

CONDUCT AND EVALUATION OF EXAMINATIONS FOR ALL PROGRAMMES AT MERI COLLEGE, JANKPURI

1.0 ATTENDANCE :

1.1 A student shall be required to have a minimum attendance of 75% or more in the aggregate of all the subjects taken together in a semester, provided that the Dean/ Director may condone attendance shortage upto 5% for individual student for reasons to be recorded.

1.2 Student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next semester and he/she will be required to take re-admission and repeat all subjects of the said semester with the next batch of students., excepting under very abnormal but genuine situation/s where the Dean for the reasons recorded in writing allows such a student to be permitted to the next semester with the clear stipulation that he/she will be required to complete all the requirements of the attendance of all subjects of the said semester at the close of last semester of the academic programme in which he/she is studying along with

- (a) certification that the semester in which he/she has been detained in a semester which can be considered as an ‘independent’ semester eligible for such an arrangement;
- (b) the consent of the student/s that he/she agrees for the declaration of the result of the last semester along with declaration of the result of the detained semester;
- (c) that he/she is(are) prepared to deposit the tuition fee and other dues of that semester over and above the normal fee and other dues of the programme; and,
- (d) this arrangement falls within the overall permissible time frame for the completion of the concerned programme (n+2) years.

2.0 EVALUATION & EXAMINATION

2.1 The overall weightage of a subject in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits assigned to the subject.

2.2 The evaluation of students in a subject shall have two components unless specifically stated otherwise in the Scheme of Teaching & Examination and Syllabi:

(i) Evaluation through a semester-end examination

(ii) Continuous evaluation by the teacher(s) of the subject.

2.3 The distribution of weightage for various components of evaluation shall be as below:

	Bachelor's degree	Master's degree
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A. THEORY SUBJECTS

(i) Semester-end examination	60%	60%
(ii) Continuous evaluation by the teachers	40%	40%

B. PRACTICAL/LABORATORY SUBJECTS

(i) Semester-end examination	60%	60%
(ii) Continuous evaluation by the teachers	40%	40%

C. DISSERTATION/THESIS

(i) Assessment by External Examiner -	60%
(ii) Assessment by Internal Examiner	40%

2.4 Conduct of mid-term/Special examinations

- (i) All mid-term/Special examinations shall be conducted by the Examination Department.
- (ii) The schedule of examination shall be notified by the Examination Department at least 7 days prior to the first day of the commencement of mid-term/Special examinations.
- (iii) For internal theory as well as practical examinations and dissertation/thesis/project report/training report all examiners shall be appointed by the Examination Department with the approval of the Dean/Director.

3. CRITERIA FOR PASSING SUBJECTS, MARKS, RECHECKING, PROMOTION AND DIVISIONS

- 3.1 (a) The maximum marks in a subject shall be 100 irrespective of the credits assigned to the subject.
- (b) The passing marks in subject(s) of a programme shall be uniform across subjects of a particular programme and shall be specified by the Syllabus/Lecture Plan. The passing marks shall be defined as the percentage of total marks (sum of both the Internal and term end examination) and shall not be less than 40 percent.
- (c) To pass/qualify in a subject, the student must appear in all components of the subject.

3.2 A student may apply, within two weeks from the date of the declaration of the university result, for re-checking of the examination script(s) of a specific subject(s) on the payment of prescribed fees.

Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totalling of marks. In the event of a discrepancy being found, the same shall be rectified by the university through appropriate changes in the result as well as marksheet of the concerned semester/supplementary term end examinations.

3.3 (i) A student obtaining less than the passing marks assigned to a subject and failing in the subject, shall be allowed to re-appear in semester term end examination of the subject in a subsequent year when the subject is offered, subject to maximum permissible period i.e. n+2 years.

(ii) Students who are eligible to re-appear in a semester / supplementary term end examination shall have to apply to the college and pay the examinations fees prescribed by the University, to be allowed to reappear in an examination.

(iii) The re-appearing student who secured less than marks equal to passing percentage of maximum marks of internal marks also have the option to repeat and improve the internal marks with regular batch of student. In such cases, the student will be required to apply for such improvement in the beginning of the said year, to the Dean/Examinations Head of the institute. The revised marks should be sent to university at least 7 days before the commencement of semester term end examinations shall be considered, otherwise the previous marks, already obtained by the student shall be taken into account by the university without any modification. If such students do not re-appear in the term end examinations, the improvement in internal marks shall not be taken into account for result declaration.

(iv) Final Year Supplementary Term End Examinations: A supplementary examinations shall be conducted by the university after the declaration of the final year result, only for those regular students who do not have backlog upto the pre-final year subjects. That is, supplementary term end examinations to be held only for the subjects of the final year for the regular students who have failed only in subjects of the final year. The supplementary term end examinations shall be allowed only to students who have only been offered one chance to appear in the examinations of the final year Subject(s). The internal marks components shall not change in these cases.

4. UNFAIR MEANS / STUDENTS' GRIEVANCE COMMITTEE

A. Use of Unfair Means: All cases regarding reported use of Unfair Means (UFM) in the examination during mid-term/Special examinations shall be placed before an Unfair Means Committee/s to be constituted by the Dean/Director for decision in individual cases, and recommending penalties, if any. A candidate found involved in an Unfair Means (UFM) case

during the midterm examination shall be required to mandatorily appear in the Special Examination. Failure to do so will result in the award of zero marks out of 40 in that subject.

B. Students Grievance Committee: In case of any written representation / complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of the Subject Teacher, the same shall be considered by the Students Grievance Committee to be constituted by the Director of the institute. The Director shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

5. PROMOTION POLICY TO THE NEXT ACADEMIC YEAR

(i) A student will be promoted to the next academic year only if such student has obtained at least 50% (rounding to full digits) of the total credits of the existing academic year from which the promotion to next academic year is being sought.

(ii) All such students who fail to get promoted to next academic year for the reason of deficiency in required credits, as stated above or due to being detained in a particular academic year, will automatically be declared to have taken academic break to repeat such examinations of the year in which the student has failed or has been detained, so as to obtain sufficient credits to be promoted to the next academic year. Such a student shall not be required to repeat any course that student has already completed successfully.

On acquisition of sufficient credits for promotion, such students who have taken at least one academic break, shall be automatically readmitted in the regular batch of that academic year of the concerned programme. The Syllabi and Scheme of Teaching and Examination applicable to such students on readmission (from the year of readmission) shall be Scheme as offered to the students of the regular batch.

6. AWARD OF DEGREE

A student shall be awarded a degree if:

- (i) He/she has completed the his/her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree.
- (ii) There are no dues outstanding in his/her name to the Institute and
- (iii) No disciplinary action is pending against him/her.
- (iv) He/she has acquired the CGPA higher than or equal to the minimum CGPA specified in the Syllabi and Scheme of Teaching and Examination for the award of the degree.

7. STUDENT CHARTER

<u>S No.</u>	<u>Description of service</u>	<u>Required documents</u>	<u>Contact office for submission of application</u>	<u>Contact office for receiving of document</u>	<u>Time, duration for completion of activity</u>
1.	Consolidated statement of marks and provisional certificate (In case of minimum credits drop cases.)	1. Drop case application duly verified and forwarded by the College 2. Photo copy of all semester mark sheets	Reception counter, Examination Division	Concerned Section Officer	15 working days after submission of the request
2.	Transcript	1. Application duly verified and forwarded by the college 2. Photo copy of all semester mark sheets/consolidated mark sheet other case maybe and /photo copy of Degree 3. Challan issued by the Indian bank against requisite fee	Reception counter, Examination Division	Concerned Section Officer	15 working days after submission of the request
3.	Duplicate semester/ consolidated marksheet	1. Application duly filled and forwarded by the college. 2. Photo copy of all semester mark sheets./Consolidated mark sheet	Reception counter, Examination Division	Concerned, Section Officer	15 working days after submission of the request

		3. Challan issued by Indian bank against requisite fee. 4. FIR of the missing document			
4.	Duplicate Degree	1. Application duly filled and forwarded by the college. 2. Photo copy of all semester mark sheets/Consolidated mark sheet. 3. Challan issued by Indian bank against requisite fee 4. FIR of the missing document	Reception counter, Examination Division	Concerned, Section Officer	15 working days after submission of the request
5.	Correction of name/Father's Name	1. Application duly verified and forwarded by the college 2. Photo copy of 10 th & 12 th class mark sheet in case of name correction. 3. Name correction affidavit with the stamp of Executive Magistrate or SDM. 4. Challan issued by the Indian bank against requisite fee (Rs1000) 5. Copy of University documents issued, if any.	Reception counter, Admission Branch	Concerned, Section Officer	25 working days after submission of the request

6.	Correction of name in semester mark sheet/consolidated mark sheet/provisional certificate	<ol style="list-style-type: none"> 1. Application duly verified and forwarded by the college 2. Original Semester marksheet/Consolidated marksheet/Provisional certificate 3. Challan issued by the Indian bank against requisite fee 4. Correction order issued by Admission branch. 	Reception counter, Examination Division	Concerned, Section Officer	15 working days after submission of the request
7.	Attestation of document(s)	<ol style="list-style-type: none"> 1. Application 2. Photo copy of documents to be attested 3. Original documents issued by the university to be produced at the time of attestation 4. Challan issued by Indian bank against requisite Fee 	Reception counter, Examination Division	Concerned, Section Officer	5 working days after submission of the request
8.	Verification of document(s).	<ol style="list-style-type: none"> 1. Request letter for verification of documents must be received from the employer organisation /Universities/ institutes / Agency (India and abroad). 2. Photocopy of semester mark sheet/ consolidated mark sheet/ provisional certificate/ degree 	Reception counter, Examination division/ Official email id	Concerned, Section Officer	15 working days after submission of the request

		3. Fees will be charged from the private agencies. 4. The government agencies are exempted from the verification charges			
9.	Medium of instruction certificate	1. Application, 2. Photocopy of consolidated mark sheet. 3. Photo copy of Degree/Provisional certificate	Concerned office of the University School of Studies	Concerned office of the University School of Studies	7 working days after submission of the request.
10.	Migration certificate	1. Application duly filled by the student and verified by the Dean/Director of the college. 2. Photocopy of the consolidated mark sheet. 3. Photo copy of Degree/Provisional certificate 4. Admission proof for further study i.e. Fee receipt/Admission slip/ID card 5. Challan issued by Indian bank against requisite fee	Facilitation centre, Admission branch	Facilitation centre, Admission branch	15 working days after submission of the request