



MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI

**MNLU-CETTM CAMPUS, TECHNOLOGY STREET, HIRANANDANI GARDENS, POWAI,
MUMBAI - 400076**

GENERAL EXAMINATION AND ASSESSMENT REGULATIONS

**(UNDER SECTION 44(1) (VI) OF THE MAHARASHTRA NATIONAL LAW UNIVERSITY ACT, 2014,
AND OTHER RELEVANT SECTIONS)**

MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI

(EXAMINATION AND EVALUATION) REGULATIONS

Preamble:

These Regulations govern all aspects of examinations, evaluation, declaration of results, and related procedures at Maharashtra National Law University Mumbai. They aim to ensure transparency, fairness, and academic integrity in the conduct of examinations and evaluation of students across all programmes.

Part 1: Assessment and Declaration of Results of Examinations:

1.1. These Regulations shall be applicable to all undergraduate and postgraduate examinations conducted by the University.

1.2. These Regulations shall come into force from the date of publication by the University.

1.3. System of Assessment/Evaluation: -

- a)** As approved by the Board of Studies and the Academic Council, system of assessment/evaluation for any programme/course offered by the University shall be as under:
- b)** Students of all programmes/courses shall be evaluated through 'Formative' ('Internal') and 'Summative' ('External') examinations.

- c) Examination in each Theory/Seminar/Clinical/Extra-credit course shall consist of two parts: continuous internal assessment covering the syllabus taught till the date of internal examination (Formative Assessment) and end of semester examination covering the entire syllabus (Summative Assessment/External Evaluation).

1.4. Examination of Odd/Even Semesters: -

- a) End Semester Examinations for all odd semesters (1, 3, 5, 7, 9) will ordinarily be conducted in the months of October-November/December every year.
- b) End Semester Examinations for all even semesters (2, 4, 6, 8, 10) will ordinarily be conducted in the months of April-May/June every year.
- c) Dates of commencement and conclusion of examinations shall be announced by the Examination and Evaluation Department (EED) in advance.
- d) Repeat Examinations of odd semesters will ordinarily be conducted in January and June of every year.
- e) Repeat Examinations of even semesters will ordinarily be conducted in July and December of every year.
- f) Notwithstanding the timelines mentioned above, appropriate modifications in a given academic year may be made as per the academic calendar for that year.

1.5. Courses in a Semester:

- a) Every semester shall consist of a defined number of courses for the LLM and other postgraduate programmes, as prescribed by the Academic Council.

1.6. Maximum Marks and Duration of Examination: -

- a) The total marks for each course, including extra credit courses, shall be 100.
- b) 50% marks will be allotted for continuous internal assessment (formative assessment) for all programmes except MBA where 40% marks will be allotted for internal assessment.
- c) 50% marks will be allotted for the end of semester examination (summative assessment/external evaluation) for all programmes except MBA where 60% marks will be allotted for end semester examination.
- d) 70% marks will be allotted for formative assessment in clinical/seminar courses.
- e) 30% marks will be allotted for summative assessment in clinical/seminar courses.
- f) The duration of the end of semester examination (summative assessment/external evaluation) shall ordinarily be 120 minutes for all courses of 50 marks, 180 minutes for all courses of 60 marks, and 90 minutes for all courses of 30 marks.
- g) The duration of the examination component in continuous internal assessment (formative assessment) shall ordinarily be 60 minutes for 20 marks for B.A., LL.B. (Hons.)/undergraduate programmes and 15 marks for MBA and other postgraduate programmes.
- h) PWD candidates shall be eligible for an added time of one-third of the total

duration for all test-based assessments (eg. 40 minutes for a 120 minute paper, 30 minutes for a 90 minute paper, 60 minutes for a 180 minute paper, and 20 minutes for a 60 minute paper). This duration would be subject to revision as per the guidelines issued from time to time by the UGC or the state or central governments.

1.7. Passing and Promotion Criteria: -

- a) For each course, a student must secure 45% (for B.A., LL.B.(Hons.) and 50% (for LL.M. and other postgraduate programmes) marks, *separately* in both formative (internal) and summative (external) assessments, to pass the course.
- b) A student who secures less than 45% and 50% of the aggregate marks in a course separately (i.e. Formative and Summative) shall be declared as 'Fail' in that course, and their total marks in the course shall be recorded as 0.00.
- c) No student shall be promoted to the next year of the B.A., LL.B.(Hons.) programme unless they have successfully completed all the courses of all previous years of the programme and at least 50% of the courses of the current year. For the MBA programme, no student shall be promoted to the next semester unless they have successfully completed all the courses of all the previous semesters of the programme.

In other words, Promotion Scheme shall be as follows:

- a) For promotion to 2nd year, a student should have passed at least 50% of the

courses of the 1st year.

- b)** For promotion to 3rd year, a student should have passed all courses of the 1st year and passed at least 50% of the courses of 2nd year.
- c)** For promotion to 4th year, a student should have passed all courses of the 1st and 2nd years and passed at least 50% of the courses of 3rd year.
- d)** For promotion to 5th year, a student should have passed all courses of the 1st, 2nd and 3rd years and passed at least 50% of the courses of 4th year.
- e)** Students who fail to meet the promotion criteria will incur a year back. They shall re-register themselves for courses in which they failed by paying the prescribed fees, attend the classes for the course/s, and shall be evaluated for 100 marks afresh.
- f)** The maximum duration for passing the B.A.,LL.B.(Hons.) programme shall be eight years from the date of admission in semester 1 of the programme.
- g)** For LLM and other postgraduate programmes, every student is required to secure separately a minimum of 50 % of marks in the internal components combined and in the end-term examination
- h)** Students of LLM programme are allowed a maximum of two years from the date of admission to complete the requirements of the degree. For the MBA and MA programmes, this maximum permissible duration would be three years from the date of admission in the programme.
- i)** A student is required to clear all dues to be promoted to the next academic year.

1.8. Formative Assessment Components: -

a) Formative Assessment shall ordinarily consist of the following components as prescribed by the respective Boards of Studies and Academic Council from time to time.

- (1) Presentation/Research Paper/Assignment/Viva-Voce.
- (2) Mid-Semester Examinations/Unit Tests/Class Tests.
- (3) Quizzes/Moot Court/Debates/Assignment/Field Visit/Case Study.
- (4) Any other component as determined by the teacher concerned in consultation with the HoD and the CoE.

b) Conduct of Internal Assessment

- (1) The concerned teacher of the course shall be responsible for conducting the internal assessment, including setting question papers, evaluating answer sheets, and declaring results.
- (2) Evaluated answer sheets shall be made available to students for review, allowing them to assess their performance and identify areas for improvement.
- (3) If a student is absent in the mid-semester examination, an alternative examination shall be conducted only once within the timeline specified by the EED.
- (4) The course faculty shall maintain the record of the marks for all components of the internal assessment, publish them for the students, and submit them to the

EED in the prescribed format within the defined timeline.

c) Rubrics for Continuous Internal Assessment

(1) The marks for Continuous Internal Assessment shall be distributed as follows
for different programmes:

For BA LLB (Hons) Total: 50 Mid semester Examination - 20 Marks Assignments/Research papers of 30 Marks	For LLM Total: 50 Tutorials- 20 Marks Project - 30 Marks	For MBA Total: 40 Research/Seminar Paper: 10 marks Viva: 5 marks Mid Semester: 15 marks Tutorials: 10 marks	For MA Total: 50 Assignments: 30 In-class Exercises: 20
---	--	--	---

Internal evaluation rubrics for all courses, including extra credit courses, offered in a semester shall be reviewed by the Controller of Examinations for compliance.

d) Submission of Internal Marks

- (1) Internal marks, complete in all respects, shall be submitted to the Examination and Evaluation Department by the prescribed deadlines for each semester.
- (2) Prior to submission, faculty members shall share the marks with the students and address and resolve all their queries or concerns.
- (3) No change or updation of marks shall be permitted once submitted to the Examination and Evaluation Department.

e) End of Semester Examination (Summative Assessment/External Evaluation): -

- (1) The Controller of Examinations shall conduct all end of semester examinations.
- (2) The Controller of Examinations shall appoint the paper setters, examiners, and moderators for the end of semester examinations following necessary

approvals.

(3) Eligibility Criteria for Appearing for End of Semester Examination.

(i) A student shall be eligible to appear for the end of semester examination only if:

1. They have completed the attendance requirement for each course as prescribed by the University.
2. They have paid the prescribed examination fees before the last date.
3. They completed all the formative assessment components.

f) Examination Form

- (1) A student desirous of appearing for any examination shall fill in the prescribed examination form and submit it to the Examination and Evaluation Department within the stipulated time.
- (2) Examination forms submitted after the stipulated date shall be considered only with payment of a late fee as prescribed by the University from time to time.
- (3) The examination form of a student who has not fulfilled the attendance requirement, has not paid the examination fees, and/or late fees or has not completed the formative assessment components, shall be rejected.

g) Issue of Admit Card

- (1) After verifying the eligibility criteria, the Examination and Evaluation Department shall issue the admit card to the eligible students.

- (2) No student shall be allowed to enter the examination hall without a valid admit card and University ID card.

h) Repeat Examination (R) /First Attempt (FA)/Improvement (I) Examination

- (1) A student who fails to secure the aggregate 45% marks (for BA LLB (Hons)/undergraduate programmes and 50% marks (for LLM and other postgraduate programmes) in either the formative or summative components of a course shall appear for a repeat examination (R) for the relevant components in that course.
- (2) Students debarred from appearing in the regular examination on account of less than 65 percent attendance (for BA LLB (Hons) programme) and less than 75 percent attendance (for LLM and other postgraduate programmes) shall re-register for the course whenever it is offered next by applying and paying the requisite fees, and complete the internal evaluation and attendance, before writing the repeat exams.
- (3) Students debarred from appearing in the regular examination on account of less than 70 percent attendance (but with 65 percent or more attendance) for BA LLB (Hons) programme and less than 80 percent attendance (but with 75 percent or more attendance) for LLM and other postgraduate programmes shall write and submit assignments as defined by the course faculty to makeup for the academic deficit, before writing the repeat exams.

- (4) A student who desires to improve their grade/score in a course may appear for an improvement examination (I) as and when scheduled by the University. Such opportunities may be availed only once for a given course and only by students who score below A but above F grades across all programmes.
- (5) The higher of the two marks (original and repeat/improvement) shall be considered for the final result.
- (6) A student may opt for a First Attempt (FA) examination if they were legitimately absent from the regular examination as per the provisions and procedure in Annexure 1.

i) Moderation of Results

- (1) The Controller of Examinations shall have the power to moderate the results of any examination to ensure consistency and fairness in evaluation across different batches/examiners.
- (2) No moderation shall be done in formative (internal) assessment marks.

j) Declaration of Results.

- (1) The Controller of Examinations shall prepare the draft result sheet following scrutiny and proposal of grace marks, and submit it for approval.
- (2) After the approval of the Vice-Chancellor, the result shall be declared by the

Controller of Examinations.

- (3) The result summary shall be made available on the University's website, and individual grade cards shall be made available to the students.

k) Award of Grace Marks

- (1) The University may award grace marks to students who have failed in an examination upon the recommendation of the Controller of Examinations at the stage of scrutiny and with the approval of the Vice-Chancellor, in accordance with the following provisions:
- (2) A student may be awarded grace marks up to 0.5% of the aggregate marks for a given semester.
- (3) In special cases, grace marks up to 1% of the aggregate marks for a given semester may be awarded.
- (4) PWD candidates shall be eligible for grace marks up to 3% of the aggregate marks for a given semester.
- (5) The application of grace marks shall be reflected in the final mark list and grade card, and any such award shall be clearly documented.
- (6) Grace marks will not be awarded for making up shortfall in minimum SGPA/CGPA or improving the grade.

1) Grading Scales and System

(1) The University shall adopt the following grading scales for the conversion of marks to grades and grade points for various academic programs.

(i) An 8-point grading scale for the BA LLB (Hons) batches graduating till 2028 and LLM and postgraduate batches graduating till 2024.

Marks Range (Out of 100)	Grade Point	Grade	Description
Above 80	8	O	Outstanding
Above 75 – up to 80	7.5	D	Distinction
Above 70 – up to 75	7	A++	Very Good
Above 65 – up to 70	6.5	A+	Good
Above 60 – up to 65	6	A	Satisfactory
Above 55 – up to 60	5.5	B+	Fair
Above 49 – up to 55	5	B	Average
From 45 – up to 49	4.5	C	Pass
Below 45	0	F	Failure

- (ii) A 10-point scale for the BA LLB (Hons) batches enrolling from Academic Year 2024-25 onwards.

Marks Range (Out of 100)	Grade Point	Grade	Description
91 – 100	10	O	(Outstanding)
80 – 90.99	9	A+	(Excellent)
71 – 79.99	8	A	(Very Good)
61 – 70.99	7	B+	(Good)
51 – 60.99	6	B	(Above Average)
45 – 50.99	5	C	(Average)
Below 45	0	F	(Fail)

- (iii) A 10-point grading scale for the LLM and other postgraduate batches enrolling from Academic Year 2024-25 onwards

Marks Range (Out of 100)	Grade Point	Grade	Description
Above 80	10	O	Outstanding
75 and upto 80	9	D	Excellent
Above 69 but less than 75	8	A+	Very Good
Above 64 upto 69	7	A	Good
60 and upto 64	6	B+	Above Average
Above 54 but less than 60	5	B	Average
50 and upto 54	4	C	Pass
Less than 50	0	F	Fail

m) The Cumulative Grade Point Average (CGPA) and Semester Grade Point Average (SGPA) shall be calculated based on these grade points as per the following formulae:

Credit Point for Each Course (CP)= Course Grade Point X Course Credit

SGPA= Total Credit Points (CP) / Total Credit Count

CGPA = Cumulative Credit Points / Cumulative Credit Count

Cumulative Percentage = CGPA*12.5 for 8-point scale and CGPA*10 for 10-point scale.

n) Scan and Revaluation of Answer Sheets

- (1) Upon declaration of results for main and/or repeat examinations, students desirous of obtaining copies of their answer sheets may apply to the Examination and Evaluation Department (EED) in the prescribed online format and upon payment of prescribed fee.
- (2) Students may apply for revaluation after obtaining photocopies of their answer sheets. Applications for revaluation must be submitted in the prescribed online format only and upon payment of a prescribed fee. No other format for application will be entertained.
- (3) All applications for copies, revaluation and repeat examinations shall open at the time of declaration of results.
- (4) All applications for copies, revaluation and repeat examinations may be submitted only once and repeat/duplicate submissions cannot be entertained.

- (5) If a student finds any totaling errors after collecting photocopies, they may immediately bring it to the notice of the Examination and Evaluation Department.
- (6) The Controller of Examinations shall appoint an examiner from the empaneled list for revaluation. The original examiner shall not re-evaluate the same answer book.
- (7) Revaluated marks as awarded by the external examiner shall be considered only if the revaluated marks exceeds the original marks by at least 5% of the maximum marks in the course. In all other cases, the original marks will remain unchanged.
- (8) There shall be no revaluation for formative assessment/internal marks and for dissertations.
- (9) Revaluation fees and scan copy of fees will be non-refundable, but maybe decided for adjustment against subsequent payments for the same purpose on a case to case basis.

o) Photocopy and Revaluation Timeline

Particular	Tentative Timeline	Prescribed Fee
Last day for submission of application to EED for copies along with payment of prescribed fee	1 day from declaration of results	Rs. 50/- per course
Last day for submission of application to EED for revaluation along with payment of prescribed fee	3 working days from the collection of photocopies/scans	Rs 500/- per course

Declaration of revaluation results	Tentatively 10 days from the revaluation application deadline	
Last day for submission of application to EED for Repeat Examination	1 working day from the date of declaration of revaluation results	Rs 500/- per course
Conduct of Repeat Examinations	Ten working days prior to the start of the subsequent semester	
Declaration of Repeat Examination Results	Tentatively 20 working days after the completion of the repeat examination	

p) Dissertation Evaluation

- (1) Dissertations will be evaluated for 100 Marks. 75 Marks would be for thesis and 25 marks would be for Viva Voice (Annexure III).
- (2) The evaluation of the Dissertation shall be done by the supervisor and an external examiner who shall be appointed by the Vice-Chancellor from a panel of experts proposed by the HoD, prepared in consultation with all faculty members.
- (3) A simple average of the marks received from External Expert and the Supervisor for both the dissertation and the viva components shall be computed separately and added to arrive at the final mark.

**Part 2: Nomination of Chief Superintendent, Assistant Chief Superintendent and Invigilators
for Conduct of Examinations:**

2.1. Conduct of examinations:

a) External Examination (Summative Evaluation) of all undergraduate and postgraduate courses shall be conducted by the Examination and Evaluation Department of the University as per the pattern approved by the Board of Studies concerned and the Academic Council of the University.

b) Appointment of Chief Superintendent and Assistant Chief Superintendent:

(1) The Controller of Examinations of the University, in consultation with Vice-Chancellor, shall appoint the Chief Superintendent (CS) and Assistant Chief Superintendent (ACS) for external examination(s) of all the programs offered by the university.

(2) Appointment of CS and ACS shall be based on the Examination Schedule of the program(s).

(3) Appointment of CS and ACS shall be for a period of one academic year.

(4) CS and ACS shall conduct all the examinations held during one academic year, including backlog or repeat examinations.

(5) The Controller of Examinations in consultation with the Vice-Chancellor, shall appoint an internal Flying Squad.

(6) CS shall coordinate with the Examination and Evaluation Department for all exam related works.

- (7) CS shall head the Unfair Means panel during examination.
- (8) CS, in co-ordination with the Head of Department and the Controller of Examinations, shall appoint internal and external examiners for seminar, viva-voce, Moot Court and project work evaluation for all courses.

c) Roles and Responsibilities of the Chief Superintendent (CS):

- (1) CS shall have full disciplinary control over all matters concerning the smooth conduct of the examinations.
- (2) CS shall provide all the necessary support to the visit of the “Flying Squad” to the examination hall(s), if asked for.
- (3) CS shall register all the malpractice cases reported by the invigilators/flying squad and send the report of the same to the Controller of Examinations.
- (4) On being reported against or having themselves detected a candidate or candidates indulging in unfair practices during examination, they shall report to the Controller of Examinations in writing to initiate action in accordance with the procedure prescribed in the Annexure to these Regulations.
- (5) CS shall be responsible for the custody of the records pertaining to the “External Examination” of the university.
- (6) CS shall collect all the “Question Papers, Blank Answer Papers, Attendance Sheet(s), Examination Roll/Seat Number Sheet(s)” supplied by the Examination and Evaluation Department.

- (7) CS shall ensure that adequate stationary required for examinations are collected from Examination and Evaluation Department.
- (8) CS shall identify the “Examination Halls” for conducting university external examination(s).
- (9) CS shall display the “Roll/Seat Nos” on the notice board well in advance of the examination.
- (10) CS shall make seating arrangement of examinees in the examination hall.
- (11) CS shall appoint invigilators, relievers and other human resources for smooth conduct of examination of the University.
- (12) CS shall have administrative control over the members working under him.
- (13) CS shall conduct all the examinations of all the programs offered by the university.
- (14) CS shall ensure that all the necessary amenities, such as good chairs/tables, lights, fans, good ventilation/AC, drinking water supply, in the hall are in place or not.
- (15) CS shall make all necessary arrangements for enabling the differently-abled candidates write their examinations.
- (16) CS shall make necessary arrangements for providing sick bay with medical attendance in case a student falls sick during examination or intends to write the examination while already in sickness as may be certified by the candidate’s attending physician.

- (17) CS shall make all the necessary arrangements and be responsible for the due execution of the process connected with the smooth conduct of the external examinations.
- (18) CS shall hand over/submit online all the collected answer papers to the Controller of Examinations for further processing of evaluation.
- (19) After the examination is over, the Centre Supervisor shall remain obliged to submit a written Status Report in a sealed envelope marked 'Confidential' to the Controller of Examinations about his experiences at the centre.
- (20) CS shall carry out any other responsibility assigned by the Controller of Examinations.

d) Roles and Responsibilities of Assistant Chief Superintendent (ACS):

- (1) ACS shall assist CS in putting roll Nos./seat Nos. in examination hall.
- (2) ACS shall display all the important notices regarding examinations on notice board and examination hall.
- (3) ACS shall arrange all the question papers examination hall wise.
- (4) ACS shall sort out the answer papers and attendance sheets examination hall wise.
- (5) ACS shall collect the attendance sheets 30 minutes after the commencement of the examinations.
- (6) ACS shall collect all the answer papers, blank answer papers and remaining question papers from invigilator after the examination.

- (7) ACS shall seal all the answer papers in envelope(s) and will hand it over to the CS.
- (8) ACS shall allot the examination hall(s) to the invigilators.
- (9) ACS shall allot and send the relievers to different examination hall(s) as per the need.

e) Roles and Responsibilities of Invigilators:

- (1) Invigilator shall report to the CS thirty minutes before the commencement of the examination.
- (2) Invigilator shall collect “answer papers, question papers, attendance sheet” from the CS.
- (3) It shall be responsibility of the invigilator to count the answer papers, question papers provided to him.
- (4) It shall be responsibility of the invigilator to verify if all the answer papers are in good condition or not; any torn or unprinted answer papers should be returned to the CS and get it replaced.
- (5) It shall be the responsibility of the invigilator to verify if the envelope of question papers is duly sealed or not.
- (6) Invigilator should reach the examination hall 10 minutes before the commencement of the examination.
- (7) Invigilator shall place the blank answer papers on the table, roll/seat number wise 5 minutes before the commencement of the examination.

- (8) Invigilator shall take signatures of two students (preferably one male and one female student) on the sealed envelope of the question Papers.
- (9) He shall permit students to verify if the question paper envelope is properly sealed or not.
- (10) He will then open the seal of the envelope in front of the students.
- (11) Invigilator shall distribute the question Papers one minute before the actual commencement of the examination thus ensuring that the last student to whom the question paper is distributed receives the question Paper exactly on time of commencement of the examination.
- (12) Invigilator shall ensure that all the students leave their belonging, outside the examination hall.
- (13) Invigilator shall ensure that student does not carry any such material which is not permitted in the examination hall.
- (14) Invigilator may frisk the student, if required.
- (15) Invigilator shall give all the necessary instructions written on the answer paper to the students.
- (16) Invigilator shall take signatures of each student after verifying the roll No./seat No., he or she shall verify the identity of the student as well.
- (17) Invigilator shall have right to expel such student whose identity is under doubt, he shall report such cases to the CS.
- (18) Invigilator shall sign the answer paper after verifying the roll/seat no. and

identity of the student.

- (19) He shall not permit any student to write examination if student does not carry authentic hall ticket/admit card.
- (20) Invigilator shall take signature of the student on “attendance sheet”.
- (21) Invigilator shall hand over duly filled attendance sheet to the ACS during his visit to the examination hall.
- (22) Invigilator shall not permit any student to enter examination hall 15 minutes after commencement of the examination, he shall forward such cases to the CS.
- (23) Invigilator shall collect the “blank answer papers” where student is absent.
- (24) He shall note down the serial number of such blank answer papers where the student remained absent and the report of the same shall be submitted to the CS.
- (25) Invigilators shall be solely responsible for smooth conduct of examination in the examination hall.
- (26) Invigilators shall not permit any malpractice, including cross talk, exchange of question papers, exchange of any pens, or any other material during the examination.
- (27) Invigilators shall take due care that no student carries any mobile phone with him.
- (28) Invigilators shall ensure that no candidate leaves the examination during the

exam or till the time they submit the answer booklet.

- (29) Invigilators shall take due care that students do not write anything on the question paper, including rough work/calculations.
- (30) In case a student completes their examination before the scheduled end time and wishes to submit, they may leave the answer book on their respective desk after ensuring that the answer book is closed with the front cover page facing upwards.
- (31) Invigilators shall ensure that no student carries any answer paper with her/him outside the examination hall.
- (32) All the invigilators shall carry their I-Card in the Examination Hall.
- (33) Invigilators shall assist "Flying Squad" as and when they visit the examination hall.
- (34) Invigilators shall not get involved in any malpractices or supporting any student academically.

f) Prevention of Unfair Means

- (1) Use of Unfair Means shall be inquired into by a Committee constituted by the Vice-Chancellor for the purpose, upon recommendation of the Controller of Examinations, preferably from among the members of the Board of Examinations.
- (2) The Controller of Examinations shall inform the student concerned in writing of the act of unfair means alleged to have been committed by them

and shall ask him to show cause as to why the charges levelled against them shall not be held as proved and the punishment stipulated in the show cause notice shall not be imposed upon them.

- (3) The student shall be asked to either remain present before the Committee on the date, time and place fixed for the meeting, or furnish their written reply to the show cause notice.
- (4) The student shall be the sole representative of their case before the committee.
- (5) If the student concerned fails to appear before the committee on the date and time fixed for the meeting, or fails to furnish their written explanation, the committee shall take decision in their absence, on the basis of available evidence/documents and the same shall be binding on the student concerned.
- (6) The committee shall submit its report to the Controller of Examinations along with its recommendations regarding the penalty to be imposed upon the student as per Annexure 2.
- (7) The Controller of Examinations, after taking into consideration the report of the committee shall forward it for approval by the higher authorities.

The student concerned shall be informed of the penalty imposed upon them in writing by the Examination and Evaluation Department, within 3 working days from the date of decision.

- (8) Result of examination of the student concerned in the respective course shall be temporarily withheld till such communication from the Examination and Evaluation Department is sent to them.
- (9) A student whose performance in the relevant examination is annulled, shall have to compulsorily write the repeat examination for the course as and when scheduled by the University, and their result for the regular examination in the course shall be reflected as 'F' (0.00 as per the grading scale).
- (10) If the student who is permitted to write any examination in the course while the inquiry and decision is pending, is subsequently found guilty of resorting to unfair means, the result of such examination shall stand cancelled.
- (11) Scholarship and/or prize/award/medal, if any, awarded to the student found guilty of resorting to unfair means in the respective examination, shall be cancelled by the University.
- (12) A student aggrieved by the decision of the committee, may file an appeal to the Vice Chancellor via the Controller of Examination. Such appeals must be forwarded to the Vice Chancellor within one working day. The decision of the Vice Chancellor on the appeal shall be final.

Part 3: Constitution, Powers and Duties of Board of Examinations:

3.1. Board of Examinations:

The Board of Examinations shall consist of the following members, namely: –

Sr. No.	Particulars	Position
1	Associate Dean	Chairperson
2	Head of the Postgraduate Department;	Member
3	Head of the Undergraduate Department;	Member
4	One Professor, one Associate Professor and one Assistant Professor, from amongst the full-time teachers of the University, nominated by the Vice-Chancellor;	Member
5	One expert in the field of evaluation in computer, nominated by the Vice-Chancellor;	Member
6	One expert in the field of conduct of examinations and evaluation, from outside the University not below the rank of the Deputy Registrar in the field of evaluation in computer, nominated by the Vice-Chancellor;	Member
7	Coordinator, Moot Court Society;	Member
8	Registrar	Member
9	Controller of Examinations	Member Secretary

The Board of Examinations may invite a Ph. D. scholar or alumni of the University for the meeting for deliberation on any specific subject.

3.2. Powers and Duties of the Board of Examinations. -

The Board of Examinations shall have the following powers and duties, namely

- a) To ensure proper organization of examinations and tests of the university, including moderation, tabulation, evaluation and timely declaration of results;
- b) To devise policy, mechanism and operational strategies to do the tasks relating to assessment of performance of students efficiently and in a time bound manner;
- c) To prepare the financial estimates relating to examinations and evaluation for incorporation in the annual financial estimates (budget) of the University and shall submit the same to the Finance and Accounts Officer;
- d) To establish procedures and devise operative mechanism for credit assessment in the modular structure by the teachers and use computer technology for the entire process of assessment and evaluation including creating and effectively using a repository of question banks;
- e) To ensure that the assessment of answer books for award of degrees, diplomas or certificates shall be done centrally through central assessment system by following system of masking and de-masking of answer books or any other alternative system for ensuring the objective of transparency;
- f) To regularly undertake examination and evaluation reforms in order to make examination and evaluation system more efficient;
- g) To hear and decide the complaints relating to conduct of examinations and evaluation.

- h)** To carry out any other work as may be assigned to it by the Executive Council or the Vice-Chancellor of the University for accomplishment of objects of the University.

3.3. Disciplinary Action.-

- a)** In order to investigate and take disciplinary action for failure to comply with the order of the university for rendering assistance or service in respect of examinations by or on behalf of the university or evaluation of students or for malpractices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations including the pre-examination stage and the post-examination stage or at any stage whatsoever, the Controller of Examinations shall constitute a committee of not more than five persons of whom one shall be the Chairperson, BoE;
- b)** Such committee shall submit its report and recommendations to the Vice-Chancellor, who may direct the Controller of Examinations to initiate and implement appropriate disciplinary action against the person or persons involved in the malpractices or lapses, directly or indirectly.

3.4. Action in Case of Emergency.-

In case of any emergency requiring immediate action to be taken, the Chairperson or Controller of Examination or any other officer or person authorized by them in that

behalf, shall take such action as they think fit and necessary, and shall report the action taken at the next meeting of the Board of Examinations.

3.5. Term .-

The term of the Board of Examinations shall be of 3 years.

3.6. Meetings .-

The Board of Examinations shall meet at least four times a year or as and when required.

a) Notice of the Meeting.-

The Meeting and Records section shall prepare the agenda for the meeting and shall send the same to the members along with notice of meeting at least fifteen clear days before the date of the meeting.

b) Quorum.-

- (1) The quorum for the meeting of the Board of Examinations shall be two-third of the number of the sitting members.
 - (2) If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting.
 - (3) No quorum shall be necessary on the following day of the continued meeting.
- The members may join the meeting online.

c) Conduct of Business.-

- (1) In the absence of the Chairperson, one of the other members as nominated by the Chairperson shall preside over the meeting
- (2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.
- (3) In case of exigency, the Chairperson may obtain the opinion of the members of the Board of Examinations by circulation of any proposal. Such opinion together with the action taken thereon, shall be communicated to all the members of the Board of Examinations and shall be placed before the Academic Council for ratification.
- (4) The Chairperson, in urgent cases, may obtain the opinion of members of the Board of Examinations by online mode.
- (5) Board of Examinations may constitute sub-committee(s) to undertake particular tasks in its behalf.

d) Minutes of the Meeting.-

- (1) The minutes of the meeting of the Board of Examinations shall be prepared by the Meeting and Records section immediately after the meeting is concluded and shall be put on track for approval.
- (2) After the approval of the minutes of the meeting, the resolutions of the Board of Examinations, shall be communicated to the concerned Departments for

implementation.

- (3) The Controller of Examinations shall communicate the resolutions of the Board of Examinations to all the teachers and other stakeholders as necessary, monitor and evaluate their implementation, and keep the members of the Board informed about their progress.

Part 4: Assessment and Declaration of Results of Examinations

4.1. Conduct of Examinations

- a) During each semester, one Mid Semester examination (if applicable) shall be held exactly halfway through the semester as per the Academic Calendar. The duration of the Mid Semester Examination shall be 60 minutes.
- b) End of Semester Examination shall be conducted at the end of teaching days as per the academic calendar. The University shall publish the timetable over email for all students and display it on the website, and the examination shall be conducted by the University.

4.2. Marks Distribution for Components of Evaluation

Paper	Marks for Formative (Internal) Component	Exam Duration (excluding the Home Assignment)	Marks for Summative 'External' Component	Exam Duration
Compulsory Courses	50/40 (for MBA)	60 mins	50/60 (for MBA)	120 mins/180 mins (for MBA)
Core Courses	50/40 (for MBA)	60 mins	50/60 (for MBA)	120 mins/180 mins (for MBA)
Extra and Additional Courses	50/40	60 mins	50	120 mins
Elective Courses	50/40 (for MBA)	60 mins	50/60 (for MBA)	120 mins/180 mins (for MBA)
Seminar and Clinical Courses	70 or 100	60 mins	30% or NIL (only for courses with 100 marks formative)	90 mins

4.3. Central Assessment Program (CAP):

a) There shall be a Central Assessment Programme (CAP) under which all answer papers shall be assessed. CAP shall ensure transparency and consistency in assessment, and increase accuracy and efficiency in result declaration.

b) There shall be three stages under CAP work:

* Pre-assessment work

* Assessment and Moderation Process

* Post-assessment work.

c) Pre-Assessment Work:

(1) Venue for assessment: The venue will be an 'Assessment Hall' proximate to

the Examination and Evaluation Department and dedicated for 'assessment work' only. There shall be various computer systems for online assessment of answer papers. If required, answer papers shall be provided physically to the examiners, however in both cases assessment shall be done in the 'assessment hall' of the Examination and Evaluation Department.

- (2) Appointment of the CAP Director: The Director of CAP shall be appointed by the Controller of Examinations, after getting due approval from the Vice-Chancellor.
- (3) Appointment of Examiners and Moderators: The University shall provide a list indicating the number of students who appeared for the examination in each course and other relevant information to the Director. The Director/Controller of Examinations shall ascertain the number of examiners and moderators required per course. The Director shall make arrangements regarding space and supporting staff for the CAP.
- (4) The Controller of Examinations will allot the assessment to the examiners from the list of examiners duly approved by the BoS. The Controller of Examinations shall initially send appointment letters to all examiners shown in the list finalized by the University (recommended by the Board of Studies and approved by the Academic Council and Executive Council) well in advance to enable their acceptance.
- (5) Examination work, including 'paper setting', 'assessment' and 'moderation'

shall be mandatory for university teachers, and no remuneration will be paid for any Exam related work.

- (6) Programme and course administrators for non-regular programmes shall nominate expert resource persons to set examination papers and evaluate answer sheets. These nominated experts must also be a teacher for the given course. They must ensure that examination papers align with course objectives, comprehensively cover the entire syllabus, and have question formats and difficulty levels appropriate for the respective programme/course level. The same expert resource persons responsible for paper setting shall conduct the evaluation, with transparent evaluation criteria communicated to students at the commencement of the course.
- (7) Collection of Answer books: It is the responsibility of the Section Officer, Examinations to ensure that the answer books of the examinations held are sent promptly to the CAP Centre.
- (8) Preparation for CAP: On receipt of the answer books at the CAP venue, staff shall tally the number of answer books with the count of students who appeared for the examination course-wise to ascertain if the number of examinees present and absent indicated in the report are correct. In case of any discrepancy, it shall be resolved in consultation with the Section Officer. The bundle of answer books shall preferably be computer coded, masked, and coded. The computer coded/masked answer papers shall be uploaded on the

computer system and access provided only to the examiner nominated for that course.

d) Post-assessment Work:

- (1) The Controller of Examinations shall issue instructions relating to decoding/unmasking of assessed answer books, scrutiny and verification of assessed answer books, and preparation and schedule of submission of final mark lists to the University.
- (2) Scrutiny and verification of assessed answer books: The Scrutinizer shall thoroughly check the following:
 - (i) Whether all the answers attempted by the examinee are assessed.
 - (ii) Whether the examiner has considered the marks for 'number of questions to be attempted' or more questions than required for final counting of marks.
 - (iii) Whether the marks recorded inside the scripts tally with the proforma on the front cover page.
- (3) If any mistake is detected by the Scrutinizer, it shall be brought to the notice of the examiner concerned. The Controller of Examinations shall exercise re-check and verification, and if satisfied that there has been a mistake, shall have the examiner rectify the mistakes by adding, deducting, or altering the marks inside the answer script, on the front cover, and in the mark foil, and have the examiner put his signature below the corrections.

4.4. Declaration of Results

- a)** All evaluation work shall be taken up by the Examinations and Evaluation Department of the University in all earnest, and all efforts shall be taken by the Department to positively complete the evaluation efficiently.
- b)** The University shall strive to declare the results of every examination conducted by it within thirty working days from the last date of the examination for that particular programme and shall in any case declare the results latest within forty-five working days.
- c)** Provided that, if for any reasons whatsoever, the University is unable to finally declare the results of any examination and evaluation within the aforesaid period of forty-five days, the Controller of Examinations shall prepare a detailed report incorporating the reasons for such delay and submit the same to Vice-Chancellor and Board of Examinations.
- d)** The evaluated answer books along with neat and duly filled in mark-list (in triplicate) in sealed envelopes inscribed with the words "Top Confidential" shall be handed over to the office of the Controller of Examinations immediately on completion of the work.
- e)** The draft Result Sheet shall be submitted to the Vice-Chancellor for approval, and the office of the Controller of Examinations shall issue the grade cards to the students.
- f)** Results will be withheld in case of pendency of dues.

4.5. Award of Medals

- a) Medals will be awarded at the time of the award of degree to the top three position holders for all regular undergraduate and postgraduate programmes (regardless of specialisations) of the University.
- b) Such positions will be determined on the basis of aggregate marks scored in the full duration of the programme.
- c) In case two or more students score the same marks, ranks will be calculated based on three decimals or more, up to a maximum of five decimal places.
- d) Students who failed in the first attempt of end semester examination or failed internal assessment for a course or were debarred owing to attendance shortage or found guilty of UFM would not be considered for award of medals.
- e) Medals will not be awarded on the basis of change of marks in Improvement examinations.
- f) No batch ranks will be awarded in each semester/academic year.

Part 5: Amendment of Results of Examinations and Preservation of Answer Books

5.1. Amendment of Results.-

- a) Due to errors: In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations of the University shall have power to amend such result in such a manner, as shall be in accordance with the true position and to make such declaration as is necessary with the approval

observation provided such errors are detected within 6 months from the date of declaration of results errors detected thereafter shall be placed for approval for the purpose of taking decision as regards amendment of the result.

- b)** For the purpose of this Regulation, error Means:
- c)** Error in computer/data entry, printing or programming and the like; or
- d)** Clerical error, manual or machine, in totalling or entering of marks in ledger/register; or
- e)** Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.
- f)** Due to fraud, malpractices, etc.

In any case where it is found that the result of an examination has been affected by any malpractice, fraud or any other improper conduct whereby an examinee has benefited and that such examinee, has in the opinion of the Board of Examinations been party of privy to or connived at such malpractice, fraud or improper conduct, notwithstanding the issue of the certificate or the award of a prize or scholarship, the Board of Examinations shall have power, at any time, to recommend to the Controller of Examinations to amend the result of such examinee.

5.2. Preservation of Answer Books.-

End semester answer books of examinations shall be preserved by the Examination and Evaluation Department of the University for a period of up to three years from the declaration of results.

ANNEXURE 1

EXEMPTION POLICY

1. Students unable to appear for the mid or end semester examinations in any course, may apply to take the Repeat examinations as and when held, which shall be recorded as a First Attempt (FA), on the following grounds, and upon furnishing of corresponding documents:

Sr. No.	Ground for Exemption	Corresponding Documents
a	Representation, which shall not include memorial submission, of the University in approved competitions for which the dates of actual travel or the competition overlap with the dates of mid or end semester examination. It is further clarified that the benefit of First Attempt cannot be availed for preparatory leaves.	Procedure (i) The student who is eligible to make a request for First Attempt for the mid or end semester examination must make an application to the Controller of Examination. (ii) The Controller of Examination shall entertain the application only when it is duly forwarded by the concerned Faculty-in-charge and the Head of the Department. (iii) The application must contain the details such as name of the competition, the dates of the competition, name, enrolment number, section of the participating student. A copy of the allotment email has to be enclosed with this application. (iv) The Faculty-in-charge before forwarding the same to the Head of the Department must verify the contents of the application and provide their comments.

		(v) The Head of the Department must forward the same with their comments to the Controller of Examination. (vi) Once the Controller of Examination approves the request, the copy of the application with the final approval must be submitted to the Student Affairs Department. Timeline: The copy of the final approved application must be submitted to the Student Affairs Department not later than 21 days before the commencement of the mid/end semester examination. Consequences of Non-Compliance: Failure to comply with the foregoing rules will result in rejection of any applications for First Attempt.
b	Bereavement of immediate family (parent/s, own siblings, grand-parent/s only) necessitating the student's absence from the examination	In case of bereavement, travel documents and proof of relationship to be submitted to the Controller of Examinations, duly forwarded by the Head of the Department. Once the Controller of Examination approves the request, the copy of the application with the final approval must be submitted to the Student Affairs Department

2. If the student who has been granted a First Attempt is absent for the First Attempt examination, it shall be counted as a 'Fail' grade, and the student will need to re-appear for the examination as a Repeat (R) chance as and when conducted.
3. No exemption would be allowed on the grounds for appearing for other examinations/competitive or national level examinations.
4. No repeat examination fees shall be paid by students who are taking the repeat examination as a first attempt.
5. All cases of First Attempt will be reflected as (FA) in grade cards, transcripts and other documents.
6. No Repeat Examination for clearance of backlogs shall be conducted for mid semester examinations outside the internal repeat examination cycle.

ANNEXURE 2

POLICY TO PREVENT USE OF UNFAIR MEANS (UFM) IN EXAMINATION

Use of Unfair Means and Corresponding Penalty in the University Examinations

1. Unfair Means (UFM) includes, **but is not limited to**, any of the following acts:

Category	Nature of UFM	Penalty
1	Possession of any unauthorised material, mobile phones, smart watches or any other electronic gadget/keeping such material anywhere in the exam premises other than the designated spots./writing answers or portions of answers anywhere other than the answer booklets.	Confiscation of the unauthorized material and the compromised answer book, permission to complete the examination on a freshly issued answer book with no added time. <i>Provided</i> , the UFM Committee may still void the performance depending on the severity of the unfair means.
	Talking/communicating with other candidates	A warning, followed by confiscation of all compromised examination material of the candidates involved, removal from the test hall and voiding of performance.
2	Actual copying from prohibited materials or gadgets, exchanging answer books/possession of or copying, or attempting to copy from the answer book of other examinees.	Confiscation of all compromised examination material and removal from the test hall. Cancellation of performance in the concerned course, award of a 'Fail' grade, and a compulsory requirement to appear for a repeat examination in a subsequent cycle.
3	Smuggling in or smuggling out blank answer book as copy material/smuggling in or out the solved/written answer book/insertion of additional answer book which is written outside the exam hall//writing on palm or any part of the body or on clothes/mutual mass	Confiscation of the copying material and the compromised answer book and removal from examination hall. Cancellation of the entire semester's performance and suspension from the university for a period of one academic year.

	copying/giving or receiving or attempting assistance during the exam, including electronically/impersonation/ revealing identity in any unauthorised manner/ forging signatures of invigilators, or tampering with official seals and stamps.	
4	Physical violence or threats against examination staff/invigilators/flying squad members/other personnel, active involvement in social media leaks, or repeated UFM offences	Confiscation of the examination material and removal from the examination hall. Academic suspension, potentially leading up to expulsion.

2. Use of Unfair Means shall be inquired into by a UFM Committee constituted for the purpose by the Vice Chancellor.
3. Penalties for UFM shall be as per the quantum prescribed in (1). However, the Committee may decide to adequately scale the penalty as per their discretion and the demands of a specific case.
4. The UFM Committee shall submit its report to the Controller of Examinations for forwarding with recommendations and submission to the Registrar.
5. Pending the final decision from the Registrar and communication from the Examination and Evaluation Department about the same, the examination result of the concerned student in that course shall be temporarily withheld (TWH).
6. The Examination and Evaluation Department may communicate the decision within 3 working days from the date of the approval of the final decision.

7. If the student was permitted to write any examination in the subject while the inquiry and decision was pending, and subsequently found guilty of UFM, then the result of such examination shall stand cancelled.
 8. A student aggrieved by the UFM Committee's decision may request an appeal to the Vice Chancellor whose decision shall be final.
-