

RAMDEOBABA UNIVERSITY, NAGPUR		
Policy Name: Examination Policy (2025-26)		
E1		Application and Commencement
1		These Rules, Ordinances and Regulations as applicable shall be called Examination Policy Rules created under Maharashtra Private Universities (Establishment & Regulation) Act 2023 (Mah. Act No. VIII of 2024).
2		These Rules shall apply to every School of RBU.
3		These Rules, Ordinances and Regulations shall come into force from the date of approval by the Board of Examinations, Academic Council and the Board of Management of the University.
4		No Rule, Ordinance and Regulation shall be altered or amended by any authority of the University which would be in conflict with or detrimental to the provisions of UGC and Maharashtra Private Universities (Establishment & Regulation) Act 2023 (Mah. Act No. VIII of 2024).
E2		Definitions: Abbreviations
		<ol style="list-style-type: none"> 1. In these rules and in other rules relating to the examinations, unless there is anything repugnant in the subject or context : <ol style="list-style-type: none"> i) “Academic Year or Year” means a year defined in the Academic Regulations of the University. ii) “Admission to an Examination” means the issuance of an admission card to a candidate in token of his having complied with all the conditions laid down in the Academic Regulations of the University. Provided that a candidate who does not fulfill all the conditions may, at the discretion of a competent authority of the University, be admitted provisionally and, in case all conditions are not fulfilled by him, his admission shall be liable to be cancelled. iii) “Applicant” means a person who has submitted an application to the University in the form prescribed for admission to an examination i.e. the Examination Form. iv) “Candidate” means a person who has been admitted to an examination by the University. v) “Examinee” means a person who presents himself for an examination to which he has been admitted. vi) “Examination” means an examination prescribed by the Academic Regulations of the University.

		<p>vii) “Examination Fee” means the fee prescribed by the concerned rules and includes the fee for statement of grades, but does not include any other fee.</p> <p>viii) An “Ex-student” is a person, who having once been admitted to an examination of this University, is again required to take the same examination by reason of his failure or absence or detention and shall include a student who may have joined a University again in the same class.</p> <p>ix) “Test Examination” means an examination conducted by a School in accordance with the provisions made in Academic Regulations of the University.</p> <p>x) “End Semester Examination”, “Make-up Examination” means an examination conducted by the University in accordance with the provisions made in Academic Regulations of the University.</p> <p>2. In these rules unless a different intention appears.</p> <p>(a) Words referred to in masculine gender shall be taken to include a reference to feminine gender; and words in the singular shall include the plural and vice-versa</p>
E3		Vision of RBU
		Advancement of knowledge through education, research, and innovation in pursuit of nation-building.
E4		Mission of RBU
		<ul style="list-style-type: none"> • Providing quality education that builds a foundation for life-long learning. • Striving continuously for creating an intellectually stimulating environment for research, innovation, and entrepreneurship. • Developing professionals and future leaders with ethical values to serve the society.
E5		Objectives: Examinations
		Create examination Policy Framework
		To conduct free and fair examinations
		Conduct Convocation Ceremony and distribute Degree / Diploma Certificates.
		Conduct programs for improving the examination system
E6		Powers: Examinations
		To conduct examinations as per examination policy
		Declaration of Results as per Examination policy
		Carry out all other related matters of examinations as per the examination policy.

E7		Functions: Examinations
		Conduct free and fair examinations
		Declaration of results in time
		Distribute result certificates in time
		Implement unfair means charter
E8		Officers to execute the policy
		Controller of Examinations
		Deputy Controller of Examinations (Two)
		Officer In Charge, Examinations (Two)
		Evaluation Centre Incharge
		School Examination Coordinator (One per School/ Department)
E9		Controller of Examinations (COE)
	1	The Controller of Examinations shall be a full-time salaried officer and shall work directly under the directions and control of the Vice-Chancellor. He shall discharge his functions under the superintendence, direction and guidance of the Board of Examinations and Evaluation and shall be concerned with the implementation of the policies and directives given by the Board of Examinations and Evaluation.
	2	The qualifications and experience for the purpose of selection of the Controller of Examinations shall be as specified by the UGC and Maharashtra Private Universities (Establishment & Regulation) Act 2023 (Mah. Act No. VIII of 2024) .
	3	The emoluments and other terms and conditions of service of the Controller of Examinations shall be such as prescribed by the UGC and Maharashtra Private Universities (Establishment & Regulation) Act 2023 (Mah. Act No. VIII of 2024) from time to time;
	4	The Controller of Examinations shall be appointed by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Rules, Regulations or Ordinances: Provided that, in appointing the Controller of Examinations, preference shall be given to the persons with proven capacity of use of technology in delivery of education.
	5	Appointment of the Controller of Examinations shall be for a term of three years or till he attains the age of superannuation, whichever is earlier and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of three years in the university.

E10		Duties and Responsibilities of Controller of Examinations
		The Controller of Examinations shall:
	1	Be the principal officer-in-charge of the conduct of university examinations, tests and evaluation, and declaration of their results.
	2	Be the Member-Secretary of the Board of Examinations and Evaluation and of the committees appointed by the Board except the committees constituted for appointment of paper-setters, examiners and moderators.
	3	Be responsible for making all arrangements necessary for holding examinations, tests and evaluation, and for timely declaration of results; preparation of formats for the question papers, evaluation sheets, marks lists and other necessary documents.
	4	Evolve and implement in consultation with the Board of Examinations and Evaluation, processes for proper and smooth conduct of examinations and evaluation.
	5	Prepare and announce in advance the program of examinations, after seeking approval of the Board of Examinations and Evaluation.
	6	Arrange for printing of question papers.
	7	Postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a school alleged to have committed malpractices, in consultation with the Vice-Chancellor.
	8	Take disciplinary action where necessary against the candidates, paper setters, examiners, moderators, or any other persons connected with examinations and evaluation, found guilty of malpractices in relation to the examinations and evaluation.
	9	Review, from time to time, the results of university examinations and evaluation, and forward reports thereon to the Board of Examinations and Evaluation.
	10	Strive to declare the results of every examination and evaluation conducted by the University within thirty days from the last date of the examination for that particular program and shall in any case declare the results latest within forty-five days and in case of delay, prepare a detailed report outlining the reasons.
	11	Take all steps for implementation of all academic and administrative decisions taken by the Board of Examinations and Evaluation.
	12	Implement decisions taken by the various university authorities connected with the examination and evaluation process.
	13	Implement all policy and operative decisions with reference to the Choice-Based Credit System.
	14	Organize training for teachers in order to acquaint them with new trends in the assessment processes, such as cognitive and summative assessment, creation and use of repository of questions,

		use of technology in paper setting and conduct of examinations, tests and evaluation.
	15	Ensure innovative and effective use of information and communication technology in the entire process of the conduct of examinations and evaluation.
	16	Arrange for proper assessment of performance of candidates at the examinations and process the results.
	17	Ensure that answer books for all examinations are assessed through the central assessment system or any other method as determined by the Board of Examinations and Evaluation.
	18	Ensure that every teacher and non-teaching employee in the university renders necessary assistance and service in respect of examinations of the university and in evaluation process.
	19	Carry out all other duties and functions assigned to him by the Board of Examinations and Evaluation;
	20	Undertake any other task assigned to him by the university authorities to carry out the objectives of the Board of Examinations and Evaluation, and to ensure that the objectives of the university are accomplished.
	21	Exercise such other powers and perform such other duties as prescribed by or under this Rules, Regulations or Ordinances or assigned to him by the Vice-Chancellor from time to time.
E11		Deputy Controller of Examinations
	1	The Deputy Controller of Examinations shall, work under the Controller of Examinations of the university. He shall be a full-time salaried officer and shall work directly under the superintendence, direction and control of the Controller of Examinations.
	2	The emoluments, eligibility, experience and other terms and conditions of service of the Deputy Controller of Examinations shall be such as may be prescribed by the Board of Management or UGC from time to time.
	3	The Deputy Controller of Examinations shall be appointed by the Vice-Chancellor on the recommendation of a selection committee constituted for the purpose under the Rules, Regulations or Ordinances.
	4	Appointment of the Deputy Controller of Examinations shall be for a term of three years or till he attains the age of superannuation whichever is earlier and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for one more term of three years in the university in which he is serving.
E12		Duties and Responsibilities of the Deputy Controller of Examinations

		The Deputy Controller of Examinations shall work under the supervision of the Controller of Examinations and shall undertake work as assigned to them by the Controller of Examinations.
E13		Officer in Charge, Examinations and Evaluation Centre Incharge
		Senior Professor/ Associate Professor(s) shall be nominated by the Vice Chancellor as Officer in Charge, Examinations and Evaluation Centre Incharge.
		They shall work under the supervision of the Controller of Examinations and shall undertake work as assigned to them by the Controller of Examinations.
		They shall report any untoward happening in the conduct of Examinations or declaration of results to the Controller of Examinations and the Vice Chancellor.
E14		Appointment of School/ Department Examination Coordinators
		The Director of the respective schools/ head of the departments shall nominate a senior teacher as School/ Department examination coordinator.
		They shall work under the supervision of the Controller of Examinations and the Director of the schools/ head of the departments.
		They shall be the touch point on behalf of the school/ department for smooth functioning in coordination with the office of the Controller of Examinations.
E15		Council, Boards, Formation, Powers and Functions
	1	Board of Examinations and Evaluation
		The Board of Examinations shall be the principal authority of the university for conducting the examinations and making policy decisions with regard to organizing and holding examinations, improving the system of examinations, appointing the paper-setters, examiners and moderators and also prepare the schedule of examinations for holding examinations and declaration of results. The Board of Examinations and Evaluation shall also oversee and regulate the conduct of examinations in the university.
		The Board of Examinations and Evaluation shall consist of the following members, namely;
	1	Vice Chancellor – Chairperson
	2	One Professor of each school

	3	One evaluation expert from outside the university, nominated by the Vice-Chancellor;
	4	Controller of Examinations, Board of Examinations and Evaluation, Member- Secretary;
	5	The committee may co-opt/ invite members with the consent of the chairperson.
E16		Duties and Responsibilities of the Board of Examinations and Evaluation
	1	To devise policy, mechanism and operational strategies to do the tasks related to assessment of performance of students efficiently and in a time bound manner.
	2	To ensure proper organization of examinations and tests of the university, including moderation, tabulation, evaluation and timely declaration of results.
	3	To prepare the financial estimates related to examinations and evaluation for incorporation in the annual financial estimates (budget) of the university and shall submit the same to the Finance and Accounts Committee.
	4	To arrange for strict vigilance during the conduct of examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.,
	5	To establish procedures and devise operative mechanism for credit assessment in the modular structure by the teachers and use computer technology for the entire process of assessment and evaluation including creating and effectively using a repository of question banks;
	6	To ensure that the assessment of answer books for award of degrees or certificates shall be done centrally through central assessment system by following system of masking and de-masking of answer books or any other alternative system for ensuring the objective of secrecy.
	7	To undertake examination and evaluation reforms in order to make the examination and evaluation system more efficient.
	8	To appoint paper-setters, examiners, moderators from amongst the persons included in the panels prepared by the Board of Studies.
	9	To approve a detailed programme of examinations and evaluation as prepared by the Controller of Examinations and as approved by the Board of Examinations and Evaluation.
	10	To consider the reports of review of results of university examinations forwarded by the Controller of Examinations with the approval of the Board of Examinations and Evaluation.

	11	To hear and decide the complaints relating to conduct of examinations and evaluation.
	12	To exercise such other powers in relation to examinations and evaluation as may be assigned to it by or under this Rules, Regulations or Ordinances.
E17		Quorum (Boards & Committees) and other meeting formalities
	1	The quorum constitutes one-third of the total number of members of the any Board / Committee. In the absence of quorum, the committee will wait for half an hour, subsequent to which the Board / Committee meeting will be continued.
	2	At least two meetings are held every year as per the academic calendar.
	3	When the Chairperson so provided for is absent and no provision is made for any other person to preside, the members present shall elect a person from amongst themselves to preside at the meeting;
	4	All items, questions, matters or proposals on the agenda shall be decided by a majority of votes of members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote. The secretary, if not a member, shall have the right to participate in the deliberations but shall not have the right to vote.
	5	Any member such as subject experts, industry experts, academicians, eminent personalities as required may be coopted by the Chairman of the Board as may be required in addition to the listed members.
E18		Termination of membership
		A person shall be disqualified for being a chairman / member, if he is of unsound mind and to be punished for indulging in or promoting unfair practice.
E19		Budget
		The office of Controller of Examinations shall prepare budget proposals for all heads of accounts and get it approved from finance committee.
E20		Exam Fees and Remuneration for Exam-Related Work and Charges for issue of certificates/ documents to students on demand.

		Refer Annexure – I for the examination fees and the rates of Remuneration for Exam-Related Work
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E21		Utilisation of Budget
		All expenditures shall be made as per the provisions of the budget.
		No deviations have to be permitted. If deviations are required, prior approval of the Finance Committee shall be required.
		A utilisation certificate is to be submitted to the finance department before the end of the financial year.
E22		Examination Process
	1	The Controller of Examinations, based on Academic Calendar prepares examination schedule and submits it to the Board of Examination and Evaluation. The approved schedules shall be notified to all concerned.
	2	The Controller of Examinations or his nominees as approved by the Board of Examinations shall oversee the smooth conduct of Examinations.
	3	<p>For the theory courses with two and three credits, the end semester examination shall be typically of two hours and three hours duration respectively.</p> <p>An alternative mode of evaluation that provides a more holistic assessment of students' understanding, skills, and application of knowledge, such as project-based evaluation, technical presentations, prototype demonstrations etc. may be adopted with prior approval from the respective Board of Studies.</p> <p>For all other courses including practical courses and courses of a special nature with no end semester examination component and one credit theory courses shall be conducted by the respective schools/ departments and the grades shall be communicated with the office of Controller of Examinations.</p>
E23		Details of Course Work for examinations
	1	In a semester, a student shall be evaluated for his/her academic performance in a theory (lecture/tutorial) course through Continuous Evaluation and End Semester Examination. All the examinations shall be conducted as per the syllabi prescribed by the respective BOS and approved by the Academic Council.

		<p>The marks on attendance if awarded as a part of Teachers' assessment, shall be given to those students having attendance more than or equal to 75% in that course. However, to assign marks on student attendance will not be mandatory and will be declared in the beginning of the semester by course coordinators.</p> <p>End semester examination shall be conducted as per the schedule in the Academic Calendar. The time-table of End Semester Examinations shall be prepared and disseminated by the office of Controller of Examination. The End Semester Examination will be as per the scheme of examination.</p> <p>The valued answer books shall be shown to the students within six working days after the last day of theory examination. Grievances, if any, shall be addressed by the school on application by the students within next two working days. After grievance redressal, the answer book can be seen by the student within the time period notified by the course coordinator and correction in marks, if any, should be incorporated. Grade moderation and allotment of grades shall be communicated to the office of COE by the school in the format prescribed within ten working days after the day of examination.</p>
	2	A student who skips teachers' assessment or a part thereof shall be awarded zero marks under the respective head.
	3	A student who remains absent for End Semester Examination, shall be awarded 'I' Grade in end semester examination. A student eligible for 'FF' or 'I' grade shall be allowed to appear for the make-up examination. The make-up examination shall be conducted within one month from the declaration of results of the end semester examination. Make up examination shall be for end semester examination of that academic semester only.
	4	<p>A student's academic performance in a practical course will be assessed through continuous evaluation, as per the teaching scheme.</p> <p>Continuous assessment will account for 100% of the evaluation, based on the students' performance in each practical examination, journal completion, and viva voce or objective test.</p>
	5	The seminar shall be evaluated through the quality of work carried out, the report submission and presentation/s as per the guidelines prescribed by the respective BOS from time to time.
	6	Project work shall be evaluated by mid-term seminars, the quality of work carried out, project report submission and the viva-voce examination.
	7	Notwithstanding contained above, any specific norms in respect of examination, criterion of passing, results, valuation, grading,

		discipline, award of degree, attendance shall be as approved by BOS and Academic Council, if required.
	8	<p>An examinee securing 'FF' or 'Z' grade in any course of an examination shall have an option to forego his/her continuous assessment marks in a course. In such cases he/she shall be examined for a total marks comprising theory end semester examination and continuous assessment together, at his/her successive attempt at the examination such an option can be availed by an examinee in case he/she is appearing for the successive attempts at the examination as ex-student for that particular course. The option of forego cannot be availed by examinee in an examination in case he/she is appearing for the examination as regular student for that particular course. A student who is detained from appearing in an examination in a course(s) for lack of attendance can exercise the option of forego in successive attempts at the examination.</p> <p>The option for forego is not applicable to courses with no end semester component.</p> <p>To avail this, the examinee would indicate the same in his or her 'Application for the examination' and the option once exercised, shall be 'Final and Binding' on the examinee concerned for all the subsequent examinations in that course.</p> <p>For the examinee opting for forego, his/her marks in continuous assessment shall be ascertained proportionately on the basis of his/her marks in the end semester examination of that course.</p>
	9	For the courses which are closed by the schools, after the immediate make-up examination from closure of course, maximum four consecutive available attempts will be provided (as and when the examination is conducted) to pass these courses. Thereafter, the End Semester evaluation pattern/conduction method for courses which are closed by the school shall be decided by respective Board of Studies for such courses only. On successful completion of the course as per the evaluation pattern decided by BoS, the student shall be awarded grade not higher than 'BC' based on his/her performance.
E24		Grading System
	1	For every course taken by a student he/she is assigned a grade based on his/her combined performance in all components of evaluation scheme. The grade indicates a qualitative assessment of the student's

		performance and is associated with equivalent number called a grade point on a ten point scale.																																													
	2	The letter Grades (up to ‘CD’ only in theory courses and up to ‘CC’ grade in practical courses) awarded to a student in all the credit courses shall be converted into a SGPA and CGPA.																																													
	3	For computation of grades, for the evaluation of the academic performance of an examinee in a course, in Makeup Examination, the Mean and the Standard Deviation would be the same as the Mean and Standard Deviation in the End Semester Examination for which the Makeup Examination is conducted.																																													
	4	A student passing a course in Makeup examination shall be treated as having cleared the course in the ‘First Attempt’.																																													
	5	In case, an ex-student appears for examination of the course along with regular students appearing in that course then the cut-off marks of the regular examination shall be applicable. In all other cases the cut-off marks of the previous regular examination shall be applicable.																																													
	6	A Grade Moderation Committee for the programmes shall be appointed semester wise by the Director. This committee shall be responsible for adherence to the guidelines for the award of grades and shall include all the concerned Head of the Department. The Director of the respective school, shall be responsible for the display of grades in the department and for forwarding the final grades to the COE.																																													
E25		Promotion Rules and Number of attempts																																													
		The number of attempts and promotion rules for all undergraduate programmes is as follows																																													
		For UG and PG programmes <table border="1"><thead><tr><th>Semester</th><th>Regular Winter</th><th>Makeup Winter</th><th>Regular Summer</th><th>Makeup Summer</th></tr></thead><tbody><tr><td>I</td><td>Yes</td><td>Yes</td><td>Yes</td><td>-</td></tr><tr><td>II</td><td>Yes</td><td>-</td><td>Yes</td><td>Yes</td></tr><tr><td>III</td><td>Yes</td><td>Yes</td><td>Yes</td><td>-</td></tr><tr><td>IV</td><td>Yes</td><td>-</td><td>Yes</td><td>Yes</td></tr><tr><td>V</td><td>Yes</td><td>Yes</td><td>Yes</td><td>-</td></tr><tr><td>VI</td><td>Yes</td><td>-</td><td>Yes</td><td>Yes</td></tr><tr><td>VII</td><td>Yes</td><td>Yes</td><td>Yes</td><td>-</td></tr><tr><td>VIII</td><td>Yes</td><td>-</td><td>Yes</td><td>Yes</td></tr></tbody></table> <p>Promotion Rules:</p> <ul style="list-style-type: none">For being eligible to register for (or take admission in) Semester III, student must have secured at least 60% of the total credits	Semester	Regular Winter	Makeup Winter	Regular Summer	Makeup Summer	I	Yes	Yes	Yes	-	II	Yes	-	Yes	Yes	III	Yes	Yes	Yes	-	IV	Yes	-	Yes	Yes	V	Yes	Yes	Yes	-	VI	Yes	-	Yes	Yes	VII	Yes	Yes	Yes	-	VIII	Yes	-	Yes	Yes
Semester	Regular Winter	Makeup Winter	Regular Summer	Makeup Summer																																											
I	Yes	Yes	Yes	-																																											
II	Yes	-	Yes	Yes																																											
III	Yes	Yes	Yes	-																																											
IV	Yes	-	Yes	Yes																																											
V	Yes	Yes	Yes	-																																											
VI	Yes	-	Yes	Yes																																											
VII	Yes	Yes	Yes	-																																											
VIII	Yes	-	Yes	Yes																																											

		<p>(rounded off to nearest lower integer) in first year (Semester I & II together).</p> <ul style="list-style-type: none"> For being eligible to register for (or take admission in) Semester V, student must have completed successfully all courses & earned all the credits offered in first year and secured at least 60% of the total credits (rounded off to nearest lower integer) in second year (Semester III & IV together). For being eligible to register for (or take admission in) Semester VII, student must have completed successfully all courses & earned all the credits offered in first & second year and secured at least 60% of the total credits (rounded off to nearest lower integer) in third year (Semester V & VI together).
E26		Submission of Examination Form:
		<ul style="list-style-type: none"> i) Exam fees of regular students for both, odd and even semester examinations will be collected as part of the admission fees. ii) Ex-Student shall pay the examination fees online after declaration of the examination form submission date. iii) Such student shall fill examination form online after declaration of the date. iv) Students will be allowed to fill the exam form after the notified last date with late fees and super late fees. Exam forms will not be accepted once the last date with the super late fees expires, unless in exceptional situations. v) A candidate who is unable to present himself for any examination shall not receive a refund of his fees. vi) The Director/HOD/DEC shall mark a student “Detained”, if the student is detained. This shall be approved by Dean Academics and the Vice Chancellor. vii) Similarly Dean Admissions shall have right to withhold result of any student for any reason related to admission. He shall mark “Withheld” against the student name in ERP. He only shall be able to revoke the withhold remark. viii) Programme/Semester wise admission cards (Hall Tickets) should be printed by the candidates themselves through their logins or distributed to the students by the examination office before commencement of the examination. ix) If a candidate suppresses some vital information and tries to appear at an examination for which he is not due, the total amount of fee paid by him shall be forfeited. He shall further be asked to appear before the disciplinary action committee constituted by the Vice Chancellor. The decision of the disciplinary action committee will be final in his case.

E27		Eligibility Criteria regarding appointment of Paper Setter/Moderator/ Examiner/ Re-assessor/Practical Examiner
		<p>The Board of Studies shall finalize the panel of the Paper Setter/Moderator/Examiner/Re-assessor/Practical Examiner for each academic year/ semester.</p> <ol style="list-style-type: none"> The Paper Setters shall have at least five years of teaching experience and at least one-year experience of teaching the course for which appointment is to be made. In case the Paper Setter is appointed from Industry/Organization/Field, he/she shall have at least two years of professional experience in the relevant field. The Moderator shall have at least seven years of teaching experience in the respective program for which appointment is to be made. In case the moderator is appointed from outside the university, he/she must have at least seven years of experience in the relevant field. The Practical Examiner shall have at least three years of teaching experience. In case the Examiner is appointed from Industry/Organization/Field he/she shall have at least two years of professional experience in the relevant field. However, if a person is not available as per the norms, as an exceptional case, the norms may be relaxed for the appointments with prior written approval from the Vice-Chancellor. No person can claim appointment as Paper Setter/Moderator/Examiner/Re-assessor or any other appointment related to examination work as a matter of right. The appointments as Paper Setter/Moderator/Examiner/Re-assessor/Practical examiner shall be made as per the following guidelines. <ol style="list-style-type: none"> Appointment of paper setter and moderator shall be made at least two months before the end semester examination. Appointment of assessor shall be made fifteen days before the end semester examination. Appointment of examiner for practical/ project/ viva/ seminar shall be made fifteen days before the scheduled examination. In case the Paper Setter/Assessor/Re-assessor/Practical examiner is from outside the University, he/she shall communicate his/her acceptance immediately. However, if it is not possible for him/her to accept the said appointment he/she shall communicate the same to the concerned authority immediately and in case of Practical Examination at least a week before the date of examination. In case no communication is received from Paper

		<p>setter/Moderator/Examiner/Re-assessor/Practical Examiner within prescribed time limit it may be presumed that the appointment is not accepted.</p> <p>viii) The Paper Setter/Moderator/Examiner/Re-assessor shall follow all the directions given by the Academic Council from time to time with regards to pattern of question papers, setting of question papers, model answers scheme of marking etc.</p>
E28		Question Paper Setting and Moderation
		<p>Question paper for the end semester examination shall be of 50 marks and maximum duration shall be of 3 hours respectively. However, for some course(s)/subject(s) the duration and maximum marks may vary as mentioned in the curriculum.</p> <ol style="list-style-type: none"> 1. Paper Setter(s) shall set the question paper as per the pattern and template prescribed by the university from time to time. 2. The Paper Setter shall ensure strict confidentiality and shall not disclose his/her appointment. 3. The Paper Setter/Moderator of Universities other than RBU shall submit his/her willingness/unwillingness to the authority within seven days from the date of receipt of the letter of appointment. Provided that if no communication is received from the Paper Setters/Moderators within the prescribed time limit, it will be presumed that the appointment has not been accepted by the concerned teacher(s)/person(s) as the Paper Setters/Examiners/Moderators. 4. The faculty members of RBU cannot refuse to accept the assignment of the examination work. However, if there is a genuine inability to accept the appointment, the concerned faculty member shall communicate reasons in writing to the Controller of Examinations within the prescribed time limit. The Controller of Examinations shall place the letter received from the faculty member for the consideration before the Board of Examinations and Evaluation. 5. The Paper Setter shall submit one/two paper sets as has been mentioned in the appointment letter. 6. Nature of question paper should be precise. 7. Paper setter should design the question paper such that, <ol style="list-style-type: none"> i) questions are written with simple, straight forward and meaningful wordings; ii) questions are unambiguous; iii) questions should be commensurate with the marks allotted; iv) question paper covers the entire syllabus of the course; v) the full question paper can be answered within the stipulated time allotted for it;

		<p>8. Paper Setter(s) shall not repeat the same question in the same/different set(s).</p> <p>9. Paper Setter(s) shall not set question(s) outside the scope of the syllabus.</p> <p>10. Questions should be set in such a way that it will test the skill of applying the knowledge acquired, rather than testing the memory or merely book information.</p> <p>11. Marks shall be indicated on the right side of sub-question or the question.</p> <p>12. Course outcomes should also be marked on the right side of sub-question or the question.</p> <p>13. In order to have uniformity in the assessment of answer books, for the courses where more than one valuer is involved, the course coordinator should conduct a meeting of all the valuers and brief them with regard to the scheme of marking for the theoretical questions as well as questions involving numerical.</p> <p>14. The Paper Setter should specifically mention the charts, tables, IS codes, data books etc required, if any, for the examination.</p> <p>15. Paper Setters shall submit a declaration form in prescribed format to the COE office.</p> <p>16. Moderators shall submit a declaration form in prescribed format to the COE office.</p>
E29		Paper setting and moderation process
		<p>i) COE will send mail to the schools regarding number of paper sets required instructions for setter and moderators, declaration form, question paper template and the last date for submitting the sealed envelopes containing print out of the moderated question papers.</p> <p>ii) DEC will appoint duties for paper setting and moderation in ERP as per the panel approved by the BOS.</p> <p>iii) A paper setter may be assigned duty for setting maximum two sets of the same subject.</p> <p>iv) Paper setter of a subject cannot be a moderator for the same question paper set i.e. for a particular set of a subject, paper setter and moderator should be different.</p> <p>v) Paper should be set in the question paper template only.</p> <p>vi) When paper set is ready by the setter, moderator and paper setter should sit together and complete the moderation work.</p> <p>vii) They will take the printout, and ensure that all the questions, marks, figures, equations etc are properly printed. This printout will be signed by the paper setter, moderator and Chairman BOS/HOD. This shall be sealed in the envelope</p>

		<p>issued by the COE office, and submitted to Chairman BOS/HOD/DEC.</p> <p>viii) Paper setter and moderator must ensure that the material related with the question paper set is destroyed completely.</p> <p>ix) Chairman BOS/HOD/DEC will submit all envelopes of question paper sets of their school, list of paper setters and moderators and the declaration form by the paper setter and moderator to the COE office.</p>
E30		Finalization of Continuous Assessment (Theory & Practical), Grades of the Audit Courses and Incentives
		<p>Continuous Assessment (Theory & Practical): After freezing the continuous assessment marks (theory, practical, seminar, project etc) consolidated as well as subject wise print out should be taken. Final continuous assessment marks should be shown to the students and their sign should be taken on this consolidated statement. Correction(s) in marks, if any, should be incorporated in the MIS. A copy of corrected final internal marks signed by the subject teacher and Director/ HOD should be sent to the COE office before the last date notified from COE office. After submission of these marks to the office of COE, alteration/correction in marks shall not be accepted. Any change in the marks submitted shall be accepted by COE in exceptional cases only, after approval from the Vice Chancellor.</p> <p>Grades of the Audit Courses: Grades of the audit course should be entered by the concerned faculty. A copy of grades with the students' name/roll number signed by the concerned teacher and Director/ HOD should be sent to the COE office before the last date notified. After submission of these grades to the office of COE, alteration/correction in grades shall not be accepted. Any change in the grades submitted shall be accepted by COE in exceptional cases only, after approval from the Vice Chancellor.</p> <p>Incentives: Incentives for the extracurricular activities should be entered by HOD, Sports in ERP and signed hard copy of the same should be sent to the COE office before the last date notified from the COE office. Academic incentives will be given by the school. Hard copy of the same duly signed by the Director/ HOD will be sent to the COE office before the last date notified from the COE office. After submission of the incentive points to the office of COE, alteration/correction in incentives shall not be accepted. Any change shall be accepted by COE in exceptional cases only, after approval from the Vice Chancellor.</p>
		Conduct of End Semester Examination

	<p>Appointment of Officer-in-Charge and Co-officer-In-charge: Vice-Chancellor shall appoint senior teachers of University to act as Officer in-Charge and Co- officer-in-Charge for smooth and proper conduction of End Semester Examination. End Semester Examination for all Programmes shall commence on the day as per academic calendar and the timetable prepared by COE and approved by Examinations Committee. However, in case of any contingency, the COE is empowered to reschedule any examination.</p> <p>Duties & Responsibilities of the Officer-in-Charge:</p> <ol style="list-style-type: none"> i) Prepare master plan of seating arrangement, with regards to total number of students appearing for the examination. ii) Appoint invigilators, and administrative staff for conduct of examinations, iii) Receive blank answer books bearing serial numbers and sealed packets containing question papers and keep them in his personal custody. iv) Check the name of examination, course (subject), paper, date & time printed on the envelope with the examination time-table prior to conduction of examination. v) Open the sealed packets of question papers, 30 minutes before the start of Examination, both OIC and Co-Officer-in-charge should sign the packet in presence of two witnesses on each day of Examination. vi) Open only those question paper packets which are required on a particular day and shift as is given in the time-table of the Examination. vii) Give the memorandum of instruction to invigilators as received from the COE office and ask them to scrupulously follow the same. viii) Display the examination related instructions for student as received from the COE office at appropriate places. ix) Take rounds in the different rooms/halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination. x) Submit the account of total answer-books received, answer-books used during examination, spoiled answer-books & the number of answer-books returned to the office of COE after completion of the examination. xi) Receive the cases of misbehavior, malpractices, use of unfair means etc from the invigilator and forward the same to the office of COE. xii) Provide the facility of amanuensis/writer to the blind examinee with extra time of twenty minutes per hour and to the physically handicapped examinee with extra time twenty minutes per hour over and above the stipulated time limit of the paper to write answers after verifying the Medical
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		<p>Certificate issued by the Civil Surgeon/Orthopedic Surgeon. The writer should be lesser qualified than the blind/physically handicapped student.</p> <p>xiii) Provide the facility of giving twenty minutes per hour extra over and above the stipulated time of the paper, to write answers during the examination to the paraplegics, orthopedically handicapped students who have hand co-ordination problem and to the visually handicapped students after verification of Medical Certificate issued by the Civil Surgeon/ Orthopedic Surgeon.</p> <p>xiv) Send to the Controller of Examinations a list of concerned writers and examinees to whom the facilities have been provided.</p> <p>xv) Enter the roll numbers of the absentees in the ERP and send the absentee record to the COE office and spot valuation centre.</p> <p>xvi) Check the answer books received from invigilators as per attendance record submitted by invigilators and arrange them according to the roll numbers.</p> <p>xvii) Submit the answer papers to the Spot-Valuation Centre immediately after completion of that paper.</p> <p>xviii) Prepare the statement of remunerations to be paid to the staff involved in the end semester examination as per the rules. Remuneration shall be paid to the staff after the examination is over and account of payment shall be submitted to the accounts office within a week.</p>
E31		Examination Vigilance Squad
		<p>Appointment of Vigilance Squad:</p> <ol style="list-style-type: none"> The Vice-Chancellor shall appoint a team comprising of Senior Faculty members of the University to act as members of Vigilance Squad. The vigilance squad shall consist of male & female faculty members of the University. <p>Duties of Vigilance Squad:</p> <ol style="list-style-type: none"> Make physical verification of students appearing for the examination. However, the verification of all female students shall be carried out by female faculty member only. Ensure that the examinee does not carry with him/her any cell phone/mobile phones, book(s), written/printed papers or any other objectionable material in the examination hall. Ensure that the examinee does not write anything on the question paper supplied to him/her.

		<ul style="list-style-type: none"> iv) Conduct themselves at the examination centre with utmost caution, courtesy and respect, without causing any kind of commotion, which may disturb the examinees. v) Not cause any kind of harassment either to the students or to any of the officials of the examination center. vi) Inspect the examination center regularly, go for surprise checking on and often to ensure that the arrangements made for the conduct of examinations are proper and adequate. vii) Initiate action to curb malpractices like copying, possession of in-discriminatory materials related to examinations, as per the rules and guidelines framed. <ul style="list-style-type: none"> a) The vigilance squad shall report the cases of malpractices detected to the OIC for necessary action and subsequently inform the same to COE. b) The vigilance squad shall carry out any other duties assigned by the COE from time to time for the smooth conduction of the examinations. c) The vigilance squad shall not release any press statement under any circumstances.
E32		Dealing with the cases of Unfair-means
		<p>Unfair Means Committee will be constituted by the Vice-Chancellor for each academic year to deal with the cases of alleged misconduct and use of unfair means by the students in all the examinations conducted by the University. This committee will consist of three members; one out of three members will be the Chairman of the Committee. The committee shall have one student member nominated by the Vice-Chancellor in consultation with Dean, Students Affair for one academic year.</p> <p>As soon as a student is identified by the invigilator or by the authorized person, of having resorted to unfair means his answer book shall be seized. The papers (handwritten/printed/photocopied etc) found in possession of the student shall be signed by the student, Invigilator and Officer-in-Charge and tagged with his/her answer book in candidate's presence. If mobile phone/any electronic gadget is found in possession of the student, it should be seized and sealed in an envelope. The envelope shall be signed by the student, invigilator and Officer-in-Charge. The OIC shall ask the candidate to make a statement in writing, explaining his/her conduct. In case the candidate refuses to do so, the fact of his/her refusal shall be recorded by the OIC, which should be attested by at least one invigilator on duty. In the case of practical tests/ performance tests on PCs the act of using unfair means should be recorded by the internal examiner. Evidence in the form of softcopy/photostat/photograph etc should be submitted along with the statement of the student.</p>

		<p>After completing all above formalities, a fresh answer book shall be given to the student for completing the examination. He/she must be informed that he/she need not repeat the questions he/she has solved in seized answer book; he/she may solve the remaining part of the question paper. After a particular test/examination session is over, these answer books (duly marked I & II with Red ink) and the envelope containing the seized electronic gadget/mobile phone shall be sent separately to the Controller of Examination along with the report.</p> <p>After the examination in all the theory and practical courses is over, the Unfair Means Committee shall enquire into the cases of attempt of unfair means in the examinations. COE office will intimate the date, time and venue to the students by sms/email/notification for appearing before the Unfair Means Committee. Unfair Means Committee will interrogate the student one by one and identify clearly the category of nature of offence as listed in the Examination policy. If the student fails to report on the specified date and time, committee will take the decisions on the basis of reports available. The Unfair Means Committee shall submit its recommendations to the Examination Committee for consideration and necessary orders. The Examination Committee will finalize the recommendations of the Unfair Means Committee.</p> <p>NOTE: 1. Broad categories of unfair means resorted to by students at the examinations and the quantum of punishment for each category thereof is given in the ANNEXTURE-II of the University examination policy.</p>
E33		Assessment of Answer Books
		<p>Assessment of answer books shall be done at the central place (except for the M.Tech. programmes), the Spot Valuation Centre.</p> <ol style="list-style-type: none"> 1. Vice-Chancellor, in consultation with COE, shall appoint a senior faculty member as Incharge, Spot Valuation Centre. He may depute a faculty member to act as Assistant to the Incharge-Spot valuation. 2. The Incharge-Spot valuation, shall select his/her team with the approval of Vice-Chancellor. He/she shall be responsible for smooth and timely completion of the assessment of answer books. 3. Normal working hours of Spot Valuation Centre shall be from 10.00 am to 5.00 pm. Considering the quantum of work and valuation schedule, working hours may be extended as and when it is needed. 4. DEC will enter the subject wise valuer list in the MIS for all the subjects under his board. He will take the print of the list of valuers and send one copy to COE office and one copy to spot valuation incharge, duly signed by Chairman BOS/HOD.

		In order to have uniformity in the assessment of answer books, for the courses where more than one valuer is involved, the course coordinator should conduct a meeting of all the valuers in the department/spot valuation centre and brief them with regard to the scheme of marking for the theoretical questions as well as questions involving numerical
E34		Duties and Responsibilities of In-charge Spot valuation
		<ul style="list-style-type: none"> i) Receive the time table of the examination and formats from the office of COE. ii) Receive the answer books from the Officer In-charge Examinations, in sealed envelopes/bundles, count them and process them for masking. iii) Make bundles of 30 answer books each, for every course (subject). iv) Issue a bundle of 30 answer books to the valuer and insist that valuer should complete the valuation of 30 answer books in a day. v) Instruct the valuer to use red ink for valuation of answer books, write their name & put their signature on each answer book after valuation. vi) Instruct the room supervisor to accept the bundle of valued answer books from the valuer. vii) Inform the valuer about discrepancies, if any, and get the correction done by the valuer. viii) Process the answer books for de-masking. ix) Call the valuers for marks entry in MIS and generate the foil. x) Instruct the data entry operator to enter the marks in MIS and generate the counterfoil. xi) Instruct the Spot Valuation In-charge to put his signature on foil as well as counterfoil of mark list after verifying entries of marks with the marks allotted in the answer book. xii) Arrange the valued answer books roll number wise, course (subject) wise, branch wise and semester wise. xiii) Send a copy of foil in a sealed envelope, bundle wise, to the concerned department along with respective bundle of valued answer books and send counterfoil in a sealed envelope to the office of COE. xiv) Prepare the statement of remunerations to be paid to the staff involved in the spot valuation centre as well as to the valuers and submit the details of accounts to the finance officer in the format prescribed and a copy of same should be sent to the COE for maintaining the records.

E35		Tabulation Register Generation and Results Declaration
	1	<ul style="list-style-type: none"> i) Statement of continuous assessment marks (theory and practical) should be generated through MIS after freezing. These internal marks will be used for TR generation in the COE office. HOD should send a copy of continuous assessment (theory and practical) duly signed by subject teacher and HOD. ii) System will calculate subject wise mean, standard deviation, Grade & Grade points as per Academic Regulations of the University. iii) The subject grades shall be available for viewing and downloading to HOD. iv) Valuer/Course coordinator will do the grade moderation. Departmental grade moderation committee will finalize the grade. v) After final grade moderation the report will be sent to the COE office duly signed by subject teacher/course coordinator and HOD. vi) After sending the grade moderation report to the COE office, department should display the provisional grades of all the subjects of that semester. vii) After receiving grade moderation report from department, provisional TR is generated and placed before the Scrutiny Committee for verification of entry of marks using foils and proforma for correction in marks submitted by concerned HOD. viii) After corrections, if any, TR is placed before Examination committee for approval. ix) After approval, Gazette, TR and grade cards are generated through MIS. Result is announced from COE office and gazette is sent to the registrar office and to the respective schools.
	2	Post-examination process for M.Tech. Programmes: <ol style="list-style-type: none"> 1. After the examination of a course is over, Officer In-charge (OIC) will send the answer papers to the respective department. OIC will send a record of number of students present, absent and roll number of absent students to the department as well as to the COE office. 2. In the department HOD will make the arrangements for receiving the answer papers, keeping it in safe custody and distributing it to the valuers. 3. The valuation of the answer papers will be done in the department. Department may decide it to have centralized

		<p>or de-centralized valuation. Faculty members will have to do the valuation in the department only.</p> <ol style="list-style-type: none"> After the valuation is over, the valuer should display the marks as well as date and time of paper showing to the students. After showing the paper to the students, he should take the sign of the student on the answer book as well as on the foil. Grievances; if any should be addressed by the valuer in co-ordination with the HOD. Marks after grievance redress should be shown to the students. The marks should be entered in the ERP by the valuer/course coordinator. Result processing should be done in the ERP. System will calculate the mean, standard deviation and grades as per the norms. Valuer/course coordinator will do the grade moderation. Departmental grade moderation committee will finalize the grade. After finalization, the grades should be displayed to the students. Answer books and the hard copy of the grade moderation report duly signed by the valuer/course coordinator and Chairman BOS/HOD should be sent to the COE office. Gazette, Tabulation Register (TR) and grade cards will be generated in COE office and result will be declared.
E36		Calculation of SGPA and CGPA
		<p>(i) Calculation of Semester Grade Point Average (SGPA) The performance of a student in a semester is indicated by a number called SGPA. The SGPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester. The Grades as specified in R 20.3 will be used for calculating the CGPA and SGPA.</p> $SGPA = \frac{\sum_{i=1}^n C_i P_i + C_a P_a}{\sum C_i}$ <p>Where, C_i = The number of credits offered in the ith course of a semester for which SGPA is to be calculated P_i = Grade Point earned in the ith course $i = 1, 2, \dots, n$ represent the number of course in which a student is registered in the concerned semester $C_a = 1$; Incentive credit per activity</p>

		<p>P_a = Grade point for participating in activities NCC/NSS/Games & sports/Cultural Activities/Co-curricular activities SGPA is rounded up to two decimal places and SGPA shall not exceed 10.</p> <p>(i) Calculation of Cumulative Grade Point Average (CGPA) Up-to-date assessment of the overall performance of a student from the time of his first registration is obtained by calculating a number called CGPA, which is weighted average of the grade points obtained in all the courses registered by the student since he/she entered the University.</p> $CGPA = \frac{\sum_{j=1}^m C_j P_j + \sum_{l=0}^k C_{al} P_{al} + IPG}{m \sum C_j}$ <p>Where, C_j = The number of credits offered in the jth course up to the semester for which CGPA is to be calculated P_j = Grade point earned in the jth course. $j = 1, 2, \dots, m$ represents the number of courses in which a student is registered up to the semester for which the CGPA is to be calculated C_{al} ; Incentive credit in semester P_{al} = Grade point for participating in activities NCC/NSS/Games & Sports/Cultural Activities and Co-curricular activities. l = number of semesters of participation, IPG = GATE incentive grade points CGPA is rounded up to two decimal places and shall not exceed 10.</p>
E37		<p>Guidelines for Award of Grades</p> <p>Following are the general guideline for the award of grades: Following are the general guideline for the award of grades: (i) Relative grading system shall be followed for all programmes except PG Engineering programmes. (ii) For PG Engineering programmes Absolute Grading System shall be followed. (iii) The marks of various components shall be added to get total marks secured on a 100-points scale. The rounding off shall be done on the higher side. (iv) The award of grade shall be finalized after due review and approval of the examination committee. (iv) The procedures for evaluation and award of grades for project, training, seminar and group discussion shall be decided by Director of respective schools. (v) In case of audit courses the students would be awarded grades as follows</p>

		i. Satisfactory ii. Unsatisfactory																								
E38		Grading System																								
		<ol style="list-style-type: none"> 1. The minimum marks required to secure a passing grade in any course shall be 40% of the maximum marks offered in that course. 2. A grace of a maximum of 5% marks per course shall be given to a student to enable the student to secure a passing grade. 3. A relative grading system (refer Table 1a and 1b) shall be applied for grading of the students eligible to secure a passing grade. 4. The grades shall not be subject to any moderation. <p>Computation of Relative Grades</p> <p>The Mean and Standard Deviation would be calculated for the course based upon the marks obtained by the students in that course who are eligible to secure a passing grade</p> <p>Formula for Mean $\bar{(x)}$</p> $\bar{(x)} = \frac{\sum_{i=1}^n X_i}{n}$ <p>Formula for standard Deviation(s)</p> $S = \sqrt{\frac{\sum_{i=1}^N (x_i - \bar{x})^2}{N-1}}$ <p>Table 1 (a) Grading System for UG Programmes</p> <table border="1"> <thead> <tr> <th>Grades</th><th>Grade Points</th><th>Range for Grade Calculation</th></tr> </thead> <tbody> <tr> <td>AA</td><td>10</td><td>$\geq \bar{(x)} + 1.3 s$</td></tr> <tr> <td>AB</td><td>9</td><td>$< AA \text{ and } \geq \bar{(x)} + 0.80 s$</td></tr> <tr> <td>BB</td><td>8</td><td>$< AB \text{ and } \geq \bar{(x)}$</td></tr> <tr> <td>BC</td><td>7</td><td>$< BB \text{ and } \geq \bar{(x)} - 0.7 s$</td></tr> <tr> <td>CC</td><td>6</td><td>$< BC \text{ and } \geq \bar{(x)} - 1.2 s$</td></tr> <tr> <td>CD</td><td>5</td><td>$< CC \text{ and } \geq 40\% \text{ marks}$</td></tr> <tr> <td>FF</td><td>0</td><td>$< 40\% \text{ marks}$</td></tr> </tbody> </table>	Grades	Grade Points	Range for Grade Calculation	AA	10	$\geq \bar{(x)} + 1.3 s$	AB	9	$< AA \text{ and } \geq \bar{(x)} + 0.80 s$	BB	8	$< AB \text{ and } \geq \bar{(x)}$	BC	7	$< BB \text{ and } \geq \bar{(x)} - 0.7 s$	CC	6	$< BC \text{ and } \geq \bar{(x)} - 1.2 s$	CD	5	$< CC \text{ and } \geq 40\% \text{ marks}$	FF	0	$< 40\% \text{ marks}$
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Table 1 (b) Grading System for PG Programmes (Other Than M. Tech.)		
Grades	Grade Points	Range for Grade Calculation
AA	10	$\geq \bar{(x)} + 1.3 s$
AB	9	$< AA \text{ and } \geq \bar{(x)} + 0.80 s$
BB	8	$< AB \text{ and } \geq \bar{(x)}$
BC	7	$< BB \text{ and } \geq \bar{(x)} - 0.7 s$
CC	6	$< BC \text{ and } \geq 40\% \text{ marks}$
FF	0	$< 40\% \text{ marks}$
Grading System for M. Tech. Programmes		
Grades	Grade Points	Percentage of Marks
AA	10	$\geq 90\%$
AB	9	80-89%
BB	8	70-79%
BC	7	60-69%
CC	6	50-59%
FF	0	$< 50\%$
E39	Detention Policy	
	<p>A student must have an overall 75% attendance of the total number of classes including lectures/tutorials and practicals.</p> <p>The student is not permitted to appear for the end-semester examination if a shortfall of attendance exists. He / She shall be awarded 'Z' grade in that semester. This grade shall appear in the grade card till the successful completion of course requirements in that semester.</p>	
	<p>Condonation of Attendance: Condonation of attendance can only be considered in case the overall attendance of the student is a minimum 60%.</p> <p>A deficiency of overall attendance to the extent of 15% may be condoned by the Vice Chancellor on the recommendation of the Head of the Department/First Year Incharge on being satisfied that the same</p>	

		<p>deficiency in attendance was due to circumstances beyond the control of the student.</p> <p>To avail such condonation, a student will have to apply to the Head of the concerned department along with the requisite documents. However, the decision in this matter will be finally taken by the Vice-Chancellor.</p>																		
		<p>In case the overall attendance is below 60%, his/her attendance in individual courses shall be considered. If in any course his/her attendance is a minimum 60%, he/she shall be eligible to appear in the end-semester examination of that course.</p> <p>However, the decision in this matter will be finally taken by the Vice-Chancellor.</p>																		
E40		Allowing candidates to write the examinations with the help of Scribes																		
		The blind candidate / candidates and a small category among disabled candidates (i.e., physical disability that incapacitates a student from writing) who write the Examination with the help of scribes shall be seated in a separate room.																		
		Even if there is only one candidate a separate room and invigilator shall be provided.																		
		The answer scripts of blind candidates should be super scribed "BLIND" and be packed in the same packet of other candidates.																		
E41		Unfair Means Committee Constitution <table border="1"> <thead> <tr> <th>Sr.No.</th><th>Name of the Faculty</th><th>Designation</th></tr> </thead> <tbody> <tr> <td>1</td><td>Senior Faculty Member</td><td>Chairman</td></tr> <tr> <td>2</td><td>Atleast two faculty members (of which al least one should be female member</td><td>Member</td></tr> <tr> <td>3</td><td>Dean Students</td><td>Permanent Invitee</td></tr> <tr> <td>4</td><td>University Psychological Counsellor</td><td>Member</td></tr> <tr> <td>5</td><td>Student Representative</td><td>Member</td></tr> </tbody> </table>	Sr.No.	Name of the Faculty	Designation	1	Senior Faculty Member	Chairman	2	Atleast two faculty members (of which al least one should be female member	Member	3	Dean Students	Permanent Invitee	4	University Psychological Counsellor	Member	5	Student Representative	Member
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		The details of the malpractice committed, and the kind of punishment awarded are listed in Annexure - II																		
E42		Certificate Printing / Issuance																		
	1	Printing and issue of Grade Cards																		

		After the announcement of results, the Controller of Examinations shall arrange for the printing of Grade Cards.																
		The Database is maintained in the ERP and the printing is carried out through the same.																
		If any student loses the grade sheet issued to him / her, a duplicate grade sheet may be issued on application and payment of prescribed fee. Such grade sheet may be printed prominently as “ DUPLICATE ”.																
		If the printing of grade sheets is delayed, a temporary grade sheet duly signed by Controller of Examination may be issued to student on his / her request.																
E43		Award of Degree																
		The Degrees shall be awarded by Ramdoebaba University, Nagpur on recommendations of the Academic Council.																
E44		Grade Card																
		<p>The grade card shall be issued at the end of the semester to each student and will contain the following:</p> <p>a) The credits for each course registered for that semester.</p> <p>b) The grade points and letter grades obtained in each course.</p> <p>c) The total number of credits earned by the student up to the end of that semester in each of the course.</p> <p>d) The SGPA and the CGPA.</p>																
E45		Conversion of CGPA to percentage																
		<p>Wherever required the conversion of CGPA to percentage of marks shall be done using following table.</p> <table><tr><td>CGPA</td><td>4.0</td><td>5.0</td><td>6.0</td><td>7.0</td><td>8.0</td><td>9.0</td><td>10.0</td></tr><tr><td>Percentage</td><td>40</td><td>50</td><td>60</td><td>70</td><td>80</td><td>90</td><td>100</td></tr></table> <p>The intermittent percentages shall be calculated based upon the extrapolation of the values in the above table.</p>	CGPA	4.0	5.0	6.0	7.0	8.0	9.0	10.0	Percentage	40	50	60	70	80	90	100
CGPA	4.0	5.0	6.0	7.0	8.0	9.0	10.0											
Percentage	40	50	60	70	80	90	100											
E46		Minimum Requirements for the Award of the Degree																

		The student should have taken and secured passing grades in all the courses as per the scheme of examination.
E47		Extension of Maximum Period for Completion of a Programme
		The maximum duration for any programme may be extended for genuine cases and unavoidable circumstances only, as verified by the Director of the School and a Special Power Committee at central level and approved by Academic Council. The genuine cases on confirmation of valid reasons may be subjected to the said procedure. The decision of the academic bodies will be final.
E48		Award of Medals / Scholarships
		Awards available under excellent performances in sports, cultural, extra-curricular, debate, etc shall be given to the students as per prevailing norms.
		The award of scholarships / freeships and other benefits will be in accordance with rules framed by the Government of Maharashtra and Government of India.
		The award of merit scholarships / Medals, if any, to the students will be governed by the regulations framed by the Academic Council from time to time.
		Students clearing all courses offered in a programme during regular examination in first attempt shall be considered for the award of merit / medal. In case, a student has cleared any course offered in a programme in Makeup examination he/she shall not considered for the award of merit/medal.
E49		Indication of Attempt on Grade Card
		The following characters will be displayed in the Grade Card to indicate the attempts. The degree will not have any such indication. M M– Makeup Attempt N – Not in the First Attempt

		IG – Improvement Grade PWD- Pass with Grace as per the policy
E50		Improvement of Grade/CGPA while undertaking a Programme
		<p>Student shall be permitted to improve their grade under the following conditions.</p> <ol style="list-style-type: none"> 1. The examination for improvement of grades shall hereafter be termed as ‘Improvement Examination’. 2. A candidate admitted to the university prior to the commencement of this policy shall also be allowed to avail provisions as per this policy. 3. The facility for improvement of grades will be available to the students having CGPA below 6.00 4. The improvement is possible only in theory papers except Open Elective. 5. The improvement examination shall be conducted along with the Makeup Examination. 6. The Improvement Examination can be undertaken only for the courses in which a candidate had appeared as a regular student in the end term examination for which the Makeup is being conducted. 7. After the improvement examination, the final grade awarded will be better of the two grades, that is the grade already awarded and the grade secured in the improvement examination will be considered. 8. A candidate who has reappeared for the above examinations under the provision of this policy and fails to improve his/her grade, his/her performance at such reappearance shall be ignored. 9. Student having undertaken Improvement Examination will not be eligible for the award of any medal/merit position. 10. The student shall be issued a fresh replacement grade card indicating the new grade with a IG mark which shall be explained as ‘Improved Grade’ only if he/she has improved the grades. <p>Additional examination fees will be paid by the student for appearing in the examination for improvement in the grade. The fee payable shall be as prescribed by the Finance Committee.</p>
E51		Improvement of Grade/CGPA after successful completion of a Programme

	<ol style="list-style-type: none"> 1. The facility of improving CGPA at Bachelor's Degree Level through re-appearance shall be available only to the candidates who have earned all credits offered in the programme and have secured not less than 5 CGPA, similarly at the Master' Degree Level through re-appearance shall be available only to the candidates who have earned all credits offered in the programme and secured not less than 6 CGPA. 2. A Candidate who desires to improve the CGPA will be permitted at his/her option to reappear again for the courses of his/her choice. 3. A candidate will be allowed to reappear for the examination for improvement of CGPA within a period of two years from the date of his/her passing Bachelor's / Master's degree examination. 4. A candidate shall have to reappear for any number of theory courses offered in the programme as per the scheme prevalent at the time of his appearance. 5. A candidate appearing for the improvement of CGPA shall not be entitled to get any prize/medal/scholarship/award etc. 6. A candidate who desires to apply for improvement of CGPA should submit his/her examination application form prescribed for improvement of CGPA by the University along with the prescribed fee for improvement and relevant documents. 7. A person eligible to take the examination under the provisions of this policy shall pass the entire examination in maximum three attempts within two years from the date he/she first applies for improvement of CGPA. 8. Candidate will not be allowed to change any paper or papers which he had opted for improvement at subsequent reappearances. Further, all the papers of reappearance shall have to be cleared at one and the same sitting. 9. If an applicant fails in any of the papers opted for improvement, he/she will have to appear again for all those papers he/she had applied for improvement including the papers in which he/she had already passed during re-appearance. 10. Each examination for which candidate appears for improvement shall be considered as one attempt. 11. The result of the candidate appearing for improvement of CGPA shall be declared and communicated to him/her even if he/she does not obtain the required CGPA higher than the CGPA he/she already possesses. 12. A candidate who has reappeared for the examination under the provision of this policy for improvement of his/her CGPA and improves his CGPA by such re-appearance, he/she shall have to return the original grade cards to the University, within one month from the date of declaration of result.
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		<p>13. A candidate shall be issued revised grade card only after he/she surrenders his/her original grade cards to the University.</p> <p>14. In the revised grade card, mention will be made of the fact that he/she has improved his/her CGPA under this policy.</p> <p>15. On award of a fresh grade card under this scheme, his/her previous grade card shall be treated as cancelled.</p> <p>16. A candidate who has re-appeared for the above examination/s under the provision of this policy and fails to improve his/her CGPA, his/her performance at such re-appearance shall be ignored.</p> <p>Candidate, who has passed his/her degree examination under the old course/syllabus or scheme of examination which is not in existence, shall have to seek absorption/equivalence certificate regarding the absorption/equivalence of old courses with the existing ones from the respective Board of Studies.</p>
E52		Credit Transfer Scheme for completion of one semester in other university
		<ol style="list-style-type: none"> 1. The student without any backlog i.e. having earned all the credits offered and secured a minimum CGPA of 8 (may be revised on case basis) shall be eligible to apply under this scheme. 2. Eligible and interested students shall apply in the prescribed format and based on the merit, students may be issued offer letter from RBU. 3. The performance of the students transferred under Credit Transfer Scheme (CTS) in a particular semester shall be considered as it is in lieu of the requirement of RBU, Nagpur. 4. The student availing the facility of student exchange and credit transfer will abide by the rules, regulations & amendments of the host university from where the student is transferred and to university where he/she is transferred. 5. The student will be required to register for courses offered at the University for respective semester. Transfer of credit shall be governed by the Equivalence and absorption scheme as proposed by the respective Board of Studies at RBU. In case of less number of Credits offered than the credits of RBU in the respective semester, student shall have to opt for additional course and earn additional credits at RBU. Promotion rules of RBU shall be applicable to the students. 6. In case the student fails in the courses during CTS in a particular semester, he/she shall be required to pass an equivalent course at RBU as per the equivalence and absorption scheme.

		<p>7. Student will not be allowed to leave the semester in between. In case, he/she leaves or gets detained in the respective semester, he/she shall take fresh admission at RBU with regular fees in the respective semester in the next academic year.</p> <p>8. On selection for CTS the student along with his/her parent/guardian shall have to submit the undertaking in the prescribed format.</p> <p>9. Student availing facility of CTS will make his own staying arrangement at the venue of concerned university.</p> <p>On completion of evaluation by the university, the student shall submit the score to RBU following which RBU will issue the grade card.</p>
E53		Issuing Provisional Certificate
		A Provisional Certificate is issued to a candidate after the publication of results to those who have passed all courses prescribed for the programme. A Provisional Certificate is issued before the issue of Original Degree.
E54		Issuing Original Degrees
		<p>The student must have successfully completed the prescribed program of study and met all academic requirements, including coursework, examinations, and other criteria set by the university, shall be issued the original degree certificate.</p> <p>Any outstanding fees (tuition, library fines, etc.) must be cleared before the degree certificate is issued.</p>
		Duplicate Degree Certificate will be issued to the candidates only after submitting a copy of not traceable certificate from the police station where FIR is registered along with a proof of prescribed fee paid.
		If the Candidate desires to receive his original degree “in absentia”, it may be sent through Government of India postal department by ‘Registered post’ or ‘Speed post’ with acknowledgement due. The postal receipt should be pasted in the Original Degree issue Register.
E55		Examination Process for Ph.D. Program
		Examination process for Ph.D. Program shall be as per the Research Policy of the University.
E56		NAD and Academic Bank of Credit

		<p>By actively engaging with NAD and ABC, universities not only fulfill regulatory requirements but also contribute to transforming India's higher education landscape.</p> <p>Role in the National Academic Depository (NAD)</p> <p>The NAD is a digital repository that securely stores and retrieves students' academic records. Universities are responsible for:</p> <ol style="list-style-type: none"> I. Universities shall digitize and upload academic awards (degrees, diplomas, mark sheets, etc.) to the NAD platform in a timely manner. II. Ensure records are authentic and verified before uploading to maintain credibility. III. Allow students to access their academic records securely via NAD, removing the need for physical copies. <p>Role in the Academic Bank of Credits (ABC)</p> <p>ABC facilitates the storage, transfer, and redemption of academic credits earned by students across institutions. University shall contribute by:</p> <ol style="list-style-type: none"> I. University shall upload the credits earned by students for courses, as per the guidelines of the UGC's Choice-Based Credit System (CBCS). II. Regularly update the students' ABC accounts with their earned credits. III. Facilitate seamless credit transfers when students migrate between institutions, as per the ABC framework. IV. Work collaboratively with other universities to honor and accept credits, promoting inter-university mobility. V. Ensure compatibility of their own information systems with NAD and ABC platforms. VI. Appoint nodal officers and establish infrastructure to handle NAD and ABC-related tasks.
E57		Power to Modify
		<p>The university reserves the right for addition, deletion or modification on any of the clauses mentioned in this manual. Notwithstanding anything contained in this manual, Vice-Chancellor can take an appropriate decision in emergency. Interpretation of the rules / claims rests with the university only.</p>

EXAMINATION POLICY

Annexure – I

Examination Fees

Sr. No	Programme	Examination Fees in Rs.
1	UG Programmes	2200/- per semester
2	PG Programmes	2500/- per semester
Late and Super Late Fee : Rs. 300/- and Rs. 500/- per day		

Rates of Remuneration for Exam-Related Work

Sr. No	Activity	Programme	Per Unit	Remuneration In Rs.
Paper Setting & Valuation THEORY Examination				
A1	Setting of Question papers with model Answers + Marking Scheme	UG	Per set	800
		PG	Per set	1000
A2	Moderation of Question Papers	UG	Per set	100
		PG	Per set	100
A3	Assessment of answers papers	UG	Per paper	30
		PG	Per paper	30
A4	Revaluation of answer papers, if any, recommended by Grievance Committee.	UG	Per paper	50
		PG	Per paper	50
A6	Subject to minimum of for A-2,3,4			500
B	Practical Examination			
B1	Internal / External examiner	UG	Per student for internal & Ext.	20
		PG	Per student for internal & Ext.	30
B2	Seminar	PG	Per student for internal & Ext.	150
B3	Project	UG	Per student for internal & Ext.	100
		PG	Per student for internal & Ext.	200
B4	Honorarium for teacher assisting the Internal Examiner per shift	ALL	Per Shift	250
B5	Subject to Minimum of B-1,2	ALL	Internal and Ext. Examiner	500
B6	Subject to Minimum of B-3	ALL	External Examiner	1000

Sr. No	Activity	Programme	Per Unit	Remuneration In Rs.
C	Conduct of End Semester Examination			
C1	Officer In Charge	ALL	Per Shift	300
C2	Co. OIC	ALL	Per Shift	250
C3	Invigilator	ALL	Per Shift	100

Sr. No	Activity	Programme	Per Unit	Remuneration In Rs.
D	Spot Valuation of Assessment of Answer papers of End Semester Examination			
D1	Spot Valuation In charge	ALL	Per Day	500
D2	Assistant Spot Valuation In charge	ALL	Per Day	350
D3	Committee Members to assist OIC	ALL	Per day	300
D4	Masking	ALL	Per answer book	0.50
D5	Demasking	ALL	Per answer book	0.50

Sr. No	Activity	Programme	Per Unit	Remuneration In Rs.
E	Supporting Staff			
E1	Clerk	ALL	Per Shift	75
E2	Lab Assistant	ALL	Per Shift	60
E3	Lab Attendant/ Peon / Helper	ALL	Per Shift	50
E4	Waterman / Guard	ALL	Per Shift	40

Sr. No	Activity	Programme	Per Unit	Remuneration In Rs.
F	Tabulation and Security			
F1	Tabulators	ALL	Per 100 Students	250
F2	Scrutinizers	ALL	Per 100 Students	250

EXAMINATION POLICY

Charges for issue of certificates

Sr. No	Certificate	No. Copies	Remuneration In Rs.
1	Transcript	First set (All Semester)	2000
		Additional set (All Semester)	500(per set)
		First Set of Individual Sem	500
		& Additional copy per semester per copy	200
2	Migration	Per copy	500
3	Duplicate Grade Card	Per Grade Card	500

EXAMINATION POLICY

ANNEXURE – II

THE BROAD CATEGORIES OF UNFAIR MEANS RESORTED TO BY STUDENTS AT THE EXAMINATIONS AND THE QUANTUM OF PUNISHMENT FOR EACH CATEGORY THEREOF

Category	Punitive Action
Category-A Student if found, <ol style="list-style-type: none"> 1. Talking to another student during the examination hours in the examination hall; ignoring the warnings given by the invigilator, 2. Talking to a person/student outside the examination hall after receipt of the question paper and before handing over the answer book to the invigilator, 3. Writing question paper on any piece of paper except the answer-book during the examination, 4. Changing seat in the examination hall without the permission of invigilator. 	Current examination of this course only will be cancelled.
Category-B If during the examination hours, i.e. after receipt of the question paper and before handing over the answer- book to the invigilator, a student is found in possession of relevant written or any printed material or notes written on any part of his/her body or clothing or instruments such as set-squares, calculator, scale, mobile phone / electronic gadgets etc. which have relevance to the syllabus of the examination paper concerned or having relevant notes written on chair, table, desk or drawing board, data book etc during the examination (i.e. possession of copying material).	Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.
Category-C <ol style="list-style-type: none"> 1. If during the examination hours, i.e. after receipt of the question paper and before handing over the answer-book to the 	Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current

<p>invigilator, a student is found attempting to copy, caught copying or having copied from any printed material or notes written on any part of his/her body or clothing or instruments such as set-squares, calculator, scale, mobile phone/electronic gadgets etc. or chair, table, desk or drawing board, data book etc (i.e. actual copying from the copying material).</p> <p>2. Possession of another student's answer book.</p> <p>3. Possession of another student's answer book + actual evidence of Copying there from</p>	<p>examination of all the courses and one additional examination of the same course.</p> <p>Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of this course (both the students).</p> <p>Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all the courses (both the students).</p>
<p>Category-D</p> <p>1. Replacing an answer book or part thereof during or after the examination.</p> <p>2. Smuggling-out or smuggling-in of answer book as copying material.</p> <p>3. Having received help from or giving help to another candidate through some written material pertaining to the questions set in the paper</p>	<p>Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all the courses.</p> <p>Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all the courses (all the students who are involved).</p> <p>Current examination of all the courses will be cancelled and punishment can be extended up to</p>

<p>concerned or passing on a copy of question set in paper or a solution thereof to any other student.</p> <p>4. Answer book written outside the examination hall.</p>	<p>cancellation of one additional examination of all the courses (all the students who are involved).</p> <p>Current and one additional examination of all the courses will be cancelled and punishment can be extended up to cancellation of one more examination of all the courses (all the students who are involved).</p>
<p>Category-E</p> <p>Having received help from or giving help to another candidate through mobile phone or any electronic media pertaining to the questions set in the paper concerned.</p>	<p>Current and one additional examination of all the courses will be cancelled and punishment can be extended up to cancellation of one more examination of all the courses (all the students who are involved).</p>
<p>Category-F</p> <p>1. If a student leaves the examination hall/ room without submitting answer-book.</p> <p>2. If a student attempts to tear off or dispose off the answer book.</p> <p>3. Guilty of swallowing or destroying the material such as notes or paper found from him/her or running away with the material with the intention of destroying the evidence of using unfair means or being guilty of causing disappearance or destruction of any such material either by himself or with the assistance of any other person.</p>	<p>Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.</p> <p>Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.</p> <p>Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one additional examination of the same course.</p>

<p>Category-G</p> <ol style="list-style-type: none"> 1. Attempt to forge the signature of the invigilator/examiner on the answer book or any material related with examinations. 2. Tampering with the written matter/ awarded marks on an evaluated answer book. 3. Interfering with or counterfeiting of University seal or answer book. 4. Tampering with the records of examination. 5. A candidate found guilty of seeking admission to the examination by making a false representation pertaining to his eligibility to appear at the examination. 6. Impersonating any candidate or getting impersonated by any person for taking the examinations. 	<p>Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one additional examination of the same course.</p> <p>Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one additional examination of the same course.</p> <p>Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence.</p> <p>Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence.</p> <p>Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence (both the students).</p> <p>Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence (both the students).</p>
<p>Category-H</p> <p>Use of obscene language/force/threat against Invigilator/Co-officer/Officer-incharge/any</p>	<p>Current examination of all courses will be cancelled and punishment can be extended up to</p>

other person connected with the conduct of examination or student.	cancellation of one to two additional examinations of all courses.
Category-I 1. Revealing identity in any form in the answers written or in any other part of the answer book by the student in the examination. 2. Insertion of currency notes or any other insertion in the answer book.	Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course. Current examination of all courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all courses.
Category-J Cases of mass copying.	Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence (all the students who are involved).
Category-K All other malpractices not covered in the aforesaid categories.	Depending on the gravity of the offence, unfair means committee can recommend the punishment (all the students who are involved).

NOTE:

1. If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.
2. Student involved in malpractices at Practical/Dissertation/ Project Report examinations shall be dealt with as per the punishment provided for the theory examination.
3. The term “Cancellation of examination” includes performance of the student at the theory as well as practical examination, but does not include performance at term work, project work & dissertation examinations unless malpractices used thereat.

**THE BROAD CATEGORIES OF NEGLIGENCE/UNFAIR MEANS RESORTED TO
BY PAPER SETTERS, EXAMINERS, MODERATORS, VALUERS, REFEREES,
TEACHERS OR ANY OTHER PERSONS CONNECTED WITH THE CONDUCT OF
EXAMINATIONS AND PUNITIVE ACTION**

Category		Punitive Action
Category-A: Cases of negligence/lapses		
1. Negligence on the part of examiner in setting/moderating the question paper:		For first time, Vice-Chancellor will give verbal warning/warning letter to the concerned faculty member, depending on the gravity of the case. If negligence/lapse is observed second time by the same faculty member, Vice-Chancellor will give warning letter to the concerned faculty member. If it is observed for the third time by the same faculty member, show cause notice will be issued by the Vice-Chancellor for service book warning. If negligence/lapse by the same faculty member is repeated further, appropriate disciplinary action will be taken by the Vice-Chancellor.
i	Total sum of marks allotted to the questions does not equal the total marks of the question paper.	
ii	Question paper is not complete.	
iii	Question or part of the question is repeated.	
iv	Question is incomplete.	
v	What students are supposed to do is not mentioned in the question.	
vi	Figure or data is missing or incomplete.	
vii	Questions set outside the scope of the syllabus.	
viii	Any act of negligence apart from above cases.	
2. Faculty member showing negligence/apathy in carrying out duties related to examinations allotted to him/her.		
3. Negligence on the part of valuer/examiner which results into delay in spot valuation work or delay in declaration of the results.		
4. Negligence on the part of paper setter/moderator which results into postponement of examination.		Enquiry committee will be set and decision will be taken by the examination committee according to the findings.

Category-B: Cases of favoritism or victimization in the examination.		Enquiry committee will be set and decision will be taken by the examination committee according to the findings.
Category-C: Cases of mal-practices:		
1	Leakage of question paper or part of question paper.	Enquiry committee will be set and decision will be taken by the examination committee according to the findings.
2	Shielding the cases of mal-practices by student/person.	
3	Helping in copying/mass copying.	

Category-D: Cases not covered in any of the above categories.	Enquiry committee will be set and decision will be taken by the examination committee according to the findings.
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NOTE:

Depending on the findings of the enquiry committee and gravity of the case, examination committee may recommend to stop the increments of the concerned person/persons for one to five years.