



SHARDA
UNIVERSITY
— AGRA —

Manual
&
Standard Operating Procedure

OFFICE OF
CONTROLLER OF EXAMINATION

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ABBREVIATIONS

BoS	Board of Studies
CGPA	Cumulative Grade Point Average
CoE	Controller of Examinations
Dy.CoE	Deputy Controller of Examination
SEMGRC	Sharda University Agra Examination Malpractice Grievance Redressal Committee
HoD	Head of the Department
IQAC	Internal Quality Assurance Cell
OCoe	Office of the Controller of Examinations
PG	Post Graduate
UG	Under Graduate
CEC	Central Evaluation Centre
DA	Daily Allowance
PoE	Panel of Examiners
CA	Continuous Assessment Marks
CT	Class test/sessional marks
UGC	University Grants Commission
BoS	Board of Studies
CGPA	Cumulative Grade Point Average
CoE	Controller of Examinations
Dy.CoE	Deputy Controller of Examination
SEMGRC	Sharda University Agra Examination Malpractice Grievance Redressal Committee
OCoe	Office of the Controller of Examinations

PREAMBLE

Sharda University Agra is a leading Educational Institution and one of the Best Private University in Agra. A venture of the renowned Sharda Group, The University has established itself as a high-quality education provider with prime focus on holistic learning and imbining competitive abilities in students.



Higher Education Department
Government of Uttar Pradesh

The University is approved by Government of Uttar Pradesh and prides itself in being the only multi-discipline campus in the Agra-Mathura Region, spread over 50+ acres and equipped with world class facilities.

Sharda University Agra promises to become one of the India's leading universities with an acknowledged reputation for excellence in research and teaching. With its outstanding faculty, world class teaching standards, and innovative academic programmes, Sharda intends to set a new benchmark in the Indian education system.



SHARDA
UNIVERSITY
— AGRA —

The name of university, 'Sharda' is synonymous to 'Goddess of knowledge and learning - Saraswati'. She is identified with 'veena' an Indian musical instrument and the 'lotus' where she resides. The lotus in our logo symbolizes the seat of learning that the University is created for. Variety of colours signify the variety of disciplines the university offers and the overlap between petals creating new colours demonstrate the ethos of collaboration between students and teachers of different programme, nationality, creed and colour working towards creating new knowledge.

The petals leading towards a star is an embodiment of the University's cherished mission to provide education beyond boundaries and to facilitate the students and faculty to achieve pinnacles of success throughout the world!

Vision

To serve the society by being a global University of higher learning in pursuit of academic excellence, innovation and nurturing entrepreneurship.

Mission

- ❖ Transformative educational experience
- ❖ Enrichment by educational initiatives that encourage global outlook
- ❖ Develop research, support disruptive innovations and accelerate entrepreneurship
- ❖ Seeking beyond boundaries

2. DEFINITIONS

2.1 “ABC” means Academic Bank of Credit

2.2 “Act” means the Uttar Pradesh Private Universities Act, 2019.

2.3 “Aggrieved Student” means a student, who has any complaint in the matters relating to or connected with the grievances defined under these Ordinances.

2.4 “APAR” means Automated Permanent Academic Account Registry

2.5 “BOS” means Board of Studies of a Department/ School as prescribed by the Statutes.

2.6 “Class” means specific group of students meeting for specific instructional purposes; that may include a lecture, tutorial, practical, studio, workshop session.

2.7 “Clause” means duly numbered Clauses of these Ordinances.

2.8 “Commission” means the University Grants Commission established under the UGC Act, 1956.

2.9 “Continuing Student” means a student who has completed at least one semester prior to the current semester.

2.10 “Course Detail” means detailed teaching scheme of a course.

2.11 “Course” means a component of a programme. All courses need not carry the same weight. The courses shall define learning objectives and learning outcomes. A course shall be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.

2.12 “Credit” determines the number of hours /periods of instructions required per week. One credit is equivalent to one hour /period of teaching (lecture or tutorial) or two hours/period of practical work/field work per week.

2.13 “Declared Admission Policy” means such policy, including the process there under, for admission to a course or program of study as may be offered by the University by publication in the prospectus of the University.

2.14 “Department” means the Department of Studies and includes Centre of Studies and Research.

2.15 “Disciplinary Probation” refers to the status assigned to a student on committing an act of misconduct, academic or otherwise and once assigned, the student remains on disciplinary probation for the period decided by the Vice Chancellor.

2.16 “Enrolment Number” means a unique number allotted as System Id, to a student

on his admission in the university. Enrolment number/System Id remains unchanged throughout the duration of student's stay at the university.

2.17 "ESE" means End-Semester Examination.

2.18 "Ex-Student" means a student who has failed in a course(s) after appearing in final year/semester examinations and who registers fresh to pass the said course(s) on payment of a prescribed fee.

2.19 "Expulsion" means permanent removal from the University rolls with prohibition on future enrolment.

2.20 "Examination Centre" refers to any premises consisting of examination halls, control room, service room and other necessary facilities such as drinking water and toilets etc

2.21 "Examination Hall" includes any room, laboratory, workshop or any other premises used for conducting examinations of the Sharda University Agra.

2.22 "Examiners" means teachers appointed by the COE from among the Panel of Examiners approved by the Vice-Chancellor/COE/Dean/BoS for valuation of theory/practical papers/UG or PG dissertation etc.

2.23 The "Faculty Board" of each School of studies shall be constituted per Section 27 of the Statutes.

2.24 "Fresher" means a student enrolled on a programme for the first time.³

2.25 "Faculty or School" means an institute or school established by the University by its Act and the Statutes.

2.26 "Government" means Government of Uttar Pradesh.

2.27 "He" includes her and **"His/Him"** includes her.

2.28 "Invigilator" means any teaching faculty/ lab assistants/lab instructor of the Departments appointed by the Controller of Examinations (COE) for invigilation work.

2.29 "LTPC" means hours of Lecture, Tutorial and Practical per week and "C" refers to the total credit of a course.

2.30 "Matriculation" means registration of provisionally admitted students by the concerned School/Department.

2.31 "Mentor" means a faculty member who acts as counsellor, guide, motivator, and role model to a group of students (mentees), assigned to him. He acts as career guide to his mentees and also advises them course- specific and programme- specific information.

- 2.32 “MEME”** means Multiple Entry and Multiple Exit.
- 2.33 “MSE”** means Mid-Semester Examination.
- 2.34 “NCrF”** National Credit Framework
- 2.35 “NEP”** means National Education Policy-2020.
- 2.36 “NHEQF”** means National Higher Education Qualification Framework
- 2.37 “NSQF”** National Skill Qualification Framework
- 2.38 “Panel of Examiners”** constitutes pool of all available examiners from the University and other external Institutions who are enrolled by the Board of Studies after the due process.
- 2.39 “Paper setter”** means any person appointed by the Vice Chancellor/ Controller of Examinations from the Panel of Examiners.
- 2.40 “Paper moderation”** refers to validating the question papers set by paper setters for conformity with the pattern and academic regulations in force. Any erratum/ aberrations/ formats/ choice/pattern deviation etc. are subjected to necessary corrections before printing.
- 2.41 “Paper Moderator”** refers to any person appointed by the COE to scrutinize the question papers received from the paper setters to detect any aberrations, provide remedy and validate it before it is accepted and taken up for the printing process.
- 2.42 “Practical”**. Includes lab work/ project/ dissertation/fieldwork/ studio/ jury/ moot court/ clinical posting/ survey and similar hands-on activities related to previously learnt principles/ theory in the chosen field of learning under the supervision of an expert or qualified individual.
- 2.43 “Pre-requisites”** means conditions that must be met before a student can register for a course.
- 2.44 “Programme”** means an educational programme leading to the award of a Degree, diploma or certificate.
- 2.45 “Programme Detail”** means the year-wise well-structured teaching scheme of programmes which may include courses from major, minor, multidisciplinary, interdisciplinary, ability enhancement, skill enhancement, value-added, internship/ apprenticeship, capstone, community connect, project/ dissertation/ research-project, etc
- 2.46 “Prospectus”** means and includes a publication in the form of a booklet or brochure, whether in print or otherwise, for providing fair and transparent information to the general public (including to those seeking admission) by the University or any authority or person authorized by it to do so on its behalf.

2.47 Roll Number” is the number issued to every student by the Controller of Examinations and shall remain valid for the total duration of the Programme.

2.48 “Rustication” from the University means the withdrawal of right to access to the entire premises and facilities of the University campus for a specified period and/ or till the fulfilment of specified conditions.

2.49 “Student Grievance Redressal Committee” (SGRC) means committee(s) constituted under this Ordinance at the level of the University, for dealing with grievances of the students.

2.50 “Semester” shall consist of 15-18 weeks of academic work equivalent to around 90 teaching days.

2.51 “Student” means a person enrolled, or seeking admission to be enrolled, in the University.

2.52 “Suspension” from the University means withdrawal of the right to access to all or some of the facilities or premises of the University as an interim measure, pending further investigation.

2.53 “Syllabi” means details of the course and includes a description of nature, duration, pedagogy, syllabus, eligibility and related details.

2.54 “Tutorial” means courses involving problem-solving and discussions relating to a field or discipline under the guidance of qualified personnel in a field of learning, work/ vocation, or professional practice.

2.55 “University” means the Sharda University Agra, Uttar Pradesh established under the Uttar Pradesh Private Universities Act, 2019; and Definitions specified in the University Act and the Statutes shall apply *ipso facto* unless provided otherwise.

2.56 “SUA-UMGRC” means Sharda University Agra Examination Malpractice Grievance Redressal Committee. **The Sharda University Agra Unfair Means Grievance Redressal Committee (SUA-UFMGRC)** is responsible for investigating and resolving complaints related to unfair practices during examinations. It ensures fairness, transparency, and integrity in the exam process through proper inquiry and disciplinary action.

3. OFFICE OF CONTROLLER OF EXAMINATIONS

3.1. Functions and Responsibilities

Work to be attended to by the Office of the Controller of Examinations

The following work shall be attended to by the Office of the Controller of Examinations.

- Issue of calendar of academic schedule and schedule of examination, notification of examination fees and inviting applications from the candidates for admission into comprehensive examination, issuing the grade cards and such other related work.
- Preparation of detailed Semester Comprehensive Time Tables and their publication in time.
- Scrutiny of examination application forms of candidates before the commencement of Practical/ Theory examinations.
- Preparation of the subject-wise, paper-wise and date-wise statement to print question papers with code.
- Question Papers to be printed shall be 10% in excess of what is actually required in each subject.
- The question paper packets shall indicate course, subjects, semester, date of examinations, time of examinations, and number of question papers in each packet etc.
- Maintenance of all records, statistics, stock registers and database of candidates pertinent to examinations Processing and passing of Bills of remuneration of TA, DA, other Conveyance/Allowance, and Maintenance of correspondence thereon Registration, Distribution and dispatching of day-to-day communications/ letters
- Appointment of Chief Superintendents in association with Controller of Examinations for the comprehensive examinations and issue of instructions regarding the conduct of examinations.
- Appointment of officials and other staff required for conduct of examination.
- Announcement of selection and issue of appointment orders to the internal and external examiners, Paper setters etc.,
- Arrangement for conducting examination, collection of answer papers, valuation, processing and declaration of results Preservation and disposal of valued answer scripts at least for Three Years after the announcement of results.
- Arrangement for preparation and distribution of marks cards and other certificates to the candidates.
- Collection and maintenance of statistical data regarding the number of examinations, number of candidates registered for each examination, the number of boys, girls, regular candidates and repeaters, percentage of passes, receipts and expenditure on each category of examination etc.,
- Preparation of rank lists and their transmission to appropriate authorities/bodies.
- Collection of work done statements from the Chairmen, Paper setters and Examiners and forwarding them to the Finance Section for payment of remuneration.
- Arrange for photo-copy/re-evaluation of valued answer-booklets requested by the candidates on prescribed application form with due fees.

- Preparation of the lists of lapses and irregularities committed by the evaluators and others and forwarding the list to the competent authorities for consideration and necessary action.
- Scrutiny and passing of the bills of printing and purchase of stationery etc.
- Assisting in constitution of committees to deal with all types of cases of misconduct/ malpractices, detected before, during and after examinations. Dealing with matters of examination fees and refunds if any.
- Announcement of results of examinations, dealing the cases of withheld results for future announcement and follow up work in cases of any discrepancies
- Issue of duplicate marks card, consolidated marks card, rank certificate, etc.,

3.2 Roles and Responsibilities

3.2.1 Controller of Examinations (CoE)

Area	Roles and Responsibilities
Strategic Oversight	Leads the entire examination function: scheduling, question paper prep, execution, evaluation, and result declaration.
Operational Control	Directs confidential exam processes: paper security, hall arrangements, invigilation logistics, and record-keeping.
Confidentiality & Security	Ensures strict confidentiality over exam materials, answer scripts, digital systems, and archives.
Policy & Compliance	Forms policy frameworks, ensures adherence to UGC/AICTE/NAAC guidelines, and oversees grievance mechanisms, revaluation, and convocation support.
Result Management	Chairs result boards, authorizes result publication within required timelines (~30 days), handles statistical reporting.
Staff Leadership	Leads exam-office staff, allocates roles across sections (printing, records, stores), and formulates annual budgets.
Tech & Innovation	Implements ERP systems, digital evaluation platforms, security enhancements, and complaint tracking systems.
Stakeholder Engagement	Reports to senior governance bodies, liaises with VC, Academic Council, Audit committees, and external regulators.

3.2.2 Deputy Controller of Examinations [Dy-CoE]

Area	Deputy Controller of Examinations (Dy-CoE)
Strategic Oversight	Supports the CoE in planning and executing all examination-related activities—exam schedules, examiner appointments, policy drafting.

Operational Control	Oversees day-to-day operations: coordinates staff, supervises registration, seating, hall-ticket distribution, central valuation duties.
Confidentiality & Security	Helps maintain secure storage, dispatch of scripts, and examination infrastructure readiness.
Policy & Compliance	Assists in drafting SOPs, implementing regulations, coordinating exam committees, and organizing malpractice panels.
Result Management	Prepares and processes result entries, supports data validation, arranges revaluation notifications and transcript issuance.
Staff Leadership	Supervises examination wing staff, delegates assignment tracking, and ensures accurate execution of tasks.
Tech & Innovation	Supports digital initiatives: e-office usage, website updates, exam portal management, and data collection.
Stakeholder Engagement	Reports to CoE , Coordinates with departments, examiners, students, and external vendors; serves as proxy for CoE when needed.

3.3 Sharda University Agra – CoE Office Functional Structure

The Controller of Examinations (CoE) Office plays a pivotal role in ensuring seamless execution of the Examination Lifecycle, which is structured into three major operational domains:

3.3.1 Examination Section

Area	Roles & Responsibilities
Examination Planning	<ul style="list-style-type: none"> ✓ Prepare and circulate academic calendar with internal, practical, and end-semester exam dates. ✓ Create subject-wise examination planning sheets and collect inputs from departments. Consolidate slot-wise and course-wise exam load. ✓ Prepare and publish draft and final exam timetables (in consultation with CoE). ✓ Maintain calendar-wise compliance checklist. ✓ Share schedule with ERP/Website section for student access and Evaluation section for post-exam planning.
Exam Cancellation / Emergency Handling	<ul style="list-style-type: none"> ✓ Maintain SOP for sudden exam postponement due to unforeseen events (weather, strike, paper leak, etc.). ✓ Notify ERP, Academic Cell, HoDs, and Students. ✓ Maintain “Emergency Exam Logbook” with CoE signature. ✓ Reschedule and issue revised timetable without duplication/conflict. ✓ Coordinate with Evaluation and ERP for rescheduling exam cycles and result workflows.

Question Management	Paper	<ul style="list-style-type: none"> ✓ Create a confidential database of subject-wise question paper setters. ✓ Obtain question papers (digitally or hard copy) in secured formats as per Blooms Taxonomy. ✓ Scrutinize question papers for syllabus coverage, format, and duplication. ✓ Encrypt and store question papers with password access control. ✓ Maintain records of QP receipt, scrutiny, approval, and printing schedule. ✓ Track QP versioning (A/B sets, if applicable) and distribution logs. ✓ Finalized QP lists and codes shared with Evaluation section to plan evaluators.
Invigilation Planning		<ul style="list-style-type: none"> ✓ Prepare department-wise invigilator list and ensure fair distribution. ✓ Generate and share daily invigilation rosters with duty slips. ✓ Issue official duty letters and obtain acknowledgements. ✓ Track faculty absenteeism and escalate no-shows. ✓ Record and report exam day misconduct or negligence cases. ✓ Maintain invigilation compliance register. ✓ Share invigilation records with CoE and DCoE for action; inform Evaluation section to avoid duplication in evaluator selection.
Seating Plan & Centre		<ul style="list-style-type: none"> ✓ Assign students to centres and halls based on strength and program. ✓ Generate and print hall-wise seating plans. ✓ Paste hall lists and seating charts outside each room. ✓ Ensure same-program students are not seated next to each other. ✓ Mark disabled-friendly rooms for PwD students. ✓ Maintain room capacity utilization and logs. ✓ Share room allotments with support staff and inform Evaluation section for bundle pickup route planning.
Exam Day Coordination		<ul style="list-style-type: none"> ✓ Ensure packing and delivery of question papers and answer booklets on time. ✓ Supervise distribution of attendance sheets, graph sheets, barcodes. ✓ Collect session-wise attendance and absentee reports. ✓ Monitor availability of backup QPs and stationery. ✓ Visit halls to check timely start, student discipline, and staff presence. ✓ Ensure prompt return of answer scripts with proper sealing. ✓ Prepare a session-wise incident and activity report (signed by observers). ✓ Handover bundles to Evaluation team with log.
Flying Squad & Control Room Monitoring		<ul style="list-style-type: none"> ✓ Appoint and brief Flying Squad team for surprise checks. ✓ Schedule squad routes and maintain report registers.

	<ul style="list-style-type: none"> ✓ Set up Exam Control Room with logbooks for session-wise reporting. ✓ Maintain hotlines/WhatsApp group for urgent communications. ✓ Share Flying Squad reports with CoE, DCoE and support disciplinary actions.
Unfair Means (UFM) Handling	<ul style="list-style-type: none"> ✓ Prepare and circulate standard UFM policy and penalties as per Academic Regulations. ✓ Provide invigilators with UFM reporting templates and orientation. ✓ Collect and log all UFM reports from exam halls (with student statement, invigilator signature, and supporting material like photocopies, devices, or CCTV screenshots). ✓ Maintain a UFM register (session-wise and case-wise). ✓ Forward all cases to the Malpractice Committee for hearing and resolution. ✓ Ensure timely closure of UFM cases before result processing. ✓ Record final action taken in ERP/result database with remarks. ✓ Coordinate with Invigilation, Evaluation, and Result Sections to withhold results and unblock post-resolution.
Confidentiality & Security	<ul style="list-style-type: none"> ✓ Monitor QP printing in restricted access areas under surveillance. ✓ Maintain logbooks for entry into confidential zones. ✓ Use OTP-based access or password vaults for digital documents. ✓ Store answer scripts in locked and CCTV-monitored areas. ✓ Use coded packets for QP and answer script transport. ✓ Implement CCTV surveillance in exam halls (where applicable). ✓ Organize sealed bin disposal or shredding for spoiled/extra papers. ✓ Coordinate with Xerox operator, Evaluation team, and MTS.
Coordination with Schools	<ul style="list-style-type: none"> ✓ Collect eligible student lists, Course codes, and registration errors. ✓ Issue guidelines for internal marks, moderation, and practical components. ✓ Circulate SOPs for exam conduct to departments. ✓ Verify backlog/supplementary exam requirements with departments. ✓ Address cross-listed or open elective exam clashes. ✓ Sync with ERP section to correct database; inform Evaluation team for accurate answer script mapping.
Exam Material Logistics & Stationery Control	<ul style="list-style-type: none"> ✓ Maintain inventory of all exam consumables: answer booklets, graph papers, barcodes, wrappers, tags, string, envelopes, seals, and stationery. ✓ Issue materials exam-wise/session-wise with a material requisition log. ✓ Track daily consumption and prepare shortage alerts. ✓ Maintain inward/outward register for materials.

Support for ERP/Automation	<ul style="list-style-type: none"> ✓ Link with support staff, store, and Xerox team. ✓ Coordinate with ERP cell & Website for timetable upload, student admit cards, and attendance entry. ✓ Flag student eligibility issues or registration mismatches. ✓ Generate session reports from ERP post-exam. ✓ Work with ERP to close attendance and exam status entry before results.
NAAC/NBA Data Preparation	<ul style="list-style-type: none"> ✓ Provide exam-related data and supporting documents for quality audits and academic council reporting. ✓ Maintain and submit documentation for: <ul style="list-style-type: none"> • Number of exams conducted • Absenteeism trends • Malpractice cases • Evaluation turnaround time ✓ Assist in drafting CoE section reports for AQAR, SSR, and audit teams. ✓ Contribute CoE metrics to SSR/AQAR in coordination with Quality Cell.

Transition to Evaluation:

After exams are concluded, all answer scripts are sealed, bundled, logged, and transferred securely to the Evaluation Section.

3.3.2 Evaluation Section

Area	Detailed Roles & Responsibilities
Central Valuation Setup	<ul style="list-style-type: none"> ✓ Organize Central Valuation Camp (if applicable). ✓ Allocate space, logistics, and security arrangements for valuation center. ✓ Prepare and circulate valuation duty charts to internal and external examiners. ✓ Ensure availability of answer scripts bundle-wise, along with barcode reader (if used). ✓ Issue guidelines and SOPs for evaluators. ✓ Coordinate with Examination and Support Sections.
Evaluator Allocation	<ul style="list-style-type: none"> ✓ Prepare evaluator panels/Head Evaluators department/School-wise. ✓ Assign internal/external faculty based on subject expertise and workload. ✓ Maintain a record of assigned scripts per evaluator (with log entry). ✓ Track evaluator attendance and script completion status daily. ✓ Share summary with CoE and DCoE.
Script Distribution & Collection	<ul style="list-style-type: none"> ✓ Issue dummy-numbered answer scripts securely to evaluators. ✓ Maintain Script Movement Register (issued, received, pending). ✓ Provide barcode-based scanning where applicable. ✓ Ensure safe storage of completed bundles. ✓ Tag scripts by subject, slot, and evaluator for traceability.

Mark Entry & Moderation	<ul style="list-style-type: none"> ✓ Facilitate marks entry in ERP portal by evaluators. ✓ Perform outlier detection and address discrepancies. ✓ Implement moderation policies (absolute/relative) as per CoE approval. ✓ Freeze and lock marks in ERP post-validation. Maintain Mark Summary Sheet for each subject with signature of evaluator/head examiner. ✓ Provide moderated marks to Result Processing Team.
Revaluation Process	<ul style="list-style-type: none"> ✓ Monitor ERP portal for student revaluation requests within the deadline. ✓ Retrieve and reassign scripts anonymously to a second-level examiner. ✓ Maintain revaluation register with old marks, new marks, difference, and justification. ✓ Submit comparative report to CoE for result revision. ✓ Coordinate with Certification/ERP section for result correction.
Unfair Means (Malpractice) Review Support	<ul style="list-style-type: none"> ✓ Flag any suspicious scripts (same handwriting, pattern) to the CoE. ✓ Maintain a repository of scripts tagged under UFM for review. ✓ Support Malpractice Committee with script copies, barcodes, and examiner notes. ✓ Ensure such scripts are withheld from mark entry until final resolution. ✓ Cross-link with Examination Section UFM cell.
Result Validation & Freezing	<ul style="list-style-type: none"> ✓ Validate mark entries against script counts (no missing/extra entries). ✓ Run ERP-based validation reports (missing marks, absentee mismatch, zero entries). ✓ Cross-check total marks and verify blank pages/non-attempted questions. ✓ Certify mark accuracy by Head Examiner + Section In-Charge. ✓ Freeze and lock final marks in ERP. ✓ Handover to Result Processing Cell. ✓ Prepare Mark Handover Report with program-wise and course-wise result sheets, and forward to Result Section for grade processing and publishing.
Script Storage & Archive	<ul style="list-style-type: none"> ✓ Bundle evaluated scripts batch-wise and label them with subject code, date, evaluator. ✓ Arrange archive room or secure shelves for script storage for a minimum of 6 months (or as per UGC/University policy). ✓ Maintain storage index log with location reference. ✓ Tag and isolate scripts under dispute or pending revaluation. ✓ Coordinate with Confidential/Support Section.
Evaluator Attendance & Honorarium	<ul style="list-style-type: none"> ✓ Maintain daily attendance of evaluators and support staff. ✓ Collect sign-in sheets with time-in/time-out. ✓ Record number of scripts evaluated per faculty. ✓ Prepare honorarium/payment sheet as per policy. ✓ Submit to CoE/Accounts for approval and disbursement.

Evaluation Turnaround Monitoring	<ul style="list-style-type: none"> ✓ Prepare day-wise summary of valuation progress (scripts pending, scripts evaluated, target achieved). ✓ Alert CoE for delay risks. ✓ Maintain subject-wise turnaround time records. ✓ Support NAAC/NBA audit with valuation efficiency reports.
Support for Audit / Data Submission	<ul style="list-style-type: none"> ✓ Prepare structured data on: ✓ Number of scripts evaluated per course/program ✓ No. of evaluators involved ✓ Revaluation count and outcome ✓ Delay reports and rectification timeline- Assist in preparing Evaluation Reports for SSR/AQAR submission. ✓ Work with Academic Audit Cell/NAAC Coordinator.
Script Digitization (if future plan)	<ul style="list-style-type: none"> ✓ Coordinate with IT/ERP for scanned script uploading (for student viewing or digital archive). ✓ Tag script metadata: subject, student ID, evaluator ID, date. ✓ Track digital storage and retrieval logs. ✓ Especially useful for online grievances or NAAC digital audit.
Script Disposal Management	<ul style="list-style-type: none"> ✓ Retain evaluated answer scripts for a minimum of 6 months after the declaration of results, in line with UGC and AICTE recommended practices. ✓ For revaluation or legal/RTI cases, retain until the matter is fully resolved. ✓ Maintain a Script Archive Register indicating subject code, date of exam, bundle count, storage location, and disposal eligibility date. ✓ Organize shredding of old scripts under CCTV, with committee signatures. ✓ At the end of the retention period: <ul style="list-style-type: none"> • Prepare a Disposal Proposal Sheet indicating eligible scripts. • Submit proposal to Controller of Examinations and Registrar (or Competent Authority) for approval. ✓ Constitute a Disposal Committee comprising: <ul style="list-style-type: none"> • CoE or Dy. CoE • One senior faculty from Academic Cell • One member from Internal Audit or IQAC • One representative from the Evaluation Section ✓ - Dispose of the answer scripts by shredding/incineration in the presence of the committee. ✓ Record the disposal in a Script Disposal Register with: <ul style="list-style-type: none"> • Date • Bundle count • Method of disposal • Disposal Committee Signatures ✓ Maintain a disposal certificate and retain it for at least 2 years for audit purposes.
Evaluation Discrepancy Redressal Cell (Post-Evaluation)	<ul style="list-style-type: none"> ✓ Track student grievances like missing marks, totaling errors, or unmarked answers. ✓ Maintain a Grievance Register and record resolution timeline.

	<ul style="list-style-type: none"> ✓ Coordinate with concerned evaluator and CoE for rectification before result release. ✓ Share resolution summary with Result Section to unblock or update marks.
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Transition to Results Section:

Once all course-wise marks are validated and finalized, data is pushed to the Results & Certification Section for grade processing and publication.

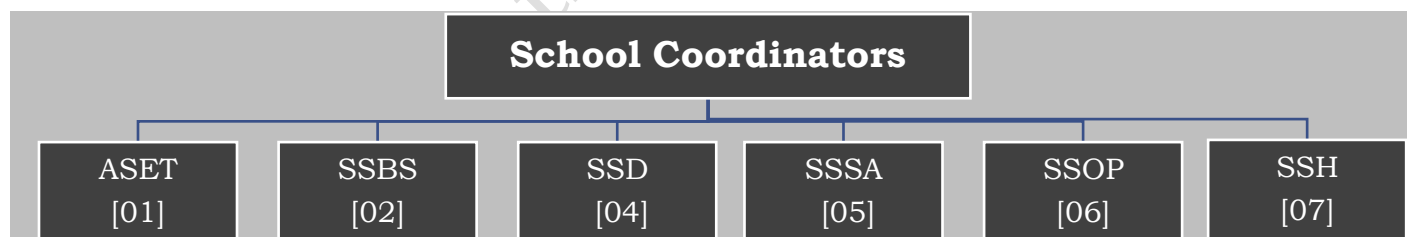
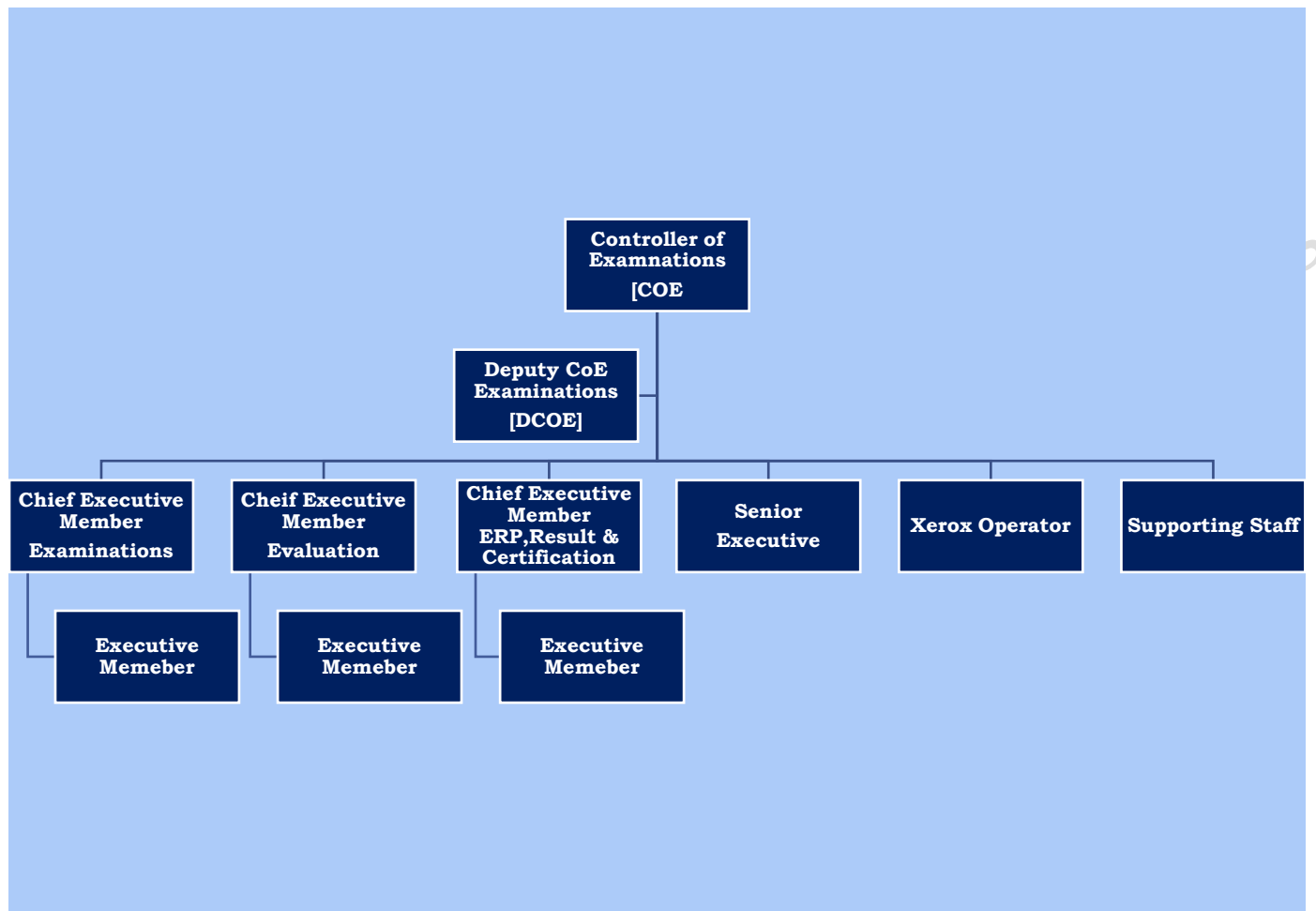
3.3.3 ERP, Result & Certification Section

Area	Detailed Roles & Responsibilities
Admit Card Generation	<ul style="list-style-type: none"> ✓ Enable student-wise admit card generation in ERP based on eligibility. ✓ Verify payment, Feedback, attendance, and registration criteria before issue. ✓ Provide downloadable access to students and email notification. ✓ Maintain admit card issue logs and troubleshoot errors.
Result Compilation & Grade Calculation	<ul style="list-style-type: none"> ✓ Collate final marks from Evaluation Section. ✓ Apply grading rules (absolute/relative/credit-based) as per academic regulations. ✓ Generate SGPA/CGPA calculations via ERP. ✓ Run audit checks on grading anomalies (e.g., failed with SGPA, extreme outliers).
Result Declaration	<ul style="list-style-type: none"> ✓ Present compiled results to the Result Passing Board. ✓ Ensure all UFM, withheld, and pending revaluation cases are flagged. ✓ Once approved, publish results in ERP. ✓ Notify departments, students, and Academic Office officially. ✓ Prepare and issue Result Notification PDFs with seal.
Result Withholding Management	<ul style="list-style-type: none"> ✓ Maintain a register of students whose results are withheld due to: <ul style="list-style-type: none"> • Fee dues • UFM cases • Document verification issues • Revaluation pending ✓ Release results only after clearance. ✓ Communicate with ERP to unlock result access upon clearance. ✓ Maintain audit trail for withheld-to-declared status.
Backlog / Supplementary Exam Management	<ul style="list-style-type: none"> ✓ Maintain student-wise backlog paper database. ✓ Coordinate with Exam section for scheduling. ✓ Enable ERP registration for backlogs. ✓ Process backlog results, grade them, and update final CGPA. ✓ Maintain consolidated summary of backlog clearance.
Grade Sheet Generation	<ul style="list-style-type: none"> ✓ Generate semester-wise grade sheets with: <ul style="list-style-type: none"> • Course code, credits, grade points, SGPA/CGPA • Remarks (e.g., promotion, probation, detained) ✓ Issue digital and printed versions with secure serial number and QR (if applicable).

	<ul style="list-style-type: none"> ✓ Handle grade sheet corrections through formal request flow.
Provisional Certificate	<ul style="list-style-type: none"> ✓ Generate provisional certificates for final-year students post clearance. ✓ Maintain a log register of issued PCs with signature of students. ✓ Issue only upon no-dues clearance and approved result status. ✓ Ensure PC includes degree title, program duration, date of issue.
Transcript Preparation	<ul style="list-style-type: none"> ✓ Accept transcript requests via ERP or manual form. ✓ Generate consolidated transcript (semester-wise performance + grading scale). ✓ Seal, sign, and dispatch transcript in university letterhead for higher education/employment purposes. ✓ Maintain transcript request register.
Consolidated Grade Sheet	<ul style="list-style-type: none"> ✓ Generate consolidated grade sheet for entire program. ✓ Include course list, grades, CGPA, and award year. ✓ Include anti-fraud features (QR code, watermark, serial no.) if applicable. ✓ Issue only post final result declaration and student verification.
Migration Certificate	<ul style="list-style-type: none"> ✓ Generate migration certificate for students exiting the university. ✓ Verify admission records, last semester studied, and exam cleared. ✓ Maintain issued certificate register with signature.
Rank Certificate	<ul style="list-style-type: none"> ✓ Generate program-wise rank list based on CGPA. ✓ Verify minimum pass criteria, no backlog rule, and attendance eligibility. ✓ Issue merit/rank certificate with official signature. ✓ Coordinate with Academic Section for medal/award eligibility.
Convocation Coordination	<ul style="list-style-type: none"> ✓ Coordinate final result compilation for graduating batches. ✓ Cross-check degree eligibility, backlog clearance, and UFM status. ✓ Finalize Degree List in prescribed format. ✓ Forward to Academic Council/Print Cell for printing of degree certificates. ✓ Work with Admin/Registrar's Office for convocation medals, honors, and logistics.
ERP & Student Dashboard	<ul style="list-style-type: none"> ✓ Update ERP modules post result declaration. ✓ Provide student access to: admit cards, results, grade sheets, transcripts. ✓ Handle technical issues/errors in ERP marks visibility. ✓ Work with IT Cell to improve UI and speed of student dashboard.
Academic Audit & NAAC Support	<ul style="list-style-type: none"> ✓ Provide structured reports for: <ul style="list-style-type: none"> • Pass %, CGPA ranges • Backlog trends • Revaluation stats

	<ul style="list-style-type: none"> • Time taken from exam to result <ul style="list-style-type: none"> ✓ Archive all result-related data semester-wise. ✓ Share reports with IQAC/NAAC/NIRF/Statutory Committees as required.
Document Correction Cell	<ul style="list-style-type: none"> ✓ Accept correction requests (name, DOB, course code, grade error). ✓ Verify student records (admission form, previous grade sheets, ERP entries). ✓ Route through Dean/Registrar approval. ✓ Maintain Correction Register and update all impacted documents and ERP fields.
Confidentiality & Data Backup	<ul style="list-style-type: none"> ✓ Ensure that all student data is kept confidential and backed up securely. ✓ Implement access control to ERP roles (Maker, Checker, Approver). ✓ Maintain semester-wise result backup files offline or on secure cloud.
Certificate Reissue Handling	<ul style="list-style-type: none"> ✓ Accept requests for duplicate PCs, Grade Sheets, Transcripts, Migration. ✓ Verify FIR copy (for loss), affidavit, ID proof. ✓ Maintain Duplicate Issue Register with remarks. ✓ Reissue only with approval of CoE/Registrar and special watermark/duplicate marking. ✓ Generate official reissue letter with certificate.
Result Analytics & Reporting	<ul style="list-style-type: none"> ✓ Prepare semester-wise performance dashboards: <ul style="list-style-type: none"> • Program-wise pass percentage • Subject-wise failure rate • Top 10 scorers, ranking, outlier detection ✓ Support Academic Council with grade trend analysis. ✓ Share data with IQAC/NIRF/Accreditation teams.
International Transcript Requests	<ul style="list-style-type: none"> ✓ Format transcripts for WES/CES/NARIC and similar credential agencies. ✓ Use sealed envelope with signature across flap. ✓ Include grading system, university seal, and authorized signatory name. ✓ Track dispatch or student pickup.
RTI / Legal Data Support	<ul style="list-style-type: none"> ✓ Assist CoE office in retrieving accurate marks, copies, or audit data when legally requested. ✓ Provide certified true copies if needed. ✓ Track timelines and maintain legal compliance logs.
Graduation Completion Pack	<ul style="list-style-type: none"> ✓ Provide a final kit to graduating students: <ul style="list-style-type: none"> • Provisional Certificate • Consolidated Mark Sheet • Rank Certificate (if applicable) • Migration Certificate ✓ Ensure all documents are error-free and signed by authorities. ✓ Maintain batch-wise issue log.

3.4 ORGANOGRAM



4. PROGRAMMES OFFERED

S. No.	School	Department	Program/Discipline	Discipline SHORT FORM	LEVEL	Year of Introduction	School Code	Department Code	PROGRAMME CODE
1	ANANAD SCHOOL OF ENGINEERING & TECHNOLOGY (ASET)	Department of Computer Science & Engineering	B.Tech-Computer Science & Engineering (CSE)	CSE	UG	2024	01	21	200
			B.Tech-Artificial Intelligence & Machine Learning(AI-ML)	CAM	UG	2024	01		201
			B.Tech-Data Science	CDS	UG	2024	01		202
		Department of Computer Applications	Bachelor of Computer Applications(BCA)	BCA	UG	2024	01	22	203
		Department of Electronics & Communication Engineering	B.Tech ECE	ECE	UG	2024	01	23	204
			B.Tech EOC	EOC	UG	2024	01		205
		Department of Biotechnology Engineering	B.Tech. Biotechnology	BIT	UG	2024	01	24	206
2	SHARDA SCHOOL OF BUSINESS STUDIES(SSBS)	Department of Management Studies	Bachelor of Business Administration (BBA)	BBA	UG	2024	02	25	207
			Bachelor of Business Administration-IAF(ACCA) (BBA-IAF(ACCA))	BAA	UG	2024	02		208
		Department of Commerce	Bachelor of Commerce (B.Com)	COM	UG	2024	02	26	209
			Bachelor of Commerce-IAF(ACCA) (B.Com-IAF(ACCA))	COA	UG	2024	02		210
3	SHARDA SCHOOL OF BASIC SCIENCES & RESEARCH(SBSR)	Department of Physics	B.Sc- Physics	PHY	UG	2024	03	27	211
		Department of Mathematics	B.Sc Mathematics	MAT	UG	2024	03	28	212
		Department of Environmental Science	B.Sc Environment Science	EVS	UG	2024	03	29	213

4	SHARDA SCHOOL OF DESIGN (SSD)	Department of Fashion Design	B.Des Fashion Design	FAD	UG	2024	04	30	214
		Department of Interior Design	B.Des Interior Design	BID	UG	2024	04	31	215
5	SHARDA SCHOOL OF SMART AGRICULTURE (SSSA)	Department of Agriculture	B.Sc. (Hons.) Agricultural	BAG	UG	2024	05	32	216
5	SHARDA SCHOOL OF PHARMACY (SSP)	Department of Pharmacy	Bachelor of Pharmacy (B. Pharm)	BPH	UG	2024	06	33	217
7	SHARDA SCHOOL OF HUMANITIES	Department of HUMANITIES	Bachelor of Arts-Political Science	POS	UG	2025	07	34	218
			Bachelor of Arts-Psychology	PSY	UG	2025	07		219
1	ANANAD SCHOOL OF ENGINEERING & TECHNOLOGY (ASET)	Department of Computer Applications	Master of Computer Applications(MCA)	MCA	PG	2024	01	22	400
		Department of Computer Science & Engineering	M.Tech-Computer Science & Engineering (CSE)	CSE	PG	2025	01	21	403
2	SHARDA SCHOOL OF BUSINESS STUDIES(SSBS)	Department of Management Studies	Masters of Business Administration (MBA)	MBA	PG	2024	02	25	401
3	SHARDA SCHOOL OF PHARMACY (SSP)	Department of Pharmacy	M.Pharm (Pharmacology)	MPH	PG	2024	06	33	402
4	SHARDA SCHOOL OF PHARMACY (SSP)	Department of Pharmacy	M.Pharm (Pharmaceutics)	MPS	PG	2025	06	33	404
1	SHARDA SCHOOL OF	Department of Pharmacy	Diploma in Pharmacy (D.Pharm)	DPH	DIP	2024	06	33	001

		PHARMACY(S SP)								
1		ANANAD SCHOOL OF ENGINEERIN G & TECHNOLOG Y (ASET)	Department of Computer Science & Engineering	PhD-Computre Science & Engineering (CSE)	PCS	PhD	2024	01	21	600
2		SHARDA SCHOOL OF BUSINESS STUDIES(SSB S)	Department of Management Studies	PhD-Department of Management Studies	PMG	PhD	2024	02	25	601
3		SHARDA SCHOOL OF PHARMACY (SSP)	Department of Pharmacy	PhD-Pharmacy	PPH	PhD	2024	06	27	602

5. EXAMINATIONS AND EVALUATION

Student performance is measured through various modes of examinations such as sessional examination, quizzes, home assignments, group assignments, viva-voce and semester- end examination. Student performance shall be measured throughout the semester through Continuous Assessment (CA) and End Semester Examinations (ESE).

5.1 Registration for Examination

- i. No student shall be admitted to any examination of the University, unless he has been duly enrolled/registered as a student for the prescribed number of courses, except in the case of an Ex-Student.
- ii. A student who fails to submit the registration form (every Semester) shall be deemed as an unregistered student and shall not be allowed to attend classes and take examinations even if he/she has paid the fees.

For Council-based Programmes

For all Council-based programs, the University shall follow the rules and regulations of the respective Councils for assessment and evaluation.

For Non-Council based Programmes

5.2 Attendance Requirements

5.2.1 Course-Wise Attendance

A student is expected to attend all the classes consisting of lectures, tutorials, labs, and workshop sessions. A student may be debarred from appearing in the ESE of one or more courses for shortage of attendance as enumerated below:

- a) Attendance shall be monitored course-wise.
- b) A student shall be required to have minimum 75% attendance in a course to be eligible to appear in MSE as well as in ESE in the said course.
- c) Students will be given a 10% attendance benefit to participate in approved cocurricular and extra-curricular activities if prior approval has been taken from the competent authority.
- d) If a student is eligible for the End-Semester Examination based on attendance in the class, but is not able to take the examination due to any reason, then he/ she can appear in that ESE at the next time. He/she will not need to take classes again and the marks earned by him in the CA and MSE shall be taken into account while determining overall marks in the course.
- e) In extreme cases of hardship on account of hospitalization of self, immobilization for valid reasons, or in case of natural calamity, the Dean of the School may recommend attendance to the extent of 10%, provided the claim is duly supported by requisite documents to the satisfaction of the Dean concerned/ the medical committee constituted by Dean Academic Affairs for which the case is referred to.
 - i. In case of hospitalization, complete medical treatment records of the hospital (Discharge Summary), may be verified by the university.
 - ii. In case of natural calamity, the official government notification relating to the calamity in the concerned region will suffice.
- f) In case a student has been allowed to change the course or programme during the current semester, the classes attended in previous course/ programme will also be

considered in the calculation of attendance, and the eligibility for appearing in ESE will be determined accordingly.

- g) Irrespective of whether a continuing student has registered late or on time, calculation of attendance shall be based on all the classes held/engaged and not from the date on which the student has registered unless otherwise decided by the committee constituted and headed by the Dean Academic Affairs.

5.3 Debarring from Examination

- a) A student who has less than 75% attendance in any course will not be able to take the End-Semester-Examination (ESE) in that course and such students will be designated as 'debarred' students in that course. .
- b) **'DEB'** grade will be recorded against that course in the transcript of the debarred students.

5.4 Components of Evaluation

Unless provided otherwise in the Course and / or Programme details, the components of Evaluation for each course shall be as under:

5.4.1 Theory Courses:

- | | |
|------------------------------------|------------|
| (a) Continuous Assessment (CA) | : 25 marks |
| (b) Mid-Semester Examination (MSE) | : 25 marks |
| (c) End-Semester Examination (ESE) | : 50 marks |

To pass a course (theory/ major/ minor/ core), it will be necessary to score a minimum of 17 marks (33% of 50) out of a maximum of 50 marks in the ESE and score a minimum of 33% marks in the aggregate in CA, MSE, and ESE.

To pass each course (theory and practical) of co-curricular/ minor research courses, it will be necessary to score a minimum of 20 marks out of a maximum of 50 marks (40% of 50) in ESE and score a minimum of 40 marks in the aggregate in CA, MSE, and ESE.

5.4.2 Laboratory/ Practical Courses:

- | | |
|--------------------------------|------------|
| (a) Continuous Assessment (CA) | : 60 marks |
|--------------------------------|------------|

Components for Practical Courses:

- i. Practical Records File
- ii. Performance in the conduct of experiments/ results reported during the semester
- iii. Viva-Voce throughout the semester

- | | |
|-------------------------------------|----------|
| (b) End-Semester Examination (ESE): | 40 marks |
|-------------------------------------|----------|

To pass in practical courses, it will be necessary to score a minimum of 20 marks out of a maximum 50 marks (40% of 50) in ESE and score minimum of 40 marks in the aggregate in CA, MSE, and ESE.

For practical examinations, external examiners will be appointed by the Dean of Academic Affairs on the recommendation of the HoD/ School Dean.

5.5 Conduct of Examinations:

The Mid-Semester and End-Semester examinations shall be conducted by the Controller of Examination of the University on the date(s) notified in Academic Calendar

5.6 Use of Unfair Means

An **Examination Manual** shall define what constitutes the use of **unfair means** during examinations and the corresponding **penalties**. The **Sharda University Agra Examination Unfair Means Grievance Redressal Committee (SUA-UFMGRC)** is entrusted with the responsibility of **enquiring into reported cases** of examination malpractice and recommending appropriate **penalties** in accordance with the university's guidelines. The committee ensures **fairness, transparency, and integrity** in the examination process through structured inquiry and just action.

5.7 System of Grading

- Each Programme shall have prescribed number of credits assigned to it, depending upon the academic load of the course determined by the weekly contact hours. The credits assigned shall be provided in course details.
- The credits assigned to a course reflect its weightage in the determination of the Grade point. The courses that have not been assigned any credit shall be treated as non-credit courses.

5.7.1 Award of Grades

Based on the marks obtained in the courses studied by a student, a letter grade as given in the table below shall be awarded to each course using an absolute grading system.

Award of Grades based on absolute Grading System		
Lower range of Marks	Upper Range of Marks	Grade
> 90	≤ 100	O
> 80	≤ 90	A+
> 70	≤ 80	A
> 60	≤ 70	B+
> 50	≤ 60	B
> 40	≤ 50	C
> 32	≤ 40	P
----	≤ 32	F
Absent in End Semester Examination (ESE)		AB
Shortage of Attendance		DEB

For all practical purposes, 'AB' and 'DEB' grades shall be treated as 'F' grades.

The following letter grades shall be used to assess a student's performance:

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

The following grades shall be used for non-credit courses:

Grades and Grade Points		
Letter Grades	Description	Grade Points
Q	Qualified	0
NQ	Not Qualified	0

For the computation of grade points, the University will follow absolute grading System.

5.7.2 General guidelines for the award of grades

- Evaluation of different components of a course outlined in the course plan shall be done in marks.
- The marks obtained in various components shall be added to get total marks secured on an 100-point scale for theory and laboratory courses.
- The End-Semester Examinations' question paper shall cover all the sections of the syllabus.
- The grades shall be notified with the approval of Vice-Chancellor on the recommendations of the Examination Committee.

The Examination Committee shall consist of:

- 1) Dean Academic Affairs - Chairman
- 2) Dean of the School - Member
- 3) Controller of Examination - Convener

5.7.3 Semester Grade Point Average (SGPA)

The Semester Grade Point Average is a weighted average of the grade points earned by a student in all the courses credited and describes his academic performance in a semester. If the grade point associated with the letter grades awarded to a student say, g1, g2, g3, and the corresponding weightage is (credits) say, w1, w2, w3, ...the SGPA is given by:

$$\text{SGPA} = \frac{W_1g_1 + W_2g_2 + W_3g_3 + \dots}{W_1 + W_2 + W_3 + \dots}$$

Thus, for j^{th} semester

$$\text{SGPA}(S_j) = \frac{\sum C_i \times G_i}{\sum C_i}$$

Here,

C_i = number of credits of the i^{th} course in j^{th} semester

G_i = grade point scored by the student in the i^{th} course in j^{th} semester.

5.7.4 Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester.

It is computed in the same manner as SGPA, considering all the courses (say, n), and is given by:

$$\text{CGPA} = \frac{\sum_{i=1}^n W_i G_i}{\sum_{i=1}^n W_i}$$

$$\text{CGPA}(S_j) = \frac{\sum C_j \times G_j}{\sum C_j}$$

Here,

S_j = SGPA of the j^{th} semester

C_j = total number of credits in the j^{th} semester

Note:

- i. A student shall be required to complete successfully all the courses of the curriculum prescribed for the Programme and attain a minimum level of academic performance, by way of obtaining a **minimum CGPA of 4.5 in UG Programmes** and **5.0 for PG Programmes**, until otherwise decided by the Academic Council.
- ii. A student shall normally have to clear his backlogs in the sequence in which he has obtained lower grades in the preceding semesters.
- iii. A copy of the grade card is issued to each student at the end of a Semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee.
- iv. If a student fails at the end of a semester to achieve minimum required SGPA, he shall be placed on **ACADEMIC PROBATION** during the ensuing semester immediately. He/she may either repeat the course(s) in which he has obtained '**P**' or '**F**' grade or opt for a new alternate course of the same category/ discipline/ subject as and when offered, in order to complete the credit requirements.

5.7.5 Conversion factor for converting CGPA into marks equivalent

If a conversion from CGPA to marks is required, the following formula shall be used to calculate the same:

$$\text{The equivalent percentage of Marks} = \text{CGPA} \times 10.$$

5.8 Minimum CGPA Requirement for award of Degree/Diploma/Certificate

5.8.1 Certificate Programme

Criterion as decided by the University from time to time shall be applicable.

5.8.2 Diploma Programme

Criterion as decided by the University from time to time shall be applicable

5.8.3 Under-Graduate and Post-Graduate Programme

Unless approved otherwise, the minimum CGPA requirement for the award of a degree in an **undergraduate program shall be 4.5 and 5.0 in a post-graduate program** subject to getting a minimum of 'P' or a higher grade in each of the courses offered.

5.9 RESULT

- (a) The results for each semester shall be declared on the date(s) notified in Academic Calendar.
- (b) The mathematical principle of rounding off shall be followed to round off the grade points up to two decimal places.
- (c) The result of a student may be withheld if he has not paid the university dues, or a case of misconduct or use of unfair means is pending against him; or for any other reason, as may be decided by the university.

5.10 TRANSPARENCY GUIDELINES

- (a) All marks obtained in assignments/ practical, presentations or a report shall be made available to the students within areas on able time after evaluation.
- (b) A student shall be allowed to see his Mid Semester/Mid Term Examination answer books. Error of evaluation, if any will be reported to the HOD. Any change in the marks will be made with due approval of the Dean. The change of marks shall be reported to the Controller of Examinations for updating the result accordingly
- (c) A student shall be allowed to see all the answer books of the End Semester/End Term examination at one time and at a location, notified by the concerned School. No second opportunity shall be provided for the purpose. However, a student may seek:

- Scrutiny of the answer book where under only calculation part will be checked i.e. question have been marked/have remained unmarked/or totalling mistakes have occurred which can be corrected.
- Re-evaluation of specific questions by making a written request on the following grounds.

1. The question was left un evaluated.
2. A correct answer has been awarded a zero or less marks.

No other request for re-evaluation shall be entertained. The result shall be conveyed to the student.

(d) A student not satisfied with the result of re-evaluation, may request for challenged evaluation on deposit of the specified fee. If marks in re-evaluation are increased increase by 5 percent of the maximum marks or more, the revision of the marks shall be made, and money refunded. There shall be no increase in marks if the change in re-evaluation is less than 5 percent of the maximum marks and the fee deposited will be forfeited. If marks in re-evaluation decrease by more than 5 percent, the lesser marks shall be awarded.

(e) The re-evaluation shall be done either by a teacher from the faculty of the particular School, where the student is enrolled. However, the examiner appointed for re-evaluation should be other than the one who has evaluated the answer book earlier/ or by any external expert appointed by the Dean Academics. In both the cases the reevaluator should be one step senior, such that if Assistant Professor has evaluated, the answer book, re-evaluator should be an Associate Professor and likewise.

5.11 ACADEMIC PROGRESSION

(i) A student will always be promoted from the current Odd semester to the next even semester, irrespective of the result of the current Odd semester.

(ii) Promotion from the current Even semester to next Odd semester i.e. from current year to the next year shall be subjected to the following conditions:

- ❖ A student shall have a CGPA of at least 4.00 out of 10.00 in the first year of study to be eligible to register for courses offered in the third semester (second year). A student shall maintain a CGPA of at least 4.50 out of 10.00 at the end of second and subsequent years for academic progression, during UG Program and a CGPA of at least 5.00 out of 10.00 at the end of completion of the PG degree program.
- ❖ If a student does not meet the academic progression criteria as stated above **in** (ii (a)), then he/ she must repeat the year of study in which he/she has failed to maintain the required CGPA to continue in the program. Repeating the year, the student will have to pay the full fee.
- ❖ Students shall be given the option to carry the **credit(s)** of passed course(s) while repeating the year.

5.12 GRADE IMPROVEMENT

Students who secure a Cumulative Grade Point Average (CGPA) of less than 6.5 after

completing the prerequisite credits for the award of a degree and wish to improve their CGPA may be permitted to do so under the following conditions:

(a) Application Process:

1. The student must submit a written application to the Dean of Academics, seeking permission through the Dean of the School or Head of the Department from where they have graduated, to register for CGPA improvement within one month from the date of the declaration of their exam result.
2. The student should not have obtained (i) a leaving certificate from the university, and (ii) a degree from the university.
3. No student will be admitted once the course registration process for the improvement examination concludes.

(b) Course Registration:

1. A student may register for a maximum of five courses in which they have secured grades B, C, or P.
2. If a student wishes to register for more than five courses, they must obtain special permission from the Vice-Chancellor on medical or other emergencies. The Vice-Chancellor may form a committee to decide eligibility if required.
3. A student can choose a maximum of three theory courses from a particular semester in which they have secured grades B, C, or P. The student must register for these courses in the semester in which they are offered.
4. No request for change/revision/alteration of Mid-Semester Examination (MSE) or Continuous Assessment (CA) marks will be entertained.

(c) Surrender of Original Grade Cards:

1. At the time of registration, the student must surrender all original grade cards received from the university.
2. The maximum grade awarded in courses taken for improvement will be an 'A'.
3. Grade improvement is only allowed in theory courses and not in courses like minor projects, major projects, seminars, laboratory courses, term papers, etc.

(d) Affidavit Requirement:

1. The student must provide an affidavit on Rs. 100 judicial stamp paper stating that they will not use the surrendered grade cards until they receive the official results of the courses taken for grade improvement.
2. No changes will be allowed after the registration of courses for grade improvement.

(e) Fee Payment:

1. The student must pay the requisite fee as prescribed by the University for Grade Improvement.

(f) Examination Conditions:

1. The student must pass all registered courses in one go/attempt for grade improvement and is not entitled to appear in the summer term or re-examine in such cases.

2. Only one attempt per academic year is allowed for a student wishing to improve their grades.
3. If the student fails to secure higher grades, the original result (grades) before registering for improvement will stand.

(g) Issuance of Grade Cards:

1. A student who improves their CGPA will be issued fresh grade cards by the university.
2. These grade cards will clearly indicate "grade improvement" against the courses for which the student reappeared.
3. The date on the new grade card will be the same as that issued for other students appearing in those courses.

(h) Exclusion from Merit and Medals:

1. Students who appear for grade improvement will not be considered for any merit position or medal.

(I) Grade improvement for MEME students:

1. There shall be no grade improvement applicable to the students for midsemester/ mid-term and CA.
2. The students, who have opted for Multiple Entry/ Multiple Exit may be permitted for grade improvement, provided the maximum duration of the program permits them.

5.13 BACK LOG PAPER OR IMPROVEMENT EXAMINATION

1. The facility of back paper (in F and NQ graded courses) or improvement (in C and P graded courses) will be available to the student for the courses of Even (Odd) semesters only in the Even (Odd) semesters.
2. There shall be no back paper or improvement examination in the Continuous Assessment (CA) and Mid-Semester Examination (MSE). A student can improve in Continuous Assessment (CA) and Mid-Semester Examination (MSE) in a course only if he/ she repeats the course.
3. The syllabus of the course for the student shall be the same as that of the current semester in which he/ she is appearing for the back paper or improvement examination.

5.14 MAKE-UP EXAMINATION

1. If necessary, the University may carry out a makeup examination on the recommendation of a committee constituted by the Vice-Chancellor.
2. If necessary, the committee may examine cases of students who are not promoted to the next year after the End-Semester-Examinations of the even semester on a case-by-case basis. The committee will send its recommendation to the Vice-Chancellor for consideration and approval.
3. The Vice-Chancellor may ask the Controller of Examination to conduct a Make-up Examination, if necessary.

A student who has attendance above 50% but less than 75% in a theory course will be eligible for the Make-up Examination, if taken, in that theory course, on the recommendation of a **committee** constituted to evaluate the eligibility of the candidate **By the Dean Academics.**

4. A student who has less than 50% attendance will not be eligible for Make-up Examination and F grade will be recorded against the course. Such students have to repeat the course in which their attendance is less than 50%. The facility to repeat the course shall be available to the students for the courses of Even (Odd) semesters only in the Even (Odd) semesters.
5. If a student is in his odd /even of any semester and repeats an odd/even of previous semester (previous year) course, he must attend the regular classes with the first semester (first year) students. The department/ school concerned must plan the timetable in such a way that the student can attend the classes of the repeat course. Student will be treated as regular student only if his / her enrollment no. is carried forward.
6. **If the option (v) above is not available**, the department / school concerned must assign the student a course mentor for the course in which the student wishes to repeat the course. It is the student's responsibility to meet with the mentor at least three times a week. The mentor will guide the student and ask the student to submit assignments timely. The mentor assesses students throughout the semester through assignments, unit tests, quizzes, presentations, etc., and awards marks for Continuous Assessment (CA) at the end of the semester. The mentor/ programme coordinator / HOD / Dean must also take care of MSE dates and conduct MSE on the dates mentioned in the Academic Calendar.
7. It shall be the responsibility of the mentor to monitor the progress of these students from time to time and to guide the student accordingly.
8. If a student is repeating a course, their most recent marks in CA, MSE, and ESE will be considered for the computation of grade in that course. The prior marks of CA and MSE, if any, will not be taken into account.
9. There will be no Make-up Examination for practical/ laboratory courses. The facility to pass a practical/laboratory course will be available to the student for the courses of Even (Odd) semesters only in the Even (Odd) semesters.
10. The Make-up Examination may be held once per academic-year after one month from the date of declaration of the result of the even semester.
11. A student who secures '**F**' or '**NQ**' or '**DEB**' grade in a theory course shall be eligible for Make-up Examination.
12. A student may apply for any course in which he / she has obtained '**F**' or '**NQ**' grade **subject to maximum of five courses at any time.** The fee for such an Examination shall be as specified by the University, from time to time for each course.
13. A student wishing to appear for a Make-up Examination in a course must fill up a form and submit the same along with the examination fee to the Examination Department of the concerned School within 7 days of notification, if the University decides to conduct a Make-up Examination. The

Controller of Examinations shall schedule the Make-up Examination by taking University's convenience into account.

14. The grade earned through the Make-up Examination shall be capped at 'A' grade.
15. If a student who secures '**NQ**' or '**F**' grade in a theory course and misses the Makeup Examination, he/ she has the opportunity to pass/improve the grades of Even (Odd) semesters only in the Even (Odd) semesters. The University will not carry out any further examination for this purpose.

5.15 Deficient Student

1. A deficient student is one who has either not registered himself for one or more courses or has registered but not completed successfully one or more courses of the previous semester(s) or has a Cumulative Grade Point Average (CGPA) below the minimum CGPA required for the award of a Certificate, Degree or a Diploma.
2. The course planning of such deficient student shall be framed by the Mentor concerned /Programme Coordinator, duly endorsed by the HOD, recommended by the concerned Dean and with the approval of the Dean Academic Affairs in such manner as may be permissible for the backlog(s). Further, backlog courses may be registered for, as far as practicable, in the sequence of their accumulation.
3. The facility of repeating or improvement of grade in a course(s) shall be within the maximum duration of the Programme.
4. If a student fails in a programme elective or open elective course he may opt to reregister for the same course or may opt for other prescribed course of same credit provided the maximum duration for the completion of Degree/ Diploma/ Certificate permits so.
5. Student (s) unable to secure minimum CGPA for promotion from one Academic year to another will have to repeat the whole year in which he /she has not been able to secure the required CGPA. While repeating the whole year, the student shall complete all the requirements together with other students admitted in the Programme in that Academic year, while the System Id/ enrolment number allotted at the time of registration shall be retained, his old marks will be replaced by the marks obtained in Continuous Assessment (CA), MSE and ESE examination held in current Academic year.
6. An ex-student who has **FR (Failed & Repeat)** in one/or few courses after appearing in final year/ semester examinations may register afresh to pass the said course(s) as **FI (Failed & Improved)** on payment of prescribed fee.

5.16 EX- STUDENTSHIP

1. A student can opt for Ex-studentship provided he/ she has obtained minimum 50% marks in the internal assessments (CA+MSE) in theory/ practical courses. An ex- student only has to appear in End-Semester Examinations (ESE).

2. A student opting for 'Ex-studentship' must apply to the concerned School 15 days before the start of new academic session and have to pay only the prescribed examination related fee as decided by the University.

3.

5.17 MULTIPLE ENTRY AND MULTIPLE EXIT

(Applicable to all except Council-based Programmes)

1. In pursuance of provisions made in NEP-2020, students are given the option of multiple entries and multiple exits. If a student wants to leave the Programme after the end of a particular academic year (even after the first year), then he/ she must:
 - a. Achieve a minimum CGPA equal to or greater than 4.5 for UG and 5.0 for PG.
 - b. Accumulate the minimum prescribed credits for the award of the respective certificate/ diploma/ degree. 26
 - c. The University shall follow the guidelines issued by the Uttar Pradesh State Council of Higher Education/ University Grants Commission (UGC).
2. For all council-based programs, the University shall follow the rules and regulations of their respective Councils.

5.18 DIVISION CLASSIFICATION

The following two divisions, as defined below, shall be awarded to the students:

Division	Classification
First Division	CGPA \geq 6.50 and \leq 10.00
Second Division	CGPA \geq 5.00 and $<$ 6.5

5.19 DOCTORAL PROGRAMME

Examination, evaluation, and award of degrees of Doctoral Programme(s) shall be conducted by the rules and regulations framed by the University in this regard after due approval by the Academic Council and Executive Council.

6. REMUNERATION FOR EXAMINATIONS

The Vice Chancellor may from time to time decide the remuneration for the external paper setters, moderators, examiners, evaluators, invigilators, tabulators and other staff members engaged in examination work. The duties shall, however, be mandatory for the University faculty and staff members and no remuneration shall be paid to them under ordinary circumstances.

7. AWARD OF CERTIFICATES, DIPLOMAS, DEGREES AND OTHER DISTINCTIONS

A student shall be deemed to have completed the requirements of a Programme and declared eligible for the award of Certificates or Diplomas or Degrees, only if he has completed all the requirements specified in the University Ordinances, Examination Manual and/ or the Programme and Curriculum details.

- The certificates, diplomas, and degrees shall be awarded to successful students based on their performance evaluated through examinations and/ or any other method of testing prescribed by the Academic Council.
- However, the degrees shall be awarded by the University in terms of Section 51(2) of the U.P. Private Universities Act, 2019.
- The degrees shall be awarded in Convocation or a function specially organized for the purpose.
- The text and the format of the degrees and citations shall be approved by the Academic Council.

7.1 Duplicate Degree

A duplicate degree shall be issued to a student who has lost his degree, after the completion of the following steps:

- a. The student shall file an F.I.R. at the local police station and shall publish it in the national newspaper also.
- b. The student shall submit an affidavit on stamp paper of Rupees 10/- that he/she has lost the degree.
- c. The student shall submit a written request together with a payment of the prescribed fee to the office of the Dean of the School concerned.
- d. The Dean's Office will forward the application with all documents to the Office of Controller of Examination for verification and printing of the degree.
- e. Once the degree has been printed and received, a **“DUPLICATE”** stamp shall be affixed in the Controller of Examination office for issuance.

8. Sharda University Agra Unfair Means Grievance Redressal Committee-(SUA-UFMGRC)

The **Sharda University Agra-Unfair Means Grievance Redressal Committee – (SUA-UFMGRC)** is an officially constituted statutory body committed to maintaining the **integrity, fairness, and transparency** of the university's examination process. This committee is tasked with the impartial investigation and resolution of cases involving the alleged use of **unfair means during examinations**.

Functioning under the guidance of the **Controller of Examinations**, the UMGRC-SUA follows the university's academic and examination ordinances to ensure all reported cases are addressed with procedural fairness. Students are given a fair opportunity to respond before any disciplinary action is recommended.

The committee's core responsibility is to **uphold academic ethics**, discourage examination misconduct, and preserve the **credibility of assessments** conducted by **Sharda University, Agra**.

Composition of the Committee

The committee typically comprises the following members:

- **Chairperson** – Proctorial Board
- **Controller of Examinations (or nominee)** – Member Secretary
- **Faculty Members (2–3)** – Senior faculty from different disciplines
- **Legal/Disciplinary Officer** – If applicable
- **Co-opted Members** – Invited based on case-specific relevance (e.g., Head of Department concerned)

Purpose:

To **objectively review** alleged examination unfair Means cases and **recommend appropriate disciplinary actions** in accordance with university regulations, ensuring academic honesty and procedural justice.

Steps/Procedure	Responsibility
1. Receive and Review Reports	Examine malpractice reports submitted by invigilators and the Chief Superintendent, along with all supporting evidence.
2. Ensure Fair Hearing	Provide the involved student(s) an opportunity to be heard by issuing a formal notice and allowing them to present their explanation.
3. Examine Evidence Objectively	Assess confiscated materials (e.g., chits, devices, altered scripts), CCTV footage (if

	available), and statements from involved parties.
4. Determine Nature and Severity	Categorize the malpractice (e.g., possession, copying, impersonation) and evaluate its impact on exam integrity and institutional policy.
5. Recommend Disciplinary Action	Based on findings, recommend appropriate penalties (e.g., paper cancellation, semester back, debarment, or police complaint).
6. Maintain Confidentiality	Ensure all proceedings, deliberations, and decisions are handled with strict confidentiality and sensitivity.
7. Document Proceedings	Prepare detailed minutes of meetings, evidential summaries, and signed recommendations for submission to the Controller of Examinations.
8. Uphold Academic Integrity	Act in accordance with the university's examination regulations to preserve fairness, ethics, and academic standards.
9. Submit Final Report	Provide a formal report with conclusions and recommendations to the Controller of Examinations for final decision-making.

8.1 Nature of Unfair Means (UFM)/Improper conduct & its Punishment

Category	Seriousness Level	Nature of Violation (Examples)	Standard Penalty
C-I	Minor Violation / Attempted Misconduct	<ul style="list-style-type: none"> Bringing unauthorized material (chits, notes, mobile) but not using it First-time mistake without proven unfair advantage Talking, whispering, or seeing neighbor's answer sheet Giving/receiving help via gestures or whispers Possession of programmable calculators, smart pens, or other tech not allowed 	<ul style="list-style-type: none"> Formal Warning Letter by Dean Undertaking from student Repeat offense leads to C-II

		<ul style="list-style-type: none"> Unauthorized conversations, even if unrelated to copying (small talk, asking time, etc.) Accidental presence of notes (e.g., in pockets, geometry box) without intent 	
C-II	Moderate Violation / Academic Dishonesty	<ul style="list-style-type: none"> Using written chits/material during the exam Objectionable or abusive content in answer script Requesting marks in script Copying detected through internal evidence during valuation or scrutiny Helping others to cheat (actively passing chits or whispering answers) – currently only receiving help is listed. Using material written on body parts or clothing Forgery of hall ticket/admit card/ID 	<ul style="list-style-type: none"> Marked as “F” Grade in the concerned course Undertaking from student May attend remaining exams Repeat offense leads to C-III
C-III	Serious Violation / Malpractice During Exam	<ul style="list-style-type: none"> Copying using digital devices (mobile, smartwatch) Smuggling question/answer papers in or out Running away from exam hall without notice Tampering or tearing answer scripts/UFM slip Disobeying exam officials, causing disruption Repeat offenses from Category I/II Use of pre-written answer sheets or replacing the original script Student tampering with surveillance (CCTV/blind spot movement) 	<ul style="list-style-type: none"> “F” Grade in the concerned course ₹2000 Fine Undertaking from student Possible semester exam cancellation (committee discretion)

		<ul style="list-style-type: none"> • Destroying or hiding evidence of malpractice (e.g., flushing chit down toilet) • Interference with invigilators' duties or stealing their materials 	
C-IV	Criminal/Violent Conduct / Institutional Threat	<ul style="list-style-type: none"> • Impersonation (self or proxy) • Physical assault, threatening or damaging property • Possession of weapons in exam hall • Appearing under influence of alcohol or drugs • Outsider involved in misconduct • Threats through digital means (email, WhatsApp to staff or peers) • Attempting to bribe or influence faculty or CoE officials for marks or favors • Organized group malpractice (mass cheating efforts) 	<ul style="list-style-type: none"> • Expulsion from exam hall • Cancellation of all current/past exam performance • Debarment for 1-2 semesters (committee discretion) • Seat forfeiture (if applicable) • Police case if outsider involved

Note: Any act not explicitly listed above but found to violate the integrity of the examination process shall be reviewed by the University UFM Committee and penalized appropriately.

8.2 STANDARD OPERATING PROCEDURE FOR HANDLING UNFAIR MEANS

S.No	Step	Action
1	Identification	<p>Any act of malpractice is identified by the invigilator, supervisor, or any authorized examination official during the conduct of the examination.</p> <p>The candidate will be booked under UFM (Unfair Means), and a new answer booklet will be issued to continue the examination.</p>
2	Seizure of Evidence	All unauthorized materials (e.g., chits, mobile devices, answer scripts) are

		securely confiscated and preserved as evidence following due protocol.
3	Documentation & Reporting	A formal incident report is prepared by the invigilator and duly countersigned by the Chief Superintendent, detailing the candidate's information, the nature of malpractice, and the evidence.
4	Immediate/Temporary Action	Depending on the severity of the malpractice, the candidate may be either allowed to continue with a new answer booklet or expelled from the examination hall on the spot.
5	Submission to COE Office	The complete report, along with supporting evidence, is promptly submitted to the Office of the Controller of Examinations (CoE) for further action.
6	Sharda University Agra unfair Means Grievance Redressal Committee (SUA-UFMGRC) Review	The case is referred to the Examination Disciplinary Committee/Unfair Means Committee. The student is provided an opportunity to present their explanation before the committee.
7	Final Decision	Based on the committee's recommendations, the Controller of Examinations with Consultation of Competent Authority renders the final decision, which may include cancellation of the paper, semester back, debarment, or legal action.
8	Formal Communication	The outcome of the disciplinary process is officially communicated to the candidate through the department or examination office and documented in the student's academic records.
9	Appeal Mechanism	If permitted, the candidate may submit a written appeal within the prescribed timeframe (typically 7 days), in accordance with the university's examination rules and regulations.

9. Records Management Policy

Retention of Examination Records

In alignment with UGC/AICTE guidelines and best practices followed by accredited institutions, the CoE Office shall maintain the following records for the specified durations. Disposal must follow formal approval by the Controller of Examinations, Registrar, and Internal Audit Cell (where applicable).

Document Type	Retention Duration	Storage Mode	Remarks
Evaluated Answer Scripts	12 months (minimum)	Physical	As per JSS University SOP; to be retained longer in case of RTI/legal cases
UFM Case Files	3 years	Physical & Digital	Include student reply, invigilator report, committee decision
Question Papers (Soft Copy)	2 years	Digital (secure server)	Maintain with metadata (course, semester, date)
Mark Entry Records (manual/ERP logs)	5 years	Digital	Internal, external, and practical marks; ERP access controlled
Result Notification PDFs	Permanent	Digital	Official archive for audits and external verification
Hall Tickets & Attendance Sheets	12 months	Physical (optional scan)	For audit or dispute verification
Certificates Issued Log	Permanent	Digital + Register	Transcript, PC, migration certificate records
Revaluation & Scrutiny Registers	2 years	Digital	Needed for revaluation appeals, audit queries
Convocation Approval & Degree List	5 years	Digital	Shared with Academic Office and Registrar

10. Standardization and Approval of Fees Related to the Controller of Examinations (CoE) Office

1. Objective

To streamline, standardize, and officially notify the fee structure and service-related processes under the Controller of Examinations (CoE) office. This proposal aims to bring clarity, transparency, and consistency in the collection and communication of various examination and certification service charges to all stakeholders including students, parents, faculty, administrative departments, and external verifiers.

2. Rationale

The CoE office handles numerous academic and administrative services that require standardized processing and documentation. Services such as exam registration, result declaration, revaluation, transcript issuance, migration certificates, and degree verification often involve time-bound and confidential handling, necessitating a clear and approved fee structure.

The absence of a formally approved and published fee structure may lead to:

- Delays in student services.
- Miscommunication regarding payable charges.
- Difficulty during audits, RTI responses, and external inspections.
- Inconsistencies in fee collection practices.

3. Scope of the Proposal

This proposal covers the following major service categories:

1. **Examination Remuneration & Logistics**
2. **Examination Registration & Processing**
3. **Revaluation & Answer Script Services**
4. **Student Services & Certificates**
5. **Demographic Corrections & Name Rectification**
6. **Digital and Online Verification Services**
7. **Miscellaneous Academic Services**

Each category includes specific activities, their associated fees, mode of payment, timelines for processing, and responsible personnel.

4. Key Features of the Proposal

- Categorized and clearly documented list of fees (with suggested rates).
- Standardized timelines and documentation requirements for each service.
- Transparent procedures through ERP/Form-based application.
- Approval workflow through proper administrative channels.
- Facilitation of digital records for audit and tracking.

Standardization and Approval of Fees Related to the Controller of Examinations (CoE) Office

Examination Remuneration & Logistics

S.No	Examination Details	Remuneration	TA	Remarks
1	External Expert for Examination Committee	Rs. 5000/-	NA	
2	External Examiner for Practical Examination/Internship Viva Voce-UG	Rs.15 per Student	12/KM	Minimum of ₹500/- under Remuneration (Distance will be calculated from the Institution - SUA)
3	External Examiner for Practical Examination/ Internship Viva Voce-PG	Rs.20 per Student	12/KM	Minimum of ₹500/- under Remuneration (Distance will be calculated from the Institution - SUA)
4	External Examiner for Project Dissertation-UG	Rs.50 per Project	12/KM	Minimum of ₹500/- under Remuneration (Distance will be calculated from the Institution - SUA)
5	External Examiner for Project Dissertation-PG	Rs.100 per Project	12/KM	Minimum of ₹500/- under Remuneration (Distance will be calculated from the Institution - SUA)
6	Final Viva Voce exam for Ph.D	Rs.3000/-	12/KM	
7	External Evaluation for Theory Course	Rs.15/Script	12/KM	Min of Rs.100/- Per Bundle [One Single TA will be Calculated]
8	Question Paper Setting-External	Rs.2000/Paper/Set with Key	NA	The key must be in printed format; handwritten keys will not be accepted.
9	PhD Thesis Evaluation- National Examiner	Rs.3000/-	NA	
10	PhD Thesis Evaluation- International Examiner	\$150/-	NA	
11	Invigilation Duty-Internal	100/Session	NA	
12	Remuneration for OCOE Executives	100/Session	NA	

Refreshments & Lunch

1	Tea/Coffee	Rs.10	NA	Total 4 Nos/Practical/Session (External +Internal +Lab Assistant+ Peon) +Squad if any
2	Refreshments (Biscuit/Namkeen/Samosa)	Rs.15	NA	
3	Lunch	Rs.100	NA	Total 3 Nos /Practical/Session (External + Internal, Lab Assistant) +1 Department Peon

Examination Registration & Processing

S.No	Description	Fee (INR)	Remarks
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1	Examination Fee (UG & PG)	Rs 12000/Year	Applicable for Regular Exam
3	Supplementary Examination Fee (UG &PG)	Rs.1000/ Course	Supplementary examination is applicable to students with attendance between 50% and 75%. The request will be processed subject to approval and through the proper channel.
4	Summer Term Course Fee (UG &PG)	Rs.3000/ Course+ Exam Fee (Rs.1000)	The request will be processed subject to approval and through the proper channel.
Revaluation & Answer Script Services			
S.No	Description	Fee (INR)	Remarks
1	Revaluation	Rs.500/Course	The application must be submitted either through the prescribed form or ERP, via the proper channel.
2	Challenge Revaluation	Rs.3000/Course	
Student Services & Certificates			
S.No	Description	Fee (INR)	Remarks
1	Grade Card(s)	500/Each Grade Card	With affidavit & FIR (Duplicate Certificate)
2	Consolidated Mark Statement	Rs.1000	With affidavit & FIR (Duplicate Certificate)
3	Migration Certificate	Rs.1000	With affidavit & FIR (Duplicate Certificate)
4	Transcript	Rs.1000	With affidavit & FIR (Duplicate Certificate)
5	Transfer Certificate (TC)	Rs.1000	With affidavit & FIR (Duplicate Certificate)
6	Provisional Certificate (Will Be issued only before getting the Original Degree)	Rs.1000	With affidavit & FIR (Duplicate Certificate)
7	Course Completion Certificate	Rs.1000	With affidavit & FIR (Duplicate Certificate)
8	Degree Certificate	Rs.3000	With affidavit & FIR (Duplicate Certificate)
9	Degree Certificate (Original)	Rs.1000	Convocation Charges
Demographic Correction & Official Changes			
S.No	Description	Fee (INR)	Remarks
1	Demographic Correction Fee	Rs.500/ Instance	With valid proof (Aadhaar, SSLC certificate, etc.) (Name / DOB / Gender Correction)
2	Name Correction in Degree Certificate	Rs.1000	Gazette + Affidavit required
Digital/Online Services			
S.No	Description	Fee (INR)	Remarks
1	Soft Copy of Transcript (PDF)	Rs. 500	Via official email
2	Online Document Verification (Direct to company/embassy)	Rs. 1000	With student consent/email
3	Email Copy of Certificate (Provisional, Marksheet, etc.)	Rs. 500	For abroad or remote access cases

Other Academic Services

S.No	Description	Fee (INR)	Remarks
1	Conversion of Grade to Marks (If required)	Rs. 500	On request for equivalency
2	Medium of Instruction Certificate	Rs. 500	For foreign universities
3	Academic Standing Letter / Ranking Letter	Rs. 500	For higher studies
4	Domestic Courier Charges	Rs. 500	NOTE: Courier/Postage charges will be applicable only in special cases such as delivery of transcripts, consolidated mark sheets, or other examination-related documents to outstation addresses. The charges may vary based on the courier service provider, destination (domestic or international), and weight of the parcel. The actual cost incurred will be communicated to the applicant, and dispatch will be made only after confirmation of payment. The University reserves the right to choose the mode of dispatch (Registered Post, Speed Post, or Private Courier) based on urgency and feasibility.
5	International Courier Charges	Rs. 2500	

11. UNIVERSITY-AUTHORIZED CALCULATORS MODELS

List of University-Authorized Calculator Models for Use in Examinations

Examinees shall be allowed to bring in and use ONLY any of the following calculators identified as non-programmable. Calculators with programmable functions, graphing capabilities, storage/memory features, or wireless communication are strictly prohibited during examinations.

CASIO	CANON	CEBAR	CITIZEN	CALTRIX	HP	SHARP	TI
fx-82MS	F604	CD-402	SR-135	CX-82MS	HP10S	EL-509VM	TI 30SLR
fx-85MS	F717SGA		SR-260	CX-991S	HP10S+	EL-509WM	TI 30X IIB
fx-350MS	F720		SR-270		HP30S	EL-509X	TI 30X IIS
Fx-820MS	F720i				HP35S	EL-510R	TI 30XA
fx-901	F788DX				HP300S	EL-530VB	TI -30XS- Multiview
fx-911W	F960SG					EL-W531S	TI-36X-II (Except for Numerical Methods)
fx-991MS						EL-5312XM	TI-36X-Pro (Except for Numerical Methods)
fx-991N						EL-558	TI 34 II
Fx-991ES (Except for Numerical Methods)						EL-771C	TI 36XS
Fx-991 ES plus (Except for Numerical Methods)							
fx-992S							

Policy on Calculator Usage During Examinations:

Only calculators explicitly listed and identified as non-programmable and non-graphing are permitted in examination halls. Candidates must ensure that they carry only the approved models. Use of any unauthorized model shall be treated as malpractice and may result in disciplinary action under the university's examination regulations.

Invigilators have the authority to verify the calculator model during the exam. Students may be asked to submit their calculator for inspection if needed.

Students are advised to verify the model number printed on the front of the calculator body before the examination.

Controller of Examinations

Office of CoE Operations Schedule

S.No	Operation of OCoE	Timeline
1	Submission of Course Registration Details	Within 30 days from the commencement of course registration
2	Release of Mid Semester Examination Schedule	Within 7-15 working days from the commencement of classes
3	Circular for Mid Semester Examination I & II Question Paper Submission	Within 7-15 working days from the commencement of classes
4	Submission of Mid Semester Examination I & II Question Papers with Answer Keys	Must be submitted 10 days prior to the examination commencement date, without exception.
5	Evaluation of Answer Booklets for Mid Semester Examinations	Within 03 working days from the completion of the respective course exam
6	Entry of Marks in ERP for Mid Semester Examinations	Within 03 working days from the completion of the respective course exam
7	Preparation and Submission of Mid Semester Examination Results for Review & Approval	Within 07 days from the completion of MSE
8	Notification of End Semester Examination (Theory & Practical) Schedule	At least 30 days before the commencement of the examination
9	Submission of End Semester Examination Question Papers with Answer Keys	Must be submitted 21 days prior to the examination commencement date, without exception.
10	Finalization of Detained/Debarred Student List	At least 7 working days before the End Semester Examinations
11	Internal Assessment Marks Submission to CoE	At least 10 days prior to the commencement of the End Semester Examinations
12	Appointment of External Examiners (Practical & Viva)	At least 15-21 days before the scheduled practical exams
13	Upload of Exam Seating Plan & Invigilation Duty Chart	At least 3 working days prior to the start of End Semester Examinations
14	Release of Admit Card	On or before 03 working days prior to the commencement of the End Semester Examinations
15	Evaluation and ERP Mark Entry for End Semester Theory Examinations	Within 07 working days from the completion of the respective Course exam
16	Evaluation and ERP Mark Entry for End Semester Practical Examinations	Within 01 working day from the completion of the practical exam
17	Result Compilation in ERP and Verification	Within 05 days from the closure of the Central Valuation Board
18	Preparation of Result Passing Board Agenda and Meeting	Within 10 days of closure of the Central Valuation Board
19	Declaration of End Semester Examination Results	Within 30 days from the completion of End Semester Examinations
20	Notification for Revaluation/Rechecking/Personal Observation	Within 02 days from the date of result declaration

21	Acceptance of Revaluation Applications from Students	Within 07 days from the declaration of results or Notification
22	Conduct of Central Revaluation Board	Within 15 days from the declaration of results
23	Compilation of Revaluation Results in ERP and Submission for Review & Approval	Within 07 days from the closure of the Central Revaluation Board
24	Declaration of Revised Results Post Revaluation	Within 07 days from revaluation result compilation
25	Submission of Examination Reports for Academic Council / BoS Review	Within 30 days of Final result declaration
26	Issuance of Grade Cards	Within 30–45 days from the declaration of revaluation results.
27	Script Disposal Planning and Committee Formation	After 6 months (or as per retention policy) from result declaration

Hall Ticket (ERP) — access, download, corrections

1. Q: Where do I get my Hall Ticket?

A: Download it from the **ERP portal** (Student → Examinations → Hall Ticket/Admit Card) after exam registration and fee clearance.

2. Q: When will the Hall Ticket be available?

A: Once exam registration, fee clearance and eligibility checks are complete the CoE publishes it on ERP. (Check notices for exact publish date.)

Typically, hall tickets are available 5–7 days before the commencement of examinations. The exact date will be notified via ERP notice/email.

3. Q: How do I download a Hall Ticket (generic steps)?

A: Login to ERP → Examinations/Student Services → Select Semester/Exam Type → Click “Download Hall Ticket” → Save & print.

4. Q: Can I use a digital (phone) copy of the Hall Ticket?

A: Carry a printed copy, if possible, many centres accept a digital copy but a printed ticket avoids delays. Follow specific CoE instructions.

5. Q: What if my Hall Ticket is missing on ERP?

A: Common causes: unpaid fees, <75% attendance, exam registration incomplete, document hold. Contact Dept/School Exam Coordinator and CoE Helpdesk immediately.

6. Q: My name / photograph / roll number is wrong on the Hall Ticket — what do I do?

A: Report immediately to the Department **Exam Cell Coordinator / Office of CoE** with proof (ID, admission letter). Do not appear with a wrong Hall Ticket without prior clarification.

7. Q: Hall Ticket shows an exam I’m not supposed to write — what now?

A: Inform course faculty & CoE; it may be an ERP mapping error. Do not ignore — get it corrected.

8. Q: How many copies should I carry?

A: At least **one printed original** + digital backup on phone. Keep an extra copy at home.

9. Q: Can I edit the Hall Ticket myself?

A: No. Only CoE/ERP admin can change official details. Request correction via the official channel. If you made any changes in the Hall Ticket it will be Treated as UFM.

10. Q: What details should I check on the Hall Ticket?

A: Name, roll number, photograph, exam date(s), time, subject codes/titles, exam centre, instructions.

11. Q: My Hall Ticket shows a different exam centre than earlier — is that ok?

A: The CoE can change centres. Verify the updated Hall Ticket and reach the new centre on time.

12. Q: How long is a Hall Ticket valid?

A: Valid only for the specific exam(s)/session printed on it. Keep it safe until result issuance or as directed.

13. Q: What to do if I lose my printed Hall Ticket?

A: Re-download and reprint from ERP; contact CoE if ERP access fails.

14. Q: Can I get a duplicate Hall Ticket issued by CoE?

A: ERP allows multiple downloads; if digital access fails, request help from CoE to generate a duplicate.

ERP / Login / Access issues

15. Q: I can't login to ERP — what steps should I try?

A: Check username/password, use “forgot password,” clear cache, try a different browser, ensure institutional network is accessible. If still blocked, contact IT/ERP desk.

16. Q: Whom do I contact for ERP errors (e.g., subjects missing)?

A: First the **Department/School Exam Cell Coordinator**, then Office of CoE. Provide screenshots.

17. Q: How do I register for exams on ERP?

A: Student → Exam Registration → Select courses → Submit → Pay exam fees (if applicable) → Confirmation page/Hall Ticket availability follows.

18. Q: ERP shows “Not Eligible” — why?

A: Reasons: **attendance below 75% in Course**, fee dues, missing documents, or academic holds. Check notifications and contact Dept/CoE.

19. Q: How to view my internal marks/attendance on ERP?

A: Check the “Marks/Academic Record” or “Attendance” modules in ERP; internal marks are normally published before ESE.

20. Q: Can I update my profile (name, phone) in ERP?

A: Minor contact details can usually be updated; legal name changes require submission of supporting documents to admission/registrar office through prescribed format & Fee.

Eligibility, Attendance & Registration

21. Q: What is the minimum attendance to appear in ESE?

A: **75%** minimum attendance required for each course. Contact HoD & Dean for condonation options if exceptional.

22. I have a pending tuition or exam fee. Can I download my hall ticket?

A: No. All fees must be cleared before the hall ticket is released.

23. Q: What if my attendance is less than 75% due to medical reasons?

A: Submit medical certificate and apply for condonation/medical exemption to the competent authority as per university policy.

24. Q: Are fee dues a bar to getting Hall Ticket?

A: Yes — unpaid fees often block Hall Ticket downloads. Clear dues or obtain written permission from Finance/CoE.

25. Q: How and when do I register for supplementary/backlog exams?

A: Register via ERP when CoE opens the supplementary registration window; pay the prescribed fee and download the Hall Ticket for that exam.

26. Q: Can I register late for exams?

A: Late registration may be allowed with a late fee subject to CoE rules — check ERP/notifications.

27. I have attendance shortage. Will I get a hall ticket?

A: No. Students with attendance below the minimum requirement (as per academic regulations) will not be issued a hall ticket.

Exam Timetable / Seating / Admit details

28. Q: Where do I get the exam timetable?

A: Timetable is published on ERP and Notice boards. Download and cross-check with your Hall Ticket.

29. Q: How do I find my seat allotment/room number?

A: Seating plan is posted on ERP/department notice board or at the exam centre on the day.

30. Q: What if two exams are scheduled same day for me (clash)?

A: Inform the Exam Cell immediately; CoE will reschedule or provide an alternative arrangement per policy.

31. Q: Are practical / oral exam schedules different?

A: Yes — practical's and viva's have separate schedules communicated by the department/CoE.

Exam Day rules & conduct

32. Q: What must I bring to the exam hall?

A: Printed Hall Ticket, College/University ID card, required stationery (pens, pencils), permitted calculators (if allowed), water bottle (if allowed).

33. Q: Can I enter the exam hall late?

A: Late entry rules vary usually there is a cut-off time and you will not get extra time. Reach at least **15 minutes early**. You will not be allowed after 30 minutes of the Commencement of examination.

34. Q: What ID proofs are acceptable?

A: College/University ID card is primary. If photo mismatch, carry government ID (Aadhar/Passport/Driving License) and explain to invigilator.

35. Q: Are mobile phones allowed inside the exam hall?

A: **No**. Electronic devices (phones, smartwatches, earphones) are prohibited. Possession may be treated as UFM(unfair Means).

36. Q: Can I carry a water bottle/food?

A: Follow the CoE instructions. Many centres allow a **transparent water bottle** only; no snacks unless medical need with proof.

37. Q: What stationery is allowed?

A: Basic pens, pencils, erasers, geometry set. Programmable/electronic calculators generally banned unless permitted.

38. Q: Can I leave the hall during the exam?

A: Students will only be permitted to leave the hall within the first 30 minutes, and that too only in cases of genuine emergency, with proper approval and accompanied by a designated staff/guard.

A: After the completion of 30 minutes, no student will be allowed to exit the hall under any circumstances until the end of the exam.

39. Q: What if question paper is missing pages or is illegible?

A: Immediately inform the invigilator and get it recorded in the exam log; the CoE will advise.

40. Q: Are calculators allowed for maths/engineering papers?

A: Only if the question paper or CoE notification permits non-programmable calculators.

41. Q: What happens if I arrive without Hall Ticket or ID?

A: You risk not being allowed to sit. You have to get the Duplicate Hall ticket /Id from the OCoE.

42. What is the dress code for examinations?

A: Formal Dress Code: Follow university dress guidelines; avoid caps/hoodies/veils that conceal identity unless permitted for religious or medical reasons.

Mid-Semester, Make-Up & Missed Exams

43. How many examinations will I have in a semester?

- ✓ Mid-Semester Examination I (MSE-I)
- ✓ Mid-Semester Examination II (MSE-II)
- ✓ End-Semester Examination (ESE)

44. Q: What if I miss a Mid-Semester (MSE) exam?

A: **Make-up exam** may be conducted **case-by-case** with competent authority approval submit proof (medical/emergency) promptly.

45. Q: How do I apply for a make-up MSE?

A: Submit an application to Dept/Exam Cell with supporting documents within the deadline set by the CoE.

46. Q: Are make-up tests guaranteed?

A: No — they're granted at the discretion of the competent authority based on evidence.

Continuous Assessment marks & disputes

47. Q: How are Continuous Assessment awarded?

A: Based on assignment/field work/mini project/attendance/quizzes/practical performance as per faculty guidelines and course rubric.

48. Q: When will internal/CA/MSE marks be published?

A: CoE/Dept publishes internal marks then and there in the ERP.

49. Q: What if internal marks/CA/MSE are missing or incorrect?

A: Immediately contact the course faculty and Dept Exam Cell with evidence (graded work, attendance records).

50. Q: Are internal marks negotiable?

A: No. They must follow documented assessment criteria; grievances follow the department grievance process.

51. Q: What if internal weight is shown as 0 for my course?

A: Some courses may be fully ESE-based. Confirm via course syllabus and CoE notification for that course.

52. Q: How are internal Marks will be Calculated for the course?

A: Internal = Continuous Assessment + Best of MSE I&II

End-Semester Exams (ESE) & Passing rules

53. Q: What is the minimum to pass a course?

A: You must meet **both** ESE minimum (e.g., 33% for SSBS/ASET) and overall course pass criteria. Programs like B.Pharm/M.Pharm and D.Pharm have higher thresholds (50% and 40% respectively).

54. Q: Does passing internal alone make me pass the course?

A: No — passing the ESE (or meeting mandatory ESE pass 33 % for ASET & SSBS for Pharma Cumulatively 50% & 40% Respectively) is required as per policy.

55. Q: How is final course mark calculated?

A: Combined as per weightage (e.g., INT 50% + ESE 50%). Exact formula and rounding rules are in academic regulations.

For Pharmacy, Combined as per weightage as per PCI Regulation. Exact formula and rounding rules are in academic regulations.

56. Q: What if I pass overall but fail the ESE mandatory minimum?

A: If ESE minimum is mandatory (like 33%), you must reattempt ESE to meet that criterion — overall pass may not be granted. Check program rule.

Results, Grade Cards & Transcripts

57. Q: Where are results published?

A: On ERP (Results/Marksheet section). Official mark sheets issued by CoE/Dept afterwards.

58. Q: How do I download my grade Details/marksheet?

A: ERP → Results → Select Semester → Download Grade Details/Provisional Marksheet. For printed originals contact Dept/CoE.

59. Q: How to get a transcript / migration certificate?

A: Apply to CoE using the prescribed form (ERP or offline), pay applicable fee. Processing time depends on CoE.

60. Q: What is a provisional certificate and when is it issued?

A: Issued after final semester results to certify completion pending degree convocation. Dept/CoE issues it.

61. Q: How long to receive degree certificate?

A: Degrees are typically issued at convocation or by CoE as per schedule. Check CoE notifications.

62. Q: How to get duplicate marksheet/degree if lost?

A: Apply to CoE with affidavit/Form, Prescribed fee, and ID proof. Processing varies.

Revaluation / Photocopy / Result Grievance

63. Q: How can I apply for revaluation?

A: Apply via ERP/CoE form within the revaluation window and pay **₹500 per course** (as you specified). Follow CoE instructions.

64. Q: Can I get a photocopy of my answer script?

A: Yes, if the CoE offers it — apply on ERP and pay the prescribed fee. Availability depends on policy.

65. Q: How long does revaluation take?

A: Timeframe varies. Expect a few weeks; CoE will announce results of revaluation.

66. Q: Can revaluation reduce my marks?

A: Yes, revaluation may result in an increase or decrease in marks. However, if the revised marks are less than the previous marks, the original result will remain unchanged."

67. Q: What if I still disagree after revaluation?

A: Follow the CoE's appeals process/Challenge with prescribed fee. There may be a review or an appeal to higher authorities per institutional rules.

Back Papers / Supplementary Exams

68. Q: What is a back paper / arrear?

A: A course you failed and must re-attempt; registered as a backlog/supplementary subject.

69. Q: When can I write a back paper?

A: In the next scheduled supplementary exam or in the next regular exam cycle (as permitted).

70. Q: Do back paper exams carry the same Hall Ticket process?

A: Yes — register on ERP, pay fees, download the Hall Ticket for the supplementary exam.

71. Q: Can I carry forward internal marks for a failed course?

A: Many programs allow internal marks to be carried forward; check academic regulations for that course.

UFM (Unfair Means) & Discipline

72. Q: What is considered UFM?

A: Using chits, mobile phones, impersonation, copying, communicating with others, or any unauthorized material during exam.

73. Q: What happens if caught in UFM?

A: The **SUA-UFM Grievance Redressal Committee (SUA-UFMGRC)** will inquire and decide penalties: cancellation of paper, suspension, fine, or more severe action per policy.

74. Q: Can I appeal an UFM decision?

A: No — follow the grievance/appeal procedure stated in the UFM policy.

75. Q: How is an UFM complaint recorded at the centre?

A: Invigilator records incident in the exam log; evidence is collected and case sent to UFM committee.

Special Provisions & Accommodations

76. Q: I have a disability — can I get exam accommodations (scribe, extra time)?

A: Yes — apply to CoE well before exams with medical documents to request scribe, extra time or separate room as per disability policy.

77. Q: I am a sports person representing the university/state/nation — can I get exam rescheduling?

A: Apply to CoE with supporting certificates; the CoE may grant alternative arrangements as per policy with competent approval.

Fees, Payments & Refunds

78. Q: How do I pay exam/revaluation fees?

A: Via ERP payment gateway or as specified in CoE circulars. Keep payment receipts.

79. Q: Is the revaluation fee refundable if result changes?

A: No. Usually fee is not refunded even if marks change.

80. Q: Are there extra fees for duplicate certificates/transcripts?

A: Yes, the CoE charges fees for transcripts, duplicate certificates, and speed/express services. The fee structure is available on the website under the 'Examination' tab in the 'Essential Documents' section."

Contacts, Escalation & Where to Get Help

81. Q: Who is my first point of contact for Hall Ticket / Exam queries?

A: Department/School Exam Cell Coordinator.

82. Q: Who to contact if Dept can't resolve the issue?

A: **Office of the Controller of Examinations (CoE) Help Desk** (email & phone on ERP/notice).

83. Q: Escalation chain for unresolved problems?

A: Dept Coordinator → School Exam Cell → Dean/Registrar → CoE Helpdesk → CoE (as required).

84. Q: What information should I give when contacting CoE?

A: Student name, roll number, program, semester, screenshot of problem, error messages, and contact phone/email.

Miscellaneous & Practical Tips

85. Q: What are the common reasons Hall Ticket is withheld?

A: Low attendance, unpaid fees, missing documents, disciplinary holds, or incomplete exam registration.

86. Q: How to prepare administrative proof if I'm ill on exam day?

A: Obtain a medical certificate from a registered practitioner/hospital with dates and treatment details.

87. Q: Should I keep earlier semester Hall Tickets?

A: Keep digital/physical copies for records until university issues final certificates.

88. Q: How to keep an audit trail of my exam-related requests?

A: Use ERP tickets, save email exchanges, keep payment receipts, and note down reference numbers.

89. Q: Can I request special consideration for personal emergencies?

A: Yes — apply to CoE with supporting documents; review is discretionary.

90. Q: What if there is a natural disaster, strike, or other disruption on exam day?

A: The university will issue rescheduling instructions via ERP and official notices.

91. Q: How do I check official exam-related notices quickly?

A: Always monitor ERP “Notices” section, official email, and school notice boards.

Office Of Controller of Examinations