



Dr. K.N. MODI UNIVERSITY

MODINAGAR, GHAZIABAD, UTTAR PRADESH

(Established by the Government of Uttar Pradesh & Recognized by UGC under section 2 (f) of UGC Act, 1956)

EXAMINATION MANUAL



CONTROLLER OF EXAMINATION

DR. K. N. MODI UNIVERSITY

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INTRODUCTION

Background

Dr. K.N. Modi University, Modinagar, Ghaziabad, Uttar Pradesh provides latest and updated curricula with a view to produce quality professionals. The curriculum provides broad based knowledge and simultaneously builds a temper for the life long process of learning and exploring. At the undergraduate level, a student needs to do compulsory foundation courses in the areas of Basic Sciences, Humanities, Social Sciences, Management Studies and Engineering Sciences apart from departmental requirements. Departmental courses (core and electives) constitute about half of the total curriculum. Further, students do open category electives to develop broad interdisciplinary knowledge base or to specialize significantly in an area outside the parent discipline.

At the postgraduate level, students are encouraged to look beyond their area of specialization to broaden their horizons through open electives.

The University follows the semester system. An academic year runs from July through June next year and is comprised of two semesters. Typically, the 1st semester starts in the month of July and ends in the month of December; the 2nd semester starts in the month of January and ends in the month of June. Detailed schedule is given in the Semester Schedule that is available before the start of the semester.

1. CONDUCT OF EXAMINATIONS

Examination System and Process have been divided and is as under:

The Academic Year: Each academic year shall be divided into two Semesters – Odd Semester (July to December) and Even Semester (January to June). An Odd semester shall ordinarily begin in July for students already on rolls and the Even semester shall ordinarily begin in January. However, the first semester (Odd, for newly admitted students) may begin on completion of the admission process as per the notification of UGC.

Eligibility for Admission: - Admission to under Graduate courses of the University shall be based on criteria decided by the academic Council of the University in accordance with the stipulations by UGC/PCI/BCI/NCTE/AICTE modified from time to time.

Duration: The Duration of the program shall be governed by the regulations of UGC/PCI/BCI/NCTE/AICTE. Each year, the University shall draw out an Academic Calendar. Details of curricula and syllabi shall be as decided by Board of Study (BOS) and approved by the Academic Council and Executive Council with Provision for modification from time to time as per the needs of the industry/specializations concerned.



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2. EXAMINATION SYSTEM OF THE UNIVERSITY

Introduction:

The examination system relies on two essential phases: pre-examination processes and post-examination operations. The Examination Cell at Dr. K. N. Modi University is headed by the Controller of Examination with the supporting staff. The prime responsibility of the Examination Cell is to conduct all examinations in fair and systematic manner, evaluate all the examinations and to prepare/declare the result within the stipulated time frame as per the Academic Calendar of the University. The entire Examination process is as per Academic Regulations for Undergraduate, Post Graduate, and Ph.D. programmes.

3 Primary Functions of Examination Cell

3.1 Pre Examination work:

- (a) Procurement of the Evaluation Schemes along with the detailed syllabi of all courses from concerned department.
- (b) Procurement of the list of the registered students for each course from the Registrar office of the University.
- (c) Procurement of answers books.
- (d) Preparation of date sheet on the basis of the Academic Calendar for all the courses and its transmission to the respective faculty prior to the examinations.
- (e) Preparation of Seating Plan as per the strength of the students and the same is displayed on the Notice Boards on the day of examination.
- (f) To ensure that question papers are set in accordance with the prescribed format, curriculum, and syllabus of the respective subject.
- (g) Two to three sets of the Question Papers shall be collected from the concerned faculty/Department/School/External Paper Setter by the Controller of Examination for selecting the final question paper.
- (h) Printing of the Question Paper is done as per the strength of the students.
- (i) Preparation of Invigilation duty Chart.
- (j) Formation of frisking duty team.
- (k) Formation of Flying Squad for the smooth conduct of the examinations.

3.2 Conduct of Examination:

- (a) The invigilation Duty Chart is prepared prior to the examination and the same shall be conveyed to the respective HOD/HOS/HOF and invigilators of all the department/Faculty/Schools.
- (b) The Question Papers in sealed envelope along with required number of the Answer Sheets room wise and the Attendance Sheets of the students are distributed to the Invigilator at least 20 minutes prior to the start of the examination.
- (c) Students will be permitted to enter the examination hall **30 minutes prior** to the commencement of the exam. Entry is strictly subject to admit card verification and



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mandatory security frisking at the main entrance. For the comfort and privacy of female candidates, a separate, enclosed frisking area is provided.

- (d) The complete record of the Answer Scripts and Question Papers is entered in the Performa (Register) already prepared before the start of the examination. After the completion of the examination the Invigilator shall submit all the used and the unused answer sheets in a signed envelope in the Examination Cell.

3.3 Post Examination Work:

1. Sessional Examinations (Internal)

- **Distribution & Evaluation:** Sessional answer sheets are handed over to the respective subject teachers/faculty for evaluation. This transfer is officially recorded in a Performa (Register).
- **Student Review:** Once evaluated, the answer scripts are shown to the students.
- **Student Responsibility:** It is the individual student's sole responsibility to check their evaluated answer script.

2. End Semester Examinations (External)

- **Anonymization (Coding):** To ensure unbiased evaluation, all end-semester answer sheets are masked using a fictitious numeric code before evaluation.
- **Centralized Evaluation:** The coded sheets are evaluated at a designated Central Evaluation Centre.
- **Submission:** After evaluation, teachers enter the marks into "award lists." They then submit both the evaluated answer sheets and the corresponding award lists back to the Examination Cell.

3. Final Tabulation

- **Decoding & ERP Entry:** Once the evaluation of the end-semester sheets is complete, the fictitious codes are decoded to identify the students. The marks are then officially uploaded and entered into the ERP system.

3.4 Preparation of Tabulation Report (TR):

The Examination Cell will compile the marks of Continuous Assessment/Mid Term Examination/End Semester Examination and prepare the Tabulation Report (TR) through ERP.

3.5 Preparation of Result:

The Final Tabulation Report prepared by the Examination cell through ERP shall be processed for preparation of Grade Sheet and for the calculation of Semester Grade Point Average (SGPA) for each Semester and Cumulative Grade Point Average (CGPA) for all the completed Semesters.

3.6 Preparations of Grade Cards:

The final Grade Card/Report shall be prepared by the Examination cell after the completion of the process of declaration of results. These Grade Cards/Reports shall be handed over to the students through the HOD/HOS of the respective Schools.



Dr. K.N. MODI UNIVERSITY

MODINAGAR, GHAZIABAD, UTTAR PRADESH

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- 3.7 Preparations of Provisional and Original Degrees:** After the preparation of final Grade Card the Provisional Degree Certificates (PDCs) prepared by the Examination Cell. After the completion of the degree program the original Degree will be prepared by the Examination Cell within six months from the Declaration of Result. The Original Degrees as well as PDCs will be checked by the staff of Controller of Examination and signed both by the Controller of Examination and Registrar.
- 3.8 Holding of Convocation:** The Examination Cell will hold the Convocation as per the date decided by the University Authorities. Examination Cell will make all preparatory arrangements for the holding of Convocation and award of degrees, diplomas, etc.
- 4.1 Duties of the Controller of Examination:**
The Controller of Examinations shall function under the direct supervision of the Vice-Chancellor and, with the Vice-Chancellor's approval, shall exercise and perform the following functions
- COE will, arrange for and supervise the examination work of the University in accordance with the manner specified in the Academic Regulations and Rules of the University.
 - He/She will conduct the examinations according to the Academic Calendar of the University.
 - He/She will obtain the Course Scheme, Structure, Syllabus and Credit of each course running as per the current semester before the commencement of the semester for the preparation of the date sheet of examination to be conducted from the office of Dean Academics.
 - He/She will conduct the examinations, make preparatory arrangements for the examinations, setting up of the Examinations Centres, appointment of the supervisory staff, invigilation staff, flying squad and other staff required for the proper and smooth conduct of examinations, receive back the used and unused answer books from the invigilators.
 - He/She will get the Question Papers set for all university exams from the examiners or paper setters by ensuring the question papers are set in the required format provided by the Examination Cell and as per the prescribed syllabi for a particular course or paper. He shall maintain utmost confidentiality of the entire process of paper setting at all stages.
 - He/She will fix the commencement of the dates of examination, prepare the date sheet, and schedule for the examinations as per the Academic Calendar and publish the same well in time for the information of all the concerned.
 - He/She will get the Answer Books for all examinations evaluated so that the Award List in all cases are supplied to the Examination Cell for tabulation, scrutiny and finalization of examination results, get these declared and published within the scheduled time frame. He shall also provide the opportunity for the rectification of the results and re-checking of answer sheets, wherever applicable.
 - He/She will get the Detailed Grade Report, Degrees and other relevant testimonials prepared for all those students successfully passing out from the University.



Dr. K.N. MODI UNIVERSITY

MODINAGAR, GHAZIABAD, UTTAR PRADESH

(Established by the Government of Uttar Pradesh & Recognized by UGC under section 2 (f) of UGC Act, 1956)

- i) He/She will make arrangements for verification of credentials of students who had passed out, if required, by the student or the University or any other body.
- j) He/She will finalize the list of Examiners, Paper Setters, Evaluators, Members of the Flying Squad, Observers, from the competent authority of the University.
- k) He/She will prepare the Grade Card Report and all other certificates wherever required to do so, with the confidential seals and stamps of the University's Examinations Cell, and shall keep the same in the safe custody.
- l) He/She will keep liaison with the Registrar, Dean Academic Affairs, Deans/HOD/HOS for the details regarding the enrolment, conduct of examinations, and other issues relating to the students and teachers.
- m) He/She will be liable to conduct all the examinations.

4.2 Duties of Joint-Controller of Examination for Conduction of Examination:

The Joint-Controller of Examination shall work under the direct supervision of Controller of Examination and shall by his/her approval, exercise and perform the following functions:

- (a) Procurement of the Study Schemes along with the detailed Syllabus of all the courses from the office of concerning Dean/HOD/Faculty.
- (b) Procurement of the List of the students for each program from Registrar Office.
- (c) Procurement of Answer Books.
- (d) Procurement of Date Sheet on the basis of the Academic Calendar for all the courses and conveying to the respective Schools at least one week prior to the start of examinations.
- (e) Preparation of Seating Plan as per the strength of the students and the same to be displayed on the notice board on the day of the examination.
- (f) Setting of the Question Papers as per respective School evaluation pattern. He/She shall maintain utmost confidentiality of the entire process of paper setting at all stages.
- (g) He/She will conduct the examination according to the Academic Calendar of the University.
- (h) He/She will prepare the invigilation duty chart prior to the examination.
- (i) He/She will arrange for the printing of the question paper as per the strength of the students. He/She shall maintain utmost confidentiality of the entire process of paper printing at all stages.
- (j) Formation of Flying Squad for the smooth conduct of all examinations.

4.3 Duties of Joint-Controller of Examination for Evaluation:

The Joint-Controller of Examination shall work under the direct supervision of Controller of Examination and shall by his approval, Exercise and perform the following functions:

- a) He/She will be responsible for following of **On the Spot Table Evaluation Process** for Mid Term Examination/ End Term Examination.



Dr. K.N. MODI UNIVERSITY

MODINAGAR, GHAZIABAD, UTTAR PRADESH

(Established by the Government of Uttar Pradesh & Recognized by UGC under section 2 (f) of UGC Act, 1956)

- b) He/She will get the answer books for all examinations evaluated so that the award list in all such cases are available in the Examination Cell for tabulation, scrutiny and finalization of examination results .
- c) He/She will collect all the marks of Attendance/Continuous Assessment/ Mid Term Examination/ End Term Examination from all the schools/departments of the University.
- d) He/She will collect all the detailed marks of Attendance/Continuous Assessment/ Mid Term Examination/ End Term Examination (for compiling the final grades) from the subject instructor within three working days after their respective paper.
- e) He/She will calculate the S.G.P.A and C.G.P.A with the help of assistants and data entry operators.
- f) Prepare notification regarding the declaration of result and put it to the Controller of Examination for the final approval of Vice Chancellor.
- g) Final Grade Card/Report shall be prepared by him after the completion of the process of declaration of result and hand over these Grades Cards/Reports to the students through the Dean/HOD of the respective Schools.
- h) After the preparation of Final Grade Card, he will prepare the provisional degree certificates (PDCs).
After the completion of the degree program the original Degree will be prepared by him within six months from declaration of result.
- i) He will make all the arrangements for the proper storage of the grade cards/results.

4.4 Duties of Assistants and Data Entry Operators (Conduct/Evaluation):

The Assistants and Data Entry Operators shall work under the direct supervision of Joint-Controller of Examinations of their respective Cell and shall by his approval perform the duties as directed by him from time to time.

5. Mid Term Tests

The University conducts Sessional Exams in every semester namely: 1st Sessional, 2nd Sessional Examination and Pre-University Examination (PUT) in order to judge and prepare the students for their End Term Examinations. Evaluation is conducted continuously; two to three mandatory assignments are collected throughout the term, with their marks contributing directly to the final grade.

6. Minimum Attendance Criteria

Students must meet the minimum attendance requirements set by the relevant regulatory body (UGC, PCI, BCI, ICAR, or NCTE) for all campus-based courses. Failure to meet these standards will result in disqualification from the respective examinations. Before End Semester examination, if a student falls short of the required attendance, they may be permitted to attend scheduled remedial classes, subject to approval from the competent authority.



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7. Conduct of Mid Term Test

The Date Sheet on the basis of Academic Calendar shall be conveyed to the respective Faculty/Schools prior to the start of Mid Term Exam. The Syllabus for 1st Sessional Exam shall all approximately 40% – 50 % of the whole syllabus and for 2nd Sessional Exam approximately 80% - 100% of the whole syllabus as given in the respective Instruction Plan for Undergraduate & Postgraduate programs. The students those are absent in 1st or 2nd sessional may appear in the Pre-University Examination.

It shall be the responsibility of the Controller of Examination to get the question papers set as per the syllabus and the pattern of combination of objective type questions, short answer type questions and long answer type question as per the Academic Regulations. The Question Papers usually two to three sets for the Mid Term Test shall be prepared by the concerned teachers. The Mid Term Test shall be conducted as per norms of the University. After the evaluation of the answer books, the same shall be shown to the students for information. The concerning Faculty member shall maintain a Record of Marks obtained in the evaluated answer books duly signed by the students.

Just as an evaluation is done in continuous manner, feedback should also be available in a continuous manner. Thus, the answer scripts must be promptly evaluated, shown to the students, to obtain any clarification on their performance. The performance of the students in the examination should be discussed in the class giving as much details as possible like the highest, lowest and average performances. It shall be the responsibility of Class Coordinator to submit, properly and promptly all homework.

8. Procedure of Question paper setting for End Term Examination

The University follows the following procedure for the End Term Examination Question Paper:

- a. Submission of List of External Paper setters by Dean/HOD/HOS of the concerned Faculty to Controller of Examination.
- b. List of External Paper Setter received from the Deans of all the Faculty is to be submitted to Controller of Examination for finalizing the subject wise Paper Setter.
- c. Letters/e-mail to the paper setter as approved by the Controller of Examination is to be sent with the following documents:
 1. Request Letter
 2. Syllabus/Instruction Plan of the concerned subject
 3. Question Paper pattern along with Guidelines
 4. Question Papers are received by Controller of Examination from the Paper Setter (External/Internal) in sealed cover/email
 5. Printing and Storage of Question Papers is got done by Controller of Examination.

10. Conduct of End Term Examination:

On The basis of Academic Calendar, the date sheet for the End Term Examination shall be conveyed to the concerned Faculty prior to the End Term Examination.

The Controller of Examination shall appoint the flying squad for the smooth conduct of End Term Examination. The sealed packets of the question papers for the same shall be handed over to the Invigilator(s) half an hour prior to the start of the examination,



Dr. K.N. MODI UNIVERSITY

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who in turn distributes the same as per the seating plan. After the completion of examination, the invigilator (s) shall hand over the answer scripts along with the list of students (Attendance Sheet) who had appeared in the examination to the Controller of Examination.

11. Evaluation of Answer Scripts

- **Anonymization (Coding):** To ensure unbiased evaluation, all end-semester answer sheets are masked using a fictitious numeric code before evaluation.
- **Centralized Evaluation:** The coded sheets are evaluated at a designated Central Evaluation Centre.
- **Submission:** After grading, teachers enter the marks into "award lists." They then submit both the evaluated answer sheets and the corresponding award lists back to the Examination Cell.
- **Decoding & ERP Entry:** Once the evaluation of the end-semester sheets is complete, the fictitious codes are decoded to identify the students. The marks are then officially uploaded and entered into the ERP system.

Preparation of Tabulation Report (TR): The Examination Cell will compile the marks of Continuous Assessment/Mid Term Examination/End Semester Examination and prepare the Tabulation Report (TR) through ERP.

Preparation of Result: The Final Tabulation Report prepared by the Examination cell through ERP shall be processed for preparation of Grade Sheet and for the calculation of Semester Grade Point Average (SGPA) for each Semester and Cumulative Grade Point Average (CGPA) for all the completed Semesters.

$$\text{SGPA} = \frac{\sum (\text{Course Credits earned} \times \text{Grade point})}{\sum (\text{Course Credits in the Semester})}$$

CGPA is calculated on the basis of all courses of all Semesters.

$$\text{CGPA} = \frac{\sum (\text{Course Credits earned} \times \text{Grade Point})}{\sum (\text{Total Course Credits})}$$

12. Reporting of Unfair Means Cases:

The Unfair Means Cases, if any, shall be reported to the Controller of Examination by the invigilator(s) on duty or by the Flying Squad. Such cases shall be accompanied with material evidence, if any. These cases shall be sent to the UMC Committee constituted by the Controller of Examination to deliberate on the cases of Unfair Means. The Committee will comprise of Head of the concerned Faculty, two HoD/HoS of other Faculty and Controller of Examination. The Invigilator(s) who was on examination duty shall present his/her views in front of the UMC Committee. The Chairman of the Committee issues notice to the students concerned to appear before the Committee on the date and time as decided, to defend himself. The Committee will go through the detail of the case and then



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take the decision and forward their recommendation to the Vice-Chancellor for approval. The decision taken will be notified by Chairman and one copy will be given to each member of the Committee, HoD of the concerned Faculty and to the student concerned.

13. Grading System

At the conclusion of the Semester, the student is awarded a Grade in each of the courses he/she has taken during the period. The Grade awarded to a student in a course will depend on his total performance in all the components of evaluation.

The list of Letter Grades, the Grade Points associated with them and their qualitative meanings are given below:

Grades Value and Qualitative Meaning of the Grading System

**TABLE FOR U.G. & DIPLOMA PROGRAMS/COURSES
(EXCEPT COUNCIL COURSES)**

Marks Range	Grade point	Grade Value	Performance
$\geq 90 - 100$	10	O	Outstanding
$\geq 80 < 90$	9	A+	Excellent
$\geq 70 < 80$	8	A	Very Good
$\geq 60 < 70$	7	B+	Good
$\geq 50 < 60$	6	B	Average
$\geq 40 < 50$	5	C	Satisfactory
$\geq 33 < 40$	4	P	Pass
< 33	0	F	Fail
Absent	0	AB	Incomplete
UFM	0	I	Incomplete
		Q	Qualifying
		NQ	Not Qualifying

**TABLE FOR P.G. PROGRAMS/COURSES
(EXCEPT COUNCIL COURSES)**

Marks Range	Grade point	Grade Value	Performance
$\geq 90 - 100$	10	O	Outstanding
$\geq 80 < 90$	9	A+	Excellent
$\geq 70 < 80$	8	A	Very Good
$\geq 60 < 70$	7	B+	Good
$\geq 50 < 60$	6	B	Average
$\geq 40 < 50$	5	C	Satisfactory
< 40	0	F	Fail
Absent	0	AB	Incomplete
UFM	0	I	Incomplete
		Q	Qualifying
		NQ	Not Qualifying



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Reappear: Reappear shall be awarded in those cases where student fails to obtain minimum passing marks in particular course(s).

Declaration of Result: The Controller of Examination then prepares the Tabulation Report of the result class wise which contains all the marks/grades obtained by the students in all the subject in that particular semester with his/her SGPA/CGPA and put it to the Vice Chancellor for approval. After the approval of Vice-Chancellor and after due moderation (wherever required), the Controller of Examination will declare the Result.

Preparations of Grade Cards: The final Grade Card/Report shall be prepared by the Examination cell after the completion of the process of declaration of results. These Grade Cards/Reports shall be handed over to the students through the HOD/HOS of the respective Faculty.

Preparations of Provisional and Original Degrees: After the preparation of final Grade Card the Provisional Degree Certificates (PDCs) prepared by the Examination Cell. After the completion of the degree program the original Degree will be prepared by the Examination Cell within six months from the Declaration of Result. The Original Degrees as well as PDCs will be checked by the staff of Controller of Examination and signed both by the Controller of Examination and Registrar.

Holding of Convocation: The Examination Cell will hold the Convocation as per the date decided by the University Authorities. He will make all preparatory arrangements for the holding of Convocation and award of degrees, diplomas, etc.

15 Minimum Academic Requirements

15.1 The educational philosophy of the University interlinks and at the same time distinguishes between the performance of a student in a single course and his/her overall cumulative performance. Accordingly, the expected minimum academic requirements for the programs of the University are described as under:

At the end of every Semester normally the following minimum academic standards have to be maintained by the students:

- A students should have SGPA of at least 4.00 for diploma, undergraduate course and 5.00 for postgraduate courses.

16 Pass out Eligibility

16.1 A student is deemed to have completed the requirement of graduation for the program when he/she satisfies the following conditions:

- a) Has cleared all the courses prescribed for the program.
- b) Has obtained a minimum CGPA of 4.00 for diploma & undergraduate programs and 5.00 for postgraduate programs.
- c) Has satisfied all requirements of these regulations.
- d) Has not taken more time specified for completions of the course



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- 16.2** A student is deemed to have become eligible for the Bachelor/Postgraduate Degree if, in addition to satisfying the above requirements of clause 16.1, he/she has
- a)** Satisfied all the rules of evaluation.
 - b)** No case of indiscipline or having outstanding dues against him/her to be paid to the University, hostel or any other recognized organ of the University, his/her degree will be withheld until the said dues are cleared.
- 16.3** Students who fulfill the graduation/ post-graduation criteria will be given a provisional certificate.
- 16.4** The following classification based on CGPA will be made and mentioned in the Diploma & Graduation Certificate of the student.
- | | | |
|---------------------------------|---|---------------------------------------|
| First Division with Distinction | - | CGPA 7.50 or more |
| First Division | - | CGPA 6.00 or more but less than 7.50 |
| Second Division | - | CGPA 4.00 or more but less than 6.00. |
- 16.5** The following classification based on CGPA will be made and mentioned in the Post-graduation Certificate of the student.
- | | | |
|---------------------------------|---|---------------------------------------|
| First Division with Distinction | - | CGPA 7.50 or more |
| First Division | - | CGPA 6.00 or more but less than 7.50 |
| Second Division | - | CGPA 5.00 or more but less than 6.00. |
- 16.6** To convert S.G.P.A awarded by the University to percentage of marks, the S.G.P.A/ C.G.P.A awarded should be multiplied by a factor of Ten (10).
- 17 Retention of Answer Scripts**
The Answer Scripts of all the Mid Term Tests, Practical, End term examination, etc. are retained by the Examination Cell for the complete period of concerning program.
- 18. Provision of Special Chance/Golden Chance**
The provision of giving Special/Golden Chance for the students on roll and for all the passed out students of the University vests with the Vice Chancellor.