

NORTH EAST FRONTIER TECHNICAL UNIVERSITY

EXAMINATION REGULATION

1. This regulation shall be called **“REGULATIONS FOR MEDIUM OF INSTRUCTION, EXAMINATION, EVALUATION AND GRADING CREDIT SYSTEM FOR PROGRAMMES OF STUDIES OTHER THAN THE RESEARCH DEGREE PROGRAMMES”** and shall apply to Full-Time, Part-Time, Online, External, Weekend, Collaborative and Sponsored programme offered by the North east frontier technical university.
 2. **MEDIUM OF INSTRUCTION & EXAMINATION:**
 - a. The medium of instruction in respect of all the Programs of Studies offered by the University shall be in English or any other Language approved by the Academic Council, except in cases of studies/research in Languages.
 - b. Question Papers of all examinations shall be set and answered in English or any other Language approved by Academic Council, except in case of examinations in languages/literature, where the question papers may be set and answered in the respective languages either in totality or in part, depending upon the requirements of the course.
 - c. Project Work / Project Report / Dissertation / Fieldwork Report / Training Report etc., if any, shall have to be written in English or any other Language approved by the Academic Council, except in case of the Programs of Studies in languages/literature, where the same may be required to be written in the respective language.
 3. **EXAMINATION SYSTEM:**
 - a. The university shall adopt the guidelines issued by the UGC and other Regulatory bodies concerned from time to time in respect of conduct of examinations. The evaluation is carried out according to the scheme laid down by the Academic council of the University from time to time. There shall be university examinations at the end of the each Term for the Programs undertaken by the student.
 - b. **Online Examination System:** The University may adopt Online Examination system, as of today’s scenario, for the programs where practicals are not required as per their curriculum. The students can appear in the examinations of such programs at „University Authorised Centers“ in their nearby cities. The responsibility of successful and fair conduction of examination is of „University Authorised Centers“. Each student will have one computer system which is connected with Internet and equipped with University softwares. The students have to sit in the examination on schedule. The online examination will start at
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the same time everywhere on all the „University Authorised Centers“. The examination pattern can be as follows:

- (i) Before start of the Examination the instructions for appearing in the same will display on the screen.
 - (ii) The question papers will contain both Objective type and Descriptive type related to and as per the syllabus of the paper. Objective type questions will have weightage of 40% while Descriptive type questions will have weightage of 60%
 - (iii) Student has to give answers on the space provide on his screen as per the instructions.
 - (iv) The Controller of examination will keep hard copy (Paper) record of the answer sheets received on the server of the University and do the necessary for its evaluation process.
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- c. **On-Demand Examination System:** The registered Student of the University has the option to appear in the Examination through On-Demand Examination System (ODES). Student can appear in the examination through ODES as per their wish and preparation as and when they feel ready for the examination, subject to availability of the seats in the examination.
- d. All Programs of Studies of the University shall be offered under Semester System and Examination and evaluation of students shall be through Comprehensive Continuous Assessment (CCA).
- e. As a general principle, the Comprehensive Continuous Assessment shall comprise the following components:
 - i. Continuous Internal Assessment...30%
 - ii. Term End Examination... 70%
- f. Detailed distribution and break-up of the Comprehensive Continuous Assessment (CCA) shall be specified by the teacher concerned in the Detailed Course Outline for each course taught by him/her during a semester.
- g. Except in exceptional cases, the question papers for the Term End Examinations shall be 2 (Two) Hours duration.

4. **PAPER SETTING & EVALUATION:**

- a. The overall framework of the Comprehensive Continuous Assessment (CCA), including the broad guidelines, regarding the content, format, duration and timings of different components of examination and evaluation shall be as decided by the Academic Council.
 - b. Within the overall framework of examination and evaluation as decided by the Academic Council, the content, format, duration of various components of the CCA shall be decided by the concerned School / Directorate and notified to the students along with detailed course outline provided at the commencement of each course. Provided that the weight age of the Term End Examination shall not be less than 70%.
 - c. The paper setters shall be appointed by the Controller of Examination with prior approval of the Vice Chancellor to set the question paper for
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Term End Examinations of the University. Each paper setter shall be responsible for ensuring secrecy and confidentiality of the question paper set by him/her;

- d. In case of examinations involving Viva Voce, practical etc. in a course offered by the University, the evaluation shall be done by an external expert to be appointed by the Controller of Examination.
- e. Project Work/Project Report/Dissertation/Fieldwork Report/Training Report etc, shall be evaluated by an external expert to be appointed by the Controller of Examination.

5. GUIDELINES FOR PAPER SETTING:

- a. The question papers for the Term End Examination shall be based on the total course content prescribed for the Semester.
- b. The question papers for the Term End Examinations shall be set such as to encompass total course content covered with limited internal choices such as to make it imperative for the student to study the prescribed course content in full and deter them from selective study.
- c. The paper setter shall be external or internal for the Term End Examinations. The paper setter shall set the question paper in the prescribed format and submit the same in sealed cover marked as Confidential to the Controller of Examinations, at least fifteen days prior to the commencement of the Term End Examination;
- d. Each Paper setter shall also be required to submit in a separate sealed cover the key to the Multiple Choice Questions and synoptic answers to the Controller of Examinations along with the question papers. These shall be kept sealed in safe custody for the evaluation of answer sheets.
- e. The question papers set by the paper setters shall be reviewed in the meeting of the Board of Studies of the Faculty / Centre, if needed.

6. GUIDELINES FOR EVALUATION:

- a. It shall be the bounden duty of the concerned School / Community College / Centre to:
 - i. evaluate all assignments, quizzes and Internal (Mid Term) examination answer scripts and return the same to the students within one week of the date of such examination;
 - ii. address questions of students, explain and satisfy them about the marks/grades awarded to them;
 - iii. display the marks/grades awarded to each student on the notice board of the School / Community College / Centre; and
 - iv. Submit the marks/grades awarded to the students to the Controller of Examination of the University.
 - b. In case of Subjective Examination, Each examiner shall be required to evaluate the answer scripts of the Term End Examination within two
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weeks of the date of examinations and shall be required to return to Controller of Examinations, the evaluated answer scripts along with the award list.

- c. Head of the Centre / Community College / Director of the University School of Studies concerned, shall forward to the Controller of Examination, the consolidated award list of marks/grades awarded to the students in the Continuous Internal Assessment of each course offered by Centre / Community College / School of Studies.

7. REVALUATION OF ANSWER SCRIPTS:

- a. A student may apply on the prescribed application form along with the prescribed fees, for revaluation of his/her answer script(s) to the Controller of Examinations within seven working days from the date of declaration of the results.
- b. An independent expert on the subject to be appointed by the Controller of Examinations shall do revaluation of the answer script. Answer scripts shall be revaluated with reference to the key of MCQs and the synoptic answers submitted by the paper setter; and the marks/grades awarded by the independent expert shall be considered as final.

8. CONDUCT OF EXAMINATION:

- a. All examinations of the University (except the entrance examinations for admission in different Programs of Studies) shall be conducted and held at the University Campus/in the respective Community Colleges of the University and such other places approved by Vice Chancellor from time to time.
- b. The Controller of Examinations with the approval of the Vice Chancellor shall notify the date Sheet for Term End Examinations at least fifteen days prior to the commencement of the examinations.
- c. The Term End Examinations shall be conducted under the general supervision of the Centre Superintendent appointed by Controller of Examinations for each of the Examination Centre. He/she shall arrange for the invigilation duties from amongst the faculty members and shall be responsible for the fair and orderly conduct of the examination.

9. INDISCIPLINE AND UNFAIR MEANS IN EXAMINATION:

- a. There shall be zero-tolerance against use of unfair means and mal practices in connection with examination and each examinee shall be required to strictly adhere to the instructions for taking examination. Non-adherence to such instructions shall attract disciplinary action.
 - b. Use of unfair means is strictly prohibited and shall invite serious disciplinary action for anyone found using unfair means during any examination. Unfair practices and unfair means relating to examination shall mean and include:
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- i. Exerting pressure, coercion and undue influence for postponement and change of dates and timings of examination.
 - ii. Threatening the invigilator or any other misbehavior amounting to insubordination as reported by the Invigilator/Centre Superintendent.
 - iii. Seeking favors from and/or threatening the examiners, paper setters, evaluators, invigilators, co-examinees or any other officer or staff of the university.
 - iv. Resorting to such practices and engaging into activities that are specifically prohibited during the course of examination
 - v. Keeping in possession of materials of any kind related to the subject of the examination concerned including mobile/cell phones/electronic aids, coping chits, unless otherwise permitted as a component of examination and /or copying or attempting to copy from the materials in possession or from other persons within or outside the examination hall are strictly not allowed;
 - vi. Exchanging notes, inter-changing answer scripts, helping other examinees, seeking help from and/or consulting other examinees or any other person inside or outside the examination hall.
 - vii. Attempts of impersonation including writing some other candidate's registration number/roll number in the answer paper and/or Exchanging or attempting to exchange answer sheets or other materials during the course of examination's prohibited.
 - viii. Sitting or occupying seats other than the one allotted to the candidate or changing the seat during course of examination without the permission of the invigilator is not permitted.
 - ix. Boycott/walkout of the examination and or causing disturbances of any kind during the conduct of examination is not allowed.
 - x. Any other act of omission or commission as may be declared by the Board of Management as unfair means in respect of any or all the examination is not allowed.
- c. Detection of unfair means, indiscipline and disturbances during the examination shall be brought to the notice of the Centre Superintendent by the Invigilator concerned in writing.
 - d. The Centre Superintendent shall report to the Controller of Examination without delay, each case of alleged use of unfair means in the examination with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.
 - e. In case a candidate found using unfair means in examination refuses to make and sign the said statement, the incident shall be recorded by
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the Invigilator and countersigned by the Centre Superintendent and appropriate action will be taken.

- f. The answer book of the candidate found using unfair means in the examination shall be seized and the candidate may be permitted to write his/her examination on a separate answer-book to be issued to him/her. The Centre Superintendent shall send both the answer-books to the Controller of Examinations along with his/her report.
- g. All individual cases of reported use of unfair means in examination shall be referred to the Examination Discipline Committee. Provided that in case of use of unfair means on a mass scale at an examination centre, the Vice-Chancellor shall have the powers to cancel the examination of all the candidates appearing from the centre concerned and order for re-examination and initiate further disciplinary action against all concerned.

10. EXAMINATION DISCIPLINE COMMITTEE

- a. The Examination Discipline Committee shall be constituted by the Vice Chancellor from time to time.
 - b. The Terms of office of the Members of the Examination Discipline Committee, other than the Ex-Officio Members, shall be three years from the date of appointment and that three Members of the Committee shall constitute the quorum.
 - c. Centre Superintendent concerned shall be specially invited to the meeting of the Examination Discipline Committee while considering the reported cases of Unfair Means.
 - d. Depending upon the extent and severity, the punishment for the use of Unfair Means may include:
 - i. Obtaining written apology and undertaking for good behavior and conduct.
 - ii. Lowering the Marks/Grade in the examination in which the Unfair Means was used
 - iii. Lowering the Marks/Grade in all examination of the Semester.
 - iv. Awarding "I" Grade/"F" Grade to the candidate in the particular examination in which the Unfair Means was used
 - v. Awarding "I" Grade/"F" Grade in all Examinations taken by the candidate during the semester.
 - vi. Debarring for certain specified number of semesters from appearing in examination of the University.
 - vii. Cancellation of admission from the University
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- viii. Rustication from the University and debarring the student from taking admission in any Programme of Studies of the university for certain specified period of time;
- ix. Rustication from the University and debarring the student from taking admission in any Programme of Studies of the university forever;
- e. The Examination Discipline Committee shall decide the extent, and magnitude of punishment to those found guilty of using Unfair Means in examination with due regard to the nature and extent of offence committed by a candidate in use of Unfair means and shall ensure that the punishment is commensurate to the offence committed and in accordance with the principle of natural justice;
- f. All decisions taken by the Committee will be placed before the Vice-Chancellor for approval.
- g. A candidate found guilty of using Unfair Means in examination by the Examination Discipline Committee, may appeal to the Vice Chancellor, in writing, within one month on the receipt of the decision of the University; and if the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration.

11. GRADING SYSTEM

- a. As a measure of students' performance a 7-scale grading system using the following letter grades and corresponding grade points per credit, as shown in Table will be followed:

Performanc	Letter Grade	Grade point Per Credit
Excellent	Ex	10
Very good	A	9
Good	B	8
Fair	C	7
Average	D	6
Pass	P	5
Fail	F	0

- b. In addition, there shall be one grading symbol **X** used to indicate that the student is **Deregistered/Debarred** in that particular subject. a **Semester Grade Point Average (SGPA)** will be computed for each semester. The SGPA will be calculated as follows:

$$SGPA = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

Where „n“ is the number of subjects **registered and cleared** for the semester, „ c_i “ is the number of Credits allotted to a particular subject, and „ g_i “ is the grade- points carried by the letter corresponding to the grade awarded to the student for the subject. SGPA will be rounded off to the second place of decimal and recorded as such. The SGPA would indicate the performance of the student in the semester to which it refers.

- c. Starting from the second semester at the end of each semester S, a **Cumulative Grade Point Average** (CGPA) will be computed for every student as follows:

$$CGPA = \frac{\sum_{i=1}^m c_i g_i}{\sum_{i=1}^m c_i}$$

Where „m“ is the total number of subjects the student has **registered and cleared** from the first semester onwards up to and including the semester S, „ c_i “ is the number of Credits allotted to a particular subject „ s_j “ and „ g_i “ is the grade-point carried by the letter corresponding to the grade awarded to the student for the subject „ s_j “. CGPA will be rounded off to the second place of decimal and recorded as such.

The CGPA would indicate the cumulative performance of the student from the first semester up to the end of the semester to which it refers.

The CGPA, SGPA and the grades obtained in all the subjects in a semester will be communicated to every student at the end of every semester.

For determining the *inter se* merit ranking of a group of students, only the rounded off values of the CGPAs will be used.

- d. When a student gets the „F“ in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only „zero point“ for each grade such „F“ grade. After the „F“ grade(s) has/have been substituted by better grades during a subsequent semester, the SGPA and the CGPA of all the semesters, starting from the earliest semester in which the „F“ grade has been updated, will be recomputed and recorded to take this change of grade into account.
- e. **Conversion of CGPA into percentage Marks:** In case of a specific query by students/employers regarding conversion of CGPA into percentage marks, the following formula will be adopted for **notional conversion of CGPA** into percentage marks. Formula : % Marks = CGPA*10
- f. There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the subject
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teacher/co-ordination committee formed for this purpose.

- g. In general there shall be no rigid marks-to-grade linkage. Difficulty levels of the examinations, tests, assignments, viva-voce and other factors that contribute to the final marks are to be considered by the teacher/co-ordination committee of a subject while converting marks into letter grades.
- h. (a). The grades **F** and **EX** are to be considered as bench mark grades.
- (b). The range of cut-off marks below which a student would be assigned an „F” grade is 30-35 for the theory component and 35-40 for the laboratory component, the exact cut-off marks is to be decided by the teacher/co-ordination committee.
- (c) The exceptionally brilliant performance is to be assigned an „EX” grade. Even the best student of any class needs to be good enough to be awarded the „EX” grade.

Once the numeric mark is obtained, the same is to be converted to letter grade following the guidelines given in **Table:-**

Marks Range (m)	Grade
$m \geq 90$	EX
$80 \leq m < 90$	A
$70 \leq m < 80$	B
$60 \leq m < 70$	C
$50 \leq m < 60$	D
$40 \leq m < 50$	P
$m < 40$	F
Study incomplete	I
Inadequate Attendance/Dropped	X

- d. **X grade:** This grade is also a fail grade and is awarded as a result of detention(s) on the basis of shortage of attendance. A student, who earns „X” grade in a course, shall register for that course again when it is offered next. A student who is allowed to drop a semester shall also be awarded „X” grade in the courses of dropped semester.
- e. **I grade:** This grade is awarded when a student having good academic record is unable to appear in the end semester exam due to compelling reasons justifiable to Instructor in charge. The Director of School / Directorate concerned shall receive the application of the case along with relevant evidence before the award of grades so that if found fit, the student shall be awarded I grade by Director of School / Directorate concerned.

12. ATTENDANCE:

- a. No student shall be permitted to sit for the Term End Examination in the course in which he/she has secured less than 75% attendance. The Academic council may be give relaxation for the attendance
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requirements in accordance with the teaching learning synergy to appearing the term end examinations.

- b. The School / Community College / Centre shall be responsible for maintaining a record of attendance of students who have registered for the course and shall display on the Notice Board of the School / Community College / Centre the monthly attendance record of each student.
- c. The Director of the School / Directorate or Head of Centre / Community College concerned may grant exemption to a candidate who has failed to obtain the minimum prescribed 75% attendance for valid reasons provided that such exemptions shall not be granted for attendance below 60%.

13. **PROMOTION & PROGRESSION:**

- a. A student shall be required to participate in all components of the Comprehensive Continuous Internal Assessment, as specified in the Detailed Course Outline, failing which he/she shall be deemed to have NOT COMPLETED the course and shall be awarded the **"I" Grade**. Provided further that the **"I" Grade** shall also be awarded to a candidate in a course in which he/she has been declared ineligible to appear in the Term End Examination of a courses on account not meeting the minimum prescribed attendance requirements for the course.
 - b. A student who has been awarded **"I" Grade** shall be required to re-register for the same course, when it is offered in the next semester(s), or shall have to register for another course under the overall framework of credit accumulation under the Comprehensive Choice Based Credit System to be able to successfully complete the minimum specified credit requirements for completion of the Programme of Studies.
 - c. A candidate shall be deemed to have successfully completed a course except in case where he/she has been awarded the "I" Grade or "F" Grade.
 - d. A student who has successfully completed a course shall not be permitted to repeat the course to improve his/her grade;
 - e. A candidate shall be required to secure a minimum of 50% Marks, in the course taken, to successfully complete that course, failing which he/she shall be deemed to have failed in the course and shall be awarded the **"F" Grade**.
 - f. The **"F" Grade** once awarded shall stay in the grade card of the student and shall not be deleted even when he/she successfully completes the course later. The grade acquired later by the student will be indicated in the grade sheet of the subsequent semester in which the candidate has appeared for clearance of the arrears.
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- g. If a student has been awarded "F" Grade, he/she shall be required to repeat the only the Term End Examination i.e. he/she shall be required to reappear in Term End Examination of that course when that course is offered next. Provided further that a student shall not be permitted to repeat/reappear in the Continuous Internal Assessment and/or the Internal (Mid-Term) Examination and that the marks/grade obtained by him earlier shall be carried forward for declaring the result.
- h. A student with "F" Grade in a course shall be permitted to repeat/reappear in the Term End Examination of the Course for maximum number of three times i.e. a student with arrears on account of "F" Grade, shall be permitted to repeat/reappear in the Term End Examination for a maximum of three times (including the first appearance), along with the subsequent Term End Examinations.
- i. If a student secures "F" Grade in a Project Work/Project Report/Dissertation/Field Work Report/Training Report etc, he/she shall be required to resubmit the revised Project Work/Project Report/Dissertation/Field Work Report/Training Report etc as required by the evaluator(s). Provided further that a student shall be permitted to re-submit the Project Work/Project Report/Dissertation/Field Work Report/Training Report etc for a maximum of three times(including the first submission).
- j. There shall be no system of compartmental/supplementary examination.
- k. All students admitted to an Odd Semester shall be eligible for promotion to the Even Semester. To be eligible for promotion from an Even Semester to the Odd Semester, a student shall be required to successfully complete at least 50% of all the courses registered by him/her so far. All such students who are not promoted to the next semester shall be treated as Ex-Students and shall continue to remain so till they become eligible for promotion to the next semester.

14. GRADE CARD

- a. The grade card issued at the end of the semester to each student will contain the following:
 - i. Marks obtained for each course registered in the semester
 - ii. Credits earned for each course registered for that semester
 - iii. Performance in each course indicated by the letter grade
 - iv. Grade Point Average (GPA) of all courses registered for that semester
 - v. Weighted Average Marks (WAM) of all the courses registered for that semester
 - vi. Cumulative Grade Point Average (CGPA),
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- vii. Overall Weighted Percentage of Marks (OWPM)
- viii. The class and the grade of all the courses, after completing the programme.

15. TRANSCRIPT AND PROVISIONAL CERTIFICATE

- a. On declaration of the final semester results of a degree or Diploma or Certificate programme, the transcript containing semester-wise detailed academic attainments along with final CGPA of individual student shall be prepared by the School / Directorate Concerned.
 - b. The transcript, thus prepared for the entire student in the University and duly approved shall be transmitted to the respective Controller of Examination. The Controller of Examination shall issue the final transcript to the student on receiving necessary fee for the purpose and no dues certificate.
 - c. Pending approval from the Board of Management, provisional Certificate / Diploma / degree certificate in the prescribed form shall also be issued to the students on payment of fee prescribed for the purpose and receiving no dues certificate, under the signature of the Registrar.
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