

Manipal University Jaipur

Examination Rules and Regulations

MUJ follows the Choice Based Credit System (CBCS) for academics. The Semester system, with continuous evaluation, based on In-term and End-Term marks, is used, in a well-defined, decentralized, examination process.

Every student is evaluated on a continuous basis, throughout the semester, through Class Assignments, Quizzes, Seminars, Case Studies, etc., (CWS), two Mid-Term Examinations (MTE), Practical Examination (PRE), if applicable and an End-Term Examination (ETE). The weightage allocated to each of these components is fixed for every Course and is notified to the students as part of the Course structure and syllabus, which is available on the University website and is also given to the students at the beginning of every course. Generally the weightage for the ETE is 40-50% and that of the CWS, PRE and MTE combined is 60-50%.

This document gives a detailed account of the Examinations Rules and Regulations followed at MUJ.

1. Grading System

- 1.1 The following Letter and Point Grades are awarded, based on the total marks got by the student in any course, as a sum of the CWS, MTE, PRE and ETE.

Letter Grade	A ⁺	A	B	C	D	E	F (Fail)	I (Incomplete)	DT (Detained)
Grade Point	10	9	8	7	6	5	0	0	0

- 1.2 The student must appear in the ETE, in order to clear the course, i.e., get a Letter Grade between A+ and E.
- 1.3 The Relative Grading system is followed when the number of students is more than 25 and Grades are calculated based on the mean and standard deviation of the total marks allotted to the students of a course.
- 1.4 The Absolute Grading system, based on a Scatter Plot, is followed when the number of students in a course is less than or equal to 25.
- 1.5 The percentage of A+ grades (highest grade) and F grades (Fail grade) should generally be within 10% of the class size. In special cases, these can be extended to 15%, provided there is reasonable justification for the same.
- 1.6 Cutoff marks of 35 and 40 are generally maintained for UG and PG courses, respectively, for E grade. However, these may be lowered to 25 and 30 marks for UG and PG respectively, depending on the relative performance of students in a given course. This is done with proper justification by the respective course instructor/Grade moderation committee.

- 1.7 No student fails if he/she scores 35% or more in a UG theory course and 40% or more in a PG theory course.
- 1.8 There is no Practical Examination and the student's performance in the laboratory course (PRE) is evaluated on the basis of continuous assessment throughout the semester.
- 1.9 If a student cannot appear in the ETE due to valid reasons, he/she has to inform the HoD prior to the scheduled date of the Examination and may be awarded an I grade after approval of Dean of the faculty.
- 1.10 Attendance of 75% or above is mandatory in all courses and DT grade is awarded if the student has less than 75% attendance in any course.

2. Grade Moderation

- 2.1 A Grade Moderation Committee (GMC) is constituted in every department to slightly modify/tweak the grade boundaries in a course, if needed, so that the result follows a near normal distribution.
- 2.2 The GMC comprises of the HoD and all faculty members teaching the courses of that semester.
- 2.3 Grade moderation is a decentralized process and is carried out by departments independently.
- 2.4 After the initial grades have been calculated by the Examination Section, grade boundaries and the grades calculated based on these boundaries, is sent to the departments.
- 2.5 The new grade boundaries and grades, after moderation, are sent back to the examination section **duly approved by Director and Dean, for final notification.**

3. Examination Schedule

End-Term Examinations are scheduled as per the Academic Calendar notified by the Registrar every semester. The Examinations Time Table for every class is communicated to the students and all concerned at least one week prior to the commencement of the examinations.

4. Appointment of Examiners

- 4.1 Question paper setters and question paper moderators are appointed by the HoDs in consultation with the Director of the School/Dean of the Faculty, at the beginning of the Semester and sent to the Examination Section.
- 4.2 The Controller of Examinations appoints the Center Superintendent, Deputy Superintendent and independent flying squad for smooth, impartial, safe and secure conduct of examination.
- 4.3 The Departmental Exam Coordinator/Assistant Exam Coordinators are appointed by the HoD in consultation with the Director of the School.

4.4 Responsibilities of all the above personnel are given in Appendix 1. The remuneration details are given in Appendix 2.

5. Printing of Question Papers

- 5.1 A Department - wise schedule of printing of question papers is notified to all concerned prior to the commencement of the examinations.
- 5.2 Prints of question papers are to be taken from CoE office only by the paper setter / authorized personnel.
- 5.3 The question papers should be properly sealed in the envelope super-scribing Course Name, Course Code, Date and Time of the examination and number of copies.
- 5.4 The sealed envelope should be submitted to the departmental exam cell and is not to be kept with faculty members.
- 5.5 Paper setters should make sure that none of the material related to the question paper is left in the CoE Office and should destroy all the misprinted/waste copies of the question paper before leaving.
- 5.6 Paper setters / authorized personnel should sign in the register/file maintained for record keeping (No. of copies taken, No. of envelopes used).

6. Answer Booklet Evaluation and marks entry

A detailed marking scheme/solution should be prepared for each course before the examination and should be followed by all faculty members teaching that course, for evaluating the answer booklets. The department should prepare the schedule (date, time, venue, etc) for showing evaluated answer booklets to the students in accordance with the Academic calendar and notify the same to the students. After the examination is over, the following procedure is to be followed:

- 6.1 The concerned faculty members should get the answer booklets issued from the Dept. exam cell.
- 6.2 They should evaluate the answer booklets in a secluded place and should not leave them unattended anytime.
- 6.3 They should enter the marks obtained by student in each question on the front sheet of the answer booklet and sign in the space provided.
- 6.4 After showing the answer booklets to the students, faculty members should upload the marks in AMS and submit the checked answer booklets, along with 2 copies of the question paper, one copy of the marking scheme/ solution and properly filled and duly signed (on each page) marks list to the office of the CoE as per the schedule notified.
- 6.5 If the student is not satisfied with the evaluation he/she can approach HOD regarding his/her grievance.

7. Malpractice / Unfair Means

The following acts committed by the students during the conduct of the university examination shall be construed as malpractices. The punishment for each level of malpractice is given below and may be modified from time to time, if found necessary.

Level	Definition (Type)	Indulged during Sessional Examinations	Indulged during Semester End theory examinations	Indulged during lab end examinations
Punishment				
1	a) Possession of mobile phones or other electronic gadgets. b) Chatting with other students c) Possession of loose sheets/extra books/extra notes in open book exams	2 marks shall be deducted from the marks obtained by him/her in the current sessional (out of 20) in this course	5 marks shall be deducted from the marks obtained by him/her in ETE (out of 50) in this course	4 marks shall be deducted from the marks obtained by him/her in lab end exam (out of 40) in this lab
2.	a) Carrying examination related material in mobile phones or in paper, scribbling on parts of body, hall tickets, calculators, etc, but not found using it. b) Misbehaviour with officials c) In open book examination carrying any material prohibited by the department like solution manual etc. but not found using it	5 marks shall be deducted from the marks obtained by him/her in the current sessional (out of 20) in this course	0 marks shall be awarded in ETE (out of 50) of current semester in this course	0 marks shall be awarded in this lab (out of 40)
3.	a) Carrying examination related material in mobile phones or in paper, scribbling on parts of body, hall tickets, calculators, etc, and found using the same. b) Taken away answer book without submitting to the room invigilator c) In open book examination carrying any material prohibited by the department like solution	0 marks shall be awarded in current sessional (out of 20) in this course	F grade shall be awarded in this course	F grade shall be awarded in this lab

	manual etc. and found using it.		
4	Repeated offence in the same academic year	0 marks shall be awarded in all the courses of the current sessional	F grade shall be awarded in all the courses of the current semester
5	Impersonation, threatening exam officials or fellow students, destroying answer papers, disrupting examination	Debarring from examination for a minimum of one year.	

The committee formulated for finalizing the punishment for malpractice cases registered is as follows:

S.NO	Designation	Responsibility
1	Provost	Convener
2	President's Nominees	Member
3	Controller of Examination	Member Secretary
4	Deputy Controller of Examination	Member
5	Proctor	Member

If the committee finds any discrepancy or controversial statements in the report submitted by center superintendent they may call the student to appear before the committee for recording his/her statement

After the approval of President/ Pro-president the recommendations of the committee will be implemented by CoE.

8. Result declaration

The office of CoE will notify the results within 15 days of completion of grade moderation after due approval from the Dean of the Faculty /Pro-President.

8.1 The result of a student will be withheld based on the instructions by the competent authority for if he/she has not paid his/her dues or there is a case of disciplinary action pending against him/her.

8.2 GPA and CGPA calculation

The overall performance of a student is indicated by two indices: Grade Point Average (GPA) & Cumulative Grade Point Average (CGPA). Each course letter grade is converted into grade points as mentioned point.2. These grade points (G_i) are weighted with the number of credits (C_i) assigned to the course. The GPA is the weighted average of Grade Points awarded to a

student in a semester. The weighted average of GPAs of all semesters at any point of time is the CPGA at that point of time.

8.3 Student who joins MUJ through lateral admission or through transfer from other Universities/Institutions, CGPA will be calculated on the basis of (S)GPA of only those semesters in which student studied in MUJ. Further the student must have spent at least two academic years in MUJ to be eligible for the award of an MUJ degree.

8.4 Conversion factor

Grades awarded based on relative grading have no correlation with percentage of marks obtained. Based on demand of Industries/organizations MUJ recommends using the following conversion factor:

$$\text{Percentage of marks} = \text{CGPA} \times 10.$$

8.5 Result Modification

After Declaration of result, if any correction is to be made either in hard copy or in AMS, the approval of both CoE and AMS coordinator is required.

9. Make-up (Supplementary) Examinations

Students who get F or I grade in their ETE, are allowed to take Make-up/Supplementary examinations which are conducted along with the regular end-term examinations for the courses running in that semester.

Further, supplementary/make-up examinations in all (theory) courses of odd/even semesters will be conducted in the month of July along with the Summer term examinations.

Grades Applicable in Make-up/Summer end term examinations

- a) The grade boundaries in the summer end term/make-up examinations in any course will be the same as those in the immediately preceding end-term examinations for that course.
- b) All students who appear in these examinations (except those having I grade in the ETE), will be awarded one grade lower than what they secure.
- c) However, a student who secures an E grade will retain the same grade.

10. Miscellaneous

a) Shredding of Answer books

One academic year old answer scripts shall be shredded before starting of the new academic year.

b) Compensation leave for Exam team and Staff

All members of the Exam team and staff are entitled for compensation leave for performing duties during University holidays. For this a record of duty performed shall be kept by the controlling officer.

c) Disciplinary action on Staff

Disciplinary action against staff/faculty member will be taken if he/she refuses to undertake work related to examination or does not perform his duty/responsibility properly as per guidelines, without valid reason.

d) Question paper audit

Question paper audit will be carried out from ETE of May 2016.

The HoD will forward the list of two external experts for each specialization in consultation with the Director/Dean and the President will finally nominate the expert for auditing.

Office of CoE will send the question papers, proforma for audit and the syllabus of course concerned to the expert for auditing.

Appendix 1

Schedule of personnel to be appointed for conduct of University End term examinations

S.No	Category of Staff	Staff to be deputed in proportion to the number of students	
		No. of students	No. of Staff
1	Chief Superintendent/Chief Flying officer	Not applicable	01
2.	Additional Chief Superintendent	Not applicable	01
3.	Deputy Chief Superintendent/Squad members	For every 300 students	01 (max.05)
4.	Invigilator (Room Superintendent)	For every 30 students	01
5.	Office Superintendent (Head Clerk)	For every 1500 students	01
6.	Clerk	For every 200 students	01
7.	General Duty workers	For every 6 rooms	01

Responsibilities of various officers appointed for the examinations

A. Responsibilities of the Center Superintendent/Deputy Superintendent and squad members

1. The Team shall be responsible for the smooth conduct of the examination in coordination with HoD / departmental examination coordinators.
2. The Team should ensure that proper time schedule is been followed as per the time table notified.
3. While the examination is in progress the team should ensure that all the room Invigilators are discharging their duties properly and that there is no scope for malpractice.
4. In the event of the detection of cases of malpractice, the team shall investigate the case and forward their recommendations - as per guidelines framed for managing malpractice cases, to the office of CoE.
5. The Team should ensure that at the end of the examination, collected answer books from Invigilators are been sent to the respective HoDs/ Departmental exam coordinator and room wise students attendance sheets is been forwarded to the office of CoE.
6. The team shall be present in the institution throughout the examination. Under no circumstances member of the team should leave the premises of the centre where examination is in progress. In case he/she wants to avail leave from the duty he/she has to inform at least 2 days in advance and seek prior permission of the Chief Superintendent/CoE.
7. The team must take surprise round in examination rooms to ensure that if any student is found indulged in unfair means then a malpractice case against him/her is registered.

8. Forward both the answer sheets along with unfair-means material and duly filled in malpractice case registration form with Chief Superintendent Report to the examination cell to finalize appropriate punishment.

B. Responsibilities of the Departmental Exam Coordinator

1. The Coordinator should keep a record of the answer booklets issued from CoE office. If any booklet is found damaged, it should be returned to CoE office.
2. Safe keeping of question paper

A Record should be maintained regarding receiving of sealed question paper envelopes from the paper setter.

The Departmental exam coordinator should keep all the sealed envelopes under lock and key. Also the exam cell room should be locked at all times. The seal should be opened in the presence of two faculty members. A record should be maintained regarding the time, seal is opened and signature of the faculty member present. Any tampering of the envelopes should be reported to center superintendent/ HoD.

The envelope should be opened 30-45 min (depending on the no. of students appearing in the exam) in presence of HoD/Course Coordinator.
3. Invigilation duties will be assigned by the Exam Coordinator with the approval of HOD in a ratio of 30:1 ratio (i.e. 1 invigilator up to 30 students)
4. One reliever/ Assistant exam coordinator may be appointed for 4-6 rooms. The Reliever should be available for the complete duration of the exam. He/she should provide the malpractice form or extra answer sheets, if and when needed in the assigned room.
5. Exam Coordinator will supply the question paper, answer booklets and attendance sheet to invigilators at least 20 minutes before the commencement of examination.
6. After the completion of the exam, the Coordinator should collect attendance sheet, used answer booklets, remaining question papers and unused answer booklets, if any, from the invigilators. He/she should ensure that the students' answer booklets and attendance sheet is properly filled and is signed by the invigilator.
7. He/she must also ensure that no other students, apart from those whose names appear in the attendance sheet, have appeared in the examination.
8. For OPEN BOOK EXAMINATION, if department is prohibiting any specific material the coordinator/paper setter should inform it to the Office of CoE prior to the examination.

C. Responsibilities of the Invigilators

1. The Invigilator should collect the blank answer booklets, question paper and attendance sheet from the departmental Exam Control room at least 20 minutes prior to the commencement of the Exam.
2. He/ She should ensure that all the answer booklets are in proper condition and carry the booklet number.
3. He/ She should ensure that number of answer booklets and question papers are same as the number of students listed in the attendance sheet.
4. He/ She should reach the respective room 15 minutes prior to the commencement of the examination so as to ensure that students should enter the exam room only in his presence.
5. Dos and Don'ts for invigilators:

Dos	Don'ts
Wear your own ID card during invigilation	Allow students after 10/30 minutes of commencement of sessional/end term examination respectively.
Ensure that nothing is written on the boards/walls etc., or any written material pasted in the examination room. If so to be erase/remove before the commencement of examination.	
Check the identity card of the student before allowing him\her in the examination hall.	Talk to the students
Read the instructions printed on the answer books to all students prior to commencement of examination for every exam.	Permit other invigilators inside the exam room.
Verify the particulars such as name, registration number, date, month, year, subject of examination, etc. filled by the student on the answer sheet and attendance sheet.	Use mobile phones\electronics gadgets inside the exam room
Carry out vigilant supervision by moving in between the rows as much as possible and check that the student does not possess/use any electronic gadgets except scientific calculators.	Keep sitting all the time.

Refer to the HoD/Chief Superintendent, in case of any doubts raised by the student in the question paper	Clarify or guide any doubts raised by the students in the question paper
Collect the answer sheets immediately after the examination	Tell students to leave the answer books on the desk
Report suspected malpractice cases to HoD/Centre Superintendent. In case two or more students are involved in helping/talking/passing/copying, report the malpractice case against all of them.	
For Open Book Examination	
Permit use of two text books and only one bunch of bound notes with name and registration written on it.	Permit use of loose material

Remuneration for End Term Examination**Exam Duties (Theory)**

1. Center Superintendent / In-charge flying squad: Rs.300/- per duty
2. Deputy Superintendent / Member flying squad: Rs.250/- per duty
3. Invigilator: Rs.200/- per duty
4. Departmental Exam Coordinator: Rs.250/- per day
5. Office Superintendent Rs.150/- per duty
6. Clerk: Rs.125/- per duty
7. General Duty worker: Rs.100/- per duty

Exam Duties (Practical)

1. Chief Superintendent Rs. 250/- per day
2. Expert Assistant Rs. 150/- per session
3. Laboratory Technician Rs.150/- per session
4. Clerk Rs. 150/- per session
5. General Duty Worker Rs. 100/- per session

Copy Evaluation

1. For Post Graduate Courses: Rs.60/- per copy (min. 300/-)
2. For Under Graduate Courses: Rs.40/- per copy (min. 200/-)

Certificates and Fees:

- a. Official Transcript: Rs.500/- for first copy, Rs.100/- for each next copy
- b. Provisional Degree/provisional pass certificate: Rs.200/-
- c. Duplicate Grade Card: Rs.100/- per copy
- d. Migration Certificates: Rs.100/-
- e. Duplicate Degree: Rs.1000/- per copy
- f. Postal Charges:
 - i. Outside India: Rs.1500/-
- g. Within India: Rs.300/-
- h. Make-up Exam Fees: 1000/-

Question Paper Audit experts

Rs.1000/- per question paper

Note: The above are subject to change from time to time.