Chinmaya Vishwavidyapeeth (CVV)

(Declared as Deemed-to-be-University in the 'de novo' category,
under Section 3 of the UGC Act 1956)
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EXAMINATION REGULATIONS FOR DEGREE GRANTING PROGRAMMES - 2020 – 21

Undergraduate and Postgraduate Programs

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Table of Contents

REGULATIONS OF EXAMINATIONS 3

1.0 General Eligibility 4

1.1 Requirements for appearing for End Semester Examinations 4

2.0 Appointment of Examiners 5

2.1 The panel of Examiners (PoE) 5

2.2 Board of Question paper Setters & Scrutiny 5

2.3 Appointment of Paper Setters and Scrutinizers 6

2.4 Functions and Responsibilities of Question Paper Setters 6

2.5 Handling Question Papers Received from Paper Setters 7

2.6 Duties of Question Paper Scrutinizers 8

3.0 Board of Examination (BOE) 8

3.1 The Powers and Duties of BOE 8

3.2 School Examination Committee 9

3.2.1 Responsibilities 9

3.2.2 Members of the School Examination Committee (SEC) 10

3.2.3 Meeting Schedule 10

3.2.4 Tenure of Members 10

4.0 Discipline in University Examination 10

4.1 Disciplinary Action Committee 12

4.1.1 Members of the Disciplinary Action Committee 12

4.1.2 Complaint Redressal Committee (CRC) 12

4.1.3 Members of the Complaint Redressal Committee (CRC) 13

5.0 Withdrawal from End-Semester Examinations 13

6.0 Make-Up Examinations 13

7.0 Retaining and disposal of answer scripts 14

8.0 Assessment of a course 14

8.1 Examination –Evaluation 14

8.1.1 Continuous Internal Assessment (CIA): 14

8.1.2 End-Semester Examination (ESE) 15

8.1.3 Evaluation of End Semester Examination (ESE): 16

8.2 Undergraduate Programs and Integrated Masters 17

8.3 Post-Graduate Programs 17

9.0 Eligibility to appear for the End-Semester Examinations for a course 17

10.0 Grade Qualifying for a Pass 18

11.0 Revaluation / re-totaling / photocopy 19

THAYYULLATHIL ASOKAN
your signing location here
2024.12.23 10:49:46 +05'30'

11.1 Undergraduate Programs 19
11.2 Ph. D and Postgraduate Programs 20
12.0 Award of Letter Grades 20
13.0 Grade Card 22
14.0 Certificates 22
15.0 Convocation for Conferring Degrees 23
16.0 Regulation for Granting Extra Time & Use of Scribes 25
16.1 Granting Extra Time 25
16.2 Use of Scribes 25
16.3 Appointment of scribes 25
APPENDIX 26
1. MALPRACTICES/OTHER OFFENCES IN THE UNIVERSITY EXAMINATIONS 26
2. PROFORMA FOR SCRIBES 28

THAYYULL ATHIL ASOKAN
THAYYULLATHIL ASOKAN
your signing location here
2024.12.23 10:49:46 +05'30'

REGULATIONS OF EXAMINATIONS

Introduction

This document details the rules and regulations with respect to the conduct of examinations for undergraduate and postgraduate programs at Chinmaya Vishwavidyapeeth

Definitions

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

Attendance: is the physical presence and active learning participation of a student in the class / laboratory / field work etc. in the face to face or blended mode of classes

BoE: means the Board of Examinations of Chinmaya Vishwavidyapeeth

BoQPSS Committee: means Board of Question Paper Setters and Scrutiny Committee responsible for preparing and scrutinizing the question papers for each course for which examinations are to be held.

Choice Based Credit System (CBCS): A mode of learning in higher education which facilitates a student to have some freedom in selecting his/her own choices, across various disciplines for completing a UG / PG program. All UG and PG programs, as per UGC, have to implement CBCS

Course: means a Theory/Practical subject or Project Work that is normally offered in a semester.

Credit: A credit system is a systematic way of describing an educational programme by attaching credits to its components. University Grants Commission defines one credit as follows:

- 1 Theory period of one hour per week over a semester
- 1 Tutorial period of one hour per week over a semester
- 1 Practical period of two hour per week over a semester

Cumulative Grade Point Average (CGPA): Weighted average of the grade points obtained in all courses registered by the student across semesters.

Evaluation: is the process of making judgments based on evidence and interpretations gathered through examination and assessment and on the basis of agreed upon criteria.

Examination: a quantitative measure of learner's performance and is usually held at the end of the academic session or semester.

Grade Point Average (GPA): A system of calculating academic achievement based on an average, calculated by multiplying the numerical grade point received in each course by the number of credits.

Grade Point: Numeric weightage attached to each letter grade.

Letter Grade: Index of performance resulting from the transformation of actual marks obtained by a student in a course

Programme: An educational programme leading to the award of a Degree, diploma or certificate.

Revaluation: A recheck of an already corrected answer script.

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Registration: Process through which students select courses to be taken during a semester.

Regular Students: students enrolled in the degree granting programmes of Chinmaya Vishwavidyapeeth

Result: Outcome of an assessment/ evaluation which may be expressed in different forms such as course credit, letter grade, grade point earned, SGPA, CGPA etc.

Run-time re-do: Students are allowed to register for a course in which he/she has failed whenever the course is offered a subsequent time. Such an arrangement is run-time redo.

Semester Grade Point Average (SGPA): Performance of a student in a given semester.

University: means Chinmaya Vishwavidyapeeth, Ernakulam.

Scope

These regulations are applicable to the students enrolled in the degree granting programmes of Chinmaya Vishwavidyapeeth.

Examinations of Chinmaya Vishwavidyapeeth (CVV) are open to students enrolled in degree granting programmes, i.e., the candidates who have undergone regular course of study in the university for a period specified for that course of study.

1.0 General Eligibility

The candidates shall be deemed to have undergone a regular course of study for the period specified for that course of study, if he / she fulfils the requirement as given below:

Attendance:

- Has put in 75% of attendance for each course.
- No candidate who has put less than 75% of the full attendance for a course shall be permitted to take the end semester University Examination of the course.
- For courses that do not have the end semester component, 75% attendance is mandatory in order to complete the course.
- However, the Dean of faculties shall condone with the recommendation of the Program Coordinator and Head of the School, and approval of the Vice-Chancellor, the shortage of attendance in aggregate up to a maximum of 10% to overcome certain unavoidable circumstances such as medical, participation in sports and games (if duty leave exceed 25%).
- University rules may change from time to time.
- The fee for application for condonation of shortage of attendance shall be Rs. 1000/- (Rupees One Thousand only). Fee shall be paid in the university accounts Office.
- A candidate who has secured less than 75% of attendance and is not eligible for condonation in a course, shall not be permitted to write the end semester University Examination. He/ She is required to re-register for the respective course when it is offered and repeat the course, for minor courses he/she have to take another minor in lieu of the current minor .

Clearance of Dues

- All the candidates seeking permission to appear in the end semester examination should

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produce a clearance of dues from the respective Departments in the prescribed form.

Exam Fees

- Application for permission to appear for an examination shall be submitted along with the prescribed fees within the prescribed time limit.
- The Candidates who fail to appear for an examination shall not be entitled for the refund of the examination fees paid by him/her.

Hall Ticket

- A candidate whose application has been accepted shall be given a Hall Ticket. Admission to the examination hall shall be only on the production of the above-mentioned Hall Ticket.

1.1 Requirements for appearing for End Semester Examinations

- A student shall normally be permitted to appear for the University examinations in his/her registered subjects if he/she has satisfied the semester completion requirements and has registered for the examinations in all the Registered Courses of the semester.
- Registration is mandatory for the end semester examinations as well as supplementary including withdrawn courses (in lieu of minor course) in the previous semester examinations failing which the candidate will not be permitted to move to the higher semester.
- If a student has already appeared for a course / courses in previous semesters and passed, and he/she want to improve the course/ courses, he/she may re-register for the course/courses to improve the grade in such case the grade(s) obtained after re-registering for the course / courses shall replace the earlier grade(s) in both CIA and ESA.
- Question papers of all examinations shall be set and answered in the Medium instruction of that course.
- All examinations of the university shall be held within the university campus. The schedule of various examinations, schedule of evaluation of answer sheets and publication of results shall be prepared by the office of the Controller of Examination well in advance.

2.0 Appointment of Examiners

Appointment of examiners shall be made by the Controller of Examinations in accordance with the rules and regulations prescribed by the Board of Examination (BoE) from time to time. The Chairperson of the Board of Examination (BoE) shall have the power to cancel the appointment of examiners at any point of time.

2.1 The panel of Examiners (PoE)

- The Panel of Examiners (PoE) – the committee responsible for preparing, scrutinize the question papers and evaluation of answer scripts.
- All faculty members handling a course shall be a member of the Panel.
- The Chairperson of the Panel of Examiners (PoE) shall be appointed by the CoE for each examination from faculty members.

2.2 Board of Question paper Setters & Scrutiny (BoQPSS)

- The Controller of Examinations will constitute a Board of question paper setters and scrutiny

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for each course for which examinations are to be held.

- A Convener will be appointed by the Controller of Examinations for every academic year/examination. However, it is not mandatory that Board of question paper setters and scrutiny shall be appointed for each course every year if question papers set for the same examination by a previous Board are available with the Controller of Examinations.
- No one shall act as a member/convener of question paper setting or question paper scrutiny committee if his/her near relative is appearing in the examination.
- The Board of question paper setters and scrutiny shall be responsible for verifying and scrutinizing a minimum of 3 sets of question papers with the scheme of evaluations per course.
- The Convener and members of the Board may scrutinize the papers set, to ascertain whether required standards have been maintained and whether the questions are in conformity with the prescribed syllabus and scheme, and the Learning Outcomes of the course.
- The minutes of all Board meetings shall be recorded by the Convener and submitted to the Controller of Examinations.
- The Board of question paper setters and scrutiny should not consider the question papers without a proper scheme of valuation.

2.3 Appointment of Paper Setters and Scrutinizers

- At the beginning of the semester the Office of the Controller of Examinations,will list the subjects for which Examination is to be conducted course wise and semester wise.
- Based on the Panel of Examiners, the Convener of the BoQPSS prepares the List of Examiners to whom the question paper setting is to be sent and forward the list to CoE for approval.
- In case of deviations, the concerned HoS of the respective School shall do alternative arrangements and inform CoE.
- No one can claim an appointment as a question paper setter/ scrutinizer or any other examination work as a matter of right. The CoE shall finalize the question paper setters/ scrutinizers from the PoE.
- The paper setters/ scrutinizers are required to submit their intention of acceptance/ decline of the offer.
- The Internal paper setters/ scrutinizers shall normally not decline the assignment of examination work except in extraordinary situations since examination duty is treated as an essential service by the University. The external paper setters/scrutinizers shall intimate their acceptance or otherwise as soon as they receive the communication from CVV or in the prescribed time limit. The acceptance of the offer may also be informed by email to the CoE. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the paper setter/ scrutinizer.
- If by chance, a wrong subject has been assigned to the paper-setter, they shall indicate the same and decline the offer. He shall NOT accept an offer that is NOT related to his subject/ expertise/ knowledge domain.
- The paper setters/ scrutinizers/ examiners shall follow all the regulations of the University from time to time in respect of the setting of question papers, the scheme of evaluation, etc.

2.4 Functions and Responsibilities of Question Paper Setters

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- The Question Paper setter shall set the papers only on the texts and courses of study prescribed and ensure that no question on topics not included in the prescribed syllabus is set.
- The Question Paper Setter shall take all the necessary precautions for the maintenance of confidentiality of his/ her appointment and the question paper(s) submitted set by him/ her.
- The Question paper setter shall set a minimum of 3 sets of questions, as per the prescribed pattern containing questions covering a wide range of contents of the courses for which they are set and send them all in sealed packets/electronic versions to the Convener of the BoQPSS.
- Also, all faculty members handling a course shall set at least three question papers and forwarded to BoQPSS within the specified date. If multiple faculty members are teaching a single course, then they together shall set up the question paper and inform the BoQPSS about the same.
- The Question Paper setter shall ensure that the question papers set to carry the correct name of the subject, Title and code of the paper, applicable Regulation(s). He/ she shall also indicate the duration of the paper, the maximum marks allotted to each question of the paper, choice, and maximum marks of the full paper. If the question paper is common to one or more schemes/courses, it shall be clearly indicated.
- The Question Paper setter shall provide necessary instructions for the guidance of candidates at the top of the question paper. Any Mathematical, Physical tables, charts, data and handbooks permitted to be used should also be clearly indicated.
- The Question paper should be fairly distributed over the whole syllabus of study and not concentrated on a few modules/ portions only.
- The Question Paper setter shall write the questions legibly in Ink or type personally, avoiding additions, alterations, and erasures. Abbreviations are to be avoided. Special care shall be taken in the delineation of mathematical signs of index figures. He/she should work out the numerical problems before including them in the question papers.
- The Question paper setter is expected to provide the guided answer keys and scheme of evaluation schema for theoretical questions. Numerical problems are to be worked out and the same to be included in the answer key.
- The Paper setters shall observe strict secrecy regarding the work allotted to them. The paper setter shall not delegate the task of setting the question paper partially or entirely to anyone else.
- The password protected electronic version of question papers and scheme of valuation files shall be forwarded/ handover to CoE office with other information/ forms and claim bills if any (for external question paper setters). The guidelines for the submission of the electronic version will be issued by CoE.

2.5 Handling Question Papers Received from Paper Setters

- The Convener of the BoQPSS on receipt of question papers, check whether it is in the required format and do the following:
  - The question paper(s) received from the respective paper setters are entered/ acknowledged, processed and stored securely maintaining full confidentiality warranted of an examination system. An account keeping must be done in order to send reminders

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to the paper setters if question papers are not received within the stipulated time.

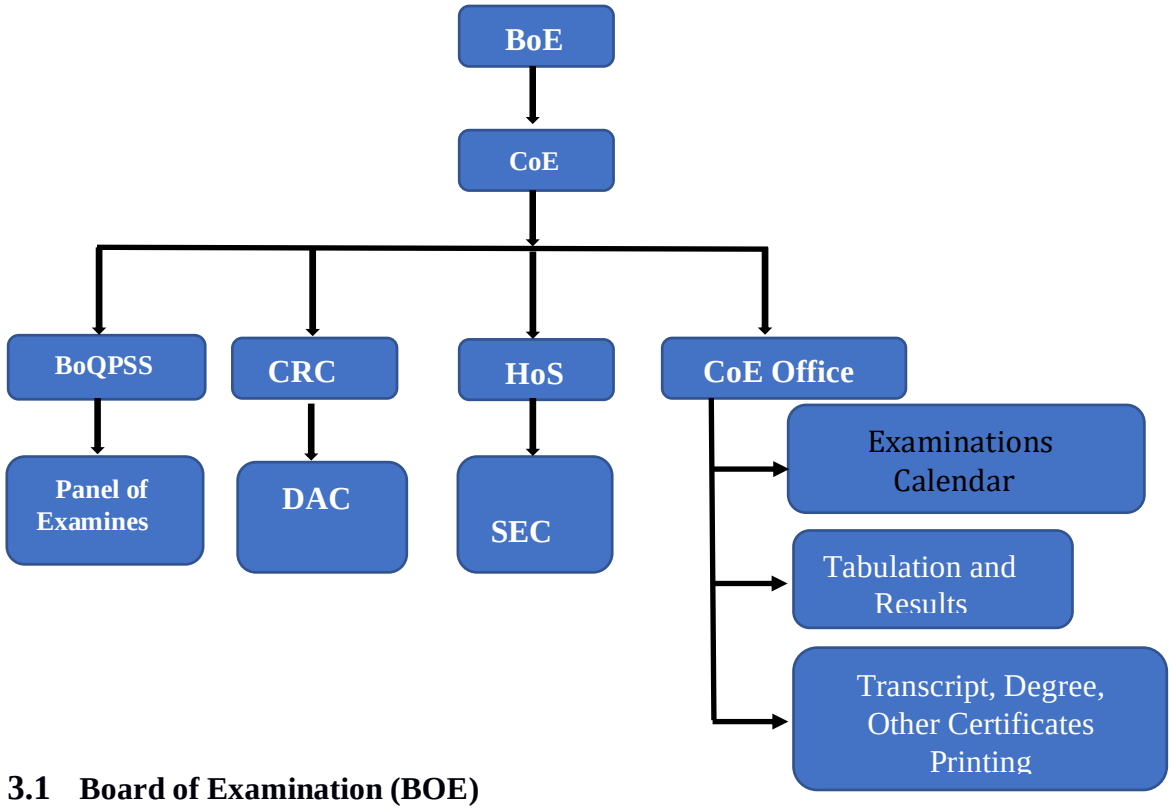
- All the question papers received from the question paper setters are subjected to scrutiny in order to validate its conformity with the pattern and academic regulations in force. Any errata or aberrations are subjected to necessary corrections.

- All the scrutinized question papers shall be packed in cover and sealed securely for storage under the custody of the CoE.

2.6 Duties of Question Paper Scrutinizers

- Question paper scrutinizers are appointed from the current Panel of Examiners by CoE as a validation process for the purpose of carefully examining the question papers for any aberrations, errors, spelling mistakes, pattern, scope, distribution of marks, etc. or any other lapse and providing necessary corrections.
- The Question paper scrutinizer shall be present at the scrutiny room at the office of the CoE of the University on the assigned date and time to fulfil the given responsibility. He/ she shall express his/ her consent or otherwise to the CoE as soon as such an appointment of duty is received as suggested in the communication.

3.0 Hierarchy



3.1 Board of Examination (BOE)

Board of Examination (BOE) is the main committee constituted for examinations. The constitution of BOE is as follows:

a) Vice-Chancellor as Chairman

b) Registrar as member

c) Deans of Faculties as members

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d) Heads of schools as members

e) Controller of Examination (CoE) as Member Secretary

f) Chairman of the Panel of Examiners (PoE).

g) One representative from School Examination Committee (SEC)

3.2 The Powers and Duties of BOE

1. The BOE shall ensure proper organization and execution of all types of examinations.
2. The BOE shall approve the Panel of Examiners (PoE) prepared by CoE.
3. The BOE shall recommend examination reforms and shall implement them after due approvals. All amendments to policies pertaining to the Centralized Examination will be approved by BOE.
4. The BOE shall approve the prepared detailed time table of examinations by the time table committee under CoE.
5. The BOE shall arrange for strict vigilance during the conduct of examination to avoid the use of unfair means by the students, faculty, and invigilators.
6. Complaint Redressal Committee (CRC) shall be an independent committee consisting of three members appointed by Chairman, BOE as and when required to deal with the complaints related to the conduct of examinations and other exam-related matters.
7. The recommendations of the CRC shall be approved by Chairman, BOE to take appropriate disciplinary actions in the concerned matter. The disciplinary shall be endorsed by the BOE.
8. For any meeting of BOE, one-third of members shall constitute a quorum.
9. The members of BOE shall meet at least twice during the academic semester and at other times as and when necessary.
10. The various templates shall be prepared by the CoE office and approved by BOE for record-keeping and monitoring all examination related activities and shall be coded as CVV/Exam/XYZ (number).
11. The BOE shall perform duties and responsibilities that are assigned by the Academic Council from time to time.

3.3 School Examination Committee (SEC)

The School Examination Committee (SEC) is appointed by the Vice Chancellor. It consists of faculty members nominated by Heads of Schools (HoS) for carrying out examination activities. The SEC will work in coordination with the Controller of Examinations (CoE) and HoS for routine operations.

3.3.1 Responsibilities

The general responsibilities of the SEC will be as under:

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1. Follow up with the respective course coordinator/ faculty for the question paper of that course, as per the specified format provided by the office of the CoE.
2. Prepare the timetable and seating arrangement, and conduct the Mid Term/CIA-Tests as per the schedule.
3. Appoint evaluators for evaluation of the Mid Term and Comprehensive Examination as per the notification from the HOS office.
4. Conduct the Practical Examination as per the schedule.
5. Forward the final approved eligible student list to the office of the CoE for conducting the examinations.
6. Verify the end semester examination schedule for the respective Schools, and the seating arrangements and attendance sheets for the scheduled examinations.
7. Ensure that the assessment scheme followed by the instructor is consistent with the one stated in the approved course outlines. Forward recommendations to the Vice Chancellor for one-time approval of variances in the assessment scheme.
8. Verify the grading of the marks and the tabulation of the results.

3.3.2 Members of the School Examination Committee (SEC)

a) One HoS nominated by the Vice Chancellor – Convenor
b) Other Heads of Schools – Members
c) Faculty members nominated by Heads of Schools/ Programme Directors – Members
d) Dean of Faculty – Special Invitee
e) The Controller of Examinations – Special Invitee

3.3.3 Meeting Schedule

The SEC shall meet at least once every semester, immediately after the Continuous Internal Assessment (CIA) scores have been submitted; and will meet at least once after the examinations and prior to the announcement of the results.

3.3.4 Tenure of Members

Faculty members of the SEC shall hold office for a period of two years or till such time as they cease to be teachers of the University, whichever is earlier.

3.4 Complaint Redressal Committee (CRC)

The function of the Complaint Redressal Committee (CRC) is for the Grievances of students of the university and render them necessary help in solving their examination related problems. The committee proactively gives an opportunity to everyone in CVV to be listened to so that any feeling of injustice is sorted out promptly. This system would ensure that the redressal sought is just and fair and is within the given frame-work of rules and regulations. Procedure to be followed by CRC:

a) Prepare document(s) on detailed allegation(s).
b) The privilege to present a response either orally or in writing to the CoE
c) The privilege to be accompanied or be represented at all hearings conducted by the Complaint Redressal Committee (CRC).
d) Prepare the enquiry schedule.

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The Committee shall discuss and analyse the causes for the complaints, the complaint resolution process and discuss the progress and action plans on the same.

3.4.1 Members of the Complaint Redressal Committee (CRC)

1. Dean of faculty – Convener.
2. HoS – parent school of the examinee.
3. Two faculties from another school.

4.0 Discipline in University Examination

- A candidate shall not use unfair means in connection with any of the examinations.
- Students are normally forbidden to ask questions of any kind during the examination. Invigilators are expected to refuse to answer any inquiries whatsoever, relating the question papers whether in explanation of the meaning or in correction of typographical errors. However, In exceptional cases, if a clarity is required in case of lack of clarity in a particular question, the same shall be brought to the notice of the CoE through the invigilator. The CoE shall intervene in consultation with the respective course coordinator and provide clarity.
- Every day, before the examination begins, the invigilators shall call upon all the candidates to search their tables, desks etc., and ask them to hand over all papers, books, notes, cell phones or other reference material which they are not permitted to have in their possession or accessible to them in the examination hall.
- If a late comer (within 15 minutes after commencements of examination) is admitted, the above process shall be repeated to them at the time of entering into the examination hall.
- The invigilators are also to see that each candidate has his/her identification card and hall ticket in possession with him / her.
- If a candidate disobeys the instructions or misbehaves with any member of the examination squad or misbehaves with any of the invigilators at the examination hall, he / she may be expelled from the examination for that session.
- The Invigilator/ Chief Superintendent (for other campuses) shall immediately report the facts of such cases with full details of evidence to the Controller of Examinations who will refer the matter to the Vice-Chancellor.
- If the Vice-Chancellor is satisfied that there has been a mass-scale copying or use of unfair means on a mass-scale in a particular hall, they may cancel the examination of all the candidates in that hall/halls and order re-examination.
    - Note: here, if the invigilator in charge is satisfied that 1/3 or more students were involved in using unfair means or copying in a particular examination hall, it shall be deemed to be a case of mass copying.
- The Invigilator/ Chief Superintendent of the examination hall/ center shall report to the Controller of examinations without delay and on the day of occurrence if possible, each case where use of unfair means in the examination is suspected or discovered with full details of evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for that purpose.

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- In case a candidate is caught indulging in unfair means in the examination, he/she shall not be forced to give a statement. However, the fact of his / her having refused to make a statement shall be recorded by the Invigilator/ Chief Superintendent and shall be attested by a member of the examination squad on duty at the time of occurrence of the incidence. This will be treated as First Information Report (FIR) for initiating further inquiry.
- A candidate detected or suspected of using unfair means in the examination may not be permitted to answer in the same answer book, but in a separate answer book. The answer book in which the use of unfair means as suspected shall be seized by the Invigilator/ Chief Superintendent, who shall send both the answer-books to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations.
- The following shall be deemed to be unfair means:
    a. Found in possession of incriminating material related / unrelated to the subject of the examination concerned.
    b. Found copying either from the possessed material or from a neighbour.
    c. Inter-changing of answer books
    d. Change of seat for copying
    e. Trying to help other candidates
    f. Found consulting neighbours
    g. Exchange of answer sheets or relevant materials
    h. Writing some other candidate's register number in the main answer paper
    i. Insertion of pre-written answer sheets (main sheets and additional sheets)
    j. Threatening the invigilator or insubordinate behaviour as reported by the Invigilator/ chief superintendent and / or the hall superintendent.
    k. Consulting the invigilator for answering the questions in the examination.
    l. Cases of impersonation.
    m. Mass Copying

The Academic Council may declare any other act of Omission or Commission to be unfair means in respect of any or all the examinations

4.1 Disciplinary Action Committee

Any act of indiscipline, misbehaviour and unfair practice in examinations will be referred to the Disciplinary Action Committee (DAC). Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the

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examinations shall be reported to the CoE who in turn shall refer it to DAC. Duties and responsibilities of DAC are:

- On the basis of the report and evidence available or gathered, DAC shall immediately initiate an inquiry giving the concerned student a chance to explain his/her case.
- DAC shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examination and forward it to the CoE for action.
- Actions are to be based on the severity of the offense and are to be dealt with, on a course / Semester basis.

The student may appeal to the Complaint Redressal Committee (CRC) for a relook on the matter. Based on the committee's report, the CoE shall take a final decision on the matter.

4.1.1 Members of the Disciplinary Action Committee

1. Convener – one Head of School – appointed by CoE, duration of the convener minimum one academic year and maximum of 3 years.
2. Three faculty members.
    a. One faculty from the School of the student
    b. Two faculties from another school.

4.1.2 Withdrawal from End-Semester Examinations

- Withdrawal from End Semester Examination means that a candidate, after registering for the examination, gives a formal request for withdrawing from writing the examination. In case a student withdraws, the courses from which he/she withdraws from writing the exam will appear in the transcript only when he/she first appears for the exam. This DOES NOT apply for cases where a student is absent for the exam without formally withdrawing from the exam.
- A candidate may, for valid reasons and on prior application, be granted permission to withdraw from appearing for the examination of any one course or consecutive examinations of more than one course in the respective semester examination(s). The Student shall appear for the end semester University examination(s) of the withdrawn Courses in the subsequent semesters.
- Such withdrawal shall be permitted only once during the entire period of study of the Degree Program. This provision is not applicable to those who seek withdrawal during final semester.
- Withdrawal application is valid only if it is made within ten days prior to the commencement of the University examination(s) in the Course(s), recommended by the Program Director, HOS and approved by the Dean of Faculties.

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- Notwithstanding the requirement of mandatory ten days' notice, application for withdrawal prior to the commencement of the University examination(s) in the Course(s), in special cases under extraordinary conditions, will be considered on the merit of the case.
- Withdrawal from the End Semester Examinations is not applicable to arrears / supplementary courses.

5.0 Make-Up Examinations

- If an Undergraduate or Postgraduate Student fails to secure a pass in the final semester examinations for the regular course paper he/she can register for the Make-up Examinations. Make-up Examinations shall be held ordinarily not earlier than two weeks, but not later than one month, after the publication of the results of the regular examination.
- If the student fails to secure a pass in the make-up examination in a particular course, it is mandatory that he/she shall register for the course as an arrear paper and reappear for the examination in the course during the subsequent semester and this will be treated as supplementary examination and the same will reflect in the transcript.
-

6.0 Retaining and disposal of answer scripts

Retention period of the answer scripts of the end semester examinations of any semester shall be fixed as three subsequent semesters from the semester in which the exam was held. All other answer scripts shall be disposed of.

7.0 Assessment of a course

Examiners for the end semester assessment of courses shall be appointed as per the university regulations. Fairness in Assessment is an integral part of the system of education as it is instrumental in identifying and certifying the academic standards accomplished by a student. The assessment will be undertaken by internal and/or external or inter-departmental examiners.

There shall be a separate result passing board for UG and PG program for recommendations for any moderation after the valuation process is completed and university norms are observed.

7.1 Examination –Evaluation

Performance of each registered student in a course shall be evaluated based on Continuous Internal Assessment (CIA) throughout the semester and End Semester Assessment (ESA) through End Semester Examination at the end of the semester.

Each Course, both Theory and Practical including Project Work, Seminar, etc. for

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B.A.S/B.Com./B.B.A and IM, BA AP, B.Sc AP, B.Sc B.Ed, B.A B.Ed, B.Voc programs shall be evaluated for a maximum of 100 marks. For each Course, the continuous internal assessment (CIA) will carry 60 percent weightage while the end semester assessment (ESA) in end semester University Examination will carry 40 percent weightage. For each PG Course, the continuous internal assessment (CIA) will carry 50 percent weightage while the end semester assessment (ESA) in end semester University Examination will carry 50 percent weightage.

7.1.1 Continuous Internal Assessment (CIA):

Weightage of Continuous Internal Assessment (CIA): 60%

The student's attendance and classroom performance, as well as the feedback, received from tests, tutorials, assignments and term papers shall form the basis for internal assessment. The internal assessment will be a Continuous Internal Assessment (CIA) that accounts for a weightage of 60% in theory based courses and 100% in practical courses.

This assessment shall be based on a predetermined transparent system involving periodic written tests, assignments and seminars in respect of theory courses and based on tests, lab skills, records/viva and attendance in respect of practical courses.

The percentage of marks assigned to various components for internal evaluation may be defined in the course outline.

An indicated list of the assessment components are:

- Assignments, Module tests, Surprise test & Periodical quizzes
- Mid-semester Examination
- Group discussions, Seminars
- Viva-voce/Oral Examination, Case Study, Open book Test
- Any other component that the teacher considers necessary for assessing the student's performance

Practical Records: All the records of continuous assessment (CIA) must be kept in the department and that must be made available for verification.

Results of Internal Assessment: The results of the CIA and total semester attendance percentage shall be available in LMS within 10 working days from the last day of a semester. This will be available in student login for them to verify. In case of any discrepancies noted, the student shall bring the same to the notice of the respective course coordinator within 2 days of publishing in LMS. The marks awarded for various components of the CIA shall not be rounded off if it has a decimal part. The total marks of the CIA shall be rounded off to the nearest whole number.

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The Score-Sheet for 'CIA' duly attested by the HOS shall be forwarded to the CoE office for processing minimum 5 days before the commencement of University examination. Thereafter no further change in the grades entered in the same shall be entertained. Changes in the internal assessment <u>will not be possible</u> in any circumstance for a student after the CIA for the particular semester is submitted to the COE office for processing of results. If a student fails in CIA, the student can redo the CIA component in the next chance..

7.1.2 End-Semester Examination (ESE)

Weightage of End Semester Exam: 40%

There shall be an End Semester Examination for the courses which has an end semester evaluation component. The duration of the end semester exam shall be as follows:

Total Marks	Duration of Exam
75 to 100	3 Hours
50 to 74	2 Hours
below 50	1.5 Hours

The end semester exam shall evaluate the course outcomes specified in the respective courses.

In End Semester Examinations, all internal and external examiners needed for theory, practical and project evaluations shall be appointed by the CoE.

External assessment procedures, wherever required, shall be adopted using a single external evaluator for theory Courses.

Marks obtained in the End Semester Examination of the theory course out of 100 shall be reduced to 40 marks and rounded to the nearest integer. The finalized marks of Continuous Internal Assessment (CIA) for 60 and End Semester Examination for 40 totalling to 100 shall be converted to the corresponding letter grades to be awarded to each theory course registered by a student in a program.

In the end semester Examination of a project / dissertation, the evaluation shall be done based on the rubrics specified for the same in the course outline. If the project report is submitted by a group of students then every student in the Project Group shall be awarded the same mark. Viva voce shall be conducted individually for each student by the panel consisting of the external examiner and an internal examiner both duly appointed by the CoE along with the project guide, co-guide, if any, and the Chairperson of the Dissertation Course Committee. The panel will award viva voce marks based

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on the individual performance. Marks obtained in the CIA and ESE shall be converted in the proportion of the weightage as specified in the course outline, which shall total to 100. The final marks shall be converted to the corresponding letter grades to be awarded to the project course registered by a student in a program.

In a reasonable time, frame, the CoE office will scrutinize and validate the answer books. Marks obtained in End Semester Examinations shall be given a weightage of 40%.The finalized marks of Continuous Internal Assessment (CIA) with a weightage of 60% and End Semester Examination with a weightage of 40% totalling to 100% shall be converted to the corresponding letter grades to be awarded to each course registered by a student in a program.

When a course is discontinued to be offered in a semester, due to implementation of new regulations, those students who are detained from writing the examination due to inadequate attendance shall take equivalent courses if available or additional courses as prescribed by the Program Director and approved by Dean through HoS.

7.1.2.1 Regulation for Granting Extra Time & Use of Scribes

Granting Extra Time

The Controller of Examinations, on the recommendations of the Dean and a Govt. Medical Officer not below the rank of an Asst. Surgeons have the power to grant extra time to differently abled candidates for answering papers at University examinations. Extra time maximum of 60 minutes (based on the disability) shall be granted to such students to write the examination of 3 hours duration with proportionate reduction of extra time for papers of shorter duration.

Use of Scribes

The Controller of Examinations has the power to allow scribes for blind candidates, if necessary and a small category among disabled candidates whose disability incapacitates the student from writing, based on the recommendations of the Dean and a Govt. Medical Officer not below the rank of a civil surgeon. If blind students require a laptop to type in their answers, the same shall be facilitated by the CoE office. Such students shall be seated in a separate room. The maximum number of students belonging to the above categories allowable into an examination hall shall not exceed five. An invigilator shall be allotted to supervise them (Ratio 1:5)

Appointment of scribes

The service of the scribe is made available as per the following conditions:

- The scribe shall not be an employee of the university.

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- The scribe shall not be a relative of the student who is appearing for the examination.
- The educational qualifications of the scribe shall be less than those of the student.
- A pro forma with declaration in the format given in Appendix 1 shall be obtained from the scribe.
- The pro forma signed by the scribe shall be submitted to the CoE office.

7.1.3 Evaluation of End Semester Examination (ESE):

The end semester examination will account for 40% weightage of the total marks and CIA will account for 60% weightage of the total marks. The evaluation of the end-semester examination (ESE) shall generally be done by the faculty who taught the course. However, a School can opt to have the examiner from outside the university if the Academic council so decides. If the question paper is set by external question paper setters, then those answer scripts shall be evaluated by two examiners; one, the external (as far as possible the question paper setter shall evaluate the examination paper as well) and the other, internal examiners.

a. **Project Work:** There shall be a project/dissertation option for students. The dissertation entails fieldwork, lab work, report writing, presentation, and viva voce. The class hours allotted for project work may be clustered into a single slot so that students can do their work at a center/location for a continuous period of time. However, appropriate changes can be made by the faculty council in this regard. **Project/dissertation** shall be carried out under the supervision of a teacher in the parent School or other research institutes or industrial establishment if they permit the students to do so, after getting permission from the HOS. In such cases, one of the faculty from the schools would be the co-supervisor/internal guide and an expert from the industry/ research organization concerned shall act as the supervisor/ external guide. The project/dissertation shall be submitted to the HOS two weeks before the commencement of the end semester examination of the final semester.

b. **Evaluation of Theory Answer Scripts:** The evaluation shall be done after the examination at the earliest, preferably in a centralized valuation. As far as possible barcoded Answer Books shall be used to ensure confidentiality. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation.

7.2 Undergraduate Programs and Integrated Masters

Wherever there is an End Semester Examination, the weightage shall be distributed as follows:

Weightage of Continuous Internal Assessment (CIA): 60%
Weightage of End Semester Exam: 40%

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7.3 Post-Graduate Programs

Weightage of Continuous Internal Assessment (CIA): 50%

Weightage of End Semester Exam: 50%

There shall be a double valuation system of answer books for the evaluations of 'PG & Ph.D.' courses. The final marks awarded will be the average of two. If there is a variation of more than 10 % of the maximum marks, the answer books shall be valued by a third external examiner appointed by the CoE. The final marks to be awarded shall be the average of the nearest two out of three awarded by the examiners.

8.0 Eligibility to appear for the End-Semester Examinations for a course

a. Attendance (75%) and 40% of CIA components (24 marks) for courses under UG & PG programs. For Project courses, attendance (minimum 75%); CIA (50%) and submission of a copy of the project is essential for eligibility to appear for ESP (viva Voce) examinations wherever it is a summative University examination.

b. Courses in programs wherein Theory and Lab have been assessed jointly, the minimum eligibility in CIA as applicable in 'a' above is implemented for theory and practical components separately. Reappearance for CIA in both components is applicable if the above criteria are not met.

c. A student not meeting these criteria for eligibility shall be Incomplete (I) in that particular course for the semester. In the subsequent semester, such a candidate must improve the criterion that is lacking viz., attendance and/ or CIA minimum by attending the classes when offered, in order to become eligible for the end semester arrear examinations.

d. For minor courses, the student has the option to drop the minor and opt for another minor in the subsequent semester or the same minor, if offered.

9.0 Grade Qualifying for a Pass

1) A student who has been awarded an "I" grade in a course, due to the reason of not completing the Continuous Internal Assessment (CIA) components of that course, shall repeat the same course whenever offered in the next immediate semester or at run-time re-do mode (if permitted). For minor courses, please refer to the point (d) in the above section 8.

2) UG Programs: For each course, a minimum of 40% in CIA (as per eligibility criteria 9.0.a) and 40% in ES examinations (ESE) and 40% in aggregate is required to obtain a grade — P for a pass

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3) PG Programs: For all courses, a minimum of 40% of CIA (as per eligibility criteria 9.0.a), 50% in ES examinations (ESE) and 50% in aggregate are essential to secure a grade of — B (Above Average).

4) Courses (in UG, Integrated / PG programs) in which practicals are an integral part of the training, the regulations for a passing grade is: *the passing minimum (P'grade / 40% for UG and B' grade / 50% for PG programs) for the theory exams and lab exams have to be obtained separately, in order to be declared passed in the individual courses and thereby earning the credits for both theory and lab courses. Reappearance in any one of the components is treated as reappear in both these components.*

5) Dissertation/ Project and viva: The passing minimum is D grade (40%) for UG and for PG project evaluation is B grade (50%).

6) The performance of a candidate in a course will be indicated as a letter grade, whereas grade point will indicate the position of the candidate in that batch of candidates. A student is considered to have completed a course successfully and earned the prescribed credits if he/she secures a letter grade other than F/I/FA/AB. A letter grade 'F' in any course implies he/she has to Reappear for the examination to complete the course.

7) Reappear for students failing in an End Semester Examination (ESE) will be in the succeeding year, with their juniors for core courses. For the final year alone, supplementary exams shall be conducted for students who failed. If, however, a student fails in a minor or elective, the student can opt for another minor or elective to make up for the credit after getting the approval from HoS and inform the same to the Minor course coordinator and CoE office. If a student fails in a minor or elective in the final semester,

   a) The student can appear in the make up exam for the minor/elective in which he/she has failed.
   b) The student can choose to drop the minor/elective if he has taken sufficient minors/electives to fulfil the eligibility criteria to receive the degree.
   c) The student can opt for the same minor/elective or a different minor/elective in the subsequent semester and appear for all the assessment components for the minor/elective so chosen.

8) Students who are awarded "FA" grade in a course, shall re-register for the course, when offered next as run-time re-do course.

10.0 Revaluation / re-totaling / photocopy

10.1 Undergraduate Programs

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1) If a candidate is not satisfied with the marks obtained by him/her, provision for applying for photo-copy of the answer script / re-totalling / revaluation is given.
2) To get a photocopy of the answer script and to apply for revaluation and re-totalling the candidate shall submit an application in the prescribed form/Examination Management System (EMS) by paying the stipulated fee within a span of two weeks from the date of declaration of the results. All requests in this regard shall be addressed to the Controller of Examinations, through the concerned PD through HoS. A student shall apply for revaluation of answer scripts for not exceeding 6 subjects. The Controller of Examinations shall arrange for the revaluation / re-totalling / photocopy of university answer scripts and the results shall be intimated to the candidate.
3) Revaluation is not permitted for practical courses, seminars, summer project, Industrial Training and Project work.
4) When the first valuation and revaluation marks are within 15%, higher marks shall be taken as the marks secured and the results shall be declared by the Controller of Examinations. If the difference in marks is more than 15%, then it shall be referred to a third examiner and third valuation shall be compared with the nearest of the two other marks for declaring the results. At the Controller of Examinations office, the marks awarded to each answer shall be re-totalled by a competent authority and the results of revaluation / re-totalling shall be intimated to the candidate within 15 days. This redressal mechanism is applicable only to the Theory Course(s).
5) The original marks secured by the candidate shall not be changed if the revalued marks are less than the marks secured in the original valuation.
6) Fresh mark sheets incorporating the change, if any, shall be issued to the candidate who gets the benefit of the higher marks on revaluation. Revised marks sheet shall be issued only on surrendering the original mark sheet issued to the candidate earlier.
7) All work relating to revaluation shall be treated as extremely confidential and therefore interim enquiries shall not be entertained.

10.2 Ph. D and Postgraduate Programs

1) Revaluation is not permitted for the Ph. D scholars.
2) A student may apply for re-totalling/photocopy of his/her University Examination answer paper in a Theory Course within 2 weeks from the declaration of results on payment of the prescribed fee through proper application to the CoE.
3) The CoE will arrange for the re-totalling/photocopy of the University answer book and the results will be intimated to the student.

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4) Re-totalling/photocopy provision is not permitted for the practical courses, seminars, summer project, industrial training and project work.

11.0 Award of Letter Grades

Based on the performance, a student shall be awarded a letter grade corresponding to the marks obtained (out of 100 marks) in each registered course in a semester. Each letter grade carries a specified Grade Point (GP) corresponding to a specified marks range as follows:

Grading Scale for UG Programmes

Letter Grade	Grade Point	Marks (in %)
O (Outstanding)	10	91–100
A+ (Excellent)	9	81–90
A (Very Good)	8	71–80
B+ (Good)	7	61–70
B (Above Average)	6	51–60
C (Average)	5	45–50
P (Pass)	4	40–44
F (Fail)	0	Less than 40%
AB (Absent)	–	–
S (Satisfactory)	-	-
U (Unsatisfactory)	-	-

Grading Scale for PG Programmes

Letter Grade	Grade Point	Percentage Range
O (Outstanding)	10	91–100
A+ (Excellent)	9	81–90
A (Very Good)	8	71–80

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B+ (Good)	7	61–70
B (Above Average)	6	50–60
F (Fail)	0	Less than 50%
AB (Absent)	–	–
S (Satisfactory)	-	-
U (Unsatisfactory)	-	-

1) A student obtaining Grade 'F / I/FA / AB' shall be considered failed and will be required to reappear in the end semester examination.
2) "F" denotes failure in the registered course. Hence Reappearance in the End Semester Examination is mandatory. This grade will appear both in Grade Card and Result Sheets.
3) Candidate with 'I' grading indicates detained (vide, 9.a) in a course (s) and the student is not fulfilling the minimum criteria for academic progress [less of internal assessments < 40% (CIA)]. Registrations of such students for those courses shall be treated as cancelled. The candidate should register for and repeat the course (s) or the semester. Scheduling and conduct of the courses for such candidates is the responsibility of the HoS and Program Coordinator in the school.
4) Students who are awarded "FA" grade in a course vide,9.a [i.e., lack of attendance- < 75%], shall repeat for the course, when offered next as a run-time re-do course.
5) Registrations for repeating a course/ semester shall be made by the candidate at the beginning of a semester through SEC to HoS & the CoE office.
6) "AB" denotes absence for the End Semester Examination.
7) Grades "I" "W" and "AB" will appear only in the Result Sheets.
8) No student is considered to have completed a course successfully and earned the credits when he/she secures a letter grade "F" or "I" or "W" or "AB".
9) Grading is done by the CoE office for each registered course after taking into account both the Continuous Internal Assessment (CIA) marks and the End Semester Assessment (ESA) marks totalling to 100 marks.
10) The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student,i.e.

THAYYULL ATHIL ASOKAN
THAYYULLATHIL ASOKAN
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2024.12.23 10:49:46 +05'30'

$$\mathbf{SGPA = \Sigma(C_i \times G_i) / \Sigma C_i}$$

where' Ci' is the number of credits of the i^{th} course and 'G_i' is the grade point scored by the student in the i^{th} course.

The CGPA is also calculated in the same manner taking into account all the courses undergone & earned by a student up to the *jth* semester of a programme, i.e.

$$\mathbf{CGPA_j = \sum (C_i \times G_i) / \sum C_i}$$

where Ci is the credit for i^{th} course in any semester, and G_i , the grade point for the course.

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

Students obtaining "F", "I", "AB", "FA" and "W" grades will be excluded from computing SGPA or CGPA. If a student has these grades, then the CGPA and SGPA will not be printed in the semester grade card.

Compulsory non-Academic Courses, audited courses having only Continuous Internal Assessment (CIA) marks with the letter grade S (Satisfactory) or U (Unsatisfactory will be excluded while computing SGPA and CGPA, but S grade is required for completing the program.

A Student who secures "I" grade in any course of a program has to repeat in the subsequent semester when the course(s) is offered and reappear in the subsequent Continuous Internal Assessment (CIA) and End Semester Examination.

A student who secures "F"," W" and "AB" grade in any core course of a program has to reappear in the subsequent End Semester Examination as supplementary /arrear course till he/she secures a pass in the course.

'W' – withheld results, will be realised/ published later after analysing the issue for withholding the result.

12.0 Grade Card

After results are declared, Grade Card shall be issued at the end of each semester to each student which shall contain the following details:

The list of courses and assigned credits for each course registered in that semester, performance in each course shown by the letter grade and earned grade point, the semester Grade Point Average (SGPA) of all the courses registered in that semester and the Cumulative Grade Point Average (CGPA) of all the courses registered from the first semester onwards. The Grade Card shall also contain the list of audited courses in which the student has met all the requirements for completion as mentioned in the respective course outline.

13.0 Certificates

A student shall be declared to be eligible for the award of the degree if:

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1) The student has registered for and passed all the courses prescribed in the curriculum as well as registered for and satisfactorily completed compulsory audit courses prescribed for the program.
2) The student has successfully acquired the required number of total credits as specified in the curriculum corresponding to his/her program within the stipulated time.
3) The CGPA of the student is 4.00 or more.

After the publication of the results of the examination, a statement of marks shall be issued to all candidates who have registered for that examination.

A provisional certificate shall be issued to the candidates who have passed out in the courses in all semesters. Provisional Certificates shall be issued before the issue of the Original Degree / Diploma Certificate.

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

A Degree / Diploma under the seal of the University and signed by the Controller of Examinations, Registrar and Vice-Chancellor shall be issued to the successful candidates at an examination for a degree and conferred during Convocation.

Rank certificates shall be issued by the Controller of Examinations to eligible candidates. Candidates shall be ranked in the order of merit based on the CGPA scored by them subject to the conditions stipulated by the academic bodies of the University.

14.0 Convocation for Conferring Degrees

A convocation for the purpose of conferring degrees shall ordinarily be held once in a year on such date and place as may be fixed by the Vice-Chancellor with prior approval of the Chancellor.

A Special Convocation for the purpose of conferring Honorary Degrees may also be held at such time as may be decided by the Academic Council and the authorities of the University.

The Chancellor shall, if present, preside at the convocation of the University for conferring degrees. In the absence of the Chancellor, the Vice-Chancellor shall preside at the convocation.

Not less than four weeks' notice shall be given by the Registrar of all meetings of the convocation.

The candidates who have passed their examination in the year for which the convocation is held shall be eligible to be admitted in the convocation.

Provided that in case the convocation could not be held in a particular year, the Vice- Chancellor shall be competent to authorize admission of all those eligible candidates who wish to obtain their degrees through a convocation to next convocation and confer on them the respective degrees on

THAYYULL ATHIL ASOKAN
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payment of the prescribed fees.

Provided further that those who wish to obtain their degree in absentia when convocation is held regularly, may also do so after payment of usual fees.

A candidate for the degree must submit to the registrar his/her application on or before the date prescribed for the purpose, for admission to the degree at the convocation in person, along with the prescribed fees.

Such candidates as are unable to present themselves in person at a convocation shall be admitted to the degree in absentia by the Chancellor or in his absence by the Vice- Chancellor and their degree shall be given by the Registrar on application and payment of the prescribed fees.

The fees for admission to the degree at the convocation in person shall be as prescribed from time to time.

Honorary degree shall be conferred only at a convocation and may be taken in person or in absentia.

The presentation of the persons at the convocation on whom honorary degrees are to be conferred shall be made by the Vice-Chancellor or his nominee.

- Before the commencement of the convocation ceremony the required documents and paperwork have to be passed in the Academic Council. The Convocation ceremony will be presided over by the Chancellor or in his absence by the Vice-Chancellor.
- Candidates at the convocation shall wear the prescribed attire appropriate to their respective degree as may be specified by executive orders. No candidate shall be admitted to the convocation who is not in proper attire as prescribed by the University.
- For the award of degrees at the convocation, candidates present shall be formally presented to the Chancellor or in his absence to the Vice-Chancellor for admission to their respective degrees by Heads of Schools nominated for the purpose by the Vice-Chancellor.
- The name of the recipients of medals and prizes shall be read by the Controller of Examinations.
- The Registrar will present the candidates for conferment of degrees in absentia of the CoE.
- The Chancellor, the Pro-Chancellors, the Vice-Chancellor, the Registrar, the Controller of Examinations, the Deans of Faculties, the Heads of the Schools and the members of the university authorities shall wear the special robes prescribed by the university.
- The dignitaries and special guests whenever they attend the convocation shall be provided special robes according to their status as may be decided by the Chancellor.

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APPENDIX

1. MALPRACTICES/OTHER OFFENCES IN THE UNIVERSITY EXAMINATIONS

The following shall be deemed to be unfair means:

a. Found in possession of incriminating material related / unrelated to the subject of the examination concerned.
b. Found copying either from the possessed material or from a neighbour.
c. Inter-changing of answer books
d. Change of seat for copying
e. Trying to help other candidates
f. Found consulting neighbours
g. Exchange of answer sheets or relevant materials
h. Writing some other candidate's register number in the main answer paper
i. Insertion of pre-written answer sheets (main sheets and additional sheets)
j. Threatening the invigilator or insubordinate behaviour as reported by the chief superintendent and / or the hall superintendent.
k. Consulting the invigilator for answering the questions in the examination.
l. Cases of impersonation.
m. Mass Copying

Sl.No.	Nature of Unfair means	Scale of Punishment
1.	If the candidate has used unfair means specified in sub-clause (a) to (g) mentioned above	Prevent the candidate from writing all the University Examinations registered by him in that session.
2.	If the candidate has repeated the unfair means shown at (a) to (g) a second time	Prevent the candidate from writing all the University Examinations registered by them in that session and debar him/her for the next examination session (i.e. all University Examinations in the subsequent session)

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3.	If the candidates has repeated the unfair means shown at (a) to (g) third time	Prevent the candidate from writing all the University Examinations registered by them in that session and debar him/her for two years from registering and appearing for the University Examinations.
4.	If the candidate used unfair means in sub Clause (h) only	Prevent the candidate from writing all the University Examinations registered by him in that session only.
5.	If the candidates used unfair means in sub Clause (i)	Prevent the candidate from writing all the University Examinations registered by him in that session and debar him/her for two subsequent examination sessions.
6.	If the candidates used unfair means in sub Clause (j)	Prevent the candidate from writing all the University Examinations registered by him in that session and debar him/her for two years from registering and appearing for the University Examination.
7.	If the candidates used unfair means in sub Clause (k)	Prevent the candidate from writing all the University Examinations registered by him in that session
8.	If the candidates used unfair means in sub Clause (l)	Prevent the candidate from writing all the University Examinations registered by him in that session and debar him/her for two years from registering and appearing for the examinations. Moreover, relevant legal action shall be initiated if an outsider is involved.
9.	If the candidates used unfair means in sub Clause (m)	a. In a Single Hall: Cancel the relevant examination taken by the students of that Hall. Debar the concerned Hall Superintendent and others involved directly or indirectly from the examinations work such as invigilation, question paper setting, valuation, etc., for the next six examination sessions. b. In a Center: Cancel the relevant examination taken by the students of the center. Debar the Hall Superintendents and the Chief Superintendent and others involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation etc., for the next six examination sessions and cancel the examination center for two years

THAYYULLATHIL ASOKAN
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2. PROFORMA FOR SCRIBES

1	Name and Address of the scribe:	
2	Date of Birth:	
3	Details of educational qualifications/ examinations appeared:	
4	Name and Register No of the student for whom the scribe is appearing:	

DECLARATION

I hereby declare that the information furnished above is true and that I have not qualified/appeared for any examinations other than those mentioned in clause (2.1) above.

Place:

Date:

Signature of Scribe

Countersigned by the Dean:

THAYYULLATHIL ASOKAN
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