students will be evaluated using a system of continuous assessment. The students will be evaluated on class/tutorial participation, assignment work, laboratory work, class tests, quizzes and sessional examinations which together will constitute the In-Semester Assessment. In addition, the students will also have to appear in the end-semester examination in all the theory subjects as per the course of study. 50% weightage will be for in-semester assessment and 50% for end-semester exam. The detailed procedure of evaluation and award of grades is discussed below.

4.2. In-Semester Assessment

The weightage for the In-Semester assessment through the various modes listed above will normally be as follows:

There will be two in-semester (sessional) examinations of one-hour duration for each theory subject to be held as per the schedule fixed in the Academic Calendar. The allotted marks for the Minor Examinations will be of 20 each subject. Attendance and continuous performance will be of 05 & 05 respectively. In addition, two quizzes and assignments/term papers/viva-voce and regularity in attendance shall make up the rest of the in-semester assessment. The in-semester examinations for the theory subjects will normally be conducted for 50 marks and the standard of questions should normally be equivalent to those set in the end-semester examination. However, Objective Type

Questions/MCQs may be preferred for quizzes.

The assessment in laboratory subjects will be based on the student's performance in the practical during the session. The in-semester assessment in practical will be of 50 marks. For these 50 marks, one minor examination of 20 marks will be conducted at the time of minor II. The balance of 30 marks will be spread over a minimum of 10 practicals in the semester; each practical will carry three marks (Attendance/performance).

The in-semester assessment in case of drawing subjects (e.g. Engineering Graphics, Mechanical Drawing etc.) will be based on the class work, assigned and mid-term tests/sessionals.

Procedure for awarding marks for attendance: 75% or more but less than 80%: 1; 80% or more but less than 85%: 2; 85% or more but less than 90%: 3; 90% or more but less than 95%: 4; and 95% or more: 5).

If a student is detained due to shortage of attendance in a subject, he/she will not be awarded any in-semester assessment for the subjects. The marks secured by him/her in various components (viz., test, sessionals, quizzes etc.) will be treated as null and void.

4.3. End-semester Examination

It is mandatory for the students to appear in the end-semester examination to be eligible for evaluation of grades. The end-semester examination will be conducted centrally by the University. It is also mandatory for the students to appear in the end-semester practical examination of 50 marks (based on practical performance/viva voce/record) to be eligible for evaluation of grades. The end-semester examinations will be conducted by the respective Institute/Departments. Papers will be examined by internal examiners (preferably the subject teachers). However, for evaluation of projects and theses, external examiners may be invited. Personal-seeing and re-evaluation of end-semester answer-scripts (theory papers) may be done following the procedure laid down in Section 8.

4.4. Grading System

For every subject taken by a student he/she is awarded a grade based on his/her overall performance over the semester in that subject. These grades are described by the letters A+, A, B, C, D, E and F, each of which not only indicates a qualitative assessment of the student's performance but also carries a quantitative (numeric) equivalent called the grade point as given below:

Letter Grade	A+	A	B	C	D	E	F	I
Grade Point	10	9	8	7	6	5	0	-

A student gets the passing marks in the subject if he/she gets any grade in between of 'A+' to 'E' and if he/she is failed then will get 'F' grade.

If he/she has not satisfied the attendance criterion the student will be awarded 'Dt' grade in a theory/practical subject. If he/she satisfied the attendance criteria but does not appear in the end-semester, he/she will be awarded with grade 'I'.

A student who has satisfied the attendance and in-sem performance but does not appear in the end-semester exam without any valid reasons will be awarded 'F' grade in that subject.

4.5. Award of Grades

To award grades A+, A, B, C, D, E and F, a relative grading system has been adopted. This system is based on the statistical analysis of the total marks using mean (μ) and standard deviation (σ).

- Minimum marks in end-semester examination will be 35%. Students who do not secure 35% marks in end-semester examination will be awarded 'F' grade.
- Those students, who have not appeared in the end-semester examination or have secured less than 35% marks in end-semester examination, will not be included while calculating the grades. Grades for the remaining students will be decided through relative grading using statistical analysis.
- For the students who secure minimum 35% marks in end-semester examination, the internal marks and end-semester marks will be added to calculate marks secured out of 100.
- Total marks out of 100 will be obtained giving equal weightage to the in-semester assessment (50%) and end-semester examination marks (50%). These components will not be separately rounded off even after being scaled down as per their weightage. The total marks (out of 100) will be rounded off and the grades will be decided and applied on these marks.
- Mean (μ) and standard deviation (σ) of the scores of students in the class in the subject under consideration will be calculated.
- ' $\mu - 2\sigma$ ' will be the cut off point for 'E' grade (pass grade) and ' $\mu + 1.52\sigma$ ' will be the cut off point for 'A+' grade.
- Pre-fixed bounds will be applicable (i.e., 35 and 50 for E; 75 and 90 for A+).

In case $\mu - 2\sigma$ is less than 35, the lower cut-off for E grade will be 35. Also, in case $\mu - 2\sigma$ is more than 50, then the lower cut-off for E grade will be brought down to 50.

In case $\mu + 1.5\sigma$ are higher than 90, the upper cut-off will be brought down to 90. Also in case $\mu + 1.5\sigma$ are less than 75, the upper cut-off will be fixed at 75.

The range between the lower and the upper cut-off will be divided by 5 to get the step size for deciding other grades.

- $\mu - 2\sigma$ (rounded off)/35/50 will be the lower limit of E grade. Any student getting marks below this limit will be awarded F grade.
- The lower limit of D, C, B, and A will be obtained by adding 1, 2, 3, and 4 step sizes to the lower limit. These limits will be rounded off after adding the step sizes and will be used as cut-off for awarding respective grades.
- $\mu + 1.5\sigma$ (rounded off)/75/90 will be the lower limit of A+ grade as per Cl. (v)

above.

4.6 Absolute Grading

In case the number of students is less than 30, relative grading on the basis of statistical parameters is not feasible. Absolute grading scheme as given below will be followed in these cases.

In case the mean score of the class is less than 50 or more than 70, it will be corrected as given in Para 4.5 above. On the corrected scores, grades will be decided as follows:

Top 10% of the students will be awarded A+ grade provided they have 75% or more marks in the subject. In case no one has 75% or above marks, no A+ grade will be awarded.

For the remaining students, the range for E to A grade will be the top score of the remaining students minus 35.

This range will be divided by 5 and the step (delta) so calculated will be used for deciding the cut-off for the remaining grades as follows:

Students with less than 35 marks	: F (fail)
Students with 35 marks to 34+one Delta	: E grade
Students above E and up to 34+2 Delta	: D grade
Students above D up to 34+3 Delta	: C grade
Students above C up to 34+4 Delta	: B grade
Students above B and below A+	: A grade

4.7 Regarding the students appearing for back papers, the cut-off of the previous semester papers will be taken as cut-off for grades.

4.8 For subjects which are not there in the previous semester and the examination is held only for back papers or for the subjects offered in the extra semester, criteria used will be the same as used in the last regular examination held for that subject.

4.9. Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

The performance of a student in a semester is indicated by a number called GPA (Grade Point Average). The GPA is the weighted average of the grade points obtained in all the subjects taken by the student during the semester. An up-to-date assessment of the overall performance of a student since the time he joined the course is obtained by calculating a number called CGPA. The CGPA is weighted average of the grade points obtained in all the subjects studied by the student since he joined the course. The CGPA will also be calculated at the end of every semester to two decimal places and will be indicated on grade reports.

GPA and CGPA can be calculated by the following equations:

GPA

Grade points in a subject

Grade achieved by the student in that subject x Credits for that subject.

S = sum of grade points for the student for the semester

C = total number of credits for the semester

$$\text{GPA} = S/C$$

CGPA

Semester grade points = GPA x C

Stotal = Sum of semester grade points for all semesters completed at the point.

Ctotal = Sum of credits of all semesters completed at the point

$$\text{CGPA} = \text{Stotal}/\text{Ctotal}$$

5. Promotion to a Higher Semester

5.1. Credit Requirement for Promotion:

For promotion from odd semester to even semester, there is no requirement for a student to earn a minimum number of credits. In such cases, any student who has been promoted to an odd semester will be promoted to the next even semester at the end of the odd semester. However, for promotion from even to odd semester (i.e. for promotion at the end of every academic year), a student has to earn a minimum number of credits as specified in the table given below:

Minimum no. of credits required for promotion and completion of degree

Course	Promotion from - to	Minimum No. of credits required
B.Tech.	I year to II year	30
	II year to III year	75
	III year to IV year	125
	Final (Award of Degree)	200
B.Tech. (Lateral Entry)	II year to III yr.	30
	III year to IV year	75
	Final (Award of Degree)	150
B.Arch	I year to II year	30
	II year to III year	75
	III year to IV year	125
	IV Year to V Year	175
	Final (Award of Degree)	250
BA LLB (Int)	I year to II year	30
	II year to III year	75
	III year to IV year	125
	IV Year to V Year	175
	Final (Award of Degree)	240
Course	Promotion from - to	Minimum No. of credits required

LLM Two Years	I year to II year	30
	Final (Award of Degree)	90
All UG courses of three years duration (BA/BSC/BBA/BCA/BFA etc)	I year to II year	30
	II year to III year	75
	Final (Award of Degree)	150
MBA/MTech/MSc	I year to II year	30
	Final (Award of Degree)	90
MCA/LLB	I year to II year	30
	II year to III year	75
	Final (Award of Degree)	140
M. Tech	I year to II year	30
	Final (Award of Degree)	90
Other PG courses of two years duration	I year to II year	30
	Final (Award of Degree)	90
For integrated degrees, credits required will be sum of the credits for the two degrees. Promotion eligibility for promotion will depend on the credits of the first degree for its duration and then on the credits of the second degree once the first degree is completed.		

6. Performance Requirements

6.1. Award of Degree

Once a student completes the requirements for a degree, he/she will be conferred with a degree in the next convocation. However, after the declaration of the final result, a provisional certificate will be issued, which will be valid till the next convocation.

For 'award of degree', a student has to fulfil the following requirements:

- The student should have taken and passed the subjects as prescribed in the courses of study/curriculum and should have earned the minimum number of credits specified for the program of study.
- The student should have satisfactorily fulfilled other academic requirements (as specified in the course of study/curriculum) like practical training, work visits, seminars, projects and mandatory audit courses.
- The student should have paid all dues to the University.
- The student should have no case of indiscipline pending against him/her.

A student will not be awarded any class or division for his/her performance in the course. However, CGPA obtained by him/her will be mentioned in the grade card and certificate to be issued to him/her. The grades and the equivalent grade points will be mentioned in the grade cards and certificates.

6.2. Maximum Period for Completion of Program

A student must complete the programme of study within a period of N+2 years; N stands for normal/minimum duration prescribed for completion of the programme (vide sub section 2.3 above). In exceptional circumstance a further extension of one year may be granted (not more than 2 years) and during such period student shall be considered as a private and not eligible for ranking.

6.3. Equivalence of CGPA with percentage of marks

The equivalent percentage of marks for the CGPA obtained by a student will be calculated as follows:

Equivalent Percentage of marks = $(\text{CGPA} - 0.75) \times 10$

7. Extra/ Summer Semester

7.1. Registration

Extra semester/Summer semester will run during summer vacation to provide an opportunity to clear backlog paper(s), if any. The semester will normally run for 8 weeks. A student can register for a maximum of 5 (five) theory and one lab subjects during summer semester/extra semester on payment of fees as prescribed. A course will run provided a minimum no. of students (as prescribed) register for the same and a faculty member is available for running the course.

7.2. Eligibility

A student is eligible to join extra semester courses if he/she has been detained from appearing in end-semester exam due to attendance shortage in a given subject. Those who have failed in a subject may also be allowed to register during the summer semester. No student who has passed a subject will be eligible to register for that subject in summer/extra semester. No student will be allowed to join after the commencement of extra semester. The grades of even semester examinations will be displayed by the teachers before the commencement of extra semester.

7.3. Attendance

A student must maintain a minimum of 75% attendance in each subject for which he/she has registered in the extra semester. Any student not fulfilling the above requirement will not be eligible for appearing in the end-semester examination for that subject. However, he/she will be eligible to appear in the other subject(s) registered for, in which the requirement is fulfilled.

7.4. In-Semester Assessment

During extra semester, a fresh in-semester assessment will be done as per the guidelines laid down in Article 4.2.

7.5. Eligibility to Appear in End-Semester Examination without Attending Classes

Only those students who attend classes in the Summer Semester will be eligible for appearing in the end-semester exam at the end of summer semester. The University, however reserves the right not to conduct an examination in any particular subject during extra semester examination.

8. Re-evaluation of End- Semester Answer Scripts

8.1. Notification

The Controller/Dy. Controller of Exams will issue a notice asking the interested students to apply for re-evaluation of end-semester examination answer scripts on a prescribed form which will be available at the COE Office.

Re-evaluation will be generally done by the concerned teacher by showing the answer sheets to the student. The Director/Dean/COE may also constitute committee(s) to re-evaluate the answer scripts. The recommendation(s) of the teacher/committee(s) will be submitted to Controller/Dy. Controller who will take appropriate action on the same.

9. Back Paper Exams

Students who fail in some papers in the End-Semester Exam will have to clear those papers in Back Paper Exam conducted in the subsequent semesters by the

University.

Odd Semester

There will be a Back Paper Exam after the Odd Semester Exams. All papers of Odd Semesters (I, III, V, VII etc.) will be conducted. Students with F grade in any of the odd semesters may register and appear in this exam in January.

Even Semester

There will be a Back Paper exam for Even Semester Papers in the month of August. All papers of Even Semesters (II, IV, VI etc.) will be conducted. Students with F grade in any of the Even Semesters may register and appear in this exam.

Special Back Paper Exam

In exceptional cases, special Back Paper exams may be conducted for First year and Final Year students on recommendation by concerned Director and approval of the Vice Chancellor. This will be normally organized with the Summer Semester Exams.

Grades Allowed in Back Paper Exams

Those students, who had an 'F' grade in a subject, will be allowed a maximum of 'B' grade (E, D, C or B) when they appear and pass back paper exam in that subject. Those students who had 'Dt' or 'I' grade in a subject, will get whatever grade they achieve ('E', 'D', 'C', 'B', 'A' or 'A+') when they appear and pass back paper exam in that subject.

10. Handling of cases of malpractice during examinations

10.1 Acts of Malpractice

The following acts on the part of students during examination will be considered as acts of malpractice:

(a) Minor acts of Malpractice

(Category I offences)

- (i) Having in his possession or having access to any paper, books or notes or chits with content related to subject of examination.
- (ii) Found receiving assistance from others or giving assistance to others.
- (iii) Copying from any paper, book or notes.
- (iv) Allowing any other candidate to copy from his answer book or found trying to copy from someone
- (v) Disclosing identity by making peculiar marks in the answer books.
- (vi) Found having any written matter on the person (palm, leg, clothes, etc.) or on any item in his/ her possession (e.g. calculator, scale, handkerchief etc.).
- (vii) Scribble the points on the question paper and/or pass on the same to some other examinee.
- (viii) Write any appeal on the answer book for more marks etc.
- (ix) Carrying mobile phones in the examination hall.

(b) Serious Acts of Malpractice

(Category II offences)

- (i) Use of obscene or abusive language during the examination.
- (ii) Trying to cause disturbance to the fellow examinees and/or proceedings of examination.
- (iii) Tearing off or spoiling the sheets of answer book.
- (iv) Destroying any evidence of malpractice.
- (v) Second instance of minor act of malpractice by a student.

(c) **Very serious Acts of Malpractice**
(Category III offences)

- (i) Attempting any act that disturbs the sanctity or confidentiality involved in the examination process.
- (ii) Impersonation
- (iii) Third instance of category I Act of malpractice by a student.
- (iv) Second instance of category II Act of malpractice by a student.

10.2. Procedure to be followed

When a student is found indulging in an act of malpractice, the following procedure will be followed:

- (a) The Room Superintendent of the examination hall where the student is found indulging in malpractice will expel the student from the exam hall. That paper of the concerned student will stand cancelled.
- (b) Candidate will be allowed to appear in the remaining papers of that examination provisionally. Chief Superintendent may however bar the candidate from appearing in remaining papers of that examination, if he considers the presence of the candidate on remaining days to be detrimental to the smooth conduct of examination.
- (c) The case along with all documents & evidence will be handed over by the Room Superintendent/Chief Superintendent to Controller of Examinations, who in consultation with VC, will order a malpractice committee to go in to the details of the case and recommend a suitable punishment as per guidelines laid down in section 9.3 below.
- (d) The recommendation of the Committee will be discussed By Controller of Examinations with HOI and forwarded to the VC for confirmation of the recommended punishment.
- (e) On confirmation of punishment by VC, the punishment will Be communicated to the students and all others concerned. The result of the student for the concerned examination will then be finalized based on the punishment awarded.
- (f) In case of class tests/sessional examinations, the cases of malpractice will be reported to the Dean concerned, who will conduct enquiry and recommend punishment to be awarded to the student. The Director will confirm the punishment and the same will be communicated to the students and others concerned.

10.3. Guidelines for the award of punishment

(a) Class tests/Sessionals

- (i) Punishment for any student indulging in any offence of category, shall be at least scrapping the paper in which the student is found indulging in malpractice and at the most scrapping of all papers of that sessional examination.
- (ii) Category II – At least scrapping all his/her papers of that sessional examination and may extend to scrapping of marks for other components of in-semester assessment.
- (iii) Category III - Second instance of Category II or Category III offence shall invite the punishment of at least scrapping of all the papers of all the sessional examinations for the in-semester assessment and may even lead to suspension for one year or rustication of the student depending upon gravity of offence.

(b) End Semester Examinations

- (i) A candidate indulging in any offence of category shall be punishable by at least scrapping of that paper and at the most scrapping of all the papers appeared in that examination.
- (ii) Category II offence shall attract the punishment of minimum scraping scrapping of all paper appeared in that examination and maximum up to suspension for one year.
- (iii) For an instance of category III, the punishment will be with suspension for minimum one year and may be up to rustication from the University.

11. Scrutiny and re-evaluation

- (i) For Scrutiny and Re-evaluation student has to apply within fifteen working days after the declaration of the result.
- (ii) Fee for scrutiny is Rs. 500/- per subject and for Re-evaluation it is Rs. 1000/- per subject.
- (iii) Scrutiny and Re-evaluation is permitted in all End semester examinations of all courses/subjects.
- (iv) a) In Scrutiny, Answer scripts are checked just to ensure that all the questions attempted by the candidate have been valued, the marks awarded have been totally correctly summed up and the total marks have been correctly carried over to the result statement.
b) If any change of marks results on account of scrutiny, the fee paid by the candidate will be refunded.
- (v) Re-evaluation is permitted only in University theory examinations.
- (vi) Re-evaluation shall not be permitted in the case of Practical examinations, viva-voce, project report, sessional/internal assessment and dissertation.
- (vii) a) Only when the re-evaluated mark is different from first evaluation by 15% or more, an average of marks of the first evaluation and marks of re-evaluation will be awarded to the student and transferred to the mark statement.
b) If variation is found to be less than 15%, the marks awarded in the first evaluation would remain same and to the extent no change will be affected in the mark statement.
In case of (a) above amount will be refunded and in case of (b) the amount paid will be forfeited.
- (viii) Rank list declared based on first evaluation would not however change, even if the grade of such student opted for scrutiny/re-evaluation changes.
- (ix) The decision arrived at with regard to the request of concerned examination will be final and all concerned would abide with this, no further representation in any forum whether in house and external will be entertained.
- (x) Request for Scrutiny and re-evaluation will be entertained only, if student concern apply for it with due payment.

12. Mark Sheet

The Controller of Examinations will fix a date of the issue of Marks Sheets and get them distributed through the Dean/Class Coordinators. For issuance of another copy of marks sheet, students will be required to pay a fee of Rs.200/- . Such marks sheets will be labelled as duplicate.

13. Walking out from the Examination

If students walk-out from the examination, no re-examination will be carried out under any circumstances. Students will be awarded zero marks and will be required to clear the resultant back paper in the next examination whenever held.

14. Retention and Destruction Policy for Examination Records

The Mangalayatan University offers the large numbers Programs in various disciplines. During the conduct of these Programs various continuous assessment activities are conducted that is internal assessment, end semester assessment and question paper setting by various examiners/teachers. These activities generate number of papers and documents in the form of question papers and evaluate the answer sheets, result sheets. In order to ensure proper management of records, it is essential that various category of record referred shall follow the schedule of retention and destruction of examination records based upon rationale and necessity.

RETENTION SCHEDULE OF RECORDS

The main rationale is that any result/discussion of the University affecting an individual/group has to put a written request in a prescribed format within 15 days of declaration of result. Summarize activities and retention schedule of examination records are following:

S. No.	Category of Record	Period of Retention
1	Question Papers	Hard copy of each question papers for last three years
2	Answer Scripts of end semester examinations	The corrected answer sheets of end semester examinations are to be retained for a period of three academic years after declaration of results or six months of the disposed off any application which is later.
3	Answer Scripts of internal assessment examinations	The corrected answer sheets of internal assessment examinations are to be retained for six months at the respective Institute/Department.
4	Tabulation Sheets and Result	Hard copy of tabulation sheets and results should be maintained by examination Cell for a last twenty-five years
5	Original Degrees	Original Degrees should be retained at Examination Cell for five years in case of non-receipt by the respective student

DESTRUCTION OF OLD RECORDS

The Examination Cell with adhere to retention schedule as mention above. It will ensure the weeding out the records for this purpose, upon the completion of the stipulated period of retention of the record, examination cell move a file to the Destruction Board of Examination Records to be destroyed. The Board of Faculty and Staff will convene by Controller of Examination duly approved by the Vice Chancellor. The composition of the Board as under:

- (a) Chairperson: Dy. Controller of Examinations
- (b) Members:
 - 1. One Faculty Member
 - 2. Assistant Controller of Examinations
 - 3. Clerk, Examination Cell
 - 4. Clerk, Examination Cell

The Destruction Board proceeding duly completed in all respect and countersigned by the Controller of Examinations will be put up to the Vice Chancellor for approval. After the approval, old records of the examination will be destroyed with the help of Administrative Department.

15. Scribe Policy for Examination

The following Examination Writing Policy for Person with Disability (PWD Category) has been approved by the competent authority with immediate effect.

1. The facilities specified in this notification will include the following categories of students:

S. No.	Category	Facilities to be provides
(a)	Students with 100% Visual Disabilities	<ul style="list-style-type: none"> ➤ Writer ➤ Extra Time
(b)	Students with low vision	<ul style="list-style-type: none"> ➤ Writer (If the permanent disability of the student may be a hindrance in his/her ability to write the Examination) ➤ Extra Time, as per rule (Where the facility of writer is availed or her/ his disability may be a hindrance in his/her ability to write the Examination).
(c)	Students with Dyslexia or other learning disorders.	<ul style="list-style-type: none"> ➤ Extra Time, as per rule (Where the facility of writer is availed or his/ her disability may be a hindrance in his/her ability to write the Examination).
(d)	Students with cerebral palsy and other brain related ailments that demand a support system.	<ul style="list-style-type: none"> ➤ Writer (if the candidate is unable to write his/her disability examinations himself/herself). ➤ Extra Time (Where the facility of a writer is availed or his/her disability may be a hindrance in ability to write the Examination).

The facilities mentioned against each category with respect to the students of above categories may be provided by the Controller of Examinations of the University without obtaining the prior approval of the Controller of Examinations, if the candidate possesses a valid permanent disability certificate issued by the Medical Board of a Government Hospital. However, these facilities will be provided subject to fulfilling other conditions laid down in this document.

2. The facilities specified in this notification will include the following categories of students:

S. No.	Category	Facilities to be provides
a	Students with short term disability due to injury	➤ The Facilities will be provided as per the recommendation of the Admissions Committee
b	Students with any other type of disability (not covered in the above categories)	➤ The Facilities will be provided as per the recommendation of the Admissions Committee

In the above categories the student will have to apply to the Examination Committee of MU, as the case may be, for the facility he/she wants, through the Controller of Examinations of the University. The application of the student will be forwarded by the Examination Committee for his/her specific recommendations and the facility will be provided to the students accordingly, as per norms.

3. Students, who will be eligible for writer/ scribe/ interpreter in any of the categories mentioned above, may arrange for their own writers, scribes, interpreters as the case may be. In case they are unable to do so, the Controller of Examinations of MU would provide the same on receipt of written request from the candidate at least 72 hours (3-days) prior to the commencement of the examination.

4. As far as possible the writer should be less qualified than the examinee. However, if the writer is more qualified than the examinee, the Examination Committee should ensure that the writer has not studied the subject at the higher level in which the examinee is appearing.

5. The writer is required to produce his/her identity, and a document of the last exam passed before the examination to the Controller of Examinations of MU and to the visiting team if required. In case the writer is more qualified than the examinee, the Controller of Examinations may ask for other relevant certificates to establish that the writer has not passed any exam of a higher level than that of the examinee in the subject concerned.

6. Extra time over and above the prescribed time for a paper will be 1/3rd of the duration of examination.

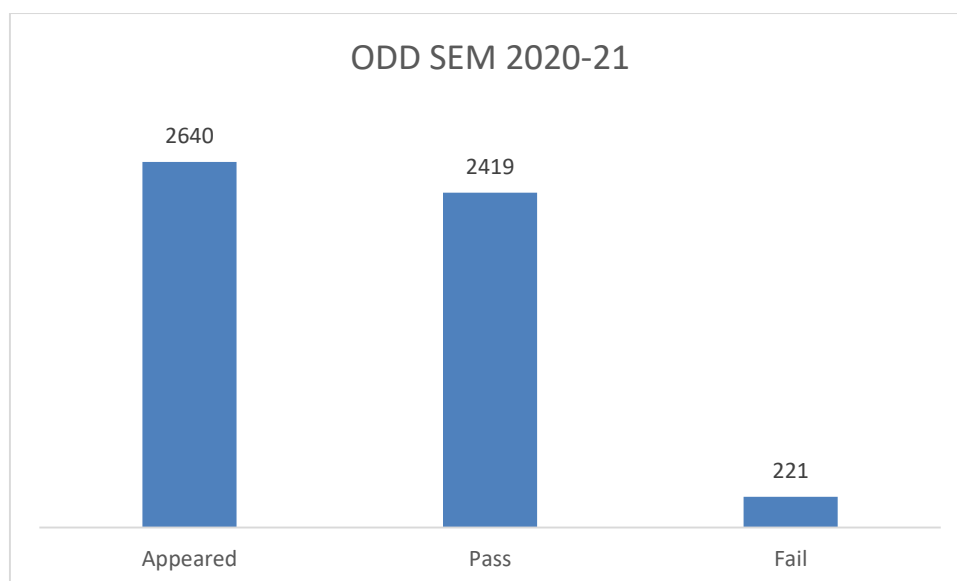
7. A statement showing the particulars (such as Enrollment No., Name and date of the Examination), of the disability category student/s appearing at examinations and who have been provided the facilities, as above, must be sent to the Examination Committee along with the writer's proforma, receipt of payment, copy of the admit card and a copy of the disability certificate of the candidate by the concerned institutions for the maintenance of records and to avoid any future discrepancies.

GUIDELINES REGARDING PERSONS WITH DISABILITIES

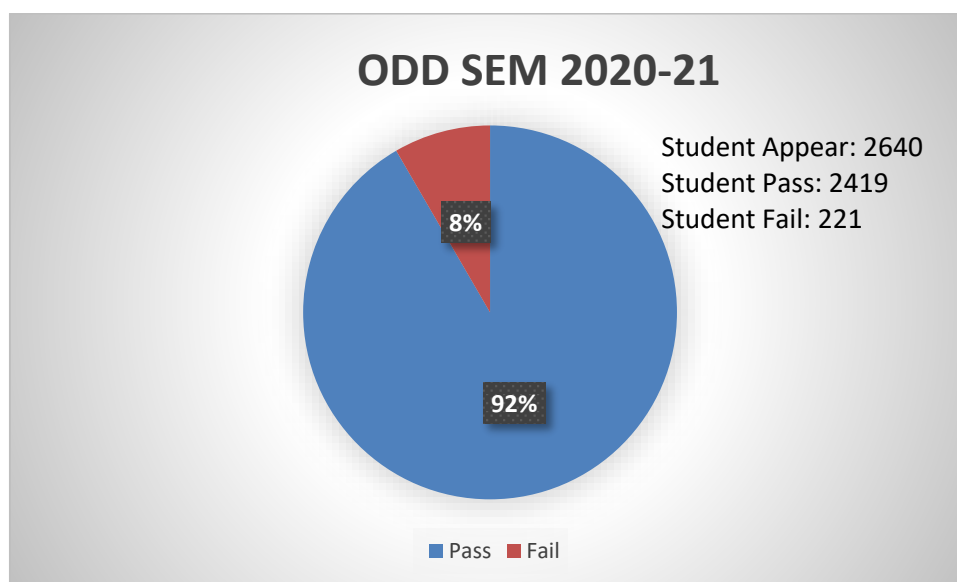
Those candidates who are visually impaired and other candidates whose writing speed is affected permanently for any reason can use their own scribe at their own cost during the examination. In all such cases where a scribe is used, the following rules will apply:

- Please ensure you are eligible to use a scribe as per the Government of India rules.
- The scribe can be from any academic stream.
- Both, the candidate as well as the scribe, will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that s/he did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- Such a candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination. (Blind/Low Vision candidates and other candidates whose writing speed is affected permanently for any reason, whether availing the facility of scribe or not shall be allowed compensatory time of 20 minutes and or part thereof for every hour of the examination.)
- Visually Impaired candidates under Blind/ Low Vision, who use scribe, may skip the non-verbal questions, if any, in Test of Reasoning and questions on Table/Graph, if any, in Test of Numerical Ability. The candidates will be awarded marks for such Section based on the overall average obtained in other Sections of the respective test.

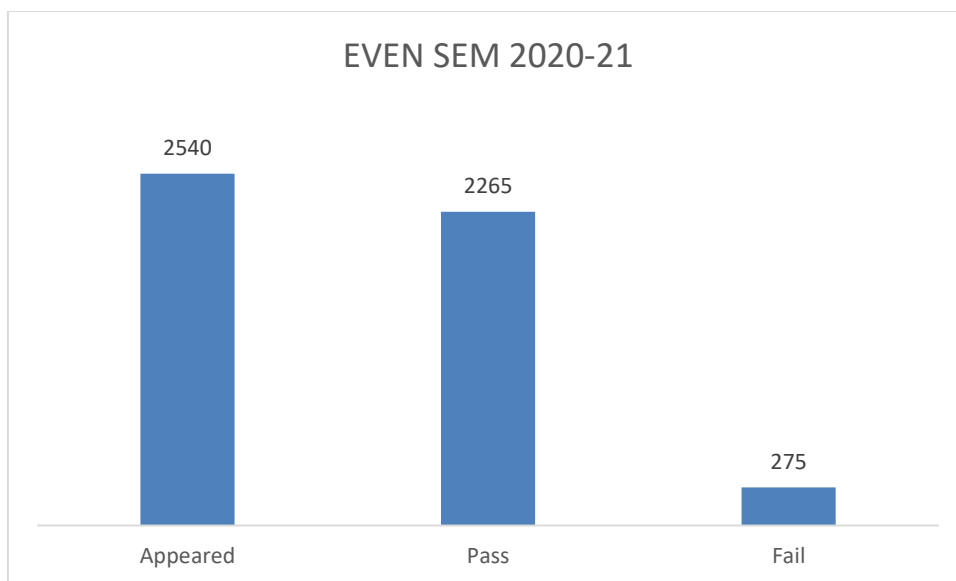
RESULT ANALYSIS



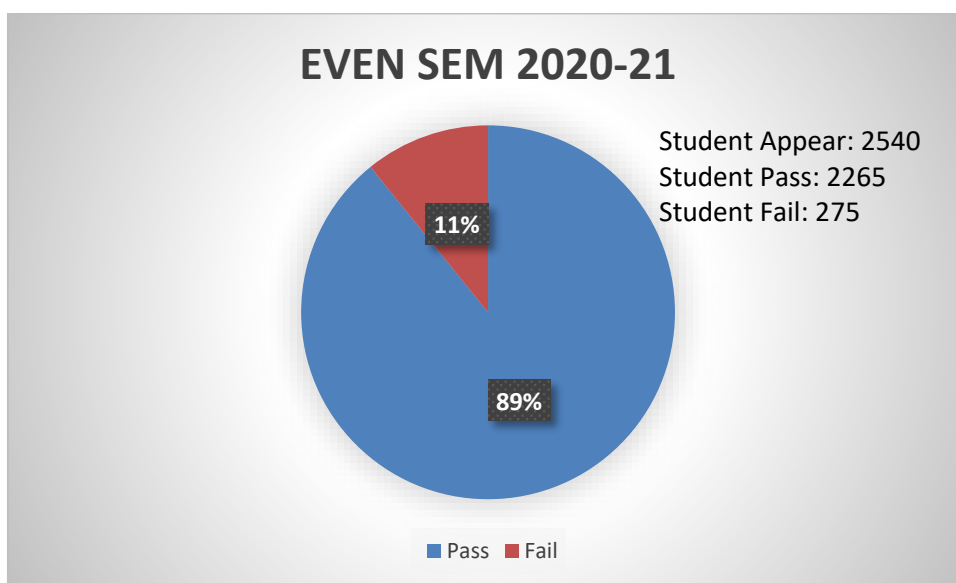
Major Exam. (2020-21 ODD Semester)



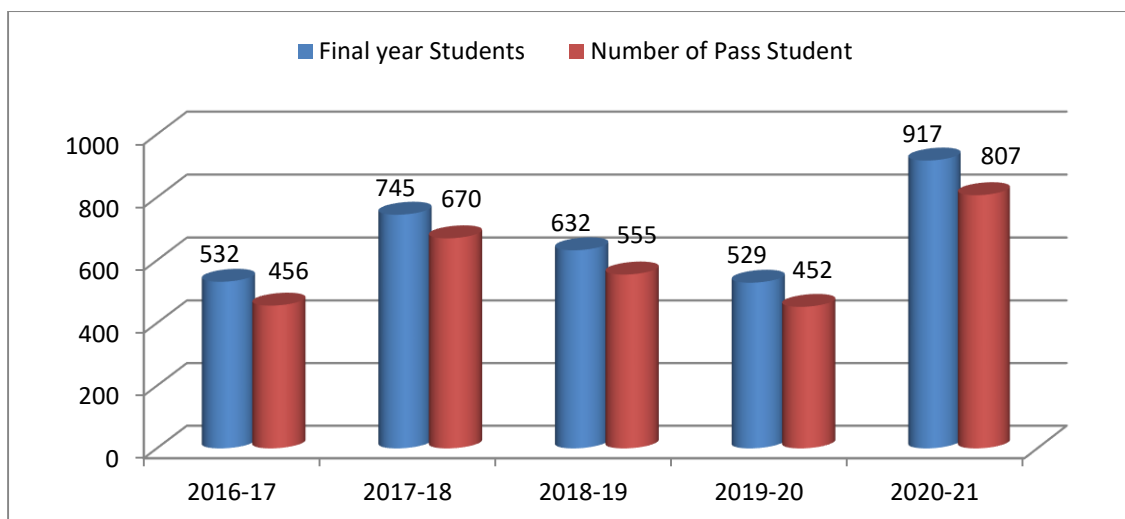
Major Exam. (2020-21 ODD Semester)



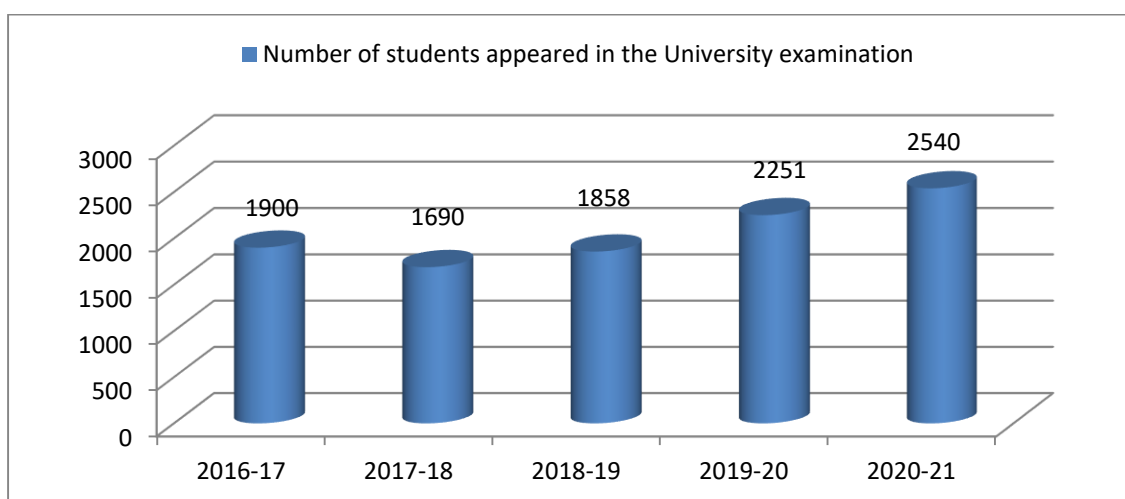
Major Exam. (2020-21 EVEN Semester)



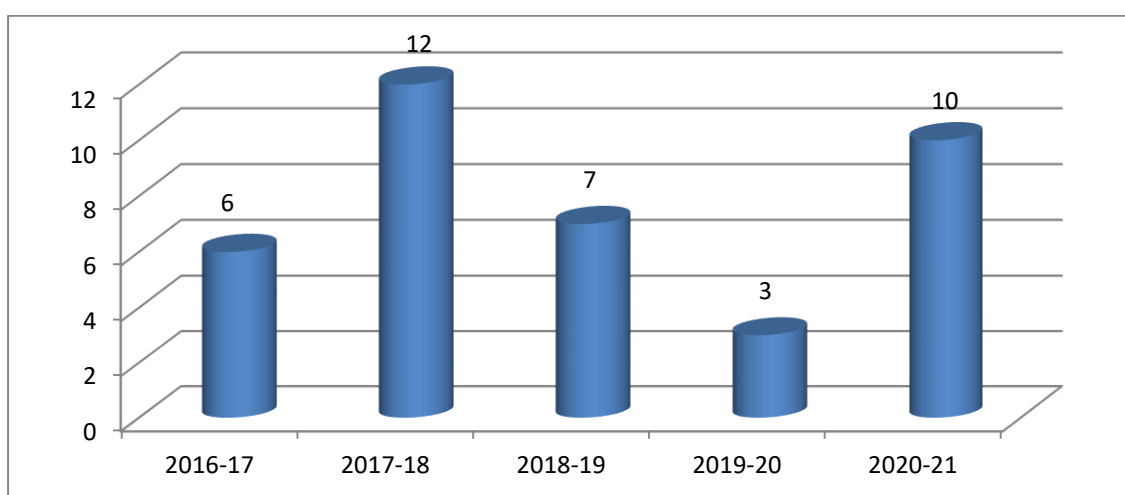
Major Exam. (2020-21 EVEN Semester)



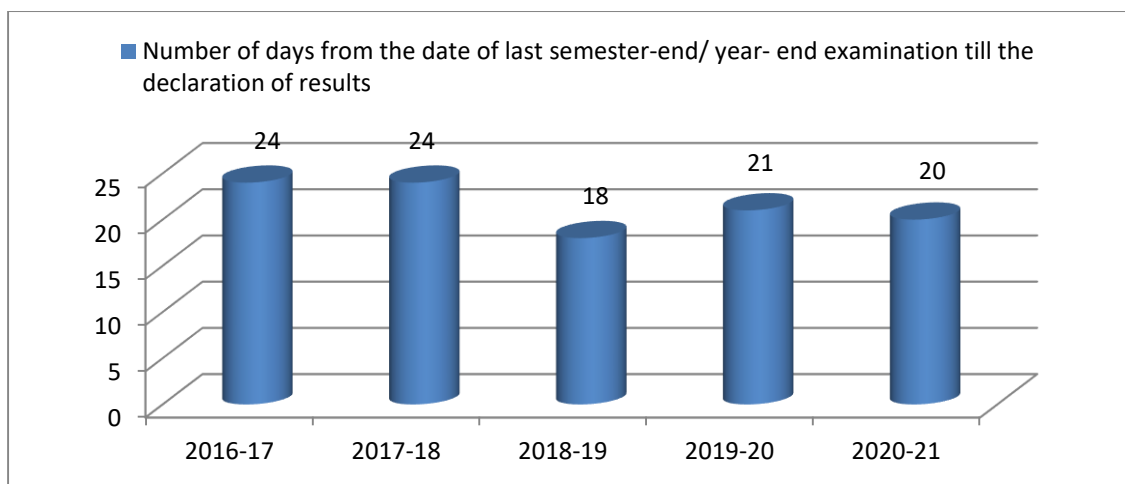
Number of outgoing and final year students from 2016-17 to 2020-21



Number of students appeared in University Examination from 2016-17 to 2020-21



Number of Re-evaluation from 2016-17 to 2020-21



Number of days from the date of last semester-end/ year- end examination till the declaration of results

Format Admit Card of Major Examination



Major Examination(2022-23)Odd

Enrollment: 20210220
 Name: BHAV KULSHRESHTHA
 Programme: B.A.LL.B(LL.B)
 Semester: 3
 Father's Name: PRAKASH CHANDRA



Paper Offered for Examination

S.No.	Paper Code	Subject	Date	Room	Seat	Shift	Invigilator Signature
1	BAL-301	English-III (Legal Language)	16/01/2023	A-202	33	10:00-01:00	
2	BAL-302	Political Science-III (International Relation-I)	18/01/2023	A-204	15	10:00-01:00	
3	BAL-303	History-III (Legal & Constitutional History)	20/01/2023	A-205	15	10:00-01:00	
4	BAL-304	Competition Law	24/01/2023	A-302	11	10:00-01:00	
5	BAL-305	Constitutional Law-I	27/01/2023	A-201	15	10:00-01:00	
6	BAL-306	Sociology-III (Civil Society and Public Grievances)	30/01/2023	A-301	22	10:00-01:00	

Signature of Student

Controller of Examination

MANGALAYATAN UNIVERSITY
Invigilator's Statement

1. Name:_____ Department:_____

2. Name:_____ Department:_____

Room No:_____

Day_____ Date_____ Time_____

SR. No.	Subject Name	Subject Code	No. of Candidates, Expected to Appear in the Exam	No. of Present Students	No. of Absent Students	No. of UFM Cases
Total						

Details of Answer Books:

Issued_____ Used_____ Returned_____

(Name & Signature of Answer Books Collector)

Enrolment No. of Absentees_____

Remarks if any:

Signature of Invigilators

Cont...

Statement of Issuing 'B' Answer Books

Sr. No.	Enrolment No.	Signature of Student	Signature of Invigilator

Issued_____ Used_____ Returned_____

Statement of UFM Cases

Sr. No.	Enrolment No	Signature of Student	Signature of Invigilator

Signature of Invigilators:

1. _____

2. _____



Case description of UFM by a candidate during Examination

Enrolment No.....Course/ClassSemester.....Session.....
Institute.....
Name with Permanent Address.....
.....
.....

Name of the Subject in which UFM case is registered

SubjectCode DateDay.....Time.....

1. Details of UFM material found (notes, books, etc.) along with the answer copy of a candidate should be submitted.

2. Any other statement a candidate wishes to say
.....

Signature of Candidate

Date.....

Invigilator's Statement:

.....
.....
.....

Decision of Committee for UFM cases:

- 1.
- 2.
- 3.

4.

Mangalayatan University, Beswan, Aligarh
Application Form for Scrutiny/Re-evaluation of the Answer Book

Name of Student : _____

Father's Name : _____

Mother's Name : _____

Contact No : _____

Enrolment No _____ Semester _____ Session _____

S No	Course Code	Title	Regular/Back	Original Marks	Marks After Scrutiny

Dated: _____

Signature of Candidate

Enclosure: (Photo copy of the result/marks sheet)

For the Use of Account Section

Received Rs _____ From Mr/Ms _____

Enrolment No _____ Vice receipt No _____ Dated _____

Dated _____

(Account Officer)

For the Use of COE Office

Certify that the marks, after scrutiny were changed/unchanged as above.

(Signature of Scrutiny Officer)

Note: Scrutiny fee is Rs 500/- for one paper and Rs. 1000 for re-evaluation for one paper. The fee would be returned if marks changed.

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/ Ms/ Mrs _____
(name of the candidate with disability), a person with _____ (nature
and percentage of disability as mentioned in the certificate of disability), S/o / D/o
_____, a resident of
_____ (Village/ District/ State)
and to state that he/ she has physical limitation which hampers his/her writing capabilities
owing to his/ her disability.

Signature

Name and Designation of Medical
Officer

Name of Government Hospital / Health Care Centre with
Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/ disability-
Eg. Visual impairment - Ophthalmologist, Locomotor disability - Orthopedic specialist/
PMR).

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____
(name of the disability) appearing for the _____
(name of the examination) bearing Roll No. _____ at _____
_____ (name of the centre) in the District _____ ,
_____ (name of the State). My qualification is _____.

I do hereby state that _____ (name of the scribe) will
provide the service of scribe/reader for the undersigned for taking the aforesaid
examination. I do hereby undertake that his/her qualification is _____.
In case, subsequently it is found that his/her qualification is not as declared by the
undersigned and is beyond prescribed qualification, I shall forfeit my right to the
candidature and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:

DECLARATION

We, the undersigned, Shri/ Smt/ Kum.
_____ **eligible candidate** for the
_____ examination and
Shri. / Smt./ Kum. _____ **eligible writer (scribe)**
for the eligible candidate, do hereby declare that:

The scribe is identified by the candidate at his/her own cost and as per own choice. The candidate is **blind/low vision and other candidates whose writing speed is affected permanently for any reason** and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.

As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.

In view of the fact that multiple appearances / attendance in the examination are not permitted, the candidate undertakes that he/ she has not appeared / attended the examination more than once and that the scribe arranged by him/ her is not a candidate for the examination. Also, the same scribe cannot be used by more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/ or that the information furnished by us is incorrect/ false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

I, _____ (Scribe), am not a candidate for this recruitment.

Signature of the Scribe Candidate

Signature of the Candidate

Roll No.:

Registration No.:

Postal Address of the Scribe Candidate

Postal Address of the Candidate

Mobile No. of the Scribe Candidate

Mobile No. of the Candidate

Name and Photograph of the Scribe

Signature of Invigilator

SR NO.....

MANGALAYATAN UNIVERSITY

Aligarh, Uttar Pradesh, India

Established by the Mangalayatan University Uttar Pradesh
Act. 2006 with the right to confer degree Under Section 2(f)
and 22(1) of UGC Act. info@mangalayatan.edu.in
www.mangalayatan.in



PROVISIONAL DEGREE

This is to certify that Shri/Km./Smt. _____

S/D/W of _____

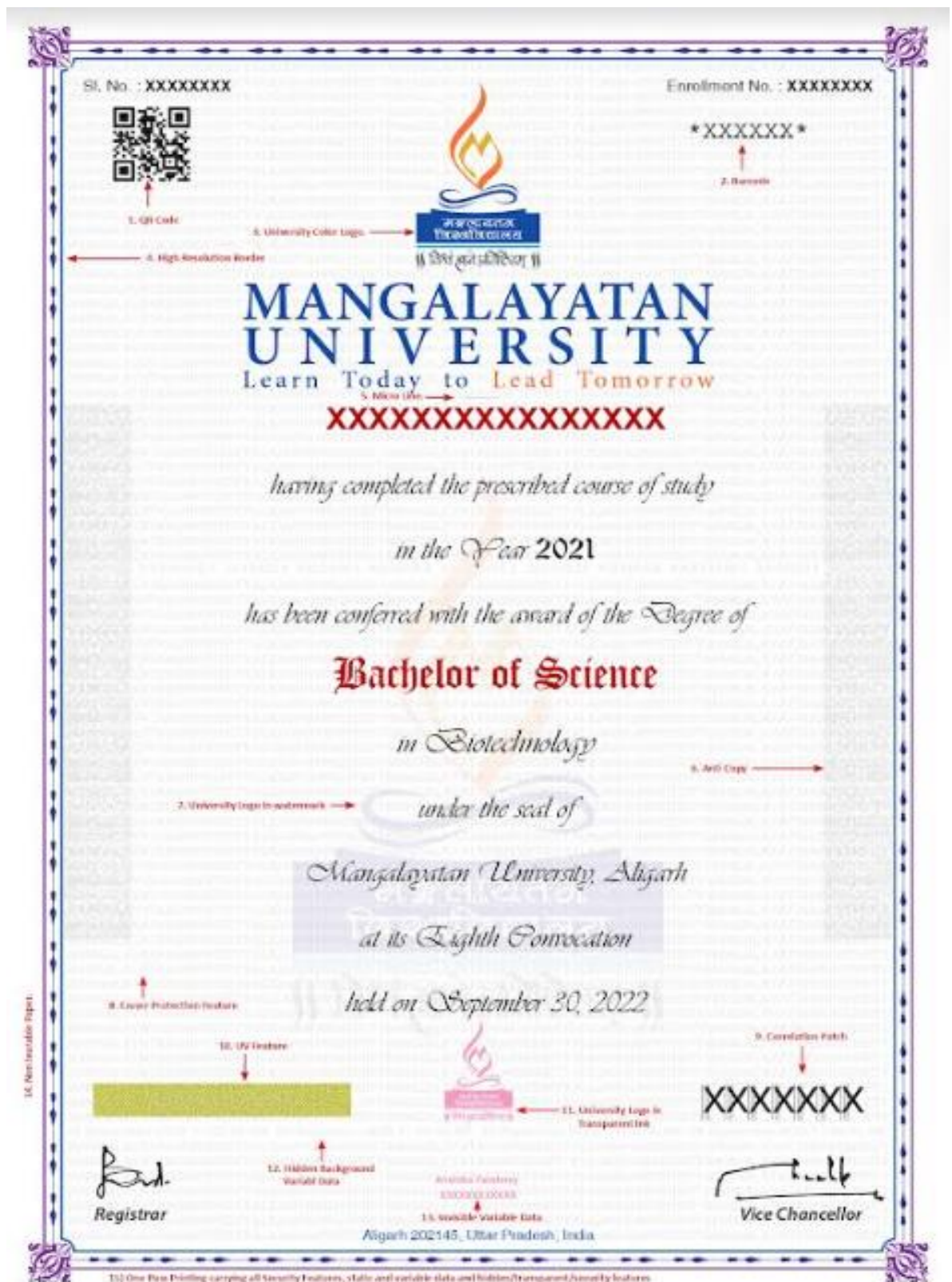
Enrolment No _____ having attended _____

Course and passed the final examination in the year _____ from this

University with a CGPA of _____ on 10 Point Scale.

Date of Issue:

Controller of Examinations



High Resolution Gulloche Border

Gulloche Design

Relief Design

Watermark logo

Micro text

Invisible Logo

Encrypted Qr Code

Dynamic Micro text

Dynamic Hidden Image







Gold Foil Stamping

Void Pantograph

Dual Hidden Image


मङ्गलायतन विश्वविद्यालय
 अहिंसा, उद्यम, अराज
MANGALAYATAN UNIVERSITY
 Aligarh, U.P., INDIA
 Established by the Mangalayatan University Uttar Pradesh Act 2006
 with the right to confer degrees Under section 2 (f) and 22(1) of the UGC Act.
 info@mangalayatan.edu.in; www.Mangalayatan.in

INSTITUTE OF BUSINESS MANAGEMENT
GRADE SHEET
 B.Voc (HTM)
 III Semester Examination 2020-21

S.No. : 
 Enrollment No. : 
 Student's Name : 
 Father's Name : 
 Mother's Name : 


Course Code	Course Title	Credits	Grade
HM-301	F & B Service Management	2	B
GC-301	Introduction to Tourism Industry in india	3	B
GC-302	Communication English for Hospitality Industry	6	A
HM-302	Food Production Management	3	A
HM303	French I	3	A
IET-351	Industrial Exposure Training	11	C
HM-351	Food Production Management Practical	1	C
HM-352	F & B Service Management Practical	1	B

Credits (Earned/Registered)	30/30	Grade Points	240.00	GPA	8.00
Cumulative Credits(Earned/Registered)	90/90	Cumulative Grade Points :	677	CGPA	7.52

Date of Issue : 30/01/2021
 Controller of Examination

 Learn Today to Lead Tomorrow

Grades and Grade Points :

Grade	A+	A	B	C	D	E	F	Dt. (Detained)	I (Incomplete)
Numeric equivalent	10	9	8	7	6	5	0	—	—

The Semester Grade Point Average (CPA)

Grade Points in a course : Numeric equivalent of grade in the course x Credits of the course

S = Sum of grade points for the semester

C = Total number of credits for the semester

GPA = S/C

The Cumulative Grade Point Average (CGPA)

Semester Grade points = GPA x C

Stotal = Sum of semester grade points for all semester completed at the points.

Ctotal = Sum of credits of all semester completed at the points.

CGPA = Stotal / Ctotal

Conversion of CGPA into percentage of marks:

Percentage of Marks = (CGPA - 0.75) X 10

Watermark logo



Prepared By :	Checked By :

Dual Hidden Image

Latent Image



Micro text logo



MANGALAYATAN
UNIVERSITY

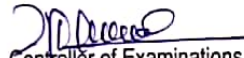
Ref.MU/COE/Certificate/58

Dated: July 01, 2021

PROVISIONAL CERTIFICATE

This is to certify that Mr. [REDACTED], S/o Mr. [REDACTED] - Enrollment No. [REDACTED] has completed all the requirements for the award of Doctor of Philosophy in Electronics & Communication Engineering on the topic "[REDACTED] Routing Protocols". He has successfully defended his thesis in the Viva-Voce Examination held on June 29, 2021.

The degree will be awarded in the forthcoming Convocation.


Controller of Examinations



MANGALAYATAN UNIVERSITY

Aligarh-202145, UP INDIA

INSTITUTE OF ENGINEERING & TECHNOLOGY

TRANSCRIPT

FINAL EXAMINATION, 2017

BACHELOR OF TECHNOLOGY (CIVIL ENGINEERING)

LATERAL ENTRY

Enrolment No : XXXXXXXXX
Name : XXXXXXXXXXXXXXXX
Father's Name : XXXXXXXXXXXXXXXX

Course Code	Course Title	Course Credit	Grade Obtain
SEMESTER-III			
MA-301	Applied Mathematics-III	4	C
MBA-101	Management Functions and Behaviour	4	A
CE-301	Building Materials and Construction	4	A
CE-302	Hydrology	4	A+
CE-304	Strength of Materials	4	C
HU-301	Engineering Economics	3	B
GS-102	General Awareness-I	3	A+
GS-301	Advanced Language and Communication-I	3	C
CE-351	Material Testing Lab	1	A
CE-353	Drawing and Estimation Lab	1	C
CE-354	Strength of Material Lab	1	B
	SGPA	32	8.34
	CGPA	8.34	
SEMESTER-IV			
CE-401	Fluid Mechanics	4	C
CE-402	Structural Analysis-I	4	B
CE-403	Basic Surveying	4	C
CE-404	Water Supply Engineering	4	A
GE-401	Engineering Geology	4	A+
GS-401	Advanced Language and Communication-II	3	C
GS-402	General Awareness-IV	2	B
CE-451	Fluid Mechanics Lab	1	A
CE-452	Structural Analysis-I Lab	1	A
CE-453	Basic Surveying Lab	1	A
GE-451	Engineering Geology Lab	1	A
	SGPA	29	8.17
	CGPA	8.26	
SEMESTER-V			
CE-501	Geomatics Engineering	2	B
CE-504	Structural Analysis-II	2	A+
CE-505	Channel Hydraulics	2	B
CE-506	Waste Water Engineering	2	A
CE-507	Geotechnical Engg-I	2	C
HU-501	Organizational Behaviour	2	B
OE-1531	Vastu Shashtra on Citing of Buildings	3	C
CE-551	Geomatics Engineering Lab	1	B
CE-554	Survey Camp	2	A
CE-556	Waste Water Engineering Lab	1	A
CE-557	Geo Technical Engineering-I Lab	1	E
	SGPA	20	8.05
	CGPA	8.21	

Date of Issue

Prepared By

Checked By



MANGALAYATAN UNIVERSITY

Aligarh-202145, UP INDIA

INSTITUTE OF ENGINEERING & TECHNOLOGY

TRANSCRIPT

FINAL EXAMINATION, 2017

BACHELOR OF TECHNOLOGY (CIVIL ENGINEERING)

LATERAL ENTRY

Enrolment No : XXXXXXXX
Name : XXXXXXXXXXXXX
Father's Name : XXXXXXXXXXXXX

Course Code	Course Title	Max. Marks	Marks Obtained
	SEMESTER-VI		
CE-601	Irrigation Engineering	4	A
CE-602	Concrete Structures-I	4	A
CE-603	Transportation Engineering-I	4	B
CE-606	Construction Planning and Management	4	C
CE-607	GeoTechnical Engineering-II	4	A
CE-651	Irrigation Engineering Design Lab	1	B
CE-652	Concrete Structure Laboratory-I	1	A
CE-653	Transportation Engineering Lab	1	B
CE-658	Auto CAD Lab	1	B
OE-6233	Still Photography	3	B
	SGPA	27	8.33
	CGPA	8.24	
	SEMESTER-VII		
CE-701	Concrete Structures-II	3	A+
CE-702	Transportation Engineering-II	3	A
CE-703	Steel Structures	3	A+
CE-707	Traffic Engineering and Management	3	A
CE-712	Disaster Management	3	A
CE-751	Concrete Structure-II Lab	1	A+
CE-791	Industrial Training Viva Voce	2	A+
CE-792	Project (Part-I) and Seminar	1	A+
CE-801	Hydraulic Structures	3	A
CE-803	Advanced Highway Engineering	3	A
CE-853	Advanced Highway Engineering Lab.	1	A
	SGPA	26	9.38
	CGPA	8.46	
	SEMESTER-VIII		
CE-891	Industrial Practice School	20	A
	SGPA	20	9.00
	Final CGPA	8.53	

Date of Issue Prepared By Checked By Controller of Examinations

Internal Marks

Choose Paper Insert Marks Marks Inserted

Course Code Examination Name

B070302T

Minor-II

Selected examination maximum Marks(20)

Student List				
S.No.	Enrollment No.	Name	Marks	Attendance
1	20210010	RUBY CHAUDHARY	Marks	<input checked="" type="radio"/> Present <input type="radio"/> Absent
2	20210013	LOKESH KUMAR	Marks	<input checked="" type="radio"/> Present <input type="radio"/> Absent
3	20210036	NIKITA KUMARI	Marks	<input checked="" type="radio"/> Present <input type="radio"/> Absent
4	20210095	MOHAMMAD HASSAN	Marks	<input checked="" type="radio"/> Present <input type="radio"/> Absent
5	20210097	HARSH RAGHAV	Marks	<input checked="" type="radio"/> Present <input type="radio"/> Absent
6	20210098	KANHIYALAL VERMA	Marks	<input checked="" type="radio"/> Present <input type="radio"/> Absent
7	20210099	AMAR SINGH	Marks	<input checked="" type="radio"/> Present <input type="radio"/> Absent
8	20210172	SHUBHAM VARSHNEY	Marks	<input checked="" type="radio"/> Present <input type="radio"/> Absent
9	20210228	VANSH VARSHNEY	Marks	<input checked="" type="radio"/> Present <input type="radio"/> Absent
10	20210254	PUSHPENDRA	Marks	<input checked="" type="radio"/> Present <input type="radio"/> Absent



Result Analysis Major Examination(2021-22)Even Institute of Engineering & Technology Bachelor of Computer Application Semester:-II

S.No.	COURSE CODE	COURSE TYPE	A+	A	B	C	D	E	F	Dt	I	PASS%	status
1	MAL-1201	Theory	4	3	5	2	4	1	8			70	1
2	CEL-1206	Theory	2	4	3	4	2	6	6			77	1
3	B070201T	Theory	1	4	3	3	3	8	5			81	1
4	B070202T	Theory		3	2	7	2	7	6			77	1
5	B070203T	Theory	1	4	8	5	2	4	3			88	1
6	H000201T	Theory	2	3	5	4	7	1	5			81	1
7	B070201P	Practical	2	5	12	7		1				100	4
8	B070202P	Practical	1	3	5	12	2			4		85	4
9	I000207P	Practical		4	21	2						100	4

Total Student : 27
Pass : 16
Backlog/ Detained : 11
Passing (%) : 59

Position	Enrollment	Name	GPA
1	20210772	BHUMI VARSHNEY	9.56
2	20210255	MANAK VARSHNEY	9.3
3	20210791	ANJALI SINGH	8.74

(Controller of Examinations)

(Head of Institute)

(PVC/Dean Academics)

NAME.....FATHER's NAME.....MOTHER
NAME.....ENROLLMENT NO.....

II Semester (2020-21)						
Paper Code	Paper Name	Credit	Grade	Numeric Value	Grade Point	Remarks
	Total					
	GPA					
	CGPA					

Signature

NAME.....FATHER'S NAME.....MOTHER
NAME.....ENROLLMENT NO.....

III Semester (2021-22)						
Paper Code	Paper Name	Credit	Grades	Numeric Value	Grade Point	Remark
	Total					
	GPA					
	CGPA					

IV Semester (2021-22)						
Paper Code	Paper Name	Credit	Grades	Numeric Value	Grade Point	Remark
	Total					
	Final CGPA					
	YEAR					

Result:

Signature

Result:

Signature

