



ఆంధ్రప్రదేశ్ కేంద్రీయ విశ్వవిద్యాలయం ఆంధ్ర ప్రదేశ్ కేంద్రీయ విశ్వవిద్యాలయ
CENTRAL UNIVERSITY OF ANDHRA PRADESH
ANANTHAPURAMU, ANDHRA PRADESH-515701
(Established by an act of Parliament in 2019)

CUAP Examination Manual – 2025 (Part I, Part II, Part III, Part IV and Part V)

*The Executive Council of the Central University of Andhra Pradesh, Ananthapuramu, in exercise of the powers conferred under Section 6 (xxvi) of the Central Universities Act, 2009, hereby frames the following CUAP Examinations Manual 2025 - **Part I** (Rules and Procedures, Governing Attendance, Internal Assessment, End Semester Examinations, Passing and Promotion, Supplementary Examinations, Readmission, Malpractice/Unfair Means, Revaluation and Grace Marks Policy etc.), **Part II** (Rules Governing the Institutional Malpractices – 2025), **Part III** (Grading System, Grade Point average, Grades and Grade Points, Semester Grade Point Average, Cumulative Grade Point Average, Conversion of CGPA to Percentage and Grade Card, etc.) **Part IV** (Rules for awarding the First Rank/Gold Medal for UG/PG Students) **Part V** (Constitution of Examination Committee, Medium of Instruction and Conduct of Examinations):*

1. SHORT TITLE AND COMMENCEMENT:

- 1.1 These Rules and Procedures shall be called as the Central University of Andhra Pradesh Examination Manual, 2025, with effect from the date of issue of the notification by the University.

2. DEFINITION:

In this Manual, unless the context otherwise requires:

- 2.1 “Act” shall mean the “**Central Universities Act, 2009**” as amended from time to time.
- 2.2 “Executive Council” shall mean the Executive Council of “**Central University of Andhra Pradesh, Ananthapuramu**”.
- 2.3 “Government” shall mean the Government of India.
- 2.4 “Statutes”, “Ordinances” and “Regulations” shall mean, respectively, the 'Statute', 'Ordinance' and 'Regulations' of the University under “**Central Universities Act, 2009**”, for the time being in force and as amended from time to time.
- 2.5 “University” shall mean “**Central University of Andhra Pradesh**” established under “The Central Universities (Amendment) Act, 2019, An Act further to amend the *Central Universities Act, 2009*”.
- 2.6 “VC” shall mean Vice Chancellor of the Central University of Andhra Pradesh
- 2.7 “Academic Council” or “Senate” shall mean Academic Council of the CUAP, the body empowered to take decisions regarding all academic matters.
- 2.8 “Board of Studies” shall mean the Board of Studies of a Department of the University



- 2.9 “Registrar” shall mean, Registrar of the University.
- 2.10 “Controller of Examinations” shall mean, Controller of Examinations of the University.
- 2.11 “Academic Year” means a duration of twelve months beginning either in January to February or in the month of July to August, as the case may be, of every calendar year.
- 2.12 “Award” means qualifications such as certificate/diploma/degree awarded by competent bodies when a student has met the requirements of the qualification.
- 2.13 “Academic Bank of Credits” (ABC) shall mean an academic service mechanism as a digital, virtual or online entity established by the Commission with the approval of the Central Government to facilitate students to become its academic account holders, thereby paving the way for seamless student mobility between or within degree-granting Higher Educational Institutions through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption to promote distributed and flexible teaching learning.
- 2.14 “Course” shall mean one of the specified units which go to comprise a specified programme of study.
- 2.15 “Credit” shall mean the number of hours of instruction required per week over the duration of a semester as defined in the National Credit Framework (NCrF).
- 2.16 “Credit requirements” shall mean the value assigned for a course/programme. A student who has met the credit requirements means he/she has successfully completed the course/program;
- 2.17 “Credit transfer” shall mean the mechanism by which the Higher Educational Institutions registered with the ABC are able to receive or provide prescribed credits to individual Academic Bank Accounts in adherence to the norms for the courses undergone/experiences gained by the students through the offline/online/ODL/Private/RPL mode.
- 2.18 “Learning outcomes” shall mean statements of what a learner knows, understands and is able to do on completion of a learning process and a programme/course of study;
- 2.19 “Levels” shall mean a series of sequential stages, as given in the National Credit Framework (NCrF), expressed in terms of a range of learning outcomes against which typical qualifications are positioned/located.
- 2.20 “Massive Open Online Courses (MOOCs)” shall mean such online courses that are developed as per the pedagogy following the four-quadrant approach.
- 2.21 “Multiple entry and exit” shall mean an enabling mechanism wherein the learner can exit after any level and join back to continue in the programme and acquire higher qualifications within a specified duration.
- 2.22 “National Higher Education Qualifications Framework” shall mean a descriptive framework that organizes qualifications according to a series of levels of knowledge/competencies/skills.
- 2.23 “Examination Manual” shall mean a comprehensive institutional guideline defining rules, procedures, roles and protocols for all examination related activities
- 2.24 “Department” shall mean a Department of Studies and includes a Centre of Studies
- 2.25 “Age” shall mean the upper age limit as specified.
- 2.26 “Notified date” shall mean the date specified in the Notification.



- 2.27 “UGC” shall mean the University Grants Commission established under the UGC Act, 1956.
- 2.28 “MoE” shall mean Ministry of Education
- 2.29 “PwBD” shall mean Persons with Benchmark Disability
- 2.30 “Competent Authority” shall mean the authority competent to exercise different powers and functions under these Rules.
- 2.31 All other words and expressions, used herein, but not defined in these Rules, unless the context otherwise requires, shall have the same meaning as they have been assigned in the “**Central Universities Act, 2009**”, Statutes, Ordinances and Regulations made thereunder or in the relevant rules framed by the UGC/Government of India as amended from time to time.
- 2.32 “CIA” shall mean Continuous Internal Assessment
- 2.33 “ESE” shall mean End Semester Examinations
- 2.34 “SGPA” shall mean Semester Grade Point Average
- 2.35 “CGPA” shall mean Cumulative Grade Point Average
- 2.36 “GPA” shall mean Grade Point Average
- 2.37 “Chief Superintendent” shall mean the senior faculty member of the University, so appointed by the Controller of Examinations for conducting the University examination(s).
- 2.38 “Deputy Chief Superintendent” shall mean, a faculty member of the University appointed by the Controller of Examinations to assist him/her during the examination process at the University.
- 2.39 “Erratic valuer” shall mean the valuer's whose marks are not considered for finalizing the students' marks is considered as erratic valuator.
- 2.40 “Examination Centre” shall mean, the premises including examination halls as notified by the University.
- 2.41 “Examination Hall” shall mean, a room, hall, laboratory, workshop or any other premises such as drawing hall, in the Examination Centre so identified for conducting the examinations.
- 2.42 “Examiner” shall mean teaching staff, so appointed by the University to examine the answer scripts.
- 2.43 “Faculty” shall mean, a person appointed against a teaching post in the University.
- 2.44 “Institutional Malpractice(s) Committee (IMC)” shall mean, the Committee appointed by the University to consider the malpractice cases registered / reported against the Teaching/Non-Teaching Staff/Students.
- 2.45 “Malpractice/Unfair Means” shall mean, misconduct, unprofessional conduct, mismanagement or unethical practices in the University.
- 2.46 “MEC” Shall mean, Malpractice Enquiry Committee



- 2.47 “Non-Teaching Staff” shall mean, the non-teaching staff of the University.
- 2.48 “Official” shall mean, an Officer, so recognized by the University.
- 2.49 “Room Invigilator” shall mean, faculty member In-charge of the Examination Hall during the examination.
- 2.50 “Student” shall mean, a person enrolled in the University for taking up studies and/or research.
- 2.51 “URN” shall mean, a Unique University Registration Number assigned to a student by the University.

3. EXTENT OF APPLICATION:

- 3.1 These Rules shall apply to all examinations conducted by the Central University of Andhra Pradesh under its UG, PG, Diploma, Ph.D., and other academic programmes.
- 3.2 Instructions and guidelines issued by the Government of India and the University Grants Commission (UGC) with respect to examinations shall be strictly adhered to, subject to the approval of the Executive Council.

PART-I

Rules and Procedures, Governing Attendance, Internal Assessment, End Semester Examinations, Passing and Promotion, Supplementary Examinations Readmission, Malpractice/Unfair Means, Revaluation and Grace Marks Policy etc.

Preamble

In alignment with the Central University of Andhra Pradesh’s commitment to fostering academic excellence, ensuring consistency, fairness, and transparency in examinations, and student-centric progression, to review the existing attendance, passing criteria, promotion, readmission, grace marks and malpractice/unfair means and grace marks policy etc., This covers all academic programmes, including Undergraduate (UG), Postgraduate (PG), one-year Diploma, and PG Diploma programmes from the academic year 2025 onwards.

1.0 Attendance

1.1 Minimum Requirement

- (i) A minimum of 75% attendance in each course (theory and practical), is mandatory in order to be eligible for the End Semester Examination (ESE).
- (ii) Only the students meeting this requirement may:
- a) Fill the examination form.
 - b) Pay the applicable fees within the stipulated timeframe.
 - c) Appear at theory and practical examinations in the respective course(s).



1.2 Attendance for NCC/NSS Activities

1.2.1 The Students participating in NCC/NSS camps or national events will be granted attendance for the days engaged, subject to:

- a) Submission of valid participation certificates
- b) Approval from the designated NCC/NSS Officer.

1.3 Attendance Submission

- (i) Course Instructor shall submit the final attendance records to the Head of the Department (HoD) at least 10 working days before the commencement of End Semester Examinations.
- (ii) The HoD shall forward a consolidated attendance report to the Examination Section. The HoD shall prepare a consolidated attendance report and submit to the Examination Section at least 07 working days before the commencement of End Semester Examinations.

1.4 Re-Registration due to Shortage of Attendance

1.4.1 The Students detained in one or more courses for the shortage of attendance must re-register for the same course(s) when next offered by paying the requisite applicable fees as applicable from time to time (**i.e., odd with odd, even with even semester**).

1.4.2 Such students must fulfill the attendance requirements afresh and appear for both internal assessments and practical examinations with the regular batch.

1.5 Semester Repetition

1.5.1 If a student has a shortage of attendance in 50% or more courses, or fails to complete the Continuous Internal Assessment (CIA) defined as securing at least 50% of the minimum internal assessment marks in each course in a semester, he/she shall not be promoted to the next semester. The student must repeat the semester by re-registering and paying the requisite applicable fees as per the norms.

1.6 Non-Eligibility for ESE

1.6.1 Students who are not permitted to appear at the End Semester Examination (ESE) due to:

- a) Attendance shortage
- b) Incomplete CIA must retake the course at its next offering, meeting all the requirements (attendance and CIA).

1.6.2 If the course is discontinued or revised, an equivalent course duly approved by the Board of Studies (BoS) and permitted by the HoD must be taken.

1.7 Exceptions to Attendance

1.7.1 Attendance requirements do not apply to the self-study courses, field/project work, or internships, that do not involve regular classes.

1.7.2 A certificate of satisfactory completion from the industry supervisor/academic mentor is mandatory.



1.8 Courses with Classroom + Fieldwork

- 1.8.1 Attendance will be calculated based on the classroom sessions, along with a certificate of satisfactory participation in field work.

1.9 The Refund of Semester Exam Fee for the Detained Students

- 1.9.1 Students detained due to shortage of attendance but who have mistakenly paid the semester examination fees may apply for a refund. Such requests may be reviewed on a case-to-case basis.

1.10 Condonation of Attendance

- 1.10 (i) The Vice Chancellor may grant condonation in exceptional circumstances (medical emergencies, unavoidable situations) subject to:
- a) Minimum attendance of 65%.
 - b) Students below 65% must re-enroll in the course.
 - c) The provisions for condonation of attendance under Clause 1.10(i)(a) and (b) shall also apply to students with disabilities (PwD)

1.11 Unauthorized Absence

- (i) The students remaining absent for **10 consecutive working days** without prior approval from the HoD may have their names removed from university rolls.

1.12 Medical Absence

- (i) Absences due to medical reasons must be supported by medical certificate submitted within 5 working days of resuming classes
- a) If a Medical Certificate issued by a registered medical practitioner is not accepted due to reasonable suspicion of fraud, misrepresentation, or falsehood, the matter shall be referred to the designated Medical Board for its opinion. The decision of the Medical Board shall be final and binding
 - b) Certificates submitted after the deadline shall not be accepted.

1.13 Audit Courses

- (i) The students opting for an audit course (within or outside the programme) must fulfill prerequisites and maintain minimum 75% attendance.

1.14 Display of Attendance Records

- (i) Attendance records shall be displayed monthly at the Department level.
- (ii) Prior to the commencement of the ESEs, each Department shall submit the final consolidated attendance report to the examination section **at least 07 working days** before the commencement of ESEs. examinations.

- 1.15** The Course Coordinator is responsible for maintaining accurate and up-to-date attendance records for all students enrolled in their courses.



- 1.16 The students must maintain a minimum of 75% attendance in each course to be eligible to appear at the End Semester Examination (ESE). The students falling short of this requirement shall not be permitted to appear at the examination, and will be awarded an 'Ab' grade (failure due to inadequate attendance), they will be required to repeat the course when it is offered.
- 1.17 Attendance shall be calculated based on the total number of instructional hours/sessions conducted by the faculty, beginning from the official commencement date of the course.
- 1.18 For programmes or courses that include internships, project work, or field work, attendance requirements shall be governed by the respective regulatory bodies.
- 1.19 If a course has both classroom and field components, attendance will be recorded for the classroom sessions, while certification of active participation must be submitted for the field component.

2.0 Passing and Promotion

These rules apply to all students admitted to Undergraduate (UG), Postgraduate (PG), One-year Diploma and PG Diploma Programmes from the academic year 2025-26 onwards.

2.1.1 Minimum Passing Percentage

2.1.1 Students must secure **at least 50% marks** in each of the following:

- a) Theory courses
- b) Internal Assessments (IAs)
- c) Practical subjects
- d) Internships/Fieldwork
- e) Project Work/Dissertations

2.1.2 For every course, students must obtain a minimum of **50%** marks in both components - Internal assessment (**IA**) and End Semester Examination (**ESE**) individually, in order to pass the respective course.

2.1.3 For courses registered through MOOCs, SWAYAM, NPTEL, or other UGC recognized platforms, the university shall adopt the passing criteria prescribed by the respective body. Students must secure the prescribed minimum marks in each component individually (i.e., internal assessment (IA) and end-semester examination) considered for credit transfer.

2.1.4 Prior approval from the respective programme HOD/Coordinator is mandatory before a student register for MOOCs/SWAYAM courses, courses taken without such approval shall not be considered for credit transfer.

2.2 Promotion and Registration

All students must register at the beginning of each semester (odd/even), as per the schedule notified by university. Registration may be done either online or offline.

2.2.1 Only students who are formally registered for the semester shall be permitted to attend classes and appear at examinations.



- 2.2.2. The students must have:
- a) Minimum 75 % attendance in each course.
 - b) Required IA marks in each course to be eligible for the semester end examination.
- 2.2.3 The students must Pass at least **50% of registered courses** (theory and practical) in each year (i.e. for UG: 1st Year, 2nd & 3rd Year, for PG: 1st Year).
- 2.2.4 The students failing in more than **50% of the registered courses** in odd and even semester in the year is required to clear the backlogs at least to the extent 50% of the courses in order to be promoted to the next year. However, the final year he/she has to clear entire back log course(s) of all the semester in order to get the degree. For registration into the back log courses, the concerned student has to pay the fees as applicable from time to time.
- 2.2.5 The students must have been registered in the immediate preceding semester to register for the next semester.
- 2.2.6 The final deadline for semester registration/admission will be announced at the beginning of each semester.
- 2.2.7 The students who fail to register within **one month** of the notified start of the semester shall have their names removed from the rolls.
- 2.2.8 Promotion at any stage (i.e. for UG: 1st Year, 2nd & 3rd Year, for PG: 1st Year). requires passing at least 50% of the total courses (theory & practical's) in odd and even semester, and including backlogs, if any.**
- 2.2.9 Appearing at Internal Assessments is **compulsory**.
- 2.2.10 Students must secure at least **50% marks in both IA and SEE independently** to pass a course.
- 2.2.11 Students failing in practical's, internship, field work or project work must **clear them with the next available batch**.

2.2.12 Maximum Duration to Complete the Programme

(1) (a) Postgraduate (PG) Programmes:

- i) Minimum duration: 4 semesters (2 years)
- ii) Maximum duration: 8 semesters (4 years)

(b) Undergraduate (UG) Programmes:

- i) Minimum duration: 8 semesters (4 years)
- ii) Maximum duration: 16 semesters (8 years)

- (2) In other words, the maximum duration permitted is **twice the minimum duration**, or unless amended by the respective regulatory bodies.
- (3) If a student discontinues the programme for valid reasons (with prior approval from the competent authority) and is later readmitted, the period of discontinuation shall not be counted in calculating the maximum duration.



- (4) A semester may be declared a **zero semester** for students unable to continue their studies due to illness /hospitalization, acceptance of a foreign fellowship, or other valid reasons approved by the Vice-Chancellor. Such a semester shall not be counted towards the maximum duration of the programme for the concerned student

2.2.14 Special Cases

- (i) Late registration may be permitted for valid reasons such as illness or natural calamities, subject to the approval of the Vice-Chancellor.
- (ii) Such approval shall require:
- a) Payment of late registration fees.
 - b) Attendance being counted from the official commencement date of the semester, irrespective of the date of registration.

3.0 Mode of Internal Assessment (IA) Tests

The evaluation of a student performance in each course shall be based on **Continuous Internal Assessment (CIA)** and the **End Semester Examination (SEE)**.

- (a) For all theory courses at UG and PG levels:
- i) CIA carries 40 marks
 - ii) ESE carries 60 marks.
- (b) Each course shall have a minimum of three internal assessments per semester. The best two performances will be considered for computing the CIA score. A detailed record of each student's performance shall be maintained by the respective academic unit.

3.1 Components of Internal Assessment

3.1.1 Internal Assessment Tests (30 Marks)

- (i) Each course shall include three IA tests, each carrying 15 marks.
- (ii) Mode of conducting IA tests may include:
- a) Open book examination (pen and paper)
 - b) Conventional written examination (pen and paper)
 - c) Online examination
- (iii) The best two test scores shall be considered for a total of 30 marks.
- (iv) **Students must appear for at least two tests;** failure to do so shall render them ineligible for the End Semester Examination.
- (v) IA tests must be written exclusively in the university prescribed booklets.

3.1.2 Academic Participation (10 marks)

The remaining 10 marks shall be awarded based on performance in:

- a) Assignments
- b) Class presentations
- c) Seminars
- d) Quizzes
- e) Other academic activities as prescribed by the faculty



3.2 Assessment Format

Assessment shall include both **objective** and **subjective** question types:

- (i) **Objective questions:** one-word answers, fill-in-the-blanks, sentence completion, true/false, MCQs, matching, analogies, rating scales, checklists.
- (ii) **Subjective questions:** very short answers (1-2 lines), short paragraphs, restricted-response essays, extended-response essays.

3.3 Assessment for Laboratory/Practical Courses

- (i) For core laboratory courses, assessment shall be conducted primarily through CIA.
- (ii) The respective Board of Studies (BoS) shall determine the mark distribution among components such as:
 - a) Practical record/report/observations
 - b) Experiment proficiency
 - c) Viva voce
- (iii) The BOS shall also decide whether practical courses are assessed by:
 - a) CIA, only
 - b) ESE only, or
 - c) A combination of both.

3.4 Continuous Internal Assessment (CIA)

- i) CIA shall be conducted by the faculty responsible for the course.
- ii) Internal tests must be evenly spaced across the semester.
- iii) At least 50% the CIA weightage shall in the form of written tests.
- iv) A schedule of IA Tests shall be announced at the beginning of the semester.
- v) Students must participate in internal tests and all course work-related activities to be awarded CIA marks.
- vi) CIA results shall be communicated by the course coordinator after each assessment.
- vii) If a student fails to appear for the End Semester Examination but has secured passing mark in CIA and required attendance as per the norms of the university, their CIA marks will remain valid until they clear the ESE.
- viii) Each department shall maintain complete records of CIA. These records will be open for student verification. Appeals, if any, may be made to the Head of Department/Dean of concerned school.
- ix) The final result of each semester shall be based on a combination of CIA and ESE.

3.5 End Semester Examination (ESE)

- (i) An ESE shall be conducted for every course. The duration of the examination is based on the course credits.
- (ii) The examination schedule shall be prepared and published by the Controller of Examinations (CoE).



(iii) For each course, the faculty shall:

- a) Prepare a model question paper
- b) Submit a panel of external subject experts.
- c) Ensure comprehensive coverage of all prescribed syllabus units.

(iv) All submissions must be routed through the Head of the Department to the COE.

(v) The ESE shall assess:

- a) Knowledge
- b) Conceptual understanding
- c) Application skills
- d) Higher-order thinking skills

3.6 Institutional Guidelines for Electives

- (i) An on-campus elective course shall be offered only if opted by at least 10 students or 40% of the total students registered in the programme, whichever is higher.
- (ii) This ensures optimal use of resources and maintain academic quality.

4. 0 Examination and Evaluation

The University follows a semester-based system. Each programme consists of a defined number of courses, each carrying specific credit weightage. The Evaluation is continuous, combining the CIA and the ESE components.

4.1 Evaluation Structure

- (i) Internal Assessment (CIA): 40 marks
- (ii) End-Semester Examination (ESE): 60 marks

4.2 End-Semester Examination Format

The ESE shall be conducted for 60 marks, comprising:

- (i) **Subjective Component** (80%): Very short answers (1–2 lines), short answers (1 paragraph), restricted-response essays, and extended-response essays.
- (ii) **Objective Component** (20%): One-word answers, fill-in-the-blanks, sentence completion, true/false, multiple-choice questions (MCQs), matching, analogies, rating scales, and checklists.

4.3 Absence from Continuous Assessment

- (i) If a student is unable to appear at any component of Continuous Internal Assessment (CIA) due to medical or exceptional circumstances (e.g., natural calamities, government-declared disruptions), the Course Coordinator may arrange a separate examination for the missed component before the End Semester Examination based on the request of the student subject to the approval of Head of Department/Dean of concerned school.
- (ii) This provision does not apply for to surprise tests.



4.4 Practical Examinations

- (i) Practical examinations for the end semester shall be conducted prior to the theory examinations, in accordance with the University Academic Calendar.
- (ii) For Integrated theory-Lab courses:
 - a) The CIA carries 60 marks, divided into **40 marks for theory** and **20 marks for lab activities**, evaluated by inter-departmental faculty.
 - b) The end-semester examination carries 40 marks.
 - c) Attendance and participation in **both theory and lab components** are mandatory within the **same semester**; these cannot be **deferred or carried forward**.
- (iii) For stand-alone practical/lab courses linked to specific credit-bearing courses (Course 1, 2, or 3), practical examination shall be conducted by appointed internal and external examiners.
- (iv) The students who fail in practicals, project/dissertation work, or internships must re-register for the respective components in subsequent semesters along with the regular students.

4.5 Eligibility for End-Semester Examination

Students shall be permitted to appear at the end semester examination only upon:

- (i) Submission of the prescribed examination form (online/offline) within the stipulated time
- (ii) Payment of the examination fee
- (iii) Fulfillment of minimum attendance and IA requirements
- (iv) Compliance with other eligibility conditions prescribed in the Conduct of Examination Rules.

4.6 Issue of Hall Ticket

- (i) The hall tickets of the eligible candidates shall be generated electronically in the examination section with the student's name, semester, registration number, department & programme.
- (ii) Hall tickets shall be issued to the candidates who are deemed eligible by securing the prescribed minimum percentage of attendance and the required Internal Assessment (IA) marks in each course of the respective semester, and upon payment of the applicable examination fee.
- (iii) The hall tickets shall not be issued to the students who have been debarred from appearing at the examination due to any disciplinary actions.
- (iii) The students shall carry a printed copy of the hall ticket along with a valid identity card for admission into the examination hall. In case a student/candidate fails to produce the hall ticket, the Chief Superintendent may permit the student to appear at the examination after verifying his/her credentials such as identity card or hall ticket details with the office of CoE, subject to payment of the prescribed fee for not carrying the hall ticket.
- (iv) The hall ticket issued to a candidate indulged in misconduct / malpractice during the examination or he/she is ineligible to appear in the examination, the chief superintendent may cancel the hall ticket in consultation with the COE.



4.7 Passing Criteria

- (i) To pass a course, a student must secure **a minimum of 50% aggregate marks** (CIA + ESE), provided they have appeared at the End-Semester Examination.
 - a) IA: $\geq 20/40$
 - b) ESE: $\geq 30/60$.
- (ii) A student shall not be declared as “pass” if either component (IA or ESE) falls below the required threshold, even if the overall score is $\geq 50/100$.
- (iii) For MOOCs, SWAYAM, or other UGC recognized online platforms:
 - a) Passing marks must be secured in each component individually (IA and ESE).
 - b) The University shall strictly follow the criteria prescribed by the respective examination-conducting body.

4.8 Re-admission Policy

- (i) A student failing in more than 50% of courses in a given year (odd/even semester) must seek re-admission in the appropriate semester (either with the following or succeeding batch) as a regular student.
- (ii) The students who are not eligible to appear at the semester examination, or who are not promoted, may be granted re-admission to the corresponding semester in the immediate next academic year.
- (iii) Re-admission requests must be made either:
 - a) Before the commencement of the classes, or
 - b) Within one week from the date of commencement, the student is appearing at the supplementary examinations.
- (iv) Upon readmission, students may choose to:
 - a) Re-register for all the courses of the semester, or
 - b) Re-register only for the failed courses.
- (v) Once exercised, the chosen option shall be binding.

4.9 Question Paper Pattern

- (i) The Question papers shall follow a **standardised structure** ensuring balanced assessment of conceptual understanding, analytical skills, and application.
- (ii) All required sets of question papers for each subject shall be prepared and secured well in advance of the examination.
- (iii) The Question papers shall strictly conform to the specifications and patterns approved in the academic regulations of the respective programmes.
- (iv) Multiple sets of question papers shall be maintained for each subject to address unforeseen circumstances.
- (v) External paper setters shall be formally notified of their appointment, along with:
 - a) Syllabus and model question papers
 - b) Approved format and pattern



- c) Acceptance forms
 - d) Inner and outer covers
 - e) Remuneration forms and stationery requirements
- (vi) In case an external paper setter declines, alternative arrangements shall be made immediately to avoid disruption.

4.10 Functions and Responsibilities of Paper Setters

- (i) Ensure that all questions strictly follow the prescribed syllabus.
- (ii) Avoid inclusion of any content outside the approved curriculum.
- (iii) Maintain complete confidentiality of the question paper content and the assignment.
- (iv) Do not retain, copy or duplicate any draft (digital or physical).
- (v) Destroy all drafts after submission.

4.12 Question Paper Structure & Submission

- (i) The faculty members must prepare and submit **two sets of question papers** for each scheduled examination to avoid inconvenience during the examination process.
- (ii) Along with the paper, the setter must provide a **scheme of evaluation**, outlining:
 - a) Marking guidelines
 - b) Expected answers
 - c) Evaluation criteria to ensure uniformity and transparency
- (iii) Question papers must:
 - a) Cover the syllabus comprehensively, avoiding over-reliance on specific units.
 - b) Include course title, code, regulation, duration, marks distribution, and choice structure.
 - c) Clearly state if the paper is common to multiple courses or programmes.
 - d) Specify permitted reference materials (tables, charts, handbooks, etc.).
 - e) Provide clear instructions at the beginning of the paper.
- (iv) Papers must be legibly handwritten in ink or typed.
- (v) Abbreviations, corrections, and unclear symbols must be avoided.

4.13 Identification and Technical Details

- (i) Each paper must include accurate details: name of the course, title of the paper, code, and applicable regulations.
- (ii) Duration of the examination, total marks, and optional choices must be clearly mentioned.
- (iii) If the paper is common to multiple courses or programmes, this must be explicitly stated.
- (iv) The instructions to the candidates must be clearly listed at the top of the paper.
- (v) Any permitted reference material (tables, charts, handbooks, gazette references, etc.) must be clearly specified.
- (vi) The questions must cover the entire syllabus fairly, avoiding undue concentration on specific units or sections.



4.14 Presentation and Precision

- (i) Question papers must be typed or written legibly.
- (ii) Overwriting, corrections, erasures, and abbreviations must be strictly avoided.
- (iii) Mathematical symbols, indices, and formulae must be written with precision and clarity.
- (iv) All numerical problems must be solved in advance to verify accuracy.
- (v) The paper setter must maintain absolute confidentiality regarding the assignment.
- (vi) No carbon copies or drafts (hard or soft) shall be retained. All drafts must be destroyed immediately after dispatch.
- (vii) The paper-setting task must not be shared, outsourced, or delegated under any circumstances.
- (viii) Wherever required, the scheme of evaluation (marking guidelines, expected answers, criteria) must be sealed within the same envelope as the question paper.

4.15 Secure Sealing and Dispatch

- (i) The University-provided inner cover must be sealed carefully, with the paper setter signing across all joints.
- (ii) The seal must be further secured with transparent tape.
- (iii) All details on the inner cover must be completed fully and accurately.
- (iv) The sealed inner cover must be placed in a cloth-lined envelope marked “CONFIDENTIAL.”
- (v) Dispatch shall be made through Registered/Speed Post or delivered directly to the Controller of Examinations (CoE).

5.0 MOOCS Through NPTEL-SWAYAM Courses

The students enrolled in NPTEL–SWAYAM courses must meet certification criteria as per programme guidelines:

- (i) Average Assignment Score: 25% of the average of the best 8 assignments out of the total 12 given.
 - a) Exam Score: 75% of the proctored certification exam score (out of 100).
 - b) Final Score = Average Assignment Score + Exam Score.
- (ii) Eligibility for certification:
 - a) Average Assignment Score $\geq 10/25$, and
 - b) Exam Score $\geq 30/75$
- (iii) Failure to meet either criterion will result in non-award of the certificate, even if the Final Score $\geq 40/100$



5.1 SWAYAM Course Re-enrollment and Credit Transfer Process

- i. The students who fail in a SWAYAM course must re-enroll in the same course.
- ii. If the same course is unavailable in the subsequent cycle, students must approach the Programme HOD/Coordinator to request an equivalent course of the same credit value.
- iii. The HOD/Coordinator shall:
 - a) Identify relevant courses equivalent in content and credit.
 - b) Seek approval of the proposed list from the Board of Studies (BoS) and Academic Council.
- (iv) The Department SWAYAM Coordinator must inform concerned students of approved alternate courses available for registration each semester.
- (v) Upon successful completion of a SWAYAM course, students must submit their certificate to the Department SWAYAM Coordinator within **three working days** of result declaration.

5.2 Verification and Approval Process:

- (i) The Co-Ordinator, SWAYAM verifies the course title, credit, and validity of the certificate.
- (ii) The documents are submitted to the HOD for endorsement.
- (v) The HOD forwards verified documents to the University SWAYAM Nodal Officer.
- (vi) The Nodal Officer verifies and recommends eligible certificates to the Controller of Examinations (CoE).
- (vii) The Nodal Officer submits all verified certificates to the CoE office within **eight working days** for processing credit transfer.

6.0 Project/ Dissertation Evaluation Guidelines

To uphold fairness, transparency, and consistency in academic assessment, a standardised evaluation rubric shall be employed for project work, dissertations, fieldwork, and internships. All faculty members supervising dissertations in Undergraduate and Postgraduate Programmes, together with the appointed External Examiners, shall adhere to the dissertation evaluation parameters as specified in Table 1.

Table 1: Parameters of Evaluation of Dissertation

S.No.	Parameters	Marks
1	Identification of the Topic (relevance/rationale/requirements)	10
2	Review of Literature	10
3	Goals and Objectives	5
4	Methodology	15
5	Data Analysis /Interpretation/ Discussion of results	40
6	Findings/Outcome of Dissertation/Suggestions/Conclusion	10
7	Publications of a paper from the Dissertation*	
	i. Submitted for publication/ Under review	4
	ii. Paper published in the Reputed Peer Review Journal/Scopus/Web of Science	10
	Total	100

* Copy of the manuscript submitted to a journal, shall be enclosed as a mandatory requirement for awarding of marks.



Table 2: Parameters for Evaluation of Open Viva Voce Examination.

Sl. No.	Parameters	Marks
1.	Presentation of the Dissertation	20
2.	Discussion on findings/interpretation/results	10
4.	Question and Answer	10
Total		40

1. Distribution of Marks

- Evaluation of Dissertation – 60 marks
- Open Viva Voce Examination (physical/online mode) – 40 marks

2. The dissertation shall be evaluated independently by:

- Supervisor (Internal Examiner)
- External Examiner
- Both examiners shall award marks individually, as mentioned in Table 1.
- The average of the marks (out of 100) awarded by the Supervisor and the External Examiner shall be considered for awarding marks and converted into 60 marks.
- If the difference between the marks awarded by the Supervisor and the External Examiner exceeds 15%, the dissertation shall be referred to a third evaluator (i.e., second External Examiner).

3. After the third evaluation, the average marks of the External Examiners shall be considered for awarding the final marks.

4. Open Viva Voce Examination shall carry 40 marks, as detailed in Table 2.

5. If the total number of students in a programme is fewer than 10, the Department shall submit a panel of four (04) External Examiners.

- If the total number of students in a programme is 10 or more, the Department shall submit a panel of six (06) External Examiners.
- The panel shall include names, designations, affiliations, and contact details, and be submitted to the Office of the Controller of Examinations (CoE) for approval.

6. The CoE shall appoint the External Examiner from the panel submitted by the department.

7. In case of research publication arising from dissertation work:

- The student shall be the First Author.
- The supervisor shall be the Corresponding Author.

8. The final viva-voce may be conducted either online or offline.



6.1 Internship Evaluation

- (i) The evaluation structure applies to the internships.
- (ii) Distribution:
 - a) 50% by the internal supervisor
 - b) 50% by the external co-supervisor

6.2 Provisions for Differently Abled Students

- (i) Differently abled students who are unable to participate in extension activities shall be required to take a test covering the theoretical aspects of one of the prescribed activities, as per university norms.
- (ii) Their performance will be duly assessed, graded, and certified.

7.0 Guidelines for Conducting Examinations for Students with Disabilities

- (i) The students requiring the assistance of a **scribe** must submit a formal request to the Controller of Examinations (CoE) through the Head of the Department (HoD) no later than **14 calendar days** before the commencement of the theory examinations.
- (ii) The HoD shall verify the student's disability status and ensure the genuine necessity for a scribe before endorsing and forwarding the application to the CoE.
- (iii) If approved, the HoD shall recommend a panel of three eligible individuals as potential scribes. The CoE shall evaluate the panel and formally appoint one scribe.
- (iv) The appointed scribe must possess the **academic qualifications lower than those of the candidate**.
- (v) The Chief Superintendent must provide a separate examination room for such candidates, supervised by a dedicated invigilator.
- (vi) Candidates using the services of a scribe shall be granted an **additional 60 minutes** for examinations of 3 hours duration.
- (vii) Any appeal or dispute regarding the scribe arrangements of scribe must be addressed to the Vice-Chancellor, whose decision shall be final and binding.

8.0 Malpractice / Unfair Means Guidelines

The University emphasizes strict measures to prevent malpractice and unfair means, while also ensuring procedural fairness and transparency.

8.1 Procedure for Handling Misconduct or Malpractice

The following protocol shall be followed in instances where a candidate is found or suspected to be engaging in unfair means or misconduct during examinations:

8.1.1 If a candidate is suspected of malpractice:

- (i) The invigilator, supervisory staff, or observer may search the candidate and/or belongings.
- (ii) Any unauthorized written or printed material found shall be seized.
- (iii) The candidate's answer booklet and incriminating material shall be confiscated.



(iv) The matter must be immediately reported to the chief Superintendent (CS).

8.1.2 The Chief Superintendent (CS) shall conduct a **preliminary inquiry**, documenting:

- (i) The invigilator's report
- (ii) The candidate's statement (recorded in the presence of a room invigilator).
- (iii) If sufficient evidence exists, the CS shall suspend the candidate from the examination of that course

8.1.3 The CS must obtain a **written statement or undertaking** from the candidate.

- (i) The invigilator shall submit a detailed report, countersigned by the CS.
- (ii) The candidate must sign the confiscated material used in malpractice.
- (iii) The answer script shall be sealed separately.

8.1.4 If the candidate refuses to provide a statement:

- (i) They must be asked to submit a written note of refusal.
- (ii) If refusal persists, the fact must be documented and witnessed by the room invigilator and/or squad members.

8.1.5 If the candidate refuses to hand over materials, attempts to destroy them, or absconds:

- (i) The incident must be recorded immediately and witnessed by invigilators/squad members.
- (ii) The matter must be reported at once to the Centre Superintendent.

8.1.6 Misconduct or insolent behaviour (verbal or non-verbal) must be documented in writing by the supervisor or authorised staff and reported to the CS and/or CoE.

8.1.7 The answer script, question paper, candidate's statement, and confiscated material shall be sealed in a labelled inner packet. This shall be enclosed in an outer cover containing:

- (i) Invigilator's report(s)
- (ii) Consolidated report of the CS

These packets must be kept separate from regular answer scripts.

8.1.8 Examination centres shall maintain detailed records of malpractice cases to prevent repeat offenders from appearing under false pretences (e.g., claiming lost hall tickets).

8.1.9 The CoE shall open only the outer packet (containing reports). The inner sealed packet (containing answer script and evidence) shall remain unopened. Based on documentation, the CoE shall place the case before the Malpractice Enquiry Committee (MEC) for review.

8.2 Punishments for Malpractice/Unfair Means

- (i) Any candidate found guilty of malpractice shall undergo due inquiry by the Malpractice Enquiry Committee (MEC).
- (ii) Upon confirmation of guilt, the candidate may be subjected to one or more punishments, depending on the severity of the offence.



- (iii) Punishments may include (but are not limited to):
 - a) Suspension from the current examination
 - b) Cancellation of the course or semester results
 - c) Debarment from appearing in future examinations for a specified period
- (iv) Punishments imposed by the Chief Superintendent are provisional and subject to review by the Vice-Chancellor, whose decision is final.

8.3 Malpractice Enquiry Committee (MEC)

The MEC shall be constituted as per CUAP ordinances. It shall have powers to:

- (i) Conduct inquiries into reported malpractices.
- (ii) Summon candidates and examine witnesses.
- (iii) Recommend appropriate penalties in accordance with university norms.

8.4 Protocol for Inquiry into Alleged Malpractice

8.4.1 Notification of Alleged Malpractice

- (i) The Controller of Examinations shall notify the examinee in writing about the alleged malpractice.
- (ii) The candidate shall be asked to show cause why the charges should not be held valid and the penalty imposed.

8.4.2 Appearance before MEC

- (i) The MEC shall meet at the specified time and venue mentioned in the notice.
- (ii) The examinee has the right to be present and heard.
- (iii) A written explanation may be submitted in response to the show-cause notice.
- (iv) Only the concerned examinee shall present their case; representation by third parties is not permitted.

8.4.3 Restrictions on Legal Representation and Adjournments

- (i) Under no circumstances shall the examinee be permitted to engage legal counsel or any third party for representation.
- (ii) Adjournments shall not be granted unless deemed absolutely necessary by the Committee.

8.4.4 Non-Appearance of the Examinee

- (i) If the examinee fails to appear on the scheduled date and time despite receiving the show-cause notice, they may be given one additional opportunity.
- (ii) Failure to appear on both occasions shall result in the Committee conducting the inquiry ex parte (in absentia), based solely on available evidence.
- (ii) The decision taken in such cases shall be final and binding on the examinee.



8.4.5 Access to Evidence

- (i) All documents or evidence supporting the allegations shall be made available to the examinee, provided they appear before the Committee.

8.4.6 Conduct of the Inquiry

- (i) The MEC shall conduct a summary inquiry, ensuring fairness and reasonable opportunity for the student to be heard.
- (ii) Upon conclusion, the Committee shall document its findings on culpability and submit a report with recommendations.

8.4.7 Principles of Natural Justice

- (i) The MEC shall strictly observe the principles of natural justice while dealing with malpractice cases.

8.4.8 Submission of Report and Recommendation of Penalty

- (i) After completing the inquiry, the MEC shall submit its report to the Controller of Examinations (CoE), including its recommended penalties.
- (ii) To the extent possible, the Committee shall adhere to the penalty norms prescribed in Section 8.5.0.

8.4.9 Enquiry as a Prerequisite for Penalty

- (i) Except for immediate punitive measures imposed by the Chief Superintendent on the day of examination, no penalty shall be imposed without a proper inquiry under these procedures.

8.4.10 Final Decision by University Authorities

- (i) The Controller of Examinations shall place the MEC's report before the Vice-Chancellor.
- (ii) The Vice-Chancellor may confirm, modify, or set aside the recommended penalty, subject to the approval of the Executive Council.

8.5.0 Norms for award of Punishment in cases of Examination Malpractices and Misconduct

Clause	Nature of Misconduct /Malpractice	Quantum of Punishment and/ or Penalty
8.5.1	Possession of incriminating material (manuscripts/printed or typed matter/ books or notes, banned electronic gadgets or written matter on body/clothes).	Cancellation of the entire current examination/ paper concerned in the current examination.
8.5.2	False claim, misrepresentation or use of forged/ fake document(s) for eligibility to appear.	Disqualification from the current examination, severity based.
8.5.3	Possession of another examinee's answer-booklet	(a) If consensual: debarment of both students from the current examination. (b) If obtained by force or without consent and reported immediately: only the offending



Clause	Nature of Misconduct /Malpractice	Quantum of Punishment and/ or Penalty
		candidate is debarred from the current examination (theory, practical, and project work).
8.5.4	Giving or receiving assistance, passing scribbled question paper/ answer booklet copying	Cancellation of the course/ Paper concerned in the current examination.
8.5.5	Smuggling-out/in of answer-booklets or copying material	Debarment from the current examination (theory, practical and project work) and one additional academic year.
8.5.6	Counterfeiting of University/ COE seal, or answer-booklets or office stationery.	Debarment from current examination (theory, practical and project work) and one additional academic year.
8.5.7	Using obscene language, violence or threats towards examination staff.	Debarment from current examination (theory, practical and project work) and two additional academic years.
8.5.8	Tearing page(s) from the answer booklet	Cancellation of the entire current Examination (theory, practical and project work).
8.5.9	Malpractice in practical examination/ dissertation, thesis or project work (UG/PG)	Cancellation of the concerned practical / dissertation/ thesis/ project report
8.5.10	Any malpractice not explicitly covered above	Warning/ cancellation / expulsion / or other penalties depending on the severity.
8.5.11	Repeat malpractice by a candidate previously warned or punished.	Enhanced penalty, up to double the prescribed period punishment. In grave cases, permanent expulsion from the University.
8.5.12	Possession of incriminating material during toilet breaks/verandah.	Cancellation of the paper concerned.
8.5.13	Candidate runs away or destroys incriminating material when caught.	Cancellation of the paper concerned.
8.5.14 (1)	Impersonation or allowing impersonation.	Rustication from University, police case to be registered.
8.5.14 (2)	Threatening invigilators, squad members, observers or officials with weapon /other means.	Rustication and handing over to police for criminal action.
8.5.15	Any other complaint of misconduct/malpractice	Case referred to the Examination Disciplinary Committee, which will recommend appropriate penalty to the Vice-Chancellor.



9.0 Re-evaluation Policy

9.1 Photocopy of Answer Booklets (UG/PG Programs)

- (i) Students enrolled in UG and PG programs who have appeared for university examinations are eligible to apply for photocopy and re-evaluation of any number of theory courses, subject to payment of the prescribed fees as revised by the University from time to time.
- (ii) Applications for photocopy and re-evaluation shall not be entertained for non-theory courses (Laboratory/Practical, Dissertation, Internship, Field Work, etc.).
- (iii) **Students may apply either for:**
 - a) Photocopy of answer booklet(s) alone, or
 - b) Photocopy along with re-evaluation.

Note: Photocopy of the answer booklet is **mandatory** for applying for re-evaluation.

- (iv) A single notification will be issued inviting applications for photocopy and re-evaluation, clearly specifying the deadlines. No extension of time will be granted under any circumstances.
- (v) Photocopies will be provided to students via email. After reviewing the photocopy, students who wish to proceed with re-evaluation must submit their application to the Controller of Examinations via email, along with the prescribed fee, within the notified deadline.
- (vi) The fee for photocopy of answer booklets shall be as prescribed by the University and subject to revision.

9.2 Re-evaluation of Answer Booklets (UG and PG Programs)

9.2.1. Eligibility:

- (i) Students enrolled in UG and PG programs may seek re-evaluation in any number of **theory courses**, subject to payment of the prescribed fee.
- (ii) Application for re-evaluation of **non-theory courses**, (Laboratory/Practical, Dissertation, Internship and fieldwork, etc.) will not be accepted.
- (iii) Students who have **not applied for a photocopy** of the answer booklet cannot directly apply for re-evaluation.

9.2.2 Notification and Process:

- (i) The University shall issue a single notification inviting applications for photocopy and re-evaluation, with specified deadlines.
- (ii) After receiving the consolidated list of applicants, the re-evaluation process shall proceed as follows:
 - a) The Controller of Examinations will request the Heads of Departments (HoDs) and Coordinators to assign eligible teachers as evaluators.
 - b) Answer booklets submitted for re-evaluation shall be made available to designated valuers.



- c) Re-evaluation shall follow a **single-valuation procedure**.
- d) If the difference between the first valuation and the re-evaluation is 15% or more (≥ 10 marks), the answer booklet shall undergo a third valuation by a different teacher who was not involved in the earlier valuations.

(iii) The prescribed fee for re-evaluation per course shall be as fixed and revised periodically by the University.

(iv) The students who pay the fee but fail to submit their application form to the Examination Section before the deadline will not be considered. No exceptions will be allowed.

9.2.3 Moderation of Answer Booklets

- a. In each course, **10% of the total answer booklets** shall be selected for moderation.
- b. Courses with fewer than **10 answer booklets** are exempted from moderation.
- c. Selection of booklets for moderation shall include those with the **highest, lowest, and moderate** marks from each set of ten.
- d. If the difference between the evaluator's marks and the moderator's marks is less than or equal to 20%, the final marks shall be awarded by calculating the average of the two.
- e. If the difference between the evaluator's marks and the moderator's marks is **greater than 20%**, a third valuation shall be conducted. The final marks will be decided based on the average of the best two nearest marks.

First Valuation	Moderation	Third Valuation	Final Marks after third evaluation
22	32	38	35
28	50	37	33

9.2.4 Award of Marks After Re-evaluation:

- (i) If the marks obtained after re-evaluation are lower than the original marks, the original marks will be retained.
- (ii) If the re-evaluated marks are higher, the revised marks shall be awarded up to a maximum of 20% increase.
- (ii) If the difference between the first valuation and the re-evaluation marks is greater than 20%, a third valuation shall be conducted. The final marks shall be awarded based on the average of the two nearest marks, as illustrated below:

CASE 1: Average of Nearest Two Marks

For Ex: First Valuation Marks, Re-evaluation Marks, Third Valuation Marks and Final Marks after Re-evaluation.

First Valuation	Re-evaluation	Third Valuation	Final Marks after Re-evaluation
22	52	48	50
32	50	33	33

OR



CASE 2: When the difference between the nearest two marks is equal in such cases, the average of the **higher two marks** will be awarded.

First Valuation	Re-evaluation	Third Valuation	Final Marks after Re-evaluation
30	50	40	45
38	70	54	62

9.2.5 Retention of Original Marks:

If the marks obtained after re-evaluation are lower than those awarded in the first valuation (original marks), the original marks shall be retained.

9.2.6 Printing of Re-evaluation Marks:

The University may, depending on feasibility, publish the following details on the result sheet:

- Original marks,
- Marks after re-evaluation,
- Final marks,
- Internal assessment marks,
- Aggregate total, and
- Result status.

9.2.7 Eligibility of Teachers for Re-evaluation:

Only teachers with at least **3-5 years of teaching experience** who have taught the subject concerned are eligible to undertake re-evaluation.

10.0 Supplementary Examination Guidelines

Supplementary examinations are provided to students who have failed in odd/even semesters of the UG, PG and the PG Diploma programs to prevent the loss of an academic year.

10.1 Eligibility conditions:

- The student must have failed or carry backlogs in end-semester examinations of previous semesters (Odd/Even).
- The student must have maintained the minimum required attendance in each course, i.e., 75%.
- The student must have secured the minimum qualifying IA marks as per university regulations.
- The prescribed supplementary examination fee must be paid within the notified timeline.
- All eligibility is subject to prevailing academic and examination regulations.
- Applications for re-evaluation of answer booklets shall **not** be accepted for supplementary examinations.

11.0 Grace Marks

This policy allows grace marks to help a student pass a course, provided he/she obtain less marks to reach the minimum marks required for passing. Further he/she obtains more than required, grace marks shall be awarded to improve the overall grade.



11.1 Passing a Course

- (i) Up to 2 grace marks will be awarded per theory course to pass individually (e.g., 30 marks shall be obtained in theory out of 60 marks to clear the subject. If the student gets only 28 marks, 2 marks are added as a grace mark to pass that course).
- (ii) No grace marks shall be awarded in Internal assessment; however, the students must secure at least 50% marks in IA in each course individually to appear the end semester examinations.
- (iii) In case any one of the courses, students obtained 25 marks out of 60 marks, in such cases maximum of 5 grace marks will be awarded to pass that course, subject to the condition that student has cleared all other theory courses without getting of grace marks.
- (iv) Such grace marks are recorded only in the examination section ledger and are not reflected in the official statement of grade card.

11.2 Upgradation of Division

- (i) If a student passes all theory courses in that semester without grace marks but falls short of a higher division by less than 5 marks (i.e. Second class to First class and First class to First class with Distinction), maximum of 5 grace marks may be added to the lowest scoring theory course to obtain higher division.
- (ii) Grace marks shall not be shown separately on the marksheet.
- (iii) These marks shall appear in the official statement of marks as part of the aggregate total.

11.3 In case of tie (i.e. equal CGPA or grade), the students who have been awarded grace marks under this policy shall not be considered for University Rank or Gold Medal.

11.4 Adoption of Policy

The University shall adopt grace marks policy officially through an Academic Council/Executive Council resolution. Once adopted, the chosen framework shall apply uniformly across all programs.

12.0 Exit Option

Multiple Entry and Exit systems in alignment with the **National Education Policy (NEP) 2020**, and subject to statutory approvals:

- (i) Students may exit at the end of the first, second, or third year of their program, provided prescribed conditions are met as per NEP norms.
- (ii) A student intending to exit must submit a written notice in the prescribed format at least **8 weeks** before the scheduled end of the academic year.
- (iii) Upon approval, the Department shall recommend awarding a **Certificate, Diploma, or Degree** depending on the credits and requirements fulfilled as per NEP norms.
- (iv) Students with arrears shall receive the certificate only after clearing pending courses.



13.0 Suspension / Withdrawal

- (i) A student suspended or debarred from classes for a semester due to disciplinary action, or who has withdrawn for medical or other valid reasons, may seek re-admission into the corresponding semester in the next academic session as a regular student, subject to:
 - a) Fulfillment of prescribed attendance requirements, and
 - b) Payment of the applicable semester fee.
- (iii) The students barred from examinations on grounds of misbehavior, misconduct, or anti-institutional activities shall forfeit the previously paid exam fees. If permitted to reappear later, they must pay the prescribed fees afresh. The decision of the competent authority shall be final.

14.0 Power to Relax

In exceptional circumstances, the **Vice-Chancellor, Academic Council, or Executive Council** may, upon recommendation of the concerned School Board or an appropriate Committee, relax any provision of these rules, except those relating to:

- (i) Cumulative Grade Point Average (CGPA) requirements, and
- (ii) Degrees awarded by the University.

Such relaxations must be case-specific, duly recorded, and consistent with UGC/MoE regulations.

15.0 Transitory Regulations

- (i) Following the revision of the syllabus, the examinations under the old syllabus shall be permitted for three consecutive attempts. Beyond this, the students must appear at the equivalent courses under the revised syllabus, subject to HoD approval.

Part II

Rules Governing the Institutional Malpractices – 2025

Preamble

Malpractice in examinations is a serious violation of academic integrity. All teaching, non-teaching, outsourced, and support staff must uphold the highest standards of ethics, confidentiality, and professionalism. Any breach will invite strict disciplinary and legal action as per the University's Statutes, CCS (CCA) Rules, and UGC Regulations

1. Purpose

To ensure fair, transparent, and ethical conduct of examinations by clearly defining responsibilities, standards of conduct, and disciplinary actions for any staff member involved in examination duties.

2. Personnel Covered



These guidelines apply to all personnel associated with the examination-related duties:

- (i) **Teaching Staff:** Professors, Associate Professors, Assistant Professors, question paper setters, evaluators, moderators, invigilators.
- (ii) **Non-Teaching Staff:** Office Assistants, Clerks, Technical Assistants, exam section staff, IT staff.
- (iii) **Examination Section Personnel:** Controller, Deputy Controller, Assistant Controllers, Section Officers, Data Entry Operators, Confidential Section staff, logistics personnel.
- (iv) **Support Staff:** Attenders, Peons, Water Distributors, Group-D staff.
- (v) **Outsourced Staff:** Security personnel, housekeeping staff, temporary exam duty staff engaged through agencies.

3. Definition of Malpractice

Malpractice includes any act or omission, whether intentional or negligent, that compromises the integrity, confidentiality, fairness, or security of the examination process.

4. Types of Misconduct

A. Academic/Confidentiality Violations

- (i) Leakage or unauthorized sharing of question papers.
- (ii) Tampering with marks, answer scripts, attendance sheets, or digital data.
- (iii) Assisting candidates through signals, communication, or unfair means.
- (iv) Facilitating impersonation or unauthorized proxies.
- (v) Unauthorized possession or use of mobile phones or electronic devices during duty.

B. Administrative/Procedural Violations

- (i) Negligence in supervision (e.g., leaving exam hall unattended).
- (ii) Allowing unauthorized persons into exam premises.
- (iii) Poor handling or misplacement of answer scripts or confidential materials.
- (iv) Failure to report a malpractice incident witnessed during duty.

C. Ethical Violations

- (i) Accepting bribes, gifts, favours, or inducements.
- (ii) Misuse of official position to favour certain candidates or staff.
- (iii) Unauthorized access to restricted digital systems or strong rooms.

5. Preventive Measures

- (i) Signing of Confidentiality, Ethics, and Integrity Declaration before each exam cycle.
- (ii) Strict ban on personal electronic devices in strong rooms and during invigilation.
- (iii) CCTV surveillance in strong rooms and key exam handling areas.



- (iv) Restricted and recorded access to confidential sections (biometric/entry registers).
- (v) Staff orientation/training on exam protocols and ethical conduct.
- (vi) Digital logs for question paper printing, movement, and record management.
- (vii) Surprise inspections by Chief Superintendent / Flying Squad.

6. Documentation Requirements

- (i) Incident Report (to be submitted immediately when malpractice is detected).
- (ii) Staff Undertaking Forms (confidentiality & integrity).
- (iii) Preliminary Inquiry Report.
- (iv) Institutional Malpractice(s) Committee (IMC) Report.
- (v) Action Taken Report approved by Competent Authority.

7. Disciplinary Action Framework

Actions shall be taken as per UGC Regulations, CCS (CCA) Rules, and University Statutes.

Level 1 – Minor Misconduct (Negligence) Examples:

- (i) Unintentional procedural lapse.
- (ii) Mild supervisory negligence.
- (iii) Non-reporting of minor irregularities.
- (iv) Bringing mobile phone inside exam area (unused).

Action:

- (i) Memo/Warning.
- (ii) Written explanation.
- (iii) Debarment from exam duties for one semester.

Level 2 – Moderate Misconduct Examples:

- (i) Negligent handling of answer scripts.
- (ii) Permitting unauthorized persons in exam area.
- (iii) Use of mobile phone during duty.
- (iv) Failure to report significant malpractice.

Action:

- (i) Show-cause notice.
- (ii) Debarment from exam duties for 1–2 years.
- (iii) Entry of adverse remarks in service record (ACR).
- (iv) Censure under applicable rules.

Level 3 – Major Misconduct Examples:



- (i) Assisting candidates in cheating.
- (ii) Tampering with answer scripts or marks.
- (iii) Question paper leak or sharing.
- (iv) Accepting bribes or facilitating impersonation.
- (v) Unauthorized access to confidential data.

Action (Regular Employees):

- (i) Immediate suspension (Rule 10 – CCS (CCA) Rules).
- (ii) Major penalty proceedings.
- (iii) Departmental inquiry.
- (iv) Penalty up to removal/dismissal from service.
- (v) FIR/Police action where criminality is involved.

Action (Outsourced Staff):

- (i) Immediate removal from duty.
- (ii) Termination of contract.
- (iii) Blacklisting of agency (if applicable).
- (iv) Police complaint for criminal offenses.

Level 4 – Criminal Offenses Examples:

- (i) Forgery, impersonation, digital tampering.
- (ii) Sabotaging online exam systems.
- (iii) Threatening or assaulting exam staff/students.

Action:

- (i) Suspension/termination.
- (ii) FIR and criminal investigation.
- (iii) Cybercrime cell involvement.
- (iv) Debarment from all university-related engagements.

8. Inquiry Procedure

- (i) Immediate report to Chief Superintendent / Controller of Examinations.
- (ii) Preliminary inquiry by a designated committee.
- (iii) Written notice and opportunity for hearing to the accused.
- (iv) Submission of detailed report to the Competent Authority.
- (v) Final decision by the appropriate Disciplinary Authority (as per Statutes/ UGC/ CCS rules).



9. Safeguards & Principles of Natural Justice

Each accused staff member is entitled to:

- (i) Written communication of allegations.
- (ii) Adequate time to respond.
- (iii) Opportunity to present evidence/defense.
- (iv) Fair and unbiased inquiry.
- (v) Right to appeal to higher authority (Executive Council or Statutory Authority). All actions must be properly recorded and maintained in the official service file.

10. Institutional Protocols

- (i) Institutional Malpractice(s) Committee (IMC) shall investigate all cases involving staff.
- (ii) Show-cause notice mandatory before any punishment.
- (iii) Suspension only when necessary to prevent influence/tampering.
- (iv) Final decision by competent authority based on (IMC) findings.
- (v) Police involvement only when criminality is established.

PART-III

Grading System, Grade Point average, Grades and Grade Points, Semester Grade Point Average, Cumulative Grade Point Average, Conversion of CGPA to Percentage and Grade Card, etc.

Preamble

The Grading System provides a uniform and transparent method for evaluating academic performance. Grades and corresponding Grade Points reflect a student's achievement in each course, while the Grade Point Average (GPA) summarizes overall performance.

The Semester Grade Point Average (SGPA) indicates performance in a specific semester, and the Cumulative Grade Point Average (CGPA) represents overall achievement across semesters. The Grade Card serves as the official academic record, documenting grades, credits, SGPA, and CGPA, and is used for academic progression and certification.

1. Grading System

- a. Grading system is followed by Central University of Andhra Pradesh. Grading constitutes the core of CBCS, as it reduces the subjective element in Assessment/Evaluation and thereby prevents any disadvantage to the student. Grade is an index of the performance of a student in a particular course. It is the transformation of scaled marks secured by a student in a course. Grade point is the weightage allotted to each grade depending on the range of marks awarded in a course.
- b. A grade shall be awarded, as indicated below.



- c. A student in order to be eligible for the award of Degree in a programmes must obtain a minimum of 'B' grade in every course.
- d. The results of successful candidates are classified on the basis of the Cumulative Grade Point Average (CGPA) as indicated below:

First Class with Distinction	CGPA of 7.5 and above and up to 10.00	Percentage 70% to 95%
First Class	CGPA of 6.5 and above and up to 7.49	Percentage 60% to 69.9%
Second Class	CGPA of 5.5 and above and up to 6.49	Percentage 50% to 59.9%

- e. To satisfactorily complete the programme and qualify for the degree, a student must obtain a minimum **CGPA of 5.5**
- f. No student with F/ FA grade(s) on record is eligible for award of the degree.
- g. The division obtained by a student is entered in his/her provisional, consolidated marks sheet and the degree certificate.

2. Grade Point Average (GPA)

A grade point average is a number representing the average value of the accumulated final grades earned in courses over time. More commonly called a GPA, a student's grade point average is calculated by adding up all accumulated final grades and dividing that figure by the number of grades awarded.

3. Grades and Grade Points

The marks are converted to letter grades based on pre-determined mark intervals. The marks in fractions are rounded off to the nearest integer. The performances of students in each course are expressed in terms of marks as well as in Letter Grades.

The grades are awarded as given in the following **Table 3.1**

Table 3.1: For All Under Graduate, Post Graduate and PG Diploma Programmes

Range of Marks in %	Letter Grade	Grade Point	Description
90 to 100	O	10	Outstanding
80 to 89	A+	9	Excellent
70 to 79	A	8	Good
60 to 69	B+	7	Above Average
50 to 59	B	6	Average
= 50	B	5	Pass
Less Than (<) 50	F	0	Fail
	FA	0	Failure due to lack of attendance/IA Marks
	AB	0	Absent
	AU	NA	Audit Course



The Controller of Examinations will publish the provisional grades on the date of publication of result. Re-evaluation shall be carried out upon the request of the student as per the regulations.

Note: For audit courses ‘Satisfactory’ or “Unsatisfactory” is indicated instead of the letter grade and is not counted for the computation of SGPA/CGPA.

4. Semester Grade Point Average (SGPA)

SGPA indicates the performance of a student in a given semester. SGPA is based on the total credit points earned by the student in all the courses and the total numbers of credits assigned to the courses in a semester. The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.,

$$\text{Formula for Calculating SGPA} = \frac{\sum C_i \times G_i}{\sum C_i}$$

Where:

- C_i = Number of credits for the i -th course
- G_i = Grade point obtained in the i -th course
- $\sum(C_i \times G_i)$ = Sum of the product of credits and grade points for all courses in that semester
- $\sum C_i$ = Sum of credits for all courses in that semester.
-

4.1. Illustration for SGPA:

Course Title	Course Type	Credits assigned	Marks obtained by student	Letter Grade	Grade Point	Credits assigned X (GP) = Credit Point
Course 1	Core	4	78	A	8	32
Course 2	Core	4	67	B+	7	28
Course 3	Core	4	77	A	8	32
Course 4	Core	4	96	O	10	40
Course 5	Elective	3	86	A+	9	27
Course 6	Elective	2	66	B+	7	14
Course 7	Core (Lab)	2	50	B	6	12
		23				185

$$\text{SGPA} = 185/23 = 8.04$$

5. Cumulative Grade Point Average (CGPA)

CGPA is obtained by dividing the total number of credit points earned in all semesters by the total number of credits in all semesters of a programme, i.e.,

$$\text{Formula for Calculating CGPA} = \frac{\sum C_{si} \times S_i}{\sum C_{si}}$$

Where:

- C_{si} = Total credits in the i -th semester



- S_i = SGPA obtained in the i-th semester
- $\sum(C_{si} \times S_i)$ = Sum of the products of semester SGPA and respective semester credits
- $\sum C_{si}$ = Sum of credits for all semesters considered.

Example:

If a student has

- Semester I: SGPA = 6.8, Credits = 20
- Semester II: SGPA = 7.2, Credits = 22

$$CGPA = \frac{(20 \times 6.8) + (22 \times 7.2)}{20 + 22} = \frac{136 + 158.4}{42} = \frac{294.4}{42} = 7.01$$

5.1 Illustration for CGPA:

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5
Credits: 22 SGPA: 6.9	Credits: 22 SGPA: 7.8	Credits: 23 SGPA: 5.6	Credits: 23 SGPA: 6.0	Credits: 23 SGPA: 6.3
Semester 6	Semester 7	Semester 8	Semester 9	Semester 10
Credits: 23 SGPA: 8.0	Credits: 23 SGPA: 7.0	Credits: 23 SGPA: 7.2	Credits: 23 SGPA: 6.8	Credits: 25 SGPA: 7.0

Thus, $CGPA$

$$= \frac{(22 \times 6.9 + 22 \times 7.8 + 23 \times 5.6 + 23 \times 6.0 + 23 \times 6.3 + 23 \times 8.0 + 23 \times 7.0 + 23 \times 7.2 + 23 \times 6.8 + 25 \times 7.0)}{22 + 22 + 23 + 23 + 23 + 23 + 23 + 23 + 23 + 25}$$

$$= \frac{1577.1}{230} = 6.86$$

(Conversion of CGPA to Percentage (%)) = $(CGPA - 0.5) \times 10 = (6.86 - 0.5) \times 10 = 63.60$

Conversion of CGPA to Percentage

For the purpose of declaring a common percentage (irrespective of discipline), the following formula shall be adopted:

$$\text{Percentage (\%)} = (CGPA - 0.5) \times 10$$

Example:

CGPA	Percentage (%)
7.5	70
6.5	60
5.5	50

Note: The student in order to be eligible for the award of degree must maintain a minimum CGPA of 5.5 point for UG / PG / PG Diploma and 6.0 for Ph.D. Degree.



6. Grade Card

The CoE issues Grade Card to the students, which containing the marks and grades obtained by the student in the previous semester and the Semester Grade Point Average (SGPA).

The grade sheet contains:

- i. The title of the courses taken by the student
- ii. The credits associated with the course
- iii. Type of Course
- iv. The marks and grades secured by the student
- v. The total credits earned by the student in that semester
- vi. The SGPA of the student

Part- IV

Rules for awarding the First Rank/Gold Medal for UG/PG Students

Preamble

The award of the First Rank/Gold Medal recognizes outstanding academic excellence among undergraduate and postgraduate students. It is conferred to honor exceptional performance, consistent dedication, and exemplary achievement in the respective program of study, setting a benchmark of merit and inspiring scholarly distinction.

1. First Rank(s) shall be awarded on the basis of the criteria fixed for the said First Rank.
2. A student must have secured top marks with overall CGPA in the entire programme duration.
3. Student must have passed in first attempt in the programme in minimal possible duration
4. A student who has failed in any course and has cleared the course in a Repeat Examination shall not be eligible for award of First Rank. A student must have not got F grade in any of the courses during the entire (UG/PG) programme
5. If a student has taken a supplementary examination or special examinations and if the grades of that particular course have a bearing on the relative standing of the student as against other students with regard to a First Rank, then he/she shall not be considered for the said First Rank.
6. A student who has been fined or has been expelled from the Hostel / University for any act of indiscipline shall not be eligible for the award of First Rank.
7. Student must have cleared all the dues in the university
8. Student must have not been suspended either from attending the classwork or from hostel



in the entire duration of the programme on any reason.

9. Those students who have submitted Undertaking Letter, seeking apology for any reason from the Administration of the institution during the entire programme
10. For award of First Rank in a class, the minimum number of students who passed out from the class should be 10.
11. If two or more students secure the same marks, then the *First Rank* shall be awarded to the student who has higher overall grades
12. In case the two students have equal overall grades, then the grades in the core courses shall be taken into account.

Part- V

Constitution of Examination Committee, medium of instructions and conduct of examinations

Preamble

To ensure the fair, transparent, and efficient conduct of examinations, the institution constitutes an Examination Committee responsible for planning, supervision, and administration of all examination-related activities. The Committee shall function in accordance with prescribed academic regulations and uphold the principles of confidentiality, integrity, and accountability.

The medium of instruction and examination shall be clearly defined and uniformly applied to maintain clarity and consistency in teaching, learning, and assessment. Examinations shall be conducted in a systematic and impartial manner, strictly adhering to approved rules and procedures, so as to accurately evaluate students' knowledge and academic competence in the prescribed subject matter.

Constitution of Examination Committee

The Examination Committee shall have the following composition, role and responsibilities:

1. The Examination Committee shall be constituted, as under:
 - a. The Vice Chancellor – Chairperson
 - b. One External Member of the Academic Council to be nominated by the Academic Council;
 - c. All the Deans of Schools;
 - d. Three members nominated by the Vice Chancellor, for a period of three years;
 - e. The Controller of Examination: Member-Secretary;
2. The Committee shall ensure smooth and fair conduct of all examinations of the University, including moderation, tabulation and publication of the results along with grading.



3. It shall scrutinize and recommend to the Academic Council the names of the examiners received from the schools for approval.
4. It shall also ensure maintenance of standards of the question bank, its periodic updation and availability to the students.
5. The Committee shall be authorized to take action, including debarment, in case any student is found guilty of adapting unfair means at any examination; it may also take action against any paper setter, examiner, moderator or any other person connected with the conduct of an examination, if found indulging in any kind of malpractice.
6. The Examination Committee shall review and analyse the results of the examinations and submit its report to the Academic Council with its recommendations, if any, with regard to the improvement in the examination system.
7. The Examination Committee may appoint such other sub-committee(s) as it may deem fit, and may delegate to any one or more persons or sub-committees the powers for fair conduct of examination(s). However, the reports/recommendations of the sub-committees are any person shall be reported to the examination committee for perusal/ratification.
8. The quorum of the meeting shall be one third of the total strength of the Examination Committee.
9. The Committee shall have at least two meetings, in an Academic Year.
10. In case of any doubt about the interpretation of the Ordinance, or the Examination Manual governing the manner of conduct of the examinations. the decision by the Vice Chancellor shall be final and binding.

Medium of Instructions and Conduct of Examinations

1. The medium of instruction in respect of all programmes conducted in the Schools, Centres and departments in the University shall be in English except in case of the courses of languages. The University at its discretion may allow any student on demand to write exams in regional language even if the course is in English medium.
2. The examinations of the University shall be open to the regular and eligible students, i.e. such students who have undergone a regular course of study in the University for a period specified for that course of study after fulfilling the minimum attendance and the credit requirements as laid down in the Regulations/Ordinance of the University.
3. All examinations of the University shall be conducted at the headquarters of the University. The format and timing of continuous internal assessment shall be decided by the concerned member of the faculty and the format and timing of the end-semester examinations shall be decided by the School Board in consultation with the Controller of Examinations. Provided however that, all the end – semester examinations for different Departments/ Centres in a School shall normally be conducted in a commonly agreed time-frame within the semester. The examinations for the programmes offered by the Institutions having MoU with the CUAP shall be conducted in the respective institutions under the supervision of the CUAP.
4. The Controller of Examinations shall conduct the examinations including the preparation and printing of the question papers as per the prescribed norms confidentially. The Question



papers of all the examinations shall be set and answered in English language subject to the following conditions:

- i. Question papers of all the examinations in languages shall be set and answered in the respective languages.
- ii. Provided that the candidates appearing at an examination in languages other than English may be permitted to answer a part of the question paper in English and the rest in the language concerned.

Removal of difficulties:

If any difficulty arises in the implementation or operation of any provision of these rules, the Vice-Chancellor may, from time to time, with the approval of the Executive Council, issue such general or specific directions as may be considered necessary for the purpose of removing such difficulty, provided that such directions are not inconsistent with the provisions of the Act, Statutes, Ordinances, or the directives issued by the Government of India, Ministry of Education, or the University Grants Commission.

Interpretation:

Any ambiguity or lack of clarity with regard to any clause under these Rules, the matter may be referred to the Executive Council for clarification

Amendment of Rules:

Amendment, modification, changes, withdrawal, suspension and relaxation in any or all of the provision of these Rules shall be done with the prior approval of the Executive Council. Any amendments or guidelines issued by the University shall take immediate effect.

Residuary Matters:

In regard to the matters not specified or referred to in these rules, the matter shall be decided by the Vice-Chancellor and be referred to Executive Council for ratification. In case any particular provision in these rules is in conflict with the UGC regulations/guidelines, the provisions of the UGC regulations/guidelines shall prevail.

Territorial Jurisdiction:

In case of any dispute, the territorial jurisdiction for adjudication shall be the “*High Court of Andhra Pradesh*”.

Controller of Examination i/c
Central University of Andhra Pradesh

Controller of Examinations
Central University of Andhra Pradesh
Ananthapuramu.

