

UNIVERSITY OF PETROLEUM & ENERGY STUDIES

EXAMINATION AND ALLIED PROVISIONS, REGULATIONS, 2018

In exercise of the power conferred by and in discharge of the duties assigned in Section 7 of the Clauses of UPES, the Academic Council hereby makes the following Examination and Allied Provisions, Regulations, 2018.

1. PRELIMINARY

1.1. Short Title, Applicability and Commencement

- (a) These Regulations may be called The Examination and Allied Provisions, Regulations, 2003.
- (b) These Regulations shall apply to all Undergraduate and Postgraduate programs offered by the Constituent Schools/Centres of the University of Petroleum & Energy Studies.
- (c) These Regulations shall come into force from the Academic Session 2018-19.

1.2. Definitions

In these Regulations, unless there is something repugnant in the subject or context:

- (a) "**University**" means the University of Petroleum & Energy Studies (UPES);
- (b) "**Academic Council**" means the Academic Council of UPES constituted under Section 23 of the UPES Act 2003;
- (c) "**Board**" means the Examination Board of the UPES constituted by the University under Section 30 (e) of the Rules of the University;
- (d) "**Examination Committee**" means the Committee constituted by the University to approve the grades awarded by the Faculty. Each Constituent School will have its own Examination Committee
- (e) "**Chairman**" means the Chairman of the Board;
- (f) "**Coordinator**" means the Course Coordinator;
- (g) "**Course Coordinator**" means Coordinator of the relevant program of the Constituent School/Centre of the University;
- (h) "**Chancellor**" means the Chancellor of the University;
- (i) "**Vice Chancellor**" means the Vice Chancellor of the University;
- (j) "**Centre Director**" means the Director of the Centre of the University;
- (k) "**Registrar**" means the Registrar of the University;
- (l) "**Controller**" means the Controller of Examination of the University;
- (m) "**Dean**" means the Dean of the Constituent School/Centre of the University;
- (n) "**Regular Student**" means a student who has registered for a full time academic program offered by the Constituent School/Centre of the University and is progressing as per schedule;
- (o) "**Non-Regular Student**" is a student who has not been able to meet the academic requirement as per the rules of the University and has now been allowed additional time to meet the academic requirement;
- (p) "**SRE**" means the Student Record and Evaluation Department of the University;
- (q) "**ACG**" means the Academic Computing Group of the University;
- (r) "**SGPA**" means Semester Grade Point Average;
- (s) "**CGPA**" means Cumulative Grade Point Average;
- (t) "**Prescribed**" means prescribed under these regulations;

- (u) **"Supplementary Examination"** is the examination conducted by the University for the students who has not been able to meet the passing criteria.

1.3 General

- 1.3.1 Every Undergraduate/Postgraduate Program of UPES shall be run in accordance with the Curricula and Syllabi of the respective program framed by the Academic Council.
- 1.3.2 The B.Tech., B.Des, BFA, B.Plan program will be of four years duration comprising eight semesters, the Postgraduate program like M.Tech., M.Des, M.Plan, MBA, MA etc., will be of two years duration comprising four semesters. The B.A. LL.B (Hons.), BBA. LL.B (Hons.), B.Com. LL.B.(Hons), will be of five years duration comprising ten semesters and Bachelors program like BBA, B .Sc (Hons) Mathematics, Physics & Chemistry will be of three years duration comprising six semesters. B.Tech, LL.B (Hons.) program will be of 6 years duration comprising of 12 Semesters. LLM program will be of one year duration.
- 1.3.3 The academic schedule for each semester (including the duration of each semester) shall be approved by the Academic Council in the form of an Academic Calendar before the start of the Academic Year. Unless otherwise provided in the academic calendar, an academic year of the UPES will normally begin in August of current calendar year and end in May of the next calendar year. Every academic year shall be divided into two semesters. While the odd semester will normally begin in August and end in December, the even semester will normally begin in January and end in May.
- 1.3.4 The schedule of academic activities as notified in the academic calendar will normally be adhered to provided that, notwithstanding anything contained in these Rules, the Vice Chancellor may, if he feels it necessary or expedient, modify the academic calendar, in consultation with the Deans/Directors of Constituent Schools.

Provided further that, notwithstanding anything contained in these Regulations, the Vice Chancellor may, in consultation with the Deans/Director concerned, allow the academic schedule of any particular program to be at variance with the academic calendar of the UPES, if he finds that it is expedient or necessary to allow such variation(s).

- 1.4 UPES shall follow an instructor-led continuous evaluation system. The components of the evaluation system will be as follows:

ASSESSMENT (Theory Paper)	WEIGHTAGE (UG & PG* Programs)
Internal Assessment	30%
Mid Semester Examination	20%
End Semester Examination	50%

The evaluation system for M. Tech and MBA Programs are as follows:

ASSESSMENT (Theory Paper)	WEIGHTAGE
Continuous evaluation	50%
End Semester Examination	50%

The evaluation system for LLM Program is as follows

ASSESSMENT (Theory Paper)	WEIGHTAGE
Continuos evaluation	50%
End Semester Examination	50%

1.4.1 Internal Assessment

Internal assessment will be based on the student's performance in regular course work, assignments, quizzes, project, term paper, case analysis, paper presentations, class participation, role plays, etc. At the beginning of each semester, the scheme of weightage of each component of internal assessment shall be notified by the faculty concerned, through the teaching plan of the course to be taught.

1.4.2 Continuous Evaluation

A few courses taught by selected faculty are offered on continuous evaluation mode where conduct of written examination may not be a part of assessment. The respective Schools will convey these details to the students at the beginning of each semester.

1.4.3 Mid-Semester Examination

The duration of Mid-Semester Examination will be of 2 hours. The question paper will include short & long answer objective and subjective type questions. For Postgraduate programs, most of the questions will be application focused with analysis and numeric orientation.

The main purpose of the internal assessment and Mid Semester Examination will be to test students' comprehension and application of subject matter and to help students perform better in the course by providing them feedback on their performance.

1.4.4 End-Semester Examination

End-Semester Examination will be held at the end of each Semester. Duration of End-Semester Examinations will be 3 hours.

The Question Paper for the End-Semester Examination Course(s) shall have the following components:

- Short answer type questions;
- Analytical and conceptual comprehension through essay/descriptive type questions; and
- Cases or problem solving exercises.
- Analytical / application based case study.

In both, Post Graduate and Undergraduate Programs the End Semester Examination will cover entire contents of the course.

1.5 Practical Examination

There will be continuous evaluation for all practical courses during the semester and no separate mid semester or end semester examination will be conducted. Course work for a practical course will include practical class work, practical report writing, practical completion, viva voce etc. The performance of a student in a Practical course will be evaluated by assigning 50% weightage to regular laboratory work evidenced through laboratory/workshop notebooks including quality of experimental results, 20% weightage to the note book & attendance and 30% weightage for comprehensive viva-voce covering all aspects of practical course during the semester for each individual practical.

2. REGISTRATION AND RE-REGISTRATION

2.1 Registration

All students admitted in the current year will register on the date of registration notified by University. All original documents will be verified. In case there is a discrepancy, the admission will be automatically cancelled. In case the student is unable to produce a certificate, he/she will submit

an undertaking to produce the certificate by 30th September of respective year, failing which the admission will be cancelled.

2.2 Re -Registration of Existing Students

All students will be required to re-register at commencement of each semester on the date of re-registration as notified by the University. Students not reporting for re-registration on the due date shall in addition to losing attendance and internal assessment weightage, have to face the following penalties:

- i. Late re-registration fine @ Rs.100 per day for the first week.
- ii. Late re-registration fine @ Rs.200 per day for the Second week.
- iii. Name struck off from the rolls of the University after second week

There is a provision for the student to appeal to the Dean/Director/VC for reconsideration of his/her case. For cases pertaining to (iii) above, the student may appeal to the VC after getting their case recommended by respective Dean /Director.

If the appeal is acceded by the VC, the additional re-admission fee for such cases would be Rs.10,000/-

NB: Physical presence of student for re-registration is mandatory as University follows online registration process. Student will be solely responsible for the academic as well as attendance loss due to late re-registration/re-admission and has to make up the same to be eligible to appear in the End Semester Examination.

2.3 Only those students will be permitted to re-register who have

- (a) Paid all required tuition fee and other charges including hostel charges for the current semester;
- (b) Cleared all the University and Hostel dues of previous semesters/years; and
- (c) Not been debarred from registering by the University on account of disciplinary or any other ground.

2.4 Program Completion Duration

The maximum duration of **Program** of Study having minimum duration of one, two, three, four, five and six years will be as follows:

Minimum Duration	Maximum Duration
1 Year	3 Years
2 Years	4 Years
3 Years	5 Years
4 Years	6 Years
5 Years	7 Years
6 Years	8 Years

A student shall be allowed to register for the next academic year based on the following Progression Policy.

2.5 Progression Policy

- **For Post Graduate Student**

Progression from Semester I through Semester IV will be automatic irrespective of the SGPA obtained.

- **For Under Graduate Student**

For UG students progression from 1st year to 2nd year, 2nd year to 3rd year and so on provided he / she has minimum Earned credits as under:

Progression to	Minimum Credit to be earned
II	Earn 50% credit of year I
III	Earn 60% credit (cumulative) of year I & II
IV	Earn 70% credit (Cumulative of year I, II & III)
V	Earn 80% credit (cumulative) of year I, II, III & IV
VI	Earn 80% credit (cumulative) of year I, II, III, IV &

- Summer School is organized for the benefit of weak students having debarred due to inadequate attendance, wherever possible; for which Summer School Registration fee and Supplementary Examination fee will be payable separately.
- Students ineligible to progression would be registered as non-regular student and allowed one year to become eligible for progression by clearing backlogs, provided, they are completing the program within stipulated maximum time duration of that program. Non - regular students will have the option to attend the classes along with regular students on payment of specified registration fee of Rs. 6000/- for each course registered.
- Non-regular students are also allowed to improve their grades by registering for the entire semester. In such a case the student will be required to pay the tuition fee prevailing for that semester. Such candidate will not pay the Academic Service Fee. Also such students are required to register at the beginning of semester on the date notified by University and requires to fulfil attendance norms as applicable.
- It is not mandatory for the students to register for the semester or the specific course. The student can be a non-regular student and appear directly for the End Semester Exam by paying the prescribed fee.

2.6 Registration and Progression for Lateral Entry Regular UG Programs in Engineering & Technology

2.6.1 This policy is applicable to provide for lateral entry to those who have completed Diploma in Engineering into the Graduate Engineering & Technology programs of the University with the provisions as detailed below:

2.6.1.1 Admission into the B.Tech. programs: Lateral entry into the programs is only for B.Tech programs and these students shall be admitted in the 3rd semester of the program and shall be normally required to complete the program into which they are admitted, in 3 years.

2.6.1.2 Eligibility : Only those candidates who have obtained a 3-year diploma in any branch of engineering, relevant to the program, after 10+ (Secondary School Leaving Certificate Examination) with minimum aggregate of 60% marks in Science and Mathematics in a single sitting in the qualifying exam for diploma program, from a State Board of Technical Education & Training.

2.6.1.3 Choice of discipline / program: The admission to any of the B.Tech programs being offered at the UPES shall be governed by the principle of compatibility, so that the knowledge gained by the candidate during his/her Diploma is relevant to the program in which the admission is being sought. The candidates with diploma in agriculture engineering and architecture are not eligible to apply for any of the programs.

- 2.6.1.4 Number of seats: The number of seats for lateral admission is not fixed and these are being made against the drop outs / seats remaining vacant / students failed, debarred in first year of the B.Tech. programs and shall not be more than 10% of the approved strength of the program for the batch.
- 2.6.1.5 Change of program: The students admitted under the lateral program shall not be allowed to change the program.
- 2.6.1.6 Attendance: The basis of the calculation of the attendance shall be from the date of commencement of the classes prescribed by the University by its academic calendar. Lateral Entry newly admitted students, the same shall be reckoned from the date of his/her registration to the program.
- 2.6.1.7 Completion: A student admitted in B.Tech second year under Lateral Entry Scheme, shall be required to complete the program within a period of maximum five academic years from the date of first registration, failing which he/she shall not be allowed to continue study further for his/her Degree.
- 2.6.1.8 Result: For students admitted to second year (lateral entry), the result of the program which comprises of the six semesters, shall be declared on the basis of working out the CGPA as being practiced at the University currently. For all other purposes these students shall be treated at par with the other students admitted in 4-year program.
- 2.6.1.9 Admission process: The number of seats will be notified on the website. Applications shall be invited by post/online and the seat will be allocated based on the vacancy in a particular programs. A merit list will be prepared based on the number of applications.
- 2.6.1.10 The selected candidates shall be notified through posting on web site of university and mail.
- 2.6.1.11 The selected students may have to go through “Lateral Entry Program”, designed for them to make up for any deficiencies in courses / communication skills etc. for which a fee may be charged.
- 2.6.1.12 General guidelines: All guidelines, time schedule, call letters etc. will be notified through UPES website www.upes.ac.in only. After selection and fulfillment of the admission formalities, students will be considered at par with the other regular UG students of UPES.
- 2.6.1.13 Power to relax: No provision of this policy will be relaxed explicit with the approval of the Vice-Chancellor.
- 2.6.1.14 Seat will be allocated depending upon the relevance of the diploma and the program into which the admission is sought. VC will be final authority to decide in case of any discrepancy.

3. SEMESTER EXAMINATION

- 3.1** No student will be allowed to appear at the End-Semester Examination or Supplementary Examination unless the student has attended 75% of the classes in the each theory course, provided that a student on medical or valid ground like immediate family exigencies, etc. fails to secure 75% attendance in one or more subjects but secures not less than 67% attendance, may on recommendation of the Course Coordinator and Head of Department be permitted to appear at the Examination solely at the discretion of the Dean/Director of the concerned School.



The regulations on attendance is as follows:

- All students with attendance below 75% (67% in case of grace considered on medical grounds / family exigencies) in any course will be barred from appearing in the end semester examination for the respective course.
- These students will appear for the supplementary examination in those respective courses.
- These students will have to attend the Summer School for the courses in which they have to appear for supplementary examination as per the Summer School Policy.
- There will be a capping of the course grade for these students in the following manner –

CAPPING OF GRADES - SUPPLEMENTARY EXAM

Programs	Subject Capping 10 Point Scale
UG & PG	A (8.0)
Programs	Subject Capping 4 Point Scale
UG	B (3.0)

For the students in the 4 point grading system

- The courses where the attendance is 50% and above but below 75% (67% in case of grace considered on medical grounds / family exigencies) the grading will be capped at B+ for Post Graduate and B for Undergraduate level.
- The courses where the attendance is below 50% the grading will be capped at B for Post Graduate and B- for Undergraduate level.
- The SGPA capping will remained unchanged and will be as per the existing policy.

Application for condonation of attendance on medical ground shall be made to Course Coordinator HOD immediately on joining back the program after absence and in any case within 7 days of availing leave along with medical certificates in original from a registered medical practitioner. Outstation medical certificate will be entertained for this purpose only from students who have proceeded to their hometown/place of residence of their parents/guardians for the purpose of obtaining medical treatment duly authenticated by the travel records and hospitalization records. However, University reserves the right to have such applicants examined by medical practitioner empaneled by the University to ascertain the authenticity of the applicant's medical problem.

- 3.2 An approved list of students who are not eligible to appear in the End-Semester Examination because of shortfall in attendance shall be prepared & notified by respective Academic Administrator at least four days before the commencement of Examinations and submitted to SRE.
- 3.3 No separate Admit Card is issued for appearing in the Mid Semester, End-Semester Examination, and Supplementary Examination. However, while appearing in any Examination, a student must be in possession of the Identity Card issued to him/her by the University. Student(s) shall be required to apply online for Supplementary Examination from the student portal.
- 3.4 In case there are any dues/outstanding against a student from any department, he/she may not be allowed to appear in the End Semester / Supplementary Examinations.

Also before graduating, the student will have to produce a no-dues certificate from Finance, IT, Library, Laboratory In charge, Course Coordinator/Dean/ Director



3.5 Absence from Examination

A student, who does not appear in the End-Semester Examination, in one or more course without obtaining prior permission of the Course Coordinator, shall normally be denied permission to appear in the Supplementary Examination.

However, the Course Coordinator, on his/her being satisfied that a student could not appear in an End-Semester Examination due to some valid medical or other specific reasons and on receiving specific approval from the concerned Dean/Director of the School may permit the student to appear in the Supplementary Examination.

4. EXEMPTIONS

- (a) A student may be granted exemption from one or more courses for a program if-

For the students Enrolled upto the academic year 2014-15

He/ She is a registered student of the University and has cleared an equivalent course with a minimum Grade of C+ in a Postgraduate and D+ in an Undergraduate Program; or

For the students Enrolled in the academic year 2015-16 onwards

He/ She is a registered student of the University and has cleared an equivalent course with a Minimum Grade of C in a Postgraduate and C in an Undergraduate program; or

- (b) He/ She is transferred from another University / Institution where he/ she has studied and qualified for an equivalent course (the exemption to be decided by a Course Transfer Committee constituted by the Vice Chancellor).

In any of the above cases, he/ she will be given an exemption in the course(s). In such cases, the course exempted will not be counted for calculation of his/ her Grade/ SGPA. The total number of credits, however, will be reduced proportionally for calculation purposes and the Grade Card would reflect a Grade E for the exempted papers.

5. SUPPLEMENTARY EXAMINATIONS

- 5.1. Supplementary Examination will be conducted for the following category of students to help them to clear the course/ improve upon their grade and thereby meet the SGPA qualifying criteria as well as individual course qualifying criteria:

For the students Enrolled up to the academic year 2014-15:

Students desirous of clearing the courses in which they have missed the End Semester Examination, OR fail to meet the qualifying SGPA criteria as defined in Examination and Allied Provision Regulations but qualify in all courses individually, OR students who fail to qualify in one or more individual courses including dissertation/seminar/summer internship/ project work. Supplementary Examination will be permitted only in such courses in which a student has secured "C+", "C", "C-", "D+", "D" or "F" grade in case of both Under-Graduate and Post-Graduate programs.

For the students Enrolled in the academic year 2015-16 onwards:

Students desirous of clearing the courses in which they have missed the End Semester Examination, OR fail to meet the qualifying SGPA criteria as defined in Examination and Allied Provision Regulations but qualify in all courses individually, OR students who fail to qualify in one or more individual courses including dissertation /seminar/summer internship/ project work.

Supplementary Examination (Improvement) will be permitted only in such courses in which a student has secured a grade below A.

- Students debarred from appearing in the End Semester Examination on the grounds of shortfall in class attendance requirement.
- Any other disciplinary action which does not prohibit a student from appearing for any examination of the University.

5.2 Conduct of Supplementary Examination

For Post Graduate Programs

1. The first Supplementary Examination will be held at the end of the First Academic Year for Semester I & II.
2. In case the student does not qualify in the Supplementary Examination held at the end of the First Academic Year, he/she will be allowed to avail more opportunities to clear the backlog.
3. Student who has to appear in the First Semester course shall appear with the regular students of the next batch. However, those who fail to clear the paper(s) of the Second Semester in the first Supplementary Examination a second attempt will be given to them after the Third Semester and before Fourth Semester Exams.
4. Student requiring appearing for the first Supplementary Examination for third semester shall be allowed to do so before the Fourth Semester Exam.
5. Supplementary Exam for the Fourth Semester and the second chance to appear in the Supplementary Exam of Third Semester will be held as per academic calendar.

In case Undergraduate Programs the conduct of Supplementary Examination will be as under:-

The First Supplementary Examinations will be held at the end of the each academic year.

1. The Supplementary Exam will be held at the end of the Academic year. The student who fails to clear his Supplementary Exam will be allowed to take more chances along with the regular students of the next batch.

The Supplementary Examinations will be scheduled by the SRE Team as per Academic Calendar in such a manner that the exams are held before the commencement of the next academic session. Students who are on internship will be required to fore go their internship for that period.

- A student who appears in the Examination shall be charged prescribed fee per course. The quantum of fee per course shall be notified by the University.
- The course content in Examination shall be the full course in vogue at the time of the Supplementary examination.
- No Repeat Supplementary Examination will be held for Mid- Semester/ Internal Assessment under any circumstances.
- Students appearing in the supplementary examination after going through the Summer School, the evaluation components/weightage shall be 30% and 70% as Internal Assessment and Supplementary examination respectively.

- After supplementary examination, best of two grades secured by the student will be retained.

For the students Enrolled upto the academic year 2014-15: The maximum grade that will be awarded to the student who appears in the Supplementary examination will be “B+” in case of post graduate program and “B” in case of undergraduate program which means that irrespective of whatever grade is obtained by the student, his/her individual course grade will be capped at “B+” and “B” in case of postgraduate and undergraduate program respectively.

For the students Enrolled in the academic year 2015-16 onwards: The maximum grade that will be awarded to the student who appears in the Supplementary examination will be “A” in both post graduate program and undergraduate program.

For the students Enrolled upto the academic year 2014-15: In case a student is appearing for supplementary examination for improving the grades, the SGPA will be capped. at 2.67 in the case of post graduate program and 2.0 in the case of undergraduate program. However, in case a student is appearing in the Supplementary examination because the student could not appear in the end-semester examination for medical graduate reasons, or any other exigencies beyond the control of the student his individual course grade will be capped at “B+” in case of postgraduate program and “B” in the case of undergraduate program, but there will be no capping on the SGPA. In case a student fails to appear in the Supplementary Exam it would be deemed to have chance availed.

For the students Enrolled in the academic year 2015-16 onwards: In case a student is appearing for supplementary examination for improving the grades, the SGPA will not be capped. However, in case a student is appearing in the Supplementary examination because the student could not appear in the end-semester examination for medical reasons, or any other exigencies beyond the control of the student his individual course grade will be capped at “A” in case of postgraduate program and “A” in the case of undergraduate program, but there will be no capping on the SGPA.

- Graduating students who clear their academic requirements after the University Convocation, will be issued a provisional certificate and will be awarded the degree in the convocation of the subsequent year.

5.3 Conduct of Supplementary examinations for Practical course:

- The student with Grade “F” only will be eligible to repeat continuous evaluation of that respective practical course (s) during summer vacation (June-July). Grade shall be awarded on the performance of the student(s).
- Student(s), who have met the qualifying criteria of individual practical course but not met qualifying criteria of SGPA will not be allowed to re-appear for improvement.
- Students, who wish to re-appear in the practical course, shall be required to pay the prescribed fee per course as notified by the University.
- The Grade will be capped as per the rules. There will be no capping of SGPA for the students re-appeared for Practical Course.

5.4 Summer School

Summer Schools will be organized during Summer Break. Summer Schools will be arranged in the form of a compressed semester with the minimum input 5 hours per credit in case of face to face and HBO mode, whereas in case of online courses the summer school and supplementary examination will be conducted online.

5.4.1 Summer School is mandatory for the following category UG students:

Students who are debarred from End semester examination in theory course on account of short attendance even in a single course.

It will be mandatory for the students mentioned above to attend the Summer School on payment of prescribed fee, failing which they will not be allowed to appear in their first chance of supplementary examinations.

Components of evaluation will be Internal Assessment 30%, and End Semester 70%.

Student will also have to maintain a minimum attendance of 75% in summer school, failing which they will not be allowed to appear in the Supplementary Examination. Student will have to pay the prescribed fee separately for Summer School as well as for Supplementary Examination.

5.4.2 Exemptions

- (a) Post Graduate Students and the Under Graduate students proceeding on prescribed summer internship and students in the graduating year are exempted from Summer School.
- (b) Students failing in practical course or only in Communication workshop are also exempted.
- (c) Students who have obtained an "F" Grade on account of absence in the end Semester Examination because of medical or immediate family exigencies, in such cases, the student will appear in the Supplementary Exam.
- (d) In case a student has not been able to attend the Summer School on account of serious medical or immediate family exigencies (application to be approved by HOD and Dean/Director), he/she will not be allowed to appear in the Supplementary Examination and it will be considered as "Chance Awailed". All such students will go through the process of Directed Reading before being allowed to appear in the Supplementary Examination scheduled in the month of December/May of the next academic year applicable for students who do not fall into the category of year back as per **clause 3.1**.

5.5 Directed Reading

Directed Reading is applicable to Students who are debarred from appearing in End Semester Examinations on account of shortage of attendance and to whom Summer School is not applicable .i.e. PG students/ UG Students going for summer internship and the students in the graduating year. Also, to the student fall under exemption clause (d) above (if applicable).

Students undergoing directed reading will be given assignments by the respective faculty. On the successful completion of directed reading, the faculty will issue a certificate to the successful candidate and a consolidated list of eligible students from the respective Schools duly approved by HOD/Dean/Director will come to SRE for conducting supplementary examinations. Students undergoing Directed Reading will have to pay a prescribed fee in addition to fee prescribed for appearing in supplementary examinations.

In case of directed reading, weightage of supplementary examination will be 100%.

6. CONDUCT OF EXAMINATION

6.1 Question Paper (Setting and Moderation)

6.1.1 The Question Paper shall be set only in English language and normally by the faculty teaching the course except where otherwise decided by the University.

6.1.2 The paper-setter shall be guided as to the scope of the subject of Examination by the syllabus prescribed. The paper shall be so set that a student, fairly well prepared in the course, can reasonably be expected to answer it within the time allotted. Questions in each course shall be fairly distributed over the syllabus.

6.1.3 In case of a course taught by multiple faculty, the following guidelines will be followed:

- Wherever there are 2 faculty members involved each of the faculty will be responsible for 50% weightage of the evaluation in each of the components viz. Mid-Semester /Internal Assessment and End Semester and the question paper may be set in two sections viz. A and B.
- In case where one of the faculty members is internal and the other is external the setting of the question paper and the evaluation will be coordinated by the internal faculty in charge and the weightage of their sections would be guided by the inputs given by each faculty member.
- In case of a multi faculty taught course where more than 2 faculty members are involved to teach the course then either the HOD of the concerned program or faculty member nominated by HOD would act as the anchor of the course, who would be responsible for all components of evaluation before handing it over to SRE.
- The Paper-Setter shall, as far as practicable, avoid any marked change in standard of question paper from Examination.
- Model answers should be deposited with HOD /Dean/ Director or should remain with the faculty.

Request for setting Question Paper and Moderation:

- SRE requests for preparation for two sets of question paper through SAP
- Question paper setters upload question papers on ESS (SAP)
- QP received at SRE, are downloaded and printed followed by domain and semester wise files preparation for presenting before QP Moderation Committee.
- As per recommendations of moderation committee question papers changes are incorporated or fresh question paper is received and moderated.

6.2 Evaluation

6.2.1 The answer-scripts of a course shall normally be evaluated by the Instructor – incharge or by an Evaluator to be appointed by the HOD/Asst.Dean/Asso. Dean/ Dean/ Director other than the paper setter.

6.2.2 The evaluator so appointed shall evaluate the answer scripts and award marks for every question attempted in the answer script. After evaluation, the evaluator shall total all the marks in an answer script. If the total so arrived is not a whole number it shall be rounded off to the next higher whole number. The evaluator concerned would arrive at a scale for awarding various letter grades in that course. The grades awarded by the faculty would be discussed and finalized in consultation with the Examination Committee. The Examination Committee will have the authority to moderate the results submitted by the faculty members and also call for an explanation from the faculty, if desired.

6.2.3 The evaluator shall prepare the grade sheet providing following information:

- The title and code of the course and credits assigned;
- The program(s) whose students are being evaluated and the semester number;
- Against each students' enrollment number/name
- Internal Assessment (IA) marks obtained out of 100 and reduced to 30%

- Mid-semester (MS) marks obtained out of 100 and reduced to 20%
- End-semester (ES) marks obtained out of 100 and reduced to 50%
- Composite score obtained out of 100 (30% IA + 20% MS + 50% ES)
- Based on the above, grade are assigned to the students.

University follows Instructor led Relative Grading System

- Composite score sheet prepared by faculty on the basis (IA-30% + Mid Sem-20% + End Sem-50%) for UG
- Composite score sheet prepared by faculty on the basis (IA-50% + End Sem-50%) for PG
- In case of medical exigencies, if a student is unable to write an exam, the student will be allowed to use a writer. The credentials of the writer will be approved by the Controller of Examination. Usually the writer will be a person who is two grades lower and does not belong to the same discipline as that of the student.
- The answer scripts(s) of the respective courses of Mid, End Semester and Supplementary Exam, will be shown to the students on the date specified by the respective faculty members/ department to know their performance. Failing to review during specified period, student will automatically forfeit this facility.

7. APPROVAL OF GRADES BY EXAMINATION COMMITTEE

- 7.1 The tabulation sheet prepared as per provisions of **Clause 6** shall be placed for consideration before Examination Committee wherever applicable.

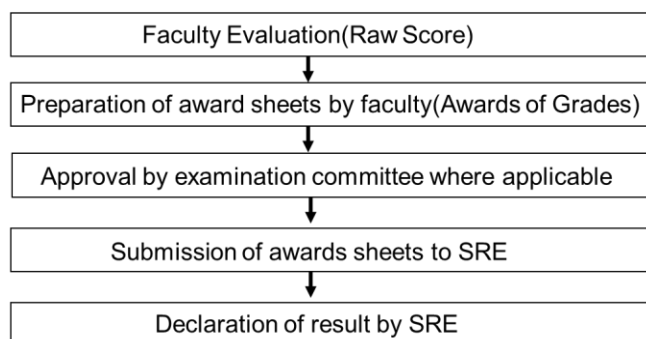
The Examination Committee of the Schools will be constituted as per provisions of Statutes of the University to consider the matters referred by the Examination Board. The Examination Committee will have the concerned Dean/ Director as its Chairman.

The Examination Committee will have the authority to moderate the results submitted by the faculty members and also seeking an explanation from the faculty, if considered necessary.

- 7.2 The Examination Committee may moderate the result of a particular course/student and advice on any action to be taken in this regard, in writing for incorporation in tabulation of the results and preparation of Grade Cards; to the Controller of Examination.
- 7.3 Every Examination shall be conducted in accordance with the administrative orders framed by the Academic Council and in force from time to time. The responsibility of executing the administrative order of the Academic Council rests with Dean/Director of respective School

8. AWARD OF GRADES

- 8.1 The following will be the process of grading:



8.2 For the students Enrolled upto the academic year 2014-15: The following grade conversion scale shall be applicable for the purpose of calculation of SGPA/CGPA:

GRADE	GRADE POINT
A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
F	0
E*	Exemption

8.3 For the students Enrolled in the academic year 2015-16 onwards: The following grade conversion scale shall be applicable for the purpose of calculation of SGPA/CGPA:

GRADE	STANDING	GRADE POINT
O	Outstanding	10.0
A+	Excellent	9.0
A	Very Good	8.0
B+	Good	7.0
B	Above Average	6.0
C+	Average	5.0
C	Pass	4.0
F	Fail	0.0
Ab	Fail	0.0
E*	Exemption	

** For all E Grades, the credits for the courses will not be considered for calculations of Grade Point Averages.*

- 8.4 The credits for each course will be assigned as approved by the Academic Council while approving the curricula and syllabi.
- 8.5 Grade shall be awarded on the basis of performance in Internal Assessment, Mid Semester and End-Semester Examinations.
- 8.6 The performance of a student will be evaluated in terms of two indices, viz., the Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time. The SGPA is calculated on the basis of grades obtained in all courses, registered in a semester:

$$SGPA = \frac{\sum_{i=1}^S (G_i * C_i)}{\sum_{i=1}^S C_i}$$

where C_i = Credits in the Course i
 G_i = Grade Points awarded to the student in Course i as per conversion table given in clause **8.2 and 8.3**
 S = No. of Courses for which a student is registered in that Semester

The overall Grade Point of a student in the program of study up to the end of a particular Semester shall be called Cumulative Grade Point Average (CGPA). CGPA shall be calculated on the basis of all grades, obtained in all completed semesters as follows:

$$CGPA = \frac{\sum_{i=1}^N (G_i * C_i)}{\sum_{i=1}^N C_i}$$

Where C_i = Credits in the Course i taken by the student
 G_i = Grade Point awarded to the student in the Course i
 N = No. of Courses taken by the student up to the end of that Semester

8.7 For students who do not meet the individual course passing criteria or SGPA qualification criteria, on their grade card it will be mentioned as criteria not met / NC.

9. TABULATION OF GRADES AND PREPARATION OF RESULT SHEET

9.1 The award sheet in each course shall be prepared in duplicate by the evaluator concerned as explained in **Clause 6.2.3**

9.2 Tabulation of Grades and Preparation of Result Sheet shall be done by the SRE Dept. SRE Dept shall carry out the work in accordance with the provisions laid down in **Clause 8**.

9.3 All the results will be published by the SRE Dept on the student portal.

9.4 Appropriate Grade Cards shall be prepared by the SRE Dept at the time of graduation.

10. REQUIREMENTS FOR PASSING

- If the batch size is upto 30, Grading shall be done on the basis of absolute grading system
- If the batch size is more than 30, the grading will be done based on Relative Grading System

Both in Absolute and Relative Grading System passing criteria will be:

- For UG-Students: Scoring less than 35 absolute marks in individual course either in end semester examination or as composite score shall be awarded as 'F'
- For PG-Students: Scoring less than 40 absolute marks in individual course either in end semester examination or as composite score shall be awarded as 'F'
- For UG & PG: Students scoring 85 marks and above as composite score (IA+MS+ES) shall be awarded as the highest grade as 'O' i.e., Outstanding (on 10 point Scale) and 'A' i.e., Outstanding (on 4 point Scale)

Absolute Grading System-UG (If batch Size = >30)

Minimum	Maximum	Point	Grade
85	100	10	O
75	84	9	A+
65	74	8	A
55	64	7	B+
45	54	6	B
40	44	5	C+
35	39	4	C
<35		0	F
Absent		0	AB

Absolute Grading System-PG ((If batch Size = >30

Minimum	Maximum	Point	Grade
85	100	10	o
75	84	9	A+
65	74	8	A
55	64	7	B+
50	54	6	B
45	49	5	C+
40	34	4	C
<40		0	F
Absent		0	Ab

10.1 For the students Enrolled upto the academic year 2014-15: Students in all the Postgraduate programs are required to maintain a minimum SGPA of 2.67 to qualify in each semester. For individual courses, minimum passing grade shall be “C-” for all Postgraduate programs. Students in Undergraduate programs will be required to maintain a minimum SGPA of 2.0 to qualify in each semester. For individual courses minimum passing grade shall be “D” for all Undergraduate programs. For qualifying for a degree the student must secure a minimum CGPA of 2.67 for the Postgraduate and 2.0 for Undergraduate.

10.2 For the students Enrolled in the academic year 2015-16 onwards: Students in all the Postgraduate programs are required to maintain a minimum SGPA of 6.00 to qualify in each semester. Students in Undergraduate programs will be required to maintain a minimum SGPA of 5.0 to qualify in each semester. Minimum passing grade for individual courses shall be “C” for all Postgraduate and Undergraduate programs. For qualifying for a degree the student must secure a minimum CGPA of 6.0 for the Postgraduate and 5.0 for Undergraduate.

11. MODERATION OF RESULTS

11.1 A Moderation Board constituted as per University Rules will have the power to moderate the results of the graduating students.

12. DECLARATION AND RECTIFICATION OF RESULTS

12.1.1 The results tabulated and moderated, as above, shall be put up before Examination Board for approval.

12.1.2 The Examination Board shall have the power to quash or rectify the result of a student (even after it has been published) if

- (a) It is found that he/she was ineligible to appear at the Examination; or
- (b) He/she used unfair means in the Examination or was found guilty of misconduct; or
- (c) A mistake is found in his/her result.

The Examination Board will consist of:

- | | |
|-------------------------------|------------------|
| 1. Vice Chancellor | Chairman |
| 2. Dean- ADI | Member |
| 3. Registrar | Member |
| 4. Dean of respective School | Member |
| 5. Controller of Examinations | Member secretary |

12.2 **Grievance Redressal Committee - Examination/Evaluation** shall address all the applications pertaining to grievance against examination/evaluation including re-evaluation requests.

12.2.1 A student shall be entitled to have his/her answer books re-evaluated on payment of prescribed fee for each course to the following condition:

- a. The application for re-evaluation is received by the Controller of Examinations or his/her nominee within 15 (fifteen) days of the date of publication of result.
- b. The re-evaluation (i.e. posting of marks, totaling of marks and if any questions is un-evaluated, to be evaluated) will be done to ascertain whether the marks awarded to various answers have been correctly added and whether the Examiner has evaluated answers to all the questions written by the Examinee.
- c. If any mistake is discovered as a result of re-evaluation as above, the SRE Dept shall rectify the result.

12.2.2 The Grievance Redressal Committee will consist of:

- | | |
|---|------------------|
| 1. Controller of Examination | Chairman |
| 2. One nominee of Dean from respective School | Member |
| 3. Deputy Registrar Examination | Member secretary |

12.2.3 If any student is not satisfied with the decision of Grievance Redressal Committee he can approach the office of Registrar/Vice Chancellor.

13. SUMMER/WINTER TRAINING/INTERNSHIP

13.1 Students of all programs will be required to undergo summer training/internship of about 8 weeks as part of their academic program.

13.2 Students of IIIrd, IVth and Vth Year of B.A, LLB(Hons.), BBA, LLB(Hons.) and B.Com LLB(Hons) will be required to undergo Winter Internship in the month of January.

13.3 Students will have to keep a Record/Work Book detailing out the activities that are carried out during their summer/winter training/internship.

13.4 Students will be required to submit a Detailed Report at the start of the next semester after completion of their summer/winter training/internship.

13.5 The Course Coordinator will notify the date of presentation of the project/activities undertaken during summer training/internship.

13.6 The Report and the presentation will be evaluated by a duly constituted committee. The committee will ordinarily consists of:

- (a) HOD of the Concerned Department or his nominee;
- (b) Professor of the Constituent School
- (c) Course Coordinator.

13.7 The Dean/ Director of the respective Schools shall have the authority to change the Constitution of the Committee if deemed necessary.

13.8 The Committee will submit its evaluation grade to the office of Controller of Examination.

13.9 It is mandatory for all students of all program to undergo Summer Internship. However, if on account of some exigencies, if a student is unable to pursue internship, the HOD on approval of the Dean/ Director can assign him a project whose grade will then be assigned towards Summer Internship.

14. DISSERTATION/PROJECT WORK

14.1 Every student shall, carryout dissertation/project work under the overall supervision of the supervisor(s). Normally, only a faculty of the Constituent School concerned shall be allowed to supervise. However, if the topic warrants, at the most two faculty members of the Constituent School concerned may be allowed to supervise. In case of interdisciplinary nature of the work experts from industry/corporate organization may be allowed, to be associated as a co-supervisor.

14.2 Under exceptional circumstances, an expert in the area from other academic institutions may also be appointed as a co-supervisor in addition to a faculty from the Constituent School of UPES.

14.3 The Coordinators shall, in consultation with the Dean/ Director concerned, finalize the topic for dissertation/project work along with the name(s) of the supervisor(s).

For this purpose, the Coordinator shall take into account the relevance of the topic on which the candidate proposes to work. However, the Coordinator may, if he/she considers it necessary or expedient, ask a student to carry out dissertation / project work on a topic other than the topic proposed by the student and/or under a supervisor other than the one under whom the student proposed to carryout his/her dissertation/project work. Mid-course alteration/ modification in the scope of dissertation would need explicit approval from the Dean/ Director of the respective School.

The Coordinator shall prepare a list comprising the names of the students, topic allotted to each of them along with the name of the supervisor(s). The list duly approved by the Dean/ Director of the concerned School shall be sent to the Examination Section.

14.4 The dissertation/project work shall

- (a) Be focused on the problem as per clause 14.3
- (b) Include current status of knowledge in the subject (literature review);
- (c) Embody the result of studies carried out by him/her;
- (d) Show evidence of the student's capacity for critical examination and judgment; and
- (e) Be satisfactory in presentation so far as language, style and form are concerned.

14.5 The student shall indicate clearly and extensively in his/her dissertation/project, the following:

- (a) The source from which referred information is taken;
- (b) The extent to which he/she has availed himself/herself of the work of others and the portion of the dissertation/project work he/she claims to be his/her original work; and
- (c) Whether his/her dissertation/project work has been conducted independently or in collaboration with others.

14.6 A certificate to the effect that the dissertation/project work carried out by the student independently or in collaboration with other student(s) issued by the Supervisor(s) concerned and endorsed by the Coordinator concerned, shall form the part of the submission for evaluation.

14.7 Every student who spends a specified period of time in an industry/organization/institute for reasons of work related to his/her dissertation/project work, with prior permission from the Coordinator concerned will explicitly acknowledge working in the relevant industry/organization/institute.

15. SUBMISSION OF DISSERTATION/PROJECT WORK

15.1 Every student shall, on completion of his/her dissertation/project work, submit two typed (or printed) hard bound copies of his/her dissertation/project work to the concerned department (through the Coordinator concerned).

The dissertation/project work shall be submitted not later than the date specified for the purpose in the academic calendar or as notified by the Coordinator with the approval of the Dean/ Director.

Provided that, in exceptional cases, the Dean/ Director may permit a student (on the recommendation of supervisor concerned) to submit his/her dissertation/project work in the following semester for which tuition fee/hostel and other fees (as may be applicable) shall be charged.

15.2 No such dissertation/project work shall be processed for examination unless it is accompanied by a certificate from the supervisor to the effect that the dissertation/project is a record of work carried out by the student himself/herself or in collaboration with other student(s).

16. EVALUATION OF DISSERTATION/PROJECT WORK

16.1 Seminar and Viva-voce of Dissertation/Project Work

Every registered and eligible student shall be required to deliver a seminar related to his/her dissertation work/project work before submitting the dissertation work/ project work before a committee constituted for the purpose by the Dean/ Director. The Coordinator shall, in consultation with the Dean/Director concerned, notify the date of the seminar. The committee will ascertain the status of preparedness of the candidate for submission of dissertation project.

16.2 Examination of the Dissertation/Project Work

Two Examiners, one internal and one external, who could be a faculty member of the School, shall examine the dissertation/project work. The Examiners shall be appointed by the Board on the recommendation of the Coordinator and the Dean/ Director concerned. The internal examiner shall ordinarily be the faculty member under whose supervision the student carried out his/her project work.

16.3 The student shall be required to defend his/her dissertation/project work by making a presentation followed by Viva-voce.

16.4 The viva-voce (oral defense) on the dissertation will be conducted by a committee constituted for the purpose. The names of the Committee Members will be suggested by the Coordinator and approved by the Dean/ Director. The committee will opine about acceptability or otherwise of the dissertation and decide on the final grade, which will be submitted to the SRE by the Course Coordinator.

16.5 All Summer Internship Report and Dissertation Thesis submitted by the students will go through the process of plagiarism check through the anti-plagiarism software. The report produced by the software will necessarily be submitted to the Dean/ Director of the respective School along with the evaluation of the Summer Internship Report/Dissertation Report. The Dean/ Director of the Constituent Schools will frame the rules of anti-plagiarism and display them on students Notice Board.

17. RE-EXAMINATION OF DISSERTATION/PROJECT WORK

If a student does not appear or fails in the 'Seminar and Viva-voce of Dissertation/Project or in the examination of the Dissertation/Project work he/she may be allowed to resubmit the Dissertation/Project work and appear at the Seminar and Viva-voce within a period of six months from the date of declaration of the result which can be further extended on special grounds by the Vice Chancellor. Evaluation shall be done in the same manner as specified in Clause 23.15 and 23.16 of Student Bulletin. If he/she again fails to clear the seminar, his/her name shall be struck off from the UPES rolls.

18. PUNISHMENT FOR ADOPTION OF UNFAIR MEANS IN EXAMINATION

Whenever a case of adoption of unfair means in an Examination is brought to the notice of the Controller of Examinations by an invigilator or control room supervisor, the Controller of Examinations shall take cognizance of the matter. The Controller of Examinations shall on every such occasion enquire into the matter and bring all incidents of unfair means in writing with relevant documents, wherever possible, to the Examination Disciplinary Committee constituted by the Vice Chancellor.

The constitution of the Examination Disciplinary Committee shall be as follows:

- | | |
|---|------------------|
| (i) Dean/Director of a Constituent School/ or their nominee | Chairman |
| (ii) Course Coordinator; | Member |
| (iii) Controller of Examinations or his nominee | Member Secretary |

The Examination Disciplinary Committee may take further action under the following broad guidelines:

Nature of unfair means adopted	Punishment to be awarded
A. (a) When incriminating material has been found in the possession of the examinee which was unrelated or related to the question paper but not copied and the student hands over the material when challenged and accepts the fault in writing, if directed to do so. (b) When a student tries to copy from other Student's answer book, talks to other students, tries to exchange answer books/question papers/ calculators, tries to pass on information in any form and does accepts the fault in writing, when challenged.	A. Examination in that course shall be cancelled. In the event of the unfair-means being adopted in an End-Semester Examination the student(s) may be allowed to clear the course by appearing in the Supplementary Examination. In the event of the unfair-means being adopted in a Supplementary Examination the student shall be declared failed in the Examination.
B. (a) When incriminating material related to the question paper has been found in the possession of an examinee he/she copied it in part or full or when the examinee refused to be searched, if so desired by the Center Superintendent/Invigilator. (b) When a student tries to copy from other students' answer books, talks to other students, tries to exchange answer books/question papers/ calculators, or tries to pass on information in any form and does not accept the fault when challenged and/or enter into arguments with the invigilator(s).	C. Examination in the course and also in all other courses of the semester shall be cancelled and the student shall be declared failed in all the courses of the Semester. The event of the unfair-means being adopted in an End-Semester Examination the student may be allowed to clear the semester by appearing at supplementary Examination in all the courses.
C. (a) When incriminating material has been found in the possession of an examinee who was found guilty of using unfair means on an earlier occasion; or	D. Examination in all courses of the Semester shall be cancelled and the student shall be declared failed in the Examination. In addition the student shall be rusticated for a period of One year. In the event of the unfair-means being adopted in an

<p>(b) When incriminating material has been found in the possession of an examinee the examinee having been caught for use of unfair means on earlier occasion of the same End-Semester/Special Examination; or, (c) When the incriminating material comprises answer sheet/additional answer sheet stolen earlier and/or when the examinee tries to destroy the material, and/or when the examinee tries to tear the answer book, and/or instigate/disturb others in the Examination hall to support his cause.</p>	<p>End-Semester Examination the student shall not be allowed to appear in the Supplementary Examination.</p>
<p>D. When use of unfair-means has been attempted or where incriminating material has been found in the possession of the examinee, and the examinee has misbehaved with the faculty/staff on invigilation duty or with flying squad.</p>	<p>D. Examination in all courses of the semester shall be cancelled and the student shall be expelled from the University.</p>

18.1 The Examination Disciplinary Committee will examine each case referred to it by the Controller of Examination and make recommendations for appropriate punishment to the Dean/ Director /Vice Chancellor as the case may be.

18.2 Notwithstanding anything contained in the broad guidelines as above, the Board may, at its own discretion, award more severe punishment with or without imposition of a fine. When a fine is contemplated to be imposed, the Board shall decide the amount of the fine on a case to case basis. Board may also recommend rustication of the student from the rolls of the University, in case of repeated violation, or if student has a past history of other disciplinary violations or misconducts.

18.3 In case a student:

18.3.1 is found lifting some other(s) work and inserting it in his/her project, seminar, dissertation etc without proper acknowledgement, credit and reference or plagiarizing the dissertation/project report etc such penal action will be taken by the University as may be necessary to uphold the sanctity and integrity of the examination system and the credibility of the University.

18.3.2 All such cases will be taken suo-moto cognizance by the Examination Disciplinary Committee of the Constituent School appointed by the University. After giving an opportunity to the concerned student to explain the conduct/defend the charge, the Examination Disciplinary Committee shall take appropriate action including imposition of appropriate penalty including award of 'F' grade.

18.3.3 All the students shall have to bring their stationery such as pen, pencil, eraser, sharpener, scale and calculator (if allowed for the exam) during examination.

19. PRESCRIBED FEE


Supplementary Examination	Rs. 1,000 per course
Re-evaluation of answer sheet*	Rs. 250 per course
Duplicate Grade Card/Transcript fee	Rs. 5,00 per set
Duplicate Degree	Rs. 2,500
Directed Reading	Rs. 2,000 per course
Summer School	Rs. 2,500 per course
Percentage conversion certificate	Rs. 250 per set

* Implies posting of marks, totaling of marks and if any question is un-evaluated, to be evaluated.

20. WEEDING OF RECORDS

Following will be the retention period of records:-

Type of record	Retention period
1. Award sheets	50 years (permanent record)
2. Answer sheets of end semester Examinations	1 Year
3. Answer sheets of mid semester Examinations	6 months
4. Examination attendance record	1 year
5. Model answer to question papers if any	1 year
6. Old question papers	To be retained in CD in Library
7. Student dossiers	Important papers from the dossiers to be available on cloud.
8. Convocation Register	Indefinite Period
9. Supplementary Answer scripts	1 Year
10. Daily examination room report	6 Months
11. Filled Supplementary exam forms	4 Years
12. Receiving Record file of Answer sheet	4 Years
13. Debarred students file	4 Years
14. UFM files	4 Years
15. Date sheet file	4 Years
16. Re-Evaluation record file	4 Years
17. Seating Plan/Invigilation duties	1 Year



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