

CHRIST (Deemed to be University)
Bengaluru 560029

Examination Regulation (Consolidated) 2019 -20


Policy:

CHRIST (Deemed to be University) recognises and upholds the need to have systematic and orderly practices in the conduct of Examinations for its various Programmes and in this regard has evolved multiple Regulations on different aspects of Examinations. In order to have a single document of reference in respect of all aspects of Examinations, all the related Regulations are consolidated for the ease of its understanding and execution. This Regulation is intended to ensure transparency and non-discrimination in the academic evaluation system.

Regulation:

This Regulation, being a consolidated document, shall have specific sections for different aspects of Examinations. The Regulation shall cover the following aspects of Examinations conducted by the University.

- A. Forms of Examinations - Continuous Internal Assessment, Mid-Semester/Trimester Examination, End – Semester/Trimester Examination/ End - Semester Competency Examination, Practical Examination, Pre-Qualifying Examination and Viva Voce Examination.
- B. Scheduling, Conduct and cancellation of Examinations.
- C. Question Papers for the Examinations.
- D. Management of Answer Scripts.
- E. Board of Examiners and its responsibility
- F. Evaluation of Answer Scripts and Dissertations including mandatory review, Procedure for re-totalling /re-evaluation
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- O. Duties and responsibilities of Supervisor, Dy. Chief Supervisors and Chief Supervisor, Flying Squad etc..
- P. Administration of Examination – Office of the Controller of Examinations
- Q. Convocation
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Controller of Examinations
CHRIST (Deemed to be University)
Bengaluru - 560 029

A. Forms of Examinations:

Academic performance of students is assessed at different stages of course progress and shall have the following modes of evaluations.

(i) Continuous Internal Assessment (CIA):

The Continuous Internal assessment (CIA) refers to periodic regular assessment of student performance by the teacher concerned by evaluating the prescribed assignments and/or exercises based on completed course plan for each Course/Paper of the Program and its nature and content shall vary according to the curriculum design/ structure applicable for the particular Course Program. There shall be two such internal assessments during every Semester/Trimester referred to as CIA 1 and CIA 3. The students shall be required to score the minimum marks in the internal assessment (Assignment, Exercises etc) as may be specified for the particular Program. Apart from the Internal Assessment, the CIA shall include weightage for the marks scored for the Course /Paper in the Mid-Semester Examination (referred to as CIA 2) and the total weightage for CIA may range from 50 to 100% as may be specified in approved Course Structure of the Program. A weightage of up

to 5 marks for classes attended beyond the required minimum percentage of attendance shall be considered while determining the total CIA for each Course.

(ii) Mid-Semester/Trimester Examination(MSE/MTE):

The Mid-Semester/Trimester Examination (MSE/MTE) as may be applicable according to the Course Structure of the Program is a formal written examination of 2Hrs duration for Maximum Marks of 50, conducted for UG and PG Programs around half-way mark of every Semester/Trimester of the Program covering the Course Plans completed for the relevant period. The MSE/MTE will be conducted by the Office of the Controller of Examinations in a centralised and strict environment based on common question paper for all the classes (divisions) of the particular Semester/Trimester of the same Program. The evaluation of the answer scripts of MSE/MTE shall be done by the teachers of the particular subject (Course) in the Department which offers the particular Program and shall be as per the prescribed Rules. Evaluation of UG/PG answer scripts shall be guided by the instructions as contained in the Guidelines for Evaluation and Review of Mid-Semester Examination answer scripts as given in the **Annexure A** hereto.

(iii) End-Semester / Trimester-Examination (ESE/ETE):

The End –Semester/End-Trimester Examination (ESE/ETE) as may be applicable according to the Course Structure of the Program is a formal written examination of 3hrs or 2hrs duration for Maximum Marks of 100 or 50 respectively conducted for all UG and PG Programs at the end of every Semester/Trimester covering the Course Plans completed for the entire Semester/Trimester. The ESE/ETE will be conducted by the Office of the Controller of Examinations in a centralised and strict environment based on common question paper for all the classes (divisions) of the particular semester/Trimester of the same Program. The evaluation of the answer scripts of ESE/ETE shall be centralised under the supervision and control of the Custodians as per the Rules specified in **Para F** hereunder.

(iv) Practical Examination:

Assessment and evaluation of practical lessons as may be applicable to Science and certain Non-Science Programs shall be as specified in the Course Structure of the particular Program. The Practical Examination may be for duration of 1 to 3 hrs with maximum marks of up to 100 depending on the Program. For certain specific PG Programs the Practical Examination may extend for duration of 6hrs with maximum marks of 200. The Practical Classes shall have internal assessment as part of CIA and shall also be subjected to MSE and ESE as per the Rules specified in Paras (ii) and (iii) above.

(v) Pre-Qualifying Examination:

Pre-Qualifying Examination refers to the eligibility examination on Course Work to be cleared prior to pursuing certain specific Research Programs and its conduct shall be governed by the Regulation for the particular Program.

(vi) Viva-Voce Examination:

Viva-Voce Examination refers to the competency examination as may be applicable to PG / Research Programs and its conduct shall be governed by the Course Structure/ Regulation for the particular Program.

B. Scheduling, Conduct and Cancellation of Examinations:

- a) All Examinations in respect of every Program of the University pertaining to the relevant academic year shall be conducted in accordance with the predetermined schedules which shall be included in the Academic Calendar of the University that will be released at the beginning of every academic year.
- b) The CIA will be carried out by the Department concerned and the MSE/MTS as well as the ESE/ETS for UG and PG Programs shall be conducted by the Office of the Controller of Examinations within the time schedule specified in Academic Calendar as per the Examination Time-Table that will be announced at least 15 days prior to conduct of the examination. All Examinations will be held only on working days and shall for the specified

duration of time fixed between 9.00AM and 5.00PM. The Time-Table once fixed shall not normally be changed unless necessitated by extraneous circumstances or other exigencies subject to approval of the Vice Chancellor.

- c) The ESE shall be normally held in the months of September-October and in the months of March –April for the Odd and Even Semesters respectively. ETE shall normally be held in the months of September, December and March.
- d) Any Examination in respect of any one or more Papers of any of the Programs that could not be conducted for reasons of an unscheduled holiday declared by the Government, transport strike, state-wide agitation or bandh etc shall normally be held as soon as possible on the immediate available working day.
- e) Any of the scheduled Examinations, either wholly or in part, whether already conducted or not may be cancelled and/or be ordered for re-examination by the Vice Chancellor for any valid and just reasons.

C. Question Papers for the Examinations:

- a) The Question Papers for the various examinations conducted by the Office of the Controller of Examinations shall be drawn out randomly out of the pre-programmed computerised Question Bank (Digital Depository of Questions) exclusively updated periodically for every Program by the concerned academic department/s.
- b) The Question Papers shall be drawn out of the system not earlier than immediate previous two working days of the relevant examination by the Office of the Controller of Examinations under the supervision of the designated official specifically delegated for the purpose by the Controller of Examinations.
- c) Sufficient number of copies of the vetted question papers in lots of 50 or in such number as may be decided by the Controller of Examinations (COE) on case to case basis, shall be packed in sealed covers, duly labelled for the Paper name, Class, and the date of examination and shall be kept in safe custody to be taken out 1 hour prior to the time of the relevant examination.
- d) No question paper shall be left loose and the sample question paper printed for vetting shall be destroyed immediately after the review and vetting.
- e) It shall be the responsibility of the designated official to maintain strict confidentiality in respect of the Question Papers handled by him/her.
- f) Question papers, within the first 30mts of its distribution for the examination may be vetted at the office of and at the discretion of the COE by the nominated faculty member/s for any material errors /mistakes therein which shall be promptly announced to the concerned examinees writing the examination.

D. Management of Answer Scripts:

- a) The answer scripts including the additional sheets to be used by the students for the various examinations conducted by the Office of the Controller of Examinations (COE) shall be supplied by the University in the prescribed form.
- b) The answer scripts shall be in the form of pre-printed stapled/bound booklets of A4 size containing up to 24 pages (depending on the examination) watermarked with University logo at the centre. Every page shall be numbered and shall be ruled with 22 lines with a margin of 3cm on the left. The answer booklet shall have a punched hole at the left top to enable fastened attachments.
- c) The answer booklet shall have a facing sheet with the University name on the top and with rows and columns earmarked for entering the Registration number and marks for each question as may be specified. No writing shall be permitted on the reverse side of the facing sheet.
- d) Every additional sheet shall also be in the same format as the writing pages of the answer booklet.
- e) The students shall not be permitted to enter their name, class or registration number in any part of the answer scripts and the answered scripts shall be pasted with encrypted bar-code

stickers wherever required and applicable, which is currently for End Semester Examination only.

- f) The answered scripts collected by the invigilator at the close of the examination shall be promptly handed over to the designated section of the Office of the COE for distribution to the concerned faculty of the particular Department/s in the case of Mid-Semester/ Trimester examinations and to the Centralised Office of the Custodians in the case of End-Semester / Trimester examinations.
- g) Distribution of the answer scripts to the faculty member concerned or to the Custodians shall be against acknowledgement for number of answer scripts handed over duly noting the Paper name and the Class reference.
- h) The Custodian shall follow the specified Guidelines for Centralised Valuation as provided in the Organisational Guidelines and Job Responsibilities of the Office of Controller of Examinations as given **Annexure E** hereto while administering the Centralised Evaluation.

E. Board of Examiners and its responsibility

- a) There shall be a Board of Examiners (BOE) for every subject paper for evaluation pertaining to particular Program, duly constituted by the Head of the concerned Department in consultation with the Dean.
- b) The Head of the Department concerned, immediately after constitution of BOE shall notify the details of the same to the COE for the purpose record and reference.
- c) The BOE shall have 3 to 5 members including its Chairperson referred to as Chief Examiner. As soon as after the particular examination but not later than one working day prior to the scheduled date of commencement of valuation, the BOE shall meet and finalise the scheme of evaluation and prepare the answer key for the particular Question Paper.
- d) The Answer Key and the Scheme of Evaluation (AKSE) must be prepared in the prescribed format and copy thereof shall be uploaded in the KP to be accessible to the students and to the COE through their respective Web Log In, as and when required. The format of AKSE may be different for MSE and ESE and its access to students may be restricted in the case of ESE.
- e) Copy of the AKSE shall be presented to the Custodian prior to collecting the answer scripts for valuation in respect of all Centralised Valuations and this shall be a pre-condition for the Custodian to handover the answer scripts.
- f) Copy of the AKSE shall also be given to the external valuer wherever double valuation is applicable.
- g) It shall be the responsibility of the Chief Examiner to ensure that all the valuing examiners follow the AKSE in their valuation process and for the purpose may carry out random review of evaluated answer scripts.

F. Evaluation of Answer Scripts / Dissertations / Viva Voce Examinations, Mandatory review, Re-totalling /Re-evaluation

- a) Answer Scripts for Mid-Semester/Trimester Examinations for UG Programs shall be in accordance with the instructions as contained in the Guidelines for Evaluation and Review of Mid-Semester Examination answer scripts for UG Programmes as given in the **Annexure A** hereto.
- b) Answer Scripts for Mid-Semester/Trimester Examinations for PG Programs shall also follow Guidelines for Evaluation and Review of Mid-Semester Examination answer scripts for UG Programmes.
- c) Evaluation of all Answer Scripts for UG and PG Programs for Mid as well as End Semester/Trimester Examinations shall be based on the AKSE referred to Para E (d) above.
- d) Evaluation of Dissertations /Viva-Voce Examinations applicable for M.Phil and Ph.D Programs shall be as guided by the respective Regulations of the University and that of PG Programs shall be in the manner specified in the Course Structure of the particular Program.
- e) Answer Scripts of ESE of all PG Programs (unless specifically exempted) shall be subject to double valuation, one by the internal examiner and the other by an external examiner. The external examiner for the purpose of double valuation may be a duly qualified faculty member from any other Department within the University or from an outside Institution, handling same or similar subject at PG level. However all such external examiners must be

approved for valuation by the Academic Council of the University and the names /other relevant details of such external examiners must be notified in writing to the COE/Custodian, duly signed by the Registrar. The marks awarded to the students in the cases of double valuation shall be the simple average of the two evaluations subject to that the variation of marks in the two evaluations does not exceed 10%.

- f) Where the variation in marks in the cases of double valuation exceeds 10%, the particular answer script shall be subjected to a joint review and evaluation by the examiners who evaluated the paper and consensus is reached based on such review.
- g) In the cases where double valuation will be applicable the Examiner shall enter the marks directly on the Facing Sheet and there shall be no comments or marks recorded on the answer sheets.
- h) At least 20% of all answer scripts evaluated at Centralised Valuation shall be subjected to review by revaluation (except in the case of Programmes which are subject to double valuation) and the rest to check the castings and missed out evaluations if any, by dedicated Reviewers as may notified by the Department concerned to the Custodian on or before the scheduled date of commencement of valuation.
- i) The Reviewer shall review the answer scripts only in respect of papers that have been evaluated.
- j) No Examiner shall be permitted to evaluate more than 6 or 12 papers per hour subject to a maximum per day of 40 or 80 papers having maximum marks of 100 or 50 respectively.
- k) The Custodian shall deliver the specified answer scripts in packed lots of 20 papers at a time and no examiner shall collect more than the specified number of answer scripts at any point of time. The Custodian shall have the authority to refuse delivery of fresh set of answer scripts unless the previously delivered answer scripts are returned after evaluation and review.
- l) There shall be a provision for Re-totalling in respect of all answer scripts and for Re-Evaluation in respect of answer scripts not subjected to double valuation if applied for by the student in the prescribed format by payment of prescribed fee.
- m) The student may also be allowed to have personal review of his/her answer script within the Office of the COE in presence of an official thereof subject to applying for the same in the prescribed format by payment of prescribed fee with a notice period of at least 3 working days. However no photocopy of the answer scripts shall be made available.
- n) The provision for Re-totalling and Re-Evaluation as provided herein shall be applicable all Semester/trimester Examinations including the Supplementary.
- o) Results of Re-Totalling/Re-Evaluation shall be provided within a maximum period of 30 days from the date of receipt of the application.

G. Review of consolidated Results, Grace Marks and Moderation procedure:

- a) On completion of evaluation of answer scripts in respect of ESE/ETE for all Programs student wise and subject wise marks scored for each Program shall be consolidated and shall be reviewed by the Results Review Committee (RRC) prior to announcement of the Results.
- b) The purpose of the Result Review is to study the General Percentage of Pass, Cases of Marginal Failures, Cases of Marginally Missed Second Class/First Class/Distinction and such other issues to examine whether any correction process could be considered.
- c) The Result Review Committee shall be chaired by the Vice Chancellor /Pro Vice Chancellor and shall include the Controller of Examinations (COE), the Registrar, the Director of Student Affairs and three Deans nominated by the VC. The COE shall also be the Secretary of the Committee.
- d) The RRC shall, based on due deliberations, decide on whether Grace Marks should be allowed for marginal losers including for Second Class/First Class /Distinction in the case of all Programs and if so what should be its quantum range. In any case no Grace Marks allowed shall exceed 4% of the applicable Maximum Marks per Course (Subject Paper) and the benefit of Grace Marks shall not be for more than two subject papers (Courses) unless an increased percentage is decided by the RRC under special circumstances for any particular Programme.

- e) In the cases of significant failures of beyond 20% in respect of any particular Program/s the RRC may consider to award Moderation Marks which if decided shall be extended to all the students of the particular Program/s. In any case the Moderation Marks awarded shall not exceed 5% of the total maximum marks for the Semester subject to a maximum of 30 Marks to be evenly distributed to all the Subject Papers.
- f) The Committee shall not arbitrarily increase the marks awarded just for the sake of enhancing the pass percentage.
- g) The Grace Marks may be permitted in respect of all the Semesters while the award of Moderation Marks shall be applicable only in respect of the final two Semesters and three Trimesters.
- h) There shall be Minutes prepared for every meeting of the RRC duly recording the names of the persons attended and the Program wise decision taken. The Minutes must be approved by the Vice Chancellor for acting on it by the COE.
- i) Formal announcement of Results by the COE within the specified time schedules only after its approval by the RRC.
- j) The Results will be uploaded in the website of the University within a maximum period of one month from the date of last examination to be accessible to students through their Knowledge Pro (KP) Log In.

H. Credit Recognition, Marks Cards and Degree Certificates:

- a) The term 'Credit recognition' refers to the acceptance of the Credit earned by the students other than out of the enrolled Program in respect of Courses done within or outside the University for its entry in the Marks Card (Transcript) of the Student for any particular Semester/Trimester as may be applicable and as approved by the Academic Council of the University.
- b) Credit Recognition shall be normally considered for not exceeding two (2) Credits in respect of every Open Electives done within the University and not exceeding four (4) credits per specified Open Elective Course/s done at other Institutions/Universities recognised by the University by virtue of MOU signed or at SWAYAM MOOCS in accordance with the Regulation for adoption of UGC- SWAYAM Online Courses in the UG/PG Curriculum during a Semester/Trimester, subject to a maximum of 20% of applicable total Credits for the Semester/Trimester.
- k) There shall be Marks Card produced in the prescribed format for every Semester/Trimester in respect of every student which will be uploaded in the website of the University to be accessible to the students through their Knowledge Pro (KP) Log In and shall have option to print. There shall be no formal issue of Semester /Trimester wise Marks Card by the University unless it has been specifically requested by the Student in the prescribed form and on payment of specified fee.
- c) The University shall issue Consolidated Marks Card in the prescribed format for the entire Program on its successful completion to be normally delivered along with the Degree Certificate on the occasion of the Annual Convocation.
- d) Successful students of every approved Course Program of the University shall be awarded the applicable Degree in the prescribed format of Degree Certificate which shall normally be delivered on the occasion of the Annual Convocation.

I. Promotion Guidelines and Grading Pattern:

- a) Promotion of students to the succeeding Semester/Trimester or the succeeding academic year of study shall be guided by Rules of the particular Program as provided in its Course Structure though however the generally applicable guidelines shall as under:
 - i. Promotion (movement) to immediate succeeding Semester/Trimester within the same academic year shall not have any precondition except that no student who has been detained at the end of the particular Semester/Trimester for want of attendance or for any other reason shall be allowed to move to the next Semester/Trimester.
 - ii. Promotion (movement) to the Semester /Trimester of the second academic year Unless otherwise stipulated by the particular Programme Regulations shall be permitted only if the student has successfully completed at least 50% of the number of subject papers

(including practicals if any) pertaining to the Semester/Trimester of the first academic year.

- iii. Promotion (movement) to the Semester /Trimester of the third academic year shall be permitted only if the student has successfully completed all the subject papers (including practicals if any) pertaining to the Semester/Trimester of the first academic year and at least 50% of the number of subject papers (including practicals if any) pertaining to the Semester/Trimester of the second academic year.
- iv. On the basis of what is stated in Sub-Clauses i to iii above, the general rule applicable for promotion (movement) to any subsequent academic year shall be subject to no arrears/backlog of subject papers to be completed other than not exceeding 50% of number of subject papers applicable to the immediate previous academic year.
- b) The Marks Card (Transcript) shall contain details of Subject Paper wise Marks Scored, Credits Earned, Grade Letter, Grade Point, SGPA and CGPA as may be applicable.
- c) The Grading Pattern shall be on 10 Point Scale as specified under the UGC Guidelines and as amplified in the Academic Regulation, the relevant extract of which is given in the Annexures hereto. However the Consolidated as well as the Semester/Trimester Marks Card will also display CGPA on 4 Point Scale.

J. Performance Ranks and Awards:

- a) The outgoing students based on their overall performance in their Course Program as assessed by CGPA shall be considered for the First Rank and Certificate shall be so awarded.
- b) The outgoing students may also be considered for Endowment Gold Medal / Special Awards instituted by well wishers of the University based on their overall performance beyond academics and subject to availability of such Gold Medal/Special Award for the particular academic year.
- c) Students who complete their Course Program by supplementary and/or repeat examination shall not be considered for Performance Ranking or for Award of Gold Medal.


K. Eligibility for Examination:

- a) The eligibility criteria to appear for the End Semester/Trimester Examinations of the enrolled Course Program as will be applicable as on the scheduled date for downloading of Hall Ticket, shall be as under:
 - i. The student should have duly completed the specified Minimum Attendance requirement.
 - ii. The student should have successfully completed the 'Mandatory Open Elective Courses' if any applicable for the Semester/Trimester.
 - iii. The student should not have been detained on account of any misconduct as per the Order of the Disciplinary Committee.
 - iv. The student should not have any arrears of fee instalments (if permitted) payable to the University.
 - v. Where the examination pertains to Even Semesters/Trimester, the student should have paid the applicable fees for the ensuing academic year.
- b) Notwithstanding what is stated in sub-clause (a) above the Vice Chancellor, on the recommendation of the Director of Student Affairs for just and fair reasons may permit any student to appear for the examination.
- c) The Students, who are not eligible to write the End Semester/Trimester Examinations, shall not be able to download the Hall Ticket from the website of the University.

L. Supplementary and Repeat Examination:

- a) **Supplementary** End Semester/Trimester Examinations for the benefit of failed students of Odd Semesters / Trimesters shall be held along with the immediately following ESE/ETE of the Even Semesters/Trimesters and vice-versa, on prescheduled date and time as may be announced at least 15 days prior to the commencement of the Examinations.
- b) Continuing students desiring to appear for the Supplementary Examination shall register for the same online in the website of the University through their KP Log In and by payment of the prescribed fee, within the notified time limits.

- c) Students who are in the final Semester/Trimester of their Course Program and have backlog of failed subject papers in the penultimate Semester/Trimester may take up Special Supplementary Examination held in the month of January by registering for the same online in the website of the University through their KP Log In and by online payment of the prescribed fee, within the notified time limits.
- d) There shall be a Special Supplementary Examination held in the month of May for the benefit of immediate outgoing students who have backlog of failed subject papers only in their final Semester/Trimester. The students may register for the same by submitting the prescribed application along with the Challan for payment of specified Fee to the Office of the COE within the notified time limits.
- e) Students who have completed the final Semester/Trimester of their Course Program desiring to appear for the Supplementary Examination shall register for the same by submitting the prescribed application along with the Challan for payment of specified Fee to the Office of the COE within the notified time limits. The application may also be submitted online through the Student Login with online payment, subject to eligibility norms.
- f) There shall be given only two chances of Supplementary Examination in succession under the same syllabus /curriculum as applicable at the time of enrollment for the Course Program. Any further attempt for Supplementary Examination shall be under the syllabus/curriculum as may be applicable for the subject paper for the relevant academic year unless otherwise exempted under special circumstances on the application made to the Controller of Examinations.
- g) The maximum permissible duration to complete any Course Program shall be two years beyond the prescribed minimum duration of the Program unless extended by one more year under admissible circumstances acceptable to the University with the approval of the Vice Chancellor. Students who fail to complete their Course Program within the said time limits shall be deemed to have been abandoned the Course and shall require re-enrollment.
- h) All Notifications concerning the Supplementary Examinations to be held for the Academic Year, except for the Time-Table shall be uploaded in the website of the University at least 45 days prior to the commencement of the examinations.
- i) There shall be permitted additional examination for improvement of results in respect of any examination successfully completed with reference to certain specific Programmes approved in this regard as may be provided in the Academic Regulations
- Repeat Examination** refers to repeat of the Continuous Internal Assignment (CIA) by the students who fail to secure the specified minimum marks for CIA and thereby fail to graduate.
- k) Students who have completed all the Semesters/Trimesters of their Course Programme but have failed to graduate due to low score in CIA in a particular subject paper in any of the Semesters/Trimesters may apply for Repeat CIA that shall be notified in the months of June and November in the University website.
- l) Students who are in the Final Semester/Trimester but have failed in any of the subject paper in the previous Semesters/Trimesters due to low score in CIA may apply for the Repeat CIA that shall be notified in the month of November only. The Students who have already completed Programme but have failed due to low score in CIA may apply during the month of June as well based on notification. However this clause will not apply to those students who are permitted to have repeat CIA in the immediate next Semester/Trimester as per the Programme Regulations.
- m) The applicants for Repeat CIA shall submit the prescribed application form duly filled in along with the Challan for payment of specified Fee to the Office of the COE in person.
- n) The applications subject to verification and due approval by the Office of the COE shall be forwarded to the concerned Dean for initiating further action through the Head of the concerned Department.
- o) Students shall be permitted Repeat CIA for up to two subject papers at any point of time.
- p) The Repeat CIA shall follow a tutorial system for duration of 30Hrs spread over not exceeding 30 days under direct tutoring by a dedicated faculty assigned with the responsibility by the HOD. Duration of tutorial shall not be for more than two hours in a day.


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- q) The Repeat CIA Tutorial shall be based on the syllabus/curriculum for the subject/paper as may be applicable at the relevant time. If the particular subject paper has been replaced by another paper at the relevant time, the Repeat CIA shall be for the replaced subject/paper.
- r) The Repeat CIA shall include all the three components of CIA namely two independent assignments and a written examination as in the case of normal CIA.
- s) On successful completion of the Repeat CIA, the thereof in the prescribed format duly signed by the Faculty, HOD and the Dean shall be delivered to the student and forwarded to the COE for necessary updating in the relevant transcript of the student.

M. Examination Procedures in the case of Differently Abled Students:

- a) Students affected by any of the physical or mental disability of specified categories shall have certain examination related privileges/facilitations as guided by the UGC direction dated 14th January 2019.
- b) The privileges/facilitations available for different kinds of disabilities shall be in accordance with CU Examination Regulations (Amendment) 2019 with reference to conduct of examinations for Differently Abled (Disabled) Students, as given in the **Annexure B** hereto.
- c) Differently abled students requiring any of the privileges /facilitation as may be permissible shall make a written request, to the Controller of Examinations, in the prescribed format at least two weeks before the commencement of the examinations along with supporting documents as specified.

N. Conduct of Students during the Examination and Consequence of Misconduct:

- a) Students admitted to appear for any of the Semester/Trimester written examinations shall adhere to the prescribed code of conduct as may applicable prior to, during or after the examinations.
- b) Any student who is alleged to be defying the said Code of Conduct as found by the Invigilator or the Examiner shall be liable for disciplinary action which may include disqualification to continue the current and/or future examinations depending on the level of misconduct and in the case of very serious offence the student shall be liable to be expelled from the University.
- c) Students shall be guided in this regard by the Regulation on Examination Code of Conduct appended herein in the **Annexure C** hereto.

O. Duties and Responsibilities of Supervisor, Dy. Chief Supervisors and Chief Supervisor, Flying Squad etc and the Supervision Guidelines:

- a) The duties and responsibilities of Examination supervisors etc and the procedures thereof shall be as provided in the Regulation for Duties and Responsibilities of Examination Supervisors (Invigilators), Dy. Chief Supervisors, Chief Supervisor, Surprise Inspection Squad (Flying Squad). The Regulation is in **Annexure D**
- b) The COE shall have the authority to nominate faculty members for the specified positions in consultation with the Vice Chancellor.

Administration of Examination – Office of the Controller of Examinations:

The Office of the Controller of Examinations (OCOE) shall be responsible proper and timely conduct of all the scheduled examinations of the University. The functioning of the OCOE shall be in accordance with the 'Organisational Guidelines and Job Responsibilities' (**Annexure E**) as provided by the University.

Q. Convocation:

- a) The University shall hold two Convocations in a year to formally award the Degrees for the graduating students. The Annual Convocations shall be held for one or more number of days during the month of May of the Academic Year (June-May) and the Additional Convocation shall be held for one day in the month of December of succeeding Academic Year.
- b) The Annual Convocation shall be for the students passing out their UG/PG/Research Final Examinations (including Supplementary) conducted during the particular Academic Year and become eligible for award of Degree during the month of May and may be held on different days for groups of different Courses suiting to the capacity of the Auditorium.

- c) Annual Convocation for Engineering Courses (including Architecture) shall be held at the Kengeri Campus and for the School of Business Studies and Social Sciences at the BGR Campus while for all other Courses it shall be held at the Central Campus.
- d) Additional Convocation shall be for the students passing out their UG/PG Final Examinations by Supplementary Examination and for Research students who successfully complete their Research Degree and become eligible for award of Degree subsequent to Annual Convocation.
- e) Additional Convocation shall be held at the Central Campus and may be cancelled if the number of eligible students is less than 100.
- f) Convocations for the students passing out from the Off Campuses at Ghaziabad –Delhi NCR and at Lavasa, Pune shall be held at the respective Campuses.
- g) The dress code, the ceremonial procession sequence and the procedure of conduct of the Convocation shall be as provided in Convocation Guidelines issued by the University from time to time.

R. Grievance Resolution.

- a) Any grievance of faculty or staff in relation to any of the applicable matters contained in this Regulation shall be dealt with in accordance with the provisions contained in CHRIST Regulation for Redress of Grievances of Faculty and Staff 2019 (**Annexure F**) as may be amended from time to time.
- b) Any grievance of students in relation to any of the applicable matters contained in this Regulation shall be dealt with in accordance with the provisions contained in CHRIST Regulation for Redress of Grievances of Students 2019 (**Annexure G**) as may be amended from time to time.

Annexures to CHRIST Examination Regulations (Consolidated) 2019-20.

The following Annexures to the Regulation are appended separately

- A. Guidelines for Evaluation and Review of Mid-Semester Examination answer scripts as given in the Annexures hereto.
- B. CU Regulations for conduct of examinations for Differently Abled (Disabled) Students
- C. Regulation on Examination Code of Conduct for Students
- D. Regulation for Duties and Responsibilities of Examination Supervisors (Invigilators), Dy. Chief Supervisors, Chief Supervisor, Surprise Inspection Squad
- E. Organisational Guidelines and Job Responsibilities of Office of the Controller of Examinations
- F. Regulation for Redress of Grievances of Faculty and Staff 2019
- G. CHRIST Regulation for Redress of Grievances of Students 2019



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