

1. CODE OF CONDUCT FOR EXAMINEES: These rules are indicative and not an exhaustive set of rules.

a. GENERAL

- i. Admit card for the repeat/improvement and end-semester examinations shall be issued to all eligible students prior to the commencement of the examinations. Students must produce the original Admit Card to the invigilator in the examination hall. No student is allowed to write the examinations without Admit Card. Loss of Admit Card must be reported to the Controller of Examinations (CoE) and a duplicate shall be issued against the lost Admit Card after following the due process laid down for the purpose. Temporary Admit Card may be issued for exigency purpose till the duplicate is issued.
- ii. Examination will commence and wind up exactly as per the notified/fixed timeline. The doors of the examination rooms will be opened half an hour before the commencement of the examination on the first day. On the subsequent days, the doors will be opened 10 minutes before the commencement of the examination. Students should be punctual in reporting for examination.
- iii. Beyond 10 minutes from the commencement of the examination, no examinee shall be admitted nor question paper or answer book be given without formal permission obtained from the CoE. For all examinations, students shall not be permitted into the examination hall 10 minutes after the commencement of the examination. The gate to the academic complex shall be closed 10 minutes after the commencement of the examination.
- iv. No student shall leave the examination hall before the lapse of 30 minutes for internal examinations and 30 minutes for end-semester examinations from the commencement of the examination.
- v. Examinees are required to locate and take their seats before the commencement of the examination.
- vi. Examinees are required to bring their original admit card and their own examination-related materials to the examination hall. No student will be allowed to borrow any materials from any other student during the examination.
- vii. Examinees shall check the blank answer book and see that no portion is torn or damaged and that it is properly stitched. On no account any leaf or part of the

answer book should be torn. In case a defective blank answer book or question paper is received, it should be immediately reported to the invigilator for replacement. The examinees shall see to it that the date given by the officials on duty on the main answer book and additional sheets tally.

- viii. Examinees shall write distinctly roll number, course code, course title in the space provided on the cover of the blank answer book.
- ix. Examinees shall not pass on question paper to any one inside the examination room during examination hours. Examinees shall not write anything on the question paper. In case when rough work or calculations are necessary for concerned courses, the examinee may request the invigilator for providing extra sheet. The extra sheet should be duly signed by the invigilator with date & the examinee must surrender the extra sheet of rough works to the invigilator before leaving the examination hall.
- x. Examinees requiring an additional sheet or desiring to leave the room for an urgent purpose shall draw the attention of the invigilators by rising from their seat without making any *noise* or disturbance. Tapping on the desk is regarded as bad manners. Examinees are not permitted to speak to invigilators on any matter related to the question and answer. Silence should be maintained inside and outside the examination hall.
- xi. Examinees shall not write or do anything in their answer book in a manner to render identification of the answer book possible. Examinees shall not give false roll number or omit to state the correct number. Examinees shall not write anything on the admit card and question paper. Examinees shall not bring in or take out of the examination room anything that is written.
- xii. Examinees shall neither help nor obtain any help from other examinees or persons in or outside the examination room during the examination hours. Communication or help of any sort or in any form between the examinees and any other persons whether inside or outside the examination room during the examination hours is not allowed.
- xiii. No other materials except the additional sheets and any other paper supplied by the college for the purpose of making answers shall be appended to the answer books.

- xiv. Examinees having completed the examination shall submit their answer book(s) to the invigilators before leaving the examination room. The answer book(s), even if blank shall, on no account, be left on the desk but shall be submitted to the invigilators.
- xv. No examinees shall be allowed to remain in the examination room after the closure of the examination except the invigilators, as they are authorized to collect and sort their answer books. No examinees shall be allowed to re-enter the examination room after submission of the answer book during the hours of examination.
- xvi. Once the students leave the room after submitting their answer papers they are not allowed to loiter in the corridor and they are required to leave the premises without making any disturbance.
- xvii. Unused pages of the answer book shall be crossed out before it is handed over to the invigilator.
- xviii. Any kind of misbehavior on the part of an examinee like threatening or intimidating any officer on examination duty or tearing/mishandling of question paper or answer book etc. is liable to be punished as per the rules.
- xix. Canvassing directly or indirectly by the examinees or their representatives is a violation of the examination rules.
- xx. Notwithstanding the issue of the admit card, the college shall have the right for any reason which may appear sufficient to cancel the admission of any candidate to the examination before, during or after the examination.
- xxi. An examinee under the influence of alcohol or any other intoxicating substance shall not be allowed to sit for the examination.
- xxii. For any mistake detected in the admit card/ marksheet, the matter should be reported immediately to the CoE in writing for correction and for issuance of a new one.
- xxiii. For any other matter related to the examination, the decision of the Examination Committee, in all cases shall be final.

b. MALPRACTICES AND PENALTIES

Unfair means of any kind detected during or after the internal, end-semester, repeat/improvement and practical (laboratory) examination shall lead to cancellation of not just the concerned course but all the courses for which examinations are conducted. Cancellation shall apply to the courses already appeared for and the courses yet to be written.

The examination of the examinee shall be cancelled or the examinee will be expelled or he/she will be disqualified for immediate next examination on ground of any of the following offences:

- i. Possession of copying material relevant to the subject of examination,
- ii. Destruction or suppression of evidence of the forbidden material in any way like swallowing, tearing or throwing out etc.,
- iii. Inserting unauthorized additional sheet or replacing the answer book with another book written outside the examination room,
- iv. Taking away the answer book or leaving the examination hall without handing over to the invigilator or tears the answer book,
- v. Found to have changed roll number or exchanged roll number with another examinee,
- vi. Found throwing of question paper after writing the answers on it to another examinee or sending out the question,
- vii. Any attempt made to influence the examiner or the officials of the college,
- viii. Any act of request for marks or grade,
- ix. Instigating boycott of the examination,
- x. Examinee copying from another's answer book and the examinee allowing another to copy from his/ her answer book,
- xi. Answer book of an examinee written by another examinee,
- xii. No gadget or device other than the permissible ones is allowed to be used inside the examination hall,
- xiii. Examinee should not carry electronic gadgets of any kind other than the permissible ones during examination. If any such gadgets are found around the examination hall viz., wash room, veranda, store room etc. during examination hours, shall be confiscated by the

officials of examination and submitted the same to the CoE. Such materials shall be under the custody of the CoE and returned as and when the student completes his/her course in the college or applies for T. C.

c. MEETING EMERGENCY NEEDS

Examinees shall take due permission from the invigilator(s) to attend to 'nature call' and/or for any medical attention.

2. END-SEMESTER RESULT DECLARATION

The end-semester results shall be declared by the Principal. The results shall be put up on the college notice board and the college website and any media permissible by the college authority.

3. RECTIFICATION OF RESULTS

The Controller of Examinations shall have power to rescind the result of a candidate after it has been declared, if-

- i. He/she is disqualified for using unfair means in the examination,
- ii. A mistake is found in his/her result,
- iii. He/she is found ineligible to appear in the examination,
- iv. If any mistake is discovered as a result of rechecking of answer-book, the Controller of Examinations shall have power to rectify the result.

4. SEMESTER AWARD REWARD

- v. There shall be award for first three subject toppers in every semester. In case there is a tie in ranking, then their actual marks secured should be taken into consideration. SGPA/CGPA 8 for CBCS and 7 for NEP is the cutoff grade point for toppers awards.

5. REGULATIONS FOR RE-EVALUATION OF ANSWER SCRIPTS

- a) Re-evaluation means evaluating/examining/checking/assessing again the scripts of the theory subjects, and re-awarding of the marks (or grade) by an evaluator other than the first evaluator.
- b) The process of re-evaluation shall involve verification of the marks on the answer script with the award-list and scrutiny of the answer script before sending out for re-evaluation. In case of any error detected, the script may not necessarily be sent out for re-evaluation
- c) A student (Examinee) can apply for re-evaluation of his/her answer script of any subject, on the following conditions:
 - i. The re-evaluation of the answer script of the subjects should be applied within 3 working days from the date of issuance of marksheet; the date for issuance of marksheet shall be mentioned in the result notifications. No request shall be entertained after the last date.
 - ii. Only theory subjects' re-evaluation shall be carried out.
 - iii. Re-evaluation for practical examination/ labcourse/ internal examination/ dissertation/thesis/projectwork/viva voce/ seminar/ workshop/ field trip, and examination of all such subjects will not be carried out.
 - iv. The application for re-evaluation of the answer script should be submitted through the 'Re-evaluation Form' prescribed by the Examination Section. Any other form of application shall not be considered for processing.
 - v. The applicant is necessarily required to submit with the 'Re-evaluation Form' the following documents: 1) a photocopy of his/her Grade Card 2) payment receipt.
 - vi. Candidates are required to use separate application form for each paper.
 - vii. If the application form is not filled properly, or not received in the prescribed Re-evaluation Form or not received within due date, or not received with the requisite fee, it shall be duly rejected and whatever fee paid will not be reimbursed/refunded/returned.
 - viii. The Re-evaluation Application Form must be submitted in the Office of the Controller of Examinations.
- d) The marks obtained as a result of re-evaluation shall not be counted towards determining the position in order of merit and award in the current Semester.

- e) If the student's (examinee) marks increase after Re-evaluation, he/she shall be awarded, the re-evaluated marks. If he/she scores more than 15% marks in the re-evaluation and which has exceeded pass mark, then his/her answer script shall be sent for third evaluation, and the marks obtained in the third evaluation shall be final.
- f) If the student's marks decrease in the Re-evaluation, he/she shall be awarded the original marks (i.e. the marks that the student is awarded in the first evaluation).
- g) If the re-evaluated marks of the student are still below minimum pass mark, then the re-evaluation result will be treated as "No Change".
- h) The result of re-evaluation shall be final and binding on the candidate and no complaint or appeal against the revised award shall lie in any Court of Law, nor will the candidate claim any privilege deviating from the existing Ordinances, Rules and Regulations. A declaration to this effect shall be signed by the candidate while applying for re-evaluation.
- i) The names of the evaluators shall remain confidential.

6. REGULATIONS FOR RECHECKING OF MARKS/RESULTS

- a) After declaration of results a candidate may apply to the Controller of Examinations for re-checking of his/her results.
- b) The Applications for rechecking shall be received in the office of the Controller of Examinations not later than 60 days after the date of declaration of results of the concerned examination.
- c) The candidate shall apply through a written application stating the nature of error/mistake.
- d) Whereas rechecking does not mean reassessment or re-evaluation of an answer book, the Controller of Examinations shall forward the matter to Assistant Controller for checking and shall satisfy that the result of the candidate has been correctly compiled and declared, that is:
 - i. No answer in the answer book or part thereof has been left unmarked.

- ii. The Paper Evaluator has correctly transferred the total of each question from the answer book to award list.
 - iii. No error is detected in the grand total of marks.
 - iv. All entries in the answer book and practical awards have been correctly transferred to the result sheet and subsequently to the Grade Card of the candidate.
 - v. The answer script or any part thereof has not been changed or detached.
- e) The Assistant Controller in the event of detection of any omission or mistake in the answer script or in the compilation of result of the candidate shall report the case to the Controller of Examinations. After careful confirmation of the omission/mistake, the Controller of Examinations shall take necessary steps to rectify it and after such rectification, shall issue a revised Result Notification and Grade Card/Transcript.

7. REGULATIONS FOR REFUND OF EXAMINATION FEES

- i. Examination fee once deposited shall not be refundable.
- ii. The amount paid in excess of the prescribed fee, however, may be refunded with the approval of the Controller of Examinations.

Provided that all such claims are received in the office of the Controller of Examinations within 15 days from the date of payment.

***Additional Information under the current NEP 2020:**

Semester Progression Criteria Semesters 1 to 4:

- Attendance $\geq 75\%$ in the current semester/any officially mandated semester-specific benchmark.
- A minimum of 40% in the Continuous Internal Assessment (CIA) component for each course.

Eligibility for Promotion to Semester 5 & Beyond

Students must meet ONE of the following two criteria:

Path A: No backlogs from Semesters 1 & 2.

Path B: CGPA ≥ 5.5 after Semester 4.

Promotion eligibility with Zero Semester:

Attain CGPA ≥ 5.5 after Semester 4.

*Promotion to higher semester is contingent upon continuously meeting the same academic standards required in the first four semesters.

Fourth Year: Admission to the Honours/ Honours with Research Programme

Mandatory Pre-requisite: Successful completion of all requirements for the three-year Bachelor's degree.

Primary Academic Threshold: Minimum CGPA of 7.5 upon completion of the three-year program.