

GUIDELINES *for* **EXAMINATIONS** **(2022)**



Kalinga Institute of Industrial Technology (KIIT)
Deemed to be University
Bhubaneswar - 751024, Odisha, India



Content

Item No	Name of the Item	Page No.
01.	Preamble	01
02.	Examination Officers and their Duties	02
03.	Functions of Deputy / Assistant Controller of Examinations	06
04.	Constitution and functions of Results Committee	07
05.	Instructions to Candidates/ Examinees	08
06.	Question Papers settings for Annual/End Semester/Supplementary Examinations	09
07.	Eligibility for Appearing the Examinations	11
08.	Evaluation and student view of Answer Books	11
09.	Publication of Results	12
10.	Supplementary Examination Rules and Regulations (Stream A)	13
11.	Promotion to Next Year (Stream A)	13
12.	Guidelines to appear for the Backlog courses (Stream A)	14
13.	Rules for Improvement in CGPA (Stream A)	14
14.	Minor and Honours in B.Tech Programme	14
15.	Guidelines for Summer Term Classes (Stream A)	16
16.	Criteria to appear make-up Mid Semester Examination (Stream A)	16
17.	Transfer of Credits to facilitate Inter-University Transfer	17
18.	Guidelines for Re-admission of Year Back Candidates (Stream A)	17
19.	Award of Degree and Maximum Time Limit for completion of a Programme	19
20.	Dissertation/Thesis Evaluation for Postgraduate Programmes	19
21.	System of Evaluation and Award of Degree for Medical Sciences related Programmes	20
22.	Ph.D. Regulations	43
23.	Annual Convocation	43
24.	Degree Certificates and Merit Certificates	43
25.	Guidelines for disposal of the answer scripts	44
26.	Misconduct/ Malpractice/ Unfair-Means	44
27.	Module Description for Examination Systems	48
28.	Process of each Module	49
29.	Process on Internal Assessment Marks (IA Score)	51
30.	Process on University Assessment Marks (UA Score)	52
31.	Online Examinations	57
32.	Annexures	72

1.0 PREAMBLE

The successful conduct of the examinations of KIIT Deemed to be University for the following two streams depends greatly on the integrity, alertness and sincerity of the entire examination officials including Paper Setters, moderators and the examiners functioning under the leadership of Controller of Examinations and respective Centre Superintendents of different schools of the University listed below.

Stream (A) Engineering Sciences, Computer Applications, Social Sciences, Applied Sciences, Law, Biotechnology, Management, Rural Management, Yogic Sciences, Architecture, Fashion, Film, Mass Communication, Public Health, Languages, Social, Financial & Human Sciences, Nursing (only for B.Sc. Nursing- 2021 Admitted Batch onwards) and any other as in future under Grading system on 10 point scale.

Stream (B) Medicines, Dental and Nursing (except B.Sc. Nursing- 2021 Admitted Batch onwards) which follow absolute marking system.

The University conducts two examinations such as Regular and Supplementary examinations. The Regular examinations for stream (A) is known as End semester examinations and is conducted after completion of the semester course as notified in the Academic Calendar. The Regular examinations for stream (B) is known as Annual/Professional examinations and are conducted after completion of the course of every year as notified in the Academic Calendar.

The Supplementary examinations for stream (A) is known as End semester Supplementary examinations and is conducted after completion of the Summer remedial course as notified in the Academic Calendar. Considering the need of final year students, Supplementary examinations are conducted for last two semesters within one month of publication of the results of final semester examinations. The Supplementary examination for stream (B) is known as Annual/Professional Supplementary examinations and is conducted after completion of specified period as per NMC, DCI and INC regulations, notified in the Academic Calendar.

The examination schedule is notified by Controller of Examinations at least one month prior to the schedule of the examinations.

The guidelines are to ensure that each official, engaged in the examinations, discharges his/her responsibility uniformly and properly. It is, therefore, necessary that everyone involved in the University examinations must understand these guidelines and follow them strictly.

There are two types of examinations out of 100% marks each on theory and practical items and comprising of components such as Internal Assessment and End Semester/Annual examinations where as there is only one examination on sessional items. In case of Medicines, Dental and Nursing (both UG and PG programmes), the components of mark are followed as per the NMC, DCI and INC. In all preceding streams (A) and (B) hence forth shall be used to differentiate from one another.

The End semester examinations for stream (A) and Annual/Professional Examinations for stream (B) however, are completely handled by the University and necessary notifications are released by the Controller of Examinations, who is the custodian of all examination records of all examinees. All examination related notifications are issued under his/her signature. The overall examination process including publication of results and preparation of Degree Certificates, Medals and Merit Certificates for issuance in the Annual Convocation are his/her responsibility.

The Controller of Examinations(CoE) convenes the Examination Committee constituted by the Vice Chancellor to discuss/find solution of any critical issue, change of any rule or any new idea for implementation as per requirement. The recommendation of the committee is sent to the Vice-Chancellor for approval. The examination committee also oversees the entire process of all examinations and actions taken in the office of the Controller of Examinations.

The guidelines for conducting of the Annual or End Semester Examinations (as applicable to the programme) are as follows:



2.0 EXAMINATION OFFICERS AND THEIR DUTIES

The duties and responsibilities of different examination officers are as follows:

2.1 Functions of Centre Superintendent

2.1.1. The Head of Academic Unit/School or his/her nominee shall be the Centre Superintendent for the unit/ school concerned in the specified Annual or End Semester examinations.

The official, approved by the **Vice Chancellor** and notified by the **CoE**, shall act as the centre superintendent to conduct the university examinations smoothly. The University authority may consider to have a Deputy Centre Superintendent for a school with more than two thousand students to assist the Centre Superintendent and act on behalf of the Centre Superintendent in his/her absence.

For smooth conduct of examinations, Examination Co-ordinator(s) if required, may be appointed by the Centre Superintendent.

In case the centre superintendent is on leave due to un-avoidable circumstances s/he has to take leave/permission from the Vice-Chancellor and a centre superintendent may be appointed for that duration only.

- i. Each School shall constitute a Committee of teaching faculty with a Convener (Examination Coordinator) for smooth conduct of end-semester/annual examinations for the school.
 - ii. Normally each School shall select a venue for examinations for its school. However, under extraordinary situations, the Authorities may decide to alter the centre of examinations for the students of one or more Schools, and in such cases the decision of the University regarding selection of alternative centres of examinations shall be final.
 - iii. The Centre Superintendent shall be the custodian of confidential papers relating to University examinations. S/he shall hand over confidential papers on relevant subject(s) on each day of the examination to the Convener, half an hour before the commencement of the respective examinations.
- 2.1.2.** Centre superintendent should make him/herself thorough with the University examination system.
- 2.1.3.** Duty of the examination Invigilators/Relievers/Officials and Support staff are to be prepared and notified by the centre superintendent in advance, i.e., at least one day before each day of examination. For each 25-30 students there shall be one invigilator subject to minimum of two for each room. For each 100-120 students there shall be one reliever.
- 2.1.4.** Centre Superintendent recommends the name of faculty members for each Annual/Supplementary /Semester (Autumn/Spring) examination to collect sealed packet of questions on each day of examination from the office of the controller of examinations.
- 2.1.5.** The sealed packet(s) of question papers are opened half an hour before the commencement of examination in presence of a minimum of three senior faculty members with signatures and time over each packet also mentioning the time.
The sorted question papers are then distributed to Invigilators in each examination hall ten minutes before the start of the examination.
- 2.1.6.** The centre superintendent or any official related to the examination is not allowed to make photocopies of question papers. However, in case of any exigency, the centre superintendent needs to take immediate telephonic permission followed by written approval on number of photocopies to be made and to return the unused copies immediately after its distribution.
- 2.1.7.** The Centre Superintendent must ensure that all staff members who are assigned examination duty are aware of their responsibility related to smooth and fair conduct of university examination.
- 2.1.8.** Centre Superintendent must circulate and implement all the instructions issued by University from time to time.



- 2.1.9.** Centre Superintendent should not leave the centre during examination. S/he is responsible for the security and confidentiality of examination papers and answer books and for maintaining discipline at all times in the examination centre.
- 2.1.10.** The Centre Superintendent must keep record of all examination related materials like number of question papers, answer books at examination centre. University authority may carry out inspection for the examination documents and the centre at any point of time without any prior notice.

2.2 Appointment and Functions of Observer(s)

The List of Observer preferably from among Senior Faculty members is proposed by Controller of Examinations (CoE) and approved by Vice Chancellor.

- 2.2.1.** The observers are appointed by the Vice Chancellor and report to the Controller of Examinations and work as per his/her advice. The observer(s) must assure the CoE that during examination all confidentiality and procedure is maintained at the centre.
- 2.2.2.** The Centre Superintendent(s) should extend full co-operation to the observer(s).
- 2.2.3.** The observer(s) must ensure that during examinations all confidentiality and procedure is maintained at centre.
- 2.2.4.** The observers should see that seating arrangement is properly done and invigilators are discharging their responsibly for smooth and fair conduct of the examination.
- 2.2.5.** The senior observer should give a confidential report to the Controller of Examinations at the end of each day (**Format enclosed – F1, Refer to Page.No. 75 & 76**).

2.3. Appointment and Functions of Faculty in Charge (FIC) Examinations/ Examination Coordinators

- 2.3.1.** FIC Examination shall be appointed by the Head of School/Centre Superintendent in order to assist him/her for day to day activities of the smooth conduct of examination.
- 2.3.2.** FIC Examination must report to the Head of School /Centre Superintendent one hour before the start of examination.
- 2.3.3.** Further, the FIC must
- i. ensure proper display of room number and seating arrangement.
 - ii. ensure the examination material received from the CoE Office.
 - iv. ensure that any special requirements (statistical tables, steam tables, Design data books, Log table, graph papers etc.) have been arranged.
 - v. report to the Centre Superintendent immediately if any discrepancy/ deficiency is found during verification.
 - vi. provide necessary guidance to invigilators for smooth conduct of examination which includes preventing the use of mobile phones by invigilators inside or within the vicinity of the examination room.
 - vii. Ensure invigilators to reach respective rooms at least 15 minutes before the commencement of the examination.



- 2.3.4.** The Examination Coordinator should report the non-attendance of any of the invigilator to the Centre Superintendent.
- 2.3.5.** If any unfair means is reported, collect all relevant proof, statement of invigilator and students and fill up the information accurately in relevant form provided by the University. The Format should carry full name of student and Invigilator(s). In case of seizure of cell phone, it should be returned to the student at the end of examination after keeping evidence or supporting documents (print out of snap sort of material in cell phone with signature of candidate and invigilators) on the undertaking. In case of repeated use of the cell phone by the candidate, the cell phone shall be seized and forwarded to the CoE.
- 2.3.6.** At the end of examination, answer scripts should be collected, counted and deposited, by the invigilators in the control room. The number of scripts should be verified with the attendance report and appropriate action be taken immediately in case there is any anomaly.
- 2.3.7.** Hard and soft copy of Memo form (s) on each day of examination for the semester of each programme/course is/are to be sent on the same day for the examination in the forenoon and on next day first half for examination in the afternoon session.

2.4. Functions of the Invigilator(s)

- 2.4.1.** The invigilators are appointed by the Centre Superintendent from among the internal members. The internal members include Faculty Members, Teaching Assistants, Faculty Associate, Librarians, Demonstrators, Technical Assistants and Fulltime Research Scholars.
- 2.4.2.** An invigilator cannot remain on leave on the day of his/her invigilation duty without written permission of the Centre Superintendent. In case of any exigency, the invigilator is unable to attend his/her duty, s/he should inform the Centre Superintendent immediately, so that an alternative arrangement may be made.
- 2.4.3.** All invigilators are required to
- Report to the Examination control room 30 minutes before the commencement of examination.
 - collect the examination related material (attendance sheet of students, question papers, temporary absence statement, malpractices report form etc.) from the control room.
 - check that the candidates at the entrance of the exam hall/room so that they do not bring any bags, books, papers, mobile phones, programmable calculator etc., inside the examination hall.
 - making announcement before distribution of Answer books and question paper that candidates have not brought in the prohibited items (see(iii)) above, accidentally or deliberately.
 - instruct the students not to indulge in any kind of unfair means else She/he is liable to be punished as per the University examination guidelines.
 - instruct the students not to share calculators between each other during an examination. Use of a non-permissible type of calculator or other electronic device are be regarded as cheating.
 - distribute answer books to the students 5 minutes before the examination time.
 - verify the correct entry of information as in Admit card by the students in the cover page of the answer books and then sign at the marked place of the answer book after checking identity card and admit card of each student along with the date and subject of examination.



- ix. take the signature of the student or make record of absence Roll No. wise in student attendance sheet (Format enclosed – F2 Format Refer to Page.No.-77).
- x. be careful to ensure that candidates are issued with the correct question paper.
- xi. make a note if any delay in getting a question paper at student end, and allow them the lost time at the end having taken permission from Centre Superintendent.
- xii. make announcement and ensure that no student leaves the examination hall within the first 60 minutes as well as in the last 15 minutes of the examination session.
- xiii. make announcement 20 minutes before the end of the session to remind the students that they are not allowed to leave the hall during the last fifteen minutes of the session.
- xiv. not to permit the students to leave the room while receiving answer books from them before all of their answer books are collected.
- xv. count the answer books to ensure that number of students present and answer books are matching.
- xvi. take adequate care so that students do not leave examination hall without submitting answer books. if it happens then it will be the sole responsibility of the invigilator.
- xvii. maintain discipline during the examination in the examination hall. They need to take care to prevent candidates from copying each other's work or engaging in any unfair practice.

2.4.4. If any case of unfair means is observed then the invigilator must record all required details in the prescribed form and obtain signature from the candidate (*Format enclosed- F3 Format, Refer to Page.No.78,79,80 & 81*).

2.4.5. The answer books of the student(s) booked under unfair means must be submitted separately along with all other answer books with absentees and attendance sheet in the control room.

2.4.6. Necessary support should be given to act as witness when desired by the Centre Superintendent for opening of the sealed question paper packets.

2.4.7. The Invigilators must be vigilant in the examination hall and use of cell phone during examination period is not permitted.

2.4.8. The temporary absence of the student must be recorded in the supplied format (*F4 Format, Refer to Page. No 82 & 83*).

2.5. Functions of Reliever(s)

Centre Superintendent must keep adequate invigilators (as prescribed in 2.1.3) as reliever to relieve regular invigilators during examination. A reliever will relieve an invigilator for a maximum of 15 minutes as and when required. Centre Superintendent must keep record of reliever's duties. Regular invigilators, relievers must assist the Centre Superintendent in the performance of his/her duties during the Examination and the activities of the Control Room.

3.0 FUNCTIONS OF DEPUTY/ASSISTANT CONTROLLER OF EXAMINATIONS

Deputy/Assistant Controller of Examinations (Dy. CoE/ Asst.CoE) are appointed by the Registrar for effective distribution of examination administration.

- 3.1. The Deputy/Assistant Controller of Examinations will act as representative of Controller of Examinations and the interface between University Examination cell and Head of the assigned School.
- 3.2. S/he needs to function relating to all examination matters as per guidelines issued from office of the Controller of Examinations
- 3.3. All important communications and follow up actions from the University to schools and from his/her assigned school (s) to the CoE office, viz. examination notifications, examination time table, examiners list, evaluation related activity, correct examinee database before the Results Committee Meeting(RCM) are the responsibility of the Deputy/Assistant Controller of Examinations.
- 3.4. S/he will ensure that examinations in the school are conducted as per the guidelines of the University. In case of any anomaly the same may be reported to Controller of Examinations.
- 3.5. S/he will handle all examination related matters of the students of the assigned school. The cases not resolved after verification may be sent to the concerned section in the office of the CoE with a separate note along with supporting documents.
- 3.6. S/he will monitor in the assigned school(s) the date line announced by University Examination cell on any matter and ensures that the date line is adhered to by the members. The matter may be reported to Head of the school in advance in case of any defaulter (s) on any requirement.
- 3.7. S/he ensures that evaluation of answer books on Mid semester, Regular and Supplementary examinations are completed by the examiners within the notified date line. 3.8. S/he will ensure that complete evaluation process is in its place and within the time line. It should also be ensured that the marks after evaluation are sent and computed in the office of the CoE followed by necessary support for results committee meeting and publication of results.
For above, following related actions are properly regulated
 - Answer books are scanned.
 - Scanned/hard copies (as the case may be) are distributed to the assigned examiners.
 - Complete chart on all activities for circulation to all people in the process and issuance of reminder to the examiners who are not evaluating 30/40 copies per day.
 - In case the progress is not satisfactory those may be called for a meeting with head of the school for his/her dead line in written or the scripts may be withdrawn by assigning to other members by the Head of the school.
 - Evaluation completes within prior announced time line.
 - It is also to be ensured through course co-coordinator that marks are normalised before it is forwarded to office of the CoE.
 - Verification/certification on data base before Results committee meeting.



- 3.9. S/he will ensure that examination related matters of the schools are verified and certified by him / her before it is sent to office of the CoE.
- 3.10. S/he should always be in touch with the respective section in the office of the COE for proper and timely co-ordination to resolve the issues.
- 3.11. During computation of marks, Dy.CoE/Asst.CoE should be in touch with the relevant Confidential section and EDP unit in the office of the Controller of Examinations to ensure entry of correct details of registered examinees.
- 3.12. The Dy.CoE/Asst.CoE after taking stock on completion of all computation works by EDP Unit and followed by necessary verification of examinees details of their assigned school, to plan and schedule for the Results committee meeting of the semester examination/annual examination.

4.0 CONSTITUTION AND FUNCTIONS OF RESULTS COMMITTEE

The CoE initiates the file for constitution of the Results Committee consisting of a Convener, members for respective course (like B.Tech / M.Tech/ MBA/MBBS/BDS etc) and a Chairperson to oversee and recommend the results of University examination to the Vice-Chancellor for approval and subsequent publication.

The followings are the operating procedure:

- The Convener presents all compiled examinees details and Result analysis in the committee meeting. The Dy.CoE/Asst.CoE of each school shall extend all necessary support to the Convener on the said purpose
- The committee confirms from the convener (Dy.CoE/Asst.CoE) that all the reported examinees details are correct and no case in any form is pending.
- The committee analyses critically subject wise and overall performance to identify that there are no abnormalities.
- The committee may call the subject co-ordinator/ expert as required in the meeting to record his/her view on question paper and performance with reference to question paper.
- Analysis of the result should carry question papers of the semester examination.
- Any action on normalisation / specific recommendation of committee on the results of the semester examinations may be undertaken by the committee enclosing necessary supporting document.
- The committee decides the grace mark as per the University examination policy to marginal cases only and authorise any two members to act on their behalf for operation.
- Any recommendation of additional grace marks should be sent to the Vice-Chancellor along with supporting documents for approval.
- Propose to consider the result as such after its analysis or to forward the recommendation of the committee supported with documents on the result of the specific semester examinations in case any crucial decision is needed.
- The Convener should ensure that the members are informed and present in the meeting.
- The Convener should ensure that the Resolution of the committee is carrying proper recommendation, signed by the members present and then forward to the COE for subsequent course of action.



5.0 INSTRUCTIONS TO CANDIDATES/EXAMINEES

- 5.1. Registration of the students to enrol for appearing Regular, Supplementary and Back paper(s) is a requirement.
- 5.2. All candidates must occupy seat in examination hall with valid Admit Card and Identity card in hand 15 minutes before the commencement of examination.
- 5.3. Candidates should ensure that any objectionable material not lying around his/her seat prior to commencement / start of examination and it will be the sole responsibility of the Examinee to inform the same to the invigilator.
- 5.4. Candidates should enter their enrolment number, subject name, subject code, date of examination etc. in the appropriate space of the answer book.
- 5.5. Candidates are advised not to write their name or any symbol/sign in the answer book.
- 5.6. The candidate must check that they have the correct question paper.
- 5.7. Under no circumstances, the candidate will be allowed to enter the examination hall after 15 minutes of the commencement of examination.
- 5.8. Every candidate should read the instructions given in the question paper and follow them strictly.
- 5.9. Candidates are advised to write all parts of a question in a sequential manner at one place.
- 5.10. Candidates are advised to begin preferably a new answer on a separate page.
- 5.11. Candidates are advised to write relevant answer of the question in clear and legible hand writing on both sides of every sheet in the answer book.
- 5.12. Candidates are advised not to write anything in space provided for marks.
- 5.13. Candidates are advised not to leave their seats in any circumstance without the permission of the invigilator.
- 5.14. No candidate will be allowed to leave the examination hall during the first 60 minutes after commencement and during last 15 minutes of the examination session.
- 5.15. Rough work if any must be superscripted as rough work and cross out the rough work before submitting the answer book. In any case, **candidates are not allowed to use their question papers for rough work.**
- 5.16. Students are not permitted to share calculators during an examination. Use of a non-permissible type of calculator or other electronic devices shall be treated as malpractice.
- 5.17. If any objectionable material related to examination or mobile phone or programmable calculator is found with a candidate or found exchanging answer book/ question paper with other candidate(s) shall be treated as malpractice.
- 5.18. A disciplinary action will be taken against the candidate who disobeys the instructions of the invigilator or misbehaves or violates the code of conduct of examination.
- 5.19. If any examinee is found violating university rules, he/she is liable to be punished under the provisions of the University regulations.

6.0 QUESTION PAPERS SETTING ON ANNUAL/ END SEMESTER/ SUPPLEMENTARY EXAMINATIONS

The list of External paper setters, Internal paper setters, Moderators, Examiners and Chief Examiners is proposed by the Head of the school in response to the letter of the CoE and the list is approved by the Vice-Chancellor on recommendation of the CoE. Office of the CoE takes necessary action along with the Dy.CoE/ Asst.CoE of the respective school to procure the manuscript of question(s) from external paper setters. The process is initiated in such a way that the manuscripts of question papers are ready and sealed two weeks before the start of the examinations.

The paper setter(s) for stream (A) are required to upload three sets for UG and two sets for PG question papers through University portal. The moderators moderate the question papers and upload them in the University portal for further action in the office of the CoE.

For stream (B) three sets of Manuscript of questions for each subject of both UG and PG programme and a certificate in the supplied format are obtained by the Controller of Examinations from the paper setters and the same question paper(s) are moderated by the moderators well in advance of the University examination. The certificate in the supplied Format is enclosed by the Moderator for the reference of the CoE. All question papers for stream (A) and (B) after moderation and necessary setting are printed and packed under the supervision of the Controller of Examinations and finally stored in the strong room of the Examination Cell. Following processes has been defined to maintain the quality of the end semester/ supplementary question paper for stream (A).

- The Course Co-ordinator recommends the name of any four/ five faculty members teaching a particular course for setting up of the end semester question paper.
- A school level committee consisting of the Head of the School, Associate Dean, Programme Head, Dy.CoE/ Asst.CoE finalizes the list of end semester paper setters (any two/ three faculty members) and two moderators. The faculty members from other premier institutions of India are also recommended in the list as external paper setters. The recommended list is sent by the CoE to the Vice Chancellor for approval.

After receiving the approval from the Vice Chancellor, the respective faculty members (both paper setters and moderators) are intimated confidentially by the office of the Head of the School.

The paper setter, after setting up the question paper, submits (uploads through University portal) the question paper along with an evaluation sheet template to the moderator. The evaluation sheet template

1. mapping of individual questions of the question paper with the respective Course Outcomes (Cos). The mapping is quantified through a score.
 2. mapping of individual question paper with the respective levels of questions based on the Bloom's Taxonomy. The mapping is quantified through a score.
 3. mapping of individual question paper with the respective chapters of the course. The mapping is quantified through a score.
 4. Finally, the quality of the question is statistically analysed.
- The moderator reviews the question paper along with the evaluation sheet template and finally submits (upload through University portal) the question paper (from the three paper setters) to the Controller of Examination after ascertaining the quality/standard of the question paper.



6.1. Guidelines for setting of Question Papers for the End Semester Examinations/ Supplementary Examinations for Theory Subjects for Stream (A)

The question papers of End Semester Examinations for theory subjects should achieve in testing the learning objective of the subjects by the students. The question paper should be prepared by considering the following to the extent possible.

- Covering all sections of the syllabus for the course.
- Unambiguous and free from any errors.
- Emphasizing knowledge testing, problem solving and quantitative methods.
- Containing adequate data /other information on the assigned problems.
- Containing clear and complete instructions to the candidates.

The pattern of questions for theory subjects shall be as follows and as per the enclosed format:

- SIX questions are to be attempted
- Question paper consists of four sections-A, B, C, D
- Section A is compulsory
- Candidate has to attempt minimum one question from each of the sections B, C, D.

Question number	Learning levels as per Bloom's taxonomy	Description	Marks
Section A			If full marks =60 20 marks (2x10) to be assigned for Q1. If full marks=50 10 marks(1X10) to be assigned for Q1. • 8 marks per question may be assigned.
Q1 (a)-(j)	Learning levels 1 and 2	Questions based on remembering and understanding.	
Section B			
Q2 Q3	Learning levels 1,2, and 3	Questions based on remembering, understanding and application	
Section C			
Q4 Q5 Q6	Learning Levels 3 and 4	Questions based on application and analysis.	
Section D			
Q7 Q8	Learning levels 4,5,6	Questions based on analysis, evaluation, design, formulation or innovation.	



7.0 ELIGIBILITY FOR APPEARING THE EXAMINATIONS

- 7.1. A student shall be eligible to appear at an Annual/ End semester examination in a subject (Theory), provided he/she is a registered student in that subject and has attended at least 75% of the classes held in that subject.
- 7.2. Concessions: A student who has been absent for short periods due to participation in cultural, sports, NCC, NSS other academic / official assignments in the interest of the University with prior written permission of the Head of School or on health grounds (duly supported by medical certificate) or any extraneous situations may be permitted a maximum of additional attendance concession of 10% in attendance for appearing in the examination
- 7.3. A student shall be admitted to any examination of the University only if he/she has paid the prescribed fee by the date specified by the Controller of Examinations.
- 7.4. A candidate shall be allowed to sit in an examination only after he/she is issued an admit card for the relevant examination by the University, after obtaining the eligibility certificate from the Head of the School.

8.0 EVALUATION AND STUDENT VIEW OF ANSWER BOOKS

The University has the provision for e-evaluation of answer books by scanning and uploading of the answer books of theory papers for evaluation by the examiner and rechecking by the Chief examiner. Thereafter the students are given opportunity to view the evaluated answer books and record their grievance, if any. Subsequently the grievances are addressed by the Chief examiner / Internal Third Examiner who examined the subjects in another sections.

- Answer books are scanned.
- Scanned/hard copies (as the case may be) are sent to the assigned examiners within 24 hours of the end of the examination.
- The Head and Dy.CoE/Asst.CoE of the Schools shall ensure the timely completion of the evaluation process by the examiners.
- Evaluation process is completed within the prescribed time limit.
- The evaluated answer books are assigned to the chief examiner(s) for the re-evaluation of cases as detailed below to ensure that the answer books have been evaluated properly by the examiner(s).
 - **To re-examine all the papers where a student has secured**
 - **More than 90% of the full marks of the question paper and**
 - **Below 40% and above 20% of the full marks of the question paper**
- The student view of evaluated answer books is opened online for 24 hours for grievances (if any).
- The grievances are addressed by the Internal Third Examiner / Chief Examiner.
- After successful completion of evaluation, the generated marks of the end semester/ supplementary examination are sent to the office of the CoE for further processing.
- Dy. CoE/Asst. CoE, Programme Head of respective School must ensure that the evaluation is completed and the marks are uploaded within the prescribed time limit.
- Complete chart on all activities for circulation to all people in the process and issuance of reminder to the examiners to evaluate within the prescribed date and time.

The internal component of theory marks are uploaded through University portal by the examiner before the starting date for end semester examination or as per the notification by the office of the CoE.

The practical (both components) and sessional marks are uploaded through University portal by the respective course teacher. The evaluation in case stream **(B)** is followed on the guide lines prescribed in the Regulations of NMC, DCI and INC. The marks (all components of theory and practical papers) are received from the examiners and processed by the office of the CoE.

8.1.SYSTEM OF EVALUATION FOR STREAM (A)

(Applicable to all programmes except B.Sc Nursing - 2021 Admitted Batch Onwards)

1. A seven-point grading system on a 10 point scale is followed for grading in the examinations.

Qualification	Grade	Score on 100	Point
Outstanding	O	90 to 100	10
Excellent	E	80 to 89	9
Very good	A	70 to 79	8
Good	B	60 to 69	7
Fair	C	50 to 59	6
Below average	D	40 to 49	5
Failed	F	Below 40	2

2.CREDIT POINT = CREDIT X POINT for each course item.

3.CREDIT INDEX (CI) = $\sum$ CREDIT POINT of all course items in a semester.

4. Semester Grade Point Average

SGPA = $CI / \sum CREDITS$ (for a semester)

5.Cumulative Grade Point Average

$$CGPA = \frac{[\sum CI \text{ of all previous semesters up to current semester}]}{[\sum CREDITS \text{ of all previous semesters including the current semester}]}$$

6.The Degree is awarded with CGPA 6.0 or above and having no back log
(F - Fail or I - Incomplete grade) on any other subject item(s)

7.Class/ division shall not be awarded to a student either at semester level or at the final degree examination.

9.0 PUBLICATION OF RESULTS

The results of respective End Semester Examinations/ Annual Professional Examinations/ Supplementary Examinations are to be declared within a period of **21 – 30 days** from the last date of the examination.

The University takes care on those cases that are marginally failed by accepting the conditions and norms of the statutory bodies like UGC, NMC, DCI and INS etc. Such issues in respective programme are considered by the respective Results Committee. The recommendation of Results committee after its meeting is placed to the Vice-Chancellor for approval. The results are published in the University portal after the due approval of the Vice Chancellor. The scan copy of the hard copy results with the signature of Controller of examinations is made available to the Heads of the schools. The student can view their results using their University credential through their University Self Service Portal.

10.0 SUPPLEMENTARY EXAMINATION RULES AND REGULATIONS (STREAM (A))

A supplementary Examination is held annually at the end of each academic year and before the start of the next academic year. Supplementary examination is held only for the current level theory subjects. **The student enrolled in Summer Term Classes may be allowed to appear the Internal, Sessional and Practical Examinations along with the Theory subjects during the Supplementary Examinations.**

- The students will only be allowed to appear for their failed papers in the current level subject to a maximum of 50% of the total subjects for the current year rounded off taking together the subjects of both odd and even semester of that year.
- A student will ordinarily be awarded one Grade less than he/she actually obtains in a subject item in the Supplementary Examination subject to a minimum of C Grade or below, which would remain unchanged. However, there will not be any grade loss for a subject in the supplementary examination for a student, who has attended the summer term classes for those subjects with a minimum of 75% attendance.
- A student who has been debarred due to attendance criteria in that subject and has not attended summer term classes with minimum of 75% attendance will not allowed to appear at the Supplementary examination.
- A student, who misses the End semester examination for one/more theory subjects(s) for any genuine reason like medical ailments or mishap in the family, will be allowed to appear those subject(s) in the supplementary examination **without reduction in grade**. But this will be decided, on a case to case basis, on production of proper documents by the student, subject to the approval of the Vice Chancellor.
- Students with C or D Grade in any of their theory papers in the current level are also allowed to appear for those papers in the Supplementary Examination subject to maximum number of 3 (three) subjects in a year for improvement of their grades without any grade reduction.

11.0 PROMOTION TO NEXT YEAR (STREAM (A))

The office of the CoE notifies the list of students promoted to next level after the publication of the results for the Annual Supplementary Examination provided a student:

- i. has been a bonafide regular student at the present level and is duly registered as such in the University under permission of the Head of Academic Unit/School concerned.
- ii. has not been involved in breach of discipline or has not been barred due to non-completion of the course within the time limit fixed for the purpose.
- iii. has not been temporarily suspended for a specified period by the University and has not been denied the privileges of a regular student at the time when admission to higher levels is in progress.
- iv. has cleared all course items at the present level individually,
- v. does not have backlog of more than 5 (five) course(s) at the current level (from where the promotion is being sought) considering both the semesters in an academic year and
- vi. has no backlogs at any stage below the present level from which the promotion is sought. For example, a student getting promoted from 2nd year to 3rd year level should not have any backlog course(s) item of the 1st year.



12.0 GUIDELINES TO APPEAR FOR THE BACKLOG COURSES (STREAM (A))

Back paper examinations, if any, shall be held along with the normal End-semester examination of the similar (odd in odd and even in even).

A student who is promoted to the next year with backlogs in the previous year is permitted to clear those backlog theory subjects by appearing in the End semester examination for those subjects as back papers in the corresponding semester in which the subject is offered. However, he is required to register for those back-paper subjects in the prescribed form at the beginning of the semester but may be exempted from attending theory classes for those subjects. A student will not be allowed to register for more than five backlog subjects along with his/her regular subject items in each of the even or odd semester. Registration of the backlog subject items has to start from the lowest year onwards. Any remaining back paper(s) beyond five in any semester (even or odd) could be carried forward to be cleared in subsequent semester(s).

Further, any student who fails to clear the 1st year of any programme in two attempts in the form of end semester examination and Supplementary examination will be on probation for one more year (year back). On failing again in the next semester, s/he shall be terminated from the University.

13.0 RULES FOR IMPROVEMENT IN CGPA (STREAM (A))

This provision has been introduced in order to facilitate the students to obtain a Degree at the end of completion of course, where the minimum requirement of CGPA is 6.00.

- A student, preferably without any backlog, is eligible to opt for the improvement examination in a theory paper for a maximum of 3 (three) papers in the Autumn or Spring End semester examination starting with third semester.

Students with a backlog of less than 3 (three) theory papers, can also appear in the improvement examination subject to a maximum of 3 (three) theory papers including the backlog papers. However, he/she has to first register for the backlog papers followed by the papers for improvement.

- The grade improvement option is available to a student only in the immediate subsequent chance in the End semester examination.
- If there is no improvement in the grade for any subject, the original grade will remain in force.

14.0 MINOR AND HONOURS IN B.TECH PROGRAMME

The followings will be mentioned in SEMESTER GRADE REPORT(SGR), Final Grade Report(FGR), Provisional Degree Certificate and Final Degree Certificate for the students opting for Minor and Honours in B.Tech Programmes.

14.1. Provisional Certificate and Final Degree Certificate

- Honours will be reflected in the Final Degree Certificate as well as in the Provisional Certificate as “BACHELOR OF TECHNOLOGY (Honours) in XYZ Engineering”.
- Minor will be reflected as “BACHELOR OF TECHNOLOGY in XYZ Engineering with Minor in ABC”.
- If a student has done both Honours & Minor, it will be reflected as “BACHELOR OF TECHNOLOGY (Honours) in XYZ Engineering with Minor in ABC”.

14.2. Final Grade Report

The followings will be mentioned in the FINAL GRADE REPORT to be issued to the candidates after successful completion of Minor and Honours in B.Tech Programmes.



- Honours will be reflected in the Programme Name in the FINAL GRADE REPORT as B.Tech (Hons.) in XYZ Engineering
- The Honours subjects will be shown in the FGR as (Hons.) after the name of each Honours subject.
- The grades scored by the students in the Honours subjects will be used for SGPA as well CGPA calculations.
- A student after successful completion of Minor will be issued with two consolidated grade reports, one for the B.Tech programme and the other for the Minor discipline.
- The consolidated grade report for the B.Tech programme will have the heading as FINAL GRADE REPORT and will be mentioned as B.Tech in XYZ Engineering in the Programme name.
- Only two Minor subjects of 6th and 7th Semester (total 6 Credits) will be shown as subject_name (Minor)* in this FGR and will be used for SGPA and CGPA calculations in lieu of the Open Electives. The Minor subject having Highest Grade among the three Minor subjects of 7th Semester will be mentioned in the Final Grade Report of 7th Semester. In case, there is a tie in the highest grade, the subject where the student has scored highest mark will be taken for the 7th Semester. In case there is a tie in total mark, the subject appearing at the top will be taken after sorting the subject name alphabetically in ascending order.
- The followings will be mentioned as footnote in the Final Grade Report.

*** For Minor Subjects, a Separate Grade Report is attached Only two Minor Subjects of 6th and 7th Semester are included in this Final Grade Report for SGPA and CGPA Calculations in lieu of Open Electives**

- The consolidated grade report for the Minor discipline will have the heading as **GRADE REPORT FOR MINOR** and will be mentioned as B.Tech in XYZ Engineering with Minor in Minor_Name (School Name offering the Minor).
- All subjects in the Minor Discipline will be shown in the **GRADE REPORT FOR MINOR** along with the grades scored by the student in the respective subject.
- There will be no calculation of SGPA and CGPA for Minor subjects as two of the subjects from this list are already used in the Final Grade Report for calculations of the GPAs.
- The two Minor subjects of 6th and 7th semester which are included in the **FINAL GRADE REPORT** for GPA calculations will be indicated with a footnote at indicated below:

*** Subjects used for SGPA and CGPA Calculations in the Final Grade Report**

- If a student has done both Honours & Minor, he/she will be issued with two Consolidated Grade reports as indicated above with mentioning of the Honours subjects in the FINAL GRADE REPORT. It will be mentioned as B.Tech(Hons.) in XYZ Engineering as the Programme name in the FINAL GRADE REPORT and as B.Tech(Hons.) in XYZ Engineering with Minor in Minor_Name (School Name offering the Minor) in the GRADE REPORT FOR MINOR.
- For all other students the Programme name will be mentioned as B.Tech in XYZ Engineering in the FINAL GRADE REPORT.

14.3. Semester Grade Report

- The semester grade report will reflect the Minor and Honours subjects and indicate the Minor subjects of 6th and 7th Semester which are used for SGPA and CGPA calculation separately as footnote.

A student has to clear all the Minor subjects at the time of eligibility for B.Tech Degree. A student with eligibility for B.Tech Degree and with backlogs in Minor subjects will be awarded only with the B.Tech degree and Final Grade Report with no mention of the Minor Discipline.

15.0 GUIDELINES FOR SUMMER TERM CLASSES (STREAM (A))

Summer term will be conducted during the summer vacation with a view to assist the students, who failed in one or more subjects in the Autumn and/or Spring semester in an Academic year.

- Notification for the summer term for 30 days duration will be notified every year before the commencement of the Spring end semester examination.
- All the students intending to join summer term must register for those courses (Theory/ Practical/Sessional) on the specified day for registration in the summer term on the recommendation of the Head of the School.
- A student is permitted to register for a course in the summer term only if he/she had registered for the course in the preceding Autumn and / or the Spring semester and had appeared in the End semester examinations obtaining an **F/ I/ M grade. The maximum number of subjects a candidate is allowed to register is 50% of total theory subjects for the current year rounded off.**
- Students with C or D Grades are also allowed to register for Summer term courses to improve their Internal and End Semester marks to a maximum of 3 subjects.
- A student debarred under attendance criteria in a subject is bound to attend the summer classes subject with the approval of the Head of the School. He/she will be allowed to appear at the Supplementary Examination in that subject provided he/she has at least 75% or more attendance in that subject in the summer term.
- The course teacher will conduct classes for a subject (36 hours for a 4 credit course and 27 hours for a 3 credit course), quizzes and assignments and Mid semester examination and will compute the internal marks. The process of uploading the marks is as per the practice for other examinations. The best mark between the previous mark and summer term course mark shall be taken into account.
- A student, who attends the summer term classes for a failed subject with a minimum attendance of 75%, will be allowed to appear for that subject in the Supplementary examination without reduction in grade.

16.0 CRITERIA TO APPEAR MAKE-UP MID SEMESTER EXAMINATION (STREAM (A))

- 16.1. No Re-mid semester examination will be scheduled.
- 16.2. No make-up examination will be scheduled for the mid semester examination. However, official permission to take a make-up examination will be accorded under exceptional circumstances such as admission in a hospital due to illness/ injury, calamity in the family at the time of examination.
- 16.3. Applications should be made within five working days after the missed examination.
- 16.4. Late application or application without supporting document(s) will not be processed.
- 16.5. Students residing in the hostels should produce a medical certificate issued from Institute / University Medical Officer or if hospitalized in other than KIMS Hospital should produce a medical certificate endorsed by the Institute / University Medical Officer.
Students who are permitted to stay outside the campus or who are the days-scholars should produce a medical certificate from a registered medical practitioner provided registration number of the medical practitioner appears explicitly on the certificate and endorsed by the Institute / University Medical Officer.
- 16.6. The Head of the concerned School can use his/her discretion in giving permission to a student to take a make-up examination for the mid-semester examination.



- 16.7. Students will be notified about the result of their applications for make-up examination as early as possible.
- 16.8. Date, time and venue of the make-up examinations will be announced by Head of the concerned School.
- 16.9. No further permission / arrangements would be made for students who are absent from the scheduled make-up examination for mid semester examination.

17.0. TRANSFER OF CREDITS TO FACILITATE INTER-UNIVERSITY TRANSFER

The objective of transfer of credits is to facilitate the Inter-University transfer and mobility of a student across different Universities in India and abroad. The procedures for transfer of credits are detailed below:

- 17.1. The University will accept the transfer of credits earned by a student from other Universities /Institutions accepted by the University Equivalence Committee in the field. Such transfer of credits will also hold good for transfer from foreign Universities/ Institutions with which the University has signed MoU for student exchange programmes.
- 17.2. To facilitate the process of transfer of credits for a student migrating from an outside University/ Institution, there will be an Equivalence Committee both at the School level and the University level. The School level Equivalence Committee will consist of the Head of the School as the Chairperson, Programme Head, Subject Experts and Dy.CoE/Asst.CoE of the School.

The Equivalence Committee shall match the syllabi of both the Universities pertaining to different subject items to check the extent of similarities and recommend transfer of credits including credits to be awarded at KIIT Deemed to be University for those subject items, which are found matching. For subjects, where there are gaps and are not covered earlier by a student in his/her previous University/ institution, he/she will be required to clear those subject items under the KIIT Deemed to be University examination system.

The recommendation of the School level Committee will be forwarded to the University level Equivalence Committee, which is to be headed by a Professor appointed by the Vice Chancellor as the Chairperson and the concerned Head of the School or his/her nominee. The final recommendation of the University level committee will be put up to the Vice Chancellor for approval.

- 17.3. The University also permits its students to undertake internship course/ specialized course work / industrial training in other recognized Indian Universities or Foreign Universities or in a reputed industry and earn certain credits for fulfillment of his/her degree requirements at KIIT-DU with prior approval of the Vice Chancellor and Academic Council.

Equivalence Committee should evaluate the internship course/ course work/ training undertaken by the concerned student for such credit transfer.

- 17.4. The University also permits students from Foreign Universities to undertake course work at KIIT Deemed to be University and then the credits earned can be transferred to other Universities under SIP (Semester India Programme) where such students undertake subsequent part of their course leading to his/ her Degree.

18.0 GUIDELINES FOR RE-ADMISSION OF YEAR BACK CANDIDATES (STREAM (A))

A student, already registered with the University, may opt to rejoin a semester for which he/she was a regular student in an identical semester of the preceding year. This is done at the beginning of the said semester under the following conditions:



- a. S/he has failed to clear more than five course items in the earlier year and has been declared as "Year back candidate" in the result sheet after maintaining requisite percentage of attendance as a regular student.
- b. S/he took a break in attending classes due to genuine reasons after joining the semester as a regular student in the corresponding semester of the previous session, and as a result was disqualified from appearing in the end semester examination due to shortage of attendance.
- c. S/he discontinued the course temporarily due to personal reasons but chooses to rejoin the course at the appropriate level during the following session.

18.1. Ordinarily a student shall be expected to re-join a course in the odd semester and shall continue in the following even semester also to complete the two semesters of a level which forms the basis of his promotion to the next higher level. If, however, the student owing to one or more of the following reasons has to repeat only one of the semesters, the credit as earned by him/ her for the other semester shall be carried forward for computation of CGPA, provided that he/she:

- has passed in all course items of the odd semester but has failed to secure promotion to the next level owing to non-compliance of promotion rules formulated taking into account both the Autumn and Spring semesters of the level.
- has passed in all courses of the even semester but has failed to secure elevation to the next level owing to non-compliance with the promotion rules taking both semesters into account.
- Was a regular student and cleared all courses in the Autumn semester as a regular student but was unable to continue as a student in the Spring semester due to reasons beyond his/her control.

18.2. Readmission

A student desirous of re-joining the programme as a regular student after discontinuation/non-promotion shall have to follow the following procedure:

- a. He/she shall have to apply to the University in a prescribed form seeking readmission to the appropriate level along with documentary evidence justifying his/ her case for readmission as follows:
 - **If his / her appropriate level is first year then he/ she may study all the subjects or the subjects he/ she is failed and the subjects which are new for him/ her based on the School level Equivalence Committee report with the approval from the Vice Chancellor.**
 - **If his/her appropriate level is other than first year then he/ she has to study the subjects as mapped by the School level Equivalence Committee with the approval from Vice Chancellor.**
- b. S/he shall undertake to clear all outstanding dues with the University and should pay the prescribed readmission fee.
- c. S/he shall declare that he/she is aware of the maximum time limit for the courses, and in the event of non-adherence to the time limit, he/she shall abide by the rules of the University.
- d. A student cannot claim readmission to a semester or a course as a matter of right.

18.3. Exit policy for M.Sc.-Ph.D. (dual/integrated) Programme

A candidate who wants to leave under any reason may be allowed to leave with M.Sc. Degree only subject to fulfillment of Degree eligibility criteria for the Course. In case of any student who chooses to leave the programme mid-way will not be awarded with degree. The students who have a CGPA 7.0 or more at the end of two years and successfully defend their Master's thesis shall be eligible for award of the Master's degree. Such students shall be inducted into the Ph. D. Programme directly / comprehensive examination with a CGPA of 7.0.

Notwithstanding anything contained in the above rules, the interpretation of the University shall be final in all matters.



19.0 AWARD OF DEGREE AND MAXIMUM TIME LIMIT FOR COMPLETION OF A PROGRAMME (STREAM (A))

In order to qualify for a Degree of the University a student must:

- a. Complete all the credit requirements for the Degree as laid down in the prescribed curriculum of the discipline with a minimum of D Grade scored in every theory and a minimum of C grade in every practical and sessional item except the following courses, where a minimum of C Grade to be scored in every theory as well as every practical and sessional items.
 - M.Tech Courses offered from the engineering schools (2020 Admitted Batch onwards)
 - M.Sc. Courses offered from School of Applied Sciences
 - LLM course offered from School of Law
- b. Obtain a CGPA of 6.0 or higher at the end of the semester in which he/she completes all the requirements for the Degree except UG programmes from School of Social Sciences where the CGPA must be atleast 5.0.
- c. Clear all institutional dues of the University including the hostel dues.
- d. Besides the above, a student is free to acquire additional credits by taking more number of open electives from other Schools in his/her final year provided he/she has a minimum CGPA of 7.5 till the end of his/her pre-final year. The grades obtained in such subject(s) will be recorded in his/her Grade Card and will contribute to the computation of CGPA.

19.1. Maximum Time Limit for completion of a Programme

A student for whatever reasons is not able to complete the programme within the normal period or the minimum duration prescribed for the programme, may be allowed two years period beyond the normal period to clear the backlogs to be qualified for the degree.

The general formula therefore should be as follows:

- Time Span = $N+2$ years for the completion of programme, Where N stands for the normal or minimum duration prescribed for completion of the programme
- In exceptional circumstances a further extension of one more year may be granted. The exceptional circumstances be spelt out clearly by the relevant statutory body concerned of the University.
- During the extended period the student shall be considered as a private candidate and also not be eligible for ranking.

20.0 DISSERTATION/THESIS EVALUATION FOR POSTGRADUATE PROGRAMMES

The general rules common to all programmes (under stream A) are also applicable to the postgraduate (PG) programmes offered by the University. However, the **Dissertation/Thesis** component which does not have an end semester examination is evaluated as per the PG regulation booklet of the University.

An evaluation committee comprising of faculty members of the school evaluate the mid semester performance. The committee is appointed by the Head of the school. The performance in the defence seminar and quality of the final dissertation are evaluated by a committee of faculty members appointed by the Head of the school **along with an external expert from an Institute/ Industry of repute**. The score sheet of the committee to be submitted to the controller of examination for processing of results.



20.1. Selection procedure for appointment of External Examiner

1. The Programme head prepares a list of external examiners from outside the institute in consultation with the Head of the school and thesis supervisor(s). The external examiner must not be below the rank of Associate Professor from a reputed institute.
2. The prepared list of external examiner(s) is forwarded to Vice Chancellor for approval. After approval, a date is fixed for final evaluation of the thesis in consultation with respective external examiner. One examiner can examine maximum Ten M. Tech. student's thesis.

21.0 SYSTEM OF EVALUATION AND AWARD OF DEGREE FOR MEDICAL SCIENCES RELATED PROGRAMMES - STREAM (B)

21.1. MBBS PROGRAMME

21.1.1 Examination and Evaluation

The performance of students pursuing MBBS degree course is to be assessed based on:

- Attendance
- Internal Assessment
- University Examination
- Compulsory Rotating Internship

The semester examinations and other test / examinations (both regular and supplementary) are conducted by the School where as Professional Examinations (both regular and supplementary) are conducted by the University as per the academic calendar.

21.1.2. Attendance

- i. 75% attendance is compulsory in a subject inclusive of attendance in non-lecture teaching, i.e., seminar, practical, group discussions, tutorials, demonstrations, hospital (Tertiary, Secondary, Primary) postings and bedside clinics etc. for appearing in the examination is compulsory.
- ii. The Vice Chancellor may condone attendance shortage to the extent of 5% in any course(s) for individual student on the following grounds with documentary proofs.
 - a). Incapacitation due to self-illness
 - b). Calamity in the family.
- iii. However, under no circumstances, students with less than 70% in a course attendance will be allowed to appear at the examination in that course/subject.
- iv. The heads of various departments must intimate to the Head of the School at least 15 days prior to the examination the names of such students who shall not be allowed to take examination due to shortage of attendance.
- v. The Head of the School shall announce the names of all such students who are not eligible to appear at the Professional Examination at least 7 days before the scheduled examination with a copy to the Controller of Examinations.

21.1.3. Internal Assessment

- i. Weightage for the internal assessment shall be 20% of the total marks in each subject.
- ii. Students must secure at least 35% marks of the total marks fixed for Internal Assessment (for Theory and Practical/Clinical 35% separately) in a particular subject in order to be eligible to appear at the final University Examination in that subject.
- iii. The results for a student will be withheld in case he/she has scored less than 50% of the total marks fixed for Internal Assessment. (2019 Admitted Batch onwards)



- iv. Internal Assessment shall be based on day- to –day assessment and the record of evaluation of student assignment, preparation for seminar, clinical case presentation etc.
- v. Internal Assessment shall relate to different ways in which students' participation in learning process during semesters is evaluated. Some examples are as follows:
 - Preparation of subject for students' seminar.
 - Preparation of a clinical case for discussion.
 - Clinical case study/problem solving exercise
 - Participation in project for health care in the community(planning stage to evaluation)
 - Proficiency in carrying out a practice or skill in small research project.
 - Multiple choice questions(MCQ) test after completion of a system/ teaching.
- vi. Regular periodical examinations shall be conducted throughout the course, the number of examinations to be conducted is left to the discretion of the department.
- vii. Day to day records should be given importance during internal assessment.
- viii. Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Homework, Vacation work etc.

21.1.4. University Examination

21.1.4.1. Paper setting and appointment of Examiners

- i. There shall be four University/Professional Examinations which are notified in the academic calendar.
- ii. The University shall not conduct more than two professional examinations in a year for any professional course within an interval of six weeks, i.e., supplementary examinations will follow the annual examination, after a duration of six weeks.
- iii. No person shall be appointed as examiner in any of the subjects of professional examination leading to and including the final professional examinations for the award of the MBBS degree unless he/she has at least 5 years of teaching experience as a faculty in college affiliated to a recognised university and a doctorate degree of a recognized university or an equivalent qualification in the particular subject as per recommendation of the council on teachers' eligibility qualifications.
- iv. There shall be at least 4 examiners for 100 students and at least 50% of the examiners must be External Examiners. The senior most internal examiner of the four (04) examiners will act as the Chairman and Coordinator of the whole examination programme. If the candidates appearing the examination are more than 100, one additional examiner, for every additional 50 or part there of candidates appearing shall be appointed.
- v. Non-medical scientist engaged in the teaching of medical students as whole-time teachers, may be appointed as examiners in their concerned subjects provided, they possess requisite doctorate qualifications and 5-year teaching experience of medical students after obtaining their postgraduate qualification. Provided further that the 50% of the examiners (internal and external) are from the medical qualification stream.
- vi. Except Head of the department of subject concerned in a college/institution, all others with the rank of Associate Professor or equivalent and above with requisite qualifications and experience shall be appointed internal examiners, by rotation, in their subjects. If there are no posts of Associate Professor in a department, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as an examiner.



- vii. The setting of University question paper shall be done by the external member/internal member not below the rank of Associate Professor, from outside of the same university recognized by NMC .
- viii. There shall be a Chairman of the Board of paper setters who shall be an internal examiner and shall moderate the question.
- ix. The appointment for question paper setters shall be done by the University.
- x. Each question paper on the subject is moderated by a suitable moderator appointed by the University.
- xi. The moderator may change maximum up to 40% of the total questions prepared by the question setter.
- xii. The evaluation of theory paper shall be done by both internal and external examiner to ascertain if the examinee has acquired the desired skill.
- xiii. There shall be external member on practical/oral and clinical examination and the eligibility for being a member is not below the rank of Associate Professor.
- xiv. The external examiner appointed for evaluation of answer scripts on a subject is preferably the same as an examiner on the same subject for practical/oral and clinical examination (refer VII above).

21.1.4.2. Question papers preparation

- (A) Head of the school shall forward the list of examiner panel 3 months before the University Examination. The list must contain correct postal address, E-mail id, Mobile number and Landline Number (Res & Off).
- (B) Approval of list of paper setters is obtained from the Vice Chancellor eight weeks prior to the examination and request to the paper setter is sent seven weeks prior to the examination.
- (C) Consent from the paper setters is obtained by E-mail/fax six weeks prior to the examination
- (D) Soft copies of the question papers from the paper setter should reach the COE four weeks prior the examination.
- (F) Moderation of soft copies of the question papers to be done minimum three weeks prior to the examination.
- (G) Formatting of question papers to be done minimum two weeks prior to the examination.
- (H) Question papers must be ready in sealed cover at least one week prior to the University examination.

All appointments shall be done by the University on Member for question paper setting, Internal and external examiners for evaluation of University Answer Scripts.

21.1.4.3. Specific format for Setting University Question paper

- i. Theory paper will be prepared by paper setter such that the questions will be of short/objective type and marks on each parts are indicated separately.
- ii. Total no of question mentioned in the sample question paper.
- iii. Scope for any choice/ All questions to be answered.

21.1.5 Evaluation

The evaluation for performance of students has two components:

- a. Evaluation through professional examinations.
- b. Continuous evaluation through internal assessments.

The distribution of weightage for various components of evaluation is as under:



2019 admitted batch onwards

Theory

Professional examination 100%

Practical/Clinical and oral

Professional examination 100%

2018 admitted batch and previous

Theory and Oral

Professional examination 80%

Internal assessment 20%

Practical/Clinical

Professional examination 80%

Internal assessment 20%

21.1.6. Evaluation system

Evaluation of a student at the end of a professional examination will be through

- a. Written examination
 - Descriptive (short structured question)(80%)
 - Multiple choices/Very short answer type (20%)
(Most of the questions should have an applied aspect)
- b. Oral examination
- c. Practical examination.

21.1.7. Pass Criteria in the examinations:

- i. A candidate will be allowed to appear, for a maximum of four times (annual and supplementary) to clear the first professional examination. In case he/she is unable to do so, his/her name will be struck off from the University rolls. A candidate can appear in the second professional examination only if he/ she has passed the first professional examination and complete the total course of studies for three semesters (i.e completed 18 months of training).
- ii. It is mandatory for a candidate to pass the second professional examination to sit for third professional examination Part I. But it is not mandatory to pass third professional Part I to enter the pre final and final terms. However, the candidate has to pass Part I examinations to sit for Part II examinations.
- iii. If a student has supplementary examination in only one subject, he/she is allowed to attend classes of the next professional courses and appear in the supplementary examination.
- iv. If s/he has supplementary in more than one subject, s/he is not allowed to attend the classes of the next professional courses until s/he clears all but at most one supplementary examination. In case s/he fails to clear the supplementary examination, s/he will be declared as 'fail' and s/he has to repeat the year.
- v. In general, a maximum of four attempts shall be allowed to a student to pass a professional examination.
- vi. A student may be permitted a fifth attempt to appear in a professional examination due to reasons of illness or family calamity, with the approval of the Vice Chancellor.



- vii. A student may apply to the CoE for re-checking of the answer script(s) on payment of prescribed fees within two weeks from the date of the declaration of the result. Rechecking shall mean verifying that all the questions and their parts have been duly marked as per the question paper including the totalling of marks. In the event of a discrepancy, the same shall be rectified through appropriate changes in both the result as well as answer script of the student concerned.
- viii. A student securing less than 50% of maximum marks in a course shall be allowed to reappear in the supplementary examination, while the marks obtained by such a student out of teacher(s) continuous evaluation component shall remain unchanged.
- ix. A student, fulfilling the minimum attendance requirements, is not able to appear in the professional examination, shall be allowed to appear in the supplementary/subsequent examination of the concerned course in subsequent terms when such examination are held. He/she shall not be required to attend the classes again, and the marks obtained by the student out of teacher's continuous evaluation component shall remain unchanged.
- x. A student who has not been allowed to take an examination due to shortage of attendance shall be required to repeat the course and will be required to attend classes in all component of the course. In such cases fresh continuous evaluation by teachers shall be taken while repeating the course. The institution may, at its discretion, arrange for additional teaching for students repeating the examination of a course. The modus operandi of such instruction shall be as notified by the institution.
- xi. A student who has reappeared in a professional examination shall be examined as per the syllabus in the scheme of teaching applicable at the time of joining of the concerned programme. Students who are eligible to reappear in an examination shall have to apply to Controller of Examinations for permission to reappear in an examination on payment of the prescribed fees.
- xii. A candidate obtaining the minimum required marks, shall pass the professional examination and shall be eligible for award of degree after completion of the third professional examination and rotating internship.
- xiii. There shall be no divisions for MBBS course. If a student secures above 75% marks or more in a course s/he deemed to have passes the course with honours.
- xiv. All the answer scripts after the evaluation by the examiners are scrutinised (in case of hard copy evaluation) by the scrutinizers appointed by respective department for the examinations.
- xv. Grace marks up to maximum of 5 marks may be awarded to the students who have failed only in one subject but passed in all other subjects.
- xvi. The Results Committee discusses the results of each subject and overall performance including honours in the subjects(s). It also considers the grace marks in marginal cases as per the regulations of the University.

2016 Admitted batch

1. Minimum 50% marks in Theory, Internal and Oral taken together.
2. Minimum 50% marks in Practical/Clinical and Internal component taken together.
3. 50% of the aggregate marks of all components (1+2)

2017 and 2018 Admitted batch

1. A student must secure minimum 35% mark of the total marks for internal assessment separately in Theory and practical components.
2. Minimum 50% marks in Theory and Oral taken together.
3. Minimum 50% marks in Practical/Clinical component.
4. 50% of the aggregate marks of all components (i.e. 1+2+3)



2019 Admitted batch onwards

1. In the internal assessment, students must secure 50% marks in aggregate (combined theory & Practicals, and not less than 40% in each) to pass the final examination in each subject.
2. In the Final Examination student must secure 50% marks in Theory 50% in (Oral + Practical) to pass the final examination.
3. Internal assessment marks are not to be added to the university examination and should be shown separately in the grade card.
4. Maximum 4 attempts within a time of 4 years from the date of admission permissible to clear the 1st Professional University examination.

21.1.8. Compulsory Rotation Internship:

Candidates undergoing training for the MBBS degree subsequent to passing the third professional examination must undergo a period of certified practical training of one year in the Medical School of her/his learning _____. This phase of training where the he/she is expected to actually practice medical and surgical skills under the active supervision of the coordinating unit so as to be capable of functioning independently in future. The objectives of internship are:

- to diagnose common diseases encountered in day-to-day practice and to be able to take a decision to refer them at the appropriate time if needed.
- to understand the use of essential drugs, infusion, transfusions and the use of laboratory services to the advantage of his/her patient.
- to manage emergency medical/surgical/gynaecological/obstetric/paediatric problems at the primary level.
- to monitor schemes in the national health programme in order to provide preventive and promotive health care services to the community.
- develop qualities of leadership to function as leader of health team in order to deliver curative and preventive services.
- To manage chronically ill (physically/mentally deranged) patients.

21.1.9. Honours in a subject: 75% or higher marks in respective theory courses and has passed the professional examination in the first attempt.

21.1.10. Rank: The highest marks in aggregate of 4 and 1/2 years are to be considered for deciding the rank in MBBS Course.

21.1.11. Award of Degree

The MBBS Degree is awarded after successful completion of all 4 and ½ years courses and Examinations and one (01) year of compulsory Rotating Internship in the parent Institution/another Institution recognized by the NMC.

21.2. PG (MD/MS) PROGRAMMES

21.2.1. A student shall undergo a course of training including examinations for a period of three years in a PG (M.D./ M.S.) course. The final theory examinations are conducted after 2 years and 9 months with the successful completion of thesis. The University Practical Examination will have Pedagogy as a component to assess the Post Graduate Students.

21.2.2. Thesis (Dissertation) Every Candidate shall carry out work on an assigned research project under the guidance of a recognized post graduate teacher. The project shall be written and submitted in the form of a Thesis (Dissertation). The synopsis of the thesis must be cleared by the Research Committee and Ethics Committee of the School and then approved by the Vice Chancellor.

21.2.3. Synopsis (Protocol of the Project): Every candidate shall submit Synopsis (Protocol of the Project) of a Thesis Plan to the University within the time (within 4 months of the joining the institution without fine and 5 months with fine) prescribed by the university.

The synopsis will have following features:

- (Title) Identify a relevant research question;
- Introduction of the Topic;
- (Aim and Objectives) State the objective(s) of the study;
- Conduct a critical review of literature;
- Describe Materials and Methods Mentioning Place of Study, Period of Study, Design of the Study including Sample size and a study protocol;
- Formulate a hypothesis;
- Undertake a study according to the protocol;
- Analyze and interpret research data, and draw conclusion;
- References

21.2.4. Design of the Thesis (Dissertation)

It should contain cover page with the Title, showing the name of the candidate, year of submission and the also the examination for which it is submitted followed the certification pages of the Guide, countersigned by the Head of the Department, acknowledgements, Contents (Introduction, Aims and Objectives, Review of Literature, Materials and Methods, Observation and Discussion, Summary and Conclusion, Bibliography-Vancouver style, Appendix, Case Records etc.)

The thesis should contain ordinarily 150 pages including Appendix and Case Records.

The Thesis must embody the Results of the Work done by the Candidate himself/ herself and shall be printed on one side of the paper. The size of the Thesis should be uniformly 8.27” X 11.69” (A4 Size) with Left hand Margin of 1 1/2 and Double Space Typing.

In case of transfer, retirement/ death of the Guide/ Examiner approved by the University, the Head of the Department/ next qualified Post Graduate teacher will be appointed as Guide/ Examiner to supervise the work of the student(s) for the remaining part of the work on approval of the Vice Chancellor. However, if the new incumbent supervises the thesis work/ the studentship of the candidate for a period of not less than three month, the new incumbent may be appointed as the Guide/ Examiner by the University with his/her consent.

21.2.5. Submission of Thesis:

Six number of copies of the Thesis are to be prepared by the candidate out of which *four* copies are to be submitted to the Controller of Examinations at least *six* months prior to commencement of the Theory Examinations. In exceptional circumstances, the Vice Chancellor may permit the candidate to submit the thesis within a period of three weeks on payment of late fee.

The Controller of Examinations shall send one copy of the Thesis to each of the three Examiners (one internal and two external who shall NOT be the examiners for Theory and Clinical examination) appointed for the purpose prior to commencement of the Theory Examination.

The Reports of the Individual Examiners should reach the University within one month of receiving the Thesis by them and the reports should be sent to the Head of the Department/ Guide soon after, so that the eligibility of the candidate to appear at the final University Examination will be recorded.

A candidate shall not be permitted to appear at the University Examination (Theory, Viva-Voce, Practical, / Clinical Examinations) unless the Thesis has been unanimously approved and accepted by all such examiners as appointed by the University, prior to the commencement of the Theory Examination.

Two copies of the Thesis shall be returned to the college for Central Library and the Department concerned for Archives. One copy will be retained by the University for Archives.

21.2.5.1. Compliance and revision of the thesis:

In case the Thesis is not accepted by any Examiner, the same shall be returned to the candidate together with the remarks of the Examiners. The candidate is required to resubmit the thesis to the University through the Guide/ Head of the Department. After making necessary modification/ correction in the light of the remarks by the Examiners so as to reach the Controller the Examinations at least three months prior to the commencement of

The following process is to be carried out for the compliance and revision of the theses.

- A Capsule committee to be constituted for monitoring the revision and compliance in MDS and MD theses. Separate Capsule Committee to be constituted for School of Medical Sciences and School of Dental Sciences.
- A thesis which is accepted with revision has to be thoroughly revised by the student.
- The revised thesis along with the point wise compliance report is to be presented by the student in the respective Capsule Committee in presence of the supervisor and the HOD of the department.
- The revised thesis to be submitted to the office of the Controller of Examinations along with the compliance report and certification of the Capsule Committee.

The Accepted/ Approved Thesis shall become the property of the University and permission to publish the same (which will not be granted until the thesis is approved by the Board of the Examiners) shall have to be obtained from the University authority. Apart from the Thesis work can be presented in a learned gathering/ seminar/CME/ Conference.

21.2.6. Formative Assessment (End of Term Theory/ Practical/ Viva-Voce Examinations):

Conducted at end of first, second year and after 2 years 9 months, but sufficiently ahead of University Theory Examination and the performance to be recorded in the Sec-B of the Log Book. The last Internal Assessment Examination, prior to appearing the Final University Examination, will be of same pattern as that of University Examination in the concerned subject.

Marks for **Personal Attributes** and **Work done** shall be given annually by all the senior faculty members under whom the resident was posted during the year.

Average of the three years assessment should be put as the final marks out of 20 Marks for Academic Activity.

Formative assessment will not count towards pass/fail at the end of the teaching programme, but will provide feedback to the candidate.

21.2.7. Internal Assessment: The performance of the Postgraduate student during the training period should be monitored throughout the course and duly recorded in the log books (Section- A and B) as evidence of the ability and daily work of the student.



Marks should be allotted out of 100 as follows for the Internal Assessment:-

Sr. No.	Items	Marks
1	Personal Attributes	20
2	Practical Work	20
3	Academic Activities	20
4	End of Term Theory Examination	20
5	End of Term Practical/ Clinical and Viva – Voce Examination	20

21.2.8. Personal Attributes:

Behaviour and Emotional Stability: Dependability, discipline, dedication, stability in emergency situations reflects positive approach.

Motivation and Initiative: Takes on responsibility, innovative, enterprising, does not shirk duties or leave any work pending.

Honesty and Integrity: Truthful, admits mistakes, does not cook up information, has ethical conduct, exhibits good moral values, loyal to the institution.

Interpersonal Skills and Leadership Quality: Gets on well with colleagues and paramedical staff, IS RESPECTFUL TO SENIORS, HAS GOOD COMMUNICATION SKILLS.

21.2.9. Practical Work:

Availability: Punctual, available continuously on duty, responds promptly on assignments and takes proper permission for leave.

Diligence: Dedicated, hardworking, does not shirk duties, leaves no work pending, does not sit idle, and competent in practical work.

Academic Ability: Intelligent, shows sound knowledge and skills, participates adequately in academic activities, and performs well in Viva-Voce presentation and department Academic tests.

Performance: Proficient in presentations and discussions during academic sessions in the department.

21.2.10. Summative Assessment at University Examination: M.D. / M.S. Examination shall be held twice a year for each subject within an interval of not less than four months and not more than six months.

The Examination shall be organized on the basis of marking system to evaluate and assess candidate's level of knowledge, skill and competence at the end of the training programme.

A candidate is required to present one poster presentation, to read one paper at a national/state conference and to present one research paper which shall be published/accepted for publication/sent for publication with an indexed in Scopus or PubMed during the period of his postgraduate studies so as to make him/ her eligible to appear at the University Examination.

Candidate shall have to pass Theory, Viva-Voce & Practical Examinations separately. The Examinations for the M.D. / M.S. shall consist of

- Thesis approval ("A candidate, whose Thesis has been approved by Board of Examiners) is a pre-requisite for eligibility to appear the University Examination.
- Four Theory papers each of 100marks
- Viva-Voce of 100 marks and
- Practical/ Clinical of 100 marks



21.2.11. University Theory examination for M.D./M.S. (Total 400 Marks): The Final Theory Examinations shall be held after completion of Two years and Nine months after the last date of admission. Evaluation of the answer scripts by the Examiners will be completed prior to commencement of Practical and Viva-Voce Examination. The examination schedule shall be notified by the Controller of Examinations.

On completion of Theory Examination, Viva-Voce, Practical/ Clinical Examination are scheduled in the concerned subject, by the Principal.

Each Paper will consist of Section-A- 20 (Twenty) number of Multiple Choice Questions- 1 X 20=20Marks, Section-B-4 (Four) number of Short Answer type Questions-10 X 04=40 Marks, and 2(Two) number of Long Answer type of Questions- 20 X 02= 40 Marks. Out of three hours duration of each Theory paper, Section-A, is to be answered within first 20minutes of the commencement of the examination and on completion of twenty minutes, MCQ Answer sheets (Section- A) have to be collected from the candidates by the Invigilators.

The details of topic in each Paper will be provided by individual department.

Paper	Title	Marks	Duration
Paper I	General and Applied Basic Medical Sciences of the concerned subject	100	3 Hours
Paper II		100	3 Hours
Paper III		100	3 Hours
Paper IV	Recent Advances & other aspect of the concerned Subject	100	3 Hours

All theory Answer Scripts shall be evaluated individually by each of the four Examiners, i.e., Two External Examiners from outside the state from a recognized University Institution and Two Internal Examiners appointed for the purpose by the Syndicate, considering the criteria for appointment of Post Graduate Medical Examiners as per the NMC guidelines (Theory valuation should NOT BE carried out by the examiners appointed for practical and Viva- Voce Examination. These External and Internal Examiners shall constitute the Board of Conducting Examiners.

21.2.12. University Practical/ Clinical and Viva-Voce Examination (Total 200 Marks):

Practical Examination for the subjects shall be conducted to test the knowledge and competency of the candidate for making valid and relevant observations based on the experimental/ Laboratory studies and ability to perform such observations as are relevant to the subject concerned.

The Viva- Voce Examination shall be aimed at assessing the candidate's knowledge and competency of the subject, investigative procedures, therapeutic techniques and other aspects of the speciality (subject). A maximum of four (04) candidates may be examined in Viva-Voce and Practical/ Clinical Examination per day.

The Viva-Voce and Practical/ Clinical Examination in each subject are to be completed before completion of three calendar years from the date of admission of the candidate.

21.2.13. Appointment of examiners: The minimum number of Examiners shall be *four* in each of the Post Graduate Medical Examinations.

There shall be *two* External Examiners from outside the state and *two* Internal Examiners appointed by the University.

Under the exceptional circumstances, examinations may be conducted with *three* Examiners, provided *two* of them are External and the NMC is intimated with the justification of such action prior to publication of result for approval.

Under no circumstances, result in such cases shall be published without the approval of NMC.



“An examiner shall ordinarily be appointed for not more than two consecutive terms”. The Internal Examiner in a subject shall not accept External Examinership for a college from which External Examiner is appointed in his/her subject.

The same set of Examiners shall ordinarily be responsible for the Theory, Viva- Voce and Practical/Clinical Examination.

There shall be a Chairman of the Board of Paper Setters who shall be an External Examiner and shall moderate the Question Papers.

The concerned Head of the Department shall ordinarily be one of the Internal Examiners and second Internal Examiner shall rotate after two years.

Examiners appointed for the First (Annual) Examination of the year shall, as far as possible, be appointed in the Second (Supplementary) Examination for that year.

All the Examiners shall be jointly responsible for all components of the Post Graduate Medical Examinations. In pursuance of this the Head of the Department / Chairman- Board of Examiners shall make necessary arrangement for smooth conduct of Viva-Voce and Practical/ Clinical examinations.

The candidate shall bring with him/her a copy of the Thesis while appearing the Viva-Voce Examination. The Examiner shall jointly consider the reports of other Examiners of the Thesis and may examine the candidate further on the Thesis for clarifying the points raised by the examiner(s), if any.

The candidate will be assessed by four examiners covering non-overlapping portions of the entire topics/sections of the speciality (subjects) and mark will be given independently by individual Examiner.

Components	Marks
Practical:-	
1 st Day (Practical / Field visit / Long Clinical Case / Short Clinical Case)	80
2 nd Day Micro teaching on the Topic for 15-20 Minutes (PEDAGOGY).	20
2 nd Day Viva- Voce examination will be conducted at four stations independently.	100
3 rd Day Viva- Voce and Practical in Microbiology	

21.2.14. Criteria for Results:

The Internal and External Examiners concerned shall constitute a Board and confer at the end of the examination and evaluate the answer scripts, in each Theory paper separately and then on the aggregate of all four papers and then they shall consider the overall performance of the candidate in Theory, Viva-Voce and Practical/ Clinical Examination and shall submit the result in the prescribed form duly signed by them for approval of the competent authority.

The Candidate has to secure a minimum of 40% marks in Individual Theory Paper to pass and not less than 50% Marks in (i) Theory (All papers taken together), (ii) Viva-Voce and (iii) Practical/Clinical Examination separately in order to pass the whole examination.

The candidate whose performance at the Theory, Viva-Voce, Practical/Clinical Examination, to be of sufficient proficiency is recommended for the award of Degree of M.S./M.D. of the University in the subject, shall be declared to have passed the Examination and the Vice Chancellor shall approve his/her name to be published along with the Title of his/her Thesis/Dissertation.

Only candidates who have been unanimously recommended by all the four Examiners to have performed satisfactorily shall be considered by the Syndicate for award of the Degree.

A candidate, whose Thesis has been approved by Board of Examiners, but whose performance at the other parts of the Examinations is not considered satisfactory, shall be exempted from re-submission of the thesis for the FIVE subsequent examinations of the University. The failed candidate will appear at the next examination conducted by the University after a gap of not less than 4 months and not more than 6 (Six) months of publication of results.



21.2.15. Publication of Results: Publication of the Results by the University will be effected after the completion of Examination. The University shall publish a list of successful candidates arranged in alphabetical order (Subject wise) with a condition that the concerned Certificate will be issued only on completion of the requisite period of *three* calendar years of training from the actual date of Joining (Date or Registration) the programme by the candidate. Qualified candidates will be issued Provisional Pass Certificate by the University on receipt of required clearance/ no dues certificate from the Department concerned.

21.2.16. Award of Degree: A candidate declared successful in the examinations shall be granted a Degree of Master of Surgery (MS) or Doctorate of Medicine (MD) in the respective specialization.

21.3. BDS PROGRAMME

21.3.1. Examination and Evaluation

The performance of students pursuing BDS degree course shall be assessed broadly on the following:

1. Written examination
2. Practical examination
3. Clinical examination
4. Viva voce

21.3.2. Internal assessment

The examinations may be held at regular interval at least 3 times in a given academic year and the average marks of these examinations should be considered. Ten percent of the total marks in each subject separately for theory and practical/clinical examination should be set aside for the internal assessment examination.

21.3.3. University examination:

The examination for BDS Course shall be divided into first BDS examination at the end of the first academic year, second BDS examination at the end of second year, third BDS examination at the end of third year, fourth BDS examination at the end of fourth year and Final BDS examination at the end of fifth year. 240 days minimum teaching in each academic year is mandatory.

The examination shall be open to a candidate who satisfies the requirements of attendance and other rules laid down by the university.

The University shall organize admission timings and the admission process in such a way that teaching starts from first day of August in each academic year.

21.3.4. Paper setting and appointment of Examiners

A faculty in a Dental teaching institution should have:

1. MDS Degree from a recognized Institution
2. Four years teaching experience in the subject in a Dental Institution
3. The post of a Reader or above in a Dental Institution approved/recognized by Dental Council of India for BDS

Specific criteria:

1. In case of Public Health Dentistry as there is an acute shortage of teachers, one examiner has to be from Public Health Dentistry and second one could be from periodontics. This arrangement shall be reviewed after three years.
2. In case of physiology and Biochemistry, the internal examiner is from physiology and the external examiner is from Biochemistry or vice-versa.
3. In case of Pathology and Microbiology, the internal examiner is from Pathology and the external examiner is from Microbiology or vice-versa.
4. In case of Dental Materials, the internal examiner is from prosthodontics and the external examiner should be from Conservative Dentistry or vice-versa.



Fifty Percent of Examiners appointed shall be external from the Dental Institutions from any another University preferably outside the state approved /recognized by Dental Council of India for BDS Course.

Reciprocal arrangement of Examiners should be discouraged. In such situation, internal examiner in a subject is not allowed to act as external examiner for a collage/Institute/University from which external Examiner is appointed in that subject for the corresponding period.

No person shall be external Examiner to the same university for more than three consecutive years. However, if there is a break of one year the person can be re-appointed.

“Minimum Physical Requirement and Minimum staffing pattern (as per DCI Regulation 2006)”

21.3.4. Written Examination

1. The written examination in each subject shall consist of one paper of three hours duration and shall have maximum of 70 marks.
2. In the subjects of Physiology and Biochemistry and Pathology and Microbiology each paper will be divided into two parts such as part A and B of equal marks.
3. The question paper should contain different types of question such as essays, short Answers and objective type /M.C.Q's.
4. The nature of questions set, should be aimed to evaluate students of different standards, ranging from average to excellent.
5. The question should cover as broad an area of the content of the course. The essay questions should be properly structured and the marks specifically allotted.
6. The University may set up a question bank.

21.3.5. Practical and Clinical Examination

1.Objective Structured Clinical Evaluation: The present system of conducting practical and clinical examinations at several Universities provides chance for unrealistic proportions of luck. Only a particular clinical and practical examination should provide a number of chances for the candidate to express one's skills. A number of examination stations with specific instruction should be provided. This can include clinical procedures, Laboratories, experiments, spotters etc. Evaluation must be made objective and structured. The method of objective structured clinical examination should be followed. This will avoid examiner bias because both the examiner and the examinee are given specific instruction on what is to be observed at each station.

2.Records/Log Books: The candidate should be given credit for his records based on the scores obtained in the record. The marks obtained for the record in the first appearance can be carried over to the subsequent appearance if necessary.

3.Scheme of Clinical and practical Examinations: The Scheme of Clinical and practical Examinations, the type of clinical procedures/experiments to be performed and the marks allotted for each are to be discussed and finalized by the chairman and other examiners and it is to be published prior to the conduct of examination along with the publication of the time table for the practical examination. This scheme should be brought to the notice of the external examiner as and when the examiner reports. The practical and clinical examination should be evaluated by two examiners of which one shall be an external examiner appointed from other university preferably outside the state. Each candidate should be evaluated by each examiner independently and marks computed at the end of examination.

4.Viva Voce: Viva voce is an excellent mode of assessment because it permits a fairly broad coverage and it can assess the problem solving capacity of the student. An assessment related to the affective domain is also possible through Viva Voce. It is desirable to conduct the viva voce independently by each examiner. In order to avoid vagueness and maintain uniformity of standard and coverage, question can be formulated before administrating them on each student. Twenty marks are exclusively allotted for Viva Voce and that can be divided equally amongst the examiner that is 10 marks per examiner.



21.3.6. Criteria for Promotion

Any student, who does not clear the first BDS University Examination in all subjects within 3 years from the date of admission, shall be discharged from the BDS programme.

Any candidate who fails in one subject in an examination is permitted to go to the next higher class and appear for the subject and clear it successfully before he/she is permitted for the next higher examination.

A candidate who has not successfully completed the first BDS examination cannot appear in the second year Examination.

A candidate who has successfully completed the second BDS Examination can appear the third BDS Examination.

21.3.7. Criteria for a pass in the examinations

The Results Committee discusses the results of each subject and overall performance. The grace marks on marginal cases as per University Rule are also discussed and after considering the results it is recommended for approval of the competent University.

Fifty percent of the total marks in any subject computed as aggregate for theory i.e., written, viva voce and internal assessment and practical including internal assessment separately is essential for a pass in the subject.

A candidate must secure at least 50% marks to pass in a subject in the university examination both in Theory and practical/clinical examinations as detailed below

- A candidate shall secure 50% marks in aggregate in theory including Viva Voce and internal assessment in University written Examination combined together.
- A candidate shall secure 50% of University practical marks and internal assessment combined together in the University practical/clinical examinations.
- In case of pre clinical Prosthetic Dentistry and Pre Clinical Conservative dentistry in second BDS where there is no written examination, minimum pass mark is 50% of marks in practical and Viva Voce combined together in University examination including internal assessment.
- Successful candidates who obtain 65% of the total marks or more shall be declared to have passed the examination in First class. Other successful candidates will be placed in second class. A candidate who obtains 75% marks and above in a subject is eligible for Distinction in that subject. Only those candidates who pass the whole examination in the first attempt will be eligible for distinction or class.
- First Class and distinction etc to be awarded by the university as per respective rules.
- The rank in the programme is decided based on the highest in aggregate of 4 years marks.
- After the evaluation from all examiners, all the answer scripts are scrutinized (in case of hard copy evaluation) by Scrutinizers appointed by respective department for the Examinations.
- Marginal cases up to a maximum of 5 marks are awarded to the students who have failed only in one subject but passed in all other subjects.

21.3.8. Re-scrutiny of Marks (in case of hard copy evaluation)

A student may apply, within two weeks from the date of the declaration of the result, for re-checking/ re-totalling of the examination script(s) on the payment of prescribed fees. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and checking the totalling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in both the result as well as the sheet of the concerned professional examination.

21.3.9. Award of Degree

After successful completion of all *four* year Examinations, *one* year of compulsory Rotating Internship in the parent Institution/ another Institution recognized by Dental Council of India (D.C.I) for the award of BDS degree.



21.4. PG (MDS) PROGRAMME

MDS degree examination in any branch of the study shall consist of dissertation, written paper examination (theory), practical/clinical and Viva-voce & pedagogy. There shall be two examinations (Part –I and Part-II) within the three years of the programme.

21.4.1 Eligibility for Examinations

The following requirements shall be fulfilled by the candidate to become eligible for the final examination.

1. Attendance: Every candidate shall secure (80% attendance during each academic year).
2. Progress and conduct: Every candidate shall participate in seminars, journal review meetings, symposia, conferences, case presentations, clinics and didactic lectures during each year organised by the concerned department.
3. Work diary and log book: Every candidate shall maintain a work diary and log book as per Annexure-1 appended to these regulations for recording his / her participation in the training programmes conducted by the department. The work diary and log book shall be verified and certified by the Head of the Department of the institution. The certification of satisfactory progress is based on the work diary and log book.
4. Acceptance of dissertation shall be pre-condition for the candidate to appear for the final University examinations.

21.4.2 Criteria for University Examinations:

The university examination shall consist of theory, practical, clinical examination, Viva-Voce and Pedagogy Theory:

Part-I consists of one paper

There shall be a theory examination in the Basic Sciences at the end of first year of course. The question papers shall be set and evaluated by the concerned Department/Specialty. The candidates shall have to secure a minimum of 50% marks in the Basic Sciences and shall have to pass the **Part-I** examination at least six months prior to the final (**Part-II**) examination.

Part-II consists of three papers (Paper I, Paper II and Paper III).

A candidate, interested to study in a second speciality, shall have to undergo the full course of three years duration in that speciality.

21.4.3. Scheme of Examination:

Theory: Part-I : Basic Sciences Paper - 100 Marks

Part-II : Paper-I, Paper-II & Paper-III - 300 Marks (100 Marks for each Paper)

Written examination shall consist of Basic Sciences (Part-I) of three hours duration and shall be conducted at the end of First year of MDS course. Part-II Examination shall be conducted at the end of Third year of MDS course. Part-II Examination shall consist of Paper-I, Paper-II & Paper-III, each of three hours duration.

21.4.4. Question Papers setting

Part-I University Examination (100 Marks):-

There shall be 10 questions of 10 marks each (Total of 100 Marks)

Part-II (3 papers of 100 Marks each):-

I. Paper-I: Two long type questions of 25 marks each and 5 short essays of 10 marks each. (Total of 100 Marks)

II. Paper-II: Two long type questions of 25 marks each and 5 short type of 10 marks each. (Total of 100 Marks)

III. Paper-III: Two out of three essay type questions (50x2=100 Marks)

Practical and Clinical Examination : 200 Marks

Viva-voce and Pedagogy : 100 Marks

21.4.5. Appointment of Examiners:

Part-I: There shall be one internal and one external examiner for three students appointed by the affiliating university for evaluating the answer script of the same speciality. However, the number of examiner(s) may be increased with the corresponding increase in number of students.

Part-II: There shall be four examiners in each subject. Out of them, two (50%) shall be external examiners and two (50%) shall be internal examiners. Both external examiners shall be from a university other than the affiliating university and one examiner shall be from a university outside the State and approved / recognised by the DCI.

21.4.6. Qualification and experience for examiners:

The qualification and experience for appointment of an examiner shall be as follows:

- i. Shall possess qualification and experience of a professor in a post-graduate degree programme.
- ii. A person who is not a regular post-graduate teacher in the subject shall not be appointed as an examiner.
- iii. The internal examiner in a subject shall not accept external examinership in a college of the external examiner for the same academic year.
- iv. No person shall be appointed as an external examiner for the same institution for more than two consecutive years. However, if there is a break of one year, the person can be re-appointed.

21.4.7. Dissertation:

Every candidate shall carry out work on an assigned research project under the guidance of a recognized post graduate teacher. The project shall be written and submitted in the form of a Dissertation. The synopsis of the Dissertation must be passed by the Research Committee and Ethical Committee of the School and approved by the Vice Chancellor.

Every candidate must appearing for the post-graduate degree examination shall at least six months prior to the examinations, submit with his form for examination, four typewritten copies of the dissertation undertaken by the candidate, prepared under the direction and guidance of his/her guide. The dissertation so submitted shall be referred to the examiners for their examination and acceptance of it shall be a condition precedent to allow the candidate to appear for the written part of the examination.

Provided that a candidate whose dissertation has been accepted by the examiner, but declared failed at the examination, shall be permitted to re-appear at the subsequent examination without a new dissertation, provided further that if the dissertation is rejected by the examiner, the examiner shall assign reasons with suggestions for its improvement to the candidate and such candidate shall re-submit his/her dissertation to the examiner who shall accept it before appearing in the examination. In case the examiner has accepted the dissertation with revision, the process mentioned in section 21.2.5.1 will be followed.

21.4.8. Dissertation

The dissertation is aimed to train a postgraduate student in research methods and techniques. It includes identification of a problem, formulation of a hypothesis, search and review of literature, getting acquainted with recent advances, designing of a research study, collection of data, critical analysis and comparison of results and drawing conclusions.

Every candidate shall submit to the University in the prescribed format, a synopsis containing particulars of proposed dissertation work within six months from the date of commencement of the course or before the dates notified by the University. The synopsis shall be sent through the proper channel.

Such synopsis will be reviewed and the dissertation topic will be registered by the University. No change in the dissertation topic or guide shall be made without prior approval of the University.



The dissertation should be written under the following headings:

- i. Introduction
- ii. Aims or Objectives of study
- iii. Review of literature
- iv. Results
- v. Discussions
- vi. Conclusion
- vii. Summary
- viii. Reference
- ix. Tables
- x. Annexures

The written text of dissertation shall be not less than 50 pages and shall not exceed 150 pages excluding references, tables, questionnaires and other annexures. It should be typed in double line spacing on one side of paper (A4 size, 8.27" x 11.69"). Spiral binding should be avoided. The dissertation shall be certified by the guide, head of the department and head of the Institution. Four copies of dissertation thus prepared shall be submitted to the university, six months before final examination on or before the dates notified by the University. The dissertation shall be evaluated by the examiners appointed by the University. Approval of dissertation work is an essential precondition for a candidate to appear in the University examination.

Guide: The academic qualification and teaching experience required for recognition by KIIT Deemed to be University as a guide for dissertation work is same as laid down by Dental Council of India.

Change of guide: In the event of a registered guide leaving the college for any reason or in the event of death of guide, guide may be changed with prior permission from the university authority.

21.4.9. Clinical/Practical Examination:

Clinical/Practical examination is designed to test the clinical skill, performance and competence of the candidate in skills such as communication, clinical examination, medical /dental procedures of prescription, exercise prescription, latest techniques, evaluation and interpretation of results so as to undertake independent work as a specialist. The affiliating university shall ensure that the candidate has been given ample opportunity to perform various clinical procedures.

The practical/clinical examination in all the specialities shall be conducted for six candidates in two days, otherwise it may be extended for only one more day.

21.4.10. Viva-Voce Examination:

Viva voce examination aims at assesses the depth of knowledge, logical reasoning, confidence level and communication skill of the students.

21.4.11. Valuation of Answer Books:

Part-I: Answer books(s) shall be evaluated by the internal and external examiner(s) separately and then the average shall be computed.

Part-II: Answer books shall be evaluated by four examiners, two internal and two external separately and then the average marks shall be computed.

21.4.12. Criteria for pass certificate:

To pass the university examination, a candidate shall secure in both theory examination and in practical/clinical including viva voce separately an aggregate of 50% of total marks allotted (50 out of 100 marks in Part-I examination and 150 marks out of 300 in Part-II examination in theory and 150 out of 300 in clinical plus viva voce together). A candidate securing marks below 50% as mentioned above shall be declared to have failed in the examination.

A candidate who is declared successful in the examination shall be granted a Degree of Master of Dental Surgery in the respective speciality.



21.4.13. Award of Degree

A candidate is declared successful in the examinations shall be granted a Degree of Master of Dental Surgery (MDS) in the respective specialization.

21.5. B.Sc. NURSING - REGULATION ON EXAMINATIONS

For 2020 Admitted Batch & Previous

21.5.1. Eligibility for appearing examination:

A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory and separately practical in each subject for appearing the examination.

21.5.2. Practical examination:

1. Maximum number of candidates for Practical examination should not exceed 20 per day.
2. All practical examinations must be held in the respective clinical areas.
3. One Internal and one external examiner should jointly conduct practical examination for each student.

21.5.3. Eligibility criteria for Examiner:

An examiner should be a lecturer or above in a college of nursing with M.Sc. (N) in concerned subject and minimum of 3 years of teaching experience in the collegiate programme. A faculty having M.Sc (N) with any specialty is eligible to be an examiner for nursing foundations course.

21.5.4. Paper setting and Appointment of Examiners

- i. There shall be four University/Professional Examinations schedule which shall be notified in the academic calendar every year/semester by the University
- ii. The University shall conduct at most two professional examinations in a year for any professional course with an interval of at least six weeks, i.e. Supplementary examinations will follow the Annual examination.
- iii. A person shall be eligible to be appointed as an examiner in any of the subject if he/she has at least 3 year experience as a Lecturer or above from a recognized college / University.
- iv. An Examiner shall be appointed according to the specialization of a subject. An M.Sc. Nursing faculty with any specialisation may be considered be an Examiner for Nursing Foundation Course.
- v. There shall be at least 2 Examiners for 50 students, out of whom one must be an External Examiner, the senior most internal examiner will act as the Chairman and Co-coordinator of the whole examination programme.
- vi. The setting of University Question paper shall be done by the External member from a college/university outside the State / inside the State (Outside the same University) recognized by the Nursing Council of India (NCI).
- vii. There shall be a Chairman of the Board of paper setters who shall be an internal examiner and at all moderate the questions.
- viii. The University shall issue individual appointment letters to the members of the Board of paper.
- ix. The evaluation of the Theory papers shall be done by both Internal and External Examiners separately.
- x. The External examiner appointed for conducting practical and oral examinations shall evaluate the Answer scripts.
- xi. The grace mark up to a maximum of 5 marks may be awarded at the discretion of results committee approved by the Vice Chancellor to a student who has failed in one theory subject and has passed in all other subjects.

21.5.5.Question Paper preparation

- (a) Principal shall forward the list of examiner panel 3 months before the University Examination. The list must contain correct postal address, e-mail Id, mobile number or Land line Number (Res. and Off.).
- (b) Approval of list of paper setters shall be done eight weeks prior to the examination.
- (c) The paper setters shall be intimated of their responsibility seven weeks prior to the Examination.
- (d) The paper setters shall be communicated for their consent by e-mail/fax five weeks prior to the Examination.
- (e) Soft copies of the question papers should reach the COE from the paper setters four weeks prior to the examination.
- (f) Moderation of the soft copies of the question papers shall be done minimum three weeks prior to the examinations.
- (g) Formatting of questions shall be done minimum 2 weeks prior to the examination.
- (h) Question paper must be ready in sealed cover one week prior to the University Examination.

21.5.6.Criteria on internship:

1. Internal assessment out of 100 marks shall be sent to the University on completion of Internship for Inclusion in the mark sheets.
2. Final year marks shall be withheld till the candidate completes attendance for practical and internship.

21.5.7.Time duration for completion of course:

1. The maximum period to complete the B. Sc. Nursing course successfully is 8 years.
2. Mercy Chance for completing the course IS AS PER THE INC GUIDELINES.

21.5.8. Criteria of passing in a subject:

The Results Committee discusses the results of each subject and overall performance. The grace marks on marginal cases as per University Rule are also awarded and then the results are recommended for approval of the University authority.

1. Minimum pass marks shall be 40% for English only.
2. Theory and Practical exams for Introduction to computer are conducted as College examination and marks are sent to the University for necessary action.
3. Minimum pass marks shall be 50% in each of the Theory and Practical papers separately.
4. A candidate has to pass in theory and practical exam separately in each of the paper.
5. If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and Practical).

21.5.9. Promotion to next academic session:

1. A failed candidate may be permitted for admission to next year.
2. Such candidates shall have to clear all the previous examination before appearing at the final year examination.

**21.5.10. Classification of result:**

Percentage	Category
50%	Pass in each of the Theory and Practical papers separately
40%	Pass in English paper only (Only applicable to B.Sc. Nursing)
≥50% - <60%	Second Division
≥60% - <75%	First Division
≥ 75% - 100	Distinction

Rank after Final Examination:

The highest in aggregate marks of 4 years is considered for ranking.

21.5.11. Award of Degree:

A student is eligible for the award of Nursing only after successful completion of all the examinations and six months internship in the parent institute recognized by Indian Nursing Council of India (INC).

For 2021 Admitted Batch Onwards**21.5.12 Examination Regulations**

- Applied Anatomy and Applied Physiology: Question paper will consist of Section-A Applied Anatomy of 37 marks and Section-B Applied Physiology of 38 marks.
- Applied Sociology and Applied Psychology: Question paper will consist of Section-A Applied Sociology of 37 marks and Section-B Applied Psychology of 38 marks.
- Applied Microbiology and Infection Control including Safety: Question paper will consist of Section-A Applied Microbiology of 37 marks and Section-B Infection Control including Safety of 38 marks.
- Applied Nutrition and Dietetics and Applied Biochemistry: Question paper will consist of Section-A Applied Nutrition and Dietetics of 50 marks and Section-B Biochemistry of 25 marks.
- Pharmacology, Genetics and Pathology: Question paper will consist of Section-A of Pharmacology with 38 marks, Section-B of Pathology with 25 marks and Genetics with 12 marks.
- Nursing Research and Statistics: Nursing Research should be of 55 marks and Statistics of 20 marks.
- A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each course/subject for appearing for examination.
- A candidate must have 100% attendance in each of the practical areas before award of degree.
- Following exams shall be conducted as College exam and minimum pass is 50% (C Grade) and to be sent to the University for inclusion in the marks sheet and shall be considered for calculating aggregate.
 - i. Communicative English
 - ii. Health/Nursing Informatics and Technology
 - iii. Professionalism, Professional Values and Ethics including Bioethics
 - iv. Introduction to Forensic Nursing & Indian Laws



- Minimum pass marks shall be 40% (P grade/4 point) for English only and elective modules.
- Minimum pass marks shall be 50% in each of the Theory and practical papers separately except in English.
- The student has to pass in all mandatory modules placed within courses and the pass mark for each module is 50% (C Grade). The allotted percentage of marks will be included in the internal assessment of College/University Examination.
- A candidate has to pass in theory and practical exam separately in each of the paper.
If a candidate fails in either theory or practical, he/she has to re-appear for both the papers (Theory and Practical).
- If the student has failed in only one subject and has passed in all the other subjects of a particular semester and Grace marks of up to 5 marks to theory marks can be added for one course/subject only, provided that by such an addition the student passes the semester examination.
- The candidate shall appear for exams in each semester:
 - i. The candidate shall have cleared all the previous examinations before appearing for fifth semester examination. However, the candidates shall be permitted to attend the consecutive semesters.
 - ii. The candidate shall have cleared all the previous examinations before appearing for seventh semester examination. However, the candidates shall be permitted to attend the consecutive semesters.
 - iii. The candidate shall have cleared all the previous examination before appearing for final year examination.
 - iv. The maximum period to complete the course successfully should not exceed 8 years.
- The candidate has to pass separately in internal and external examination (shall be reflected in the marks sheet). The average internal mark of the students should not be more than 75% in each course.
- At least 50% of the Non-nursing subjects like Applied Anatomy & Physiology, Applied Biochemistry, Applied Psychology & Sociology, Applied Microbiology, Pharmacology, Genetics, Nutrition & Dietetics, Communicative English and Health/Nursing Informatics & Technology should be taught by the Nursing teachers. Teachers who are involved in teaching non-nursing subjects can be the examiners for the programme.
- Maximum number of candidates for practical examination should not exceed 20 per day. Particular year and of same institution batch shall be examined by the same set of examiners.
- All practical examinations must be held in the respective clinical areas.
- One internal and one external examiner should jointly conduct practical examination for each student.
- An examiner for theory and practical/OSCE examination should be an Assistant Professor or above in a College of Nursing with M.Sc. (Nursing) in concerned subject and minimum 3 years of teaching experience. To be an examiner for Nursing Foundations course, the faculty having M.Sc. (Nursing) with any specialty shall be considered.

21.5.13 Assessment Guidelines

21.5.13.1 Grading of Performance

Based on the performance, each student shall be awarded a final grade at the end of the semester for each course. Absolute grading is used by converting the marks to grade, based on predetermined class intervals. UGC 10 point grading system is used with pass grade modified.



Latter Grade	Grade Point	Percentage of marks
O (Outstanding)	10	100%
A+ (Excellent)	9	90-99.99%
A (Very Good)	8	80-89.99%
B+ (Good)	7	70-79.99%
B (Above Average)	6	60-69.99%
C (Average)	5	50-59.99%
P (Pass)	4	40-49.99%
F (Fail)	0	

For Nursing Courses and all other courses– Pass is at C Grade (5 grade point) 50% and above

For English and electives– Pass is at P Grade (4 grade point) 40% and above

CREDIT POINT = CREDIT X POINT for each course item.

CREDIT INDEX (CI) = Σ CREDIT POINT of all course items in a semester.

Semester Grade Point Average (SGPA) = CI / Σ CREDITS (for a semester)

Cumulative Grade Point Average

$$CGPA = \frac{[\Sigma CI \text{ of all previous semesters up to current semester}]}{[\Sigma CREDITS \text{ of all previous semesters including the current semester}]}$$

21.5.13.2. Declaration of Pass

First Class with Distinction – CGPA of 7.5 and above

First Class - CGPA of 6.00-7.49

Second Class - CGPA of 5.00-5.99

21.6. M.Sc. Nursing

21.6.1 Eligibility for appearing examination:

1. 75% of the attendance for theory and practical. However 100% of attendance for practical before the award of degree.
2. A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each subject for appearing for examination.

21.6.2 Practical examination:

1. 4 hours of practical examination per student
2. Maximum number of candidates for all practical examination is 10 per day.
3. There is provision for Supplementary examination for the candidates who fail the practical examination.
4. All practical examinations must be held in the respective clinical areas.
5. One internal and One external examiner (outside the University) should jointly conduct the practical examination for each student.

**21.6.3. Eligibility criteria for examiner:**

An examiner should be an M.Sc. (N) in concerned subject with a minimum of 3 (three) years post graduate teaching experience in a college /university recognised by the Nursing Council of India is eligible to be an examiner.

21.6.4. Dissertation:

1. One internal and one external examiner (outside the University) shall evaluate the dissertation and jointly conduct viva-voce for each student.
2. For Dissertation, the Internal examiner shall be the guide and external examiner must be a Nursing faculty / Nursing expert in the same clinical speciality holding Ph.D./M.Phil./M.Sc. (Nursing) with a minimum of 3 years experience in guiding the research projects for Post Graduate students of Nursing.

21.6.5. Criteria for passing in a subject:

1. Minimum pass marks shall be 50 % in each of the Theory and practical papers separately.
A candidate has to pass in theory and practical exam separately in each of the paper.
2. If a candidate fails in either theory or practical paper then he/she has to re-appear for both the papers (Theory and practical).
3. Maximum number of attempts permitted for each paper is 3 including the first attempt.

21.6.6. Promotion from 1st year to 2nd year:

1. A candidate failing in more than two subjects will not be promoted to the 2nd Year.
2. No candidate shall be admitted to the subsequent 2nd year examination unless the candidate has passed the 1st year examination

21.6.7. Classification of results:

Percentage	Category
50%	Pass in each of the Theory and Practical papers separately
40%	Pass in English paper only (Only applicable to B.Sc Nursing)
≥50% - <60%	Second Division
≥60% - <75%	First Division
≥ 75% - 100	First Division with Distinction

Rank after Final Examination: The highest in aggregate mark of 2 years shall be considered for ranking

21.6.8. Time duration of completion of course:

The maximum period to complete the course successfully should not exceed four years

21.6.9. Award of Degree

After successful completion of all the two professional examinations including acceptance of the thesis.



22.0 Ph.D. REGULATIONS

Examination rules for Ph.D. are as per the Ph.D. regulation booklet of the University.

23.0 ANNUAL CONVOCATION

The University holds its Annual Convocation every year to award the Degrees to the eligible candidates of different programmes.

24.0 DEGREE CERTIFICATES AND MERIT CERTIFICATES

The Dy. CoE/ Asst. CoE of each School prepares a list of eligible students for Degree in a school level committee and will submit it to Head of the School for verification. The list is forwarded to the Controller of Examinations. The list after final verification in the office of the CoE to be placed to the Vice-Chancellor for approval.

The CoE then procures the Degree Certificates from the approved vendor and preserves the correct form of the Degree adhering to the proper procedure. The Degrees are then handed over to the Head of the School one day before the Annual Convocation.

The Merit Certificates and Medals are handled by the office of the CoE under direct supervision of the COE on the instruction of the Registrar.

24.1. Criteria for awarding the Gold and Silver medals

- Students, who have passed all the examinations in their first attempt and have graduated in the prescribed duration of the course, are only eligible for the medals/ awards. Ineligibility / inability to appear in an examination due to whatever reasons, including illness or other reasons beyond one's control, shall be treated as a lost attempt.
- For award of Medals, the minimum eligibility criterion is 8.50 CGPA (out of total 10 grade points). However for award of Medals to students of KSSS, the minimum eligibility criterion is 8.00CGPA for PG as well as UG Programmes.
- For award of Medals, the minimum number of students in the programme is 40 for UG programmes and 10 for PG programmes. However, student strength in a programme is not the criteria in case of $CGPA \geq 9.5$
- The students selected for Medals must not have been involved in any breach of discipline at any point of time during their study period in the programme.
- For Dual Degree Programmes, Gold Medals to be awarded to the student for scoring highest CGPA in each of the following Programmes.
 - B.Tech and M.Tech in Engineering (Dual Degree)
 - B.Tech in Engineering and MBA (Dual Degree).
 - B.Tech and M.Tech in Biotechnology (Dual Degree)
- For various disciplines (like in B.Tech) and various specializations (like in M. Tech., MBA, LL.B), students with highest CGPA in each discipline of specialization for a particular Degree will be awarded Vice Chancellor's Silver Medals. Only the student with the highest CGPA among all such specializations / disciplines leading to Degree, such as B.Tech. or MBA or L.L.B., as the case may be will be awarded the Chancellor's Gold Medal. Thus there will be no Vice Chancellor's Silver Medal from the discipline or specialization where a student bags the Chancellor's Gold Medal.



- In case of a tie in CGPA for awarding Gold or Silver Medals, the student securing the highest aggregate marks in all the semesters, taken together, shall be awarded the Medal.
- Further, when there is a tie in the CGPA for the Chancellor's Gold Medal for Degree, the student losing out on the Gold Medal shall be awarded the Vice Chancellor's Silver Medal in that discipline / specialization. In case of a tie at the highest CGPA it shall be broken by considering highest CGPA secured by the students excluding the Thesis / Project work. If the CGPA secured by the students are also same then tie shall be broken by considering number of 'O' grade secured by the student during the whole period of study in the programme at the University. If number of 'O' grades secured by the students are also same then tie shall be broken by considering the candidates performance on the basis of percentage of marks obtained in all the courses offered during their study in the University.

25.0 GUIDELINES FOR DISPOSAL OF THE ANSWER SCRIPTS

The Answer Scripts of any Mid Term, End Semester and Annual Examinations are to be disposed off in shredded form by the concerned School with the approval from the Controller of Examinations after 6 months (for digitized scripts) and after 2 years (for non-digitized scripts) from the date of publication of results of the concerned examination.

Hence no student or any external agency will have any claim, whatsoever, or can have access to Answer Scripts under any circumstances after this time limit.

26.0 MISCONDUCT/ MALPRACTICE/ UNFAIR-MEANS

26.1. A candidate shall be held guilty of misconduct or malpractice if:

- i. He/she is found to be in possession of any book, page of book, scribing, written note, or typed sheet that may have bearing on the subject in which he/ she is appearing, irrespective of whether those are used or not used inside the examination hall.
- ii. Any writing, drawing are found in the answer script or any possession related to examination at any stage whether during the examination or there after the submission of answer script or answer not written by him or her.
- iii. He/she leaves the examination hall without submitting the answer script.
- iv. He/she leaves the examination hall before one hour, taking the answer script with him/her or carrying the question paper from examination hall during the hours of the examination without submitting the answer scripts or gets possession question papers outside the examination hall during the examination hour or found not in possession of complete question paper in the examination hall or passes or trying to pass the question paper out of the examination hall or leaves the examination hall taking with the blank answer script or additional sheet with him/her.
- v. He/she allows somebody else to be present in the examination hall and to write answer on his/her behalf during the examination.
- vi. He/she leaves the examination hall without recording his/her temporary absence on the attendance roll.
- vii. He/she encloses currency note (s) with the answer scripts or offers illegal gratification or inducements to the invigilator (s) or other persons connected with examinations or in any way tries to take illegal or unfair advantages.
- viii. He/She distorts his/her name, roll number or registration numbers in his/her answer scripts.
- ix. He/She is found to be in possession of any question paper or any other paper containing relevant answer or answer written on it.



- x. He/she indulge in any misbehaviour or intimidates or assaults or attempt to assault or intimidates an invigilator or any other person connected with the conduct of examination either inside or outside the examination hall or damages or attempts to damage, articles or furniture, equipments, stationary or any other properties or the venue or creates disturbance in the venue or refuses to comply with the instructions of the centre superintendent or invigilator regarding the seating arrangement or with any other requirements in the examination hall.
- xi. Any page(s) of the written answer script (s) of the candidates is/are found to have been replaced /torn/ mutilated or found contain hand writing different from that of the candidate.
- xii. He/ She attempts to violate any other examination regulations.
- xiii. If he/ she discloses his identity in any manner other than that provided in the answer scripts.
- xiv. Use or in possession of cell phone or any communication device in examination hall.

26.2. Duty of the invigilator in examination hall if any M.P. case is detected.

- (a) Invigilator is to collect the incrementing material if it is any printed / hand written piece /pages of papers, from the candidate and get the signature from the candidate on the material.
- (b) If the incrementing material is in form of mobile / smart watch/ written on hand / palm / any body part, the invigilator is to keep some evidences by taking photograph as a proof and submit the hard copy along with malpractice form.
- (c) If the candidate refuses then a report of such refusal shall be prepared by the invigilator and malpractice form shall be duly completed by the invigilator with counter signature of the centre superintendent/ centre supervisor.
- (d) The answer script of the candidate should be seized and candidate should be issued a new answer script. The serial number of the new answer script should be noted in attendance sheet where serial numbers of old answer script was noted.
- (e) M.P forms should be filled up correctly after proper verification of Name, Roll number, Registration number etc. **All points in the malpractice form filled in before submission to the centre superintendent.**
- (f) Invigilators in space provided in the malpractice form with faculty Id and contact number.

26.3 Duty of Centre Superintendent with respect to Unfair means cases

- 1 Centre superintendent should verify the justification of the case and verify the Unfair mean form properly before forwarding it to COE.
- 2 Unfair mean form along with both of the answer scripts of the candidate and all evidences must be forwarded to O/o COE in a sealed envelope

26.4. Nature of the Malpractice and corresponding punishment

Malpractices by students and the corresponding punishments have been separated in three categories as detailed below.

Category -1

- (a) Writing erratic / irrelevant matters.
- (b) Writing obscene language / sketches.
- (c) Disclosing the identity in the answer scripts and requesting for specific favour.
- (d) Leaving the examination hall without permission / not signing in the attendance sheet.
- (e) Possession of cell phone or any communication devices in examination hall.
- (f) Possession of incrementing materials conformed by subject expert's investigation that it is not used.



Category -2

- (a) Possessing and using of printed / hand written notes/text books.
- (b) Copying or helping in copying.
- (c) Manual / Group copying.
- (d) Copying stored data from cell phone.
- (e) Attempting to bribe/ writing letter hinting at illegal gratification.
- (f) Mutilating the answer book issued.
- (g) Use of cell phone or any communication devices in examination hall.

Category -3

- (a) Misbehaving / Threatening / Assaulting examination officials or other examinees/ smuggling out the question paper.
- (b) Receiving any outside help.
- (c) Indulging in /inciting anything other than normal.
- (d) Smuggling in/out the answer script or attempting to do so.
- (e) Tampering with answer book issued and replacement of pages.
- (f) Impersonation or helping others to impersonate.

Note: The centre superintendent shall use his discretion in respect of the steps to be taken in case of any other types of malpractice not mentioned above.

Recommendation of punishment

Category-I Exonerated with warning letter and undertaking.

Category-II Cancellation of the paper.

Category -III Cancellation of the paper or any other further punishment as decided by the examination discipline committee.

26.5. Examination Disciplinary Committee

I. Preamble

There shall be an Advisory Committee of the University concerned with the indiscipline of students, called the Examination Disciplinary Committee. All cases of breach of discipline in connection with the examinations of KIIT Deemed to be University shall forthwith be reported with relevant documents and details to the Disciplinary Committee by the Centre Superintendent at the examination centres through the Controller of Examination. The functions and responsibilities of the Disciplinary Committee shall be determined by the Academic Council from time to time. All decisions of the Disciplinary Committee shall be taken at a meeting of the Committee and the decision of the Committee shall be binding.

II. Composition of the Examination Disciplinary Committee:

The Examination Disciplinary Committee shall consist of the members with a Chairman approved by the Vice-Chancellor.

III. Meeting of the Examination Disciplinary Committee:

Meetings of the Examination Disciplinary Committee shall be convened by the Controller of Examinations, the convener of the committee on such dates and as such times and places with the consent of the Chairman and at least three days notice shall be given for a meeting. The Controller of Examinations shall keep a record of the proceedings of the meetings.



IV.Functions and responsibilities of the Examination Disciplinary Committee:

The functions and responsibilities of the Disciplinary Committee shall be determined by the Academic Council of the KIIT Deemed to be University.

On receipt of reports of cases of breaches of discipline, the Controller of Examinations shall inform the student concerned the charges against him and ask him to appear before the Disciplinary Committee and furnish an explanation, verbally or in writing with regard to the charge framed against him.

The student shall also be informed that in case he fails to appear before the Disciplinary Committee and explain his conduct on the date fixed for the purpose, his case may be decided ex-parte without further reference to him. If the Disciplinary Committee holds that the charges referred to in the above paragraph have been proved, it may recommend cancellation of the examination of the candidate concerned, or his debarment from appearing at the University examination for such period as it may deem fit, or both. If the number of cases (of breach of discipline in the examination) are more, which cannot be disposed off in a single meeting of the Disciplinary Committee, Disciplinary Committee in its meeting may appoint one or more sub-committees consisting of 2 to 3 members who may not necessarily be the members of Disciplinary Committee with the approval of the Vice Chancellor.

The sub-committee or sub-committees shall scrutinize all the cases of breach of discipline and exonerate those students from the charges whom they consider eligible for such exoneration after preliminary enquiry, or, recommend suitable disciplinary measures including cancellation of examination or debarment from appearing at any institute examination for such a period as it deems fit. All such cases will be re-examined by the Disciplinary Committee before their final recommendation to the Vice Chancellor.

Such students against whom disciplinary measures have been recommended shall be given an opportunity to defend their cases, if they so desire, after they are intimated about the punishment imposed on them. In such cases, a Grievance Committee consisting of members nominated by the Vice Chancellor can investigate, interrogate and give those students an opportunity to place their grievances. In case the students fail to appear before the Grievance Committee on the fixed date and time and furnish an explanation in writing in regards to charges made against them, their cases shall be decided ex-parte by the Grievance Committee. The Grievance Committee shall forward their final recommendation to the Vice Chancellor for approval.

**27.0 MODULE DESCRIPTION FOR EXAMINATION SYSTEM**

Module	Module Unit	Process Owner
Student Registration	Admitted Student List for 1st Year & Lateral entry	Admission Cell
	Promoted Student List from 2nd year onwards	CoE
	Subject Registration List	Head of the School /Programme Heads
	Student List	EAM Division/Asst. CoE/Dy. CoE
Examination	Mid semester Examination Schedule	FIC Examination
	Conduct of Mid Examination	FIC Examination
	Paper Setter/Moderator List, Examiner List	Head of the School /Programme Heads
	Uploading of approved Paper setter/ Examiner / Moderator / Chief Examiner list in the University ERP system	Dy.CoE/Asst. CoE
	End Semester Examination Schedule Notification	CoE
	Subject Booking Notification for Examination	CoE
	Uploading of End Semester Examination Schedule	Dy.CoE/Asst. CoE
	Conduct of End Examination	Center Superintendent and FIC Examination
Evaluation	Mid Semester Evaluation	Dy.CoE/Asst. CoE
	End Semester Evaluation	Dy.CoE/Asst. CoE
Result Publication	Uploading Internal Assessment marks	Subject Teacher/Course coordinator
	Uploading University Assessment marks	Office of CoE
	Pre Result analysis (School level)	Head of the School /Programme Heads/ Course coordinator/ Dy.CoE/Asst. CoE
	Result Committee Meeting	Convener (Dy. CoE/ Asst. CoE)
	Result Publication	CoE
	Grade sheet	Dy.CoE/Asst. CoE
	FGR, PDC, Final Degree Certificate	CoE
	Disposal of post publication discrepancy if any	CoE

28.0 PROCESS OF EACH MODULE

28.1. Student Registration

28.1.1.Pre-Registration

- a. Pre-registration of admitted / promoted / year back student in the University ERP system at the beginning of the semester.

28.1.2.Subject Registration

- a. Every student needs to register for the subjects they will be pursuing in the semester.
- b. There are several courses which have prerequisite courses in the preceding semester or in the preceding year. Normally if a student is not able to clear a prerequisite course, he or she is initially not allowed to register for the subsequent course.
 - Remedial classes along with supplementary examinations are held at the end of each academic year during the summer vacations. Students who have not cleared certain courses earlier in their programme of study can register for the remedial classes and the supplementary examinations clearing which, they become eligible to register for the next level of courses.
 - In certain circumstances, if it happens that a student is not able to clear a prerequisite course in odd semester for which the next course is in the immediate even semester, he or she may apply for waiver of the prerequisite requirements for the even semester course which must be approved by his/her course faculty for the prerequisite course and the course coordinator of the subsequent course and finally by the Programme Head. The approval is given on the basis of the student's performance in the internal assessment in the prerequisite course where minimum 50% marks must be obtained. Alternately, the student may also opt to register for both courses in remedial session during the summer vacations and appear for such courses in the supplementary examinations.
- c. Subject list need to be provided by the school to the University ERP system prior to the beginning of the semester.
- d. Final list of subject registration should be provided by the University ERP system to CoE/Dy.CoE/Asst. CoE(Semester/ Programme wise)

28.1.3. Student List

- a. Student list need to be updated in SAP within 15 days of commencement of academic session.
- b. From the University ERP system, entire student list should be retrieved in the following format Roll No, Student Name, Subject Code, Subject name, Section, Faculty name, Email id , Faculty Id

28.2. Examination:

28.2.1. Recommendation of Paper Setter (Internal & External) , Moderator, Examiner and Chief Examiner List to be prepared by the Head of the School Dean/Course Coordinator/Programme Head of the concerned school.

28.2.2. Back Paper information to be provided by the Dy.CoE/Asst. COE from the University ERP system to the Head of the School/Course Coordinator/Programme Head for recommending for the back paper Examiner List.

28.2.3. Final Examiner, Chief Examiner, Moderator, Paper setter List should be sent to the office of the COE within the deadline.

28.2.4. Approval copy of Examiner/Chief Examiner/Paper setter/Moderator List to be uploaded by the Dy.CoE/Asst.COE in the University ERP system and communicated to the concerned faculty through the University ERP system automated messaging.

28.2.5. Student should register the regular, back and improvement subject(s) for the semester in the University ERP system at the beginning of the semester. **28.2.6.** Prepared debarred list by the concerned school should be updated in the University ERP system.



28.3. Evaluation:

28.3.1. Generated student List from the University ERP system need to be submitted to the online evaluation system prior to start Mid/End Examination for faculty registration of evaluation process.

28.3.2. FIC Examination/Examination coordinator will hand over both the answer scripts (memo) and attendance to online evaluation system.

28.3.3. Course coordinator will verify both the correctness of Scheme of evaluation and uploaded question paper in the evaluation portal and in case of any discrepancy found, he/she must inform to the Dy.CoE/Asst.COE of the concerned school.

28.3.4. Course coordinator needs to submit the form Appendix I(Page no:72) before starting the evaluation.

28.3.5. Evaluation calendar to be prepared by the Dy.CoE/Asst.COE and it will be shared to the examiners as well as to the online evaluation system in order to complete the assignment within the deadline.

28.3.6. Online evaluation system will assign the answer script within 24hrs from the time of handover of the answer scripts.

28.3.7. Before releasing the answer scripts, matching of memo with the list of Students appeared for the subject must be verified. Student should address the page missing case separately within the duration of student view in order to re-evaluate the paper.

28.3.8. Evaluation process to be followed strictly as per the check list Appendix II (Page no:73).

28.3.9. Student View is to be released for at least 24 hrs after completion of Evaluation/Chief Evaluation through the online evaluation system.

28.3.10. Chief examiner should verify and give a brief summarizing report about the end semester examination evaluation of their concerned paper.

28.3.11. Delay in evaluation by the Examiner/ Chief Examiner must be intimated to the competent authority by the Dy.CoE/Asst.CoE. Appendix III.(Page no:74).

28.3.12. Automated On line Evaluation status report with assigned date should be created to monitor the day wise statics of Faculty. (Requirement from the online evaluation system).

28.3.13. Dummy mail should be sent to the Dy.CoE/Asst.COE for the confirmation of the student view.

28.3.14. Chief Examiner will recheck the student grievance and reevaluate the missing pages of answer script.

28.3.15. After successful Completion of Evaluation, online evaluation system generate the end semester marks and are sent to the office of the COE office through the Dy.CoE/Asst.COE of the concerned school.

28.3.16. Addressing of grievance after rechecking must be informed to the student.

28.4. Result Publication

28.4.1. Internal assessment marks of theory, practical and sessional subjects should be uploaded by the faculty through their own Faculty Self Service Portal prior to the start of the end semester examination.

28.4.2. Sessional marks and end Semester assessment marks (UA score) for practical subjects should be uploaded by the faculty through their own Faculty Self Service Portal within 7 days of the start date of the end semester examination.

28.4.3. After Completion of evaluation for the end semester examination and uploading the marks in the University ERP system, Pre result analysis to be done at the school level by the Head of the school/Course Coordinator(s)/Programme Head/Dy.CoE/Asst.CoE.

28.4.4. Compilation of results with result analysis and hard cases to be placed in the Results Committee Meeting by the convener of the Committee.

28.4.5. Notification for the RCM to be done by the convener. After the RCM, final Grade run to be done by the office of the CoE to publish the results.

**29.0 PROCESS ON INTERNAL MARK ASSESSMENT (IA SCORE)**

Sl. No.	Activity	Action By	Remarks
1	Preparation of MID-Semester exam schedule.	Dy.CoE/Asst. CoE of the school	Notification of same by Head of respective School.
2	Conduct of MID-Semester examination.	Online evaluation system of concerned school	Under Supervision of Head of the school / Programme Head of the respective School.
3	Receipt of Solution manuscript	Dy.CoE/Asst. CoE	Question paper and Solution manuals are Uploaded in online evaluation system portal for evaluation
4	Scanning of answer scripts	Faculty In Charge & Examination Cell of the School	Release of Answer Scripts to the examiners within 24 hours for start of evaluation
5	Monitoring of Evaluation Process.	Faculty/Course Coordinator	Reminders to Concerned Faculties
6	Generation of marks (MID) and provide the same to the concerned faculty.	Online evaluation system of concerned school	Dy.CoE/Asst. CoE to verify the total strength and generated strength and then the marks are sent to concerned faculties.
7	Activity marks to be finalized by the concerned faculty.	Concerned Faculty	Verified by the Course Coordinator
8	Verification of IA scores before final uploading.	Course Coordinator	Approved by Programme Head
9	Subject, Student and Faculty mapping in University portal	University portal Coordinator of Time-Table Committee of respective schools and (for 1st Semester Central Time-Table Committee)	Discrepancies handled by the EAM Division
10	Opening and closing of Mark Uploading window for respective faculties	EAM Division	With knowledge of Dy.CoE/ Asst. CoE under the instruction of COE



Sl. No.	Activity	Action By	Remarks
11	Uploading the IA Score by the respective subject teacher in their Faculty Self Service portal before the start date of end semester Examination.	Faculty of respective subject.	Annexure - A
12	Uploading of the sessional and UA score of practical marks by the concerned faculty in consultation with coordinator through FSS Portal within 7 days from the start date of end semester examination.	Faculty of respective subject	Process 7, 8, 9 to be repeated
13	After completion of uploading of marks, the zero sending and less than 40% of full marks sending may be extracted by the EDP division which are to be resend Dy.CoE/Asst. CoE for cross verification through the course coordinator.	EDP, Dy.CoE/Asst. CoE & Course Coordinator	Confirmation sent to EDP division of CoE office or any changes may be intimated through proper processing of the discrepancy format from the School (through the Dy.CoE/Asst. CoE) to the EDP division for necessary update.

30.0 PROCESS ON UNIVERSITY ASSESSMENT MARK (UA SCORE)

Sl. No.	Activity	Action By	Remarks
1	Notification to all schools for submitting the list of paper setters and moderators	CoE	Subject list of Back/Improvement examinations are to be provided by the EAM division to concerned School through the Dy.CoE/Asst. CoE of the school.
2	Paper Setter-Moderator list is prepared at school level.	Prepared by respective Programme Heads in discussion with the Head of the school	Verified by the Dy.CoE/Asst. CoE of the school on the subjects and Codes of regular, back and improvement papers
3	External paper setter recommendation from school level for every regular paper not less than the rank of Associate Professor as per the University guidelines	Prepared by respective Programme Heads in discussion with the Head of the school	The details of the concerned external paper setter (email ID, contact number, Affiliation and designation) to be mentioned.



Sl. No.	Activity	Action By	Remarks
4	Resources maintained in the University ERP system	Dy.CoE/Asst. CoE of the concerned school offering the subject	Faculties must be intimated about the guidelines for preparation of Question Manuscript
5	Letter of communication to individual paper setter and moderator through the University ERP system or by hard copy format	Dy.CoE/Asst. CoE of the concerned school offering the subject	Process to be described by Dy.CoE/Asst. CoE (Annexure - B) as per the notification of the CoE
6	Process of uploading by Paper Setter/ Moderator	Paper Setter	About 30 days from the date of notification/as per the notification of the CoE
7	A minimum of 3 Manuscripts for regular subjects are uploaded through the Faculty Self Service Portal.	Paper Setter	
8	A Team of Moderators/Single Moderator moderates the manuscripts as per the University guidelines.	Moderator	Uploading of Moderated Manuscript along with system generated Certification by the concerned Moderator (Annexure - C)
9	Schedule of End Semester is prepared by individual schools for common subjects.	Dy.CoE/Asst. CoE	In discussion of the concerned Dy.CoEs/Asst. CoEs with Confidential section of concerned schools
10	Debarred list is obtained from the O/o the Head of the school which is then updated in SAP.	Head of the school/Dy.CoE/Asst. CoE	Information to respective Confidential section / EDP division
11	Question Paper in Sealed envelope is received from O/o CoE on the date of examination.	FIC, Examination of the concerned school	Handed over to Centre Superintendent
12	Opening of sealed envelope before 45 minutes of commencement of examination	Centre Superintendent	FIC to count and supply the same to examination hall before 15 minutes of examination.
13	Unused question paper	Centre Superintendent	To be handed over to Dy.CoE/Asst. CoE after commencement of examination.



Sl. No.	Activity	Action By	Remarks
14	The Memo form (absent statement) contains the details present and absent status of the students for each examination.	FIC Examination of individual schools	Verified by the Dy.CoE/Asst. CoE and placed to Centre Superintendent for approval
15	A data sheet is maintained in the O/o the CoE for regular and Ex-Regular students prior for result processing.	Respective Confidential section /EDP division	Concerned Dealing Assistant in O/o CoE must handed over the data to EDP Unit
16	Absent student status (AB) and Unfair mean students (MP) are updated by O/o the CoE as per the memo form and MP form.	respective Confidential section /EDP division	Verified by Dy.CoE/Asst. CoE before publication of result
17	Answer scripts are received by Dy.CoE/Asst. CoE through FIC, examination of respective schools as per the total student strength of each section.	Dy.CoE/Asst. CoE	Handed over to the Online evaluation system of concerned school along with the Memo Form for scanning
18	Monitoring the scanning process of answer scripts.	Online evaluation system of concerned school/ Dy.CoE/ Asst. CoE	
19	An evaluation calendar is prepared and circulated among all stake holders for smooth conduct of evaluation process.	Dy.CoE/Asst. CoE	
20	A link is provided by the Online evaluation system to individual subject teacher with ID as their registered e-mail id and password as set by the server.	Online evaluation system of concerned school	Examination Cell of the school to provide the details of Subject, Subject Code, Examiner, Chief Examiner, email ID and Contact No. along with Employee Code to the Online evaluation system of concerned school
21	A minimum of 40 answer scripts are required to be evaluated by the concerned faculty per day.	Examiner	Report to be generated of daily evaluation status through the Online evaluation system of concerned school
22	After evaluation of each subject by the faculty, the answer scripts are then released to be approved by Chief-Examiner	Chief-Examiner	Online evaluation system of concerned school to send the information to the concerned Chief Examiners



Sl. No.	Activity	Action By	Remarks
23	Chief-Examiner examines all the answer scripts securing more than 90% of the full marks of the question paper and below 40% and above 20% of the full marks of the question paper. He/she has to examine any no's of answer scripts in between them.	Chief Examiner	Completion of Chief Examiner evaluation to be monitored through the report link of the Online evaluation system of concerned school
24	View link has to be sent to the concerned students for viewing within 24 hours	Online evaluation system of concerned school/Students	Student has to review and if needed may request the question for review by entering comment against the question required to be reviewed
25	After 24 hours the link/ information is provided to the concerned Chief-Examiner for student recheck request to be addressed.	Online evaluation system of concerned school/ Chief Examiner	Remark has to be entered against each review / recheck request by the Chief Examiner
26	Page missing or any other discrepancy during evaluation / review of answer scripts	Online evaluation system of concerned school	Monitored by the Dy.CoE/ Asst. CoE of the school
27	After completion of recheck, the mark is generated by Online evaluation system of concerned school and after verification by concerned Dy.CoE/Asst. CoE of the school; it is sent to the concerned Confidential section of CoE office for processing.	Online evaluation system of concerned school/Dy.CoE/ Asst. CoE/Confidential section of CoE office	Email sent to the concerned Confidential section of CoE office by the Dy.CoE/ Asst. CoE
28	Concerned Confidential section of CoE office deals with the marks in the column named in excel sheet after Recheck for processing.	Dealing Executive of Concerned Confidential section of CoE office	
29	The IA score and UA score are processed in SAP to calculate the total marks.	EDP division of CoE office	The University ERP system
30	Letter grades are processed against individual student for the particular subject.	EDP division of CoE office	Verification to be done at Dy.CoE/Asst. CoE level before the RCM



Sl. No.	Activity	Action By	Remarks
31	Absentee, DB and MP status are marked with 'I' and 'M' grade.	EDP division of CoE office	University ERP system processes as per the University Guidelines
32	Fail or 'F' Grades are marked as per the evaluation scale of the Course	EDP division of CoE office	University ERP system processes as per the University Guidelines
33	Results are analyzed and application of Grace marks is recommended	Results Committee	As per the University Guidelines
34	Results approval	Vice Chancellor	As per recommendation of the Results Committee
35	With approved grace marks, a T-code is run to make 'F' status into 'D' grade and GPAs are updated for each student	EDP division of CoE office	
36	Declaration of Result	EDP division of CoE office	Email/SMS sent to concerned student and their parents



31.0 ONLINE EXAMINATIONS

The examinations are conducted in online mode for interested students enrolled in various Courses of the University. Concerned students appear the examinations staying at home through ONLINE.

- The Online Examination for the interested students are to be conducted by the School under the supervision of the Head of the School (Nodal Officer) and Dy./Asst. CoE of the School. The Head of the School may appoint Senior Professor from the School to assist him/her for the conduct of the Examination.
- The students are asked to give their consent on appearing the Sessional/Viva-voce/Presentation/Project/Dissertation as well as Theory subjects ONLINE, through suitable online platform (Like Google form/Moodle form/SAP Self Service Portal).
- ONLINE examinations are conducted through suitable online platform for the interested students as per SCHEDULE to be notified by the concerned school for Sessional/Viva-voce/Presentation/Project/Dissertation subjects. The SCHEDULE for end semester examination for Theory subjects are notified by the Controller of Examinations.

31.1. Sessional/Viva-voce/Presentation/Project/Dissertation

- The students will be required to prepare the Dissertation/Project report in MS Word/PDF/any suitable format and submit/send (soft copy only) by certain deadline to the mapped Evaluator.
- The details of the platform, report submission process and conduct of Viva Voce/Sessionals/Project/Dissertation will be prepared by the concerned school and intimated to the students.
- The evaluators need to maintain the presentation details along with the video/audio recording/snapshots as a proof of presentation/ Examination.

31.2. Theory Subjects

- ONLINE examination are conducted as per **SCHEDULE** notified by the Controller of Examinations and it is to be monitored through online platform by the invigilators.

31.2.1 Platform Used:

- Zoom with pro accounts / Google meet for the invigilators and examinees:
 - For un-interrupted online invigilation (Maximum 20 Examinees per Invigilator).
- Moodle with cloud hosting to support concurrent access up to 4000 examinees :
 - To conducting online examination with
 - Randomized short answer type questions / MCQs selected from a question bank for each question with forward navigation only.
 - Randomized subjective questions with facility to upload handwritten answers/diagrams/equations.
- Google Drive
 - For dealing with network issues that may arise with respect to uploading of scanned answer sheets.
- WhatsApp Groups
 - For realtime communication among examination officers, examinees and invigilators. (Admin-WhatsApp Group and Examinee-WhatsApp Group)

31.2.2 Overview of Online Examination Process

- The online examination are conducted for interested students arranged into different Slots(with maximum 4000 examinees per Slot). Dy.CoE/Asst. CoE of the school creates the Slots.
- Each Slot has a Slot Coordinator with several Virtual Examination Rooms containing one Invigilator with Pro Zoom/Google meet Account and maximum 20 examinees. Slot Coordinator creates virtual rooms and prepares invigilator sheet.
- Each invigilator creates online meeting with the assigned examinees 15 minutes before the start of examination for each Slot.
- The invigilator verifies the authenticity of the examinees by checking their I-Card/ SAP Profile page with photo from Mobile phone .
- Username and randomly generated passwords for each examinee for the session are sent to the university mail id of the examinees as log in credentials 40 minutes before the start of the examination.
- A copy of the credential is sent to the concerned invigilator for assisting the examinees in his/her Virtual examination room.
- The invigilator maintains the attendance list and submit at office after the end of online invigilation session to the Slot Coordinator.
- The online examination starts in Moodle at the time indicated in the SCHEDULE.
- Instructions are given to the examinees by the Invigilator time to time to maintain a clean examination environment. Like instruction to share the screen/unmute the speaker etc. during the examination. The particular paper may be cancelled based on the report of the Invigilator. The particular paper will stand cancelled in case of any unethical practice observed/reported related to plagiarism of the answer.
- In case of any technical issue faced during the examination, examinees are instructed to communicate to the invigilator in the Examinee-WhatsApp Group created for the Slot referring his/her Virtual Room No.
- All examination related documents filled up in supplied formats are to be submitted by the invigilators to the concerned Slot Coordinator.
- The recording of the entire examination may be shared with the Slot Coordinator and if required then to Dy.CoE/Asst. CoE of the concerned school and COE for future record.
- The Slot Coordinator compiles all information received from the invigilators and submits the consolidated report to the Nodal officer to be forwarded to the Controller of Examinations.
- The communication among the Examination officers during the examination to be done through the Admin-WhatsApp group.
- Practice tests are conducted for the examinees to get acquainted with the examination platform before the scheduled examination.

The Administrative structure for conduct of the online examination is summarized below in figure.31.2.2.

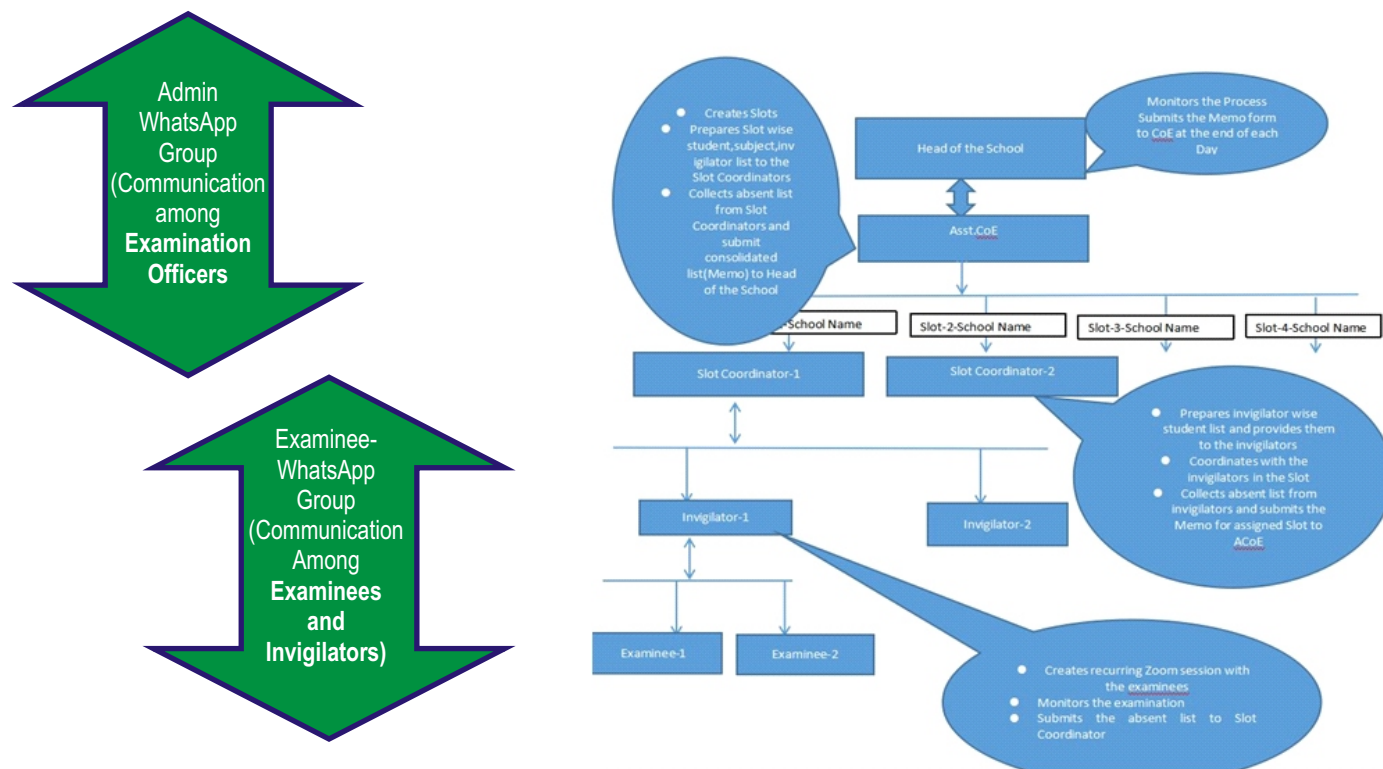


Figure.31.2.2: The Administrative structure for conduct of the online examination

31.2.3. Examination officers and their duties

31.2.3.1 Functions of Dy.CoE/Asst. CoEs

1. The concerned Dy.CoE/Asst. CoE of the school will prepare the slot for online examination by looking into the subjects and maximum concurrent access of the examination platform.
2. Dy.CoEs/Asst. CoEs to prepare Slot wise student, subject and invigilator list and handover the lists to the Slot Coordinators.
3. The Dy.CoEs/Asst. CoEs will create an Admin-**WhatsApp Group** to monitor the entire process involving the Head of the School, Slot Coordinators and the invigilators for communication and coordination.
4. The Dy.CoEs/Asst. CoEs will collect the absent list, MP cases of each Slot from the Slot Coordinators prepare and submit the consolidated list (MEMO) to Head of the School to be forwarded to the Controller of Examinations.

31.2.3.2. Appointment and Functions of Slot Coordinators

1. Slot coordinator to be appointed by the Nodal officer in order to coordinate with the Invigilators for smooth conduct of the online examination.
2. Slot Coordinator will create an **Examinee-WhatsApp group** with the examinees and invigilators in his/her Slot.
3. Slot Coordinator must be in constant touch with the Invigilators and concerned Dy.CoEs/Asst. CoEs through the **Admin-Whatsapp Group** and with the examinees and invigilators through the **Examinee-WhatsApp Group** during the entire examination process.
4. Slot Coordinator to create an Invigilator Sheet(Format attached) for each Virtual Room in the Slot allotting one invigilator and maximum 20 students to the room. This Invigilator Sheet to be handed over to the concerned invigilator.
5. Slot Coordinator must collect the absent list from invigilator during the examination and submit to the concerned Dy.CoEs/Asst. CoEs.
6. Slot Coordinator to collect the report of MP cases(if any)(Format attached) and report to the Dy.CoEs/Asst. CoEs.
7. Slot Coordinator must create an online meeting with the examinees and invigilator in case the concerned invigilator cannot start and authenticate the examinees in a specific virtual room 15 minutes after the commencement of examination.

31.2.3.3. Function of the Invigilator

1. The invigilators are appointed by the Nodal officer.
2. Invigilators must ensure his/her constant internet connectivity to monitor the online test.
3. Invigilators must create online invigilation session with the examinees in the virtual room allotted by the Slot Coordinator.
4. The invigilators should send invitation to all the allotted examinees a day before the examination.(A fixed meeting id without password to be used by the invigilator to avoid inconvenience in conduct of the meeting). The screen sharing option among the participants (examinees) to be disabled by the invigilator.
5. The Invigilators must check the authenticity of the examinee 15 minutes before the commencement of examination through their ID card or from SAP student Self Service Portal and complete the same in the first session of the meeting.
6. The invigilators are required to verify the present/absent status of the examinees in his/her virtual room from the active examinee data in Moodle received from the Slot Coordinator/Moodle Administrator. Any discrepancy observed must be immediately communicated to the Slot Coordinator.
7. The invigilator must check the sharing of the screen with the examinees and record the entire session and share the same with the Slot Coordinator.
8. The invigilator must be vigilant and may ask the examinee to share their screen, unmute speaker etc. as and when needed during the examination.
9. The invigilator must note down the temporary absent of the examinees and the time period in the supplied Excel sheet(Format).
10. The invigilator must keep a track of internet disconnection time of the examinees and the time period in the supplied excel sheet.
11. The invigilator if found any MP cases must note all the details in the MP form and send it to the Slot Coordinator.
12. All examination related documents to be submitted to the concerned Slot Coordinator.
13. The recording of the entire examination may be shared with the Slot Coordinator and if required then to Dy.CoE/Asst.CoE and COE for future record.



31.2.4. Question Pattern and Format

- The ONLINE End Semester examinations are conducted as per **SCHEDULE** notified by the Controller of Examinations and it will be monitored through online platform by the invigilators. The duration of examination is of 2 hours for each subject.
- Question paper contains two sections i.e. SECTION-A and SECTION-B.
 - Question paper carries 50 marks containing 7 objective type questions of 2 marks each in SECTION-A and 3 descriptive questions with equal weightage of 12 marks each in SECTION-B.
- OR**
- Question paper carries 40 marks containing 5 objective type questions of 2 marks each in SECTION-A and 3 descriptive questions with equal weightage of 10 marks each in SECTION-B
- OR**
- Question paper carries 60 marks containing 5 objective type questions of 3 marks each in SECTION-A and 3 descriptive questions with equal weightage of 15 marks each in SECTION-B.
- The duration of SECTION-A is of 30 minutes and will contain 7 or 5 compulsory questions of 2 marks each.
 - The questions can be MCQ type or short answer type which should be answered maximum within 2/3 lines without requiring to draw any diagram or use of Mathematical equations.
 - There will be no free navigation among these questions.
 - The questions will cover the entire course.
 - Each of these questions to be randomly selected from a question bank containing 4 questions on the same concept.
- SECTION-B will contain FOUR questions and will be of duration of 1 Hour 30 minutes. An examinee has to answer any THREE out of FOUR questions. Each of the questions will be randomly selected from a question bank containing 3 questions on the same Course Outcome(s). The questions will emphasize on testing the design/analysis/creative ability of the examinee based on the theoretical knowledge on the subject.
- Depending upon questions in SECTION-B, the examinee might have to draw Block diagram/figures/equations etc. on plain paper while answering and these scan copies should be uploaded instantly citing his/her Roll No and full Signature with date against respective question on each page. A buffer time of 10 minutes will be allotted for SECTION-B to upload the scan copy of answer sheet.
- The mapping of the CO to each question should be mentioned in the question paper.

**Question Formats****(For all courses having end semester Full Mark=50)****KIIT Deemed to be University
Online End Semester Examination(Autumn Semester-2020)****Subject Name & Code:****Applicable to Courses:****Full Marks=50****Time:2 Hours****SECTION-A(Answer All Questions. Each question carries 2 Marks)****Time:30 Minutes****(7×2=14 Marks)**

Question No	Question Type(MCQ/SAT)	Question	CO Mapping
Q.No:1		Question -1 on concept 1	
		Question -2 on concept 1	
		Question -3 on concept 1	
		Question -4 on concept 1	
Q.No:2		Question -1 on concept 2	
		Question -2 on concept 2	
		Question -3 on concept 2	
		Question -4 on concept 2	
Q.No:3		Question -1 on concept 3	
		Question -2 on concept 3	
		Question -3 on concept 3	
		Question -4 on concept 3	
Q.No:4		Question -1 on concept 4	
		Question -2 on concept 4	
		Question -3 on concept 4	
		Question -4 on concept 4	
Q.No:5		Question -1 on concept 5	
		Question -2 on concept 5	
		Question -3 on concept 5	
		Question -4 on concept 5	



Question No	Question Type(MCQ/SAT)	Question	CO Mapping
Q.No:6		Question -1 on concept 6	
		Question -2 on concept 6	
		Question -3 on concept 6	
		Question -4 on concept 6	
Q.No:7		Question -1 on concept 7	
		Question -2 on concept 7	
		Question -3 on concept 7	
		Question -4 on concept 7	

SECTION-B(Answer Any Three Questions. Each Question carries 12 Marks)

Time: 1 Hour and 30 Minutes

(3×12=36 Marks)

Question No	Question	CO Mapping (Each question should be from the same CO(s))
Q.No:8	Q.No:8-1 st question	
	Q.No:8-2 nd question	
	Q.No:8-3 rd question	
Q.No:9	Q.No:9-1 st question	
	Q.No:9-2 nd question	
	Q.No:9-3 rd question	
Q.No:10	Q.No:10-1 st question	
	Q.No:10-2 nd question	
	Q.No:10-3 rd question	
Q.No:11	Q.No:11-1 st question	
	Q.No:11-2 nd question	
	Q.No:11-3 rd question	

**Sample Question Format****(For all courses having end semester Full Mark=40)****KIIT Deemed to be University
Online End Semester Examination(Autumn Semester-2020)****Subject Name & Code:****Applicable to Courses:****Full Marks=40****Time:2 Hours****SECTION-A(Answer All Questions. Each question carries 2 Marks)****Time:30 Minutes****(5×2=10 Marks)**

Question No	Question Type(MCQ/SAT)	Question	CO Mapping
Q.No:1		Question -1 on concept 1	
		Question -2 on concept 1	
		Question -3 on concept 1	
		Question -4 on concept 1	
Q.No:2		Question -1 on concept 2	
		Question -2 on concept 2	
		Question -3 on concept 2	
		Question -4 on concept 2	
Q.No:3		Question -1 on concept 3	
		Question -2 on concept 3	
		Question -3 on concept 3	
		Question -4 on concept 3	
Q.No:4		Question -1 on concept 4	
		Question -2 on concept 4	
		Question -3 on concept 4	
		Question -4 on concept 4	
Q.No:5		Question -1 on concept 5	
		Question -2 on concept 5	
		Question -3 on concept 5	
		Question -4 on concept 5	

**SECTION-B(Answer Any Three Questions. Each Question carries 10 Marks)****Time: 1 Hour and 30 Minutes****(3×10=30 Marks)**

Question No	Question	CO Mapping (Each question should be from the same CO(s))
Q.No:8	Q.No:8-1 st question	
	Q.No:8-2 nd question	
	Q.No:8-3 rd question	
Q.No:9	Q.No:9-1 st question	
	Q.No:9-2 nd question	
	Q.No:9-3 rd question	
Q.No:10	Q.No:10-1 st question	
	Q.No:10-2 nd question	
	Q.No:10-3 rd question	
Q.No:11	Q.No:11-1 st question	
	Q.No:11-2 nd question	
	Q.No:11-3 rd question	

**Sample Question Format****(For all courses having end semester Full Mark=60)****KIIT Deemed to be University
Online End Semester Examination(Autumn Semester-2020)****Subject Name & Code:****Applicable to Courses:****Full Marks=60****Time:2 Hours****SECTION-A(Answer All Questions. Each question carries 3 Marks)****Time:30 Minutes****(5×3=15 Marks)**

Question No	Question Type(MCQ/SAT)	Question	CO Mapping
Q.No:1		Question -1 on concept 1	
		Question -2 on concept 1	
		Question -3 on concept 1	
		Question -4 on concept 1	
Q.No:2		Question -1 on concept 2	
		Question -2 on concept 2	
		Question -3 on concept 2	
		Question -4 on concept 2	
Q.No:3		Question -1 on concept 3	
		Question -2 on concept 3	
		Question -3 on concept 3	
		Question -4 on concept 3	
Q.No:4		Question -1 on concept 4	
		Question -2 on concept 4	
		Question -3 on concept 4	
		Question -4 on concept 4	
Q.No:5		Question -1 on concept 5	
		Question -2 on concept 5	
		Question -3 on concept 5	
		Question -4 on concept 5	

**SECTION-B(Answer Any Three Questions. Each Question carries 15 Marks)**

Time: 1 Hour and 30 Minutes

(3×15=45 Marks)

Question No	Question	CO Mapping (Each question should be from the same CO(s))
Q.No:8	Q.No:8-1 st question	
	Q.No:8-2 nd question	
	Q.No:8-3 rd question	
Q.No:9	Q.No:9-1 st question	
	Q.No:9-2 nd question	
	Q.No:9-3 rd question	
Q.No:10	Q.No:10-1 st question	
	Q.No:10-2 nd question	
	Q.No:10-3 rd question	
Q.No:11	Q.No:11-1 st question	
	Q.No:11-2 nd question	
	Q.No:11-3 rd question	



31.2.5. Process for Evaluation and Submission of Marks for online End Semester Examination

The process for evaluation and submission of marks for online End Semester Examination is as follows:

- Soft copy of the Question papers to be shared by the Office of the Controller of Examinations to the concerned Dy.CoE/Asst. CoE of the school offering the subject.
- The Dy.CoE/Asst. CoE of the school share the question paper to the concerned Course Committee to prepare the Scheme of Evaluation for the subject. A copy of the evaluation Scheme to be sent to the Asst.CoE of the School for record.
- Dy.CoE/Asst. CoE of the School will share the Examiner credentials to the concerned examiners along with the manual for evaluation through Moodle.
- The evaluation of the answers submitted by the examinees are to be carried out by the examiners as per the Scheme of Evaluation designed by the Course Committee.
- The chief examiner/Course Coordinator should monitor the evaluation status from time to time and update the Dy.CoE/Asst. CoE regarding the progress of evaluation in the subject.
- The student view after evaluation to be opened in Moodle to view the marks scored by the examinees with prior notification by the Dy.CoE/Asst. CoE.
- Any grievance of the student has to be resolved by the examiner within 24 hours through email communication to the students.
- The examiner after addressal of all issues related to the evaluation for the assigned group of students to him/her on the subject will inform through email to the Chief Examiner about the completion of evaluation.
- The Chief Examiner after receiving certification from all examiners for the subject will send a certification to the Dy.CoE/Asst. CoE of the school to extract the marks from Moodle and use them for results processing.
- The end semester mark will be extracted directly from Moodle by the office of the CoE and will be used for results processing in the University ERP system.
- The remaining processes are same as the offline examination.

31.2.6. Administrative structure in Mid-Semester Examination

The online Mid semester examination are conducted in online mode under the direct supervision of the Head of the School.

The administrative structure for conduct of the online Mid Semester examination is shown below in Fig.31.2.6

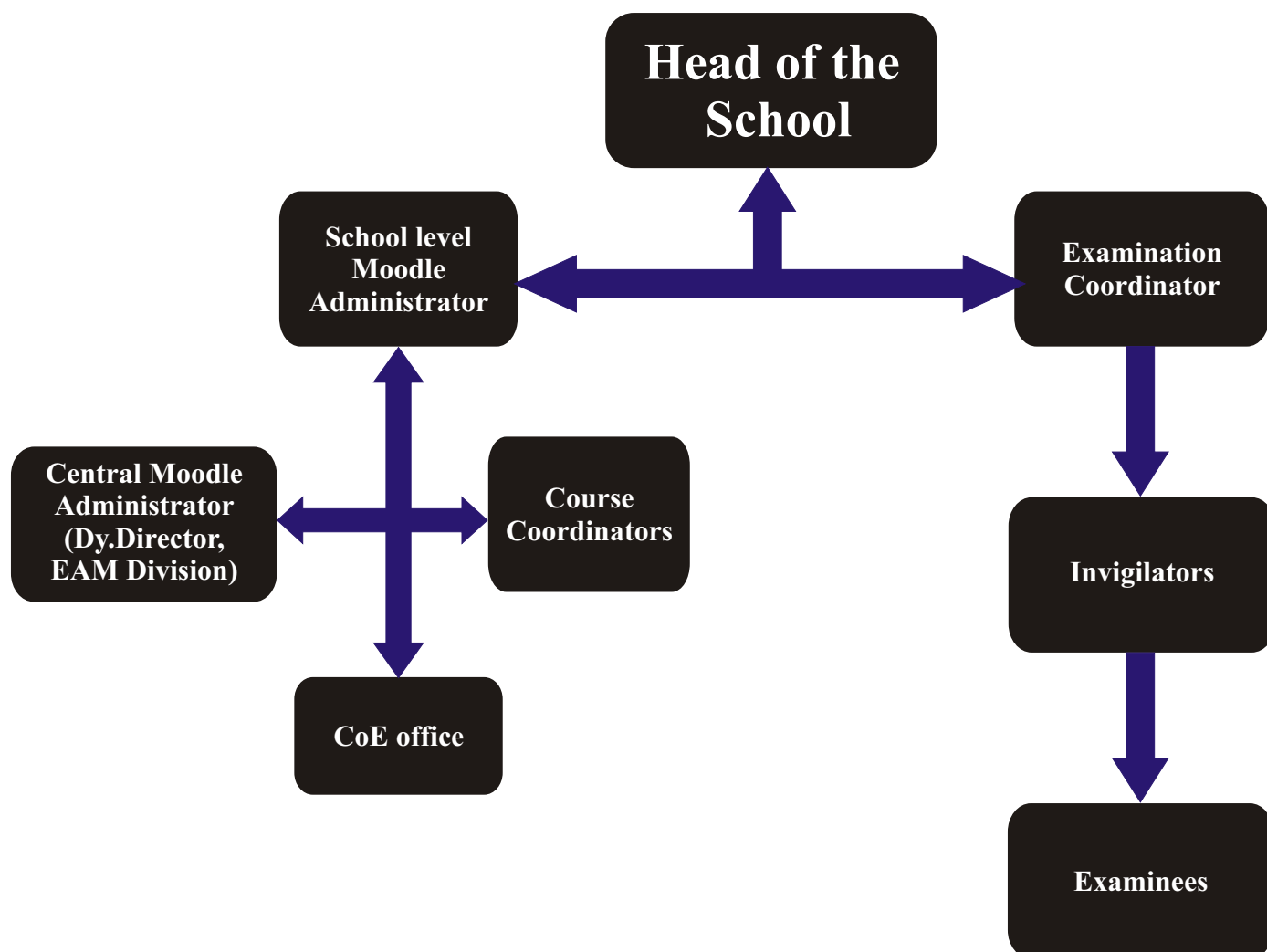


Fig.31.2.6: Administrative structure for conduct of the online Mid Semester examination

31.2.6.1. Roles and Responsibilities of Examination officers

Head of the school will appoint the Moodle administrator (preferably the Dy.CoE/ACoE) and examination coordinator of the school and monitor the entire process with assistance from the School level Moodle Coordinator and Examination Coordinator.

School level Moodle Administrator will communicate with the Course Coordinators for collection of question paper as per the format and take steps to set the questions in Moodle platform in consultation with University level Moodle Administrator. They will be responsible for subject student mapping for the examination in Moodle platform.

Examination Coordinator schedules and monitors the online examination by creating Virtual room and mapping of invigilators and examinees to each Virtual Room as per the online examination guideline of the University.



31.2.6.2 Question Pattern & Process of Examination

- The Mid Semester **ONLINE** examination will be conducted as per **SCHEDULE** to be notified by the Head of the Schools and it will be monitored through online platform by the invigilators. The duration of examination is of 1 hour for each subject.
- Question paper contains two sections i.e. SECTION-A and SECTION-B. Question paper carries 20 marks containing 5 objective type questions of 2 marks each and 2 descriptive questions with equal weightage of 10 marks each.
 - The duration of SECTION-A is proposed to be of 20 minutes and will contain 5 compulsory questions of 2 marks each.
 - The questions can be MCQ type or short answer type which should be answered maximum within 2/3 lines without requiring to draw any diagram or use of Mathematical equations.
 - There will be no free navigation among these questions.
 - The questions will cover the entire course covered up to the Mid semester examination.
 - Each of these questions to be randomly selected from a question bank containing 4 questions on the same concept.
 - SECTION-B contains TWO questions and will be of duration of 30 minutes. An examinee has to answer any ONE out of TWO questions randomly selected from a question bank containing 5 questions. The questions will emphasize on testing the design/analysis/creative ability of the examinee based on the theoretical knowledge on the subject.
 - Depending upon questions in SECTION-B, the examinee might have to draw Block diagram/figures/equations etc. on plain paper while answering and these scan copies should be uploaded instantly citing his/her Roll No and full Signature with date against respective question on each page. A buffer time of 10 minutes will be allotted for SECTION-B to upload the scan copy of answer sheet.
- The mapping of the CO to each question should be mentioned in the question paper.



Sample Question Format

KIIT Deemed to be University
Online Mid Semester Examination(Autumn Semester-2020)

Subject Name & Code:

Applicable to Courses:

Full Marks=20

Time:1 Hour

SECTION-A(Answer All Questions. All questions carry 2 Marks)

Time:20 Minutes

(5×2=10 Marks)

Question No	Question Type(MCQ/SAT)	Question	CO Mapping
Q.No:1(a)		Question -1 on concept 1 Question -2 on concept 1 Question -3 on concept 1 Question -4 on concept 1	
Q.No:2 (b)		Question -1 on concept 2 Question -2 on concept 2 Question -3 on concept 2 Question -4 on concept 2	
Q.No:3 (c)		Question -1 on concept 3 Question -2 on concept 3 Question -3 on concept 3 Question -4 on concept 3	
Q.No:4 (d)		Question -1 on concept 4 Question -2 on concept 4 Question -3 on concept 4 Question -4 on concept 4	
Q.No:5 (e)		Question -1 on concept 5 Question -2 on concept 5 Question -3 on concept 5 Question -4 on concept 5	

SECTION-B(Answer Any One Question. Each Question carries 10 Marks)

Time: 30 Minutes

(1×10=10 Marks)

Question	CO Mapping
Q.No:2	
Q.No:3	



Appendix I Scheme of Evaluation

Subject Name:

Subject Code:

Coordinator's Name:

Date of Examination:

Date of Submission:

Faculty Name	Date of Receiving Credential	Date of Completion of Evaluation	Remarks	Signature
--------------	---------------------------------	-------------------------------------	---------	-----------

Signature of the Coordinator

**Appendix II****Steps to be followed for evaluation of Mid Semester Examination****Subject Name:****Date of Examination:**

Step to Follow	Process Owner	Date	Signature
Answer sheet and attendance sheet(memo) handed over to Online Evaluation system	FIC Exam		
Scanning and page verification of each answer script	Online Evaluation system		
Uploading the answer script	Online Evaluation system		
Scheme of Evaluation Uploaded in the portal.	Online Evaluation system		
Information of the credential to the Faculty	Online Evaluation system		
Confirmation regarding receipt of credentials to the concerned examiners	Subject Coordinator		
Confirmation of uploading the answer scripts to the examiners	Online Evaluation system		
Status of completion of Evaluation by Examiners	Dy.CoE/Asst.CoE		
Verification of Memo with the List of students appeared the subject before release for student's view	Online Evaluation system		
Section wise release for student's view	Online Evaluation system		
Stop the student view and assigning for recheck	Online Evaluation system		
Confirmation of completion of rechecking of the paper	Dy.CoE/Asst.CoE		
Generate the mark of the subject and send to concerned faculty member	Online Evaluation system		

Signature of Office Asst.**Signature of Online Evaluation system Personal****Signature of Dy.CoE/Asst.CoE**

**Appendix III****Steps to be followed for evaluation of End Semester Examination****Subject Name:****Date of Examination:**

Step to Follow	Process Owner	Date	Signature
Answer sheet and attendance sheet(memo) handed over to Online Evaluation system	FIC Exam		
Scanning and page verification of each answer script (Software)	Online Evaluation system		
Uploading the answer script	Online Evaluation system		
Scheme of Evaluation Uploaded in the portal.	Online Evaluation system		
Verification of relevant question and scheme of evaluation	Subject coordinator		
Information of the credential to the Faculty	Online Evaluation system		
Confirmation regarding receipt of credentials to the concerned examiners	Subject coordinator		
Confirmation of uploading the answer scripts to the examiners	Online Evaluation system		
Status of completion of Evaluation by Examiners	Dy.CoE/Asst.CoE		
Confirmation Online Evaluation system regarding Completion of Evaluation by Chief Examiner	Dy.CoE/Asst.CoE		
Verification of Memo with the List of students appeared the subject before release of student view	Online Evaluation system		
Section wise release of student view	Online Evaluation system		
Stop the student view and assigning for recheck	Online Evaluation system		
Confirmation of completion of rechecking of the paper	Dy.CoE/Asst.CoE		
Generate the mark of the subject and link to ERP system	Online Evaluation system		

Signature of Office Asst.**Signature of Online Evaluation system Personal****Signature of Dy.CoE/Asst.CoE**

F1-FORMAT

	Kalinga Institute of Industrial Technology (KIIT) Deemed to be University U/S 3 of UGC Act, 1956 Bhubaneswar, Odisha, India Office of the Controller of Examinations
---	--

CONFIDENTIAL

REPORT OF THE OBSERVER AND CENTRE SUPERINTENDENT

(To be submitted for each sitting on each day)

Examination:-
Date:-
Sitting:-

- 1.Name of Observer:
- 2.Examination Centre:
- 3.Name of the Centre Superintendent:
- 4.Time of arrival at the Centre:
- Time of Departure from the Centre:
- 5.No. of candidates appearing the examinationand number of rooms allotted.....
- 6.Total number of invigilators allottedand number of invigilators at Gate Checking
Duty.....
- 7.Other observations:
 - a)Are the examinees being properly frisked ?.....
 - b)Are the examinees having Admitted Card and I-Card?
 - c)Are the examinees maintaining discipline inside the hall?.....
 - d)Are the examinees using the calculator of his won?.....
 - e)Are the invigilators vigilant during the examination?
 - f)Are the invigilators maintaining absentee statement?.....
 - g)Have the invigilators signed and verified the student particulars on the first page of Answer Script?
.....
 - h)Are the examination norms followed properly?



8. Unfairmeans cases if detected, the details to be furnished below:

Roll No	Regd. No.	Name	Subject & Paper	Nature of Incrimination Materials Seized

9. Whether the candidate misbehaved with the Invigilator.

10. Any other observation or suggestion for Improvement of Examinations.

Signature of Center Superintendent

Name:

Date:

Phone Number:

Name of School:

Signature of Observer

Name:

Date:

Phone Number:

Name of School:

F2 -FORMAT

	Kalinga Institute of Industrial Technology (KIIT) Deemed to be University U/S 3 of UGC Act, 1956 Bhubaneswar, Odisha, India
	Office of the Controller of Examinations

NAME OF THE SCHOOL:

(Use Separate sheet for different branches)

BRANCH:
DETAILS OF PRESENT/ABSENT INFORMATION (MEMO FORM)

Name of the Examination:

Batch:

Programme (Semester/Year):

Subject Code:

Subject Name:

Time:

Date of Examination:

Sitting

Sl. No.	Details of the Candidate	Total Strength	Registered	Present	Absent	Debarred
01	Number of Candidates (Regular)					
	Number of Candidates (Back)					
02	Roll Number of Candidates under Debarred					
03	Roll Number of Candidate Booked under Malpractice					
04	Roll Number Present	Regular				
		Back (Year wise)				
05	Roll Number Absent	Regular				
		Back (Year wise)				

(Strike out which is not applicable)

Total Numbers of Answer Sheet: (in figure and words)

(NB: If required use separate paper sheet to mention Regular & Back (Year wise) present & absent roll numbers accordingly)

Verified By
**Signature of Center Superintendent
(Date & Seal)**
Controller of Examinations

F3 -FORMAT

	Kalinga Institute of Industrial Technology (KIIT) Deemed to be University U/S 3 of UGC Act, 1956 Bhubaneswar, Odisha, India
	Office of the Controller of Examinations

CONFIDENTIAL REPORT
By the Faculty Expert on the candidate booked under MP case

Roll No of the Candidate: Serial No. of the Answer book: Name & Code of the subject: Name of Examination: Invigilator (s) booked the case:	For Office Use Only
--	---------------------

Name of the Faculty Expert (With Designation) :

a. Nature of incriminating material : Printed / Hand written / Any other

b. If handwritten, whether the handwriting of the candidate matches (specific information) :

c. Answer of which Question (s) that match with Incriminating material :

d. Extent of copy from incriminating material : Minor/Minimum/Major

Certified that I have verified the incriminating material with the Answer book and the statement mentioned by me are correct to the best of my knowledge.

Date:

Signature of the Jr. Asst./ Sr. Asst./ Exe. Asst

Signature of Dy. CoE / Asst. CoE.

Signature of Faculty Expert

Signature of CoE

Examination Confidential

	Kalinga Institute of Industrial Technology (KIIT) Deemed to be University U/S 3 of UGC Act, 1956 Bhubaneswar, Odisha, India Office of the Controller of Examinations
---	--

REPORT ON UNFAIRMEANS DURING UNIVERSITY EXAMINATIONS

1.Examination Hall.....

2.Examination & Year/Semester.....

3.Date of Examination.....Sitting.....

4.Subject Name..... Subject Code.....

5.Name of the Candidate.....

Roll No. Registration No..... Course

6.Time of detection of the Unfair means.....

7.Particulars of the incriminating materials recovered from candidates (in case the incriminating material consists of writings on walls, desks, body of the candidates etc. Such that it cannot be sent in original, certification by both the invigilators is to be enclosed) }

1.
2.
3.
4.

8.The exact place or places from where the incriminating material was recovered

9.If the candidate is guilty of misconduct give details here

10.Name of the Invigilator(s)who detected the unfair means

 Employee ID Code(s)

11.Report of the invigilator(s) (If the space provided is not sufficient, it may be written on separate piece of paper)

12.Statement of the candidate:
(If the space provided is not sufficient it may be written on a separate piece of paper. If the candidate refuses to give a statement the fact should be noted)

Signature of the Candidate (Full Name)

Signature of the Invigilator Full name with Mobile No. &Mail-Id	Signature of the Invigilator Full name with Mobile No. &Mail-Id	Signature of the Invigilator Full name with Mobile No. &Mail-Id
--	--	--



**SHOW CAUSE NOTICE FOR UNFAIRMEANS CASE,
AT THE EXAMINATION OF- 20--**

Letter No: KIIT-DU/Exam/MP/ /20__

Date:

From
The Controller of Examinations
KIIT Deemed to be University, Bhubaneswar-24

To
Mr/Miss.....

Roll No.....

Examination.....

Branch and Semester.....

Subject with exam date.....

Where as it has been reported by the invigilator of Hall No..... of
.....Autumn/Spring Semester Examination held on date..... that on
datedwhen the examination on the subject.....was in progress you are
found in possession of unauthorized material listed below in contravention of rule 5.0 of Rules and Guidelines
for examinations prescribed by the University, for the guidance of the candidates, which is quoted below for
reference 5.0 “A candidate shall be held guilty of misconduct on malpractice (constituting misconduct if)

1. He/ She is found to be possession inside the examination hall of any book, or page of any book, or scribbling or written note, or typed sheet, that may have a bearing on the subject in which he is appearing, irrespective of whether such book, or page of any book, or scribbling or written note, or typed sheet is used or not”

List of Un-authorized material:-

- 1.
- 2.
- 3.



Now, therefore, you are required to reply to show cause why disciplinary action, should not be taken against you on the following charges:

2. You were in possession of unauthorized material in the Examination hall in contravention of Rules 5.0 quoted above.
3. Your conduct in the Examination hall was highly undisciplined.

Your explanation written in your own hand writing should be received by the Controller of Examination within seven(07) days of receipt of show cause notice. The Board of Discipline appointed to investigate into the cases if malpractice at the University Examination will conduct an inquiry in to your case on date.....at.....A.M/PM in office of the Controller of Examination, Block-F, 3rd floor, KIMS.

If you fail to submit your explanation by the schedule date, it will be presumed that you have no explanation to offer. *Apart from this, you must be present in front of Disciplinary Board on the above mentioned date and time for investigation.*

In case, you desire to adduce any evidence of produce any material, you shall be permitted to do so provided your pray for the same at the time of enquiry specifically in writing and you should come ready for adducing these evidence or producing these material during the inquiry on the date, time and place as fixed above and, in no case time shall be extended without sufficient reasons.

The nature and quantum of penalty to be imposed shall be decided by the Vice Chancellor in the facts and circumstances as would be revealed during the inquiry and information provided by the committee he may comes to the conclusion that while you are guilty of the charge by adopting malpractice/unfairness in answering the papers.

Controller of Examinations

F4- Format



Kalinga Institute of Industrial Technology (KIIT)

Deemed to be University U/S 3 of UGC Act, 1956
Bhubaneswar, Odisha, India

Office of the Controller of Examinations

TEMPORARY ABSENTEES STATEMENT

Examination:.....

Programme:.....

Date of Exam:

Time of Exam:

Sitting: 1st / 2nd / 3rd

Hall No. :.....

[illegible]



U. Roll No. of Student	Time of Leaving the Hall	Time of Returning to the Hall	Purpose	Full Signature of the Candidate

01) Full Signature of the Invigilator**02) Full Signature of the Invigilator**

**Autumn/ Spring End Semester Examination-20--**

School of -----

Recommendation on:List of Subjects, Paper Setter(s), Moderator(s), Examiners and Chief Examiner(s) for the -----
Semester ----- Programme

(Regular----- Admitted Batch & Back -----/-----/-----Admitted Batch(es)).

Sl No	Subject Name with Code	Approx Strength Regular + Back	Full name & address with e-mail id & Phone* no of External Paper Setter (Outside the university from reputed Govt. Institution)	Full Name of Paper Setters (Within the university) With Employee-id/ Phone No	Full name of the Moderator (Within the University) With Employee-id/ Phone no	Full Name of the Examiners (Within the University) With Employee-id	Name of the Chief Examiner(s) (Within the University With Employee-id
1				(1)			
				(2)			
				(3)			
2				(1)			
				(2)			
				(3)			
3				(1)			
				(2)			
				(3)			
4				(1)			
				(2)			
				(3)			

* e-mail id & Phone number of External Paper Setter(s) are mandatory.

Prepared by
(Programme Head/Course Coordinator/Dean)Verified By
(Asst.COE/Dy. COE)Forwarded By
(Head of the School)

Certificate on verification of Database for Result Processing
KIIT Deemed to be University, Bhubaneswar-24
(Decld. U/S 3 of UGC Act, 1956)
OFFICE OF THE CONTROLLER OF EXAMINATIONS
REGULAR & BACK EXAMINATIONS

Programme:	
Branch:	
Autumn End Semester Examination: 1 st / 3 rd / 5 th /7 th /9 th semester	Spring End Semester Examination: 2 nd /4 th /6 th /8 th /10 th semester

Component of Marks
(1) Theory: Internal & End Semester **(2) Practical:** Internal & End Semester **(3) Sessional**

The received soft form of internal component of marks are uploaded and compared with hard copy. After having necessary verification, any kind of mismatching/discrepancy with respect to Roll. No and mark are taken care and corrected from input of Asst.CoE/Dy.CoE.

EDP Section
Confidential Section of Respective School
Asst.CoE / Dy.CoE

The uploaded soft form of marks on respective examines (respective school) of the semester examination have been verified and corrective action is taken as applicable on E

- (i) Any detected error on mark - corrected on certification of Asst.CoE,
- (ii) Verification of Data base
- (iii) Subject wise strength of examinees
- (iv) Absentees in the subject(s)
- (v) Debarred to appear the subject(s)
- (vi) Cancellation of subject under MP case
- (vii) Consideration of laboratory/ sessional mark under special approval of VC

EDP Section
Confidential –II / respective school unit
Asst.CoE / Dy.CoE

Subsequent to above mentioned actions, it is also verified that all necessary mandatory checks are completed. The result processing may be initiated. The data base to be placed in the Results Committee meeting is also ready and is placed for consideration. Meeting may be convened

Confidential Section
Dy.CoE/Asst. CoE
Controller of Examinations

**Certificate on verification of Database for Result Processing**

KIIT Deemed to be University, Bhubaneswar-24
(Decld. U/S 3 of UGC Act, 1956)
OFFICE OF THE CONTROLLER OF EXAMINATIONS

SUPPLEMENTARY EXAMINATIONS

Course:	Course:
Branch: (as applicable to the course)	Branch: (as applicable to the course)
Autumn End Semester Examination : (SUPPL) 1 st , 3 rd , 5 th , & 7 th semester (as applicable to the course)	Spring End Semester Examination: (SUPPL) 2 nd , 4 th , 6 th & 8 th semester (as applicable to the course)

Component of Marks

(1) Theory: Internal & End Semester **(2) Practical:** Internal & End Semester **(3) Sessional**

The data on marks (of evaluation zone) as mentioned above which have been entered and verified by me in terms of correct entry, student(s) absent in the subject(s) and cancellation of subject under MP case. The database is found to have in its proper shape and correct form.

EDP Department

The strength of students, students appeared in all subjects, absent in subject(s) and cancellation of subject(s) for booked under MP case and correct entry of marks have been also verified by us and found to be correct on comparing related documents of Evaluation Zone and of Examination Memo Form forwarded by PICE, Central Examination.

Confidential Section

The database for the above-mentioned results of Supplementary Examination in Autumn/ Spring End semester Examination- is verified and found to be in order and complete in all respect.

Different activities for result processing therefore may be undertaken

Dy.CoE/Asst.CoE

Controller of Examinations



KIIT Deemed to be University, Bhubaneswar-24
(Decld. U/S 3 of UGC Act, 1956)
OFFICE OF THE CONTROLLER OF EXAMINATIONS

CERTIFICATION

(Strike out which is not applicable & use tick mark in the correct box)

Date:

Roll. No	School	Branch	Name of Mentor(full name)

This is to certify that I have checked the spelling of my name in the Admit Card of KIIT Deemed to be University and confirm that

The spelling of name is correct

☐

The spelling of name is **not** correct

☐

Therefore, the correct spelling of name is as follows in capital letter
(certified copy of 10th Board certificate is also enclosed)

(in all capital letters)

I have also enclosed my color passport size photograph to be available in the Degree certificate issued by the KIIT Deemed to be University, Bhubaneswar.

**Colour Passport
Size Photograph**



Certification of Examiner

KIIT Deemed to be University, Bhubaneswar-24
(Decld. U/S 3 of UGC Act, 1956)
OFFICE OF THE CONTROLLER OF EXAMINATIONS

(Strike out which is not applicable & table may be expanded as required)

School:	Programme:	Semester:
Subject and subject code:	Mark (theory): 40/60 component	
Practical: 40/60 component	Sessional: 100 components	

This is to certify that

- (i) The following Roll. Nos (which are not available) and their marks are entered at the last part of the mark foil

Roll. No	Mark(in number)	Reason

- (ii) There is no correction in the hard copy of mark foil which is matched with the uploaded soft copy
 (iii) The following are the corrections of mark in certified hard copy (to be enclosed with the

<u>Full Name of Examiner</u>		<u>Full Name of Examiner</u>		<u>Full Name of Examiner</u>	
Roll No	Mark (in number)	Roll No	Mark (in number)	Roll No	Mark (in number)
Signature		Signature		Signature	

Subject Co-ordinator

Dy.CoE/Asst. CoE for action

Head of the School



1st/2nd/3rd Eligible List
Year: _____

KIIT Deemed to be University, Bhubaneswar-24
(Decld. U/S 3 of UGC Act, 1956)
OFFICE OF THE CONTROLLER OF EXAMINATIONS

Recommendation on Degree Eligibility

Name of the School:

Programme:

Branch:

This is to inform that necessary checks are made by me before recommending the name(s) that he/she is/are eligible on clearing the back log subject(s) after the last Annual Convocation and become eligible to get the Degree in the forthcoming Annual Convocation.

Sl. No	Actions	Certification (Use "v" or "x" as applicable)
1	Last Annual Convocation was held on	
2	The back log subject(s) is/are cleared after the examination followed by approval of results and the dates are after last Annual Convocation	
3	The results of all examinations are published and no where the result(s) is /are kept withheld (WHO) for any reason	
4	All subjects of entire semester in the Programme are cleared with minimum "D" grade/pass and no pending subject(s)	
5	The CGPA/% of mark is greater than equal to the CGPA/% of mark as in the Academic regulations applicable to him/her	
6	All appropriate box and information in this Format is used correctly	

Placed after verification of the examination records issued by office of the Controller of examinations and if is found wrong I will be solely held responsible for it.

Examination Unit of the School

**Recommended for consideration
Head of the School**

All required and relevant records in connection to above are placed for verification.

Confidential Section

This is to certify that the above fields are verified by me and mentioned statements are correct in all respect. In case of any field as above is found wrong I will be solely held responsible for it.

Dy. CoE/Asst. CoE

Date:

The recommendation is rechecked and found correct. The proposal is therefore agreed and considered.

Controller of Examinations



School:
Programme:

No's of Certificates:

PDF Format of Certified Company
Verification -PHASE-I

Original/Duplicate/
Replacement

KIIT Deemed to be University, Bhubaneswar-24
(Decld. U/S 3 of UGC Act, 1956)
OFFICE OF THE CONTROLLER OF EXAMINATIONS

The inclusion of data and correctness of following fields in PDF Format (Certified Company) of Degree certificates are well taken care.

Sl. No	Field of verification	Certification (Use tick mark)	Detected Error
1	Name	☐	☐
2	Regd. No	☐	☐
3	Certificate Serial No	☐	☐
4	Name of Degree	☐	☐
5	Specialization	☐	☐
6	Completion Year of Courses of study	☐	☐
7	Date of Convocation	☐	☐
8	Data base in QR code	☐	☐
9	Approved Format(Font & Font size)	☐	☐
10	Photograph	☐	☐

The sample copy is also verified on each category of Degree Certificate and enclosed for further verification (correction is indicated – in case applicable).

EDP Department

Information as reported above are verified and agreed as per record in file.

Confidential Section (as applicable)

The PDF format is agreed for outward transmission to Certified company for printing

Controller of Examinations

Action has taken as per above instruction

EDP Department

Action taken is noted

Controller of Examinations



School:
Programme:

Degree Certificate
Verification -

KIIT Deemed to be University, Bhubaneswar-24
(Decld. U/S 3 of UGC Act, 1956)
OFFICE OF THE CONTROLLER OF EXAMINATIONS

The inclusion and correctness of following fields in Degree certificate have been verified.

Sl. No	Field of verification	Certification (Use tick mark)	Detected Error
1	Name	☐	☐
2	Regd. No	☐	☐
3	Certificate Serial No	☐	☐
4	Name of Degree	☐	☐
5	Specialization	☐	☐
6	Completion Year of Courses of study	☐	☐
7	Data base in QR code	☐	☐
8	Date of Convocation	☐	☐

- (i)----- nos of Degree certificates are verified on above mentioned points and are found correct.
- (ii)----- nos of Degree certificates are verified on above mentioned points and are found wrong.
Followings are the Roll No and the required corrections are indicated as applicable.

Dy.CoE/Asst. CoE/Verifying Faculty Member

Information as reported above is agreed to forward to certified company for action by EDP unit in supervision of Confd.II Unit & Dy.CoE/Asst.CoE/Verifying Faculty Member

Controller of Examinations

Action taken as per above instruction

Confd.II Unit & EDP Unit

Dy.CoE/Asst. CoE/Verifying Faculty Member

Controller of Examinations

KIIT Deemed to be University, Bhubaneswar-24
(Decld. U/S 3 of UGC Act, 1956)
OFFICE OF THE CONTROLLER OF EXAMINATIONS

Ref: KIIT-U/Exam-Medical-PG/Ex.1/ /20--Date:

To
Prof

Sub: Evaluation of MD/MS. Thesis

Dear Sir,

Greetings from KIIT Deemed to be University, Bhubaneswar.

Thank you for accepting our invitation to act as a member of the Board of Examiners to examine the thesis entitled, “xx” submitted byxxxxxxxxxxxfor the degree ofMD in **Pharmacology**.

This is to mention that the standard of a Ph.D. thesis at KIIT Deemed to be University, Bhubaneswar is comparable to that of any recognized University / Institute of higher learning in any advanced country.

Please find enclosed herewith a copy of the thesis to the address mentioned above. You are requested to send the reports **within 7-10 days time period** in two parts as mentioned below:

1. **A summary evaluation report** of the thesis in the **enclosed form**, where you should tick one and only one of the five recommendations specified there, and
2. **A detailed report in separate sheets** (not less than one page) containing your comments on the work presented in the thesis.

Please sign both the reports and the bill in the enclosed Format and send them to Office of the undersigned by speed post or registered mail. You may send the two evaluation reports by e-mail also.

Kindly acknowledge the receipt of the thesis and **University expects you to give your evaluation reports preferably within one week** of the receipt of the thesis.

With warm regards,

Yours sincerely,
Sd/-

Controller of Examinations

Contact: ----- / coe@kiit.ac.in

Encl:

- Copy of Thesis
- Format of Bill
- Evaluation Report



KIIT Deemed to be University, Bhubaneswar-24
(Decld. U/S 3 of UGC Act, 1956)
OFFICE OF THE CONTROLLER OF EXAMINATIONS

BILL OF HONORARIUM FOR EXAMINATION OF MD/MS/MDS THESIS

I. For use of the Examiner:

To
 The Controller of Examinations, KIIT Deemed to be University
 Bhubaneswar-751024

Date:

Dear Sir

Please arrange for payment of my honorarium of Rs. 1000.00 (Rupees One Thousand Only) for examining the thesis “

submitted by _____ for MD/MS/MDS degree of the University. Payment may please be made by demand draft/electronic transfer in the details given below/ payable at _____. A pre-receipt is appended below.

Name: Prof _____.

Received Rs. 1100.00 (Rupees one one thousand only) for the above said purpose which includes postal charges

1.	Beneficiary's Name & Address	
2.	Name of the Bank & Branch	
3.	Bank Address	
4.	Bank Account No	
5.	IFSC CODE	

(Signature:.....)

II. For use by the Controller's Office:

Certified that Prof. has been appointed by the Vice Chancellor to examine the MD/MS/MDS thesis from school of _____ referred to in the above claim, for which he is entitled to receive a honorarium of Rs. 1100.00 (Rupees One Thousand & One Hundred Only). His report on the thesis has been received and considered by the appropriate authorities. This bill may please be passed for payment.

Controller of Examinations

III. ACCOUNTS SECTION, KIIT DEEMED TO BE UNIVERSITY

The claim of Prof./Dr. for Rs. 1100.00 for examining MD/MS/MDS thesis of has been drawn vide bill No. dated

Finance Officer



Kalinga Institute of Industrial Technology

(Deemed to be University)

Form : ACD 01

Application form for Make-up Examination

(Academic Year: 2018-19, Autumn / Spring Semester)

Part – A : To be filled in by student

To _____
The Dean, School of Engineering : _____
Date : ____ / ____ /20 ____

I have missed the Mid-Semester Examination (2018-19 Autumn / Spring Semester) in the following course(s) due to illness/injury or calamity in the family indicated below. I shall be grateful if you could kindly allow me to take the make-up Examination.

Sl. No.	Courses in which make-up is sought		Examination held on		Make-up exam is sought on medical grounds (Yes/No)	Name and Period of illness		Attach the Medical Certificate and any supporting documents
	Course No.	Course Faculty/ Coordinator	Date	Time		Name	Period	
01.								
02.								
03.								
04.								
05.								
06.								

Note : Attach a Medical Certificate and any supporting documents.

(Signature of Student)

Name of student: _____ ID No : _____ Roll No : _____

Academic Programme : _____ Section : _____ School : _____

Mobile No.: _____ Hostel No : _____ Room No : _____ Email ID : _____

Office of the School of Engineering _____
Application and attachment of Medical Certificate is received on _____ by _____ (Name)
(Signature)



Part - B : For Office Use only

Recommendation of Course Coordinator and Head of School

Notes : (a) Please read the General Regulations of make-up examination.
(b) A new examination paper should be set for the make-up examination.

I recommend / do not recommend, the applicant for make-up examination for

Course.....Course Code

Comments :.....

Course Co-ordinator :Date :

(Name and Signature)

(1)Decision of the Head of the School, School of

Approved / Not Approved

.....
Name)

.....
(Signature)

Date:.....



SAMPLE COPY OF DEGREE CERTIFICATE

No. - BT1800019	→ Futura MdCn BT - 12pt	← Reg. No. - 13040427733
 		
KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY DEEMED TO BE UNIVERSITY, BHUBANESWAR-24 (Decld. U/S of the UGC Act, 1956)		
Upon recommendation of the Board of Management hereby confers the Degree of		
BACHELOR OF TECHNOLOGY		
in		
Civil Engineering		
on		
BISHAL ROY		
who has successfully completed the courses of study in the year 2018 as prescribed under the regulations Given under the seal of Kalinga Institute of Industrial Technology Deemed to be University in the Republic of India on the Tenth day of November Two Thousand Eighteen		
		
Registrar	Vice - Chancellor	



REVISED FEE STRUCTURE FOR CERTIFICATES & OTHER DOCUMENTS APPLIED BY STUDENTS ONLINE & OFFLINE IN KIIT

Sl. No.	Certificate/Documents	First Copy	In-Case of Duplicate Copy	Documents Required (Online/Offline) *Mandatory for Offline - Hardcopy of Application & Original Money Receipt	Whom to Apply	Postal Charges *(Note: The University does not take any liability for any misplacement or damage of the parcel due to postage)	Where to Collect
			In Rupees (₹)				
1	Semester Grade Report	Nil	150/-	(i) Photo Copy of the lost certificate (If Available).	Head of the School	Inside India 300(In Rupees ₹) & Outside India 60 (In Dollars \$)	Concerned School
2	Final Grade Report	Nil	500/-	(i) Photo Copy of the lost certificate (If Available). (ii) If lost, FIR Copy. (iii) If damaged, certificate must be returned. (iv) Student Photo to be uploaded (Online)	Head of the School	Inside India 300(In Rupees ₹) & Outside India 60 (In Dollars \$)	Concerned School
3	Provisional Certificate	Nil	Nil	(i) Photo Copy of the lost certificate. (ii) If lost, FIR Copy.	Head of the School	Inside India 300(In Rupees ₹) & Outside India 60 (In Dollars \$)	Concerned School
4	Migration Certificate	200/-	300/-	(i) If lost, FIR Copy or Affidavit.	Office of the Registrar	Inside India 300(In Rupees ₹) & Outside India 60 (In Dollars \$)	Office of the Registrar
5	Final Degree Certificate	Nil	1000/-	(i) Photo Copy of the lost certificate (If Available). (ii) If lost, FIR Copy. (iii) Affidavit Copy.	Head of the School	Inside India 300(In Rupees ₹) & Outside India 60 (In Dollars \$)	Concerned School
6	Transcript Certificate	500/-	500/-	(i) Photo Copy of FGR/SGR of any Semester. (ii) Address for each Transcript as notified by Institute.	Head of the School	Inside India 300(In Rupees ₹) & Outside India 60 (In Dollars \$)	Office of the Registrar
7	Transfer Certificate/College Leaving Certificate	Nil	200/-	(i) Photo Copy of the lost certificate. (ii) If lost, FIR Copy.	Head of the School	Inside India 300(In Rupees ₹) & Outside India 60 (In Dollars \$)	Concerned School
8	Rank Certificate	500/-	500/-	(i) Photo Copy of the lost certificate (If Available). (ii) If lost, FIR Copy.	Head of the School	Inside India 300(In Rupees ₹) & Outside India 60 (In Dollars \$)	Concerned School
9	Attempt Certificate	500/-	500/-	(i) Photo Copy of the lost certificate (If Available). (ii) If lost, FIR Copy.	Head of the School	Inside India 300(In Rupees ₹) & Outside India 60 (In Dollars \$)	Concerned School
10	Registration Certificate	Nil	150/-	(i) Application to the Head of the School (ii) Money Receipt	Head of the School	NA	Concerned School

(Decd. U/S 3 of UGC Act, 1956)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

EVALUATION CALENDAR ON AUTUMN/SPRING END SEMESTER/SUPPLEMENTARY EXAMINATIONS ON ----- SEMESTER

[illegible]

CLASS OF DEGREE

SAMPLE FOR CLASS OF DEGREE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr/Ms..... bearing Roll No.-..... with Registration No.-.....a student from School of....., Academic session.....

The University does not award any Class / Division to the student either at Semester Examination or Final Degree Examination.

The University follows Grading System for the Academic performance of a student which is measured by the Semester Grade Point Average (SGPA) obtained at the end of each semester and Cumulative Grade Point Average (CGPA) computed on the basis of academic performance in all the semesters.

Controller of Examinations
(Signature with seal)

RANK OF DEGREE

SAMPLE FOR RANK OF DEGREE

RANK CERTIFICATE

This is to certify that Mr/Ms.....bearing Roll No.- with Registration No.-is/was a student from School of, KIIT Deemed to be University for Academic Session.....

He/she has successfully completed his/her Bachelor of Technology Degree in with securing Cumulative Grade Point Average (CGPA)out of 10 CGPA.

Keeping in view his/her academic record Mr/Ms..... exactly Ranked from the top among numbers of students at the end of his/her degree.

Controller of Examinations
(Signature with seal)

**ATTEMPT CERTIFICATE****SAMPLE FOR ATTEMPT CERTIFICATE**

Student Name:			
Roll No. :			
Redg.No. :			
Programme:B.Tech Civil Engineering			
Sl.No.	Semester	Backlog Status	Attempt Status
1			
2			
3			
4			
5			
6			
7			
8			

This is to certify that the above student has successfully completed his/her Bachelor of Technology Degree inhaving no backlog/having backlogs in semester as stated above.

Controller of Examinations
(Signature with seal)

NB: On any aspect, which is not covered under these Regulations or in case of any difficulty/ambiguity arising out of interpretation or application of these Regulations, the decision of the Vice-Chancellor shall be considered as final. The Academic Council of the University has the right to revise or amend or change the regulation as per its need.



Kalinga Institute of Industrial Technology
KIIT Deemed to be University

KIIT, Bhubaneswar-751024

Ph:(0674)-2725481, 2725171, 2740326, Fax: 0674 2725481, E.mail: kiit@kiit.ac.in, Website:www.kiit.ac.in