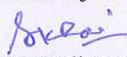


SHRI RAMSWAROOP MEMORIAL UNIVERSITY



Vill- Hadauri, Post- Tindola, Lucknow – Deva Road,
Distt- Barabanki – 225003 (Uttar Pradesh)

University Examination Policy w.e.f. Session 2025-26

Ref. No.: Exam Policy/COE/2025-26/01 Issue No. – 9 Date of Issue: Nov 07, 2025	Drafted By  Asst. Controller of Examination	Checked By  Controller of Examination	Approved By  Hon'ble Vice Chancellor
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Drafted By

[Signature]
Asst. Controller of
Examination

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Controller of Examination

Approved By

[Signature]
Hon'ble Vice Chancellor





1. INTRODUCTION

The University is committed to maintaining the highest standards of academic integrity in the examination process, in accordance with the established standards and principles. All rules and procedures related to the examinations should be well delineated as to eliminate any ambiguity or assumptions.

In order to achieve utmost precision, fairness, credibility, objectivity, and esteem, this policy is designed to safeguard the academic integrity of examinations through established procedures for pre-examination, examination, and post-examination activities.

In accordance with the NEP 2020 and the student-centric UGC guidelines related to a flexible choice-based credit system, a multidisciplinary approach, and multiple entry and exit options, this Examination Policy has been developed to enable students to choose their subject areas of interest and pursue their career paths accordingly.

2. DEFINITIONS AND ACRONYMS

2.1. Semester System: means the duration of an academic period normally consisting of not less than 90 working days and applies to all programs of study which are conducted in the semester system. This is applicable in program wherein each Academic Year is apportioned into two semesters i.e. the first being the Odd and the second being the Even.

2.2. Annual System: Two consecutive (one odd and one even) semesters constitute one academic year.

2.3. Course: Refers to a subject/component of the academic Program, with specific credits assigned to it.

2.4. External Examiner: An academician who is not an employee of the University.

2.5. Continuous Internal Evaluation (CIE): Internal Assessment of a student throughout the semester/annually.

2.6. Annual Examination: Examination conducted at the end of every session.

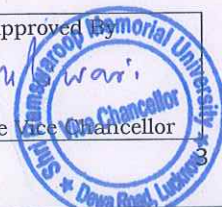
2.7. End Semester Examination (ESE): Final Examination held at the end of each Semester.

2.8. Remuneration: Payment related to any service/efforts.

2.9. Moderation: Act of making something limited, controlled, or restricted so that it becomes or remains moderate like moderation of question papers or results

2.10. Guidelines: An official recommendation indicating how something should be done or what sort of action should be taken in a particular circumstance.

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2.11. Zero Record: It indicates the no. of allotted rooms, strength in these rooms and also the course for which examination is being conducted.

2.12. Moderator: A faculty member who reviews examination papers/results to ensure consistency.

2.13. Answer-Sheets: Booklets of fixed pages for writing answers to the questions listed in the question paper of a respective course (subject) during Examination/ Assessment.

2.14. Evaluator: A faculty member who evaluates the Answer Sheets.

2.15. Checker: Recalculation of evaluated answer sheets by nominated person to ensure the correct totaling of marks in caging on the first page of answer sheet.

2.16. Head Examiner: A senior faculty member nominated by respective Dean/Directors or Dean/Director himself duly approved by the Hon'ble Vice Chancellor responsible for sample checking of evaluated Answer Sheets.

2.17. Coding and Decoding: Coding means unique number assigned to each Roll No. of all the answer sheets of all courses after conduction of Examination for impartial and unbiased evaluation whereas Decoding means mapping of Roll Numbers against assigned codes before marks feeding.

2.18. Award sheet: A sheet where the End-Semester marks are entered after checking the answer sheets.

2.19. Relative Grading: A grade is given based on how a student performs in relation to one and another in a class.

2.20. Absolute Grading: A grade is given on the basis of marks obtained and actual performance of student in the class.

2.21. SGPA: Semester Grade Points Average

2.22. CGPA: Cumulative Grade Points Average

2.23. GPA: Grade Point Average

2.24. MGPA: Mean Grade Point Aggregate

2.25. Credits: Credit of each course is designed as per the study evaluation scheme

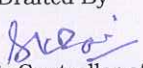
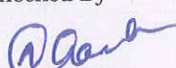
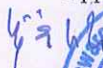
2.26. Grade Points: In grading system, Grade Points reflects the specific value of Grades starting from 0 to 10

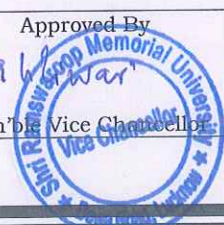
2.27. Course Points: It is the product of Grade Points and Number of Credits

2.28. Promotion: Student being promoted in the next year after fulfilling the promotion criteria

2.29. Detain: Student not being promoted and retained in the same year due to promotion criteria

2.30. PCP: Pass with Carryover Paper(s)

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2.31. Stopped Students: Students barred from appearing in the End Semester Examinations because of their poor attendance/or any other reason.

2.32. ERP: Enterprise Resource Planning

3. SCOPE OF THE POLICY

The University Examination Policy applies to all examinations and serves as a comprehensive guide for all examination procedures. It outlines the roles and responsibilities of all individuals involved, as well as the protocols and procedures that must be followed. Additionally, it details the various steps that must be taken at all levels before, during, and after the administration of University examinations.

This policy is intended to be updated in accordance with the directives and regulations of the Government received from time to time.

4. ATTENDANCE CRITERIA

Student attendance is a very crucial component of teaching, learning and evaluation. Students should maintain 100% attendance; however, 75% attendance (overall) is mandatory failing which students may face academic loss. It is mandatory to maintain desired 75% attendance for Each Semester i.e., Odd and Even separately in Semester System and on an annual basis in case of Annual System.

A student may be given a maximum attendance benefit of 15% of the total classes conducted including genuine medical reasons and participation in Sports/Cultural events or any other unforeseen reason.

Furthermore, separate guidelines/policy issued by the competent authority regarding University Student Attendance shall be implemented.

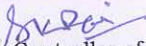
5. METHOD OF EVALUATION

The evaluation criterion for each academic course is based upon two major components:

- Continuous Internal Evaluation (CIE)
- End Semester Examination (ESE) or Annual Examination

Continuous Internal Evaluation (CIE) is a formative assessment carried out throughout the semester. It helps students track their own learning, understand their progress, identify weaknesses, and work on improving them. CIE includes components such as University Tests/Departmental Internal Test, Innovative Type Test, Teacher's Assessments, Class Participation, Mid Term Examination and Make Up Examination.

Annual and End Semester Examination (ESE) is a summative assessment conducted at the end of each semester (except for programs under the annual system). It evaluates the overall learning of students, helps in comparing performance across students, assigning grades, and promoting healthy competition.

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The distribution of marks between CIE and ESE generally follows the pattern given in Table 5.1, except for certain programs that follow guidelines set by their respective statutory bodies.

Table 5.1

Distribution of Marks (Weightage) in Theory Courses (Subjects)			
Evaluation and Assessment Type	No. of Assessment and % Course Coverage	Conduction	Weightage in Marks
Continuous Internal Evaluation (CIE)		120 Marks	60 Marks
Mid Term Examination (MTE Mandatory)	01 (with 50-60% Syllabus)	40	20
Make Up Examination in case if any student is unable to appear in MTE due to genuine reason (MUE Optional)	01 (with > 90% syllabus)	40	20
Departmental Internal Test -1/University Test-1 (DIT-1 Mandatory)	01 (with 20-30% Syllabus)	15	7
Departmental Internal Test -2/University Test-2 (DIT-2 Mandatory)	01 (with 60-70% Syllabus)	15	8
Teacher's Assessment- TA1 & TA2 (Both Mandatory)	02 or 04 activities of 10 or 05marks each	20	10
Innovative Assessment/Innovative Type Test (Mandatory)	(01 or more activities) (with > 80% Syllabus)	20	10
Class Participation* (Mandatory)	-	10	5
End Semester Examination (ESE Mandatory)	01 (with 100% Syllabus)	80 Marks	40 Marks
Grand Total	100 %		100 Marks

Distribution of Marks (Weightage) in Practical Courses (Subjects)			
Sessional Marks		80 Marks	80 Marks
Lab Quiz Test (1/2 Hours)	Compulsory	10 Marks	10 Marks
Lab Performance (Each lab day)	Compulsory	70 Marks	70 Marks
End Semester Practical Examination	Compulsory	20 Marks	20 Marks
Grand Total			100 Marks

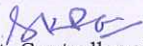
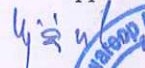
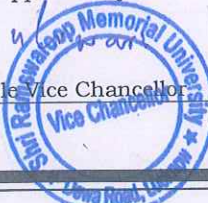
Assessment of Non-Experimental Labs (100/50 marks) will be conducted internally/externally by the Department as per the Study and Evaluation Scheme of Program.

Activities may be changed as per requirement

As per rules and regulations of Statutory bodies, applicable distribution of marks shall be implemented by the respective Departments/Faculties/ Institutes.

6. CONTINUOUS INTERNAL EVALUATION

Continuous Internal Evaluation (CIE) shall be conducted by respective Institute/Faculty/ Department throughout the semester or year as per laid down policy or specified rules/regulations of respective statutory bodies. It is mandatory to follow University Attendance Policy and University Dress Code to appear in the Internal Evaluation.

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Continuous Internal Evaluation will be of 60 marks out of 100 marks and will comprise the following components.

6.1. Continuous Internal Evaluation for Theory Courses

6.1.1 Conduct of Departmental Internal Tests/University Tests

Internal Tests are a compulsory and important part of Continuous Evaluation. They help students develop important skills such as time management and regular study habits.

Across the university, two Departmental/University Internal Tests are conducted. Each test is conducted out of 15 marks, making a total of 30 marks. However, these tests contribute total 15 marks to the final evaluation (first test carries a weightage of 7 marks and the second test carries a weightage of 8 marks).

6.1.2 Conduct of Teacher's Assessment

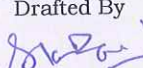
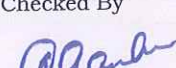
The purpose of Teacher's Assessment is to conduct Formative Assessment (FA) of students. In this process, the teacher evaluates students according to the needs of the course or subject while considering the strengths and weaknesses of each student. The teacher's guidance helps students not only score good marks but also improve their learning outcomes through participative assessment methods.

Generally, each student is assessed through 04 activities worth 05 marks each or 02 activities worth 10 marks each, making a total of 20 marks which is scaled down to 10 marks. These activities are designed to align with the learning outcomes of the course. The activities may include assignments, presentations, special quizzes, surprise tests, solving of problem sets, home assignments or any other assignments/tasks decided by the teacher. TA marks will be based upon the student's submission along with the attendance of particular subject/course.

6.1.3 Conduct of Innovative Assessment/Innovative Type Test

Innovative Assessment/Innovative Type Test is assigned within 10 days from the start of the session. The purpose of innovative assessment is to encourage creativity, practical learning, and active student participation. It may include one or more activities of total 20 marks (with a weightage of 10 marks) where teachers may set interim checkpoints to monitor students' progress.

These assessments can involve different creative and practical activities such as real-time problem-based case studies, minor projects, student seminars, term papers, portfolio making, reflective journals, gamified assessments, quizzes, poster presentations, presentations on real-world problems, PPT with voice-over, models, field tests or survey-based assignments, peer review tasks, concept mapping (mind maps), design challenges, video/film/documentary-based assessments, budget and resource-based problem solving, or any other method decided by the teacher. Like TA,

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marks of Innovative Assessment will be based upon the student submission along with the attendance of particular subject/course.

6.1.4 Conduct of Mid Term Examination

The Mid-Term Examination has multiple objectives. It is an important part of Continuous Internal Evaluation for sessional marks and helps students develop time management skills while also checking their preparation level for the End Semester Examination.

The university conducts one Mid-Term Examination of 2 hours duration in two shifts, according to the departmental schedule. It is held in October for the Odd Semester and April for the Even Semester. The exam is conducted out of 40 marks, but it is recorded with a weightage of 20 marks in the ERP system.

6.1.5 Conduct of Make Up Examination

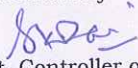
The purpose of the Make-Up Examination is to provide an opportunity for students who missed the Mid-Term Examination or wish to improve their marks. Make Up Examination shall be conducted out of 40 with weightage of 20 marks in ERP. Students who could not appear in the Mid-Term Examination due to unforeseen circumstances (as mentioned below) are allowed to take the Make-Up Examination.

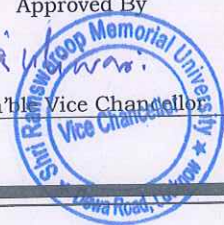
- Marriage in immediate family (e.g., brother/sister)
- Accident or health issues
- Appearing in national-level competitive examinations
- Critical illness or demise of a guardian
- Any other genuine reason

Additionally, students who were eligible for the Mid-Term Exam but want to improve their performance can also appear for the Make-Up Examination. To take this exam, students shall fill the prescribed format and submit the prescribed fee. Duly filled forms shall be supported with authentic documents and verified by the respective Dean/HoD/Director for further approval of higher authorities.

6.1.6 Class Participation

Class Participation (CP) marks are awarded based on a student's attendance and active participation in class activities. These marks are recorded out of 10 and later scaled down to 5 marks in the ERP system. The assessment of CP is evidence-based and considers factors such as discipline, regularity in attending classes, and constructive participation during lectures and academic activities. Teachers may also recommend adjustments in CP marks for students who actively participate in NCC, NSS, university clubs, or central committees, subject to the approval of the Head of the Department (HoD), Dean, or Director.

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CP out of 10 shall be mapped to attendance as:

Attendance %	CP marks out of 10	Recorded CP (out of 5) after scaling
$\geq 75\%$	10	$CP10 \times 0.5$
$\geq 65\% - < 75\%$	8	$CP10 \times 0.5$
$\geq 55\% - < 65\%$	6	$CP10 \times 0.5$
$\geq 45\% - < 55\%$	4	$CP10 \times 0.5$
$< 45\%$ (or as per notified band)	2	$CP10 \times 0.5$

6.2. Continuous Internal Evaluation for Practical Courses

6.2.1 Conduct of Practical Labs/Workshops

Practical sessions form an essential component of the teaching-learning process, enabling students to acquire hands-on experience and apply theoretical knowledge in practical situations. Laboratory classes for each course shall be conducted as per the Study Evaluation Scheme and reflected in the weekly class timetable. Attendance in all laboratory sessions shall be compulsory, and the Faculty In-charge shall record student attendance on the prescribed attendance sheet.

The assessment of laboratory work shall consist of continuous evaluation by the Faculty In-charge during each lab session throughout the semester. In addition, a Lab Performance Test (Quiz) shall be conducted in the last week of the semester to assess the practical understanding and performance of the students.

6.2.2 Conduct of Non-Performing Labs

Non-performing laboratory components such as Projects (Major/Minor), Comprehensive Viva, Seminar/Colloquium, and Industrial/Teaching Interaction are important elements of the teaching-learning process. These activities help students develop practical skills in presenting ideas, interacting with the real world, and creating innovative products.

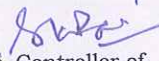
Appearing in the Lab Performance Test (Quiz) shall be mandatory for all students. In the case of Projects (Major/Minor), Comprehensive Viva, Seminar/Colloquium, and Industrial/Teaching Interaction, the respective Institutes shall formulate appropriate assessment and evaluation policies in consultation with the faculty members.

6.3. Procedure of Internal Assessment by the Department/Faculty/Institute

Question Paper Moderation, Printing and Procurement of Question Papers shall be done by the Departmental Academic Quality Assurance Committee (AQAC) and Departmental Examination Committee as per the guidelines.

Evaluation, Documentation, and Marks Recording

- Sample Verification: Senior faculty (HoD/Dean/Director) shall verify 10% of evaluated answer sheets.

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- b) Record Maintenance: Departments must maintain records of TA, IA, and CP, whereas DIT Mid Term and Make Up records must be submitted to the Examination Cell.
- c) Marks Recording: All internal marks must be recorded on the award sheet, peer-verified, and uploaded to the ERP. Fractional marks should be rounded to two decimal places, while final CIE marks are rounded as per ERP rules.

Procurement and Submission of Internal Test Answer Sheets

Received answer sheets shall be stored under lock & key and issued in a controlled manner by the department based on the number of eligible students. A proper record of used and unused answer sheets shall be maintained. The same shall be submitted to the Examination Cell in the prescribed format, as per the guidelines.

7. END SEMESTER EXAMINATION AND ANNUAL EXAMINATION

7.1. End Semester Examination

The End Semester Examination is conducted to assess the overall academic competence of students. In addition to being a significant component in determining the Cumulative Grade Point Average (CGPA), it provides students with an opportunity to evaluate their level of understanding and preparedness for entering a professional career and addressing real-world challenges.

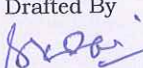
7.1.1 Eligibility and Procedure for appearing in Annual/End Semester Examination

To be eligible to appear in the Annual and End Semester Examinations (Odd/Even), students must fulfill the following requirements:

- (a) Within the timeline notified by the Examination Cell, students shall access the Online Registration Page through the Student ERP Portal to download Admit Cards for the Annual/End Semester Examination.
- (b) Students must comply with the University Attendance Policy. For practical courses, students must additionally fulfill the requirement of completing the prescribed experiments as specified in Clause 7.1.3 in order to be eligible to appear in the practical examinations.
- (c) Students must not have any pending disciplinary case that may affect their eligibility or candidature for appearing in the examination.

7.1.2 For Theory Courses (L+T or L as per SES)

It is mandatory for all students to appear in the End Semester Theory Examination. If a student fails to appear in any course (theory or laboratory) during the End Semester Examination for any reason, including absence, the student shall be awarded an 'F' Grade in the respective course, irrespective of the Continuous Internal Evaluation (CIE) marks obtained.

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Students who receive an 'F' Grade must appear in the Carryover Examination to clear the backlog in the respective course(s). In such cases, the maximum grade that may be awarded is 'B+'.

7.1.3 For Lab Courses

It is mandatory for the student to appear in the End Semester Practical Examination. In lab subjects/courses, if any student, due to any reason of absence, fails to perform 60% of experiments or its equivalent in non-experimental lab may be 'Stopped in Lab Courses'. In that case, he/she shall receive an 'F' grade. Students with 'F' grade only in any or all lab subjects have to appear in the Carryover Examination to improve their grades but **maximum up to 'B+' Grade only.**

Final list of 'Stopped' students for Practical Examination will be notified by the respective Institutes/Departments/Faculty at least one week before the commencement of the End Semester Practical.

7.1.4 For Composite Courses (L+T+P or L+P)

It is mandatory for the student to appear in the End Semester Examination. In case if any student gets 'F' Grade in any Composite course (subject), individual components of theory and lab shall not be considered. For example: In B.Tech I year if a student gets 'F' Grade in Physics, he/she will have to appear for both Theory and Lab being Composite Course (both) in Carryover. **Maximum 'B+' grade shall be awarded in the Carryover Examination.**

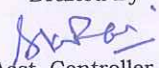
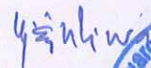
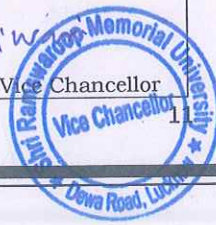
7.2. Annual Examination

All the criteria laid down in the End Semester Examination shall be followed considering the annual duration (i.e. one academic session). Annual Examination shall be conducted at the end of academic session in the programs where the annual system is being followed.

7.3. Pre Ph.D. Course Work Examination

The Pre-PhD course work is mandatory for the Ph.D. degree. The Pre Ph.D Course Work Examination shall be conducted twice in a year for the Ph.D. scholars of summer and winter term after completion of their respective Course Work.

- Scholars, who have already completed the course work in M.Phil and have been permitted to proceed to the Ph.D. in integrated course, shall be exempted from the Pre-Ph.D. course work.
- As per Ph.D. ordinance, all the scholars who meet the criteria will be eligible for appearing in the Pre Ph.D. Course Work Examination conducted by the Examination Cell.
- As per Ph.D. Ordinance, Ph.D. scholar has to obtain a minimum of 55% of marks or 'C' Grade in the UGC 7-point scale, as shown in Table 7.3, in the course work in order

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to be eligible to undertake the research work and submit the Synopsis of the proposed Ph.D. research work for approval by Research Degree Committee (RDC).

Table 7.3

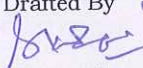
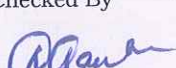
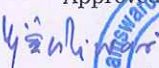
S.N.	Marks in %	Corresponding Grade	Grade Points
1	$\geq 90\%$	O	10
2	$\geq 80\%$ and $< 90\%$	A	09
3	$\geq 70\%$ and $< 80\%$	B	08
4	$\geq 55\%$ and $< 70\%$	C	06
5	$\geq 40\%$ and $< 55\%$	D	05
6	$\geq 30\%$ and $< 40\%$	P	04
7	$< 30\%$	F	0

(d) In case of 'F' grade in any course of Pre Ph.D. Course Work, scholars will get an opportunity to clear their carryover in the next Pre Ph.D. Course Work Examination. For appearing the Carryover Examination, he/she will fill the form in the Examination Cell and submit the prescribed fee.

8. CARRYOVER EXAMINATION

It aims to provide ample opportunities to the students to clear his/her 'F' Grade and consequently improve their CGPA in the Second and subsequent years. Carryover Examination is conducted in the End Semester Examination of the respective courses (subjects) of the corresponding Odd or Even Semester. In other words, Carryover Papers of 1st, 3rd, 5th, 7th or 9th Semester can be cleared in any or all succeeding Odd Semesters whereas Carryover Papers of 2nd, 4th, 6th, 8th or 10th Semester can be cleared in any or all succeeding Even Semesters.

- For appearing in the Carryover Examination (Odd/Even), it is mandatory for the students to fill the Online Registration Form available on Student ERP Portal as per notification issued by the Examination Cell. After submission of prescribed Carryover Examination Fee and subsequent approval of Online Registration Form, Admit Card of Carryover Examination shall be downloaded by the students.
- In case of any Carryover in the Annual Examination, student will have an opportunity to clear the backlogs along with the Annual Examination of succeeding session.
- Student should not have any pending disciplinary case which may affect his/her candidature.
- It is in the best interest of the students that he/she should improve his/her 'F' Grade in the first attempt at the earliest possible opportunity.
- The grade letter for the respective theory subject(s) shall be awarded by considering the CIE marks already secured by the student. In cases, where the CIE marks are too low or zero, the student shall be required to complete extra assignments in the concerned theory subject(s) to obtain revised CIE (Internal) marks, limited to a maximum of 40% of the total CIE marks. The final grade shall then be determined based on the revised CIE marks and the marks obtained in the Carryover Theory Examination.

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- (f) Student (s) shall be awarded **maximum 'B+' Grade** in the respective courses (subject) in Carryover Examination with the same Grade Boundaries as in main examination whereas in case of Pharmacy courses, **maximum 'B' Grade** will be awarded.
- (g) As per PCI guidelines, Pharmacy students will get an opportunity to appear in all courses of odd and even semester where he/she has obtained 'F' Grade.
- (h) Student (s) shall be awarded **maximum 'B+' Grade** in the respective composite courses (subjects) (Theory + Lab) in the Carryover Examination with the same Grade Boundaries as in main examination. *The Grade-sheet will have marking of '*' on the courses (subjects) in which the student has/have appeared as Carryover paper.*

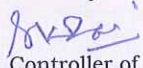
9. IMPROVEMENT EXAMINATION

It aims to provide an opportunity for every student to improve his/her 'P', 'C', and 'D' grades **ONLY ONCE** in any courses (subjects) in the subsequent academic session with the respective Carryover Examination.

- (a) Improvement of grades is only applicable in theory courses. Any student who desires to improve grades shall fill the Improvement Form and submit the prescribed Improvement Examination Fee.
- (b) Students will get an opportunity to improve 'P' or 'C' grades of theory courses of Odd Semester in the Odd Semester Examination of subsequent session only. Whereas theory courses of Even Semester can be improved in the Even Semester Examination of subsequent session only along with the respective Carryover Examinations. Example is as under:

Conditions	Permitted	Not Permitted
If any B.Tech II Year student of academic session 2025-26 has 'P' Grade in one/two theory Courses of Odd Semester of B.Tech II Year (III Sem)	Grades can be improved in the Improvement Examination of Odd Semester ONLY in 2026-27 (which will be held along with the Carryover Odd Semester Exam)	Grades cannot be improved for Odd Semester Courses in the Improvement Examination of Even Semester of session 2026-27 or session 2027-28 onwards.
If any B.Tech II Year student of academic session 2025-26 has 'C' Grade in one/two theory Course of Even Semester of B.Tech II Year (IV Sem)	Grades can be improved in the Improvement Examination of Even Semester ONLY in 2026-27 (which will be held along with the Carryover Even Semester Exam)	Grades cannot be improved for the Even Semester Course in the Improvement Examination of Odd Semester of Session 2026-27 or session 2027-28 onwards.
Final year Students and NEP III Year Students of academic session 2025-26	Grades can be improved in the Improvement Examination of Session 2025-26 which will be held with the Special Summer Examination	No further opportunity to improve grades in session 2026-27

- (c) In the case of the Semester System, students may apply for improvement in maximum two (02) theory subjects/courses in each semester.

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- (d) In case of absolute grading system applicable in Pharmacy, students may improve their 'C' and 'D' grade.
- (e) In the case of the Annual System, student will get an opportunity to improve maximum 03 theory subjects/courses in subsequent academic session.
- (f) After Examination, student will be awarded maximum 'A' Grade in the Improvement Examination of the respective course (subject).

10. SPECIAL SUMMER EXAMINATION

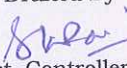
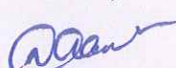
All students who are detained after the End Semester Examination in the Academic Session 2025-26, will be eligible to appear in the Special Summer Examination, subject to the submission of the prescribed application form. Final-year students from previous batches with backlogs are also eligible, upon filling the required form in the second/third week of June. Any student whose transcript status reflects 'Detained' after the End Semester Examination, due to non-fulfillment of promotion criteria shall be given a special opportunity to clear the detained status in the Special Summer Examination by filling the online form in the second/third week of June. However, for Pharmacy program, 'Detention' criteria shall be governed on the basis of PCI guidelines.

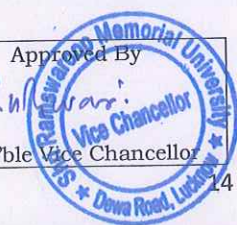
To facilitate the exit process of the 4-year UG Programs under National Education Policy (NEP), willing 'Pass with Carryover Paper' students shall be provided an additional opportunity to clear their pending papers in the Special Summer Examination. Such students must fill the prescribed offline/online exit form and deposit the applicable carryover fee in the Accounts Office/Online.

There shall be provision of Special Summer Classes for all the registered students of Special Summer Examination. These classes will be conducted by the respective departments prior to examination.

The provision of Special Summer Examination aims to provide an additional opportunity for detained students to clear their carryover courses. However, a student may appear in a maximum of 12 courses, including both theory and practical components.

- (a) It is mandatory for the students to fill the Online Registration Form for Special Summer Examination available on Student ERP Portal as per notification issued by the Examination Cell. After submission of prescribed Examination Fee and subsequent approval of Online Registration Form, Admit Card of Special Summer Examination shall be downloaded by the students.
- (b) Any student of any year who fails to appear in both end-semester examinations conducted during the odd and even semesters of an academic session shall be detained and allowed to take re-admission in the same year.
- (c) In the Special Summer Examination after the End Semester Examination, any eligible student can appear in a maximum of 12 Backlogs/Carryovers (including Theory and

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Practical Courses). In case of more Backlogs/Carryovers, students will be required to clear their pending papers in the Carryover Examination of next session.

- (d) The grade letter for the respective theory subject(s) shall be awarded by considering the CIE marks already secured by the student. In cases, where the CIE marks are too low or zero, the student shall be required to complete extra assignments in the concerned theory subject(s) to obtain revised CIE (Internal) marks, limited to a maximum of 40% of the total CIE marks. The final grade shall then be determined based on the revised CIE marks and the marks obtained in the Special Summer Theory Examination.
- (e) Student (s) will be awarded **maximum 'B+' Grade** in the respective course (subject) (Theory) in Special Summer Examination whereas in case of Pharmacy courses, **maximum 'B' Grade** will be awarded.
- (f) After Special Summer Examination if status of student is still 'Detained', he/she shall be eligible for re-admission in same year as per University Re-admission Policy.
- (g) Final Year students and NEP III Year students may clear backlog next session without re-admission.

11. MULTIPLE ENTRY AND EXIT UNDER NEW EDUCATION POLICY

As per new National Education Policy and UGC guidelines, facility of multiple entry and exit options with appropriate certificate within period is available with the students. Students will be awarded with a certificate after completing 1 year (2 semesters) of study in the chosen fields of study, a diploma after 2 years (4 semesters) of study, a bachelor's degree after a 3-year (6 semesters) program of study, a bachelor's degree with honours or research after a 4-year (eight semesters) program.

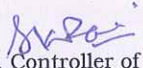
Credit Alignment and Award of Qualifications

In accordance with the guidelines issued by the University Grants Commission (UGC), the credit requirements for all undergraduate programs have been duly aligned within the approved Study and Evaluation Schemes. Based on the successful completion of prescribed credits, the following qualifications shall be awarded:

- Undergraduate Certificate
- Undergraduate Diploma
- Undergraduate Degree
- Undergraduate Degree with Honours/Research

Eligibility for Progression in Fourth Year

Students who successfully complete a three year undergraduate program with a minimum Cumulative Grade Point Average (CGPA) of 7.5 shall be eligible for progression to Fourth Year NEP programs.

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If any student does not qualify the criteria of successful completion and secures 'F grade' in any course/subject, he/she shall be provided additional opportunity of 'Special Summer Examination' to clear his/her backlog and attain the eligibility criteria.

Special Summer Examination to facilitate exit of willing Pass with COP students

To facilitate the exit provisions under the Four-Year Undergraduate Program (FYUGP) in alignment with the National Education Policy (NEP), students categorized as "Pass with Carryover Paper" shall be granted an additional opportunity to clear pending papers through a Special Summer Examination.

Eligible students must submit the prescribed exit application form, either online or offline, and remit the applicable carryover examination fee through the designated Accounts Office or online portal within the stipulated timeframe.

Maximum period for Re-Entry and Exit

As per NEP provisions, students who exit the program after earning an Undergraduate Certificate or Diploma shall be eligible to re-enter the program within a maximum period of three (3) years from the date of exit.

Furthermore, enrolled students may avail themselves of a study break during the program duration. However, the total permissible duration for completion of the undergraduate program shall not exceed seven (7) years from the date of initial admission.

Academic Bank of Credits (ABC)

In compliance with UGC regulations, undergraduate students shall be permitted to accumulate and transfer academic credits through the Academic Bank of Credits (ABC) framework. This system enables flexible learning pathways and ensures the secure storage and recognition of earned credits across institutions.

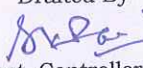
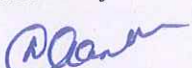
Eligibility for Doctoral Programs

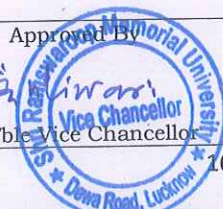
Students who successfully complete a four-year undergraduate program with a research component and secure a minimum Cumulative Grade Point Average (CGPA) of 7.5 shall be eligible for direct admission to Doctoral (Ph.D.) programs. This eligibility shall be applicable alongside candidates who are pursuing or have completed postgraduate qualifications.

Major terminologies and Policy related to the NEP as laid down by UGC shall be followed for the award of Certificate, Diploma, and Degree. In case of any change in the existing guidelines, new guidelines shall be implemented.

12. VARIOUS COMMITTEES

The University shall establish an Examination Committee along with appropriate sub-committees to oversee and review all examination-related processes and affairs. The scope of oversight shall extend comprehensively from the scheduling and conduct of examinations to the evaluation of answer scripts and the timely declaration of results.

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In order to ensure the formulation and implementation of detailed policies, guidelines, and procedures for an efficient, transparent, and fair evaluation system, the University shall constitute various committees. There shall be committees as under which shall be responsible for the coordination and supervision of all activities related to the conduct of examinations, including but not limited to planning, administration, assessment, and result publication.

The constitution, roles, and responsibilities of such committees shall be defined and notified by the University from time to time.

Examination Committee

As per University Statutes, a meeting of the Examination committee shall be convened by the COE. This Committee shall review the Examination & Evaluation processes and smooth conduct of Examination of the University.

Unfair Means Committee

A meeting of the UFM committee shall be convened by the COE at the end of End Semester Examinations/ Annual Examination to take decisions on the UFM cases. As per the proceedings of the committee, final decision on UFM cases shall be implemented before the final declaration of result.

Result Moderation Committee

A meeting of the Result Moderation Committee shall be convened by the COE to scrutinize the statistics of results, resolving the cases of internal assessment, moderating and finalizing the result of all programs.

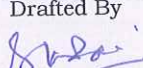
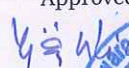
13. TASKS TO BE PERFORMED BY THE OFFICE OF CONTROLLER OF EXAMINATION

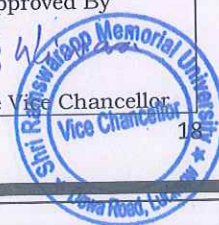
The Office of the Controller of Examination shall perform following tasks:

- 13.1 After admission or result declaration of any year, semester-wise student enrollment in the respective classes on ERP as per applicable SES of respective programs.
- 13.2 In alignment with the University Academic Calendar, preparation of timelines related to the Examination, preparation of a detailed schedule of examination and its publication/display on time.
- 13.3 To validate the enrollment record of students and examination forms for finalization of the list before the commencement of Practical/Theory examinations.
- 13.4 To follow the entire procedure for the smooth conduct of the Examination.
- 13.5 To prepare the Master Seating Plan, Seating Plan, Zero Record, Room Files etc for further execution.
- 13.6 To prepare course-wise, program-wise, paper-wise and date-wise statements for printing of question papers with code and validate with the zero record.
- 13.7 The question paper packets shall indicate Room No., Program, Course/Course code, year, semester, date of examination, shift of examination, and number of question papers in each packet etc.

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- 13.8 Maintenance of all records, statistics, stock registers and database of students pertinent to examinations.
- 13.9 Processing, passing of remuneration bills related to various Examinations and maintenance of correspondence thereon.
- 13.10 To finalise the list of various officials, faculty members, staff members and its dissemination for smooth conduction of pre examination, during examination (Essential and Invigilation duties) and post examination duties i.e. Nodal Centre including Coding, Frisking Duty, Invigilation, Floor Supervisor, Flying Squad, Evaluation, Checker, Head Examiner, Decoding Team.
- 13.11 To issue various guidelines, instructions and briefing to various officials prior to commencement of Examination.
- 13.12 To ensure arrangements related to dispatch of all examination material to the respective examination centres/blocks, and evaluation centres etc.
- 13.13 Arrangement for conducting examination, collection of answer sheets, evaluation, and further processing.
- 13.14 Preparation and circulation of MGPA guidelines for further result moderation.
- 13.15 Result Processing and announcement of result of examinations through SRMU ERP Portal and website, dealing with the cases of withheld results for future announcement and follow up work in cases of any discrepancies.
- 13.16 Preparation of the lists of lapses and irregularities committed by the evaluators and others and forwarding the list to the competent authorities for the consideration and necessary action.
- 13.17 Arrangement for scrutiny of valued answer-booklets requested by the students on prescribed application form with due fees.
- 13.18 Validation of course points, SGPA/CGPA calculation and then printing of gradesheets and degrees for further distribution.
- 13.19 Arrangement for preparation and distribution of gradesheets, degrees, diplomas and other certificates to the students.
- 13.20 Issuance of duplicate gradesheets/duplicate degree certificate, consolidated gradesheets, provisional degree certificate, rank certificate, etc.
- 13.21 To initiate the requirement and procurement of examination related materials through the Procurement Cell. Requisition for purchasing partially printed grade sheets, degree, diploma and answer sheets.
- 13.22 Maintenance of Record related to answer sheets, gradesheets, degrees and diplomas. Stock taking of used and unused answer sheets, issuing answer sheets to the Departments and Receiving answer sheets of internal tests from the Department.
- 13.23 Preservation of evaluated answer scripts as per retention policy after the announcement of results and its appropriate disposal afterwards.
- 13.24 To maintain the data regarding the examinations, number of students registered for each examination; pass percentage, performance analysis of pass out batch etc. Compilation of Data for AISHE, NIRF, and NAAC.

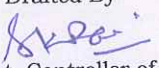
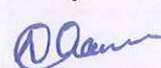
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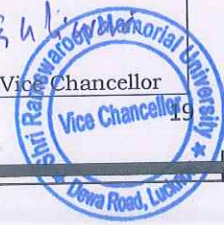


- 13.25 Conduction of Examination regarding Ph.D. admission and declaration of Results.
- 13.26 Detailed planning and conduction of Convocation Ceremony
- Preparation of final students' list of passed out batch for publication in Convocation Booklet
 - Receipt and scrutiny of applications for conferring degree in person in the Convocation.
 - Preparation of program-wise list of meritorious and eligible students for nomination regarding 'Chancellor and Pro Chancellor Medals'.
 - Preparation of program-wise list of for Gold Medal and Silver Medal
 - Printing of Degree Certificates/Rank Certificate or Medal Certificate, Ph.D. Certificate.
 - Preparation of Honorary Degree
 - Distribution of Degree and Diploma Certificates.
- 13.27 Processes related to Student Support and Progression:
- To prepare merit lists at the end of academic session for the award of fee incentive and cash incentive under Performance Based Scholarship Policy.
 - To facilitate the students with the necessary documents for availing the UP and Central Govt. Scholarship.
 - Post-Employment Verification and issuing various certificates i.e. CGPA to Marks Conversion Certificate, Bonafide Certificate for Clear Pass and Current CGPA, Certificate for total marks and marks obtained, No back-log Certificate etc.
- 13.28 Documentation of all the Establishment Files, General Files and Maintenance of all kind of Records.
- 13.29 To attend legal matters relating to examinations, if any.
- 13.30 Other work related to Evaluation and Post Evaluation related to various Examinations which are not covered in above-mentioned points.

14. CHARTER OF DUTIES OF THE CONTROLLER OF EXAMINATION

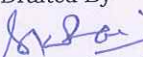
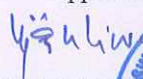
- 14.1 The COE shall be the principal officer-in-charge of the conduct of examinations of the University and declaration of the results. He/She shall be a full-time salaried officer of the University and shall work directly under the directions of the Hon'ble Vice Chancellor.
- 14.2 The COE shall be responsible for all the work that has to be attended to by the office of the Controller of Examinations as listed in under clause 13.
- 14.3 The COE shall be responsible for maintenance of records, maintenance of award sheets and valued answer scripts. The valued answer scripts shall be preserved after the announcement of results as per retention policy of the University. He/She shall also be responsible for safe disposal/destruction of the answer-scripts thereafter except the scripts regarding which court cases are pending.
- 14.4 The COE shall plan and notify timelines for various examinations and post examination

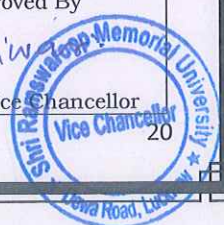
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activities as per the University Academic Calendar which has been issued at the beginning of each Academic year. It is incumbent on the part of the COE to ensure adherence to the timelines.

- 14.5 The COE shall ensure the tabulation and announcement of results expeditiously.
- 14.6 The COE shall be responsible for the proper custody and maintenance of tabulation registers, Consolidated Reports and other valuable and permanent records of the Examination Cell.
- 14.7 The COE shall ensure the preparation of the eligibility list of students, presentation lists for convocation and distribution of the Degree and Diploma Certificates to be conferred at the convocation.
- 14.8 The COE shall ensure the preparation of the merit list, finalization of Gold Medal, Silver Medal, Chancellor Medal, Pro Chancellor Medal Recipients.
- 14.9 The COE shall pass the remuneration bills filled for the examination work as per the policy.
- 14.10 The COE shall arrange for the photocopy of valued answer scripts, re-totaling in case of any reported totaling mistakes, re-valuation, and redress the grievances of students.
- 14.11 The COE shall arrange to make enquiries into all types of malpractices committed during examination, valuation, revaluation and processing of results etc. through appropriate committees.
- 14.12 The COE shall ensure day to day communication through IOM, Notices, letters and emails.
- 14.13 The COE shall initiate disciplinary action wherever necessary against the students, paper setters, examiners, scrutinizers, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations.
- 14.14 The COE shall keep a record of those persons who have committed lapses in discharging the examination related responsibilities entrusted to them and refer them to the Examination Committee for the appropriate action.
- 14.15 The COE shall ensure safe and secure printing of question papers and ensure timely circulation during Examination in accordance with the Examination Schedule.
- 14.16 The COE shall issue statements of grades, duplicate grade sheets, consolidated grade sheets, Transcripts, medal certificates, duplicate Degree and Diploma Certificates.
- 14.17 The COE may make any structural changes in the examination administration as and when required.
- 14.18 The COE shall ensure inclusion and synchronization of UGC Guidelines in the Examination Policy.
- 14.19 The COE shall convene Examination Committee and Sub Committee meetings, prepare meeting minutes and be responsible for other necessary documentation.
- 14.20 The COE shall exercise all the powers subject to the general control and supervision of the Hon'ble Vice Chancellor.

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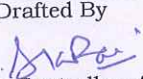
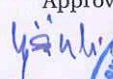
15. PROCEDURE RELATED TO PRE EXAMINATION ACTIVITIES

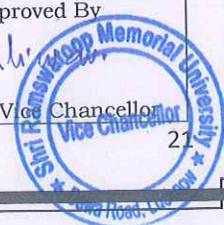
15.1 Process of Question Paper Preparation

- (a) On the basis of details submitted by the HODs/Deans/Directors, Question Paper Setters with suitable experience in their respective course/subject area shall be compiled by the Examination Cell. It shall be done 02 months prior to the commencement of End Semester Examination. The Controller of Examination shall then put up the required list of Paper Setters to the Hon'ble Vice Chancellor or his/her nominee for approval.
- (b) In case of any requirement, the criterion for recommendation of external Question Paper Setters is as follows:
- For Diploma Program: At least Assistant Professors/Lecturer having minimum teaching experience as per UGC Norms.
 - For Undergraduate Program: At least Associate Professors/Assistant Professors having minimum teaching experience as per UGC Norms
 - For Post Graduate Program: Professors/Associate Professors having minimum teaching experience as per UGC Norms

In case of external Question Paper Setters, the COE/ Dy. COE/ Asst. COE shall initially obtain consent of the respective faculty members from the approved list of Question Paper Setter, (approximately 02 months prior to the commencement of End Semester/ Annual Examination).

- (c) After implementing clause (a) and (b), guidelines for the preparation of the question paper will be shared with the Paper Setters along with the syllabus, study evaluation scheme and format of question paper. A remuneration form shall also be sent to the external paper setters through e-mail.
- (d) The paper setters shall be given a time period of 3-4 weeks for setting up the question paper.
- (e) Question Paper shall be strictly based upon the detailed guidelines, revised Bloom's Taxonomy on the prescribed format.
- (f) Prepared question papers shall be received exclusively through a specially designed and secure SRMU Examination Portal. Individual login credentials, comprising a unique Login ID and password, shall be generated and communicated automatically to authorized users for the purpose of receiving question papers submitted by appointed paper setters.

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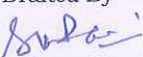
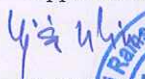


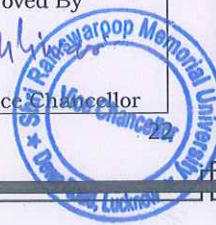
- (g) All necessary arrangements shall be made to ensure the availability of the requisite sets of question papers for each examination well in advance of the commencement of the examination period.
- (h) The question paper(s) shall meet the specifications/pattern as per the academic regulations of each program of study in the University. Question papers for each subject/course shall be available in multiple sets to meet any eventuality.
- (i) Paper Setter shall preserve strict confidentiality regarding the work allotted and shall not violate the integrity of the examination system.
- (j) Soft copy of received Question papers shall be kept under high security and surveillance.

15.2 Moderation of Question Paper

Question paper moderation is a quality assurance process that ensures fairness, consistency, and accuracy in the assessment of student work. It involves reviewing and evaluating question papers and marking schemes before and/or after exams to ensure they are appropriate, clear, and fair. The process aims to maintain academic standards and ensure that learning outcomes are validly assessed.

- (a) For moderation, the Panel of Moderators including Director/Dean/HODs and Course Expert (a list of moderators with suitable experience of the relevant field) shall be compiled and then shall be put up by the COE to the Hon'ble Vice Chancellor for his approval.
- (b) Almost one month prior to the commencement of Annual/End Semester Examination, the approved panel of moderators shall be called for the moderation of Question Paper as per time and schedule specified by the COE.
- (c) For the moderation of Question Paper, the moderator shall receive the guidelines, syllabus along with the copy of Question Paper.
- (d) While moderating the Question Paper, the panel shall ensure that the Question Paper prepared by the examiners is in accordance with the syllabus & guidelines for setting of Question Paper.
- (e) They should check the question paper thoroughly to confirm that the questions asked in the examination are free from any sort of typographical errors.
- (f) The moderator cannot change more than 20% of the question paper under no circumstances. If more than 20% change is required, then the Question Paper shall stand cancelled. The COE will take immediate action of getting another Question Paper made by the External Examiner within 15 days.
- (g) A feedback form (including checklist) shall be filled by Moderators. This will help in assessing the paper setter and maintaining the standard of the question paper.

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- (h) Moderators shall preserve strict confidentiality regarding the work allotted and shall not violate the integrity of the examination system.
- (i) The whole process shall be kept under strict vigilance of the Controller of Examination.

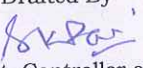
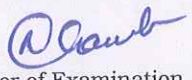
All the printed question papers shall be packed in cover and sealed securely for storage under the custody of the COE/Dy.COE. The sealed envelopes containing Question papers should be arranged examination-wise, and Paper-Code Number-wise and kept under strict secrecy and vigil.

15.3 Empanelment of Evaluators

- (a) One month prior to the commencement of End Semester Examination or Annual Examination, a course-wise (subject-wise) panel of evaluators shall be prepared by the HODs/Deans of respective Departments/Faculty and will be shared with the COE.
- (b) The evaluators should have taught the course (subject) in the respective semester.
- (c) Department-wise/Faculty-wise list of evaluators shall be compiled by the Controller of Examination and will then be put up to the Hon'ble Vice Chancellor or his/her nominee for approval.
- (d) During the Examination, finally approved evaluators will be called for the evaluation as per time and schedule specified by the Controller of Examination.
- (e) He/she shall preserve strict confidentiality regarding the work allotted and shall not violate the integrity of the examination system.

15.4 Empanelment of Practical Examiners

- (a) Empanelment of Practical Examiners with suitable experience shall be prepared by the respective HODs/Deans/Directors.
- (b) The criterion for empanelment of Practical Examiners is as follows:
- For Diploma Program: At least Assistant Professors/Lecturer having minimum teaching experience as per UGC Norms
 - For Undergraduate Program: At least Associate Professors/Assistant Professors having minimum teaching experience as per UGC Norms
 - For Post Graduate Program: Professors/Associate Professors having minimum teaching experience as per UGC Norms
- (c) The End Semester Practical Examination/Annual Practical Examination shall be conducted by the respective Department/Faculty/Institute only.
- (d) Respective HODs/Deans/Directors/Deans shall obtain consent (through e-mail, telephone) from the respective examiner specifying the venue, date and time prior to conduction of Practical Examination.

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Asst. Controller of Examination

Controller of Examination

Hon'ble Vice Chancellor

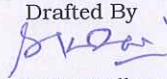


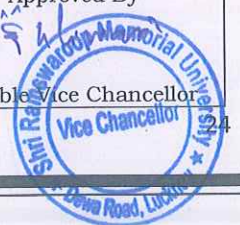
15.5 Registration, Admit Cards and Verification Cards for Examination

- (a) For appearing in the End Semester Examination (Odd/Even) and Annual Examination, it is mandatory for the students to fill the Online Registration Form available on Student ERP Portal as per notification issued by the Examination Cell.
- (b) On the basis of course enrollment previously done on ERP at the start of semester and Online Registration by the students, Admit Cards of End Semester Examination or Annual Examination will be available at the login of students. In case of any technical or other issue, offline registration shall also be permitted.
- (c) In addition to this, Verification Cards shall be generated by the Examination Cell which will contain relevant information.
- (d) The program-wise list of students shall be sent to the concerned Departments/Faculty along with the printed Admit Cards for further distribution to the students.
- (e) In case of Carryover and Special Summer Examination, online registration shall be done on SRMU ERP Portal by the students on the submission of prescribed fee and Admit Card shall be issued by the Controller of Examination. In case of any technical or other issue, offline registration shall also be permitted.
- (f) On the basis of registration and previous enrollment, list of all eligible students for each examination shall be prepared after thorough scrutiny and accounting. This list will be circulated for capturing attendance and awarding marks for practical examination. This Program-wise and course-wise list of enrolled students shall be further utilized for coding and decoding purposes.

15.6 Other Preparations related to the Examination

- (a) **Examination Schedule:** On the basis of the Academic Calendar of the University, broad timelines will be put in the meeting of the Examination Committee for approval. On approval of timelines by the committee members, the Examination Schedule will be prepared by the Examination Cell for the enrolled students as per applicable Study and Evaluation Scheme.
 - i. Tentative Examination Schedule shall be shared with the respective HODs, Deans, and Directors for their inputs.
 - ii. After inclusion of inputs (if any), the detailed Examination Schedule will be notified to the students' at least 10 days prior to the commencement of the Examination.
 - iii. The schedule of examination shall be shared in advance to the Institute/Faculty/Departments for record and further dissemination. The schedule shall also be updated on the University website before the commencement of the examination.

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- iv. While scheduling examinations, due diligence shall be exercised to ensure that no overlap occurs in the examination papers of subjects/courses for any student, including both regular and carryover candidates.
- v. The Examination schedule shall be cross validated for any overlap and necessary amendments made.
- vi. As per the timelines issued by the COE, the schedule for all Practical Examinations shall be communicated to the students well in advance of the commencement of the examinations by the Heads of the concerned Departments.

(b) **Rooms for the Conduction of the Examination:** Master Seating Plan and Seating Plan shall be prepared judiciously in an appropriate manner for appropriate seating and student monitoring to discourage cheating.

- i. Day-wise, session-wise number of students shall be ascertained on the basis of the examination schedules along with the number of eligible/enrolled students in particular course.
- ii. On the basis of the number of eligible/enrolled students and the seating capacity of rooms available, the number of examination halls required shall be fixed and necessary steps taken to make arrangements for the conduct of examinations.

(c) **Rooms Files:** Separate room files shall be prepared for each room where examinations are being planned for conduction. It contains Seating Plan, Do's and Don'ts, Instructions, Movement Slip, Verification Card, Invigilators Report and a UFM Form along with the required no. of Answer Booklets.

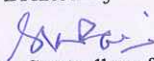
16. PROCEDURE RELATED TO CONDUCTION OF EXAMINATION

16.1 Management of Question Papers

The printing of question papers shall be carried out strictly within a designated classified zone with restricted access, limited only to authorized personnel. Sealed envelopes containing question papers shall be retrieved from confidential custody in accordance with the approved examination schedule.

Photocopying of question papers shall be undertaken one day prior to the scheduled examination date. This process shall be conducted in a secure and confidential room in the presence of the Deputy Controller of Examination (Academics)/ Assistant Controller of Examination (Academics), who shall be responsible for opening the sealed packets, along with designated Office In-charge.

The printing and photocopying process shall be executed in a manner that ensures complete confidentiality and leaves no trace or possibility of leakage, whether in full or

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in part. The machine usage, including meter readings, shall be duly recorded and documented at the time of photocopying.

All printed question papers shall be systematically packed, sealed securely, and stored under the custody of the Controller of Examination. Additionally, a "Zero Record" shall be maintained, documenting details such as the number of examination rooms allocated, the student strength in each room, and the respective course/subject for which the examination is being conducted.

16.2 Student's conduct during Examination

At the time of examination, the Frisking In-charge and designated frisking staff shall regulate the orderly admission of students into the examination hall, supervise seating arrangements, and ensure proper identification of all candidates.

Admission to the examination hall shall be permitted only upon verification of a valid photo identification document or Admit Card duly issued and authenticated by the Registrar or an authorized nominee.

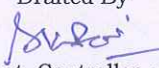
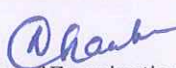
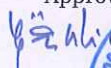
In the event of loss of the Admit Card, a duplicate Admit Card may be issued by the Office of the Registrar upon due verification, in accordance with prescribed procedures.

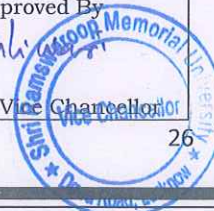
- (a) Students shall be required to present a valid University photo identification card and sign the attendance roster and the verification card present in the invigilator's file during the examination.
- (b) During an examination, students shall be permitted to have access to only those materials or aids specifically approved for use in that examination sitting.
- (c) Students may not speak or communicate by any means, manner or device on the course (subject) of an examination with anyone other than an invigilator for the duration of the examination, including during any temporary disruption of the examination.
- (d) Students may leave an exam room only if granted permission to do so by an invigilator.

Accommodations for Special Circumstances

Students with disabilities requiring examination accommodations shall be responsible for submitting requests for such accommodations in advance of the examination period, in accordance with the prescribed timelines and procedures outlined in the relevant guidelines/procedures.

The Examination Committee or the Hon'ble Vice Chancellor shall oversee and ensure the provision of approved accommodations during the scheduled examination sittings. Such accommodations shall be granted strictly in accordance with applicable policies, guidelines, and due approvals.

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Provision for Writer/Scribe in Exceptional Circumstances

In cases where a student is unable to write the examination independently due to medical conditions such as accident, fracture of hands, shoulders, ribs, or any other certified incapacity, the student may request the provision of a writer/scribe. Such requests shall be considered subject to the following conditions. Additionally, compensatory time may be granted, if deemed appropriate and requested by the student.

Eligibility and Conditions for Appointment of Writer/Scribe:

- The writer/scribe shall not be related to the student in any capacity.
- The educational background of the writer/scribe shall be unrelated to that of the student and the writer/scribe shall not possess knowledge of the concerned course/subject.
- The minimum qualifications for a writer/scribe shall be as follows:
 - (i) For Undergraduate (UG) students: The writer/scribe shall be a student of 10+2 level or below.
 - (ii) For Postgraduate (PG) students: The writer/scribe shall be a graduate (10+2+3) or below.
- The writer/scribe shall be proficient in writing in the language of the question paper.

Application and Approval Process:

The student shall submit a formal application along with:

- A duly signed affidavit, and
- Valid photo identification of the proposed writer/scribe, affirming compliance with University norms.

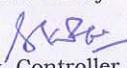
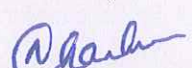
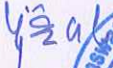
The request shall be subject to approval by the Hon'ble Vice Chancellor or an authorized authority.

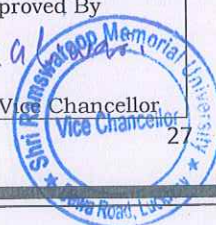
Compliance and Disciplinary Action

In case of any misconduct, misrepresentation, or suspicion thereof involving the student or the writer/scribe, the University reserves the right to initiate appropriate disciplinary action in accordance with its rules and regulations.

16.3 Essential Duties and Invigilation duties during Examination

The duty chart of Essential Duties shall be put up by the COE to the Hon'ble Vice Chancellor for the approval of Centre Superintendent, Nodal Centre In-charge, University Observer, Flying Squad and Floor Supervisor. The office of COE shall prepare the duty chart of other duties including Invigilation duties for the smooth conduct of examination.

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16.3.1 Centre Superintendent (CS)

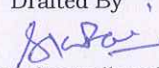
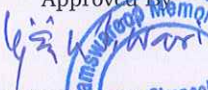
Different buildings/blocks shall be utilized for the conduction of Examination. Each block shall be overall supervised by the Centre Superintendent (CS).

- (a) CS shall be overall responsible for monitoring of his/her respective block and shall be always available on their extension numbers during examination. In case of any contingency or major issue related to examination, he/she shall apprise the COE for further decision and implementation.
- (b) In case of any exigency, if a student reports with the delay of more than 30 minutes after the commencement of exam, students shall be only permitted either by the COE or by the CS through the application forwarded by the Nodal Centre In-charge. In case if the Nodal Centre does not exist in the respective building/block, students shall be only permitted either by the COE or by the Centre Superintendent through the application forwarded by the respective Floor Supervisors.
- (c) CS shall take action against an examinee indulging in malpractice or attempting to use unfair means in the examination hall or within the premises of the examination centre. All malpractices shall be reported to the COE on a daily basis and shall be handled with the Nodal Centre In-charge as per the laid down procedure.
- (d) CS shall monitor that all the duties are performed on time by the Nodal Centre In-charge, Flying Squad, Floor Supervisor, Invigilators and other staff on examination duty.
- (e) The CS shall not leave the Centre of Examination during the period of examination without the prior permission of the COE. In case of emergency, he/ she shall make arrangements for the proper conduct of examinations by entrusting the responsibility to an eligible member of faculty, and report the arrangements made to the COE and obtain approval, before leaving the Centre of Examination.

16.3.2 Nodal Centre In-charge

Nodal Centre In-charge will ensure the entire administration and documentation related to examination at his/her Nodal Centre along with the Nodal Centre supporting staff. In case of any issue, he/she shall contact the CS or COE.

- (a) The Nodal Centre In-charge shall ensure that no student is admitted to the examination hall 30 minutes after the commencement of the examinations. In case of any exigency and delay of more than 30 minutes from the commencement of exam, students shall be only permitted either by the COE

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or by the CS through the application forwarded by the Nodal Centre In-charge.

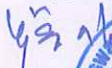
- (b) All the Answer-Scripts confiscated in malpractice cases during the examination session should be packed separately in one bundle and marked "UFM Case" on the label. Such answer-booklets shall NOT be mixed with the regular answer-booklets. Nodal Centre In-charge shall report the incident of UFM cases to the COE on daily basis.
- (c) The Nodal Centre In-charge shall sign all relevant records such as invigilators attendance sheet, answer booklet usage in the session, Program and course-wise attendance summary for a session etc., relevant to the scheduled examination.
- (d) The Nodal Centre In-charge may contact COE for any clarification/guidance/ assistance whenever needed.

16.3.3 Floor Supervisor

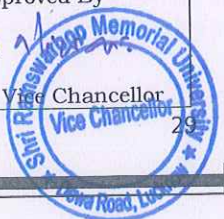
- (a) Floor Supervisor shall be responsible for collection of room-wise sealed envelopes of Question Papers from the COE/Dy. COE for further distribution to the Invigilators (10 minutes before the commencement of examination).
- (b) Floor Supervisor shall monitor the fair conduct of examination in each room on his/her floor. The Floor Supervisor shall also ensure time arrival and departure of Invigilators in the examination room on his/her floor.
- (c) In case of any delayed arrival of invigilator or any invigilator foresees any problem during conduction of examination, Floor Supervisors shall report this to the Nodal Centre In-charge, CS or COE.
- (d) Floor Supervisor shall ensure that no student is found anywhere else but in the allotted examination room during the period of examination. He/She should be vigilant to ensure discipline on his/her respective floor.

16.3.4 University Observer Team

- (a) The University Observer Team should have minimum 02 and maximum 03 members as per designation mentioned above.
- (b) The University Observer Team shall be overall responsible in addition to the Flying Squad Team to inspect the examination rooms, nodal centres and all examination buildings/blocks assigned by the COE, preferably daily at different timings to ensure the appropriate arrangements and the smooth conduct of examination in the University premises.

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- (c) The University Observer Team shall provide their feedback/observation to the COE on a daily basis as per Examination Cell Format which in turn shall be reported to the higher authorities of the University.
- (d) The University Observer may contact COE for any clarification/guidance/assistance whenever needed.

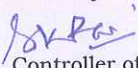
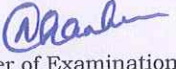
16.3.5 Flying Squad Team (FS)

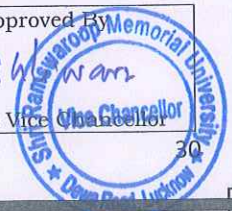
- (a) Flying Squad Team shall ensure proper conduct of examination and to curb malpractices during examination.
- (b) Each team may consist of minimum 02 maximum 03 senior faculty members.
- (c) The FS shall visit the examination centre with utmost caution, courtesy and respect, without causing any kind of commotion, which shall disturb the examinees.
- (d) The FS shall not cause any kind of harassment either to the students or to any of the officials of the examination centre.
- (e) The FS shall inspect the examination rooms assigned by the COE quickly and frequently daily at different timings to ensure the appropriate arrangements and fair conduct of the examination.
- (f) The FS shall initiate action to curb malpractices like copying, possession of indiscriminatory materials related to the examinations, as per rules and guidelines of the University.
- (g) The FS shall report the malpractice cases to the Nodal Centre In-charge, CS or COE for necessary action.
- (h) The FS may contact COE for any clarification/guidance/assistance whenever needed.

16.3.6 Invigilation duty during Examination

The invigilator shall duly collect the room files and Answer Sheets from the Nodal Centre In-charge and shall reach in their respective class-rooms 20 minutes prior to the commencement of examination.

- (a) As per guidelines, the invigilator shall make necessary announcements prior to commencement of examination as per the guidelines and Do's and Don'ts shared in file. In case of any other requirement, announcements may be done during or at the end of the examination also.
- (b) Invigilators shall ensure distribution, collection of examination question papers and answer sheets along with the filling of prescribed formats for preparation of report.

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- (c) The invigilator shall announce any materials or aids that students are allowed to have on their desk or have access to during that examination sitting.
- (d) All invigilators shall exercise constant vigilance for and direct the handling of any instance of suspected cheating, which includes a student giving or receiving assistance from another student, use of an unauthorized material or device or any temporary disruption during an examination. If any case is found, the invigilator should immediately contact the Floor Supervisors or UFM Team.
- (e) When the invigilator announces the conclusion of the examination, students shall be instructed to stop writing and remain seated while examination booklets are collected.
- (f) The invigilator shall ensure that all used and unused exam booklets are accounted for, with all used/unused exam booklets delivered and all returned to the designated office in-charge in the Examination Cell.

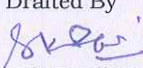
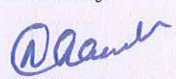
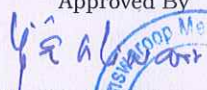
17. PROCEDURE RELATED TO POST EXAMINATION ACTIVITIES

17.1 Coding and Packing of Answer Scripts

- (a) To ensure confidentiality and impartial, bias-free evaluation, the answer scripts shall be coded. These codes shall be prepared by the Assistant Controller of Examination.
- (b) Based on the coding plan, coding shall be carried out by the members of the Coding Committee immediately after the examination on a daily basis. Thereafter, the coded answer scripts shall be packed and properly sealed, with a maximum of 30 answer scripts per packet, on the same day of the examination.

17.2 Evaluation of Answer Scripts

- (a) The Central Evaluation System shall be adopted by the University for the evaluation of answer scripts of examinations, and the entire process shall be conducted under CCTV surveillance.
- (b) After the conduction of examination, the question paper of the respective course (subject) shall be handed over to the respective evaluator(s) on the same day. Evaluator(s) shall be required to make solution set/hints which shall be approved by the respective Head of the Departments/Deans/Principal/Directors
- (c) The Evaluators then submit a copy of approved Hints and Solutions to the Evaluation Room In-charge for receiving the coded Answer Scripts.
- (d) Evaluator(s) have to be consistent with the solution set prepared by them. Answer Scripts shall be evaluated on the basis of prepared Hints and Solutions to avoid any subjectivity and ensure consistency in evaluation.

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- (e) A time period of maximum 4 working days shall be given to the evaluator(s) to complete evaluation of the Answer Scripts. In case of any unforeseen circumstances and special case, this time period may be extended by the Controller of Examination.
- (f) A feedback form will also be filled by the Evaluator(s) which will help in analyzing the performance of the students and other drawbacks.
- (g) Entire record shall be maintained by the Examination Cell under CCTV surveillance in the Central Evaluation Room. These evaluated Answer Scripts shall be handed over to the Checkers Team.

17.3 Checkers Team

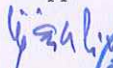
The evaluated answer scripts shall then be re-checked by the members of the Checkers Team under CCTV surveillance. The team shall be responsible for re-totaling the marks in the caging and for identifying any unmarked answers left by the evaluator. Such discrepancies shall be reported to the evaluator, who shall make the necessary corrections in the answer scripts and record the same in the checker form issued to them.

17.4 Panel of Head Examiners

- (a) A panel of Head Examiners shall be constituted by the concerned HODs, Deans, Principal, and Directors which shall be submitted to the COE. The COE shall then put up the Panel of Head Examiners to the Hon'ble Vice Chancellor for approval. The panel of Head Examiners shall comprise of the Senior Faculties from various departments from respective course (subject) areas.
- (b) The Head Examiner(s) will randomly verify nearly 10% of the evaluated answer copies of the concerned course (subject). He/She shall also be provided with the solution set/hints of the concerned course (subject).
- (c) In case any discrepancy is observed, the Head Examiner may counsel the evaluator or recommend appropriate action, including revaluation of the answer scripts by the same or by a different evaluator.
- (d) Finally, the Head Examiner shall submit the evaluation report to the Dy. COE/ACOE (Academics).

17.5 Decoding of Award Sheets and Marks Feeding

- (a) After completion of evaluation, the evaluators shall enter the awarded marks in the coded award sheet provided to them.
- (b) After checking by the Checkers, and approval by the Panel of Head Examiners, the Award Sheets shall be decoded centrally by the Examination Cell for further entry of marks by the evaluators.
- (c) The coding and decoding process is intended to eliminate bias and ensure fairness and objectivity in the evaluation process.

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- (d) After decoding, the evaluators shall enter the awarded marks into the ERP system. The marks entered shall be verified by another faculty member, who shall also countersign the Award Sheet upon verification.

17.6 Remuneration for the External Paper Setters/Examiners/Evaluators

Remuneration for the External Paper Setters, Examiners and Evaluators for the Annual Examination, End Semester Examination and Ph.D. Evaluation shall be as under:

(a) **Question Paper Setting (Theory)**

Question Paper UG and PG Rs. 1000/-

(b) **Practical Examiner**

UG - Rs. 20/- per student, PG - Rs. 30/- per student with Minimum Rs. 500/-

(c) **Seminar, Colloquium, Mini Project Examiner**

UG - Rs. 12/- per student, PG - Rs. 15/- per student with Minimum Rs. 500/-

(d) **Project II (Equivalent to Dissertation)/Dissertation**

UG - Rs. 100/- per student, PG - Rs. 500/- per student with minimum Rs. 1000/-

(e) **Ph. D. Thesis Evaluation and Viva Voce Examination**

- Rs. 5000/- per scholar (for Indian Examiner)
- USD 200/- per scholar (for Foreign Examiner)

(f) **Evaluation of Ph. D. Synopsis**

- In case of only one scholar: Rs. 3000
- In case of 02 to 05 scholars: Rs. 5000
- In case of 06 to 07 scholars: Rs. 8000
- In case of more than 07 scholars: Rs.10,000

(g) **Ph. D. Pre Thesis Presentation**

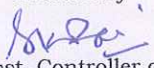
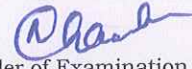
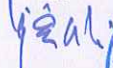
Rs. 3000/- per scholar

(h) A travelling allowance of Rs. 08/km is given to those examiners who use their own conveyance.

(i) Those coming from other stations are given the travelling fare of an AC-II Tier for Associate Professor and AC-III Tier for Asst. Professor. A certificate is also provided to the Practical Examiners on the day of Examination.

The remuneration to the examiners shall be done at the end of each semester or at the end of Annual Examination.

After submission of file/details, the remuneration shall be disbursed by the Accounts Office to the External Paper Setters, Examiners and Evaluators at the earliest.

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Dr. Ramwaroop Memorial University
Deen Road, Lucknow

18. GRADING SYSTEM

The University shall follow two type of grading system i.e. Relative and Absolute Grading.

18.1 Letter Grades and Grade Points in Relative Grading

The University shall generally follow the **Relative Grading System** for awarding grades. Relative grading shall be based on the average marks obtained by students in a particular class, and Letter Grades shall be assigned based on the cut-off marks specified in the succeeding paragraphs. Under the semester system, student performance shall be evaluated through **Continuous Internal Evaluation (CIE)** and **End Semester Examination (ESE)**, followed by relative grading.

Under the relative grading system, the University shall award Letter Grades based on a **10-point grading scale** (refer Table 18.1). In the case of relative grading, the conversion of CGPA into percentage shall be computed by multiplying the obtained CGPA by 9.5.

Table 18.1

Letter Grades	Grade Points
O - Outstanding	10
A+ - Excellent	9
A - Very Good	8
B+ - Good	7
B - Above Average	6
C - Average	5
P - Pass	4
F - Fail	0
AB - Absent	0

18.1.1 In order to achieve a normal distribution of the bell curve, the boundaries shall be set to have minimum in 'O' grade, then A+ and A or B grades in increasing no. of % with maximum students in B+ or B grade as per the guidelines issued semester-wise/year-wise.

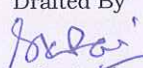
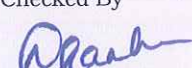
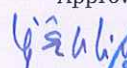
18.1.2 Students obtaining 'F' Grade shall be considered 'Fail' in respective courses.

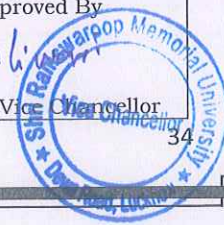
18.1.3 Non-credit courses shall be indicated as 'Qualified' or 'Not Qualified' and shall not be used for computation of SGPA/CGPA.

18.1.4 Value Added Courses and Co-curricular Courses shall be graded but shall not be used for computation of SGPA/CGPA.

18.2 Letter Grades and Grade Points in Absolute Grading

As per the requirements of various statutory bodies, the University shall follow the **Absolute Grading System** in the respective programs for awarding grades based on student performance in **Continuous Internal Evaluation (CIE)** and **End Semester Examination (ESE)/Annual Examination**.

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For example, as per PCI norms, the details of Grade Letters and Grade Points used in **B.Pharm** and **D.Pharm** programs are provided in Table 18.2. Under the Absolute Grading System, the conversion of CGPA into percentage shall be computed by multiplying the obtained CGPA by 10.

Table 18.2

Letter Grades	Grade Points
O	10
A	9
B	8
C	7
D	6
F	0

As per the requirement of other programs running by the statutory bodies, specified grading patterns (as per their rules and regulations) shall be followed.

18.3 Procedure to be followed to award the Letter Grade

- 18.3.1 Calculate the total marks obtained by adding CIE (Internal) & ESE (End Semester Exam) marks by the concerned teaching faculty by feeding on ERP.
- 18.3.2 Then export sheets shall be generated from ERP for cumulative marks which shall be arranged for total marks obtained in descending order. This Histogram (Number of students verses marks obtained) helps teachers in identifying the cluster of marks and students for further awarding of grades in the ERP.
- 18.3.3 After deciding the range of marks for various grades in ERP as per guidelines, ERP generates Mean Grade Point Average (MGPA) report of respective course and class/batch on the basis of below mentioned formula.

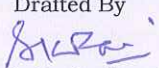
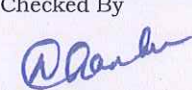
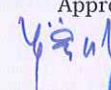
$$\text{MGPA} = \frac{\sum \text{Grade Points} \times \text{No. of Students in that Grade}}{\text{Total No. of Student in the Class}}$$

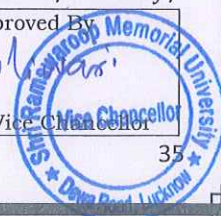
Letter Grade	Marks		Comments, if any	MGPA
	From	To		

The 'Grade Points' obtained in a particular course/subject (as per the above table) are then multiplied by the corresponding number of 'Credits' as per the Study & Evaluation Scheme of the respective program for calculating 'Course Points'.

19. PROCESSING OF RESULT

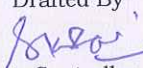
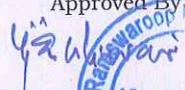
- (a) The MGPA Reports are generated through ERP by the concerned faculty members and verified by the concerned HOD/Dean/Director of the respective Department/Faculty/

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Institute. The files of various Department/Faculty/Institute containing MGPA Reports, Export Sheets, Study & Evaluation Scheme shall be submitted in the Examination Cell.

- (b) The Result Moderation Committee shall review the MGPA Report and verify and moderate the MGPA, wherever required. Any modification to MGPA boundaries shall be carried out based on the recommendations of the Result Moderation Committee.
- (c) Verification of enrolled courses, caging, and student details in the TR Dashboard shall be carried out jointly by the Examination Cell and the Result Moderation Committee.
- (d) Moderation of the Tabulation Register (TR) shall be conducted through the Dashboard by the Result Moderation Committee. The Committee shall ensure that all courses reflected in the TR are consistent with the approved MGPA.
- (e) In case of any error or mismatch between the MGPA and the TR, the Examination Cell shall update the records through the COE login in accordance with the recommendations of the Result Moderation Committee.
- (f) In cases where students obtain lower marks, the Result Moderation Committee may recommend grace marks through the Dashboard, as deemed appropriate.
- (g) **Grace Marks:** It shall only be awarded by the Result Moderation Committee during moderation of TRs. **Maximum 02 marks may be allocated to any student in End Semester or Annual Examination in any theory course but this allocation cannot be more than 05 marks considering all theory courses. No grace marks shall be awarded in Practical Examination.**
- (h) In case of any unprecedented situation, the member of the Result Moderation Committee shall place the concern before the Hon'ble Vice Chancellor for further directions.
- (i) After posting all the grades and grace marks (if applicable) in the system, semester-wise or annual result shall be declared through the SRMU ERP Portal and the website which may be accessed from anywhere after putting the requisite details by the respective student.
- (j) The student with 'P' Grade, 'C' Grade, and 'D' Grade may re-appear in the Improvement Examination whereas students with 'F' Grade may appear in the Carryover Examination subject to fulfilling the Promotion Criteria.
- (k) In the transcripts available on the SRMU ERP Portal, "PASS" shall indicate that the student has been promoted to the next year, whereas "DETAIN", shall indicate that the student has not been promoted and has been retained in the same year. Detain students shall be eligible to fill the form for Special Summer Examination.
- (l) Only after the completion of Session/Special Summer Examination (if applicable)/Improvement Examination (if applicable), a yearly Grade-sheet indicating the performance of the student in both semesters (Odd and Even) or annual performance of the Academic Session shall be issued.

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20. PROMOTION AND DETENTION CRITERION

Promotion to subsequent years and Detention for a student shall be as follows:

20.1 Promotion Criteria

Promotion to Second & subsequent years or a student should be as per following criterion of % of Total Credits with 'F' grades after considering the results of previous Carry Over Examination, End Semester or Annual Examination (refer Table 20.1).

Whereas Degree, Diploma or Certificate shall be awarded after considering the results of Special Summer Examination of the same year (if applicable) and previous Carry Over Examinations.

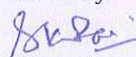
Criteria of Promotion for Non NEP Programs: Table 20.1

Program	Year	Permitted % of Total Credits with 'F' Grades
All 02 Years UG Program	1st to 2nd Year	50%
	Degree award criteria	0%
All 03 Years UG Program	1st to 2nd Year	50%
	2nd to 3rd Year	40%
	Degree award criteria	0%
All 04 Years UG Program (except B.Pharm and NEP)	1st to 2nd Year	50%
	2nd to 3rd Year	40%
	3rd to 4th Year	30%
	Degree award criteria	0%
B.Pharm (as per PCI guidelines)	1st to 2nd Year	All Eligible
	2nd to 3rd Year	No Backlog in Ist year subjects
	3rd to 4th Year	No Backlog upto IInd year subjects
	Degree award criteria	0%
All 05 Years UG and 05 Years Integrated Program	1st to 2nd Year	50%
	2nd to 3rd Year	40%
	3rd to 4th Year	30%
	4th to 5th Year	20%
	Degree award criteria	0%
All 01 Year PG Program	Degree award criteria	0%
All 02 Years PG Program	1st to 2nd Year	50%
	Degree award criteria	0%
All 03 Years PG Program	1st to 2nd Year	50%
	2nd to 3rd Year	40%
	Degree award criteria	0%
02 Year Diploma Program	1st to 2nd Year	50%
	Diploma award criteria	0%

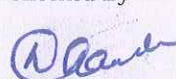
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Nov 07, 2025

Drafted By


Asst. Controller of
Examination

Checked By


Controller of Examination

Approved By


Hon'ble Vice Chancellor


02 Year Diploma (only D.Pharm)	1st to 2nd Year	24%
	Diploma award criteria	0%
All 03 Years Diploma Program	1st to 2nd Year	50%
	2nd to 3rd Year	40%
	Diploma award criteria	0%

Criteria of Promotion for 04 Years NEP Programs: Table 20.2

Program	Year	Permitted % of Total Credits with 'F' Grades for Promotion	Permitted % of Total Credits with 'F' Grades for Exit and award of Certificate/Diploma/ Degree
All 04 Years UG Program under NEP	1st to 2nd Year	50%	0%
	2nd to 3rd Year	40%	0%
	3rd to 4th Year with minimum CGPA of 7.50	0%	0%
	Degree with Research/ Degree with Hons award criteria	-	0%

This promotion criterion is based upon the calculation of credits of mandatory courses excluding value added, electives courses, optional courses, co-curricular courses etc.

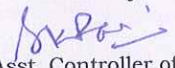
Programs which are governed by Statutory Bodies, promotion criteria laid down by the relevant statutory bodies shall be followed.

20.2 Detention

Student shall be 'Detained' in the same year under following conditions after Even Semester Examination/ Annual Examination, Carryover Examination (Even) and Special Summer Examination (if applicable):

- If a student has not been permitted to appear in the examination due to not fulfilling the University Attendance Criteria or any unforeseen reasons, 'F' grade will be awarded which may lead to the non-fulfillment of promotion criteria as mentioned in clause 20.1.
- If a student fails to improve his/her year-wise performance to satisfy above mentioned Promotion Criteria as mentioned in 20.1 with respect to the permitted Percentage of total Credits with 'F' Grades.

In the annual result, "PASS" indicates that the student has been promoted to the next year, whereas "DETAIN" indicates that the student has not been promoted and has been retained in the same year and PCP stands for Pass with Carryover Paper(s).

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21. AWARD OF DEGREE/DIPLOMA/CERTIFICATE

Results of the student shall be declared on the basis of the SGPA/CGPA score, obtained by a student on the basis of performance of both the semesters of a particular academic year or annual performance in case of annual system. For the award of any degree/diploma/certificate, a student shall be eligible if:

- He/she does not have any 'F' Grade in any subject/course
- He/she should have a minimum 04 CGPA in the final year on the 10 point scale.
- He/she should have cleared all the Non-Credit (NC) courses/subjects (i.e. Qualify) during the study period.

In general, the overall performance of a student can be interpreted from the CGPA score on the basis of the following scale (Refer below table 21.1):

Table 21.1

CGPA Range	Performance
≥ 9.0	Outstanding
≥ 8.0 and < 9.0	Excellent
≥ 7.0 and < 8.0	Very Good
≥ 6.0 and < 7.0	Good
≥ 5.0 and < 6.0	Satisfactory
≥ 4.0 and < 5.0	Pass
< 4.0	Unsatisfactory

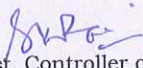
For B.Pharm and D.Pharm, the overall performance of a student shall be interpreted from the CGPA score on the basis of the following scale (Refer below table 21.2):

Table 21.2

CGPA Range	Performance
≥ 9.0	Outstanding
≥ 8.0 and < 9.0	Excellent
≥ 7.0 and < 8.0	Good
≥ 6.0 and < 7.0	Fair
≥ 5.0 and < 6.0	Average
Less than 5.0	Fail

No divisions are awarded in the grading system. Performance is calculated on the basis of CGPA score.

As per NEP guidelines and promotion criteria issued by the Government, Degree, Diploma and Certificate shall be awarded to the eligible students.

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22. UNFAIR MEANS (UFM) AND DISORDERLY CONDUCT DURING EXAMINATION

Any use of unfair means or involvement in disorderly conduct by a student during or in relation to the examination shall be strictly prohibited.

22.1 Nature of Unfair-means and disorderly conduct

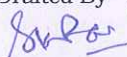
Unfair-means and disorderly conduct shall include the following:

- (i) Talking to another student or to any unauthorized person inside or outside the examination room during the examination hours without the permission of a member of the supervisory staff before handing over the answer-book to the room-superintendent.
- (ii) Giving or receiving assistance in answering the question papers to or from any other student/person in the examination hall or outside during the examination hours.
- (iii) During examination time having in possession or access to:
 - Any paper, books, note or any other unauthorized material which has relevance to the syllabus of the examination-paper concerned.
 - Anything written on a scale, or any other instrument or on any kind of furniture or any other substance, which may have relevance to the syllabus of the examination-paper concerned.
 - Anything written or signs made on the body of the student, on his clothes/garments, handkerchief, etc. which may have relevance to the syllabus of the examination-paper concerned.
 - Anything written or signs made on the admission card/question paper which have relevance to the syllabus of the examination-paper concerned.
- (iv) Any altercation or misconduct with officials on examination duty shall be considered an act of defiance and dealt with accordingly

22.2 Procedure of dealing with such cases

22.2.1 Detection and Immediate Action

- i. If a student is suspected of using unfair means, the invigilator or any authorized member of the supervisory staff, including the flying squad, shall have the authority to search the student and/or their belongings.
- ii. Upon confirmation or reasonable satisfaction that unfair means have been used, the invigilator shall:
 - Seize the student's answer sheet along with any incriminating material recovered.

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- Issue a fresh answer sheet to the student to continue answering the question paper.

22.2.2 Reporting Procedure

- The invigilator shall immediately report the incident to the Floor Supervisor.
- The Floor Supervisor shall escalate the matter to the Centre Superintendent/Nodal Centre In-charge and to the COE.

22.2.3 Marking and Custody of Evidence

- The invigilator shall clearly mark:
 - UFM-1 on the answer sheet used prior to detection.
 - UFM-2 on the answer sheet issued after detection.
- All evidence and related material shall remain within the examination room and must not be removed under any circumstances.

22.2.4 Documentation and Student Statement

- The invigilator or flying squad member detecting the case shall complete the prescribed UFM report form and attach all relevant evidence.
- The student shall be informed of the allegation and required to:
 - Provide a written explanation in the prescribed format.
 - Sign the recovered material as acknowledgment.
- The completed form shall be forwarded to the concerned subject/course expert for remarks.
- Thereafter, the duly completed report, along with evidence and student acknowledgment, shall be submitted by the Nodal Centre Incharge to the COE/Examination Cell for further processing.

22.3 Declaration of Recommendation of UFM Committee

- (a) A meeting of the UFM committee shall be convened by the COE after the end of End Semester Examinations/Annual Examination to take decisions on the UFM cases. It shall consist of the following members:

- Director, Students Welfare
- HOD/Dean/Principal/Director of concerned Department/Faculty/Institute
- Controller of Examination

22.3.1 Review and Decision

- All reported cases of suspected use of unfair means or disorderly conduct shall be reviewed by the Unfair Means (UFM) Committee.

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ii. A student found guilty of unfair-means or disorderly conduct at, or in connection with an examination, shall at the discretion of the Committee appointed for the purpose, be punished with one or more of the following.

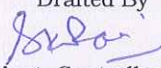
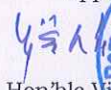
- Deduction of marks
- Award of Zero marks
- Cancellation of the result of the paper in respect of which student is found to have been guilty; and/or
- Cancellation of the result of the examination for which student was a student; and/or
- Debarring the student from securing admission to a class and appearing at any further examination of the University for a stated period; and/or other punishment, deemed suitable, by the committee appointed for the purpose.
- In case the evidence of UFM case is not very certain, then the case may be reviewed with sympathy and the student shall be absolved of penalization.

The proceedings of the UFM Committee shall be submitted by the COE to the Hon'ble Vice Chancellor for review and finalization, which shall be implemented before the final declaration of the result.

23. SCRUTINY AND REVALUATION OF ANSWER SCRIPTS

23.1 Procedure for Scrutiny

- (a) Any student seeking scrutiny of their annual or end-semester answer script must apply using the prescribed form available at the Examination Cell.
- (b) Scrutiny is only applicable for theory courses.
- (c) The application must be submitted within one (1) week from the date of declaration of results.
- (d) The student shall be required to deposit a fee of Rs. 2,000 (Rupees Two Thousand only) per course/subject at the time of submission of the application.
- (e) Scrutiny shall be limited strictly to:
 - Verification of totaling of marks.
 - Checking for any unanswered or unchecked responses.
- (f) Scrutiny shall not include re-evaluation or reassessment of the answer script.
- (g) The outcome of the scrutiny process shall be communicated to the student on a pre-notified date and time as specified by the Examination Cell.

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23.2 Revaluation of Answer Scripts

- (a) Any student who is not satisfied with the outcome of the scrutiny process may apply for revaluation.
- (b) Revaluation shall be permitted only after completion of scrutiny and in accordance with the prescribed procedure.
- (c) The student must submit the prescribed revaluation application form within one (1) week from the date of declaration of the scrutiny result. The Revaluation form will be filled only through the recommendation of the HOD/Dean/Director/Principal.
- (d) The application must be accompanied by a fee of Rs. 5,000 (Rupees Five Thousand only) per course/subject.
- (e) If a student wishes to view answer script along with revaluation, an additional provision shall apply. In such cases, the student shall be required to pay Rs. 6,000 (Rupees Six Thousand Only) per course/subject.
- (f) The Scrutiny and Revaluation Committee shall re-evaluate the answer scripts in accordance with established guidelines. The outcome of the revaluation shall be declared and communicated to the student within seven (07) days from the date of application processing.

24. RETENTION AND DESTRUCTION/RECYCLING OF EVALUATION RECORD

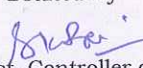
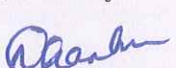
During the conduct of continuous internal assessment and external evaluation across various programs and courses throughout the academic year/semester, a substantial volume of records is generated. These records include, but are not limited to, question papers, evaluated answer scripts, mark sheets, and result-related documents.

To ensure systematic management, accountability, and compliance with institutional requirements, it is essential to adhere to a structured Record Retention Schedule.

Accordingly, based on administrative rationale and operational necessity, the categories of examination-related records along with their respective retention periods have been defined and documented in Table 24.1.

Table 24.1

S. N.	Category of Records	Period of Retention
1	Question Paper	
	Entrance Test	Hard Copy of each type of question paper should be maintained by the Exam Cell for the last 01 year
	Semester-wise (ESE/AE)	Hard Copy of each question paper for last 02 years Soft Copy of each question paper for last 05 years

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2	Answer Scripts (Theory)	
	Entrance Test	Hard Copies of each Answer Script should be maintained by the exam cell for last 01 year or six months after the disposal of any application, whichever is later.
	Semester-wise (ESE/ AE)	All hard copies to be retained till the completion of program duration i.e. completion of respective batch
	Semester-wise (CIE)	All hard copy before the end of next semester
3	Experiment Workbook (Lab)	
	Semester-wise (ESE/ AE)	All hard copies to be retained till the completion of program duration i.e. completion of respective batch
4	Verification Cards/Absentee Attendance Record	
	Verification Cards/ Absentee Attendance Record	All hard copies before the end of next ODD semester or six months after the disposal of any application whichever is later
5	Result	
	Entrance Test	Hard Copies of consolidated result should be maintained by the Exam Cell for last 01 year
	Semester-wise & Year-wise Consolidated	Hard Copies of consolidated result should be maintained by the Exam Cell for last 05 years

The Examination Cell shall strictly adhere to the approved Record Retention Schedule for all examination-related documents. Upon completion of the stipulated retention period, records shall be identified for disposal (weeding out) in accordance with the prescribed guidelines. The Examination Cell shall initiate the disposal process by submitting a formal proposal file to the competent authority. The proposal shall include detailed information regarding the records proposed to be destroyed or recycled.

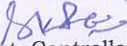
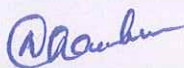
A Board comprising faculty and staff members shall be constituted to review and approve the disposal of records. The Board shall be convened by the COE with due approval from the Hon'ble Vice Chancellor. The composition of the Board shall be as prescribed below:

Presiding Officer	One Senior Faculty Member/Deputy Controller of Examination
Members	1) Assistant Controller of Examination (Coordination)
	2) Assistant Controller of Examination (Technical)
	3) Assistant Officer, Examination Cell
	4) One Senior Office Executive, Examination Cell

Approval and Disposal of Examination Records

The proceedings of the Destruction Board, duly completed and countersigned by the COE, shall be submitted to the Hon'ble Vice Chancellor for final approval. Upon receipt of approval from the Hon'ble Vice Chancellor, the identified records of the Examination Cell shall be disposed of in a secure and environmentally responsible manner.

All such records shall be shredded and recycled through an approved vendor of the University. The disposal process shall be carried out in consultation with the Procurement Cell to ensure compliance with institutional procedures and vendor authorization norms.

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25. MISCELLANEOUS POINTS

25.1 Issuance of Duplicate Academic Documents (Degree/Diploma/Transcripts)

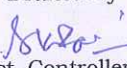
- (a) Duplicate Transcripts, Consolidated Transcripts, Degree Certificates, or Diploma Certificates may be issued upon submission of a duly completed application form along with the prescribed fees and/or penalty, as applicable.
- (b) In cases of issuance of duplicate documents, the applicant shall be required to submit supporting proof, such as a copy of FIR/e-FIR or a newspaper publication/notified advertisement reporting the loss of original documents.

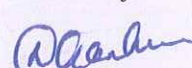
25.2 Change or Correction of Student Name in Academic Records

- (a) A currently enrolled student may request modification or change of his/her full legal name in the permanent academic record by submitting a formal application along with valid documentary evidence to the Controller of Examination (COE), through proper channel via the Deputy Registrar (Academics) and Registrar.
- (b) Upon correction in the University Data Base by the Registrar Office, name change in academic credentials may be permitted only on valid grounds, including but not limited to:
 - Marriage (in case of female students),
 - Legal adoption, or
 - Change of name officially notified by the Central Government or State Government.
- (c) A female student who wishes to discontinue the use of her married name and resume use of her maiden name, or another name, shall present a copy of the divorce decree, or signed court order, showing court restoration of the maiden or other name.
- (d) In any condition, no change shall be done in the past records of the University.
- (e) Documents required for change in name are as follows and must accompany the application for change in name:
 - Govt. Gazette (Original copy)
 - Affidavit (Ladies) (Original copy)
 - Marriage Certificate (Ladies) (Original copy)
 - Photocopy of the Statement of Grades of last examination

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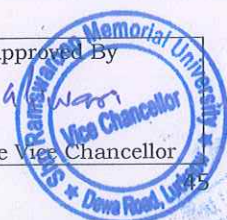
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Drafted By

Asst. Controller of
Examination

Checked By

Controller of Examination

Approved By

Hon'ble Vice Chancellor



- (f) After the necessary changes in permanent documents, corrected copy/ copies of the statement(s) of the grades and other certificates shall be issued on the payment of the fees applicable at that time.
- (g) In case of correcting the spelling or the proper sequence of the name which are not due to data entry errors, the student shall present a copy of his/her birth certificate/Secondary School Certificate/other Government record such as Passport to the Deputy Registrar (Academics) and then duly forwarded document shall be submitted to the office of COE for the issuance of correct transcripts and other documents.

25.3 Performance Based Scholarship for Meritorious Students

Performance-Based Scholarship is designed to encourage students to achieve and maintain high academic standards and to promote excellence in learning across all programs offered by the University.

The University provides scholarships to meritorious students in the form of fee incentives and cash incentives, based on their academic performance in their respective courses/programs.

The award of such scholarships shall be governed strictly by the approved Performance-Based Scholarship Policy of the University, as amended from time to time.

25.4 Physical Security and Confidentiality of Examination Cell

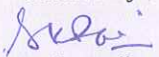
To ensure the physical security and confidentiality of examination-related processes and records, the Examination Cell is situated on a separate floor with restricted access and is under continuous CCTV surveillance.

A controlled entry system has been implemented through a dual-channel access mechanism. Entry through the main entrance is regulated by designated security personnel to permit access only to authorized individuals and to maintain the security of the premises.

All computer systems within the Examination Cell are password protected to safeguard sensitive academic and examination-related data.

A dedicated Strong Room has been established for carrying out confidential activities such as final moderation and printing of question papers. The Strong Room is equipped with a separate computer system and photocopier and is secured through reinforced safety measures, including grilled windows and locked doors, with strictly restricted access.

In addition, confidential records and materials are stored in steel almirahs fitted with a dual-lock system, which can be opened only in the presence of two authorized personnel, thereby ensuring dual control, accountability, and enhanced security.

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25.5 Implementation of NAD DigiLocker and ABC

As the designated Nodal Officer, the COE shall ensure the implementation and effective functioning of the National Academic Depository (NAD) within the University system. The NAD is a 24X7 digital repository designed to serve as an online storehouse of academic awards, including certificates, diplomas, degrees, mark sheets, and other academic credentials, which are duly digitized and uploaded by academic institutions, boards, and eligibility assessment bodies.

The COE shall also be responsible for ensuring compliance with and implementation of the guidelines related to the Academic Bank of Credits (ABC), as issued by the competent regulatory authorities from time to time.

This Examination Policy shall remain dynamic in nature and may be modified, updated, or revised in accordance with directions issued by the Government of India and other statutory/regulatory bodies from time to time.

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