



SHOBHIT UNIVERSITY, GANGOH

ORDINANCES

Under clause 35 of the Uttar Pradesh Private University Act, 2019 (U.P Act No. 12 of 2019)



Important Update for All Stakeholders

Please be advised that this revised manual incorporates significant changes. It is essential that all stakeholders carefully review the updated manual to ensure familiarity with new guidelines and procedures.

In this Examination Manual, and in all other Ordinances and Regulations governing the conditions for appearing in examinations at **Shobhit University, Gangoh** for a degree or diploma, whether general or specific, unless the context otherwise requires, the following terms shall have the meanings ascribed to them:

- A. Regular Candidate:** "Regular Candidate" refers to a student who has been formally enrolled in a full-time academic program at any school within the University.
- B. Ex-Student Candidate:** "Ex-Student Candidate" refers to an individual who was previously admitted to an examination as a regular candidate but was either not declared successful or was unable to appear for the examination despite receiving a valid admit card from the University, and who now seeks re-admission to the same program.
- C. Regular Course of Study** means a course delivered in a semester or annual mode as per Teaching & Evaluation Scheme.



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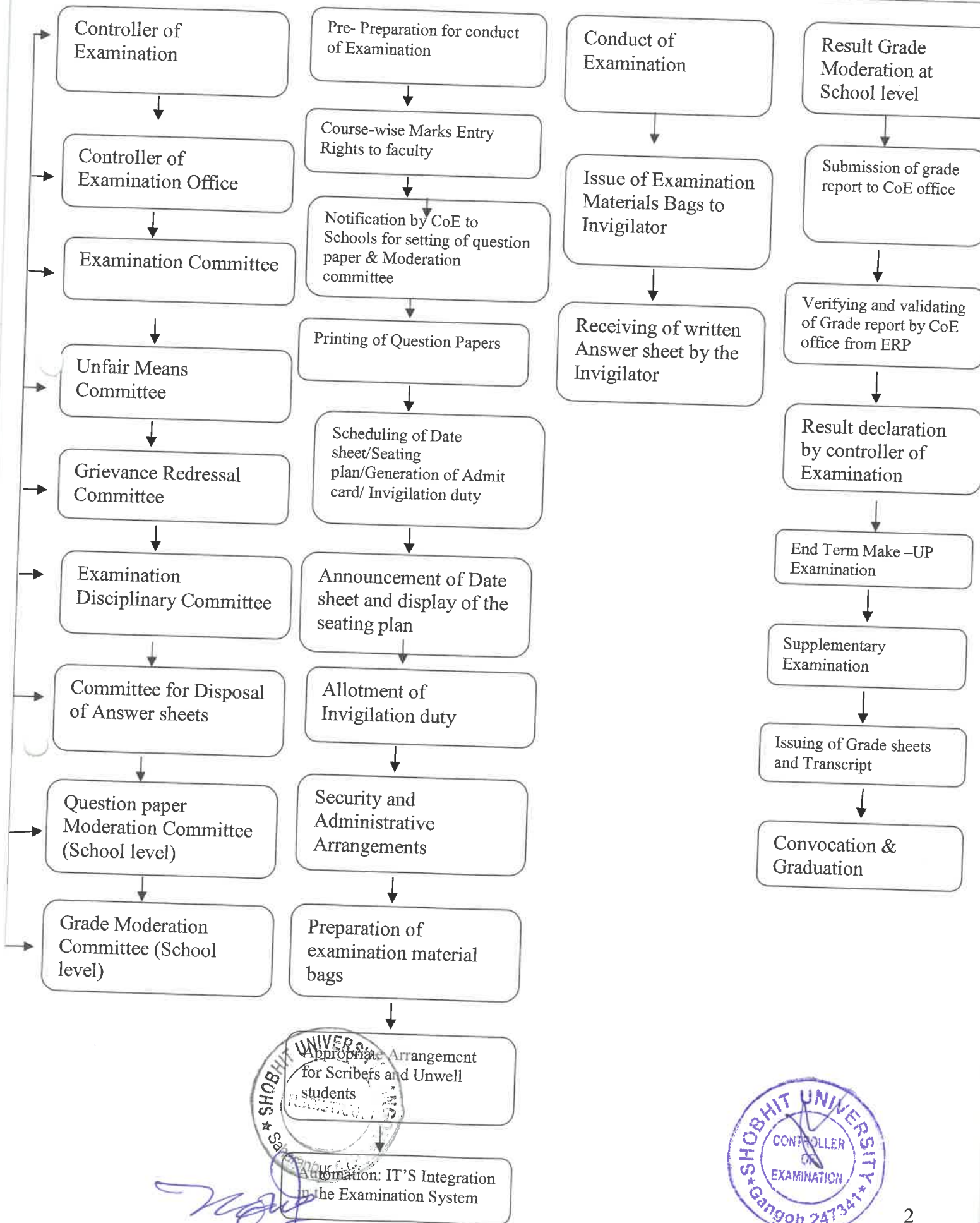


Structure of Examination Department

The Examination Department is headed by a Controller of Examinations (CoE), who reports to the Vice-Chancellor. The CoE is responsible for overseeing all aspects of the examination process, including planning, conducting, and evaluating examinations, as well as ensuring the integrity and transparency of the process. The examination department is supported by Deans of different schools Deputy Controller, and Assistant Controller.



Work of the office of Controller of Examination



PART I

Enrollment of regular candidate to the University Examinations

1. Eligibility for Examination

To be admitted to a university examination, a regular candidate must:

- Be enrolled as a student in a School/Department or Constituent Institution
- Possess the minimum academic qualification for the examination
- Have prosecuted a regular course of study for the examination
- Satisfy all other applicable provisions of the Ordinance

2. Academic Calendar

The Controller of Examination completes all procedures and takes all required steps to administer the exams on the dates listed in the Academic Calendar of each year. For one semester, all enrolled students take the tests. The Examination Department creates and posts the exam schedule on the internet. For informational purposes, a copy of the schedule is also forwarded to the appropriate authorities and the dean of schools.

Examination Schedule and Conduct (Odd Semester)

The Examination Department prepares and uploads the exam schedule for odd semesters on the university website. Students are informed about the exam dates, timings, and venues through the university's online portal and other official channels. The examination schedule is also communicated to faculty members involved in invigilation and other examination-related activities.

Examination Process (Odd Semester)

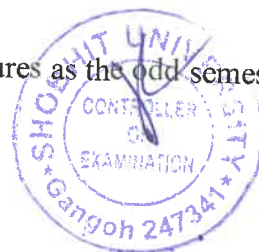
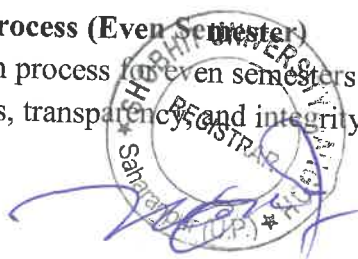
The university follows a well-defined examination process for odd semesters, including setting question papers, conducting exams, evaluating answer scripts, and declaring results. The Examination Department ensures the integrity and transparency of the examination process.

Examination Schedule and Conduct (Even Semester)

Similarly, for even semesters, the Examination Department prepares and uploads the exam schedule on the university website. Students are informed about the exam dates, timings, and venues through official channels.

Examination Process (Even Semester)

The examination process for even semesters follows the same procedures as the odd semester, ensuring fairness, transparency, and integrity.



Result Declaration and Re-evaluation (Applicable to Both Semesters)

After exams are conducted, results are processed and declared within the stipulated timeframe. Students can access their results online, and apply for re-evaluation or re-checking of answer scripts following the outlined procedures.

3. Attendance Requirements

- University must follow the prescribed academic calendar
- Minimum 100 days per semester and 200 days per year for actual teaching.
- Attendance at lectures, practicals, and sessionals counts towards fulfillment of attendance requirements

4. Condensation of Attendance

Deficiency in attendance not exceeding 15% may be condoned for special reasons such as prolonged illness.

The following lists must be submitted:

LIST A: Candidates with 75% or higher attendance for both lectures and practicals in each subject.

LIST B: Candidates with attendance shortage of 15% or less, along with specific reasons for condonation and recommendations.

LIST C: Candidates with attendance shortage exceeding 15%, who will be debarred from appearing at the examination.

Exceptions:

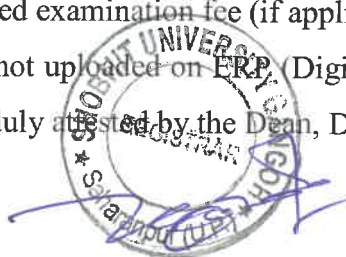
For participation in NSS/NCC/Sports/Youth Festival/Meets/Cultural Teams sponsored or recognized by the University, up to 7 days will be deducted from the total teaching days while calculating attendance.

For participation in an international meet, the Academic Council will take appropriate decisions on a case-by-case basis.

5. Application for Examination

Regular candidates must:

- Submit an application for the examination in the prescribed form.
- Pay the prescribed examination fee (if applicable).
- If the photo is not uploaded on ERP (Digiicampus), a recent passport-size photograph must be attached and duly attested by the Dean, Director, or Principal of the respective School.



6. Submission of Examination Forms

Students from various schools are required to fill out the examination application forms through the online system (Digiicampus). The Dean/Director/Principal of each school is responsible for the following:

- i. Ensuring that all student applications are submitted online within the prescribed deadline.
- ii. Verifying and certifying online that the candidates fulfill the minimum academic requirements and maintain satisfactory conduct.
- iii. Submitting the verified applications to the COE office via the online portal at least 7 days prior to the commencement of examinations.

7. Conditions for Appearing in Examination: A regular candidate shall be required to fulfill the following conditions before he/she is permitted to appear at the examination:

- Must have appear in the sessional examination.
- Payment of all required examination fees and dues.
- Have minimum 75 % attendance. (60% attendance may be allowed in special cases with Vice-Chancellor's permission).

8. Students Missing an Examination

If a student who miss a scheduled examination due to some genuine reason can appear in the carryover examination

9. Record of Continuous Internal Evaluation: The record of continuous internal evaluation shall be kept with the Dean / Director / Principal of the school and communicated to the Controller of Examination at least three days prior to the commencement of end-semester examination.



PART II

EXAMINATION RULES

1. Admit Card Generation

After the schools forward the examination forms to the Controller of Examinations (COE) office, the COE shall issue an admit card to eligible candidates. The admit card will be generated online through the ERP system and made available. Students can then access and download their admit cards through the online portal.

2. Examination Hall Rules: A candidate must:

- Produce their admit card before the Superintendent or invigilator.
- Obey all instructions and maintain discipline in the examination hall.

3. Misconduct and Unfair Means: A candidate found guilty of misconduct or using unfair means during an examination may face the following penalties:

- i. A new answer sheet will be issued to the candidate, clearly marked and recorded as per university protocol.
- ii. The candidate will be required to fill out an Unfair Means (UFM) report form at the time of the incident.

4. Scrutiny and Re-checking: A candidate may apply for scrutiny and re-checking of their marks within 15 days of the publication of results.

Scrutiny Process

The scrutiny process involves a thorough review of answer scripts to ensure accuracy and fairness. The process includes:

- Re-totaling of marks obtained
- Ensuring evaluation of all questions answered
- Evaluating any unevaluated questions by the same examiner
- Verifying completeness of entries on the front cover of the answer script
- Checking sessional marks entry and totaling
- Ensuring the grade awarded is correct



Application and Fee

- Students can apply for scrutiny by submitting a fee:
- Rs 1000 per subject for UG courses
- Rs 1500 per subject for PG courses
- The fee is non-refundable
- Students can have a maximum of two answer books scrutinized

5. Provisional Certificate: A candidate who has passed a final degree examination may apply for a provisional certificate.

6. Migration Certificate: A migration certificate shall be granted on payment of the prescribed fee.

7. Duplicate Certificates: Duplicate copies of grade cards, provisional certificates, and transcripts shall be granted on payment of the prescribed fee. The university provides duplicate certificates on payment of the following fees:

- i. Grade Card: Rs. 250
- ii. Migration Certificate: Rs. 200
- iii. Provisional Certificate: Rs. 250
- iv. Transcript/Verification in confidential cover: Rs. 500 per grade card or counterfoil

Note

For a duplicate Migration Certificate, an affidavit on stamped paper is required, confirming the original certificate was lost, destroyed, or not utilized.

8. Regulatory Bodies: Regulations of Regulatory Bodies such as UGC, NCTE, NCISM, BCI, PCI, etc. shall have precedence over this Ordinance.

9. Amendments: Amendments to this Ordinance shall automatically take place as and when Regulatory Bodies amend their regulations.

10. Academic Council Powers: The Academic Council shall have the power to re-consider or reject or cancel an examination of any candidate who is provisionally permitted to appear at any examination of the University.



11. University Examination Guidelines

- i. Students must meet eligibility conditions (attendance, registration, etc.) to appear in exams.
- ii. Students expelled, rusticated, or debarred cannot appear in exams.
- iii. Vice-Chancellor can allow students to take exams in special cases.
- iv. Permission can be withdrawn if eligibility is not met or documents are false.
- v. Admit Card and University ID are required to enter the exam hall.
- vi. Misconduct, violence, or unfair means can lead to penalties, including expulsion.
- vii. Students must follow exam rules and regulations.

12. Special Cases

- i. Makeup exams for genuine cases (sickness, etc.)
- ii. Amanuensis for visually impaired or disabled students

Scribes for Candidates with Disability

Purpose

To provide support to candidates with physical disabilities or accident injuries that prevent them from writing examinations in the conventional manner.

Eligibility

Candidates with physical disabilities or accident injuries that render them unable to write examinations may apply for a scribe.

Procedure

- i. Application: Candidates must submit an application with supporting medical documentation to the Controller of Examinations at least 15 days prior to the examination date.
- ii. Approval: The Controller of Examinations, in consultation with the Medical Board (if required), will approve the request and arrange for a scribe.
- iii. Scribe Selection: The scribe will be selected by the University, taking into consideration the candidate's specific needs.
- iv. Scribe Guidelines: The scribe will be provided with guidelines on the role and responsibilities.



Responsibilities

- i. Candidate: The candidate is responsible for informing the University about their requirement for a scribe in a timely manner.
- ii. Scribe: The scribe is responsible for accurately writing down the candidate's answers as per their instructions.

Guidelines for Scribe

- i. Qualifications: The scribe should possess qualifications as specified by the University.
- ii. Confidentiality: The scribe must maintain confidentiality regarding the examination content.
- iii. Impartiality: The scribe should not provide any unfair assistance to the candidate.

Additional Support

The University may provide additional support, such as:

- i. Extra time: Depending on the candidate's needs, extra time may be provided.
- ii. Assistive technology: The University may provide assistive technology, such as computers or specialized software.

Confidentiality and Security

The University ensures that the confidentiality and security of the examination process are maintained for candidates using scribes.



PART III

CONDUCT OF EXAMINATION

I. Pre-Examination Planning

1. Appointment of Examiners

- Faculty members who taught the course are appointed as examiners.

2. Setting Question Papers

- Question papers are set, moderated, and authenticated.
- Two sets of question papers are submitted in sealed envelopes.
- Question papers are kept strictly confidential and securely stored in sealed envelopes until the time of the examination.

3. Preparation of Exam Documents

- Date sheet is prepared and published.
- Seating plan is prepared based on room capacity.
- Invigilation duty chart is prepared.
- Attendance sheets are prepared.

4. Admit Card Issuance

- Admit cards are generated by COE office.
- Admit cards made available to access and download by students.
- Admit cards may be withheld (online) for students with pending dues or disciplinary action.

5. Invigilation Duty

Responsibilities of Invigilators

Invigilators play a crucial role in maintaining the integrity and fairness of the examination process. The processes that must be followed by the Invigilator(s) shall be as under:

A. Pre-Examination Preparation

1. Familiarize themselves with the examination schedule, venue, and seating arrangement.
2. Ensure that the examination hall is clean, well-ventilated, and free from distractions.
3. Verify the identity of candidates using their admit cards and other identification documents.



B. During the Examination

1. Distribute the question papers and answer booklets to candidates.
2. Ensure that candidates have the necessary materials, such as pens, pencils, and calculators (if permitted).
3. Maintain a constant presence in the examination hall to prevent malpractice.
4. Reporting any suspicious behavior or potential irregularities to the authorized personnel.
5. Answer candidates' queries related to the examination process.

C. Examination Hall Rules

1. Candidates must occupy their designated seats.
2. Candidates must bring their admit cards and display them on their desks.
3. No books, notes, or electronic devices (except permitted calculators) are allowed in the examination hall.
4. Candidates must not communicate with each other during the examination.

D. Reporting Incidents

1. Report any incidents, such as malpractice, disturbances, or candidate illness, to the Chief Superintendent.
2. Document the incident and provide a detailed report.

E. Post-Examination Activities

1. Collect answer booklets and question papers from candidates.
2. Ensure that all materials are accounted for and securely stored.
3. Submit a report to the Controller of Examinations, highlighting any incidents or issues.

F. Code of Conduct

Invigilators must:

1. Maintain impartiality and fairness during the examination process.
 2. Avoid engaging in conversations with candidates that may compromise the examination.
 3. Refrain from providing any unfair assistance to candidates.
- Teachers and teaching assistants are nominated for invigilation duty.
 - Invigilation duty chart is prepared in advance.



6. Security and Administrative Arrangements

- Seating arrangements are made in exam halls.
- Logistics (drinking water, lights, and air conditioners) are checked.
- Students are thoroughly checked before entering the examination halls to prevent unauthorized materials and ensure a fair examination process.

7. Appointment and Guidelines for Flying Squads

- Flying squads are appointed to monitor exam conduct.
- Flying squads consist of senior faculty members.
- Flying squads observe invigilators and report irregularities.

Key Responsibilities

i. Controller of Examination

- Overall responsibility for exam conduct.
- Safe custody of question papers and answer sheets.

ii. Schools/Departments

- Coordination and support for exam conduct.
- Distribution of admit cards.

Powers and Functions of Controller of Examination (CoE)

The Controller of Examination (CoE) is the principal officer responsible for overseeing all aspects of examinations, including arrangements, conduct, and result declaration. Appointed/nominated by the Vice-Chancellor, the CoE functions under the Vice-Chancellor's direct supervision, direction, and guidance, ensuring compliance with the university's examination policy.

The CoE's key responsibilities include ensuring alignment with regulatory bodies' standards, such as UGC, NCTE, NCISM, BCI, PCI, etc. and performing functions as prescribed by the Ordinance. As an ex-officio special invitee to the Academic Council, the CoE plays a crucial role in maintaining academic standards and accreditation requirements.

Deputy Controller of Examinations (Dy CoE) Role

The Deputy Controller of Examinations supports the CoE by:

- Scheduling examinations
- Processing results
- Ensuring compliance



They may also oversee sections or handle different responsibilities within the department, providing direct support to the Controller and contributing to the smooth functioning of the examination process.

Duties of Assistant Controllers of Examinations (Asst. CoE)

Assistant Controllers of Examinations support the Controller and Deputy Controller of Examination by handling specific tasks, including:

1. Handling specific sections or tasks, such as:
 - Data management
 - Examination logistics
 - Faculty coordination
2. Supervising Assistant Managers and Executives
3. Assisting in overseeing departmental activities

This role involves managing specific areas of examination operations and providing support to senior officials.

II. Committees and their roles

1.1. Examination Committee

The Examination Committee plays a crucial role in ensuring the integrity, transparency, and quality of the examination process. The Committee meets regularly, with a specified quorum, to review and revise examination rules and regulations, address examination-related issues, and make recommendations for improvement.

The Committee's decisions are recorded in minutes and circulated to members. It ensures that the university's examination processes meet the standards of regulatory bodies such as NAAC, UGC, and AICTE, contributing to maintaining academic quality and excellence. The Committee regularly reviews and revises examination policies and procedures, incorporating feedback from stakeholders and benchmarking against best practices to ensure they remain relevant and effective.

The Examination Committee shall consist of the following members:

- | | |
|------------------------------|--------------------|
| 1. Vice-Chancellor | : Chairman |
| 2. Registrar | : Member |
| 3. Dean Academics | : Member |
| 4. Deans of all Schools | : Member |
| 5. Heads of Departments | : Member |
| 6. Controller of Examination | : Member Secretary |



1.2. Committee for Unfair Means (UFM)

Committee for UFM makes decisions based on a thorough review of evidence and due process. The Committee's recommendations are submitted to the competent authority for final decision-making. By investigating cases of alleged malpractices and imposing penalties, the Committee plays a crucial role in maintaining academic integrity and ensuring fairness and transparency in the examination process.

The Committee's actions help deter malpractices and promote a culture of honesty and accountability among students. The university has established procedures for reporting and investigating UFM cases, imposing penalties for malpractices, and providing an appeal process for students. Additionally, measures are in place to prevent UFM cases, demonstrating the university's commitment to academic integrity and fairness in the examination process.

UFM Committee shall consist of the following members:

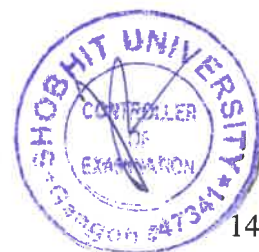
- | | |
|---|--------------------|
| (i) Controller of Examination | : Chairman |
| (ii) Dean of Any One School | : Member |
| (iii) Senior Faculty from each School | : Member |
| (iv) One representative from COE Office | : Member Secretary |

1.3. Grievance Redressal Committee

The Grievance Redressal Committee addresses student grievances related to examinations, evaluation, and re-evaluation, providing a fair and transparent mechanism for resolving complaints. The Committee's functions include reviewing and resolving grievances, and providing a platform for students to raise concerns and seek Redressal.

The Committee follows a well-defined procedure for filing grievances, including submission of grievance applications, acknowledgement and documentation, and timely resolution. By ensuring fair and transparent grievance Redressal, the Committee plays a crucial role in promoting student satisfaction, building trust, and fostering a positive academic environment. The Committee's decisions are communicated to students, and follow-up actions are taken to ensure grievance resolution, demonstrating the university's commitment to student satisfaction and fairness. The Grievance Redressal Committee shall consist of the following members:

- | | |
|--|--------------------|
| i. Controller of Examination | : Chairman |
| ii. Dean Academics | : Member |
| iii. One Senior Faculty | : Member |
| iv. One representative from COE Office | : Member Secretary |



Grievance Redressal Mechanism

The university has established a Grievance Redressal Mechanism to address student grievances related to examinations, evaluation, and other academic matters.

Objectives

- i. To provide a fair and transparent platform for students to raise grievances.
- ii. To ensure timely resolution of grievances.
- iii. To maintain the integrity and credibility of the examination process.

Procedure for Filing Grievances

- i. Students can submit their grievances in writing to the designated authority (e.g., Controller of Examinations, Dean of the School, or Grievance Redressal Committee).
- ii. The grievance should be specific, clearly stating the issue and the desired resolution.
- iii. The student should provide supporting evidence or documentation.

Timeline for Resolution

- Grievances will be acknowledged within 3 working days.
- Grievances will be resolved within 15 working days.

Appeal Mechanism

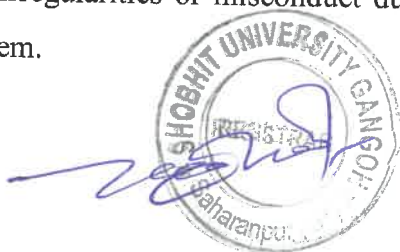
- Students can appeal against the decision of the Grievance Redressal Committee to the Vice-Chancellor.
- The appeal should be submitted in writing, stating the grounds for appeal.

Confidentiality and Fairness

- i. All grievances will be treated confidentially.
- ii. The university ensures fairness and impartiality in resolving grievances.

1.4. Flying Squad Committee

The Flying Squad Committee plays a vital role in maintaining the integrity of the examination process by monitoring the conduct of examinations, preventing malpractices, and ensuring exams are conducted on time and in accordance with rules. The Committee observes and reports any irregularities or misconduct during exams, enhancing the credibility of the examination system.



By deterring malpractices and misbehavior, ensuring fairness and transparency, and providing an additional layer of oversight and accountability, the Flying Squad Committee ensures the examination process is conducted with utmost integrity. The Committee submits reports on its observations and findings to the competent authority, which are used to take corrective actions and improve the examination process, demonstrating the university's commitment to examination integrity and credibility.

The Flying Squad Committee shall consist of the following members:

- | | |
|---|--------------------|
| (i) University Proctor | : Chairman |
| (ii) Dean of Any One School | : Member |
| (iii) Senior Faculty from each School | : Member |
| (iv) One representative from COE Office | : Member Secretary |



PART IV

Post-Examination activities

1. Collection and Storage of Answer Scripts

- i. After the examination, invigilators will collect answer scripts and other materials from candidates.
- ii. Answer scripts will be stored in a secure location, accessible only to authorized personnel.

2. Evaluation and Marking

- i. Answer scripts will be evaluated and marked by qualified faculty members.
- ii. Evaluators will follow the marking scheme and guidelines provided by the university.

3. Result Processing

- i. Results will be processed and tabulated by the Examination Department.
- ii. Results will be reviewed and verified for accuracy.

4. Approval of Result

The approval of results is a critical process that ensures the accuracy and integrity of the examination process. The university follows a well-defined procedure for approving results.

Procedure for Approval of Results: -

- i. The Examination Department prepares the results after completing all evaluation and tabulation processes.
- ii. The results are reviewed and verified by the Controller of Examinations or authorized officials.
- iii. The approved results are published and communicated to the students through their online portal (Digicampus).
- iv. A record of the approved results is maintained by the Examination Department for future reference and documentation purposes.

5. Publication of Results

- i. Results are published on the university's website and notice boards.
- ii. Students can access their results using their login credentials.
- iii. Hard copies of results/mark sheets are issued to students as per university rules.

6. Review and Appeal

- i. Students can apply for review/re-evaluation of their answer scripts.
- ii. The review/re-evaluation process is conducted as per university rules.



7. Re-evaluation and Re-checking

The university provides a re-evaluation mechanism to ensure fairness and accuracy in the evaluation process. Eligibility for Re-evaluation is as follows: -

- i. Students can apply for re-evaluation of their answer scripts within 15 working days from the date of result declaration.
- ii. Re-evaluation is applicable only for theory papers.

8. Procedure for Re-evaluation

- i. Students should submit an application to the Controller of Examinations through the LMS (Digiicampus).
- ii. A non-refundable fee, as specified by the university, should be paid along with the application.
- iii. The re-evaluation process will involve a thorough re-checking of the answer script.
- iv. The answer script will be re-evaluated by an examiner other than the original examiner.
- v. The re-evaluation will cover the entire answer script.
- vi. The revised marks, if any, will be updated in the student's record.

9. Notification of Re-evaluation Result

- i. The result of re-evaluation will be communicated to the student through LMS.
- ii. If there is a change in marks, the revised mark sheet will be issued.
- iii. The result of re-evaluation will be final and binding.
- iv. No further appeal or re-evaluation will be entertained.

10. Record Keeping

- i. Answer scripts and other examination records will be kept securely for a period of one year.
- ii. Records will be maintained in accordance with university policies and regulatory requirements.

11. Review and Improvement

- i. The Examination Department will review the examination process and identify areas for improvement.
- ii. Feedback from candidates and faculty will be collected and used to improve the examination process.



12. Grade Card and Transcript

- Grade cards will be issued to candidates after the declaration of results.
- Transcripts will be issued to candidates upon request, after payment of the prescribed fee.

Grading System

The university follows a grading system to evaluate student performance. The grading system provides a fair and transparent way to assess student learning outcomes.

For UG Courses

% Marks	Grade	Grade point	Description
90.00 and Above	O	10	Outstanding
80.00-89.99	A+	9	Excellent
70.00-79.99	A	8	Very Good
60.00-69.99	B+	7	Good
50.00-59.99	B	6	Above Average
45.00-49.99	C	5	Average
40.00- 44.99	P	4	Pass
Less than 40	F	0	Fail
Failure due to lack of attendance	D	0	Detained

For PG Courses

Percentage of Marks Obtained	Letter Grade	Grade Point	Performance
90.00 – 100	O	10	Outstanding
80.00 – 89.99	A	9	Excellent
70.00 – 79.99	B	8	Good
60.00 – 69.99	C	7	Fair
50.00 – 59.99	D	6	Average
Less than 50	F	0	Fail
Absent	AB	0	Fail

The university uses the following percentage scale for non-grade courses

Grade	Percentage Range
Outstanding	90 and above
Excellent	80-89
Good performance	70-79
Pass	50-69
Fail	Below 50



Calculation of SGPA and CGPA

- i. Semester Grade Point Average (SGPA): SGPA is calculated based on the grades earned by a student in a semester.
- ii. Cumulative Grade Point Average (CGPA): CGPA is calculated based on the grades earned by a student across all semesters.

Grade Card

A grade card will be issued to students after the declaration of results, showing the grades earned in each course. Grade sheets serve as official documents of academic performance. They are required for various purposes, such as job applications, higher education, and scholarships. The university issues grade sheets to students after the declaration of results, providing a detailed record of their academic performance.

Procedure for Issuing Grade Sheets

- i. Grade sheets are generated after the approval of results by the competent authority.
- ii. Grade sheets are issued to students in person.
- iii. Students can access their grade sheets using their login credentials [ERP portal].

Contents of Grade Sheets

- i. Student's name and ID
- ii. Semester/Term details
- iii. Course-wise grades and credits
- iv. Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)
- v. Result status (pass/fail/withheld)

Verification and Correction

- i. Students should verify their grade sheets carefully.
- ii. Any discrepancy or error should be reported to the Examination Department within 15 working days.
- iii. Corrections will be made, and a revised grade sheet will be issued.
- iv. Security and Authenticity
- v. Grade sheets are generated securely, ensuring authenticity and accuracy.
- vi. Grade sheets are authenticated using logo hallmarks and the authorized signatures of the Registrar, Vice Chancellor and Chancellor.

Transcript

A transcript will be issued to students upon request, showing the grades earned in each course and the SGPA and CGPA.

Conversion of Grades to Percentage



The university uses the following formula to convert grades to percentage:

$$\text{Percentage} = (\text{CGPA} / 9.3) \times 100$$

13. Maximum Program Duration

The maximum duration to complete a program is N+2 years, where N is the normal program duration.

14. Conditions for Award of a Degree

To be eligible for a degree, students must:

- i. Earn Minimum Credits: Complete the required credits for their program.
- ii. Complete within N+2 Years: Finish the program within the maximum duration.
- iii. Meet Minimum CGPA: Achieve the University's minimum cumulative GPA requirement.
- iv. Complete Internship: Successfully finish internship studies (if applicable).
- v. Clear Foundational and Core Courses: Pass all essential courses.

15. Semester Withdrawal Due to Medical Reasons

The university has a well-defined procedure for semester withdrawal due to medical reasons, ensuring support and flexibility for students facing health challenges.

Procedure

- i. **Medical Advice:** Students can withdraw from a semester with medical advice and approval from the Dean or Vice Chancellor.
- ii. **Authentic Medical Record:** Genuine medical records must be submitted to validate the reason for withdrawal.
- iii. **Compulsory Withdrawal:** If a student is absent for five weeks or more due to medical reasons, compulsory withdrawal may be initiated.

Key Features

- i. **Student Support:** The procedure prioritizes student well-being, providing a safety net during health crises.
- ii. **Documentation:** The requirement for authentic medical records ensures transparency and accountability.
- iii. **Flexibility:** The policy allows for flexibility in academic planning, enabling students to focus on their health.

Benefits

- i. **Student-Centric:** The policy demonstrates the university's commitment to student-centricity and care.



ii. Fairness: The procedure ensures fairness and consistency in handling semester withdrawal requests.

iii. Supportive Environment: The policy fosters a supportive environment, encouraging students to prioritize their health without academic penalty.

Grade Awarded

The Controller of Examinations prepares the academic report for graduating students and obtains approval from the Vice Chancellor. The approved report is then submitted to the Registrar's office for record-keeping and communication

16. Policy for Retention and Disposal of Examination Materials

This policy ensures the secure retention and disposal of examination materials, including answer sheets and question papers. Its purpose is to retain these materials for a sufficient duration to resolve any examination-related grievances, and then dispose of them securely. The policy promotes transparency, accountability, and data protection in examination processes, applying to all examination materials.

17. Automation in Examination System

The university's examination management system (EMS) is fully automated, leveraging cutting-edge technology to streamline every stage of the examination process. With 100% automation integrated into our Learning Management System (LMS), we ensure maximum efficiency, transparency, and accuracy in conducting examinations.

Key Features

- i. Student Registration:** Students register on the ERP system, selecting subjects and streamlining the examination process.
- ii. Internal Assessment:** Faculty submit internal assessment marks online through the ERP system.
- iii. Automated Documents:** The ERP system generates essential documents, including date sheets, seating plans, invigilation duty charts, admit cards, and attendance sheets.
- vi. Carryover Examination Registration:** Students can register for supplementary examinations online through the ERP system.
- vii. Automated Result Publishing:** Results are published through a fully automated process, ensuring timely and accurate dissemination of information.



Benefits

Efficiency: Automation reduces manual errors and increases processing speed.

Transparency: The online system provides stakeholders with real-time access to information.

Accuracy: Automated processes minimize errors and ensure accurate results.

18. Contacts details of Examination Department:

Location : Ground floor, Administrative Building, Main campus

Timings : 09.00 AM – 05:00 PM (Monday to Friday)
09.00 AM – 04:00 PM (Saturday)

Email id: coesug@shobhituniversity.ac.in

19. Supplementary examination policy

Eligibility

- i. Students who have failed in one or more courses in a particular semester are eligible to appear for supplementary examinations.
- ii. Final year students are allowed to appear for supplementary examinations for courses that they have failed, provided they have completed all other requirements for graduation.

Registration

- i. Students should register for supplementary examinations within the specified timeframe.
- ii. Registration should be done through the university's online portal or as specified by the university.

Examination Fee

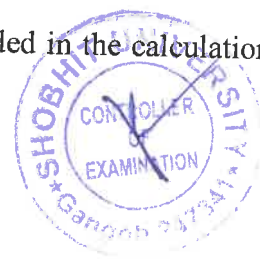
- i. Students should pay the prescribed examination fee for supplementary examinations.
- ii. The fee structure will be notified by the university.

Conduct of Supplementary Examination

- i. Supplementary examinations will be conducted as per the university's examination rules and regulations.
- ii. The examination schedule will be notified to students in advance.

Grading

- i. The grading system for supplementary examinations will be the same as that for regular examinations.
- ii. The grades obtained in supplementary examinations will be included in the calculation of the student's overall academic performance.



Supplementary Examination for Final Year Students

- i. Final year students who have failed in one or more courses can appear for supplementary examinations to clear their backlog.
- ii. The university will conduct supplementary examinations for final year students as per the academic calendar.

