

SAGE UNIVERSITY, INDORE

EXAMINATION SYSTEM & CONDUCT OF EXAMINATION

REGULATIONS

Version 4.0

INDEX:

1. DEFINITION
2. EXAMINATION BOARD/COMMITTEES
3. ASSESSMENT
4. EVALUATION
5. CRITERIA FOR PASSING
6. EXAMINATION PROCESS
7. PROMOTION TO NEXT SEMESTER/YEAR
8. DISCIPLINE
9. UNFAIR MEANS
10. PROGRAM STRUCTURE FORMAT
11. RESIDUAL PROVISION
12. AMENDMENTS IN THE REGULATIONS
13. SAVING CLAUSE

SAGE UNIVERSITY, INDORE

EXAMINATION SYSTEM & CONDUCT OF EXAMINATION

Pursuant to the Section 28(1) (e & f) of MP Act 17 of 2007 and the Ordinance no. 5 of SAGE University, Indore (laying down condition for Conduct of Examination), the Examination Regulations are hereby notified for immediate implementation. These Regulations must be read along with the various provisions of Ordinance 5 which shall prevail in case of overlapping. The provision not stipulated in these Regulations, shall be as stipulated in the Ordinance 5.

1. DEFINITION

- I. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- II. **Answer Book** means the document containing the answer or answers as given by a candidate during examination to the question or questions contained in the question paper meant for the said examination.
- III. **Candidate:**
 - Regular Candidate** means a person who is undergoing a regular course of study in an Institute/School/Department of the University and seeks admission to an examination of the University.
 - Ex-Student Candidate** means a person who was admitted to an examination as a regular candidate in a previous academic year and was not declared successful or was not able to appear in the examination though admission card was correctly issued to him by the University and seeks admission again to the same examination.
 - Candidate with F grade shall** mean a student who could not get minimum marks/grade to clear a subject in an examination.
- IV. **CGPA** shall mean the Cumulative Grade Point Average of a student.
- V. **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).
- VI. **CIE** shall mean Continuous Internal Evaluation of University's examination system in respect of any academic program.
- VII. **Course:** Usually referred to, as 'papers' is a component of a program. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/tutorials/laboratorywork/fieldwork/outreachactivities/projectwork/vocationaltraining/viva/seminars/term papers/assignments/presentations/self-study etc. Or a combination of some of these.
- VIII. **Course Unit** is a component to an Academic Program for which details of syllabus and required number of contact hours per week are specified.
- IX. **Course Code** shall mean curricular component identified by a designated code number normally consisting of a string of alphanumeric characters.

- x. **Course Credits** shall mean an integer number indicating the weightage assigned to a Course Unit, Project, Research work or any other academic component, on the basis of contact hours per week on all earning activities.
- xi. **Constituent Unit** shall mean the institutes/colleges/departments or centers which are constituent parts of University as legal entity.
- xii. **Credit Based Semester System (CBSS)**: Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.
- xiii. **Credit Point**: It is the product of Grade point and number of Credits for a course.
- xiv. **Credit**: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week. However, in case of Studio Work for Architecture and Design Programs, one hour of studio work per week shall be equivalent to 1.5 credits
- xv. **Cumulative Grade Point Average(CGPA)**: It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- xvi. **DAC shall mean Departmental Academic Committee.**
- xvii. **ESE** shall mean End Semester Examination of University's examination system conducted by Sage University conducted at the end of a Semester as per the scheme of Evaluation in respect of any academic program.
- xviii. **Enrolment** means the period for which a candidate's registration is valid.
- XIX. Examination Board shall mean the Examination Board for ESE as constituted under these regulations.
- XX. Examination Center means any institution or teaching department of the university, or part thereof, fixed by the university for the purpose of holding its examinations and shall include the entire premises attached thereto.
- XXI. Examination Discipline Committee shall mean the committee constituted by the Vice Chancellor at the university to consider and decide the cases relating to acts of misconduct, misbehavior, indiscipline, and/or use of unfair means by the students while appearing in the examinations.
- XXII. External Examiner shall mean a person who is not in the employment of the Sage University, M.P, or its Constituent Units and is appointed as an Examiner.
- XXIII. Internal Examiner shall mean an examiner detailed to conduct practical exams, viva-voce, workshop, practice, seminars, etc., including a paper setter and evaluator who is a teacher of the University and its Constituent Units.
- XXIV. Invigilator means a person who assists the Superintendent of the Examination Centre in conducting and supervising an examination at a center.
- XXV. Grade Point: It is a numerical weight allotted to each letter grade on a 10-

point scale.

XXVI. Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters A+, A, B+, B, C+, C, D, E, F, I & W.

XXVII. Mid-Semester Test (MST) shall be part of CIE.

XXVIII. NTCC Non-Teaching Credit Course

XXIX. Ordinances shall mean the Ordinance of SAGE University Madhya Pradesh.

XXX. Program Structure shall mean the scheme of the academic program in a semester containing the number of courses/subjects/papers with credit units, be it core subjects or elective subjects or such other subjects along with LTP/Studio and other academic requirements like NTCC, non-credit or mandatory courses, etc., specifying total requirements of credit units in a semester.

XXXI. PG Diploma shall mean the Post Graduate Diploma in areas approved by the Board of Management.

XXXII. Question Paper means a document containing the question(s) to be administered at an examination to be answered by a candidate.

XXXIII. Result Moderation Committee shall mean the committee appointed by the university to moderate grades/marks awarded by the Evaluation in different course units at a given level of a curriculum.

XXXIV. Semester Grade Point Average (SGPA) shall mean a measure of the performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

XXXV. Semester shall mean the academic session over a period of 16 weeks of academic work equivalent to 90 actual teaching days. Two semesters in an academic year will be followed in the University. The odd semester may be scheduled from July to December, and the even semester shall be scheduled from January to June.

XXXVI. Transcript or Grade Card or Certificate: Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

XXXVII. SAGE Common Admission Test shall mean the Common Admission Test conducted by the SAGE University Madhya Pradesh for admission to academic programs of the University.

XXXVIII. Scheme of Teaching and Examination shall mean the scheme of teaching and examination for a program as approved by the Academic Council.

XXXIX. Tabulator means a person specially engaged for tabulating the results from award lists and the result sheets prepared by the Office.

XL. WPR shall mean Weekly Progress Report in NTCC.

XLI. Year means the academic year.

XLII. CBCS Choice-Based Credit System.

XLIII. DC Departmental Core.

XLIV. DE Departmental Elective.

XLV. DAP Departmental Project.

XLVI. DSEEC Departmental Skill Enhancement Elective Course (P) Mode.

XLVII. GE General Elective.

XLVIII. GSEEC General Skill Enhancement Elective Course (P) Mode.

XLIX. AC (AECC) Ability Enhancement Compulsory Course.

L. T Theory.

LI. P Practical.

LII. S Studio.

LIII. N NTCC

LIV. M MOOCS

LV. BM Blended MOOC

2. EXAMINATION BOARD & COMMITTEES

- I. Examination Board
- II. Examination Board Sub-Committee
- III. Moderation Board (Question Papers)
- IV. Examination Discipline Committee
- V. Result Moderation Board
- VI. Function of Controller of Examination

I. Examination Board

1 General:

There shall be an Examination Board at the University level to be constituted by the Academic Council and notified separately.

2 Composition:

The composition of the Examination Board shall be as under:

- (i) Pro Vice-Chancellor/Nominee of Vice-Chancellor - Chairperson
- (ii) Dean Academics - Member
- (iii) Dean/HOI - Member
- (iv) Registrar - Member
- (v) COE - Convener

Note:

There will be at least one meeting of the Examination Board in each semester. All decisions of the Examination Board shall be placed before the Academic Council for concurrence and approval.

3. Functions:

The functions of the Examination Board shall be as follows:

- (a) To frame detailed guidelines and procedures for an efficient, transparent, and fair evaluation of students' performance and efficient conduct of examinations as well as for tabulators/programmers for preparing the results of the examination.
- (b) To supervise generally all the examinations of the University and issue such directions as it may consider necessary for the conduct of examinations.
- (c) To review from time to time the results of the University examinations and submission of reports thereon to the Academic Council.
- (d) To make recommendations to the Academic Council for the improvement of the examination system.
- (e) To appoint such a number of subcommittees as it may feel appropriate and may delegate to anyone or more persons or sub-committee(s), its powers to deal with examination matters.

2. EXAMINATION BOARD & COMMITTEES

- I. Examination Board
- II. Examination Board Sub-Committee
- III. Moderation Board (Question Papers)
- IV. Examination Discipline Committee
- V. Result Moderation Board
- VI. Function of Controller of Examination

I. Examination Board

1 General:

There shall be an Examination Board at the University level to be constituted by the Academic Council and notified separately.

2 Composition:

The composition of the Examination Board shall be as under:

- | | | | |
|-------|--|---|-------------|
| (i) | Pro Vice Chancellor/Nominee of Vice Chancellor | - | Chairperson |
| (ii) | Dean Academics | - | Member |
| (iii) | Dean/HOI | - | Member |
| (iv) | Registrar | - | Member |
| (v) | COE | - | Convener |

Note:

- There will be at least one meeting of the Examination Board in each semester.
- All decisions of the Examination Board shall be placed before the Academic Council for concurrence and approval.

3. Functions.

The functions of the Examination Board shall be as follows:

- (a) To frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of student's performance and efficient conduct of examinations as well as for tabulators/programmers for preparing the results of the examination.
- (b) To supervise generally all the examinations of the University and issue such directions as it may consider-necessary for conduct of examinations.
- (c) To review from time to time the results of the University examinations and submission of reports there on to the Academic Council.
- (d) To make recommendations to the Academic Council for the improvement of the examination system.
- (e) To appoint such number of subcommittee as it may feel appropriate and may delegate to any one or more persons or sub-committee(s), its powers to deal with examination matters.

- (f) To consider the complaints received against Officers and Staff engaged for conduct of examinations and recommend to the VC about the action to be taken against the concerned person(s).
- (g) To consider and recommend the rates of remuneration for the Examiners, Superintendents of Examination Centre's and other staff engaged on examination duty, Tabulators and Collators etc. associated with the examination duty.
- (h) To consider any written report/representation/complaints received within seven days after completion of the examination regarding setting up of: question paper etc., along with specific recommendations of the Examination Sub-Committee of Departments/Constituent Units and to recommend for consideration of the VC the action to be taken against any Examiner/Paper-setter/Moderator in cases of mistakes/omissions/negligence/leakage in paper-setting/moderation/evaluation etc.
- (i) To investigate the cases of understandable divergence in the results of any Course Unit. The Examination Committee for this purpose may itself scrutinize the answer books or may order their scrutiny by other person(s), and may also call an explanation from the examiner concerned for the divergence of marks. If after the investigation, the Committee is of the opinion that such divergence is due to leakage of paper, personal favoritism or animosity, it may recommend to the VC such action as it may deem fit, such as debarring the examiner/ evaluator from examiner ship permanently or for a specified period, are valuation of the answer books etc.
- (j) To takes out-moto cognizance of any malpractices or irregularities.
- (k) Setting Question Papers:
All the question papers are set by the Panel of Paper Setters concerned, on the basis of blueprint/program structure including the syllabus, approved by the concerned Board of Studies. Every question is identified with the specific CO (For example, say, CO1/Q.1(A)or, CO2/Q.2(B). The same is reviewed and mapped with course objectives by the Moderation Board.
- (l) Constitution of board/panel of question paper setters, board of examiners and invigilators University strictly follows then or ms for paper setters/examiners, laid down by the concerned Regulatory Bodies like, PCI, BCI, COA and/or as per examination regulation of SAGE University. COE makes a Panel of question paper setters, examiners and invigilators, as proposed by the concerned HOD/HOI, duly forwarded by Dean (Faculty) (or in his absence the HOI) and approved by the Vice Chancellor of SAGE University.
- (m) Approval of Results Tabulation Records (TR)
The COE shall place the TR for scrutiny and approval of Examination Board, before seeking approval of Vice Chancellor

II. Examination Board-Sub Committee.

1. Constitution

Each Institute will constitute an Examination Board Sub-Committee to oversee the examinations at the concerned institute the composition of the Sub-Committee shall be asunder:

- (a) Head of Institution - Chairperson
- (b) HODs - Members
- (c) Two senior faculty members of concern Department- Members
- (d) Concerned HOD - Convener

2. Functions of Examination Board Sub Committee.

The Examination Board Sub Committee shall have the following major functions:

- (a) Prepare and suggest tentative Examination Schedule and submit the same to the COE for him to prepare final examination schedule for approval by the VC and notification there after by COE.
- (b) Prepare panels of paper setters, examiners, evaluators and submit the same to the COE for approval by the VC and also suggest names of external experts for, moderation of question papers.
- (c) Make arrangement for printing of Question Papers for internal class test and other components of internal assessment.
- (d) Keep the Question Papers received from the COE in safe custody and keep proper record of the used and unused question paper.
- (e) Arrange printing of Answer Books on standard format provided by the University and maintain record of used and unused answer books.
- (f) Scrutinize the examination forms of the students and determine eligibility of students for taking examination. In case any student is found ineligible, it will record reasons of ineligibility against each student.
- (g) Ensure compliance of provisions of Regulations and Guidelines relating to conduct of examinations.
- (h) Make all necessary arrangements for conduct of examinations including display of examinations schedule, seating arrangements, security arrangements, 'if required, and for recording attendance of students. Appoint amanuensis for, visually handicapped and disabled students who are unable to write with their own hands.
- (i) Appoint Invigilators (minimum one for every 30 students in a room) and the supporting staff; and supervise their functioning.
- (j) Ensure smooth conduct of Examinations.
- (k) Report immediately, cases of use of unfair means by the students in the examination, if any, to the COE for consideration by the Examination Discipline Committee of the University.
- (l) Arrange spot 'evaluation of answer books from the Evaluators as approved by the VC, if desired by the University.

III. Moderation Board (Question Papers)

1. Composition:

Moderation Board shall be constituted by the VC as under for one or more programs/courses:

- | | | | |
|-----|--|---|------------------|
| (a) | Dean(Academics) | - | Chairperson |
| (b) | Dean/HOI/HOD | - | Member |
| (c) | One Subject expert in the discipline/specialization- | | Member |
| (d) | COE | - | Member Secretary |

2. Functions

The functions of the Moderation Board shall be:

- (a) To ensure that question papers prepared are strictly in accordance with the course contents and the instructions, if any.
- (b) To remove ambiguity if any, in the language of questions.
- (c) To moderate/reframe the questions so as to give opportunities to students of varying abilities.

- (d) To ensure proper coverage of course contents and indicate weightage/marks for each question or part/parts there of, time prescribed and to correct errors, if any.
- (e) To delete questions set from outside the syllabus and make necessary substitution, if needed.
- (f) To ensure that the questions are set as per OBE.

IV. Examination Discipline Committee

1. General - There shall be an Examination Discipline Committee at the University level constituted by the VC to consider the cases of misconduct, misbehavior of students and the issue of unfair means in examination and disorderly conduct of examinations.

2. Composition

The constitution of the Examination Discipline Committee will be as under:

- | | | | |
|-----|--|---|------------------|
| (a) | Dean Academics | - | Chairperson |
| (b) | Two Heads of Departments/Constituent Units | - | Members |
| (c) | Centre Superintendent concerned | - | Member |
| (d) | COE | - | Member Secretary |

Note:

The Chairperson may co-opt any Head of Department/Constituent Unit for particular meeting of the Examination Discipline Committee.

V. Results Moderation Board

1. Composition

The University shall constitute Results Moderation Board for each Program/Course as under:

- | | | | |
|-----|----------------------|---|------------------|
| (a) | Pro-VC/Nominee of VC | - | Chairperson |
| (b) | Dean Academics | - | Member |
| (c) | HOI concerned | - | Member |
| (d) | COE | - | Member Secretary |

The functions of Results Moderation Board are as under:

- (a) The Committee shall scrutinize the statistics of results prepared by the COE and if need be, moderate the same after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards before declaration of results.
- (b) The Committee shall bring to the notice of the VC lapses or omissions on the part of the paper setter and/or the examiners, or the officers / staffs of examination department, if any. It will also suggest steps to be taken by the University to rectify the same as well as the action to be taken in cases where there is a balance.
- (c) The recommendations of the Moderation Board shall be placed before the VC for approval.
- (d) No marks shall be awarded after the declaration/publication of result.

2. Declaration of Results and Publication of Results

It shall be there possibility of CoE or the Examination In-charge of the level of Professor as may be permitted by the Vice Chancellor, top place

the entire results in tabulated form, once approved by Results Moderation Board, to the Vice Chancellor for approval of results. The results as approved by Vice Chancellor shall be sent to Registrar by COE in as a led

envelope with a request to publish the results. The results shall be declared by Registrar and reported to next Academic Council and Board of Management.

Vi. Functions of Controller of Examination (CoE) & Examination Superintendent

1. General

The CoE shall be a whole time Officer of the University. All arrangements for the conduct of examination to be held by the University shall be made by CoE in accordance with directions of Academic Council/VC. In the event of non-availability of CoE, the Vice Chancellor may nominate a senior Professor as Examination In-charge to conduct the examination on behalf of CoE.

2. (i) Functions

The CoE shall be performing the following functions:

- (a) COE shall be responsible to conduct of examination specifying 'the dates of all related activities with respect to conduct of examinations for all subjects/courses. Subject to the superintendence by the Examination Board/ Committee, and Examination Board Sub-Committees, COE shall conduct all the examinations of the University and shall make all other arrangements and be responsible for the due execution of all processes connected there with.
- (b) COE shall be ex-officio Member Secretary of the Examination Board and such other Committee(s) as may be constituted by the University, but he shall not, by virtue 'of this sub-section, be entitled .to vote. He shall be 'bound to place 'before such Committee(s) all such information as may be necessary for transaction fits business.
- (c) COE shall be responsible for the due custody of the records pertaining to evaluation, examinations and related activities.
- (d) COE shall collect information from the Departments/ Constituent Units of the University, as may be necessary, for the discharge of his duties.
- (e) COE shall also perform such other duties as may be prescribed in the Guidelines on Conduct of Examinations and Evaluation of Students Performance from time to time, by the Board of Management or Academic Council or other authorities of the University.
- (f) When COE, for any reason, is unable to act or the office of the CoE falls vacant, all the duties of the Office shall be performed by such person as may be appointed by the VC, until the CoE resumes his duties or the vacancy is filled.

2. (ii) Duties

- (a) To prepare and announce in advance the calendar of examinations.
- (b) To arrange for printing of question papers.
- (c) To arrange to get performance of the candidates at the examinations properly assessed, and process the results.
- (d) To arrange for the timely publication of results of examinations and other tests.
- (e) To postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of person as institutional leged to have committed malpractices.
- (f) To take disciplinary action where necessary against the candidates, paper setters, examiners, moderators, or any other persons connected with

- examinations and found guilty of malpractices in relation to the examinations;
- (g) To review from time to time, the results of university examinations and forward reports thereon to the Academic Council.

3. Examination Superintendent/Centre Superintendent

The VC shall, on their commendation of CoE appoint Exam. Superintendent and Assistant Exam Superintendent (if any required), for the examination Centre of their respective Institution for smooth conduct of examinations. The Exam Superintendent / Assistant Exam Superintendent will function under the guidance of CoE and shall be responsible for the following duties/tasks:

- (a) The Superintendent shall be fully conversant with Examination Regulations of the University. He can take guidance of CoE as and when required.
- (b) The Superintendent shall be personally responsible for the safe custody of question papers and answer books collected/ received from CoE. He shall render the complete account of used/unused question papers and answer books.
- (c) The Superintendent shall detail Invigilators and supervise their working conduct of examinations strictly as per Regulations.'
- (d) The Superintendent shall send the daily report of conduct of examinations, number of students attended the exams, -absentees, any information related to conduct of examinations and report all cases of UFM to CoE.
- (e) The Superintendent shall wherever necessary send a confidential report to CoE about the conduct of examinations mentioning therein the performance of the Invigilators and conduct of the examinees.
- (f) The Superintendent shall have the power to expel an examinee from examination on any of the following grounds:
 - (1) The examinee has created nuisance or serious disturbance at the examination Centre.
 - (2) The examinee shows seriously aggressive attitude towards an invigilator or a member of staff entrusted with the examination work.
- (g) Unless otherwise directed only Institute preferably faculty members and staff from the respective Institute shall be appointed as Invigilators.
- (h) The Superintendent shall ensure one very day of exam that all examinees are in possession of their individual I - Card and Admit Card and signatures of all students are taken on the relevant form.

3. ASSESSMENT

Letter Grade Vs Grade Points

The level of student's academic performance, as the aggregate of CIE&ESE, shall be reflected by Letter Grade on Ten Points scales as enumerates below:

Credit Based Grading System/Choice Based

Grading System Table (For programs under regulation of Council of Architecture)

Letter Grade	Percent	Grade Point
A+(Outstanding)	90-100	10
A(Excellent)	80-89	9
B+ (Very Good)	70 -79	8
B(Good)	60-69	7
C+(Above Average)	50-59	6
C(Satisfactory/Pass) *	45-49	5
F(Fail)	<45(Theory/Practical)	0(Fail ureina paper)
E(Debarred)		0(Debarred due to disciplinary/other reasons)
I(Incomplete & Absent)		0 (Due to non-appearance in the examination)
W		0(withheld)/withdrawal)

Table(For programs under regulation of PCI)

Letter Grade	Percent	Grade Point
O(Outstanding)	90-100	10
A(Excellent)	80-89	9
B(Good)	70 -79	8
C(Fair)	60-69	7
D(Average/Pass)*	50-59	6
F(Fail)	<50	0(Failure in a paper)
E(Debarred)		0(Debarred due to disciplinary/other reasons)
I(Incomplete&Absent)		0 (Due to non-appearance in the examination)
W		0(withheld)/withdrawal)

For programs under regulation of ICAR

Degree	Percentage of Marks Obtained	Conversion into points
ALL	100	10 Points
	90to<100	9to<10
	80to<90	8to<9
	70to<80	7to<8
	60to<70	6to<7
	50to<60	5to<6
	<50(Fail)	<5
	Eg.80.76	8.076
	43.60	4.360
	72.50(But shortage in attendance)	Fail(1Point)

GPA = Total points scored/Total credits(for1semester)
 CGPA= \sum Total points scored/Course credits

marks of OGPA= \sum Total points scored (after excluding failure points)/Course credits %

$$= \text{OGPA} \times 100/10$$

Table (for all other than above programs)

Letter Grade	Percent	Grade Point
O (Outstanding)	>90 – 100	10
A+(Excellent)	>80-≤90	9
A (Very Good)	>70-≤80	8
B+(Good)	>60-≤ 70	7
B(Above Average)	>50-≤60	6
C(Average)	>40-≤50	5
P(Pass)	40	4
F(Fail)	<40(Theory/Practical)	0(Failure in a paper)
E(Debarred)		0(Debarred due to disciplinary/other reasons)
I(Incomplete & Absent)		0 (Due to non- appearance in the examination)
W		0 (withheld/withdrawal)

CGPA to percentage conversion formula

Percentage of Marks=CGPA obtained by the student x10

(b) Computation of SGPA and CGPA: The Semester Grade Point Average (SGPA) is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student in a semester and the sum of the number of credits of all the courses under gone by a student in that Semester; i.e.

I. SGPA (Si)= $\sum(C_i \times G_i) / \sum C_i$

= [(G1xC1) + (G2xC2) + (G3XC3) +...+(GnxCn)]/(C1+ C2 +C3+ ...+ Cn),

Where C_i is the number of credits of the ith course and G_i is the grade points scored by the student in the ith course.

II. CGPA= $\sum(C_i \times S_i) / \sum C_i$

1. Where G_i are the grade points of the letter grades awarded in respective course
2. C₁, C₂, are associated credits
3. S_i is the SGPA of the ith semester and C_i is the total number of credits in that semester`

III. CGPA to percentage conversion formula

$$\text{Percentage of Marks scored} = \frac{\text{CGPA obtained by the student} \times 100}{10}$$

(c) Illustration of Computation of SGPA Calculation

SEMESTER I

Course Code	Associate d Credit Units	Grade Awarde d	Grad e Point s	Credi ts Earne d	<u>Credit Points Secured</u> (Column 4 x Column5)
Column(1)	(2)	(3)	(4)	(5)	(6)
EVS101	3	A	9	3	27
MAE102	4	B+	8	4	32
PHP103	3	F	0	0	00
EES104	3	A+	10	3	30
MEL105	3	C	5	3	15
AML106	4	B	7	4	28
TOTAL	20	-	39	17	132

Total associated credits in the Semester

(Column 2) = 20 Credits earned in the

Semester (Column 5) = 17

$$\text{SGPA} = \frac{\text{Points secured in the Semester I (Col 6) 132}}{\text{Total Associated Credits (Col 2) in the Semester 20}} = 6.6$$

SGPA IN FIRST SEMESTER (I) = 132/20 = 6.6

SEMESTER II

Course Code	Associate d Credit Units	Grade Awarde d	Grad e Point s	Credi ts Earne d	<u>Credit Points Secured</u> (Column 4 x Column5)
Column(1)	(2)	(3)	(4)	(5)	(6)
EVS201	3	A	9	3	27
MAE202	4	B+	8	4	32
PHP203	3	F	0	0	00
EES204	3	A	10	3	30
MEL205	3	C	5	3	15
AML206	4	I	0	0	00
CSL207	5	D	4	5	20

TOTAL	25	-	37	18	124
-------	----	---	----	----	-----

Total associated credits in the Semester (Column 2) =25

Credits earned in the Semester=18

Grade Points secured in the Semester II

$$\text{SGPA} = \frac{\text{Credits earned x Grade Points}}{\text{Total Associated Credits in the Semester}} = \frac{124}{25} = 4.96$$

SGPA IN SECOND SEMESTER

(II):124/25=4.96

(d) Illustration for CGPA Calculation

Cumulative Points secured in all passed courses in Semester I & Semester II
CGPA=

.....
Cumulative Associated Credits Unit sin Semester I and Semester II
Alternatively,

SGPA (I) x Associated Credits + SGPA (II) x Associated
Credits CGPA=

.....
Cumulative Associated Credits of Semester I & Semester II

$$\text{CGPA} = \frac{132+124}{20+25} = \frac{256}{45} = 5.68$$

$$\text{Alternatively, CGPA for Semester I\&II} = \frac{6.6 \times 20 + 4.96 \times 25}{20 + 25} = 5.68$$

4. EVALUATION

The Program Structure, Course units and Examination scheme shall be based on Semester System (However regulatory bodies mandate in relevant cases shall apply), as may be approved by Academic Council, based on program wise recommendations of Board of Studies. Further, for the purpose of Evaluation following norms shall be followed:

- i. Each course, along with its weightage in terms of units and equivalent credits, shall be as per Program structure of the University.
- ii. A student shall be continuously evaluated (CIE) for his/her academic performance in a subject through tutorial work, practical, assignment, mid-semester tests, field work, seminars, quizzes, and end- semester examinations (ESE)and also in regularity in attendance and class participations.
- iii. Each student, registered for a course, shall be awarded CIE marks as per approved program structure, by the concerned faculty / faculties for the specific subject/paper. The marks awarded to a student shall depend upon his **continuous evaluation** through performance in MSTs, assignments,

quizzes, laboratory work, class work and attendance, which shall be verified by the concerned **DAC (Departmental Academic Committee)** and **submit** to COE, as per **prescribed format** by the Chairperson, DAC.

- iv. Total marks in each theory paper shall be out of 100 and practical paper shall be out of 50 and same will be converted into Grades by the office of COE. For NTCC (lessthan3credits) marks shall be 50, however, for NTCC with 3 credits and above shall be 100 and converted into Grades by the office of COE.
- v. Any NTCC of assigned Credits shall be evaluated on the basis of NTCC Guidelines, notified for the purpose.
- vi. The distribution of weight age /marks for each component shall be as per the scheme given here under:

A. Theory Paper

1. Continuous Internal Evaluation(CIE):

i. Unit Test/Assignments/Activities/Quizzes	20
	%
ii. Mid–Semester Tests	20
	%

2.End Semester Examination (ESE):	60
	%

TOTAL	100 %
--------------	--------------

B. Practical (Lab/Studio)

1. Continuous Internal Evaluation(CIE):

i. Lab work and performance	20
	%
ii. Assignments and Quizzes	20
	%

2.End Semester Examination (ESE) & VIVA	60 %
--	-------------

TOTAL	100 %
--------------	--------------

Note: Field Work, Project work, Thesis and other Non-Teaching Credit Courses (NTCC) of assigned credits shall be treated as papers (not involving normal classroom teaching), evaluation of which shall be as per CIE, with 40% passing criterion. Evaluation and assessment of NTCC of assigned credits shall be as stipulated in the NTCC Guidelines and notified for the purpose.

S. No	Semester	CGPA/SGPA	Remark
1.	II-III	CGPA of 4.00 minimum in I Sem	If CGPA of I Sem <4.00 then provisional Promotion subject to CGPA \geq 4.00 after II ND Sem result, else provisional promotion be cancelled. the student may register in I semester again to continue his/her studies.
2.	IV-V	CGPA of 4.00 minimum in III Sem	If CGPA of III Sem <4.00 then provisional Promotion subject to CGPA \geq 4.00 after III Sem result, else provisional promotion be cancelled. the student may register in III semester again to continue his/her studies.
3.	VI-VII	CGPA of 4.00 minimum in V Sem	If CGPA of V Sem <4.00 then provisional Promotion subject to CGPA \geq 4.00 after V Sem result, else provisional promotion be cancelled. the student may register in V semester again to continue his/her studies.
4.	VIII-IX	CGPA of 4.00 minimum in VII Sem	If CGPA of VII Sem <4.00 then provisional Promotion subject to CGPA \geq 4.00 after VII Sem result, else provisional promotion

			be cancelled. the student may register in VII semester again to continue his/her studies.
--	--	--	---

5. CRITERIA FOR PASSING

- In all the exam of university, a UG/PG candidate shall have to obtain a minimum of P Grade in each subject (Theory or Practical) taken separately.
- If the candidate secures the grade below P, s/he can improve the grade by appearing in the back Theory paper (s) only, revision of CIE will be as per CIE rules in sec #.
- CIE, NTCC, ATKT (CIE).....

For programs under regulation of ICAR

CGPA	Division
1. 8.00 and above	First Division with Distinction
2. 7.000-7.999	First Division
3. 6.000-6.999	Second Division
4. 5.000-5.999	Pass

For programs under regulation of PCI

CGPA	Division
1. CGPA of 7.50 and above	First Class with Distinction
2. CGPA of 6.00 to 7.49	First Class
3. CGPA of 5.00 to 5.99	Second Class

For all other than above programs

CGPA	Division
1. If CGPA \geq 7.5	First Division with Distinction
2. If CGPA \geq 6.00 and less than 7.50	First Division
3. If CGPA \geq 5.00 and less than 6.00	Second Division

However regulatory bodies mandate in relevant cases shall apply.

6. EXAMINATION PROCESS

SAGE University follows Semester system. In Semester system of SAGE University, Indore, the Examination is conducted, separately, both for Theory and Practical, wherever practical is included in the program structure, as explained below:

- At the end of every Semester Theory Examination & Practical Examination are conducted.
- The Project and Dissertation are evaluated through seminar(s), presentation(s), report submission(s) and the Viva Voce Examination(s), as per NTCC Guidelines (Non-Teaching Credit Course).
- There shall be Examination Process Flow Chart as a part of the Examination Regulations.

1. Examiners

- i. There may be two categories of examiners, wherever needed: Internal and External.
- ii. Internal Examiner shall be a full time faculty member working in Constituent Institutions of the SAGE University.
- iii. External Examiner shall be a full time teaching faculty from Universities/Institutions other than the SAGE University.
- iv. Both Internal and External examiners shall possess the minimum

qualification and experience as prescribed by the respective Regulatory Body/SAGE University.

2. Qualification of the Paper Setter/ Examiners/Evaluator

- i. **PG:** PhD/PG with minimum stipulated experience of teaching/research in the subject at PG level as per provisions of concerned statutory authority/UGC.
- ii. **UG:** Master's Degree with minimum stipulated teaching experience in the subject at UG level as per provisions of concerned statutory authority/UGC.

3. Panel of Examiners

- i. The Controller of Examination shall arrange to get the Panel of both Internal and External Examiners for UG and PG courses prepared by respective HOD/HOI in the University. There shall be certain minimum of Examiners in external panel in each subject, as approved by competent authority. Such panels can be reviewed each year by additions and deletions as required.
- ii. Controller of Examination shall get the list of Panel of Examiners and place before Vice Chancellor for approval and appointment.
- iii. Controller of Examination shall short-list the names of Examiners for each ESE in the respective subject for each examination two months in advance to facilitate the fixing of examination dates. Such panel also shall be approved by Vice Chancellor.

4. Theory Question Papers

- i. The process of procuring Question papers for theory examinations shall be initiated, preferably three months in advance.
- ii. Controller of examination shall short list three names from the panel of External Examiners as paper setters for setting of Theory question paper of ESE.
- iii. Controller of Examination shall get three full question papers from above three papers setters.
- iv. Controller of Examination shall supply syllabus, sample question paper with marks distribution, acceptance, remuneration bill, Declaration Forms, to the Examiners. Acceptance and Declaration shall be obtained in the form to the effect that the Examiner is ready to accept the examiner-ship and/or as paper setter, and declare commitment to maintain Confidentiality.
- v. Controller of Examination shall make arrangement to procure adequate number (*Three Minimum*) of sets of question papers preferably two months in advance of commencement of each examination so as to ensure availability of adequate number sets of question papers as "Reserve".

5. Scrutiny and Moderation for Theory Question papers

- i. There shall be a Moderation Board for Question Papers as per clause 2 (III) of these Regulations, outlining the composition and functions of Moderation Board.
- ii. Moderators shall not carry personal bags/ briefs, and any writing materials while entering the room of moderation.

- iii. Moderator can correct the spellings, and ensure that framing of questions are within the prescribed syllabus, ensuring proper distribution marks against in questions.
- iv. Moderators shall be authorized to correct spellings and make minor changes. If the questions are found to be repeated, the Moderator can replace one duplicate question with a new question. Questions which are outside the syllabus also may be are placed by another question.

- v. Such changes if any shall be recorded in Confidential Register maintained for such purpose.
- vi. After completing the scrutiny, a fresh copy shall be typed and prepared then and there it self by computer operator of confidential section and both the copies shall be sealed in envelope and stored in strong room locker in the custody of Controller of Examination.
- vii. Controller of Examination shall have in his custody at least three sets of such moderated question papers at a given time. The sets shall be stored securely in safe custody.
- viii. Account of number of sets with details of examinations/ subjects shall be maintained in the Question Paper Register. Status of seal shall be certified by the Moderator and COE on each envelope.
- ix. One set out of three sets or old sets if any from older lot, shall be used for each examination, as may be approved by Vice Chancellor.
- x. These are to be replaced by new sets of Question papers from time to time.

6. Printing of Question Papers of Theory Examination

A. Theory Examination

- i. Printing of question papers in all the subjects of each Examination shall be done four to six days prior to the commencement of respective Examination.
- ii. One set of question paper in the subject, preferably from old lots shall be taken out from the safe custody by the Controller of Examination himself / herself or in charge functionary, if Controller of Examination is on leave.
- iii. The certificate of status of seal shall be verified and certified again at the time of removal of envelope from the safe custody and the same shall be recorded in the Register.

B. Printing and safe custody of question papers

- i. The Controller of Examination shall arrange, under personal supervision the printing of the required number of question papers based on the number of students appearing in the ensuing examination and additional number of papers, as needed.
- ii. Question papers shall be sealed in the pre-labeled envelopes for distribution to their respective Departments/Institutions later.
- iii. All the envelopes shall be stored in the Safe Custody (Strong Room) of the Controller of Examination till final distribution to the Examination centers.

7. Examination Forms to be Filled

- (a) Students appearing in any of the University Examination will fill up the Examination form as specified.
- (b) Students shall fill up all details clearly with blue / black ink and sign. The HOI/HOD or an officer nominated by him shall verify the eligibility of the student to appear in the ESE.
- (c) Examination form duly signed by HOI/HOD along with proof of fees

- paid (in original) shall be forwarded to the Registrar.
- (d) After checking the registration details, fee paid etc, the Registrar shall forward the forms to Dean (Academics Affairs).

- (e) Dean (Academics Affairs) shall check the consistency of the academic requirements of the candidate and forward the forms to Controller of Examination. COE or an officer authorized by him shall verify and authenticate eligibility of the student to appear in the ESE.

8. Examination Admit Card

- i. Students appearing in any of the University Examination will fill up the Examination Form as specified, with fullest satisfaction of COE.
- ii. Students who are eligible for any end semester examination/supplementary examination will be issued Admit Card by the Examination Department after checking correctness of the examination form.

9. Inspection of Examination Centre

- i. Every examination center shall be open to inspection by the Chancellor, Vice-Chancellor, Pro Vice-Chancellor or Controller of Examination and such other officers so authorized by the Vice Chancellor.
- ii. There shall be the Observers/Flying Squads who shall be required to visit examination centers allotted to them during the course of examination and check that the examination is being conducted properly according to the Regulations/ Guidelines. Every Observer/Member of Flying Squad shall submit his inspection report on the same day to the Controller of Examinations by name.

10. Process of Evaluation of Answer Booklets

There is 'Central Evaluation System' for the evaluation of answer booklets.

- External and internal examiners/experts are invited, from the approved Panel, for the evaluation of Answer Booklets, as per the University ordinances/examination regulations.
- Answer booklets are coded by the official sap pointed by the Controller of Examinations to maintain the secrecy of the examinee.
- Coded Answer Booklets, question paper and award list are issued to the examiner for the evaluation.
- Proper record is maintained for the issuance and receiving of Answer Booklets.

11. Loss of Answer Book (s)

1. If any answer book of students (s) is lost at the Examination Centre after having been received by the Centre Superintendent of the Examination or by any of the Invigilators and if he passes in all other subjects of the examination, he may be required to re-appearing that particular paper in which the answer book was lost, on a date fixed by the Vice Chancellor and if he obtains pass mark, s/ he shall be deemed to have passed the examination.
2. If an answer book of a student is lost after receiving the same by the Controller of Examination or the Officer authorized on his behalf or by

an Examiner, the Vice Chancellor shall have the power to decide:

- (a) Whether the student be given in missing paper, the average of marks earned by him in other papers as per formula is indicated at 3 below.

- (b) Whether the student is required to appear again in that paper on a date to be fixed by the Vice Chancellor.
3. The following formula shall be applicable for determining the averages of missing paper (s)
 - a) Compulsory Paper (s): Average of other Compulsory/ Core Papers.
 - b) Elective Paper (s): Average of other Elective Papers.
 - c) Practical Paper (s): Average of other Practical Papers.
 4. In case of loss of Project Report/Summer Placement Report/Dissertation of students, the students will be required to submit duplicate copy thereof.
 5. In case of a dispute whether answer book (s) of students was/were duly received or not, the decision of the Vice Chancellor shall be final.

12. Official Transcripts to Students

The University will issue Official Transcript to a student for seeking admission to pursue higher studies in foreign universities/institutions as per the guidelines.

In the Grade sheets, the marks of internal continuous evaluation and end term examination shall be shown separately. The total marks obtained in internal continuous evaluation and end term examination of a course unit shall be converted in to letter grades. The letter Grade so assessed shall also be shown along with its equivalent grade point in the Grade Sheets. An over-all SGPA and CGPA will also be shown. The Grade sheet will be issued by Controller of Examination with seal and sign in prescribed format which are approved by the BoM/Academic Council.

Duplicate grade sheet shall be issued by Controller of Examination against payment of fee as may be prescribed by competent authority.

13. Re-Evaluation

- i. After the publication of the results of the University examinations, if a candidate, whether passed or failed he may apply only for two the or y papers to the Controller of Examination through HoI/HoD, on prescribed application for ma long with the attested copy of his Grade sheet for re-evaluation with payment of prescribed fee within two weeks of the date of declaration of result. The Controller of Examination may accept the application for re-evaluation of answer books up to 15 days from the date of declaration of the results.
- ii. Where a candidate applies for revaluation, the answer book in which revaluation is sought will be sent for valuation by Controller of Examination to two Examiners (other than the one who initially value edit).
- iii. The average of the nearest two of the three valuations (one initial and two revaluations) shall be taken as corrected marks.
- iv. If the revaluation marks deviate 10% or more from the initial valuation

then result may be declared **Change** otherwise, **No Change to be made** and If the revaluation marks deviate 20% or more from the initial valuation, a fourth Examiner shall be appointed by the Controller of Examination. In such cases the marks awarded by the fourth Examiner shall be final.

7. PROMOTION TO NEXT SEMESTER/YEAR

ODD to EVEN Semester: Progression from current Semester to next Semester will be automatic and seamless for students who appeared in at least one End Semester (Theory) Examination. However, in cases where the candidate submits the examination form but is not able to appear in the examination, such cases shall be put up to Vice Chancellor duly recommended by Dean/HOI/HOD with the valid reason and supporting documentation for consideration of such seamless progression.

I Year to III Year: 4.00 CGPA

II Year to IV Year: 4.00 CGPA

Note: However, in case the candidate does not fill the End Semester Examination Form of the current semester, He/She will not be eligible for the award of CIE and in no case will be able to avail automatic and seamless progression to next semester. Such candidates will have to reregister in the current semester with the next batch for further progression.

If Odd semester CGPA <4.00 Provisional Promotion scheme will be applicable.

Odd + Even Semester CGPA >4.00

- i) Student will have maximum period of N+2 year for UG and PG program, N being the program duration.
- ii) Ordinarily, no student should be given time beyond the extended period of two years. However, in exceptional circumstances and on the basis of the merits of each case university may allow a student one more year for completion of the program, with the prior approval of Vice Chancellor.

SUPPLEMENTARY EXAMS FOR STUDENTS CARRYING BACKLOG

- i. Only a student, who has Grade of E, F, I, W in an examination can appear in the supplementary exam as and when organized by the university for E, F, I, W clearance from relevant authority is validated on payment of prescribed examination fees. That if a student fails to secure minimum specified marks in a paper and gets 'F' Grade, such student will be eligible to reappear in the examination (ESE OR Supplementary) of such paper whenever such examination is scheduled next.
- ii. **The University will conduct Supplementary Examinations after declaration of semester results by declaring suitable schedule.**
- iii. **Only those students who have appeared in regular ESE and have obtained below grade P will be eligible to appear in supplementary or subsequent ESE for clearing backlog.**

CIE for Supplementary:

A student having ATKT in a subject can apply for CIE improvement also in that subject with a separate request in the exam form with the prescribed additional fees.

8. DISCIPLINE

1. Disciplinary Control of Students in Relation to University Examination.

The candidates during examinations shall be under the disciplinary control of the Examination Centre Superintendent who will issue necessary instructions. If a candidate is obeying instructions or misbehaves with any member of the Supervisory staff or University Observer or representative or the in vigilators at the Centre, s/he may be expelled from the examination for that session. The Examination Centre Superintendent shall

immediately report the facts of such a case with full details of evidence to the Controller of Examination who will refer the matter to the Examination Disciplinary Committee. The said committee will make recommendations for disciplinary action as it may deem fit, to the Vice Chancellor.

The students shall maintain proper discipline and orderly conduct during the examinations. They shall not resort to any unfair or dishonest means or indulge in disorderly conduct in the examinations.

2. Acts of Disorderly Conduct in the Examination

Act of disorderly conduct during practical/oral examination shall include the following:

- i. Misbehavior in the Examination Hall with the Centre Superintendent, Invigilator on duty, Examiner conducting a practical/oral examination, Members of Flying Squads, Observers, Representatives of the University, any other staff working at the Examination Centre, by the candidate, in or around the Examination Centre or create threat to life of the Examination staff, Observers, Members of Flying Squads etc. before, during or after the examination hour.
- ii. Intentionally tearing off the answer book(s) or a part thereof or a continuation sheet.
- iii. Causing damage to laboratory equipment, books in library and other properties. Disturbing or disrupting or instigating others to disturb/disrupt the examination.
- iv. Instigating others to leave the examination room.
- v. Carrying any weapons in to the examination center.
- vi. Any other act of omission or commission not specified above and as determined by the Academic Council.

3. Act of Unfair Means

The following shall be deemed to be the act of unfair means:

- i. Talking to another candidate or any person, inside or outside the examination hall, during the examination without due permission of a member of the supervisory staff.
- ii. Leaving the examination hall without handing over the answer book and or continuation sheet, if any, or any other specially designed response sheet to the invigilators or supervisor concerned or center superintendent or the concerned authorized officer of the University deputed to the examination center, and taking away, tearing off or otherwise disposing off the same or any part thereof.
- iii. Writing matter connected with or relating to a question or solving a question on anything (such as piece of paper or cloth, scribbling pad), other than the answer book, the continuation sheet, any other response sheet specially provided by the University to the candidate.

- iv. Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.
- v. Deliberately disclosing one's identity or making any distinctive marks in the answer book or through any other mode.

- vi. Making appeal to the Examiner/Evaluator soliciting favor through the answer book or through any other mode.
- vii. Possession by a candidate or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.
- viii. Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of or attempting to do any of things in respect of any book, notes, paper or other material or devices, used or attempted to be used by a student for assistance or help in answering a question or a part there of.
- ix. Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part there of, or solution to a question paper or a part there of, to any other candidate or to any person.
- x. Carrying any objectionable item into the examination hall and or replacing or attempting to get replaced the answer book or continuation sheet or any other response sheet during or after the examination, in connivance with any person connected with the examination, or through any other agency, whatsoever.
- xi. Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part there of, or stealing/procuring the question paper from any source before the examination or to enhance marks, or favorably evaluate, or to change the award in favor of the candidate.
- xii. Any attempt by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination Centre before during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who.
- xiii. Abuses, insults, intimidates, assaults any number of the supervisory or inspecting staff, or threatens to do so.
- xiv. Abuses, insults, intimidate, as sault any other candidate or threaten to do so, shall be deemed to have interfered with or influenced the discharge of the duties of the supervisory and the inspecting staff.
- xv. Copying, attempting to copy, taking assistance or help from any books, notes, paper or any other material or device or from any other candidate, to do any of the seething or facilitating or rendering any assistance to any other candidate to do any of these things.
- xvi. Arranging to impersonate for any person, whosoever he may be, or for

- himself or impersonating for other candidate at the examination.
- xvii. Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.

- xviii. Any other act of omission or commission declared by the Academic council/Board of Management to be unfair means in respect to any or all the examinations.

9. UNFAIR MEANS

1. Reporting, Action and Appeal of Cases of Unfair Means:

- i. A candidate, who is suspected to have used unfair means or commits any of the acts mentioned above during the examinations, will be requested to give a statement about the facts of the incident. He shall, however, not be forced to give a statement, but the fact of his having refused to make a statement shall be recorded by the invigilator and the Centre superintendent which shall be witness led in writing by two other members of the supervisory staff on duty at the time of occurrence of the incident.
- ii. A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, on a separate answer book in the remaining duration of the examination. The answer book in which the use of unfair means is suspected shall be seized by the Invigilators or Centre Superintendent, who shall send both the answer books to the Controller of Examination with his report. This will not affect the concerned candidate appearing in the rest of the examinations.
- iii. All the cases relating to disorderly conduct of examinations, misbehavior / misconduct of students and use of unfair means in the examinations and mass copying shall be reported by the concerned invigilators through the Centre superintendent/examination sub-committee or by the examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examinations as the case may be, with all the relevant material. The COE shall place before the Examination Discipline Committee all those cases for consideration and decision in each individual case. The Committee shall recommend penalties if any, for consideration of Vice Chancellor.

2. Disciplinary Proceedings

- i. The Controller of Examination or any person authorized by him in this behalf shall communicate to the candidate, in respect of whom a report has been received pursuant to above Paras, the precise nature of allegations against him and shall require him to furnish his written explanation within a stipulated period under intimation to the Head of Department/Constituent Unit.
- ii. On receipt of the explanation from the candidate through the HOI/HOD or on the expiry of the period stipulated for submitting explanation, if no explanation is received from the candidate, the Controller of Examination shall submit the case before the Examination Discipline Committee for consideration and make recommendations to the Vice Chancellor.

- iii. After considering all the material on record including the explanation, if any, submitted by the candidate, the Examination Discipline Committee, if satisfied that the candidate is guilty of the use of dishonest or unfair means or disorderly conduct in the examination, will take a decision in each case and recommend to the Vice Chancellor the punishment that may be imposed on the candidate according to the nature of the offence.

- iv. Ordinarily, all decisions shall be taken by the Examination Discipline Committee by the simple majority. If the members are equally divided, the case shall be referred to the Vice Chancellor, whose decision shall be final.
- v. All Decision of the examination Discipline Committee as approved by the Vice Chancellor shall be communicated to the student through the HOI/HOD by the Controller of Examination.
- vi. Not with standing anything contained expressly or impliedly in these guidelines, the Vice Chancellor, may on being satisfied after such an enquiry as he may deem fit for the contingencies as given below may with draw retrospectively, prior to the publication of the final results of a student in a course, the permission granted to such candidate to pursue that course or to appear at a University examination in relation there to:
 - a) The student was in eligible for admission to the course but was wrongly admitted.
 - b) The student was ineligible to take the examination on account of shortage of attendance but was permitted to do so by some mistake or some other un avoid able reason.
 - c) A discrepancy was found in the attendance record on account of which the candidate who had taken the examination was in fact ineligible.
 - d) A discrepancy was discovered in the award of marks etc. which rendered the result of the student liable to be cancelled to his disadvantage.
 - e) If a student is found guilty of having impersonated for any candidate no to the revise covered by these provisions or of having got the answer book written by anyone outside the examination hall and his answer book is smuggled into the examination hall for his benefit, or having managed otherwise to replace the answer book or its any page of the candidate after the examination, disciplinary proceedings shall be instituted against the student/candidate in the manner prescribed.
 - f) Provided, that no such action shall be taken by the Vice Chancellor without giving an opportunity to the concerned student to show cause against the proposed action and provided further that such action shall require the confirmation of the Academic council.

3. Mass Scale Copying

- i. If the Invigilator in charge is satisfied that 33% or more students were involved in using unfair means or copying in a particular examination hall, its shall be deemed to be a case of mass copying. A report to this effect shall be sent to the Controller of Examination by the Superintendent of the examination Centre without any delay and on the

- day of the occurrence, if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate(s) concerned, if any, on the prescribed form supplied by the University for the purpose.
- ii. Where the Evaluator /Examiner is satisfied that 33% or more of the answer books evaluated by him have identical response in a particular examination, it shall be deemed to be a case of mass copying and detailed report to this effect with documentary evidence shall be prepared by the concerned Evaluator / Examiner and sent to the Controller of Examination separately in a sealed cover. The answer books of copying cases shall be separately sealed before transmission to the Controller of Examination. If the Vice Chancellor is satisfied that there has been a mass scale copying or use of unfair means at a particular center(S), he may cancel the examination of all the candidates concerned and order re-examination

4. Disciplinary Action against the Students

- (a) The Examination Disciplinary Committee may recommend penalties as under:
- i. Expel such a student from the University.
 - ii. Disqualify such a student from appearing in the next/ensuing examination.
 - iii. The entire examinations of the Candidate in respect of which he is found to have committed an act of disorderly conduct during conduct of examinations be cancelled.
 - iv. The examination for the session or course unit in respect of which a candidate is found to have used unfair means be cancelled.
 - v. The examination for the session or course unit or the entire examination of a candidate in respect of which he is found to have used unfair means be cancelled.
 - vi. The entire examination of the candidate in respect of which he is found to have used unfair means be cancelled and he shall further be disqualified from appearing at any University examination for a period to be specified by the committee.
- (b) A candidate against whom an enquiry is pending about his allegedly having resorted to the use of dishonest or unfair means, or disorderly conduct in the examination or against whom action is initiated under the provisions of the preceding clause(s) shall, if he takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination. That subsequent examination will stand cancelled and his result here of shall not be declared if because the punishment imposed on him as result of the said enquiry or action, he would not have been entitled to take that examination but for his provisional admission there to.
- (c) Before inflicting any punishment as a fore said, the HOI/Registrar with the approval of Vice Chancellor shall give the concerned student temporarily of personal hearing and record the reasons of inflicting the punishment in writing.
- (d) The Vice Chancellor shall have the power to suspend for such time as may be necessary pending inquiry of his misconduct by the Examination Disciplinary Committee.

5. Appeals and Review.

- i. A student, on whom any punishment has been imposed, may within seven days from the date of the receipt of the communication in that behalf may make are presentation

- to the Vice Chancellor for review of his case. Vice Chancellor, if he deems it necessary, may refer it back to Examination Disciplinary Committee for review. There commendations of the Examination Disciplinary Committee on the Appeal shall be placed before the Vice Chancellor, who will thereupon review the case and pass such orders as she may consider fit or refer it to the Academic Council for advice.
- ii. In the case of a candidate who has been expelled from the University in terms of provisions of these Guidelines, the Academic Council on the recommendation of the Vice Chancellor, on the expiry of one-year period, earlier than specified in the order expulsion exempt a candidate from further operation of the punishment awarded.
 - iii. If within four months of the publication of the results, it is brought to the notice of the COE that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his results was declared, the provisions of these Regulations shall apply mutatismutandis to the case of such a candidate provided that before imposing any penalty including the penalty of cancellation of his result, s/he shall be given another opportunity by show cause against the proposed punishment and his explanation, if any, shall be considered by the Academic council.

10.PROGRAM STRUCTURE AND SYLLABUS REQUIRMENT

For conduct of examination of any program it is mandatory for the concerned department to submit the program structure along with the relevant syllabi of the program in the approved format duly approved by Academic Council. Such submission shall be made at least Three month prior to the tentative schedule of exam as per the academic calendar of the University.

11.RESIDUAL PROVISION

1. The Academic Council may, in exceptional cases, grant exemption from the operation of any of the Regulations governing cases of migration or such other eventualities of credit transfer, attendance in lecture or sessional or other work and authorize what is proper to be done in such cases of exigencies arising out of very special circumstances and cases of force majeure, beyond the control of human intervention or any such calamity by act of God, provided however, no such exemption and authority shall be deemed to have been granted unless not less than two thirds of the members of the Academic Council present voted in favor of the motion for such exemption.
2. The Academic Council, if needed, shall bring out separate **Guidelines** to implement these Regulations.
3. Not with standing anything stated in these Regulations, for any unforeseen issues arising or not covered by these Regulations or in the even to differences of interpretation, the Vice Chancellor may take a

decision, with the approval of Academic Council.

12. AMENDMENTS IN THE REGULATIONS & REMOVAL OF DIFFICULTIES

Necessary amendments to these Regulations shall be made only with prior approval of Academic Council. Further, in order to execute these Regulations and also to remove difficulties in these Regulations, there may be separate **Guidelines** to be notified with the approval of Academic Council.

13.SAVING CLAUSE

Not with standing anything stated hereinabove, in the event of any conflict arising out of any provision in these Regulations, against any of the provisions of Statutes and Ordinances of Sage University or against any of the provisions of State Actor the stipulated Norms of UGC or concerned Statutory Authority in the country having jurisdiction over the matter, same shall stand redundant and invalid and substituted by latter. However, remaining terms and provisions that are not affected shall remain in full force.
