



Examination Manual

Silicon University, Odisha

Silicon Hills, Patia, Bhubaneswar - 751024

<https://silicon.ac.in>

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Approval History

ACM#	Date	Resolutions/Revisions
SU-3	19/04/2025	The Examination Manual is approved by the Academic Council after incorporation of the suggestions in clauses 8 & 9 of Section 9.4, and Section 14 on Interpretation of the manual.
SU-4	19/07/2025	The amendments to Section 11 and Section 12.1 are approved by the Academic Council.
SU-5	07/02/2026	The amendments for Practice-Integrated theory courses & related changes, introduction of “V” grade for Course Waiver have been approved by the Academic Council.
SU-6	01/08/2026	The insertion of Sub-Section 6.2 on Prohibition of Canvassing, under Section 6 Assessment of Performance, has been approved by the Academic Council.

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PRELIMINARY

Title and Commencement

This document may be called the “Silicon University Examination Manual”. Students of all UG and PG programs of Silicon University admitted from 2024-25 Academic Session (except the Lateral Entry students admitted to 2nd Year of B.Tech. programs in the year 2024) onward shall be governed by these rules.

The rules contained in this manual must be read and interpreted in conjunction with the Academic Regulations of the University effective from AY 2024-25. These rules shall be effective from the 1st Day of July, 2024.

Students who were admitted from AY 2018-19 up to AY 2023-24 Academic Session and the Lateral Entry students admitted to 2nd Year of UG Engineering programs in AY 2024-25, shall be governed by the existing Examination Manual of the then Silicon Institute of Technology (Autonomous) that was in effect at the time of their admission.

Repeal and Savings

All rules, orders and instructions, hitherto in force pertaining to the subject matter of any of the provisions of these rules are hereby repealed.

Provided that, save as otherwise specified in these Rules, any order made, instruction issued, things done or actions taken under the rules, orders, and instruction so repealed shall be deemed made under these rules and shall continue to have force and effect.

Introduction

The prime objective of an university imparting technical education in undergraduate and post-graduate programs is to make the students industry ready. Some of them may also go for higher study and carry out research and development activity. The genuine progress of the university relies upon the future execution of these students in their fields of career.

All students, during their course of study in the University, are to be tested to assess their academic competence and readiness for upward movement towards their future careers. The Examination Section therefore, has been structured to carry out all the examination activities. The Examination Section is a confidential section with the responsibility of conduction of examinations both internal and external, evaluation, publication and display of results, maintenance of student records for all courses, and issue of grade sheets and provisional certificates. The Examination Section also prepares the final degree certificates to be awarded during the Convocation.

1 Definitions of Keywords

1. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
2. **University:** It is the Silicon University, Odisha.
3. **Program:** It is an educational course of studies leading to the award of a Degree or certificate like B. Tech., M. Tech., MCA, IMCA, or M. Sc., etc.
4. **Branch:** A discipline of study like 'Computer Science and Engineering', 'Electronics and Communication Engineering', 'Data Science', 'Molecular Medicine' etc.
5. **Semester:** Each semester consists of ≈ 15 teaching weeks with 5 teaching days/week and a minimum of 72 teaching days excluding the period of examinations, holidays, and days when classes are suspended. The odd (autumn) semester is generally scheduled from July to December and even (spring) semester from January to June, constituting one academic year.
6. **Semester Scheme:** Each year of a UG/PG Degree Program is divided into two Semesters as defined above for course delivery, followed by Continuous Teacher Evaluation (CTE) throughout the Semester, Mid-Term Examination (MTE) and End-Term Examination (ETE) as reforms in Achievement Testing.
7. **Subject:** It is a component of a program, usually referred to as "course" like Mathematics, Physics, etc. All subjects need not carry the same weight. The subjects have defined Course outcomes, Learning objectives and Evaluation Scheme. A subject may be designed to comprise solely or a combination of lectures, tutorials, laboratory work, field work, outreach activities, project work, viva, seminars, term papers, assignments, presentations, guided self-study, etc.
8. **Mandatory Courses:** Course work on peripheral subjects in a program, wherein familiarity considered essential are included in the curriculum as non-credit mandatory courses. These will not be counted for the computation of SGPA/CGPA.
9. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work per week. Different courses have different credits as specified in the approved curriculum.

10. **Credit System:** A system enabling quantification of course delivery, with a credit being assigned to each subject and a grade awarded after a student completes its teaching-learning process followed by passing in the examinations.
11. **Choice Based Credit System (CBCS):** The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill based courses.
12. **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or certificate is prescribed in terms of number of credits to be completed by the students as per the respective curriculum approved by the Academic Council. The number of credits required for award of degree shall be reduced by the total credits of 1st Year (i.e., credits of 1st and 2nd semesters) and the credit of Summer Internship after 1st Year (if any) for the programs where admission into 2nd Year through Lateral Entry is permitted.
13. **Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, E, A, B, C, D, U, V, and X. There is also a W grade which is a temporary grade.
14. **Grade Point:** It is a numerical weight allotted to each grade on a 10-point scale.
15. **Credit Point:** It is the product of grade point and number of credits for a subject.
16. **Semester Grade Point Average (SGPA)** is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various subjects registered in a semester and the total credits during that semester.
17. **Cumulative Grade Point Average (CGPA)** is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various subjects in all semesters and the sum of the total credits of all subjects in all the semesters.
18. **Passing Standards:** To pass a theory, practice-integrated theory or laboratory course, a student has to secure the minimum marks (or grades) as specified in the Academic Regulations and also later in this examination manual.
19. **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the subject details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

2 The Examination Committee

The Examination Committee is the principal body to coordinate, execute, monitor, and regulate all matters related to conduct of examinations and publication of results thereof for all curricular programs offered by the University. The Vice-Chancellor is the Chief Examiner of the University. The Examination Committee is solely responsible for scheduling of examinations, question paper setting, invigilation, fair evaluation, and publication of results in time as per the Academic Calendar of the University.

All day-to-day activities related to examinations are monitored by the Controller of Examinations. The Controller of Examinations is assisted by Deputy / Assistant Controller(s) of Examinations along with a team of faculty members nominated from different academic departments of the University. The entire team is termed as the Examination Committee, which is composed as per Section 2.9.1 of the Academic Regulations.

Necessary clerical and supporting staff are posted under the Controller of Examinations to carry out different works and to maintain all records. The Controller of Examination heads the entire examination section.

2.1 Objectives

The prime objective of the Examination Committee is to conduct all examinations as per the Academic Calendar and Academic Regulations of the University. The process of these examinations start from the notification of schedule, facilitating, preparation, and printing of question papers, printing of answer scripts, appointment of invigilators, arrangements of venues, conduction of examinations as per schedule, coordinating the evaluation process and generating the report of marks obtained by the students. It also compiles the marks obtained by students in teachers' assessment, laboratories, seminars, projects etc., for processing prior to declaration of results.

2.2 Activities

To meet its objectives, the examination section conducts the following activities:

- Preparation and announcement of the examination calendar
- Coordinating the examination registration processes for each semester of each program
- Initiating the process of procurement of the examination materials like answer books, papers and toners for printing of question papers and other materials
- Coordinating the process of preparation and printing of question papers
- Allocating examination halls/rooms and notifying the seat arrangements
- Appointing adequate number of invigilators for each examination hall/room
- Conduction of examinations in a fair and strictly disciplined manner
- Addressing any cases of malpractice or other unfair means reported by the Invigilators
- Processing of answer scripts and making them available for evaluation
- Appointing experienced faculty members for evaluation of answer scripts
- Monitoring & coordinating the evaluation process
- Releasing evaluated answer scripts for viewing by the students
- Conducting re-evaluation if applied by a student and updating the results
- Addressing issues if any related to examinations, evaluation, and results
- Compilation of marks of all components and pre-processing of results
- Convening the meetings of Conducting Board (refer Section 2.10 of the Academic Regulations) for review of the question papers and marks awarded
- Publishing the results after post processing scrutiny as per Academic Calendar
- Printing and distribution of Grade Sheets and Provisional Certificates
- Printing of Degree Certificates for award of degree during the Convocation
- Any other activity related to examinations as directed by the Vice-Chancellor

2.3 Infrastructure

The Examination Section has the following infrastructure for smooth conduction of all its activities related to examinations.

- Dedicated examination halls with CCTV surveillance.
- Confidential section for the processing of questions and e-evaluation.
- A printing section with state of the art printing facilities.
- A strong room to store all confidential materials like question papers etc.
- A control room for pre and post processing of all examination materials.
- Office chambers for CoE and Deputy/ Assistant CoE's.
- Office space for regular official and examination processes.
- Storage space for storing various stationary and old answer scripts.
- A Students Section to receive and issue required documents from and to students.

In addition to the above, the section also possesses the essential facilities for amenities. The Controller of Examinations may also allow giving out the examination halls for conduction of other events like exhibitions, competitions, or other student events when the halls are not used/blocked for any examination activity.

3 Roles and Responsibilities of CoE

The Controller of Examinations (CoE) is responsible for all day-to-day activities of the examination section. The CoE ensures that all activities of the examination section are done timely as per the Academic Regulations and Academic Calendar. The details of the responsibilities include:

- Collecting question papers for all examinations ensuring complete confidentiality.
- Conduction of Mid-Term and End-Term examinations by preparing all related material and arranging adequate manpower
- Taking decision on all matters related to examinations
- Making necessary arrangements for the safe custody of files connected with the conduct of examinations, documents, certificates etc
- Supervision of e-evaluation
- Ensure error free declaration of results, printing and issue of grade sheets and certificates to students
- S/he shall convene meetings and issue notices to the examiners and committees appointed by examination cell and conduct official communications thereof.
- Arrangements of various meetings required for examination processes as and when required and ensure minutes are recorded
- S/he shall keep the minutes of examination committee and all sub committees appointed
- Take special care to see that secrecy and confidentiality are maintained in connection with examinations

- Direct superintending control over the examination cell including all facilities and infrastructure
- Preparing the annual budget for the Examination Cell and send it to the Governing Body for approval.
- Releasing the payment of remuneration and travelling allowances to external question paper setters and examiners and all internal payments wherever admissible as per the approved budget
- Ensuring maintenance of the infrastructure of the cell
- Monitoring Semester Registration
- Monitoring Examination Registration
- Preparing Admit Cards for students eligible for appearing in examinations.

One or more Deputy / Assistant Controller(s) of Examinations may be appointed by the Vice-Chancellor to assist the CoE in discharging the above roles and responsibilities. The CoE shall assign responsibilities to the Examination Committee members as deemed fit to ensure smooth conduction of all examination processes.

4 Academic Calendar

The Academic Council of the University approves the academic calendar consisting of the schedule of activities for a session inclusive of dates for registration, Mid-Term Examination and End-Term Examination; inter-semester breaks etc., well in advance of start of a semester. The academic calendar shall usually provide ≈ 15 teaching weeks with 5 teaching days/week and a minimum of 72 teaching days per semester excluding the period of examination, holidays and days when classes are suspended.

- Each year is divided into two Semesters: Odd Semester (July to December), and Even Semester (January to June).
- In each semester, the students' performance is evaluated by Teacher's Assessment (TA), Mid-Term Examination (MTE), End-Term Examination (ETE), and Laboratory / Sessional / Seminar / Project courses.

The Examination Committee, based on the approved academic calendar, prepares a schedule of all examination related events, such as, teacher's assessment, mid-term, end-term, and supplementary examinations, evaluation, and result publication etc., to be conducted during a semester, and circulates the same to all concerned.

5 Examination Registration (Form Fill-up)

1. All students have to register for each of the subjects as per the academic regulations and calendar, except for the newly admitted students to the 1st semester, who are automatically registered for all the subjects of the semester.
2. The complete registration process has three steps:

- a. **Pre-Registration - Choosing Electives:** This is done during the previous semester. The student shall select the elective and optional subjects (if any) for the upcoming semester.
 - b. **Semester Registration - Attendance Registration:** This must be completed before the commencement of a semester with all the pending dues cleared. The dates of registration with and without fine are notified.
 - c. **Examination Registration: Form Fill-up:** This is done in the examination section based on the updated list of existing students for each semester (data taken from ERP before the examination) which is used for the preparation of Admit Cards and pre-printed Answer Scripts.
3. **Honours/Minor:** Students of B.Tech. programs, who are interested to opt for Honours/Minor, must register for the same in the 3rd Semester. The process for Honours/Minor registration shall be initiated by the office of the Dean (Instruction).
 4. **Course Waiver:** Students of B.Tech. programs, who are interested for Course Waiver as per Section 3.7.3 of the Academic Regulations, must submit their application in the prescribed form to the CoE office within the stipulated date. The course waiver examination shall be conducted within 02 (two) weeks of commencement of the semester.
 5. While all the above registration processes are mandatory, the Examination Registration (Form Fill-up) is the last and most important. It is done in the Examination Section as per the list of registered students for every subject (including subjects of Honours/Minor) offered in a semester.
 6. The dates of Examination Registration (Form Fill-up) is notified by the CoE before each examination. The CoE may also notify an extended date for completing the registration by paying a specified amount of fine as approved by the Board of Management.
 7. While doing Examination Registration (Form Fill-up) for the 3rd, 5th, 7th, or 9th semesters, a student may also register for backlog papers of 1st, 3rd, 5th, or 7th semester(s) respectively and while registering for the 4th, 6th, 8th, or 10th semesters, s/he may register for backlog papers of 2nd, 4th, 6th, or 8th semesters respectively, as applicable to him/her, by paying the specified fees per backlog subject.
 8. In order to complete the Examination Registration (Form Fill-up), it is required that all fees and dues payable by a student must be cleared and an account clearance must be obtained from the Accounts Section.
 9. It is solely the duty and responsibility of every student intending to appear for an examination to complete the Examination Registration (Form Fill-up) process in time. The Examination Section is not liable to request, remind or follow up with any student to complete the same in time.
 10. The Admit Cards, pre-printed Answer Scripts, etc. shall not be prepared for the students who have not completed the Examination Registration (Form Fill-up) process. Therefore, without completing the Examination Registration, no student shall be able or permitted to appear for any examination, which may lead to a year back!

6 Assessment of Performance

There shall be continuous assessment of a student's performance throughout the semester and grades will be awarded based on the attendance, assessment by the subject teacher, and the performance in different written examinations conducted by the Controller of Examinations as per Section 3.9 of the Academic Regulations.

6.1 Evaluation Scheme

Irrespective of the Credit, every course, whether theory, practice-integrated theory, practical/laboratory, or project work, shall be evaluated out of a total of 100 marks, which shall be divided into different components as per the evaluation scheme described in these regulations. The evaluation scheme is also mentioned in every course of the approved syllabus.

1. **Induction Program:** The induction program (applicable only to B.Tech. programs) is a mandatory course to acclimatize the students to the new environment, create a bonding between the teachers and students, and get them acquainted with the rules & regulations, discipline & academic culture of the University.

- a. The assessment components for the induction program shall be as under:

- i. Attendance in the Sessions : 25 Marks
- ii. Daily Reports on the Sessions : 25 Marks
- iii. Final Multiple-Choice Quiz Test : 50 Marks

- b. The Faculty Advisors shall record the attendance for the assigned group of students. The student must be physically present in the session to get the attendance.

- c. Every student attending the induction program shall submit a daily report in the prescribed format to the Faculty Advisor on the next day before start of the sessions of that day. They shall write the details of the sessions attended and what they learned from those sessions in brief in the report.

- d. After the completion of the induction program, a computer-based multiple-choice test shall be conducted within 7 (seven) days of commencement of classes. The tests may be conducted in groups utilizing the free slots in their timetable.

2. **Theory Courses:**

- a. The assessment components of theory courses shall be as under:

- i. Attendance (ATTD) : 10 Marks
- ii. Teacher's Assessment (TA) : 20 Marks
- iii. Mid-Term Examination (MTE) : 20 Marks
- iv. End-Term Examination (ETE) : 50 Marks

- b. The marks for the Attendance (ATTD) component shall be computed based on the final aggregate attendance % of the student in a course as per the following:

- i. Less than 65% : 0 (Zero) Marks
- ii. 65% or more but less than 75% : 4 Marks
- iii. 75% or more but less than 80% : 5 Marks
- iv. 80% or more but less than 85% : 6 Marks
- v. 85% or more but less than 90% : 7 Marks
- vi. 90% or more but less than 95% : 9 Marks
- vii. More than 95% : 10 Marks

- c. The Teacher's Assessment (TA) component shall be made by the concerned teacher through multiple methods, such as, Quiz with multiple-choice questions, Surprise Test, Written Assignment(s), Mini-Project, Presentation, and Viva-Voce.

- d. Every teacher must use at least two different methods, out of which one or more assessment tests must be conducted before the Mid-Term Examination and the rest of the tests may be conducted after the Mid-Term Examination but before the End-Term Examination. Ideally, the tests shall be evenly distributed over the duration of the semester.
- e. The teachers, depending on the nature of their course, shall determine how many marks (out of 20) are to be allocated to which method, and the same should be announced at the commencement of classes of the semester.
- f. Every teacher shall conduct the assessment tests to fulfill the requirement of continuous evaluation. The HoD shall ensure that the assessment tests are conducted properly and fair evaluation is done by every teacher of the department. If required, the HoD may revise the marks awarded by the teacher before sending to the CoE.

3. Practice-Integrated Theory Courses

- a. The assessment components of practice (or hands-on) integrated theory courses shall be as under:
 - i. Attendance (ATTD) : 10 Marks
 - ii. Practice / Hands-On (PR) : 20 Marks
 - iii. Mid-Term Examination (MTE) : 20 Marks
 - iv. End-Term Examination (ETE) : 50 Marks
- b. The marks for the Attendance (ATTD) component shall be computed based on the final aggregate attendance % of the student in the same manner as defined in clause 2(b) above for general Theory courses.
- c. The assessment for Practice or Hand-On (PR) component shall be done by the teacher through multiple methods, such as, performance in the practice sessions, hands-on/implementation assignment(s), making prototype or model, field work, mini-project, and viva-voce, etc., as decided by the teacher.
- d. As the PR component carries the same weightage as the TA component, the terms TA and PR may be considered as synonymous for general reference & use, except that their methods of assessment to be followed by the teacher shall be different.
- e. Students must come to the practice sessions with their own laptop with requisite software & tools and/or any other equipment or instruments as advised by the teachers.
- f. The teachers, depending on the nature of practice / hands-on work required for their course, shall determine how many marks (out of 20) of the PR component are to be allocated to which method, and the same should be announced at the commencement of classes of the semester.
- g. Every teacher shall conduct the assessment to fulfill the requirement of continuous evaluation. The HoD shall ensure that the assessment tests are conducted properly and fair evaluation is done by every teacher of the department. If required, the HoD may revise the marks awarded by the teacher before sending to the CoE.

4. Practical / Laboratory Courses:

- a. The assessment components of practical/laboratory courses shall be as under:
 - i. Attendance : 10 Marks
 - ii. Daily Performance : 30 Marks

- iii. Lab Record : 15 Marks
 - iv. Lab Test/Mini Project : 30 Marks
 - v. Viva-Voce (Regular/Final) : 15 Marks
- b. The marks awarded for attendance shall be computed by the concerned teacher based on the number of classes, including make-up classes if any, attended by the student out of the total number of classes conducted by the teacher. The marks so computed shall always be rounded to the nearest integer value.
- c. Emphasis shall be given on day-to-day performance, proper writing and regular submission of lab records, as well as performance in the final lab test & viva. To the extent possible, evaluation should be done in every class to ensure continuous assessment. The evaluation of all practical/laboratory courses shall be done by the concerned teacher as per the above scheme or as prescribed in the syllabus.
- d. After completion of evaluation of a laboratory course, the concerned teacher shall submit the total computed marks to the HoD for verification. The HoD shall ensure that proper and fair evaluation has been done for each laboratory course. If required, the HoD may constitute a sub-committee to assist in moderation of the laboratory marks. After the approval of the HoD, the final marks shall be sent to the CoE.
- e. Wherever some student(s) have failed to secure the minimum pass mark in a practical/laboratory course, a departmental committee consisting of the concerned teacher (Examiner), two other senior faculty members of the department, and the HoD (as Chairman) shall examine such cases to assess/validate the reason(s) of failure. The committee may suggest remedial actions, such as, additional/make-up lab classes to complete/redesign the missed experiments, additional lab assignments, re-submission of revised/improved lab records, re-conduction of final lab test & viva etc., and the same shall be promptly executed by the concerned teacher. The revised marks (if any) shall be submitted to the HoD for forwarding to the CoE.
- f. The mark foils for practical/laboratory courses must be duly signed by the concerned teacher and counter-signed by the HoD before sending to the CoE.

5. Project / Thesis Work:

- a. Project or Thesis work is an important component of both UG and PG programs of the University. The Project or Thesis work gives an opportunity to the students to express their creative and research talents and prepare for the future career.
- b. The HoD will invite research topics for UG and PG projects from its own faculty (including adjunct faculty) and from other departments across the University at the beginning of the semester. One member of the faculty may be designated to coordinate this activity. Faculty members may propose project topics, singly or in collaboration with a colleague from the same or another department. A co-supervisor from other departments, industry or other institutions may also be accepted.
- c. Projects or Thesis works should be of higher qualitative standard promoting research and innovation. These may be analytical, computational, experimental, developmental or combinations thereof. The department will make the necessary resources available to the students, including access to laboratories and computing facilities outside normal working hours. It will be the responsibility of the supervisor(s) to arrange the basic facilities. Students are encouraged to discuss such matters with their supervisors, with the HoD if not satisfied.

- d. In general, the Project or Thesis works of all UG and PG programs shall be evaluated out of 100 marks consisting of the following assessment components:
- i. Evaluation by Guide/Supervisor : 20 Marks
 - ii. Interim Presentation & Viva-voce : 20 Marks
 - iii. Project Report/Thesis/Publications : 20 Marks
 - iv. Final Presentation & Viva-voce
 - A. Presentation : 10 Marks
 - B. Quality of Work : 20 Marks
 - C. Viva-voce/Defense : 10 Marks
- e. Notwithstanding with the above, depending on the specific requirements of a program and/or the nature of the Project or Thesis work to achieve the desired outcomes, the Project/Thesis guide or the HoD may recommend a different evaluation scheme and adopt the same with prior approval of the Dean (Instruction).

6. Summer Internship:

- a. Undertaking internship courses during the summer break between two consecutive years is an important aspect of the curricula of all UG & PG programs offered by the University to enhance the skills of the students and make them future ready.
- b. Each summer internship shall normally be of 30 to 45 days duration requiring not less than 100 hours of involvement of the student in theory, practicals/hands-on training, and field works. About 30-40% of theory and 60-70% of practical/hands-on training shall be generally considered ideal for a summer internship course.
- c. For the benefit of the students, the University shall generally float a number of summer internship courses in various skill-based domains which shall be delivered through expert faculty members and/or practicing industry professionals. The internship courses shall emphasize on practicals and hands-on works and may be delivered in physical mode, online mode, or a suitable combination thereof.
- d. A student may also prefer to undertake summer internship in any reputed external organization or research laboratory with prior approval of the Dean (Instruction).
- e. The students shall maintain a record of day-to-day activities and learning in a Summer Training Diary and have them countersigned by the trainer or mentor on a daily basis. They shall also obtain a Training Completion Certificate from the trainer or mentor at the end of the summer training course.
- f. Summer Internship shall be evaluated out of 100 marks in the following components:
 - i. Evaluation by Trainer/Mentor : 60 Marks
 - ii. Evaluation by the Department
 - A. Training Diary : 20 Marks
 - B. Presentation and Viva-voce : 20 Marks
- g. The Trainer/Mentor will evaluate the performance of the student at the end of the internship course in terms of Technical Aptitude and Learning Ability, Professionalism, and Responsibility, or as prescribed by the Dean (Instruction), and submit the marks to the Industry Interface Cell of the University.
- h. The departmental evaluation shall be carried out and completed within 1 (one) month of commencement the next odd semester after the summer break. The HoD shall assign a

team of faculty members to do the evaluation by examining the training diary, witnessing the presentation and conducting a viva-voce. The marks shall be submitted to the Industry Interface Cell of the University.

- i. The Industry Interface Cell shall do the necessary scrutiny and compile the total marks for each student. The marks shall then be confidentially submitted by the FIC of Industry Interface Cell to the Examination Section.

7. Practice School / Industry Internship:

- a. The Practice School (PS) or Industry Internship is another important aspect of the curriculum which provides opportunity for a full-semester continuous and rigorous internship executed at an industry or research organization like NITs, IITs, or other reputed research laboratories etc.
- b. Practice School or Industry Internship is choice based and can be undertaken in the specified semester of the final year as per the approved curriculum. In general, these are based on selection through a competitive process conducted by the industry or research organization.
- c. The students opting and selected for Practice School or Industry Internship shall work in an industrial or corporate setting directly under the supervision of a Mentor. The University shall assign a faculty member as the Advisor to monitor the progress and coordinate with the Mentor.
- d. If required by the concerned industry or research organization, the Dean (Instruction) may permit a student to go for a short-term preparatory training for 30 to 45 days during the summer break of the pre-final year, which shall be considered equivalent to the Summer Internship course and shall be accordingly evaluated.
- e. Practice School or Industry Internship shall be evaluated out of 100 marks out of which 60 marks shall be kept for industry evaluation and 40 marks shall be kept for departmental evaluation as per the components given below:
 - i. Evaluation by the Industry Mentor

A. Punctuality and Attitude	:	10 Marks
B. Conduct, Discipline, and Teamwork	:	10 Marks
C. Knowledge and Competency	:	20 Marks
D. Overall Performance	:	20 Marks
 - ii. Evaluation by the Department

A. Practice School / Internship Report	:	20 Marks
B. Presentation & Viva-voce	:	20 Marks
- f. Notwithstanding with the above, the evaluation by the industry mentor may be done through quizzes, viva, tests, assigned project works, group discussions within the working team and/or through other performance analysis mechanisms as per the practice and rules & regulations of the industry or research organization.
- g. The processes for selection, allocation, execution, and evaluation of Practice School or Industry Internship course shall be governed by the approved "Guidelines for Practice School" of the University.

6.2 Prohibition of Canvassing

1. No student, candidate, or person acting on their behalf (including parents/guardian), shall canvass, lobby, influence, or attempt to influence any teacher, examiner, evaluator, invigilator, HoD, or Officer of the University with the intent to increase the marks, alter the examination results, or secure an unfair advantage in any examination results.
2. Canvassing under this clause includes, but is not limited to, the following actions:
 - a. Writing personal appeals, pleas, or placing identifying marks in the answer scripts.
 - b. Approaching examiners or academic staff directly or indirectly via any medium.
 - c. Offering financial inducements, gifts, favors, or bribes in any manner.
 - d. Bringing administrative, external, or political pressure upon university authorities.
3. Any student found guilty of canvassing or attempting to canvas shall be deemed to have used unfair means and malpractice. Upon verification by the Examination Committee, the University reserves the right to impose penalties, including:
 - a. Reduction of the Grade secured in the course at least by one grade.
 - b. Cancellation of the examination of the course and award of "X" grade.
 - c. Deferral or cancellation of the entire semester/term results.
 - d. Debarment from appearing in future examinations for a specified duration.
 - e. Debarment from participating in campus placement activities.
 - f. Suspension for a specified duration or expulsion from the University.

6.3 Passing Standards

In order to earn the credits of a course, a student must register and appear the examinations and obtain the minimum pass marks as defined in Section 3.9.3 of the Academic Regulations. The same has been detailed below for immediate reference:

1. **Induction Program:** A student has to score at least 50 marks in total out of 100 full marks to pass the induction program. This is applicable only to the B.Tech. programs.
2. **Theory Courses:** To pass a theory course, a student has to obtain pass marks in both the continuous evaluation component and also in the end-semester evaluation component. The minimum requirement to pass a theory course shall be as under:
 - a. At least 20 marks in total (out of 50) from continuous evaluation, i.e., Attendance (ATTD), Teacher's Assessment (TA), and Mid-Term Examination (MTE), and
 - b. At least 20 marks out of 50 in the End-Term Examination (ETE), and hence
 - c. At least 40 marks in total out of the 100 full marks.
3. **Practice-Integrated Theory Courses:** To pass a practice-integrated theory course, a student has to obtain pass marks in both the continuous evaluation component and also in the end-semester evaluation component. The minimum requirements to pass a practice-integrated theory course shall be as under:
 - a. At least 20 marks in total (out of 50) from continuous evaluation, i.e., Attendance (ATTD), Practice / Hands-On (PR), and Mid-Term Examination (MTE),
 - b. At least 20 marks out of 50 in the End-Term Examination (ETE), and hence

- c. At least 40 marks in total out of the 100 full marks.
4. **Practical/Laboratory Courses:** To pass a practical or laboratory course, a student must score at least 40 marks in total out of the 100 full marks. There shall be no pass marks for the individual components of evaluation.
5. **Summer Internship:** To pass a summer internship course, a student must score at least 50 marks in total out of the 100 full marks. There shall be no pass marks for the individual components of evaluation.
6. **Practice School/Industry Internship:** To pass a summer internship/ practice school/ industry internship course, a student must score at least 60 marks in total out of the 100 full marks. There shall be no pass marks for the individual components of evaluation.
7. **Project/Thesis Work:** To pass a project or thesis work course, a student must score at least 60 marks in total out of the 100 full marks. There shall be no pass marks for the individual components of evaluation.

6.4 Grading System

The grading system is a point-based structure to assess the performance of a student which is widely accepted all over the world.

1. Irrespective of the Credit, every course will be evaluated out of 100 marks. The Uniform Absolute Grading System shall be followed for all academic programs of the University. A letter grade is awarded for every course based on the total marks obtained by a student. Every letter grade is assigned with some grade points on a base of 10 as described in the following table:

Qualification	Grade	Score out of 100 Marks	Points
Outstanding	O	90 & above up to 100	10
Excellent	E	80 & above but less than 90	9
Very Good	A	70 & above but less than 80	8
Good	B	60 & above but less than 70	7
Fair	C	50 & above but less than 60	6
Satisfactory	D	40 & above but less than 50	5
Unsatisfactory	U	Less than pass mark or Absent in Exam.	0
Course Waiver	V	At least 60 marks in the Course Waiver Examination	0
Debarred	X	Shortage of Attendance (SA) / Disciplinary Action (DA) / Malpractice (MP)	0
Withheld	W	Due to unavoidable reasons (temporary)	0

2. The “U” and “X” grades are considered as “backlog grades” wherever mentioned.
3. The “W” grade is a temporary grade which may be awarded occasionally to handle unavoidable situations, e.g., delay in evaluation or processing of results, clearance of dues, and such. Any W grade shall be converted to a valid grade as soon as possible.
4. As per Section 6.3, a student must obtain at least:
 - a. “C” grade to pass in the Induction Program (for B.Tech. programs only)

- b. "D" grade to pass a Theory, Practice-Integrated Theory, or Practical/Laboratory course,
 - c. "C" grade to pass in Summer Internship, and
 - d. "B" grade to pass in Project/Thesis Work, Practice School, or Industry Internship.
 - e. "B" grade to obtain a Course Waiver (reflected as "V" grade in the grade sheet)
5. For every course, the credit points earned by a student is computed by multiplying the Credits of the course with the Grade Point of the letter grade awarded to that course based on total marks obtained by the student. For example, if a student obtains E grade in a 3-credit course, the credit points shall be $3 \times 9 = 27$ points.
 6. The performance of a student is indicated through Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA), which are widely accepted. Both SGPA and CGPA serve as useful performance measures in the semester system.
 7. **Semester Grade Point Average (SGPA):** After completion of a semester, the SGPA for that semester is computed by dividing the total credit points earned by the student with the total credits of that semester as per the approved curriculum. The SGPA for any semester is computed by the following formula:

$$\text{SGPA} = \frac{\sum \text{Credit Points}}{\sum \text{Credits}} \quad \text{for the Semester}$$

8. **Cumulative Grade Point Average (CGPA):** The CGPA is the ratio of total credit points earned by a student in all semesters and the sum of the total credits of all the semesters completed. The CGPA at any point of time is computed by the following formula:

$$\text{CGPA} = \frac{\sum \text{Credit Points of All Previous Semesters}}{\sum \text{Credits of All Previous Semesters}} \quad \text{up to a Semester}$$

9. In case a B.Tech. student has successfully obtained Course Waiver in any course in a semester, the credits of that course shall not be added to the total credits of the semester or previous semesters (in the denominator) and the SGPA/CGPA shall be computed on the basis of total of the rest of the credits.
10. In the grade sheets issued to the students, both SGPA and CGPA shall be expressed up to two decimal places. However, for other purposes requiring a higher degree of precision, the University may consider the SGPA and CGPA up to four decimal places.
11. Wherever necessary, the following formula shall be used obtain the equivalent percentage of marks for the CGPA earned by a student at the completion of the program:

$$\text{Equivalent \% of Marks} = (\text{CGPA} - 0.50) \times 10$$

12. **Computation of Final CGPA:** At the end of the program, the final CGPA obtained by a student shall be computed as under:
 - a. The final CGPA shall be computed by considering the prescribed credit requirements of the program as per the approved curriculum leading to the award of the degree.

- b. The grades awarded for Honours (refer Section 3.7.1 of the Academic Regulations) or Minor (refer Section 3.7.2 of the Academic Regulations) courses shall be reflected in a separate grade sheet with a Grade Point Average (GPA) computed from the Honours/Minor courses only. The grade points so earned shall not be counted to compute the final CGPA obtained in the B.Tech. program.
 - c. If the student has been granted a “Waiver” in any course (refer Section 3.7.3 of the Academic Regulations), the credit of that course shall be counted towards total credits completed and “V” grade shall be reflected in the grade sheet, and the credit points shall not be counted towards computation of the final CGPA.
13. In case of any discrepancy in SGPA/CGPA at any point of time, the student must bring the same to the notice of the CoE as soon as possible. After due scrutiny, the CoE shall update the SGPA/CGPA and issue a duplicate grade sheet as deemed fit.

7 Promotion Policy

Promotion refers to advancing of a student from their current level to the next level in the semester system of education. Based on the performance in the examinations, students get promoted from one semester to the next semester, and also from one year to the next year, finally completing their program of study. The rules governing the semester/year promotion of all UG/PG programs of the University shall be as under.

1. Semester Promotion:

- a. A semester promotion happens when a student advances from an Odd semester to an Even semester. For example, promotion from 1st to 2nd semester, 3rd to 4th semester, etc., is termed as semester promotion.
- b. To get a semester promotion, a student must have:
 - i. Appeared for the End-Term examination in *AT LEAST HALF* of the Theory courses, and
 - ii. Passed *ALL* the practical/laboratory courses of the Odd semester.
- c. In case a student is unable to appear in the End-Term examination in at least half of the theory courses due to compelling reasons like serious illness, death or calamity in the family, participation in an event with approval of the University, etc., then:
 - i. S/he may appeal to the Dean (Student Affairs) with all supporting documents within 7 (seven) days of completion of the End-Term examination for grant of promotion to the Even semester, provided that the student:
 - A. Does not have “X” grades (debarred) in more than 3 (three) theory courses of the odd semester at the time of applying for semester promotion, and
 - B. Has passed in *ALL* of the practical/laboratory courses of the Odd semester.
 - ii. After due scrutiny of the documents and approval of the Vice-Chancellor, the student may be granted promotion to the Even semester.
 - iii. This facility can be availed only once during the entire duration of the program.
- d. For a year-back student who was promoted to the Even semester in the previous year when s/he attended the classes, the criteria 1(b)(i) shall not be applicable.

2. Year Promotion:

- a. A year promotion happens when a student advances from an Even semester of one year to the Odd semester of the next year. For example, a promotion from 2nd to 3rd semester is termed as year promotion because here the student advances from 1st year to 2nd year of the program of study.
 - b. To get a year promotion, a student must NOT have:
 - i. U/X grade in any practical/laboratory courses of the even semester, and
 - ii. U/X grade in more than 06 (six) theory courses after the publication of results of the Supplementary Examination excluding the Honours/Minor course(s) if any.
 - c. When a student does not get a year promotion, s/he shall have a year-back and must repeat the odd or even semester in the next academic session as the case may be, and continue his/her studies further.
3. For the purpose of deciding semester or year promotion, the Induction Program and Summer Internship(s), wherever included in the curriculum, shall NOT be counted. However, any non-credit/mandatory courses shall be counted like credit courses.
 4. When a student does not get a semester or year promotion, s/he shall have a year-back and must repeat the Odd or Even semester in the next academic session as applicable.

7.1 Rules for Back Paper Examinations

A student who is promoted to the next year with U/X grades (in maximum six theory or practice-integrated theory courses) of the previous year(s), s/he must register to appear for the appropriate examination(s) for those courses as back paper in the corresponding semester in which the course is offered. The rules governing back paper examinations shall be as under:

1. Theory Courses:

- a. The marks awarded for the Attendance (ATTD) component in a back paper shall remain the same when the student attended the classes of that course in a previous semester.
- b. If the student has obtained a “U” grade due to non-fulfillment of Clause 2(a) of Section 6.3 (i.e., not scoring at least 20 marks out of 50 from ATTD + TA + MTE components), then s/he is permitted to re-appear the Mid-Term Examination (MTE). The student may also be permitted to re-appear the Teacher’s Assessment (TA) provided that the total marks scored from ATTD + TA is less than 12 (twelve) marks.
- c. If the student has obtained a “U” grade due to non-fulfillment of Clause 2(b) of Section 6.3 (i.e., not scoring at least 20 marks out of 50 from the End-Term Examination (ETE) component), or an “X” grade due to debarment from the End-Term Examination, then s/he is permitted to re-appear the End-Term Examination (ETE) only.
- d. If the student has obtained a “U” grade due to non-fulfillment of both Clause 2(a) and 2(b) of Section 6.3, then s/he is permitted to re-appear both the Mid-Term Examination (MTE) and the End-Term Examination (ETE). The student may also be permitted to re-appear the Teacher’s Assessment (TA) provided that the total marks scored from ATTD + TA is less than 12 (twelve) marks.
- e. When appearing for a back paper examination, the latest syllabus of the course in effect at that time shall be applicable and the students must prepare accordingly.

- f. In all the cases mentioned under clauses (b) to (d) above, the marks scored in the last examination (in which the student appeared) shall be considered for determining of final grades to be awarded.

2. Practice-Integrated Theory Courses:

- a. The marks awarded for the Attendance (ATTD) component in a back paper shall remain the same when the student attended the classes of that course in a previous semester.
- b. If the student has obtained a “U” grade due to non-fulfillment of Clause 3(a) of Section 6.3 (i.e., not scoring at least 20 marks out of 50 from ATTD + PR + MTE components), then s/he is permitted to re-appear the Mid-Term Examination (MTE) only. The student may also be permitted to re-appear the Practice (PR) component provided that the total marks scored from ATTD + PR is less than 12 (twelve) marks.
- c. If the student has obtained a “U” grade due to non-fulfillment of Clause 3(b) of Section 6.3 (i.e., not scoring at least 20 marks out of 50 from the End-Term Examination (ETE) component), or an “X” grade due to debarment from the End-Term Examination, then s/he is permitted to re-appear the End-Term Examination (ETE) only.
- d. If the student has obtained a “U” grade due to non-fulfillment of both Clause 3(a) and 3(b) of Section 6.3, then s/he is permitted to re-appear both the Mid-Term Examination (MTE) and the End-Term Examination (ETE). The student may also be permitted to re-appear the Practice (PR) component provided that the total marks scored from ATTD + PR is less than 12 (twelve) marks.
- e. When appearing for a back paper examination, the latest syllabus of the course in effect at that time shall be applicable and the students must prepare accordingly.
- f. In all the cases mentioned under clauses (b) to (d) above, the marks scored in the last examination (in which the student appeared) shall be considered for determining of final grades to be awarded.

7.2 Rules for Year-Back Students

A student, who does not get promotion from odd semester to even semester or from one year to the next year (i.e., even semester to odd semester), due to non-fulfillment of the promotion criteria specified in Section 7, is termed as a year-back student and will get delayed by at least one year to complete the degree. The rules governing year-back students are given below.

1. In general, such students need not seek readmission, but shall have to register for the back papers of previous semesters in the subsequent odd/even semesters as applicable, as per the curriculum that was in effect when they attended the classes, and appear the examinations to clear the papers. After fulfilling the promotion criteria, they shall be promoted to the next semester/year (as applicable) and continue the studies with the batch of students of a later academic year.
2. A year-back student, whether or not s/he has scored pass marks in the ATTD + TA/PR + MTE components (20 out of 50 for theory or practice-integrated theory courses) or the ETE component (20 out of 50 for theory or practice-integrated theory courses), then student shall be permitted to re-appear both the MTE and ETE components to increase the chances of passing and/or scoring a better grade in that course.
3. Additionally, if the student has scored less than 12 (twelve) out of 30 marks in the ATTD + TA/PR components in a theory or practice-integrated theory course, then the student may also be permitted to redo the TA or PR component as the case may be.

4. However, a year-back student must seek readmission to a semester if s/he could not fulfill the semester/year promotion criteria if s/he:
 - a. was debarred from appearing in the examinations in some/all courses due to shortage of attendance in a semester of previous academic year,
 - b. was debarred from appearing in the examinations because of not paying the Institute fees including any unpaid dues by the specified date,
 - c. was compelled to discontinue his/her studies in a semester of previous academic year due to genuine reasons like prolonged illness, critical operation, calamity in family, natural disaster, or other unavoidable exigencies,
 - d. was rusticated for some definite period in a semester of previous academic year on disciplinary grounds, provided that the period of punishment is over by the time of seeking readmission.
5. When a student is readmitted to a semester (other than 1st semester) at a later academic year, s/he has to prosecute the study according to the new curriculum in effect (if any) from that semester onwards. However, they shall appear the examinations of back papers of the previous semesters (if any) according to the old curriculum that was in effect when they attended the classes.
6. If one/more course(s) that the student has already passed is/are repeated in the new curriculum in the semester/year in which the student is readmitted, the student need not register for that course to appear examinations, and the grade awarded earlier in that course shall remain same.
7. In the process of dropping off from the admitted batch due to year back, and rejoining with a new batch in a later academic year, there is a possibility that the total credits earned by the student may fall short from the total credits required for completion of the program due to revisions in the curriculum.
8. In case the total credits earned by the student fall short of the specified total credits of the program as per the new curriculum applicable to the batch with which the student shall complete the program, then s/he shall have to study and appear examinations in one/more additional courses to fulfill the credit requirements of the degree. Such additional course(s), if any, shall be recommended by the concerned HoD and shall be allocated in the final year only. These course(s) shall be of self-study nature, however necessary mentoring facility may be provided by the department for this purpose.
9. On the other hand, if the total credits earned by the student exceed the specified total credits of the program as per the new curriculum applicable to the batch with which the student shall complete the program, there shall be no provision to skip any course in the final year.
10. In case the total credits earned by a student fulfills the total credit requirements of a degree, but the final CGPA is less than **5.50** for UG Engineering programs and **6.00** for PG programs, then the student can be permitted to appear examinations in up to 06 (six) courses of any semester in which the student has already secured a pass grade so as to improve the final CGPA. If required, the Dean (Instruction) may direct the Head of the Department to arrange for necessary mentoring facility for the student. The student shall be awarded with the degree only if the revised CGPA fulfills the minimum CGPA criteria.
11. Wherever any conflicting or ambiguous condition arises due to readmission of a year-back student in a later academic year, then the appropriate officers including, but not limited to, the Dean (Instruction), Dean (Student Affairs), Controller of Examinations, Registrar, and

Vice-Chancellor will address such issues on a case-by-case basis. If necessary, such matters may also be referred to the Academic Council for decision and/or approval.

8 Instructions for Appearing Examinations

Examinations are of great importance for assessing the academic progress of the students. Silicon follows a set of strict policies to ensure time-bound and fair conduction of all examinations free of any scope for malpractice with absolute integrity. The Examination Section, headed by the Controller of Examinations (CoE), handles all works related to conduction of examinations, evaluation, and result publication, and issue of grade sheets and certificates etc.

In general, all written examinations are conducted in offline mode in the specified examination halls/rooms of the University. For fair conduction of examination, all examination halls/rooms shall be under electronic surveillance systems.

In addition, the CoE shall also appoint adequate number of invigilators to perform invigilation of the examination in every hall/room.

Under special circumstances (such as a lock down), when it is not possible for students to come to the University, the examinations may also be conducted online in remote proctoring mode. Students are required to equip themselves with necessary infrastructure, devices, and bandwidth to be able to appear for examinations held in online mode. The University reserves the right to use any online examination & proctoring platform as per suitability, and the students have to comply with the same.

8.1 Rules for Physical Examinations

1. Schedule for an examination is published by the CoE about 1-2 weeks before the first date of examination. The schedule is published in all notice boards of the University as well as uploaded in the ERP for information to students.
2. Seating arrangement, such as Hall Number and Seat Number are notified through the ERP.
3. Students must enter the examination hall by the time as notified in the schedule. The gates and/or doors shall be closed at the end of specified time and latecomers shall not be permitted to enter.
4. Students must bring their Identity Card and Admit Card during each day of the examination. Candidates without the admit card issued for the subject are not allowed to appear the examination.
5. In case of loss of Admit Card, a duplicate Admit Card will be issued by the examination section with approval of the CoE on payment of specified administrative fee.
6. Bags, purses, books, notes, or any other material must be kept outside the examination hall in the designated racks. The Institute bears no responsibility for the safety of any items or valuables left outside the examination halls.
7. Only the materials required for writing the examination (such as pens, pencil, eraser, scale, calculator etc.) are allowed. Students must carry their own materials for writing the examination. Borrowing from other candidates is not permitted.
8. The ID Card and Admit Card must be presented to the Invigilator(s) on duty while entering into the examination hall. The invigilators shall check each student before allowing them into

the examination hall, and are empowered to ask the student to leave/remove the same and then enter the examination hall or seize anything that is not permitted.

9. Possession of mobile phones and any other electronic gadgets (except calculator wherever permitted) in the examination hall is strictly prohibited; otherwise it shall lead to booking the student under malpractice (MP) case.
10. Each candidate is provided with a pre-printed bar coded answer booklet. The cover page of the answer booklet shall contain printed information such as name, SIC No, Subject Name, Subject Code, Semester and Date of Examination, instructions, etc. The candidates must verify their particulars printed on the booklet before signing in the appropriate box.
11. The answer booklet shall be of fixed number of pages. All answers must be written within the given pages of the booklet. Use of additional pages is not allowed nor will be supplied.
12. If a student is sick with a contagious disease, s/he shall be seated in a separate sick room with proper separation from other sick candidates if any. No prohibited items (as described above) shall be allowed into the sick room. However, the candidate may carry any emergency medicines etc., into the sick room with prior permission.
13. Under special circumstances when a student is unable to write with his/her writing hand due to a bandage or plaster etc., a scribe/writer may be permitted with prior approval from the Vice-Chancellor. The candidate must apply for the same in prescribed proforma at least 3 (three) days before the date of the examination, along with the details of the scribe/writer and his/her educational qualifications. The scribe/writer must be at least 2 (two) years junior to the candidate.
14. Question papers shall be distributed at the start time of the examination. Candidates should verify that they are provided with the right question paper for the subject. In case of inappropriate or illegible question paper, it should be reported to the invigilators immediately. No discussion or query related to the questions among the candidates shall be permitted inside the examination hall.
15. Candidates can leave the hall only after the completion of the first hour for temporary reasons such as drinking water and visit the washroom. A student can leave the hall permanently after completion of two hours, but have to leave the question paper on the desk, which can be collected from the examination section afterwards. A student can take the question paper if s/he leaves the hall permanently provided that less than 30 minutes is left for the end of the examination.
16. Strict disciplinary action shall be taken against any student violating the examination rules & regulations or if found adopting any kind of unfair means inside the examination halls/premises.

8.2 Rules for Online Examinations

1. Online examinations are generally held in a 2-Device Remote Proctoring mode. Every student must have two devices as per the specified requirements. Compatibility of the devices with the online examination platform is the responsibility of the student.
2. Device-1 shall be a smart phone with good quality front camera and internet connectivity of adequate bandwidth. Device-2 can be a smart phone or laptop or desktop with internet connectivity.
3. Device-1 is used for remote proctoring and must have the examination app installed. The specified online meeting platform (such as Zoom) is also required to be installed. Both should be of up-to-date versions.

4. Device-2 is used to access the question paper only and needs a browser like Chrome. The browser should be updated to the latest version. Opening additional tabs on the browser or any other application/file on Device-2 is strictly prohibited.
5. The schedule for online examination published by the CoE shall contain information and instructions regarding the login & set-up time, question activation time, writing duration, and scanning time etc. Step- by-step instructions shall also be provided through the ERP.
6. Students must sit at a desk in a well-lighted room in proper dress. No one else other than the student should be present in the room. Books, notes, or any other material should not be there on or nearby the desk. The Identity card, writing materials, and calculator (if required) may be kept on the desk and shown to the proctors when instructed by holding them in front of the camera of Device-1.
7. Students have to login on both devices with their username and password strictly as per the step-by-step instructions given by the examination section. Face-recognition and/or other digital methods shall be used to identify the student.
8. The Device-1 (remote proctoring device) should be kept about 3-4 feet away to the south-east of the sitting position in such a place that the upper part of the body including both hands, table top, writing papers, and the screen of Device-2 etc., are clearly visible in the video. The proctors shall guide the student to properly position their devices during the set-up time of the examination. Disobeying the instructions given by the proctors shall be treated as indiscipline and the student may be debarred from the examination.
9. The candidate's audio should be kept muted but the video should be continuously streaming. If the system detects disruption of the video stream stops for more than 15 seconds, it will automatically record a malpractice event.
10. Video recording of the entire examination shall also be done and submitted to the CoE at the end of the examination. The assigned proctors shall keep noting down any suspicious activity of the students in the virtual examination room and submit the report to the CoE.
11. Any white/ruled paper of approximately A4 size can be used to write the answers. Each page should be clearly numbered on the top-right corner. The candidate MUST NOT write his/her name, SIC number, Roll Number, Branch/Section, or any other details on the answer script. If any identification is found on an answer script, it will be rejected outright and an "F" grade shall be awarded in that subject.
12. The Question paper shall be served on Device-2 at the specified time. Once the question paper is displayed on the screen, students can start writing on their answer papers. A deep coloured pen (such as black) should be used. Diagrams if any should be drawn with dark pencils.
13. If a student wants to temporarily leave the desk for drinking water or visiting the washroom etc., s/he has to take permission from the proctors before leaving the desk. Maximum 5 minutes of absence from the desk is allowed.
14. After the writing time is over, students have to scan the answer pages in order of their page numbers using the examination app's scanning feature. The device should be properly held vertically above the page at appropriate distance so that only the page area should be scanned. There should be a lot of border around the scanned page. After completion of scanning, the pages should be uploaded through the examination app only.
15. The CoE may provide an alternate URL or Google Form to upload the answer script in PDF format. In case of any issues during uploading through the examination app, students may upload the PDF of their answer pages in the given URL within the specified time only.
16. It is the responsibility of the student to ensure that the scan of the answer script is in proper order of pages, sharply focused, and clearly readable. If the uploaded script is found out of

order, out of focus, unclear, cropped, or the page area is too small due to lot of extra border around, then it shall not be evaluated. Consequently, the student will be awarded an “U” grade in that subject.

17. In case a student fails to upload the answer script through the examination app or the alternate URL/Google Form, then it will be assumed that the student is absent in the examination and an “S” grade (absent) shall be awarded in that subject.

Possession of any prohibited item(s)/ gadget(s)/ additional mobiles or devices during an examination or communicating with other examinees shall be booked as malpractice and the answer script shall be rejected. The CoE reserves the right to reject any answer script, whether uploaded through the app or otherwise, without assigning any reason thereof.

9 Conduction of Examinations

1. The Controller of Examinations (CoE) shall conduct the Mid-Term and End-Term Examinations in respect of all theory courses of all programs strictly as per the processes and guidelines defined by the University. The Examination Committee shall assist the CoE in conduction of examinations, evaluation, final compilation and publication of results.
2. The Mid-Term Examination shall be of 1 hour 30 minutes (i.e., 90 minutes) duration and the End-Term Examination shall be of 3 hours (i.e., 180 minutes) duration. However, depending on the nature of a course (such as courses requiring a number of intricate diagrams or long time-consuming iterative calculations, etc.), the concerned Board of Studies may recommend to increase the duration of the examinations for that course. Such increased duration shall be effective only after approval of the Academic Council.
3. All examinations shall be normally conducted in physical or offline mode, where the student must be physically admitted into the examination hall to write the examination. However, under special circumstances, examinations may be conducted in online mode using methods and technologies approved by the Academic Council.
4. While normal scientific calculator are permitted, other electronic devices such as programmable calculators, calculators containing communication devices, smart watches, mobile phones, wired/ wireless head phones/ headsets/ ear buds, and any other electronic devices are strictly forbidden. Any exception to these provisions must be specially approved by the Academic Council.
5. The examinations will normally be of “closed book” type, where the students are NOT permitted to carry any books or study material into the examination halls. Reference charts and/or tables, wherever necessary, will be provided to the examinees by the Examination Section, which must be returned to the invigilator(s) before leaving the examination hall.
6. The Board of Studies may identify and recommend at most one course per semester for which an open-book examination may be conducted. During an open-book examination a student shall be permitted to carry a limited number of printed books and/or study materials as recommended by the Board of Studies and approved by the Academic Council.

9.1 Eligibility to Appear in Examinations

1. A student will be permitted to appear for an examination, only if s/he has:
 - a. Registered for the courses at the beginning of the semester.

- b. Has completed the Examination Registration (form fill-up) for the courses in time.
- c. The required attendance in theory and laboratory classes as prescribed in these regulations and has completed the assignment works given.
- d. Paid all fees including any other unpaid dues.
- e. Not been debarred from appearing for the examination as a result of disciplinary proceedings or on recommendation of the HoD or Dean (Instruction).

9.2 Question Pattern

1. Questions shall not be a mere reproduction from standard textbooks or other question papers set for earlier examinations in this or in other Universities. The questions shall be usually of three different types depending on the length of answer or time taken to answer a question, and three different learning levels as defined in Bloom's Taxonomy, and all possible combinations thereof:
 - a. The three types are: (i) Short Answer, (ii) Medium Answer, and (iii) Long Answer, which are decided by the question setter looking at the length of the answer and the average time required to answer the questions.
 - b. The three learning levels are: (i) Remembering & Understanding, (ii) Application & Analysis, and (iii) Evaluating & Creating, which are decided by the question setter looking at the complexity and efforts required to answer the questions.
2. The syllabus of each subject is usually arranged in 5 to 6 modules corresponding to each Course Outcome (CO) of the course. Questions will have to be set covering each module or CO. Suggested question pattern(s) is/are circulated by the CoE to the paper setters. However, changes to the question pattern may be made with approval of the concerned Board of Studies.
3. Some questions may be compulsory and some questions may have choices within itself (from same module). Questions will have different weight depending on the content. There may be several bits within one question and different bits may also have different marks.
4. The question paper of Mid-Term Examination shall usually cover 2 to 3 modules as per the course coverage by that time. However, the question paper of the End-Term and Supplementary Examinations shall cover ALL modules of the course such that no student shall be able to skip any module. Wherever choices are provided with a question, all choices shall be from the same module.

9.3 Question Paper Setting

1. Question papers for the Mid-Term and End-Term examinations shall be prepared primarily electronically as per the process defined in the ERP.
2. All teachers teaching the course and/or having expertise in the course shall contribute in the question bank for the course created inside the ERP.
3. The HoD shall nominate a faculty member having the expertise on the course as the paper setter.
4. The paper setters may choose one of the formats suggested and set the question paper accordingly by using the question bank.
5. If necessary, the Board of Studies may recommend external paper setters for some of the courses subject to approval of the Academic Council.

6. All question papers submitted by the teachers will be treated as “confidential documents” till the end of the examination of the course concerned, and becomes an open document as soon as the examination is over.
7. The University will archive question papers in physical and electronic forms, and make them available to future students for reference.

9.4 Evaluation & Result Publication

1. After the completion of examination (Mid-Term or End-Term) for a course, the answer scripts shall be scanned and uploaded with necessary processing for the electronic copies to be available to the appointed examiners.
2. Examiners shall be appointed by CoE as per the recommendations of the Head of the Department who is the owner of the course or as recommended by the Board of Studies. The CoE shall assign a deadline to each examiner to complete the evaluation works.
3. It shall be the responsibility of the examiners to complete the evaluation of the answer scripts as per the model answer and evaluation scheme within the deadline.
4. For the benefit of and as a process of learning by the students, the corrected answer scripts of Mid-Term and End-Term Examinations shall be released to the students for viewing as soon as the evaluation process is complete. The evaluated answer scripts shall be made visible to the students electronically.
5. If a student is dissatisfied with his/her marks or there is any discrepancy in award of marks in the Mid-Term or End-Term examination, s/he may apply for re-evaluation within the deadline notified by the CoE by paying the necessary fees for the same. If no application for re-evaluation is filed within the given time limit, the student is deemed to have accepted the results and no further request shall be accepted.
6. The CoE shall initiate the re-evaluation of the script and the marks shall be updated accordingly. Re-evaluation is a one-time opportunity, and once the re-evaluation is complete and results are updated, no further complaint/request shall be accepted.
7. The CoE shall take necessary steps to publish the results by the expected dates of result publication as mentioned in the Academic Calendar.
8. No claims regarding the examinations and results by the student or by any external agency, such as, providing photocopy of answer scripts/ assignments/ lab records etc., shall be entertained after a period of 15 (fifteen) days from the date of publication of results of an examination or 7 (seven) days of commencement of the next semester whichever is earlier.
9. Answer scripts of all examinations, including assessment tests conducted by teachers, assignments, laboratory records and the like, submitted by the students shall be preserved for a period of 1 (one) year, in physical and/or electronic form (as the case may be), from the date of examination/ submission, after which the University shall have the right to destroy these permanently.

9.5 Rules for Missed Examinations

1. If due to any compelling reason (such as, death or calamity in the family, or participation in a co-curricular event with due approval of the University, etc.) a student fails to appear the Teacher’s Assessment test(s) on the scheduled date and time, the teacher may conduct

- compensatory test(s) as deemed fit, but with a penalty up to 5 (five) marks from the total marks secured by the student in the Teacher's Assessment component.
2. If a student remains absent in the regular Mid-Term examination due to extraordinary reasons, such as, accident on the day of the examination, death in the family or likewise, s/he may be permitted to appear a make-up examination. The student must apply to the CoE through the Faculty Advisor and concerned HoD for conducting the make-up examination within 07 (Seven) days of the missed Mid-Term examination.
 3. The application(s) for make-up examination shall be jointly scrutinized by a committee consisting of the CoE, Dean (Student Affairs), and the concerned HoD's. Only those students who have missed the examination due to compelling and extraordinary reasons, shall be permitted to appear the make-up examination in one or more courses. The dates, modalities and process of conducting the make-up test shall be as decided by the CoE. Such make-up tests will be conducted under the direct supervision of the respective HoD's.
 4. If a student has missed the Mid-Term Examination (MTE) and also remains absent or not permitted to appear the make-up examination, then 0 (Zero) marks (out of 20) shall be awarded for the MTE component.
 5. If a student remains absent in the End-Term Examination due to compelling reasons, such as, genuine medical reasons, death in the family or likewise, or participation in a co-curricular event with due approval of the University, s/he may appeal to the CoE, through the HoD and Dean (Student Affairs) for permitting him/her to appear for the Supplementary Examination (refer Section 9.6 below for details).
 6. The Dean (Student Affairs) and the CoE shall jointly examine the student's application and supporting documents, and may permit the student to register for the Supplementary Examination in one or more courses.
 7. If the student does not have any strong & valid reason for remaining absent in the End-Term examination or cannot produce sufficient documentary evidences thereof, then the Vice-Chancellor shall have the discretion to take a decision in this regard.

9.6 Supplementary Examination

1. There shall be a Supplementary Examination conducted every year during the months of June/July to provide an opportunity to the students to clear their backlog papers and advance in their studies. The Supplementary Examinations shall be conducted by the CoE only for theory courses and the theory part of practice-integrated theory courses of the current and previous years.
2. The weightage & level of Supplementary Examination will remain same as the regular End-Term examination, and the answer scripts shall be evaluated in the same manner. However, the re-evaluation facility shall not be available for Supplementary Examination and the results shall be declared before the commencement of the next academic session.
3. The students who have been awarded with a "U" (Unsatisfactory) grade in a course due to not scoring a pass mark in the End-Term examination, are allowed to register and appear for the Supplementary Examination. However, students who have obtained "U" (Unsatisfactory) grade in a course due to remaining absent in the End-Term examination, must obtain permission from the competent authority as described in Section 9.5 to be able to register for the Supplementary Examination.
4. A student can register for a maximum of 06 (six) courses to appear in the Supplementary Examination in which the student was awarded "U" grade in a previous examination.

5. **Improvement of Grades:** Students who have obtained a “C” or “D” grade in some theory courses of the current year, are permitted to re-appear for maximum 03 (three) courses in the Supplementary Examination for improvement of the grades. If a grade does not improve after publication of results, then the previous grade awarded in that course shall be considered, unless an “X” grade is awarded for malpractice by the student during the supplementary examination.
6. In any case, the total number of courses registered for Supplementary Examination, for clearing the backlogs and/or improvement of grades, shall be limited to 06 (six) subjects only.
7. A student who has been awarded with an “X” (Debarred) grade in a course due to shortage of attendance, non-payment of fees & dues, malpractice during the regular examinations, or other disciplinary action, are *not permitted* to register for the Supplementary Examination. They can only register for the course as a back paper in the subsequent semesters.
8. In case of prolonged illness or other reasons, if a student misses both the End-Term and also the Supplementary examinations in any course, the student must register for the courses as a backlog paper in subsequent semesters provided that the student is promoted to a higher semester as per the promotion policy described in Section 7. The student shall continue to have a “U” grade in that course till s/he clears the same in a back paper examination.

9.7 Steps of Examination Conduction

The following steps shall be followed for conducting an examination:

1. *Dates of Examinations:* The dates of the Mid-Term, End-Term, and Supplementary Examinations shall be as per the approved Academic Calendar.
2. *Notification for the Examination:* The schedule of an examination is notified by the CoE at least two weeks before the date of commencement of examination. The schedule is also notified in the ERP for the information of all students.
3. *Setting of Question Papers:* Questions for the examination in different subjects of different batches/branches will be set by the faculty member nominated by the HOD and submitted to CoE confidentially at least one week before the date of the examination. In general, 03 (three) sets of disjoint question papers shall be prepared for each subject.
4. *Selection of Question Paper:* The CoE shall randomly select one of the sets as the question paper for a subject to be given for an examination. Which set has been selected for an examination shall be confidential even to the question paper setter.
5. *Printing of Question Papers:* Required number of question papers to be distributed in the examination halls shall be printed and sealed in proper packets containing all the details of the examination, batch and branch, subject, date & time of examination, and number of question papers in the packet.
6. *Sitting Arrangements:* The CoE shall allocate the examination halls/rooms as per the schedule of the examination and allocate one seat to each registered student in those halls/rooms in a pre-defined order. The sitting arrangement shall be made visible in the ERP for information of the students.
7. *Arrangement of Examination Materials:* Arrangement all examination materials, such as, pre-printed answer scripts, attendance sheet and other required documents for examination shall be prepared by the Examination Section and stored in the strong room one day before the examination.

8. *Appointment of Invigilators:* Considering the number of students appearing for an examination in a subject, the required number of invigilators, usually at the rate of 1:25, shall be appointed for duty by the departmental members in the examination committee. The date, time, and place of invigilation shall be intimated to all invigilators at least one week before the examination.
9. *Display of Rules and Sitting Arrangements:* Rules and regulations of the examination shall be put on the notice boards for information of the students. Sitting arrangement may also be notified on the entrance of each examination hall/room even if the same is already made visible through the ERP.
10. *Assignment of Invigilators:* The Examination Superintendent appointed by the CoE shall assign the invigilators to an examination hall/room, ensuring that adequate female invigilators on duty depending on the number of female students in that hall/room.
11. *Preparing the Examination Halls:* The support staff of the examination section shall clean and arrange the seats in each examination hall/room in proper manner as per the sitting arrangement set by the CoE and demarcate each seat with the SIC Number of the student. They shall also verify that the lights, fans, and clocks are working properly and take action to fix any issues.

9.8 Invigilation of Examinations

1. The invigilators assigned for an examination shall report at the Examination Control Room at least 20 (twenty) minutes before the start of the examination or as notified by the CoE, otherwise they shall be marked as late. However, the invigilator must do his/her invigilation duty as assigned even if marked late.
2. An invigilator shall be marked as absent if s/he reports less than 10 (ten) minutes before the start of the examination or as notified by the CoE. However, the invigilator must do his/her invigilation duty as assigned even if marked absent.
3. In case an invigilator is unable to report for duty due to some unavoidable reason, a substitute may be provided at least 30 (thirty) minutes before the start of the examination and the same must be reported to the Examination Superintendent appointed by the CoE.
4. The invigilators shall collect the examination materials, such as sealed packet containing the question papers, sitting arrangement, attendance sheet and other stationery from the control room. They shall verify that all materials are in order before proceeding to the examination hall/room assigned to them.
5. The invigilators shall place the pre-printed answer scripts on the assigned seats as per the hall arrangement at least 10 minutes before the start time of the examination. The sealed packet containing the question paper shall remain with the chief invigilator of the hall/room assigned by the Examination Superintendent.
6. Students without ID card and Admit card will not be allowed to enter the examination hall/room. Cellphones, programmable calculators, smart watches, or any other wired/wireless electronic devices, etc., are strictly prohibited.
7. At least two invigilators shall stand at the entry of the examination hall/room at least 10 minutes before the start of the examination. They shall check the ID Card, Admit Card, and other possessions of each student before allowing him/her into the hall/room. The other invigilators shall guide the students who have entered to their respective seats and maintain discipline within the examination hall/room.

8. The invigilators are duty-bound and responsible to ensure that the students carry only writing & drawing materials and approved calculators wherever permitted into the examination hall/room. They shall check the pockets, purses/wallets, shoes etc., of every student to prevent them from carrying any prohibited item into the examination hall/room.
9. If any student is found to be carrying any prohibited item such as copy materials or chits, programmable calculators, smart watches, or any other wired/wireless electronic devices, the same shall be immediately confiscated and reported to the examination control room. The student shall NOT be allowed to enter into the examination hall/room until s/he has been permitted by the Examination Superintendent or the CoE.
10. The invigilators are empowered to check for presence of any written materials on body parts, such as, palms, arms, and lower legs etc. or other body parts of a student without hampering the dignity of a student. If any such written materials are detected, then the student shall not be permitted to enter into the examination hall.
11. The chief invigilator shall open the sealed question paper packets 2 (two) minutes before the start time of the examination and divide them between the invigilators. When the examination time starts, all invigilators shall promptly distribute the question papers to the students ensuring that the correct question paper (as mentioned in the Admit Card) is given to each student.
12. No student shall be allowed to enter into an examination hall/room after the examination has started unless specifically permitted in writing by the Examination Superintendent or the CoE.
13. After 15 (fifteen) minutes of start of examination, the invigilators shall visit each student, put their signature on the answer script after verifying the ID card, Admit Card, and the details printed on the answer script. They shall also take the signature of the student on the attendance sheet given by the control room. They shall mark "AB" on the answer script and absent on the attendance record if a student is absent.
14. The invigilators shall distribute any supplementary materials, such as, Reference charts/tables, Steam tables, Graph papers etc., as permitted for the examination of a subject, to the students as and when demanded by the students and maintain the record of such supplementary materials issued in the given proforma.
15. It is the responsibility of the invigilators to maintain discipline and a silent & conducive environment inside the examination hall/room. They are also responsible for preventing any attempt of cheating or malpractice by keeping watch and frequently moving among the students seated in the examination hall/room.
16. Report any case of misbehavior, indiscipline, or attempt of malpractice or unfair means to the CoE for further necessary action. They are empowered to confiscate any written or copy material found with any student. They shall report a malpractice case by filling up the prescribed proforma attaching the confiscated materials, optionally with the signature of the student on the same.
17. If any student points out any printing error or mistake in the question paper or demands for a clarification on a question, then the same shall be reported to the Examination Superintendent or the CoE, who shall attempt to promptly resolve the issue or obtain a clarification from the question paper setter.
18. When the examination time ends, the students shall stop writing and leave their answer script on the desk on which they are seated. No student is allowed to carry the answer script outside the examination hall/room. It is the responsibility of the invigilators to ensure that no student carries the answer script out of the examination hall/room while exiting. If any

student carries the answer script out of the examination hall/room, then it shall be treated as a malpractice case, even if the student has done it unintentionally or without any malafide intent.

19. As soon as the students vacate the examination hall/room, the invigilators shall collect all the answer scripts, count, verify, sort, and bundle them as per the attendance sheets, and deposit the bundles along with the attendance sheets, left over question papers, in/out records, supplementary materials and stationery etc., at the Control Room within 10 minutes of end time of the examination.
20. The invigilators shall be signed off from their duty only after everything is received in order by the Control Room.

9.9 Evaluation of Answer Scripts

After the completion of examination (Mid-Term or End-Term) for a subject, the answer scripts shall be scanned and uploaded with necessary processing to be available to the appointed examiners. Examiners are appointed by CoE as per the recommendations of the Board of Studies.

There will be arrangements with appropriate restrictions made inside the Institute to evaluate the answer scripts electronically. However facilities may be provided to an examiner for electronic evaluation from home if required. The following cares are to be taken for the evaluation of answer scripts:

1. The scanning and coding of answer scripts are to be done with no error and with utmost confidentiality.
2. Proper secrecy must be maintained by providing password to examiners for the right subjects.
3. Provisions must be there in the e-evaluation process to record all remarks of the examiners in the answer scripts which will be useful during re-evaluation.
4. There must be electronic checks & balances to avoid any error or missing any page or answers during evaluation.
5. The answer scripts for a subject must be available for evaluation within two days of the completion of the examination of that subject.
6. The CoE shall specify the time frame for evaluation considering that the examiner shall be able to evaluate at least 20 scripts per day, and the examiner must complete the evaluation work within the given time frame.
7. The CoE may give additional time to an examiner considering any exigencies faced by the examiner depending on number of answer scripts remaining to be evaluated.
8. In any case, the examiner(s) must complete the evaluation work in time so that the results can be published on the date specified in the academic calendar approved by the Academic Council.

10 Publication of Results

10.1 Release of Evaluated Answer Scripts

As soon as the evaluation of the answer scripts of an examination are complete, the CoE shall release the evaluated answer scripts to the students for viewing and verification. Evaluated answer

scripts shall usually be released within two to three weeks from the date of the last examination. It is the responsibility of the students to verify that marks have been awarded for the answers to every question they have written or attempted.

If a student is not satisfied with marks awarded in any subject in the Mid-Term or End-Term examination, s/he may apply for re-evaluation of the answer script of any subject by payment of the prescribed fees within the time frame set by the CoE. The CoE shall then initiate re-evaluation of the answer script by some other selected examiner if necessary. If no application for re-evaluation is filed within the given time limit, then the student is deemed to have accepted the results and no further request shall be accepted.

The procedure pertaining to re-evaluation of answer scripts shall be as under:

1. Re-evaluation of answer scripts is one-time opportunity and is applicable for Mid-Term & End-Term examinations and of theory papers only.
2. The facility to apply for re-evaluation of answer scripts shall not be available for Make-Up tests or Supplementary Examinations.
3. The time frame to apply for re-evaluation will be notified by CoE on the day of release of evaluated answer scripts.
4. The student must pay the prescribed re-evaluation fees through the ERP.
5. No application for re-evaluation after the last date shall be entertained.
6. The CoE may appoint a different examiner for re-evaluation.
7. After re-evaluation, if the variation in the marks is within 20% of the previously awarded marks, then the better of the two shall be taken.
8. If the variation is more than 20% of the previously awarded marks, then the CoE may send the answer script for evaluation to a third examiner. In such case, the marks awarded by the third examiner shall be final.
9. After completion of the re-evaluation, the marks shall be accordingly updated by the Examination Section.
10. Once the re-evaluation process is complete and the marks are updated, no further request/complaint shall be accepted.

10.2 Post Processing & Publishing

After the completion of evaluation and re-evaluation (if any) of the answer scripts of Mid-Term and End-Term examinations, the Conducting Board shall make a pre-analysis of the results by looking at the report marks for all subjects and submit a summary report with recommendations to the Vice-Chancellor.

Upon approval of the Vice-Chancellor, the office of the CoE shall initiate a final scrutiny of the marks and award of corresponding grades as per the grading system, after which the final results shall be published. Students will be able to view their final results along with the grades in their ERP page.

After publication of the results, the grade sheets for the students who have cleared all the subjects of the semester / year shall be printed and distributed. In case of final year students the provisional certificates shall be printed and distributed accordingly.

Students may apply to the CoE for any corrections needed in their grade sheets or certificates using prescribed format and Examination Section will do the necessary correction and provide the corrected documents accordingly.

In case of loss of grade sheets or certificates students may apply for duplicate grade sheet or certificate using the prescribed format along with the prescribed fees. A duplicate document will be printed by the examination cell and issued to the student accordingly.

Students requiring transcripts of the grade sheets shall apply for the same using the prescribed format along with the prescribed fees. The Examination Section will print the transcripts accordingly and provide the same to the students.

During the entire examination processes, if there is any concern or grievance of any student or their parents, then the CoE and/or Examination Committee shall address them on a case by case basis within the provisions of the act, first statutes, academic regulations and this manual.

11 Branch Change

1. Any student admitted into a B.Tech. program, may be allowed for a change of branch in the University after completion of course requirements for the 1st and 2nd semesters of the first year. The selection shall be strictly on the basis of merit based on the CGPA at the end of the first year which should be **8.50** or more after publication of results of the regular End-Term Examinations of the 2nd semester. This is an incentive to meritorious students who want to change to another branch.
2. The change of branch shall be accorded to only such students who have cleared all courses of both 1st and 2nd semesters (including the mandatory courses except the Induction Program) in the first available opportunity, i.e., in the regular examinations conducted during academic session of his/her first admission to the program. A student going for Supplementary Examination or having a backlog grade in any course (except the Induction Program) is not eligible for branch change.
3. The University may reject the application for change of branch of any student against whom there has been a disciplinary action due to malpractice in the examinations or any other activity by the student that is considered as indiscipline.
4. Change of branch shall be accorded subject to the condition that the consequent total student strength in a branch shall not increase or decrease by 10% of the approved intake of that branch. Change of branch is not allowed in the first year of admission.
5. The Dean (Instruction) shall invite applications from the eligible students with the options for new branch(es) in order of preference. The applications so received shall be jointly scrutinized by the Dean (Instruction) and Controller of Examinations. Any application with false or incorrect information shall be outrightly rejected.
6. A committee comprising of Dean (Instruction), Dean (Student Affairs), Controller of Examinations, and the Registrar (Convener), shall examine the applications and prepare a merit list based on CGPA. A new branch shall be allotted strictly on the basis of merit in order of the preference of the applicants.
7. After approval of the Vice-Chancellor, the Dean (Instruction) shall notify the same before commencement of the 3rd semester. Once approved, the change of branch CAN NOT be withdrawn, and the student shall continue his/her studies by attending the classes in the new branch from the 3rd semester.
8. The change of branch facility *shall not* be applicable to students of any program other than B.Tech. programs. In addition, there shall be no opportunity for change of branch at any other time during the course of B.Tech. program.

12 Award of Degree

1. A student shall be awarded with the Degree provided that s/he has:
 - a. Successfully completed the prescribed credit requirements of the degree by scoring the specified pass grades in all the courses of that program within the maximum duration,
 - b. Obtained a final CGPA of
 - i. **5.50** or more in a UG Engineering program, or
 - ii. **6.00** or more in a PG program.
 - c. Cleared all the fees and dues of the University,
 - d. No disciplinary action pending against him/her whatsoever, and
 - e. Not been convicted for any criminal action by the Law.
2. A student shall be awarded with the Degree qualified with “Distinction” if the final CGPA obtained from the prescribed credit requirements of the degree is **8.50** or more.
3. A student who has successfully completed the additional courses of Honours/Minor scheme with a GPA of **6.00** or more, shall be awarded with the Degree qualified with “Honours” or “Minor” as applicable. In addition, if their final CGPA is **8.50** or more from the prescribed total credits of the degree (without the Honours/Minor courses), then the degree shall be further qualified with “Distinction”.
4. After the publication of results of the final semester, as soon as possible, the CoE shall take necessary steps to issue the yearly Grade Sheets along with Provisional Certificate etc., to enable the student to join an employment or pursue higher studies.
5. The list of students for the award of degree along with further qualifications like Distinction, Honours, or Minor, shall be duly approved by the Academic Council. The Final Degree Certificates shall be given away during the Convocation only.
6. Conferment of Degrees by the University and conduction of the Convocation ceremony shall be governed by the prescribed norms in the University Statutes.

12.1 Awards of Merit

The University shall give away the following awards of merit to the best performers of the passing out batch of various programs as a token of recognition of their achievements. These awards shall be given away in the Convocation only.

1. **Gold Medals:** Gold Medals shall be awarded to the best performers of various UG and PG programs as per the policy framed by the Board of Management. The winners for Gold Medals in an academic year shall be selected based on the highest final CGPA (not less than 8.50) secured by the students who have completed the prescribed credit requirements of the respective program within the minimum prescribed duration of the course without any break in study and have passed in all subjects in the first available opportunity, graduating in that academic year. The list of students who shall be awarded with Gold Medals shall be approved by the Academic Council. In case of a tie, the Academic Council shall decide the winner by breaking the tie considering other criteria as deemed fit.

The University reserves the right not to award a Gold Medal in a specific UG or PG program if there are less than a minimum number of students in that program as prescribed by the Board of Management, or there is a precedence of indiscipline against the candidate.

2. **Topper Certificates:** The student who has scored the highest final CGPA from the prescribed credit requirements of a branch or discipline of study, shall be awarded with a Topper Certificate. The list of students who shall be awarded with Topper Certificate shall be approved by the Academic Council. In case of a tie, all the students in the tie shall be awarded with the Topper Certificate.
3. **Endowment Awards:** The University may give away special Endowment Awards, sponsored by external persons or organizations as per the policy framed by the Board of Management. Such external persons or organizations shall deposit an endowment amount and sign an agreement or MoU with the University. The interest earned from the endowment amount shall be used to give away the awards. The name of the award, selection criteria, and other terms & conditions (if any) for such endowment awards shall be jointly framed by the sponsor and the University.

12.2 Multiple Exit Policy

1. In case a student, pursuing a 4-year UG Engineering program or a 5-year UG & PG (Integrated) program, decides to exit before completion of the program due to any unavoidable situation or as a matter of personal choice, then s/he may apply to the Dean (Instruction) through the HoD before the completion of the ongoing even semester.
2. The minimum credits that must be successfully completed by the student to avail the exit option with a certification in the branch or discipline of study shall be as under:
 - a. Certificate : 40 Credits
 - b. Diploma : 80 Credits
 - c. Advanced Diploma/B.Sc./BCA : 120 Credits
 - d. PG Diploma (for PG programs only) : 40 Credits
3. Additionally, the student may need to successfully complete the required number of credits in skill-based courses during the summer break as prescribed by the Board of Studies.
4. The CGPA up to the even semester completed (excluding the skill-based courses, if any) must be 5.25 or more to be granted an exit with an appropriate certification.
5. If a student opts to exit during an ongoing odd semester, then the credits completed and CGPA secured up to the previous even semester shall only be considered.
6. A committee comprising of the Registrar, Dean (Instruction), Controller of Examinations, Dean (Student Affairs), and the respective HoD(s) shall examine the applications and place their report to the Vice-Chancellor for consideration.
7. The student shall be permitted to exit with an appropriate certification after approval of the Vice-Chancellor. The Controller of Examinations shall take necessary steps to issue the Grade Sheet(s) and Certificate to the student as soon as possible.
8. The names of the students who have exited before completion of the program with a certification, shall be stuck off from the register by the Registrar of the University.

The complete process of Examination Conduction is given in the last page.

13 Revision of Regulations & Processes

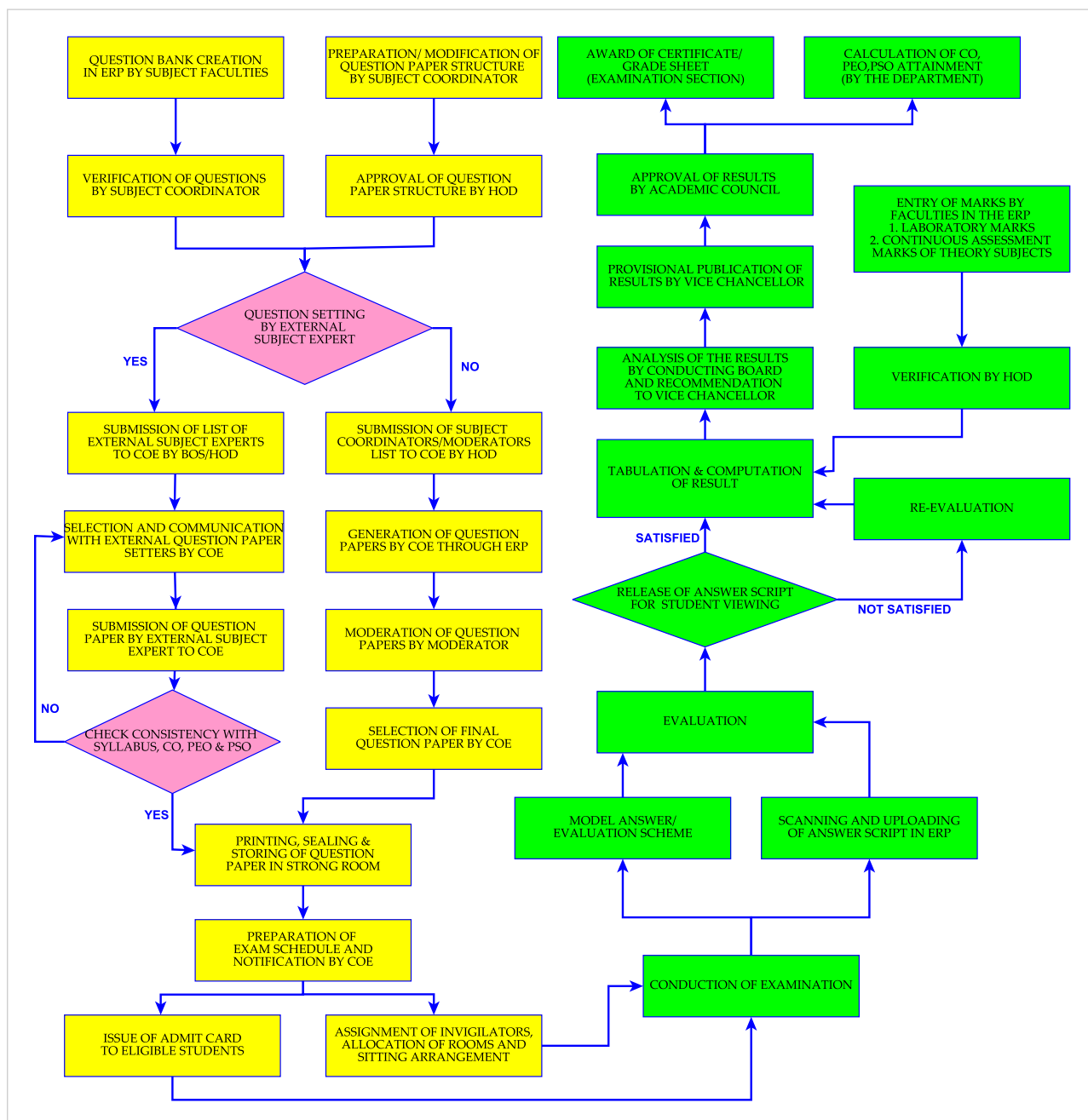
The University may from time-to-time revise, amend and change the regulations and/or processes, if deemed necessary. Any such change shall be communicated through circulars from the office of the Vice-Chancellor, Controller of Examinations or Dean (Instruction).

If any specific condition which has not been covered in the above regulations or if the regulations is silent on any particular issue or case, the same may be referred to the Academic Council for a decision.

14 Interpretation

In case conflicting arguments arise due to the interpretation of statements contained in the document, the appropriate officers of the University including, but not limited to, the Controller of Examinations, Dean (Instruction), Dean (Student Affairs), and the Vice-Chancellor will address such issues on a case-by-case basis. If required the same may be referred to the Academic Council for necessary review and decision.

The Vice-Chancellor, being the Chief Examiner of the University, is empowered to take decisions in consultation with other Deans of the University and approval of the Vice-Chairman, in case of any emergencies or unforeseen events in all examination & result related matters. Such decisions may be placed in the Academic Council for ratification.



Complete Process Flow of Examination Conduction



Office of Controller of Examinations
Silicon University, Odisha

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