



tirpude

INSTITUTE OF MANAGEMENT EDUCATION

(An Autonomous Institute affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)
1, Balasaheb Tirpude Marg, Civil Lines, Sadar, Nagpur

Academic Regulation No. 08 of 2025

Regulations Governing 'Norms and Procedures Related to Examinations and Evaluation'

Whereas, Tirpude Institute of Management Education, Nagpur, formerly known as Department of Management Studies and Research, Tirpude College of Social Work which came into existence vide Maharashtra Government Approval Letter No. NGC/ 3594/MBA/7459/MaShi dated 11 May 1994.

And

Whereas, Tirpude Institute of Management Education, Nagpur has been conferred Autonomy from The University Grants Commission through its letter number F.2-1/2023(AC-Policy) dated 9th September 2024.

And

Whereas, on having granted the Autonomous status, the duly constituted Examination Cell has prepared and approved detailed norms and procedures related to examinations and evaluation of students in its meeting held on 30th October 2024 & 15th July 2025 and recommended the same to Academic Council

And

Whereas, the duly constituted Academic Council considered and approved the 'Norms and Procedures related to examination and evaluation' in its meeting held on 8th November 2025 and recommended the same to the Governing Body for final approval

And

Whereas, the duly constituted Governing Body of the Institute considered and approved the 'Norms and Procedures related to examination and evaluation' in its meeting held on 20th November 2025.

And

Whereas, in order to have objective and transparent evaluation mechanism, it is necessary to have set norms and procedures for examination and evaluation of students, these academic regulations are issued to be effected from the date of its issuance.

Preamble

Tirpude Institute of Management Education has been granted autonomous status by the University Grants Commission, New Delhi, from the academic year 2024-25, empowering the institution to conduct examinations of students. This policy outlines the rules and regulations regarding the conduct of examinations, make-up examinations, supplementary examinations, evaluation methods, conversion of marks into grades, declaration of results, revaluation of answer scripts, issuance of mark lists, mechanism

to address student grievances related to assessment and disciplinary actions for use of unfair means in examinations.

1. Examination Committee

There shall be an Examination Committee constituted by the Governing Body of the Institute, comprising the following members:

1. Chief Controller of Examinations
2. Controller of Examination
3. Dean - Academics
4. Dean UG Programs
5. Dean PG Programs
6. Faculty Member
7. Faculty Member
8. Faculty Member
9. Faculty Member
10. Faculty Member

The examination committee shall oversee the functioning of the Evaluation Cell established for the purpose of the smooth conduct of examinations and the timely declaration of results.

2. General Assessment Rules

2.1. Assessment of every student shall be done in the following manner: *

- a. End Session Examination (ESE) for every semester/trimester – 60 Marks
- b. Continuous Assessment (CA) – 40 Marks

*or otherwise as prescribed in the Course Descriptor, duly approved by the Academic Council

- 2.2. Schedule of End Session Examination (Theory and Practical) for every semester/ trimester shall be displayed by the examination section at least 30 days before commencement of such examinations.
- 2.3. The assessment method for Continuous Assessment (CA) components shall be prescribed by the Academic Regulations of the program concerned, and the Board of Studies for the course/ subject concerned shall be responsible for prescribing such modalities.
- 2.4. Subject teacher for a particular course shall bear the responsibility of conducting Continuous Assessment (CA) in a manner prescribed in the Course Descriptor and shall submit it to the Examination Section in a format specified by the Examination Section.

3. General Examination Procedure

3.1 Pre-Examination Activities (End-of-Semester Examination)

3.1.1 Examination Forms, Hall Tickets and Examination Schedule

- A. A notification for the schedule of examination shall be displayed by the Evaluation Cell at least 30 days before the commencement of the examination.
- B. The Evaluation Cell shall give wide publicity to such a notification by publishing it on the official website of the institute and bringing it to the notice of all class teachers.
- C. A student admitted to any of the programs offered by the Institute is required to fill in the prescribed examination form at the time of admission to a particular semester/ trimester. Provided that, where the students have been offered an elective in a Semester / Trimester, the admission forms may be submitted at a later date, not less than 30 days before commencement of examinations.
- D. The examination section shall scrutinize the examination forms to ensure the eligibility of students for appearing in such examinations within 7 days of the last date of receipt of the examination.
- E. In case a student fails to submit the examination form within the prescribed time, he/ she may apply for late submission to the Dean -UG/ PG programs and on the recommendation of the Dean, the Controller of Examination may allow late submission of examination forms on payment of late fee or penalty as applicable from time to time.
- F. The Evaluation Cell shall allot a seat number to all eligible students and issue hall tickets to the students through the administration office at least 3 days before the commencement of the examination.

3.1.2. Preparation for Examination

- A. The Evaluation Cell, on recommendation of the board of studies concerned, shall appoint the Paper Setters and Evaluators, which will include, necessarily, the subject teacher of the course for that semester.
- B. The Evaluation Cell shall ask all such paper setters to prepare and submit 2 different paper sets in hard as well as soft copy to the Controller of Examinations by mail provided by the Controller of Examinations.
- C. On receipt of question papers from the setters, the Evaluation Cell shall call a meeting of the Board of Studies and get all such question papers moderated to ensure that the question papers are prepared according to the curriculum and question paper pattern prescribed by the Board of Studies, as well as given in the course descriptor.

- D. It is the responsibility of the Controller of Examinations to ensure that all these activities are completed in time so that the question papers for each course are print-ready at least 7 days before the scheduled examination. (Please refer to Annexure-A for eligibility conditions for paper setters and evaluators)
- E. All such print-ready question papers in hard copy in identically sealed envelopes shall be kept strictly in the custody of the Controller of Examinations.
- F. The Controller of Examinations shall randomly pick an envelope a day before the scheduled examination and get it photocopied in an adequate number of copies under the supervision of a responsible person deputed by the Controller of Examinations. The print copies of such question papers shall be kept in the custody of the Controller of Examinations and shall be handed over to the invigilators on the day of the examination.
- G. The Evaluation Cell shall ensure the availability of an adequate number of examination halls and prepare a seating plan for the entire examination before the commencement of the examination.
- H. The Evaluation Cell shall appoint an adequate number of invigilators for all such scheduled examinations. The invigilators shall be paid the remuneration as prescribed by the Finance Committee of the institute.
- I. The Evaluation Cell shall appoint a Vigilance Squad consisting of Faculty members for preventing and detecting any unfair means adopted by the students.
- J. The Evaluation Cell shall, along with the schedule, circulate the code of conduct to be followed by the students during the exam.
- K. The Evaluation Cell shall publish the Continuous Assessment marks as submitted by the Course In-charge at least 7 days before the commencement of the End Session Exam. If a student has a grievance concerning Continuous Assessment marks, it may be raised before the commencement of exams under the grievance redressal policy. The continuous assessment marks shall be considered as final after the commencement of the exam, provided no grievance is pending for redressal.

3.2. Conduct of Examination

- A. The invigilator shall obtain an adequate number of question papers and blank answer books from the examination section.
- B. The question papers should be distributed to the students in the manner prescribed by the controller of examinations.
- C. The answer books should be distributed to students serially, and the used as well as unused answer books shall be returned to the examination section with a duly kept record, in the prescribed format, on completion of the examination.
- D. In case the question paper consists of MCQs, the examination shall be conducted in two parts. The first part of not more than one hour shall be for MCQs, and the Second part shall be for descriptive questions. Hence, the invigilator shall distribute both the MCQ and Descriptive answer books at the beginning of the examination and shall collect all the answer sheets of the MCQs on completion of 1 hour, and the question paper of descriptive questions shall be provided only after submission of the MCQs.

- E. The invigilator shall adhere to the code of conduct as prescribed in Annexure during the examination and is not expected to leave the examination hall unless a substitute attends the examination hall.
- F. The Invigilator shall ensure that the students follow the code of conduct. In case of a violation of the code of conduct by students, the same shall be reported to the controller of examinations immediately.
- G. Any act of Unfair means or indiscipline resorted to by the student shall be addressed according to the Disciplinary Action Policy.

3.3. Evaluation and Publication of Results

- A. The Evaluation Cell shall ensure that all the Answer books are received from the Invigilators, duly counted, along with the invigilator's report.
- B. The solved answer books received after each exam shall be coded and transferred to the evaluation room on the same day.
- C. The Evaluation Cell shall inform the appointed Evaluators about the availability of the answer books for evaluation. The evaluators are expected to complete the valuation within 3 days of the availability of answer books for evaluation.
- D. The controller of exams shall publish the provisional results within 4 days of the last day of examination.
- E. The Evaluation Cell shall arrange for the display of evaluated answer sheets to the students, within 3 days of publication of the provisional results.
- F. The Evaluation Cell shall publish the final result after addressing the grievances of the students, along with the notice of Make-Up Examinations.
- G. The Evaluation Cell shall publish the updated results within 3 days of completion of the Make-Up exam and shall ensure that the Grade-sheets are available for distribution within 7 days from the publication of updated results.
- H. The grievance raised by the students regarding the examination and results shall be addressed under the Policy for Handling of Exam Related Grievances

3.4 Specific Provisions for Make-Up exams

- A. Make-up examination shall be conducted for providing an opportunity to students to improve marks obtained by them in ESE and hence a student who has not appeared an ESE is not eligible to appear for a Make-up examination.
- B. The Make-Up exam shall be conducted within 15 days of publication of provisional results of ESE.
- C. All students who are eligible for ESE may apply for the Make-Up examination, irrespective of their status in ESE.
- D. A student who wishes to apply for a Make-Up exam shall submit the Exam form along with the prescribed fees within 3 days of the declaration of the result of final ESE result.
- E. The Make-Up exam shall be for the improvement of the score in the ESE examination.

- F. The higher score among ESE and the Make-up examination shall be retained for the computation of the Grades of a student.
- G. The evaluated answer books of the Make-Up exam shall not be displayed to the students; further, students will not be able to request reevaluation of answer books of Make-up exams.

3.5 Specific Provisions for Supplementary Exams

- A. The Supplementary shall be conducted for every Semester/ Trimester after the ESE and before the commencement of the ESE of the next semester/Trimester. The Notice and Schedule of Supplementary Examination shall be published at least 15 days before the commencement of the Examination
- B. A student who was eligible for the ESE and has remained 'Failed' after the Make-Up examination and a student who was eligible for ESE but remained 'ABSENT' may apply for the Supplementary examination immediately after the publication of the final result, but 7 days before the commencement of the examination.
- C. The student appearing for the Supplementary examination shall have the option to 'Forgo' the Continuous Assessment marks earned by her/him. In case a Student chooses the option to forgo the marks, her/him Continuous Assessment marks shall be recomputed in proportion to the marks earned in the theory examination (ESE).

3.6 Specific Provisions for Alternate Exams

- A. Alternate Examinations shall be conducted for the students who miss their ESE because they are officially participating in Inter-collegiate / University Level / State Level / National / International NSS/NCC/Sports/Cultural events. The Alternate exam shall be conducted in the same manner as the ESE.
- B. **Eligibility:** A student shall satisfy following conditions to appear in the Alternate Examinations:
 - a. A student shall be nominated by the competent authority of the Institute to participate in the event and shall produce a valid proof of participation duly certified by the Program Coordinator.
 - b. A student should have filled the examination form for ESE and must be fulfilling other conditions, if any for appearing ESE.
 - c. A student is required to submit an application for availing benefit of 'Alternate Examination' to the Program Coordinator at least FIVE days before commencement of ESE or on the day of communication regarding date of event, whichever is later.
- C. The Program Coordinator, on receipt of application, shall verify the eligibility of the student and forward the application to the Controller of Exams with her/his remarks.
- D. **Date/s of Examination:** The Evaluation Cell shall schedule 'Alternate Examination' for all such eligible applications within 30 days of end of ESE and shall publish and communicate the schedule at least 10 days before examination to all the concerned.

Example: For UG Programs**Student : XYZ**

ESE [60]	CA [40]	Total [100] Min [40]	Status
20	12	32	FAIL

In this, the Student “XYZ” must score ‘28 Marks’ in ESE to “Pass” the course. He/ She may choose to Forgo the internal marks; in such a case, the current score of CA will be removed, and the score in CA will be recomputed as follows:

Outcome 1:

ESE [60]	CA [40]	Total [100] Min [40]	Status
20	$\frac{20}{60} \times 40 \cong 13$	33	FAIL

Outcome 2:

ESE [60]	CA [40]	Total [100] Min [40]	Status
24	$\frac{24}{60} \times 40 \cong 16$	40	PASS

Outcome 3:

ESE [60]	CA [40]	Total [100] Min [40]	Status
32	$\frac{32}{60} \times 40 \cong 21$	53	PASS

Example: For PG Programs**Student : XYZ**

ESE [60]	CA [40]	Total [100] Min [50]	Status
20	12	32	FAIL

In this the Student “XYZ” must score ‘38 Marks’ in ESE to ‘Pass’ the course. He/ She may choose to Forgo the internal marks; in such a case, the current score of CA will be removed, and the score in CA will be recomputed as follows:

Outcome 1:

ESE [60]	CA [40]	Total [100] Min [50]	Status
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20	$\frac{20}{60} \times 40 \cong 13$	33	FAIL
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Outcome 2:

ESE [60]	CA [40]	Total [100] Min [50]	Status
24	$\frac{24}{60} \times 40 \cong 16$	40	FAIL

Outcome 3:

ESE [60]	CA [40]	Total [100] Min [50]	Status
32	$\frac{32}{60} \times 40 \cong 21$	53	PASS

4. Grading Scheme

The students shall be awarded the Grade based on their performance in the course as follows:

4.2 GRADE SCALE FOR UG PROGRAM (THEORY)

Course Score	Grade	Grade point (10-point scale)	Interpretation
90-100	O	10	Outstanding
80-90	A+	9	Excellent
70-80	A	8	Very Good
60-70	B+	7	Good
55- 60	B	6	Above Average
50-54	C	5	Average
40-50	P	4	Pass
39 & below	F	0	Fail
	P#	4	Pass by Grace
	AB	0	Absent

4.3 GRADE SCALE FOR UG PROGRAM (PRACTICAL)

Course Score	Grade	Grade point (10-point scale)	Interpretation
90-100	O	10	Outstanding
80-90	A+	9	Excellent
70-80	A	8	Very Good
60-70	B+	7	Good
55- 60	B	6	Above Average
50-55	P	5	Average
49 & below	F	0	Fail
	P#	5	Pass by Grace
	AB	0	Absent

4.4 GRADE SCALE FOR PG PROGRAM

Course Score	Grade	Grade point (10 Point scale)	Interpretation
85-100	O	10	Outstanding
75-85	A	9	Excellent
65-75	B	8	Very Good
60-65	C	7	Good
55-60	D	6	Above Average
50-54	E	5	Average
49 & below	F	0	Fail
	P#	5	Pass by Grace
	AB	0	Absent

Note: In case of MOOCs, if the passing percentage is 40%, then a student scoring marks between 40- 54 shall be awarded “E” grade with 5 points.

4.5 Normalization of Marks

The Grades of Students shall be assigned based on the marks earned by a student out of 100 marks for each course. Hence, in a case where the total of maximum marks is not equal to 100 for a course, the marks earned by a student for each component of assessment shall be proportionately converted into marks earned out of 100.

Example:

	CA	ESE	TOTAL
Maximum Marks	40	100	140
Marks Earned	35	75	110
Maximum Marks for Grades	40	60	100
Marks For Grade	35	45	80

4.6 Calculation of SGPA/ TGPA :

Semester/ Trimester Grade Point Average (SGPA)/(TGPA) is to be calculated as follows:

1. Calculate the sum of the product of the number of Credits (Ci) with the Grade Point (Gi) scored by a student in all the courses (passing heads) taken by a student

2. Calculate the sum of the number of credits of all the courses undergone by a student.
3. Divide the total of Grade Point Value under “1” by the total of credits under “2”

$$\text{For UG :SGPA}(S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

$$\text{For PG :TGPA}(T_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

4.7 Calculation of CGPA:

Cumulative Grade Point Average (CGPA) is to be calculated as follows:

1. Calculate the sum of the product of the number of Total Credits (C_i) with the Total Grade Point (G_i) scored by a student in all the courses (passing heads) of all the exams taken by a student
2. Calculate the sum of the number of credits of all the courses of all the exams undergone by a student.
3. Divide the total Grade Point Value under “1” by the total number of credits under “2”

$$\text{For UG :CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

$$\text{For PG :CGPA} = \frac{\sum(C_i \times T_i)}{\sum C_i}$$

4.8 Computation of Grace Marks:

Students can receive **up to 1 (one) grace mark per course (passing head)** in an exam, subject to the fulfilment of eligibility criteria, mentioned below, for availing of grace marks.

4.7.1 Eligibility for Grace Marks:

A student is eligible for grace marks only if all the following conditions are met:

1. The student has scored **at least 40%** of the total marks in that exam.
2. The student will **pass the exam** with the help of the grace mark.
3. **Grace marks are not allowed** in supplementary (backlog) exams.

Example:

A student may avail of the grace marks in ESE or the Make-up Exam computed as follows:

- A. An exam in which a student appears consists of a total of 8 (eight) Courses (passing heads) of 100 Marks each.
- B. The maximum mark for the exam will be 800 Marks

- C. To avail of the grace marks, the student must score a minimum of 320 Marks in the exam before the grace marks.
- D. The Student will get a total of 8 marks as a grace mark, which can be availed for passing in one or more courses as follows
- If a student is failing only in one course by 6 marks, then he/she shall be granted 6 marks to pass the exam.
 - If a student is failing only in two courses by 5 marks and 2 marks, he/she shall be granted 5 marks and 2 marks respectively to pass the exam.
 - If a student is failing only in one course by 6 marks and AB in one or more Courses, then he/she shall not be eligible avail grace marks.

4.7.2 Display of Grace Marks:

If grace marks help the student pass, they will be awarded the grade “P#” for that course, and the result will be marked as “PASS BY GRACE.”

The facility of availing Grace marks is mandatory, and a student shall not have any option to avail or not to avail of Grace marks. The un-availed grace marks shall not be carried forward to subsequent exams

5. Policy for publication and maintenance of official records

The Evaluation Cell shall maintain all the records of each examination for at least one term after the examination. The records of the examination shall be destroyed after the completion of the next term under the supervision of any one member of the Evaluation Cell.

6. Provision for Amendment

In case, any amendment is required to be made in provisions mentioned in this regulation, the same shall be recommended by the Examination Committee and approved by the Academic Council and Governing Body of the Institute. A separate notification of amendment along with a revised regulation need to be issued by the competent authority.



Dr. Lalit Khullar
Director

ANNEXURE A

Code of Conduct for Students

The students shall adhere to the following code of conduct during the examinations:

1. All students shall carry a **HARD COPY** of the Exam Admission Card and a valid institute ID Card and produce them as and when asked by the invigilator, the members of the vigilance squad, or other officials of the Institute. (Only hard copy is permitted; soft copy will not be considered)
2. Students cannot leave the examination hall for any purpose before till the end of the 1st hour from the beginning of examination.
3. Students must ensure that she/he has signed the attendance sheet before leaving the exam hall.
4. In case of Misconduct or use of unfair means, students will face disciplinary action as per Disciplinary Action Policy of the Institute.
5. Students are required to report to the exam hall half an hour before the commencement of exams. Students can be allowed to appear for examination maximum within 30 minutes after commencement of examination. In case, a student wants to enter the examination hall after 30 minutes, the invigilator shall ask the Controller who may or may not allow the student depending on the genuineness of the case.
6. **Use of Mobile phones, Smartwatches, Bluetooth devices, and similar electronic gadgets are strictly prohibited in examination halls. In case, students are carrying such devices to the hall, they should ensure that the devices are kept in switched off mode. Students found using such devices in the examination hall for whatsoever reason shall be prosecuted under Disciplinary Action Policy.**
7. Any form of writing or marking on a question paper, including rough work, shall be treated as malpractice.
8. Students shall ensure that the invigilator signs the main answer book after the verification and all additional sheets. Any answer books submitted without the invigilator's signature will be treated as invalid.
9. Any attempt by a student to help another fellow student with copying will also be treated as exam malpractice, and action will be taken against both students.
10. **Bio-break shall be availed only if necessary.** The time of exit and entry for bio break during the examination shall be recorded in the form available with the invigilator. Any misuse of bio-break will be treated as an attempt at examination malpractice.

ANNEXURE B
Code of Conduct for Invigilators

1. The invigilator shall report to the examination control room to collect the bundles of answer books and question papers at least 45 minutes before the commencement of the examination.
2. The invigilator shall fill in the details in the format and sign the attendance sheet for examination duty in the departmental examination control room.
3. She/He shall inspect the bundles of answer books concerning the following:
 - a. Each answer book will have a unique number and Sign of CoE OR Seal of Examination Section.
 - b. The number of answer books in the bundle.
 - c. The answer book serial numbers are according to the range mentioned in the Invigilator Diary.
4. The invigilator shall then carry the bundles of answer books to the allotted rooms. Invigilators shall enter their classes/halls at least 15 minutes before the start of the examination.
5. The invigilator shall ask examinees to deposit their belongings except electronic devices and other valuables such as wrist watches, money wallets, etc. in the front and switch off all electronic devices.
6. The invigilator shall ensure that the students occupy their respective seats as per the Seating Plan.
7. The invigilator shall distribute the answer books to the students at least 15 minutes before the start of the examination.
8. The invigilator shall ask students to write the details required on the front page of the answer books and the MCQ sheet. She/He shall also read out the instructions printed on the answer book.
9. The invigilator shall also announce that using unfair means during examinations is a punishable offence.
10. The invigilator shall distribute question papers (MCQ and Descriptive) at the beginning of the examination.
11. The invigilator shall check the identity card/Exam Hall ticket of each student and ensure that the details on the Identity card/Exam Hall match the student taking the examination.
12. The invigilator shall also check whether students have correctly filled in the details on the front page of the answer books/ MCQ sheets and then sign on the answer books of the students.
13. The invigilator shall then ask the students to write the serial number of the answer book in the attendance record and obtain his signature.

14. The invigilator shall also sign on the attendance record after verification of the information written by the student.
15. The invigilator shall maintain the attendance of students of her/his hall during the examination period. He will report the details of students who remain absent.
16. The invigilator shall maintain the record of examination in the Invigilation Diary.
17. The invigilator shall maintain general discipline in the classroom by frequently moving in the classroom/hall in order to prevent any malpractices, attempts at copying by the students.
18. The invigilator shall report cases of students' misbehaviour, indiscipline, malpractices and copying cases to the Exam Department.
19. In case the examination has an MCQ component, the invigilator shall instruct the examinees that the first hour is dedicated to the MCQ component and the MCQ sheets will be collected on completion of the first hour of the examination.
20. The invigilator shall announce the completion of Hour(s) of examination in the hall. Similarly, he will alert the students about the last 10 minutes of examination time.

ANNEXURE C

Disciplinary Action Policy

1. Definitions

a. Unfair Means (UFM)

Unfair means include any deliberate attempt to gain an advantage in an examination by dishonest or deceptive methods. Examples include:

- Copying from unauthorized material or another student
- Communicating with others during the exam
- Impersonation
- Tampering with answer scripts, mark sheets, or exam-related records

b. Use of Electronic Devices

The use of **mobile phones, smartwatches, Bluetooth devices, earbuds, tablets, calculators (if not permitted)**, or any electronic gadget during an examination is strictly **prohibited**, and a student found using it during the examination shall be punished as per laid down procedures.

C. Disciplinary Misconduct

Any behaviour that disrupts or threatens the smooth conduct of the examination or the safety and dignity of students/staff, such as:

- Violation of the Code of Conduct during the examination
- Speaking, signalling, or gesturing during the exam
- Disobeying the invigilator's instructions
- Intimidation, abuse, or use of offensive language
- Refusing to cooperate in UFM investigations
- Tampering with answer books or exam documents

2. Prevention Measures

- Clear instructions on prohibited items will be displayed and communicated before exams.
- Students will be required to **switch off mobile phones and any other electronic devices** before entering the exam hall.

3. Handling of Violations

a. Immediate Action

If a student is found using or in possession of unfair material or using electronic device:

- o The material/device will be confiscated.
- o An incident report will be created and signed by the invigilator and any one member of the vigilance squad.
- o The student may be allowed to complete the exam under supervision unless posing a disturbance.

b. Investigation

- The **Disciplinary Action Committee** will conduct a fair inquiry.
- The student will be given a chance to explain in writing and/or appear before the committee.

4. Penalty Guidelines

In case a student is reported to be using unfair means or disciplinary misconduct during the exam for the first time, she/he shall be liable for one or more of the following disciplinary actions.

1. Written warning by the Disciplinary Action Committee
2. Cancellation of examination under consideration.

In case a student is found to be a repeat offender in the same exam session, she/he shall be liable for one or more of the following disciplinary actions.

1. Cancellation of the examination under consideration.
2. Cancellation of all examinations in the session.
3. Debarred from appearing in the next examination (limited to 1 Semester / Trimester)

The Disciplinary Action Committee may recommend expulsion of a student in a case of repeated use of Unfair Means or severe disciplinary misconduct.

Note: Students are expected not to **bring any electronic devices** into the examination hall.

5. Appeal Process

A student may appeal against the decision of the committee under the Policy for Handling of Exam-Related Grievances

ANNEXURE D

Policy for Handling of Exam-Related Grievances

Objectives

The primary objectives of this policy are:

- To establish a standardised procedure for the timely redressal of examination and evaluation-related grievances.
- To maintain transparency and accountability in academic assessment processes.
- To ensure that students' concerns are heard, considered, and resolved with objectivity, impartiality, and due diligence.
- To reinforce institutional mechanisms for continuous improvement in assessment systems.

3. Scope and Applicability

This policy shall be applicable to all students enrolled in any academic program of the institution, including undergraduate, postgraduate, diploma, and certificate programs. The policy shall cover grievances arising from or relating to:

- Errors in question papers (including out-of-syllabus questions, ambiguous wording, factual inaccuracies, or incorrect formatting).
- Unfair evaluation or erroneous marking of answer scripts.
- Discrepancy in award or entry of marks in internal or external examinations.
- Non-receipt or errors in marksheets, transcripts, or grade cards.
- Any other academic grievance pertaining to the conduct or outcome of examinations and evaluations.

4. Definitions

- **Grievance:** Any complaint or concern expressed by a student in writing concerning the examination or evaluation processes, procedures, or outcomes.
- **Complainant:** A student who submits a formal grievance under this policy.
- **Grievance Redressal Committee (GRC):** A committee constituted by the institution to receive, investigate, and resolve grievances.
- **Student's Evaluation Cell:** The administrative body responsible for organising and managing all aspects of examinations within the institution.

5. Grievance Redressal Mechanism

5.1 Filing of Grievance

A student may submit a grievance in writing in the prescribed format, within the time limits as specified in this Policy.

Each grievance application shall contain:

- Full name, enrolment /roll number, and contact details of the complainant;
- Course name and semester;
- Description of the grievance, including dates and specific details;
- Supporting documents or evidence, where applicable;
- Signature of the complainant.

Anonymous, frivolous, or malicious complaints will not be entertained and may result in disciplinary action.

5.2 Acknowledgement and Preliminary Scrutiny

Upon receipt of a grievance, the Student's Evaluation Cell shall issue a formal acknowledgement along with an acknowledgement number to the complainant. The grievance shall be subjected to a preliminary scrutiny to determine its validity, scope, and completeness.

5.3 Investigation and Resolution

Valid grievances shall be referred to the Grievance Redressal Committee (GRC), which shall consist of:

- Chairperson: Dean or Academic Head
- One senior faculty member (preferably from the relevant subject)
- Controller of Examinations or nominee
- One student representative (for observer role only, in appropriate cases)

The GRC shall examine the grievance, consult relevant faculty members, review answer scripts (where necessary), and seek clarification or documentation as required. The decision of the Committee shall be guided by academic standards, principles of fairness, and institutional norms.

5.4 Communication of Decision

The decision on the grievance shall be communicated in writing to the complainant within the specified time frame. If the grievance is upheld, appropriate remedial action shall be taken, including but not limited

to: re-evaluation, correction of marks, issuance of revised marksheet, or any other necessary academic correction.

6. Timelines for Raising and Resolving Grievances

Type of Grievance	Time Limit to Submit Grievance	Maximum Time for Redressal
Question paper discrepancy	On the same day of the examination concerned	3 working days
Error in the marks entry or the result publication	7 working days after the publication of the marks.	7 working days
Request for rechecking/ re-evaluation	3 working days of display of evaluated answer sheets.	15 working days
Other exam-related issues	10 working days	10 working days

Note:

The GRC may admit a complaint filed after the specified time limit under special circumstances. However, under any circumstances, no complaint shall be admitted after 90 days of completion of the examination of a session.

7. Appeal Process

If a complainant is dissatisfied with the decision of the Grievance Redressal Committee, she/he may file a written appeal to the **Head of the Institution** or designated appellate authority within five (5) working days of receipt of the decision.

The appellate authority shall review the matter afresh and may seek additional clarification from the GRC or any relevant party. A final decision shall be communicated to the appellant within ten (10) working days. The decision of the appellate authority shall be final and binding.

8. Confidentiality and Protection Against Victimization

All grievance submissions, proceedings, and records shall be treated with strict confidentiality. The identity of the complainant shall not be disclosed except when required for investigative purposes. No student shall suffer any disadvantage or reprisal for filing a genuine grievance.