



EXAMINATION REGULATIONS, 2023

With effect from ACADEMIC YEAR 2023-24

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JIS University Examination Regulations, 2023

1. PRELIMINARY

1.1. Short Title, Applicability and Commencement

- 1.1.1. These regulations shall be called the Examination Regulations, 2023 of JIS University, Kolkata.
- 1.1.2. These regulations shall be applicable to all the Diploma/ Undergraduate/ Post graduate programs offered by the Schools/ Centres of JIS University.
- 1.1.3. These regulations shall come into effect from the Academic Year 2023-24 with the approval of Academic Council and Governing Body of JIS University.
- 1.1.4. The provisions of these Regulations shall prevail over all other Orders, Circulars, Procedures, Policies, Schemes and such other documents of the University framed thereunder.
- 1.1.5. Nothing in these regulations shall be deemed to debar the University to amend or revise the regulations subsequently, and the amendment or revision so made, if any, shall apply to all the students at the sole discretion of the University, and to all other concerned.

1.2. Definitions

- 1.2.1. **ACADEMIC YEAR:** Two consecutive (one odd + one even) semesters constitute one academic year.
- 1.2.2. **SEMESTER:** Each semester will consist of approx. 18 weeks of academic work equivalent to 90 actual teaching days. The **odd semester** may be scheduled from July to December and **even semester** from January to June of every year.
- 1.2.3. **PROGRAMME** means the domain of study leading to the conferment or award of degree, diploma, certificate or any other academic title of the University.
- 1.2.4. **COURSE** means a component of a programme usually referred to, as 'Papers'. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/ laboratory work/ field work/ outreach activities/ project work/ Vocational training/ viva/ seminar/ Term Papers/ assignment/ presentation/ self-study or a combination of some of these. It shall be uniquely identified by a **COURSE CODE** and **COURSE TITLE**, and shall be specified by the respective Board of Studies of the Department.
- 1.2.5. For interdisciplinary Courses, parent departments offering such Courses shall be responsible to assign the requisite Course Code and Course Title.
- 1.2.6. **CREDIT (C)** is a unit by which the course work is measured. It determines the number of hours of instruction required per week. One course credit is equivalent to 15 lecture hours or a minimum of 30 hours of laboratory or Fieldwork/Training/Project work. Each course carries a fixed number of credits (C), delivered as Lecture (L), Tutorial (T), or Practical (P), which is indicated as the L-T-P-C loading of the course. The L-T-P-C loading represents the number of instructional units delivered each week.

Example:

An L-T-P-C if 1-1-2-3 means 1 instructional unit based on class room lecture, one instructional unit of tutorial, and 2 instructional units based on laboratory, all delivered within a calendar week.

The last '3' indicates the total course credits.

- 1.2.7. GRADE POINT: It is a numerical weight allotted to each letter grade on an 10-point' scale.
- 1.2.8. LETTER GRADE: It is an index of the performance of students in a said course. Grades are denoted by letters EX, O, A, B, C..., etc.
- 1.2.9. COURSE STRUCTURE means Semester-wise detail of all subjects, clearly indicating their Course Code, Course Title, Credits, L-T-P Scheme in Tabular form, along with their classification into CORE/ELECTIVE/ SKILL BASED etc., as the case may be.
- 1.2.10. DEPARTMENTAL EXAMINATION COORDINATOR shall mean a senior faculty member of the Department, deputed by respective Head of Department to coordinate examination related work at the department level, and shall play the role of Single Point of Contact (SPOC) between the Examination Branch and concerned Department.
- 1.2.11. REGULAR STUDENT means a student who has registered for a full-time academic programme offered by the School/ Centre of the University, and is progressing as per schedule.
- 1.2.12. ABC means Academic Bank of Credits.
- 1.2.13. CCF means Curriculum and Credit Framework.
- 1.2.14. SGPA stands for Semester Grade Point Average
- 1.2.15. CGPA stand for Cumulative Grade Point Average

1.3. List of Programmes under JIS University

S. No.	Programme	Branch	Nominal Programme Duration (Years)	Maximum Programme Duration (Years)
1.	B.Sc. (Hons.)	Physics	3	5
2.	M.Sc.	Physics	2	4
3.	B.Sc. (Hons.)	Chemistry	3	5
4.	M.Sc.	Chemistry	2	4
5.	B.Sc. (Hons.)	Biotechnology	3	5
6.	B.Sc. (Hons.)	Microbiology	3	5
7.	M.Sc.	Biotechnology	2	4
8.	M.Sc.	Microbiology	2	4
9.	M.Sc.	Biochemistry	2	4
10.	M.Sc.	Medical Biotechnology and Bioinformatics	2	4
11.	M.Sc.	Polymer Science and Technology	2	4
12.	B.Sc. (Hons.)	Geology	3	5
13.	M.Sc.	Applied Geology	2	4
14.	M.Sc.	Remote Sensing and GIS	2	4
15.	Integrated M.S.-Ph.D.	Paint and Coating		
16.	BBA	Management	3	5
17.	BBA	Hospital Management	3	5
18.	Integrated BBA-MBA	Management	5	7
19.	MBA	Management	2	4
20.	MBA	Digital Marketing	2	4
21.	LL.B.	Juridical Sciences	3	5
22.	Integrated BBA-LL.B. (Hons.)	Juridical Sciences	5	7
23.	LL.M.	Criminal Law	2	4
24.	LL.M.	Corporate Law	2	4
25.	LL.M.	Constitutional Law	2	4

26.	B.Tech.	Computer Science and Engineering	4	7
27.	B.Tech.	Computer Science and Engineering with specialization in Data Science	4	7
28.	B.Tech.	Computer Science and Engineering with specialization in Cyber Security	4	7
29.	B.Tech.	Computer Science and Engineering with specialization in AI and Machine Learning	4	7
30.	B.Tech.	Computer Science and Engineering with specialization in Internet of Things	4	7
31.	BCA		3	5
32.	M.Tech.	Computer Science and Engineering with specialization in Data Science	2	4
33.	M.Tech.	Data Science	3	5
34.	M.Tech.	Renewable Energy and Electric Vehicle Technology	3	5
35.	B.Ed.		2	4
36.	M.A.	Education	2	4
37.	B.Pharm.		4	7
38.	M.Pharm.	Pharmaceutics	2	4
39.	M.Pharm.	Pharmacology	2	4
40.	M.Pharm.	Pharmaceutical Chemistry	2	4
41.	M.Pharm.	Pharmaceutical Quality Assurance	2	4
42.	D.Pharm.		3	5
43.	BMLT		3	5
44.	Diploma	Hotel Operations	3	5
45.	Diploma	Food and Beverage Service	3	5
46.	Diploma	Food Production and Bakery	3	5
47.	B.A.	Tourism and Hospitality Management	3	5
48.	B.A.	International Culinary Arts	3	5
49.	B.Sc. (Hons.)	Hospitality and Hotel Administration	3	5

50.	B.A.	International Hospitality and Hotel Administration	3	5
51.	MBA	Hospitality and Hotel Administration	2	4
52.	B.Sc. (Hons.)	Agriculture	4	7

1.4. General

- 1.4.1. Every Undergraduate/ Postgraduate programme of JIS University shall be run in accordance with the curricula and syllabi of the programme framed by the respective Board of Studies and approved by the Academic Council.
- 1.4.2. The academic schedule for each Academic Year shall be notified in the form of Academic Calendar, after consultation with Deans/ Directors of all Schools/ Centres and with the approval of Vice Chancellor.
- 1.4.3. All University exams will be held as per the approved Academic Calendar notified by the Competent Authority
- 1.4.4. With effect from Academic Year (AY) 2023-24, each session shall comprise of two regular semesters (ODD and EVEN), and one Summer Term. While the ODD semester will normally begin in August and end in December, the EVEN semester will normally begin in January and end in May. Summer Term will be scheduled in the months of June and July after completion of the regular exams of EVEN semester.
- 1.4.5. Examination Calendar for each AY, indicating important dates of main examination activities as per the approved Academic Calendar, shall be notified before the start of AY.
- 1.4.6. The schedule of academic and examination activities as notified in Academic Calendar and Examination Calendar will normally be adhered to, provided that, notwithstanding anything contained in these rules, the Vice Chancellor may modify the Academic Calendar, in consultation with the Deans/ Directors/CoE. Provided further that, notwithstanding anything contained in these regulations, the Vice Chancellor may, in consultation with Deans/ Directors concerned, allow the academic schedule of any particular programme to be at variance with the Academic Calendar of JIS University, if such variation is considered to be necessary.

2. Evaluation System of JIS University

JIS University shall follow instructor-led continuous evaluation system for various courses.

2.1. Evaluation of Theory course:

Various assessment components for a theory course shall be as given below:

Theory Course				
Sr. No.	Assessment component	Weightage (%)	Remarks	
1	Comprehensive Internal Assessment (CIA)	Internal Assessment	20	Based upon Assignments, Class tests, Quiz, Seminar etc.
		Mid-term Exam	30	One Mid-term test of 1 ½ hours duration to be conducted by concerned Department
2	End-semester Exam (ESE)	50	Theory paper of 2 hours to be conducted at the end of semester centrally by Exam Section.	
	TOTAL	100		

2.2. Evaluation of Laboratory-only courses:

Laboratory-only Course			
Sr. No.	Assessment component	Weightage (%)	Remarks
1	Record Book (Based on the continuous assessment of Laboratory/ Practical work)	20	Continuous assessment of during the semester
2	Day-to-day evaluation of Laboratory work	25	-do-
3	Viva-Voce/ Quiz/ Assignments	15	-do-
4	End-semester practical exam	40	At the end of semester
	TOTAL	100	

2.3. Evaluation of Courses having embedded Laboratory:

Courses having embedded Laboratory component with the theory part are identified by a single Course Code, with Laboratory load indicated on the L-T-P break-up of the concerned subject. For such courses, the Mid-term exam and End-semester exam for the theory part, and the End-semester practical exam for the Laboratory component shall be conducted separately. A single Letter Grade will be assigned to the entire course.

2.4. Comprehensive Internal Assessment Marks and Preservation of Records

2.4.1. All components of Comprehensive Internal Assessment (Mid-term tests, Assignments, Quiz tests etc.) shall be conducted by the concerned Department as per the Academic Calendar.

2.4.1.1. If a student fails to appear in Mid-term test due to genuine reasons (participation in a University sponsored programme/ attending placement drive/ illness/ family exigency, a **One-time Remedial/Make-Up Mid-term** test shall be conducted by the concerned faculty on a suitable date and time with the approval of HOD.

2.4.1.2. The student applying for Remedial/ Make-Up Mid-term test will be required to submit required documentary evidence, supporting his/her reason of absence during the regular Mid-term exam dates within five working days after the missed examination.

2.4.1.3. Students will be notified about the result of their applications for remedial/make-up examination as early as possible.

2.4.1.4. The date, time and venue of the remedial/make-up examinations will be announced by Head of the concerned School/Department.

2.4.1.5. No further permission/arrangements would be made for students who are absent from the scheduled remedial/make-up examination for mid semester examination.

2.4.2. Marks of Comprehensive Internal Assessment (CIA: which includes Mid-term test and Internal Assessment components such Assignment, Quiz, etc.) shall be uploaded on the portal within the stipulated time by the respective faculty members as assigned by the HOD.

2.4.3. Record of the uploaded CIA sheets shall be preserved by the respective Departments, and duly signed and stamped copy in original shall be submitted in Exam Cell. Examination SPOC shall coordinate all such tasks related to uploading of CIA and its submission in Exam Cell.

2.4.4. As the condition of minimum qualifying marks in the CIA has been eliminated with effect from the Academic year 2023-24, there shall not be any backlog examination for the CIA component. Furthermore, CIA marks once uploaded on the portal and approved by the respective HOD shall not be allowed to change under any circumstances. For any discrepancy related to the submission of CIA, the approval of Vice Chancellor, along with the Undertaking and required supporting documents shall be mandatory.

2.4.5. For the subjects being taught by more than one faculty member, a COURSE COORDINATOR shall be assigned by the concerned HOD. Course Coordinator shall coordinate all activities related to the

concerned subject in consultation with the HOD and Examination SPOC.

2.4.6. For interdepartmental subjects (e.g, Management subject being taught to the students of Life Sciences), HOD and Examination SPOC of the concerned programme shall have administrative responsibility for various examination tasks of the concerned interdepartmental subject.

2.5. For evaluation of End-semester Answer scripts in theory exams, concerned Evaluator shall be required to complete his/ her evaluation **within 3 working days for 60 Answer scripts**.

2.6. For academic programmes of JIS University regulated by Statutory Regulatory Authorities (such as PCI, NCTE, BCI, ICAR, NMC etc.), their respective guidelines shall override the relevant clauses of this guidelines. Such guidelines are annexed herewith for the benefits of the students.

3. Grading System for JIS University Programmes

3.1. JIS University shall adopt ‘Absolute Grading system’ for its various academic programmes, wherein the percentage of marks obtained by the student in a course shall be converted to a Letter Grade, as below:

3.1.1. For batches admitted in AY 2023-24 and before

Existing Grading Table for all regular and backlog exams of above batches shall be used:

Range of Marks	Letter Grade	Grade Point	Performance
$90 \leq \text{Marks} \leq 100$	EX	10	Excellent
$80 \leq \text{Marks} < 90$	A	9	Very Good
$70 \leq \text{Marks} < 80$	B	8	Good
$60 \leq \text{Marks} < 70$	C	7	Fair
$50 \leq \text{Marks} < 60$	D	6	Average
$40 \leq \text{Marks} < 50$	P	5	Pass (Theory)
$45 \leq \text{Marks} < 50$	P	5	Pass (Practical & Sessional)
Marks < 40, Absent	F	0	Fail (Theory)
Marks < 45, Absent	F	0	Fail (Practical & Sessional)
---	W	---	Withheld

3.1.2. For 2024-25 admission batch and onwards

Following Grading Table shall be adopted for batches admitted in AY 2024-25 and onwards.

Range of Marks	Letter Grade	Grade Point	Performance
90 ≤ Marks ≤ 100	O	10	Outstanding
80 ≤ Marks < 90	A	9	Very Good
70 ≤ Marks < 80	B	8	Good
60 ≤ Marks < 70	C	7	Fair
50 ≤ Marks < 60	D	6	Average
40 ≤ Marks < 50	P	5	Pass (Theory)
45 ≤ Marks < 50	P	5	Pass (Practical & Sessional)
Marks < 40, Absent	F	0	Fail (Theory)
Marks < 45, Absent	F	0	Fail (Practical & Sessional)
---	W	---	Withheld

- 3.2.** The Letter Grade and its Grade Point shall indicate the overall performance in all assessment components of a course.
- 3.3.** After converting actual marks obtained in various subjects into corresponding Grades and Grade Points, the academic performance shall only be represented in terms of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA), except in academic programmes regulated by Statutory Bodies. In CGPA based evaluation system, actual marks shall not be indicated on Grade Cards and other such documents issued to the students.
- 3.4.** For calculating Equivalent percentage from the CGPA, students shall be required to use the Multiplying Factor as specified by the University.
- 3.5.** Total Credits and CREDIT POINTS shall be considered up to one decimal place. SGPA and CGPA shall be rounded-off to two decimal places.
- 3.6.** On the recommendation of the concerned Department, Examination Committee may decide to adopt Relative Grading system for specific programmes having class strength more than 30 with effect from Academic year 2024-25.
- 3.7.** A student shall be declared to have passed a theory-only course or laboratory-embedded course if he/she has fulfilled following conditions:
- 3.7.1. Secured minimum overall 40 % marks in the theory component (including both comprehensive

internal assessment and End-semester component), subject to obtaining minimum 30 % marks in the End-semester exam.

3.7.2. It will be mandatory for the student to appear in the Mid-term exam conducted by the respective Department, and also achieve minimum 75 % attendance at the end of the semester to be eligible for appearing in the end-semester exam of the respective subject.

3.7.3. Secured a minimum 45 % overall marks in the Laboratory component (including total internal laboratory assessment, and End-semester practical examination), subject to obtaining minimum 30 % marks in the End-semester practical exam.

3.8. In case of Laboratory-only/Seminar/Project courses, student must earn a minimum overall 45% marks (including all components of Laboratory-only course), subject to obtaining minimum 30 % marks in the End-semester practical component.

3.9. For non-credit courses, “Satisfactory” (S) or “Unsatisfactory” (U) Grade shall be awarded, which shall not be counted for the computation of SGPA/CGPA. Student must score minimum overall 40 % marks for getting “Satisfactory” Grade in a non-credit course.

3.10. For PhD Course work examination, the PhD scholar must score minimum overall 50 % marks (including both Comprehensive Internal Assessment and End-semester component), subject to obtaining minimum 30 % marks in the End-semester exam.

3.11. For academic programmes regulated by Statutory bodies such as PCI, NCTE, ICAR, NMC etc., their respective guidelines shall prevail as minimum guiding parameters.

4. Attendance requirement and eligibility for appearing in End-semester examination

1. Student is required to achieve minimum 75 % attendance individually in various courses registered in a particular semester, failing which he/she may be debarred from appearing in the End-semester examination in the specific subject/s, where the attendance falls short of 75 %.
2. In exceptional cases, Head of Department may grant relaxation of 10 % in the attendance requirement on the medical ground or other genuine reasons as per the decision of authorities.
3. A student will be eligible to appear in End-semester regular exam of a subject of ODD or EVEN semester if he/she has fulfilled the following conditions:
 - a. Paid all regular fee for the semester
 - b. Has obtained minimum 75 % attendance in the respective course
 - c. Has appeared in the Mid-term examination of the concerned subject
 - d. Filled up the Examination Form within the stipulated time and paid Examination fee
4. A subject-wise list of students debarred due to attendance shall be sent by all HODs in Examination Branch 5 working days before the start of End-semester exams. Such students will be required to make themselves eligible by registering either in Summer Term classes or in regular semester of junior batch. All Departments will be required to maintain the attendance record of debarred students, which would be required for planning make-up classes.

5. A student will be eligible to apply for Backlog examination of any semester, if he/she has fulfilled all required conditions for appearing in the End-semester regular exam of the concerned semester, and also paid specified Backlog examination fee along with Backlog Examination Form.

5. Pre-examination Activities

5.1. Question Paper Setting, Moderation and Printing

5.1.1. Question Paper Setting through Question Bank

1. All Question Papers of Regular, Backlog and Summer Term exams shall be prepared through an online QUESTION BANK MODULE on ERP.
2. Proposed Panel of Question Paper Setters, Moderators, Evaluators, Head Evaluators and Reviewers (duly recommended by the respective Board of Studies and approved or ratified, on the approval of the Chairman, Academic Council of JIS University) shall be submitted by all Heads of Departments in the Exam Cell within the stipulated time for each semester.
3. QUESTION PAPER SETTERS shall be required to upload the requisite number of Questions on the Question Bank portal for the assigned subject.
4. After uploading requisite number of Questions on the Question Bank portal, Paper Setters shall be required to prepare two sets of Question Papers.

5.1.2. Moderation of Question Papers

1. Two sets of Question Papers set by the Paper Setter shall be moderated by the Question Paper Moderation Committee.

2. Constitution of Question Paper Moderation Committee for each subject

- HOD Chairperson
- External Moderator External Member (Mandatory)
- CoE/ Dy. CoE Member Secretary

3. External Moderator for each subject shall be selected from the approved Panel with the recommendation of respective Board of Studies followed by the approval of Academic Council or approved by the Vice Chancellor, to be ratified in the next meeting of the Academic Council.

4. Role of Question Paper Moderation Committee

Question Paper Moderation Committee shall moderate both the sets of Question Papers (Set A and Set B) on the online portal, and ascertain that:

- i. Questions have been set covering the entire syllabus.
- ii. Difficulty level of Questions is balanced.

- iii. Principles of Outcome Based Education have been followed in mentioning COURSE OUTCOME and Bloom's Level.
 - iv. Total marks of all the sub-parts are correct.
 - v. No question in any set is repeated.
5. Online moderation of Question Paper sets shall be encouraged through the in-person presence of External Moderator in the campus under the administration of the Examination Cell. However, the option of online moderation without the physical presence of External Moderators may also be permitted in special cases with the approval of Competent Authority.
 6. External Moderators shall be required to exercise utmost secrecy in handling the Question Papers, and shall not disclose the same to anyone else belonging to their organization or JIS University.
 7. A single external moderator shall not be allowed to moderate Question Papers of more than three subjects.
 8. Once both the Question Paper sets have been moderated and submitted by the External Moderator on the portal, their re-moderation shall not be permitted under any circumstances.

5.1.3. Printing of Question Papers

1. Out of the two moderated sets, one set shall be selected by the Competent Authority/ assigned representative.
2. Multiple copies of the selected set shall be generated on the day of examination with utmost secrecy measures.
3. During the printing stage, no further communication with the Paper Setter/ HOD/ Moderator shall be permitted under any circumstances.
4. If any gross negligence in the Question Paper setting/ moderation is observed after the Question Paper packets are opened for distribution, concerned Paper Setter/ Moderator may be blacklisted for any future assignment.

5.2. Scheduling and Time Table of Examinations

1. While scheduling examinations all care should be taken to ensure that NO overlap in the subjects/papers of examination occurs for any student.
2. The Examination time-table shall be cross validated for any overlap and necessary amendments made.
3. The scheduling of all Practical Examination shall be provided by the Head of the concerned Departments to the COE sufficiently in advance of the scheduled commencement of the examinations.

5.3. Registration of Candidates for Examination

1. A notification regarding the time schedule for issue of exam application forms from the COE to the Departments and deadlines for submission of application forms in the portal shall also be notified three weeks prior to the start of exams by the Office of Controller of Examinations as per the recommendations of Departments/Constituent Units.
2. The forms will be available to the students if they have fulfilled the conditions as mentioned in clause 4 (point No. 3) of the exam regulations.

3. Once the forms are filled up along with the payment of the requisite fee, the admit cards will be generated in a few days. The students should check the portal for downloading of their admit cards.

5.4 Provision for Scribe or Amanuensis

Amanuensis shall be provided on request made by the concerned student through HOD/ HOI well in advance along with duly supported medical certificate from authorized Medical Officer. The amanuensis must be a student of at least one grade lower level of education than that of the applicant. No extra fee shall be charged from the student for providing the facility of Amanuensis. A separate room for such differently abled candidate and one separate invigilator to supervise the examination shall be provided. The Amanuensis shall be paid an honorarium as prescribed by the University from time to time.

5.5. Preparation of Exam rooms

Enrollment Number slips of examinees shall be pasted on desks in assigned Examination Rooms well in time by Examination Department so as to facilitate proper seating of the students.

5.6. Appointment of Chief Superintendents, Addl. Chief Superintendents and his/her responsibilities

1. Chief Superintendent shall be appointed for each Examination Session as per the recommendation of COE and approval of Competent Authority. Chief Superintendent shall be conversant with all Examination Regulations of JIS University and other applicable regulatory norms so as to conduct End-semester exams in a transparent manner.
2. Chief Superintendent shall be responsible for:
 - a. The safe custody of Question Papers and Answer books received from the Office of COE.
 - b. Preparing draft INVIGILATION DUTY CHART and SEATING PLAN (Room-wise and Master), and present to the COE for review.
 - c. Verification of the Attendance Sheets prepared by the Conduct Support team of Exam Cell.
 - d. Ensuring that the record of Absentees is properly maintained.
 - e. Assigning Invigilation and Reliever duties, and arrange for any contingency measures whenever required in consultation with the Controller of Examinations.
 - f. Coordinating the distribution of Question Papers in various Examination Halls as per the schedule.
 - g. Preparation of CHIEF SUPERINTENDENT DAILY REPORT (CSDR) and submit it to the office of COE.
 - h. Coordination with the University Station Supervisors of all Centres and compile their daily report.
 - i. Visiting all Examination Halls and communicate necessary instructions to students during exams.
 - j. Coordinating in receiving of Answer booklets after the exams properly.
 - k. Informing the Chief Observer and COE during any exigent situation.
 - l. Handling Unfair Means Cases during the exams and maintain the record with proper documents and evidence.
 - m. Submitting all requisite conduct record in the Office of COE after the exams.
 - n. Maintaining proper record of Stationery and Answer booklets (used/unused) for the Examination Centre.

5.7. Invigilators

5.7.1. Selection of Invigilators

All Heads of Departments/ Constituent Units shall be required to provide names of faculty and staff members when demanded by Examination Department for performing exam duties. Invigilation and other exam duties shall be assigned centrally by the Office of COE and circulated to all concerned well in time. In normal circumstances, every effort shall be made by Conduct Section to assign exam duties uniformly.

5.7.2. Instructions for Invigilators

1. Invigilators must report for the assigned examination duty 30 minutes before the starting time of exam in ECR, and collect Question Papers and Answer Booklets from ECR Team.
2. Invigilators are required to download the APP prior on their mobile phone for capturing examinee attendance and follow the steps mentioned in the User Manual.
3. On reaching the examination hall, the invigilators are requested to do a preliminary round through the hall and check the desks for any chits/books/other material that may be present from earlier exams and remove them (if any found).
4. Invigilators should ensure that the students have occupied their seats as per the displayed seating plan.
5. The invigilator should not permit any student in the Examination Hall 15 minutes after the start of the exam. In case of emergency, a student may be permitted late up to 30 minutes with the permission of higher authorities.
6. Invigilators must check the Admit Card of all students at the entrance of the Examination Hall. No student will be allowed to enter the Examination Hall without valid Admit Card. For any contingencies, necessary instructions shall be issued from the Examination Centre.
7. If any candidates are in possession of mobiles phones, calculators, or digital diary or any other electronic equipment, instruct them to keep them outside the examination hall.
8. Distribute the QR based answer booklets 5 minutes before the commencement of the examination.
9. Examinee attendance should be captured through Mobile phone by the concerned Invigilator (by scanning QR code of Admit Card and Answer booklet)
10. Direct the candidates to fill in the roll number and other entries in appropriate places. The invigilator should sign on the answer book after verifying that the details filled in by the candidate are correct.
11. Do not make any correction in the roll number written by a candidate on his/her answer book. In any such cases ask him/her to correct it and then countersign it after proper verification.
12. Candidates should not be allowed to leave the examination hall before the expiry of half the duration of the total examination time (i.e. if the exam duration is of 2 hours, the student will not be allowed to leave before the expiry of one hour; if the exam duration is of 3 hours, the student will not be allowed to leave before the expiry of one and half hours) from the commencement of the examination. The question papers from such candidates should be collected.

13. The invigilator must not leave the assigned Examination Hall while performing invigilation duty, except when a reliever is available as substitute.
14. The invigilators are required to maintain high standard of discipline and vigil in the Examination Hall to ensure fair conduct of University examinations.
15. No student is to be allowed to leave the Examination room without signing on the attendance sheet.
16. In case of any error in Question paper, Invigilators are required to contact the Chief Superintendent for doing the needful.
17. Invigilators must ask the student to fill the required detail in the Movement Form (refer **Appendix I**) before going to washroom.
18. It shall be the duty of the invigilators to guard against all kinds of unfair means or misconduct on the part of any candidate at the Hall/Centre. S/he will report such malpractice or misconduct to the Chief Superintendent and render such assistance to the Chief Superintendent, as required, in regard to the conduct of the examination.
19. If any unfair means is reported, collect all relevant proof, statement of invigilator and students and fill up the information accurately in the relevant form (refer **Appendix II** → Form – COE/D-04) provided by the University. In any unfair means case, the first Answer Sheet will be confiscated from the student and second answer sheet may be given him/her. The Format should carry full name of student and Invigilator(s).
 - a. In case of seizure of cell phone, it should be returned to the student at the end of examination after keeping evidence or supporting documents (print out of snap sort of material in cell phone with signature of candidate and invigilators) on the undertaking. In case of repeated use of the cell phone by the candidate, the cell phone shall be seized and forwarded to the CoE for subsequent papers.
20. Invigilators should not engage in any activity which can distract from performing the exam duty.
21. In case an invigilator is unable to perform exam duty due to sudden leave or any other reason, substitute arrangement must be made well in time by the concerned HOD.
22. At the end of the exam, invigilators must collect the answer books, tally the total number of books with the student count as per attendance sheet and arrange all Answer books in sequence as per the Programme, Branch, Enrollment No., and hand over to the Control Room representative.
23. Permit the candidates to leave the examination hall only after handing over their answer books to invigilator.

5.8. Instructions for Students

1. A Student appearing in End semester exams must possess the IDENTITY CARD issued by JIS University, otherwise the permission to Examination Hall will be denied.
2. In case the IDENTITY CARD is lost, the concerned student must approach the HOD/ Dean for obtaining Temporary Identity Card.
3. ADMIT CARDS are mandatory to appear in End semester examinations. If any eligible student is not able to download the ADMIT CARD from ERP Portal due to technical reason, he/she must follow the instructions issued by the Chief Superintendent of Examination/ other University Authorities.

4. Students are advised to view their SEATING ARRANGEMENT on the Notice Board well in time, and also note their Hall Number and Seat Number for every examination day.
5. Students must not carry their bags/ belongings inside the Examination Hall. Any such material should be kept outside.
6. Students must occupy their allotted seats 15 minutes before the commencement of examination and maintain discipline and silence inside the Examination Hall. They must follow the instructions of Invigilator or Examination officials before the commencement of exam and also during the exam.
7. Students will not be allowed to enter the Examination Hall after 15 minutes from the commencement of exam. In exigent circumstances, they can be allowed entry in Examination Hall up to 30 minutes only with the special permission by the higher authorities.
8. No student will be allowed to leave the examination hall before the expiry **of half the duration of the total examination time** (i.e. if the exam duration is of 2 hours, the student will not be allowed to leave before the expiry of one hour; if the exam duration is of 3 hours, the student will not be allowed to leave before the expiry of one and half hours) from the commencement of the examination. **The question papers from such candidates should be collected.**
9. Students must bring their own pen, pencil, eraser, water bottle etc., and will not be allowed to borrow from others.
10. After completing their exam, Students must hand over the Answer booklet to the Hall Superintendent.
11. Use of Mobile phone, Smart Watch, Programmable Calculator, or any other gadget is strictly prohibited during University examinations. **If mobile phone is found from any examinee, Malpractice case will be registered and the seized mobile phone will be returned only after the completion of exams.**

6. Evaluation Process

6.1. Scanning and Online Evaluation of End-semester theory exams

6.1.1. Handing over Answer booklets to Scanning Team

- a. Staff of Exam Control Room shall hand over the Answer booklet packets through proper record on each exam day to scanning team in the Scanning Room.

6.1.2. Scanning of Answer booklets by scanning team

- a. The scanning team shall create database of Answer booklets in Excel for proper identification.
Course Code_Roll Number_Answer booklet number
- b. All Answer booklets shall be carefully scanned as per the course packets by the scanning team, and maintaining the Roll number sequence.
- c. Roll Numbers not found in the packets shall be cross-verified from the ABSENTEE LIST.

6.1.3. Uploading of scanned answer booklets on server

- a. All Scanned answer booklets of regular and backlog exams shall be uploaded by scanning team on the server and mapped with the subject question papers for digital evaluation. Prior to allocating the Answer booklets to the concerned evaluator, identity of the examinees shall be concealed through masking on ERP.
- b. ERP team shall further develop and administer the online evaluation work through this server.

6.1.4. Creating Interface for online evaluation by Hash Technologies

- a. The ERP team shall create login IDs of all Evaluators as per the detail provided by Exam Cell.
- b. An interface shall be created for the online evaluation of scanned Answer booklets.
- c. Following coloured annotations shall be adopted in various stages of online evaluation:
 - i. First Evaluator Red
 - ii. Head Evaluator Green
 - iii. Reviewer Dark Brown
- d. First two pages of scanned answer booklets shall be masked through software to maintain secrecy.

6.1.5. Online evaluation by first evaluator

- a. The assigned Evaluators shall digitally evaluate the Answer booklets available on their portal and ensure the completion of online evaluation within the stipulated time. In normal circumstances, **three working days shall be provided to each Evaluator per 60 Answer booklets.**
- b. Evaluators must ensure that all attempted questions and their sub-parts are properly checked and annotated (with red colour). No page should be left unseen during online evaluation.
- c. If any Answer booklet is found to be inadequately scanned or any other technical issue is noticed by the Evaluator, the same shall be immediately reported to the concerned HOD, Examination Coordinator, and Exam Cell for necessary corrective action.
- d. Timely evaluation of Answer booklets shall be the prime responsibility of the Evaluators, which they shall be expected to fulfill in the larger interest of the students and the examination system.
- e. All HODs, Departmental Examination SPOCs and the team of Exam Cell shall regularly monitor the progress of online evaluation on the portal, and propose any exigency measures to the Vice Chancellor, if necessary, to prevent delay in evaluation beyond the schedule stipulated in the Academic Calendar. The decision of Vice Chancellor shall be final and binding in such cases.
- f. For a course having multiple evaluators, Hash team shall uniformly allocate the Answer booklets on their portal to individual evaluators.

6.1.6. Online evaluation by Head Evaluator

- a. The Exam Cell shall provide the list of Head Evaluator of each course to Hash team in addition to the names of Evaluators.
- b. Head Evaluator shall be assigned for each subject on ERP as per the approved panel.
- c. Evaluated Answer sheets shall be made available on HE portal through ERP system after the completion of 90 % evaluation by the first Evaluator (subject to a maximum of 10 pending at the Evaluator's end).

- d. Each HE shall be required to randomly evaluate at least 12% of the total Answer sheets evaluated by the first Evaluator.
- e. The result of any programme shall be processed only after the completion of 100 % evaluation by the first Evaluator and subsequent 10 % evaluation by the Head Evaluator.
- f. Any request to change the Evaluator/ Head Evaluator name from the approved list shall only be considered with the due approval of Vice Chancellor.

6.1.7. Review of Answer booklets based upon Student applications

- a. Answer booklets of concerned students (applying for review) shall be provided to the designated Reviewer for the online review. Names of Reviewer shall be provided by respective HODs to Exam Cell based upon the subject of Review.
- b. All previous annotations by Evaluator/ Head Evaluator shall be masked through software before review.

6.1.8. Interface for marks uploading

- a. The ERP team shall create an interface for entering Internal and Mid-term marks of the regular exams (for both theory and practical components) held in each semester.
- b. For backlog cases, provision to enter marks of previous semesters is also required to prepare the overall result of such students.

6.2. Conduct of End Semester Practical Examinations

- a. Semester end lab examinations will be conducted after the last working day of the semester (as per the directions given by the Controller of the Examinations in consultations with the department HODs).
- b. Semester end lab examinations will be conducted by the teacher concerned and lab external examiner.
- c. The Internal examiners will be appointed by the HODs concerned and informed to the Controller of the Examinations.
- d. The concerned HOD of the Department should prepare the time-table batch wise with respect to the equipment available in the department and forward the same to the CoE. After the examination, the examiners should submit the marks after entering in the ERP software. Duly signed Remuneration bills should be submitted along with the marks awarded in Data sheets
- e. The HOD of the concerned department shall be responsible for the conduct of the practical/ viva-voce examination(s) in the respective departments.
- f. The required number of answer booklets and other material shall be demanded and obtained from the Exam Cell well in time for practical examinations.
- g. Candidates shall be in possession of admit cards on all the days of Practical examinations.
- h. Marks allotted by the examiners for the practical and viva-voce examination shall be entered on prescribed format and enclosed in covers prescribed for the same.

7. Publication of End-semester Results and Provision of Grace Marks

7.1. Constitution of Examination Committee

In consideration to the Clause 2.7 of the Statutes of JIS University, Examination Committee with following composition shall be constituted to deal with the various examination matters:

- Vice Chancellor Chairperson
- Controller of Examinations Member Secretary
- Two senior Faculty Members Member
- All HODs Member

1. Examination Committee shall meet at least once during each semester and discuss various exam related issues.
2. One-third of the members shall form the quorum of an Examination Committee meeting.

7.2. Tabulation Sheet Verification

- A. After the tabulation sheet is generated by the Exam software after completion of the evaluation and marks generation process, it is validated and scrutinized by the exam section.
 - i. Check the implementation of the resolutions of the Examination Committee;
 - ii. Check the result prepared for failures, honors such as Distinction, Pass, Fail, and Absentees etc.
 - iii. Validate the Grades, GPA and CGPA etc. computed on the basis of the marks obtained by the candidates in examination.
 - iv. Any other discrepancy/ errata/ manipulation/ inconsistency etc. that might have crept into the marks database.
- B. Original marks awarded for Comprehensive Internal Assessment in any subject shall be retained for processing backlog results, and shall not be permitted to change.
- C. Once TR Sheets are approved by the Examination Committee, any subsequent change/ correction therein can be carried out only with the written approval of Vice Chancellor on the recommendation of concerned HOD.

7.3. Result Statistics Preparation

The exam section after finalization of the tabulation data shall prepare the result statistics obtained from ERP for each department which contains:

1. Name of examination with month and year.
2. Number of candidates registered for the examination.
3. Number of candidates appeared for the examination.
4. Number of candidates secured the minimum pass mark prescribed for each part of the examination and the aggregate marks required for a pass and number of candidates in each class.
5. Percentage of pass.

These statistics shall be furnished to the examination committee for finalizing the results. The meeting of the examination committee, constituted by the CoE for each examination, shall approve/ratify the results as such or the committee may approve the results with moderation, if any, as it may decide. On finalization, the CoE shall issue orders to publish the results.

7.4. Result Checking and Publication Process

- i. Result statistics of all the courses shall be presented by Examination team before the Examination Committee, with the analysis of backlogs in all academic programmes.
- ii. The members shall consider any moderation issues arising out of wrong/ out-of-syllabus questions/unsolvable problems, etc. and the amount of marks to be awarded to the candidates affected by such issues.
- iii. Grace marks to the aggregate/ total marks prescribed for an examination will be awarded to a candidate failing theory papers, as the case may be in which minimum pass marks have been prescribed; provided the candidate passes the examination by the award of such Grace marks.
- iv. The award of Grace Marks can be permitted in any number of courses, subject to the condition that the concerned student has obtained average marks in a semester which is more than or equal to the minimum pass marks.
- v. Following Grace Marks shall be granted for the End-semester component in Theory exams:

Pass Marks →	10 (FM 25)	14 (FM 35)	20/25 (FM 50)	40 (FM 100)	50 (FM 100)
Grace Marks →	1	1	1	2	3

No Grace marks shall be granted in the Laboratory component.

- vi. Results of all academic programmes shall be published with the approval of Examination Committee as per the dates stipulated in the Academic Calendar.

8. Re-evaluation of End-semester Answer scripts

- A. A student may apply for Re-evaluation of his/her End-semester Answer script by paying stipulated fee and submitting duly signed Re-evaluation form (Appendix III → Form COE/C-07) in Examination Branch within 15 days from the date of publication of result.
- B. After receiving students' applications for Re-evaluation, the compiled information shall be sent by Examination Branch to concerned HODs, who shall further appoint a senior faculty member as the reviewer (other than the first evaluator).
 - a. If the change in marks after re-evaluation is up to 20% of the marks obtained, the higher of the two marks (first evaluation and re-evaluation) shall be awarded to the student.
 - b. If the change in marks after re-evaluation is more than 20%, Answer script shall be sent to the third examiner for further review. Average of the two highest marks awarded by all the three examiners shall be finally considered for grade calculation.
- C. A Scrutiny Committee may be constituted by the Vice Chancellor on the recommendation of Controller of Examinations to investigate any unreasonable difference in the marks of various examiners.
- D. Re-evaluation shall be allowed only in the End-semester theory paper, and shall not be permitted

in the Mid-term Exam, End-semester practical exam/ dissertation/ project work etc.

- E. The marks after re-evaluation shall be considered as final, and application for further review shall not be entertained under any circumstances.

9. Discrepancy in marks entered by evaluators

Utmost care should be taken by the evaluators when entering the marks of the candidates for various courses on the portal. They should ensure that there are no errors in the marks assigned to the candidates for their evaluated courses. Any discrepancy in the entry of marks on the portal shall be reported to the COE before the tabulation reports are prepared with proper application (as provided from the exam control office with Undertaking; Refer Appendix IV → Discrepancy Form for Internal Assessment/Practical Marks) and documental evidence (attendance sheets, evaluation reports in case of practicals/seminars/projects).

Once the results have been published no change in marks will be entertained, except with the approval of Vice Chancellor.

10. Maximum duration for completing academic programme

- A. In general, the maximum duration to complete an academic programme (UG/PG/Diploma) shall be as given below:

Nominal programme duration (as per approved Course Structure) (years)	Maximum duration allowed (years)
1	3
2	4
3	5
4	7
5	7

- B. If any student fails to complete his academic requirements within the stipulated maximum duration, he/she shall be automatically de-registered from the roll of the University and will not be eligible to participate in any academic activity of the University. In such circumstances, the de-registered student shall not be allowed to appear in any University examination.
- C. Vice Chancellor, under special circumstances on the recommendation of concerned HOD/Dean, may grant an extension of additional one year beyond the maximum duration. In such case, the concerned student will be required to apply to the Vice Chancellor through HOD, and pay Re-registration fee as prescribed by the University Authorities.

11. Progression Policy

- A1. A student shall be eligible to carry forward all the courses of I, II, and III semesters till the IV semester exams. However, he/ she shall not be eligible for promotion to V semester until all courses of I and II semesters (First year) are completed.
- A2. A student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester exams. However, he/she shall not be eligible to attend the course of VII semester until all courses of I, II, III and IV (First and second year) are successfully completed.
- A3. Above two criteria shall not be applicable for two-year programmes.
- B. Student shall not be eligible for promotion to next semester if he/she has not registered in the previous semester.
- C. Students registering for postgraduate programmes immediately after the completion of their undergraduate programmes, will be eligible to do so if they successfully clear all the courses in their undergraduate programs.
- D. The qualified/students from the UG programmes shall be allowed for registration into the post-graduate programs only after he receives his UG program provisional certificate and/or UG transcript/Consolidated Grade Card.

12. Award of Degrees and Medals

- A student shall be eligible for the award of degree after successful completion of the academic programme, which shall be conferred during the subsequent Convocation.
- Following classification based on CGPA shall be adopted to specify division and distinction:

CGPA Range	Division
CGPA \geq 8.00, and all subjects cleared in first attempt	First Division with Distinction
CGPA \geq 6.50 and $<$ 8.00	First Division
CGPA \geq 5.00 and $<$ 6.50	Second Division

Minimum CGPA to obtain degree of JIS University shall be 5.00.

3. Converting CGPA into EQUIVALENT PERCENTAGE

Following MULTIPLYING FACTOR shall be adopted for converting CGPA into EQUIVALENT PERCENTAGE:

$$\text{EQUIVALENT PERCENTAGE} = (\text{CGPA} - 0.5) \times 10$$

- Actual Marks obtained by student in any component of the course shall not be represented on the Grade Cards.
- Classification of Medals:

Following classification shall be adopted for awarding medals based upon academic

performance:

Topper of the Programme with all subjects cleared in First Attempt	GOLD MEDAL
Second Topper of the Programme with all subjects cleared in First Attempt	SILVER MEDAL
Third Topper of the Programme with all subjects cleared in First Attempt	BRONZE MEDAL

6. Following criterion for award of Medal as per the number of graduating students shall be adopted:

Number of Graduating students	Medals to be awarded
5 – 10	GOLD and SILVER
> 10	GOLD, SILVER, and BRONZE

7. If there is no eligible graduand in a programme in a particular year, no medal shall be awarded in such case during the Convocation. Furthermore, in an academic programme having less than five graduating students, either no medal shall be awarded, or such programmes may be clubbed together for the award of medals. Decision of higher authorities shall be final and binding in such cases.

13. Summer Term

1. 5.1. SUMMER TERM shall be offered with effect from Academic year 2023-24 after the completion of EVEN semester exams, with a provision for classes and exams of both ODD and EVEN semesters. Concerned students shall be required to register for the Summer term within the stipulated dates and pay the Summer Term fee as specified by University authorities. A student will be eligible to apply for Summer term if he/she has registered in the regular semester and paid all requisite dues. Furthermore, the minimum 40 % attendance in a subject during regular semester must be obtained by the student to be eligible to attend Summer Term classes in that subject.
 - a. The students having shortage of attendance during the regular End semester exams shall be required to undergo Summer term classes in that subject (subject to its availability), and appear in the Summer Term exams after the end of Summer Term to clear their backlog. However, students who have already fulfilled the attendance criterion but obtained backlog in the regular semester can appear only in the Summer End-term exams.
 - b. For students appearing in Summer End-term exam after attending Summer term classes in order to make up their shortage of attendance, one grade lower shall be awarded as compared to the grading scheme of a regular semester, as below:

Grade based upon Summer Term Marks	Actual Grade awarded
EX	A
A	B
B	C
D	P
P	P

Note: Pass Grade “P” will not be lowered in Summer Term result

- c. For students appearing only in Summer End-term exams to clear their backlog, the grading scheme as of a regular semester shall be used.
2. Maximum ten subjects will be permitted for registration in a Summer term.
3. Subjects to be offered during Summer Term shall be identified by respective Departments depending upon the number of backlogs in concerned subjects and the availability of faculty member during the Summer Term.
4. Right to offer any subject in Summer Term shall rest with the concerned Department.
5. Only theory subjects shall be offered during the Summer Term for all other batches except the passing out/passed out students.
 - a. For students of passing out/passed out batches having backlog in practical courses, the departments may conduct practical examinations during the summer term.
6. For all other batches, in extraordinary circumstances, concerned Departments may propose practical exams for the Summer Term. The decision of Vice Chancellor shall be final and binding in such cases.
7. Sessional/ Non-CGPA subjects shall not be offered during Summer Term under any circumstances.
8. No further opportunity of Special Supplementary Examination shall be granted after the completion of Summer Term exams.

14. Academic misconduct and Unfair Means Cases (UMC) in University Examinations

The Vice Chancellor shall constitute *Committee for Prevention of Unfair Means* for each academic year to deal with the cases of alleged academic misconduct in the University examinations.

The students, who indulge in any malpractice, while writing examination, will be immediately referred to the Chief Superintendent for the initiation of appropriate disciplinary proceedings. If they are proved guilty of malpractice, the *Committee for Prevention of Unfair Means* has been empowered to impose punishment according to the degree of offence.

Category of Unfair Means	Description of malpractice	Maximum punishment to be awarded
I.	<ul style="list-style-type: none"> • A student found talking to another student during the examination hours in the examination hall. • Changing seat in the examination hall without permission 	<ul style="list-style-type: none"> • Warning may be given once to the student. • If repeated, his answer booklet will be confiscated.
II.	<ul style="list-style-type: none"> • Found in possession of relevant written or any printed material or notes written on any part of her/ his body or clothing or instruments such as electronic diary, set- squares, calculators, scale etc., or having relevant notes written on chair, table, desk or drawing board or found possessing mobile phone or any other communication or storage device (that can be used for help) during the examination. 	<ul style="list-style-type: none"> • The first answer book will be confiscated and cancelled. Second Answer booklet may be evaluated. • Parents/ Guardian may be informed about the incident. • If repeated, the concerned paper may be cancelled for the candidate as per the decision of the committee.
III.	<ul style="list-style-type: none"> • If during the examination hours, a student is found attempting to copy, caught copying or having copied from any paper, book or notes written on any part of her/ his clothing, body or table or desk or instruments like setsquares or mobile phone or any other communication or storage device etc. 	<ul style="list-style-type: none"> • The answer booklet will be confiscated and cancelled. A second answer booklet may be given depending on the extent of misconduct. • Parents/ Guardian may be called/ informed. • If repeated, the concerned paper may be cancelled for the candidate depending on the decision of the committee. <ul style="list-style-type: none"> • Parents/ Guardian to be called and student to submit an UNDERTAKING in their presence.
IV.	<ul style="list-style-type: none"> • Tampering with the written matter/awarded marks on an evaluated answer book. 	<ul style="list-style-type: none"> • The concerned paper may be cancelled for the candidate depending on the decision of the committee. • Parents/ Guardian to be called and student to submit an

		UNDERTAKING in their presence
V.	<ul style="list-style-type: none"> • Having received help from or given help to another candidate through some written material pertaining to the questions set in the paper concerned or passing on a copy of question set in paper or a solution thereof to any other student. • Guilty of swallowing or destroying the material such as notes or paper found from her/him. 	<ul style="list-style-type: none"> • Concerned paper/s to be cancelled. • Parents/ Guardian to be called and student to submit an UNDERTAKING in their presence.
VI.	<ul style="list-style-type: none"> • Found guilty of smuggling in an answer book, taking out or arranging to send out an answer book, writing deliberately another student's roll number in her/ his answer book, found in possession of an answer book not her/ his own or impersonating another candidate in any examination, attaching graph or continuation sheet or relevant material written on any extra sheet, to the answer book or evaluated answer book. 	<ul style="list-style-type: none"> • All papers of the semester may be cancelled. • Parents/ Guardian to be called and student to submit an UNDERTAKING in their presence. • If repeated, the candidate may be debarred from appearing for ensuing 2 semester examinations, as per the decision of the committee.
VII.	<ul style="list-style-type: none"> • Found guilty of serious misconduct in the examination hall or of non-compliance with the instructions of the Superintendent or any of the invigilators in the examination hall 	
VIII.	<ul style="list-style-type: none"> • Serious misconduct outside the examination hall during the period of examination, writing an answer book outside the examination hall for another candidate 	<ul style="list-style-type: none"> • All papers of the present semester as well as the next semester may be cancelled. • Parents/ Guardian to be called and student to submit an UNDERTAKING in their presence. • If repeated, the candidate may be debarred from appearing for ensuing 4 semester examinations, depending on the decision of the committee.

IX.	<ul style="list-style-type: none"> • Use of force/ threat against the supervisory staff/ student 	<ul style="list-style-type: none"> • All papers of the present semester as well as the coming semesters may be cancelled depending on the decision of the committee. • Parents/ Guardian to be called and student to submit an UNDERTAKING in their presence. • The committee may refer the matter to the police, if necessary, for further action
X.	<ul style="list-style-type: none"> • Student found to have indulged in the case of academic plagiarism 	<ul style="list-style-type: none"> • Project/ Thesis to be rejected.
XI.	<ul style="list-style-type: none"> • Tampering in the statement of marks / provisional certificates/degree certificates issued by the University 	<ul style="list-style-type: none"> • The tampered certificates be retained by the University and no duplicate will be provided. Current semester examinations taken by the candidate will be cancelled. The candidate will be debarred from appearing for any examinations of the University for 3 years. The matter will be referred to police for further action, if warranted

1. As soon as a student is identified by the invigilator or any authorized person of having resorted to unfair means, his Answer booklet shall be seized.
2. The papers or other material found in the possession of the student shall be tagged with her/ his answer book with the signature of the student. Chief Superintendent Examination and concerned Invigilator shall also sign on the malpractice form in the presence of the student.
3. The Chief Superintendent shall ask the candidate to make a statement in writing explaining his alleged misconduct.
4. In case the candidate refuses to do so, the fact of his/her refusal shall be recorded by the Chief Superintendent, which should be signed by the Invigilator on duty.
5. Evidence in form of paper slip/ photocopy/ book pages/ photograph/ mobile phone or any other electronic gadget etc. shall be attached along with the statement of the student.
6. Mobile phone/ any other electronic gadget seized from the student during examination shall remain in the custody of Chief Superintendent Examination/ Office of Registrar till the decision of malpractice committee.
7. The first answer booklet will be confiscated and cancelled. A fresh/second answer book shall be given to the

student for completing the examination. Further course of action, depending on the degree of offence, will remain under the discretion of the *Committee for Prevention of Unfair Means*.

8. The committee shall submit its recommendation for the extent of punishment after examining various aspects of the case.
9. Final decision on the malpractice cases shall be communicated to concerned students with the approval of Vice Chancellor.

15. Procedure for Applying for Duplicate Grade Card/Degree Certificate:

(The duplicate Grade Card/Degree Certificate is issued only if the original is lost or stolen)

- a. The application form must be signed by the candidate, and his/her name must be furnished as printed on the Registration Certificate original Grade Cards/Mark-sheets issued by JIS University.
- b. In case of missing of Grade Card/Degree Certificate a copy of the letter acknowledged by the local Police Station, stating loss of the particular Grade Card(s)/Degree Certificate is to be enclosed.
- c. Requisite fee as mentioned by the accounts section is to be paid for the issuance of duplicate grade card/degree certificate.
- d. Xerox copy of the original grade card / mark-sheet should be attached if available.
- e. Duplicate Grade Cards/Degree Certificate may be collected by the candidate or duly authorized person, whose details must be provided by the candidate in the letter of authorization (Appendix V → Form – COE/C-02) addressed to the Controller of Examinations, normally after minimum 15 working days from the date of receipt of the filled in application. The University however reserves the right not to issue any duplicate documents in case it is deemed to be not fit to issue the same.
- f. The documents shall not be delivered by post. It should be collected by the candidate or his/her authorised person. At the time of collecting such Grade Card(s)/Degree Certificate, the money receipt against submission of requisite fees, photocopy of last admit card, photocopy of registration certificate, photocopy of GD/FIR of police station, authorization letter, if the candidate cannot come by person, photocopy of any authentic photo-identity of the candidate or authorized person are required to be submitted.
- g. The duplicate grade card/Degree Certificate will be prepared same as original one except the inscription of 'DUPLICATE' on top of the duplicate mark sheet / grade card.

16. Interpretation

1. Notwithstanding anything stated in these Examinations Regulations and the subsequent Regulations, for any unforeseen issuers arising that is not covered by these Regulations, or in the event of dispute/differences of opinion in interpretation of any provision of these Regulations and in respect of all the matters, the Vice-Chancellor may take such measures as may be necessary for removal of difficulties.
2. Any question relating to the clerical error, clarification, spelling mistake, interpretation or likewise related to any provision of the Regulations framed herein and the subsequent Regulations shall be decided by the Vice-Chancellor.

17. Amendment

1. The Regulations framed herein and the subsequent Regulations may be added to, amended or repealed, and any such amendment shall require the approval of the Vice-Chancellor, who may sanction, disallow or remit it for further consideration and it shall be effective from such a date as prescribed in the notification.
2. Notwithstanding such amendment, addition etc., anything done or any action taken under the said Regulations shall be deemed to have been done or taken under the corresponding provisions of the Regulations.

APPENDIX I



EXAMINEE MOVEMENT FORM DURING END-SEMESTER EXAMINATION

(To be filled-in by each examinee while leaving Examination Room during exam)

Date of Exam: :

Examination Hall No. :

Sr. No.	Name of Student	Roll No.	Programme of study	Subject Code	Time out	Time in	Purpose	Signature of student
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Note: This form is to be submitted by concerned Invigilator in Exam Control Room after the end of exam.

Name and Signature of Invigilator

APPENDIX II

REPORT ON MALPRACTICE / UNFAIR MEANS

Examination		Type		Session		Year
Mid Semester	End Semester	Theory	Practical	Odd	Even	20__

Details of the Candidate

Name			
Roll No.		Semester	
Programme		Branch	
Course Code		Course Title	
Date of Exam	___ / ___ / 20__	Session	FN / AN
Nature of Malpractice			

Statement of the Candidate

Signature of the Candidate		Date	___ / ___ / 20__

Statement of the Invigilator

Name(s) of the Invigilator(s)			
Signature(s) of the Invigilator(s)		Date	___ / ___ / 20__

Statement of the Chief Superintendent (Exam)

Signature		Date	___ / ___ / 20__

Statement of the COE

Signature		Date	___ / ___ / 20__

APPENDIX III

**FORM - COE/C-07****OFFICE OF THE CONTROLLER OF EXAMINATIONS***Email Id. infocoe@jisuniversity.ac.in**Contact No. +91-8336047403***APPLICATION FOR ANSWER SCRIPT REVIEW**

Name of the student: _____

Programme (B.A./B.Sc./B.Tech/etc.): _____ Branch: _____

University Roll No. _____

Semester/Year: _____ Examination Session: Odd-202__ / Even-202__

Detail of the theory courses opted for review			
Course Code	Course Name	Marks Obtained	Grade Obtained

Total No. of courses opted for review	Fee for one course	Total amount payable
	₹ 500	

Signature with seal, Accounts department**Copies needed to be attached:**

1. Photocopy of the Admit Card
2. Photocopy of Grade Card

(signature of the applicant)

Phone Number of the applicant: _____

Email Id of the applicant: _____

FOR OFFICE USE ONLY

Review No: _____

Date: ____ / ____ / ____

Signature with seal, Office of the COE, JIS University

APPENDIX IV

DISCREPANCY FORM FOR INTERNAL ASSESSMENT/ PRACTICAL MARKS

(To be submitted by the concerned Faculty member through HOD in the Exam Cell)

Dated:

To
The Controller of Examinations
JIS University

Subject: Reporting of discrepancy in Internal Assessment marks

Dear Sir,

Following discrepancy in uploading of INTERNAL ASSESSMENT/ PRACTICAL marks of my subject has been observed after publication of End semester result.

<i>Name of Student</i>	
<i>Roll Number</i>	
<i>Programme</i>	
<i>Department</i>	
<i>Academic Year</i>	
<i>Semester</i>	
<i>Course Code</i>	
<i>Course Title</i>	
<i>Internal Assessment marks initially submitted</i>	
<i>Revised Internal Assessment/ Practical marks (with documental proof)</i>	
<i>Explanation by Faculty member for modification in INTERNAL ASSESSMENT/ PRACTICAL marks</i>	

You are requested to accept the revised marks of INTERNAL ASSESSMENT/ PRACTICAL.

(Signature of Faculty member)

Remarks by HOD on the revision requested by Faculty member:

.....

(Signature of HOD)

.....

(For office use only)

Remarks by the concerned staff member of Exam Cell:

.....

(Asstt. COE)

(COE)



UNDERTAKING

I regret the oversight in submitting Internal Assessment marks in the subject

I hereby undertake that I shall exercise utmost care in submitting/ uploading Internal Assessment/ Practical marks in future.

Dated:

(Name and Signature of Faculty Member)

APPENDIX V



FORM - COE/C-02

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Email Id. infocoe@jisuniversity.ac.in

Contact No. +91-8336047403

AUTHORIZATION LETTER FOR COLLECTING CERTIFICATE(S)

I hereby authorize _____ (name of the authorized person) to act as my representative and collect my _____ (semester / year) _____ (grade card / transcript / pass certificate etc.) on my behalf as I am unable to come in person to collect the certificates within the date prescribed.

Name of the authorized person: _____

Relation with the applicant: _____

Phone Number of the authorized person: _____

Adhaar Card Number of the authorized person (attach photocopy): _____

Sincerely yours,

Signature of the Applicant

Name of the applicant: _____

Programme: _____ Branch: _____

JIS University Registration No. (attach photocopy): _____

Phone Number of the applicant: _____

Email Id of the applicant: _____

Adhaar Card Number of the applicant (attach photocopy): _____

Certificate received from the Office of the CoE.

Date: _____

Signature of the authorized person

Signature and Seal, Office of the CoE