



GURU KASHI UNIVERSITY

TALWANDI SABO-BATHINDA-PUNJAB-INDIA

(Established under Punjab State Legislature Act 37 of 2011 and Approved under Section 22 Of the UGC Act)

Rules and Regulations for Examinations and Evaluation System of U.G. and P.G. programs (w.e.f. Academic Year 2011 onwards)

1 Preamble:

Guru Kashi University Talwandi Sabo, Bathinda (Punjab) India is one of the few private universities in the state of Punjab which got approval by UGC from the academic year 2011. The Academic Council for this institute has been constituted as per the UGC guidelines to decide upon academic policies and academic activities from time to time. With the approval from Academic Council, the methodology for examination and evaluation of the programmes run by this institute is as under. Examination Committee(EC) is constituted as under:

- a)Principal (Chairman)
- b)Controller of Examination (CE)
- c)Chair persons of the BOS

2 The Powers and Duties of Examination Committee (EC):

- 2.1 The EC shall ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
- 2.2 The EC shall recommend examination reforms and shall implement them after approval of Academic council.
- 2.3 The EC shall prepare the detailed time table of examinations as per the schedule approved by Academic council.
- 2.4 The EC shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty or invigilators.
- 2.5 Complaint Redressal Committee (CRC) shall be an independent committee consisting of three members appointed by Chairman, EC as and when required to deal with the complaints related to the conduct of examinations.
- 2.6 The recommendations of the CRC shall be approved by Chairman, EC to take appropriate disciplinary action in the concerned matter. The disciplinary actions shall be endorsed by the EC.
- 2.7 For any meeting of EC, one-third members shall constitute a quorum.
- 2.8 The members of EC shall meet at least twice during the academic year and at other times as and when necessary.
- 2.9 The various formats shall be prepared by EC for record keeping and monitoring of all examination related activities.
- 2.10 The EC shall perform such duties and responsibilities that are assigned by Academic Council of the university from time to time.
- 2.11 Controller of Examination shall be assisted by the Assistant Controllers of

Examination (ACE) for carrying out the following activities:

2.11.1 B.Tech

Continuous Internal Examinations (CIE)

- i Mid Semester Test (MST) of theory are to be conducted by the course teacher all through the semester. Total marks for MST of each course are 30. This shall include 25 marks from the average of marks obtained in the best 2 out of 3 descriptive/objective examinations and 5 marks for assignments. In descriptive/objective examination, student has to answer all 4 questions of 10 marks each in 120 minutes duration; the total marks of 40 shall be scaled down to 25.
- ii Out of total 25 lab internal marks, 10 marks are for day to day evaluation, 5 marks are for record and 10 marks are for internal test.
- iii The marks obtained by the student in CIE will be displayed in the respective departments and the students are expected to affix their signatures during a prescribed period as a confirmation of their verification of the marks.

Semester End Examinations (SEE)

The external examination shall be conducted at the end of the semester for 70 marks. The question paper shall be set by the examiner (from the list of external examiners approved by EC) in the following pattern:

Part–A: There shall be compulsory first question containing 10 parts of each one mark Questions and these are to be set from the entire syllabus.

Part–B: There shall be one question from each unit with internal choice.

Each question

carries 12 marks. Each Theory course shall consist of five units of syllabus.

Lab Courses (Practical):

Out of 50 marks, 35 marks are awarded for experiments/job works and 15 marks are awarded for viva-voce examination.

2.11.2 M.Tech.

Continuous Internal Examinations (CIE)

- i CIEs are to be conducted by the course teacher all through the semester. Total marks for CIE of each course are 40. This shall include 30 marks from the average of marks secured in 2 descriptive exams of each 120 minutes duration, 5 marks for assignments and 5 marks for seminars.
- ii In descriptive examination, student has to answer all 4 questions of 10

- marks each; the total marks of 40 shall be scaled down to 30. Student shall submit one assignment from each unit of the subject to the concerned faculty. Student shall present one seminar for each subject.
- iii Evaluation of seminar shall be done by subject teacher based on quality of content, oral presentation and documentation.
 - iv Out of total 40 marks of lab internals, 20 marks are for day to day evaluation and 20 marks are for internal test.
 - v The marks obtained by the student in CIE will be displayed in the respective departments and the students are expected to affix their signatures during a prescribed period as a confirmation of their verification of the marks.

Semester End Examinations (SEE)

The external examination shall be conducted at the end of the semester for 60 marks. The question paper shall be set by the examiner (from the list of external examiners approved by EC) in the following pattern:

Theory: SEE to be conducted for 180 minutes duration with 5 questions to be answered out of 8 questions.

Lab Courses (Practical):

Out of 60 marks, 40 marks are for experiments/job works and 20 marks are for viva-voce examination.

2.11.3 MCA

Continuous Internal Examinations (CIE)

- i CIEs are to be conducted by the course teacher all through the semester. Total marks for CIE of each course are 40. This shall include 30 marks from the average of marks secured in 2 descriptive exams of each 120 minutes duration, 5 marks for assignments and 5 marks for seminars. In descriptive examination, student has to answer all 4 questions of 10 marks each; the total marks of 40 shall be scaled down to 30. Student shall submit one assignment from each unit of the subject to the concerned faculty. Student shall present one seminar for each subject. Evaluation of seminar shall be done by subject teacher based on quality of content, oral presentation and documentation.
- ii Out of total 40 marks of lab internals, 20 marks are for day to day evaluation and 20 marks are for internal test.
- iii The marks obtained by the student in CIE will be displayed in the respective departments and the students are expected to affix their signatures during a prescribed period as a confirmation of their verification of the marks.

Semester End Examinations (SEE)

The external examination shall be conducted at the end of the semester for 60 marks. The question paper shall be set by the

examiner (from the list of external examiners approved by EC) in the following pattern:

Theory: SEE to be conducted for 180 minutes duration with 5 questions to be answered out of 8 questions.

Lab Courses (Practical / Practice / Workshop):

Out of 60 marks, 10 marks are for record, 15 marks are for viva-voce, 20 marks are for program/output and 15 marks are for algorithm/flow chart.

2.11.4 MBA

Continuous Internal Examinations (CIE)

- i CIEs are to be conducted by the course teacher all through the semester. Total marks for CIE of each course are 40. This shall include 30 marks from the average of marks secured in 2 descriptive exams of each 120 minutes duration, 5 marks for seminar and 5 marks for case study analysis. In descriptive examination, student has to answer all 4 questions of 10 marks each; the total marks of 40 shall be scaled down to 30. Student shall present one seminar for each subject. Evaluation of seminar shall be done by subject teacher based on quality of content, oral presentation and documentation.
- ii Out of 40 lab internal marks, 10 marks are for day to day evaluation, 10 marks are for record work and 20 marks are for internal test.
- iii The marks obtained by the student in CIE will be displayed in the respective departments and the students are expected to affix their signatures during a prescribed period as a confirmation of their verification of the marks.

Semester End Examinations (SEE)

The external examination shall be conducted at the end of the semester for 60 marks. The question paper shall be set by the examiner (from the list of external examiners approved by EC) in the following pattern:

Theory: SEE to be conducted for 180 minutes duration with 5 questions to be answered out of 8 questions.

Lab Courses (Practical):

Out of 60 marks, 40 marks are for experiments/job works and 20 marks are for viva-voce examination

3 Appointment of Paper Setters and Examiners:

- 3.1 The paper setting of SEE shall be done by the external faculty who is teaching the course. A panel of subject experts from outside the college shall be prepared for this purpose. This step is necessary for gaining the

confidence of the University and also of the society at large, on the fairness and transparency in the system.

- 3.2 Five sets of papers to be possessed for each course.
- 3.3 The remuneration for paper setting is to be proposed by the Finance Committee.
- 4 CE shall be responsible for smooth and proper conduct of examination in the University. He/She shall -
 - i Give the directions to all Departmental Examination Coordinators (DEC) for smooth conduct of examination.
 - ii Prepare the master plan for seating arrangement, by taking into consideration the total number of students appearing for the examination and seating arrangement available in the institute.
 - iii Get the examination schedule prepared for the entire programme and send the copy of the same to all Heads of the Department and DECs.
 - iv Receive the requirements of answer books, supplements, drawing sheets, graph papers and other material from DECs of various departments and keep it ready centrally for distributing to students during examinations. A record of the same shall be maintained.
 - v Receive the cases of misbehaviour, malpractices, copy cases from Examination Coordinators and forward the same to CRC for further necessary action.
 - vi Receive the list of external examiners (for conducting practical examinations) for various courses from Heads of the Department for record purpose.
- 5 Seating arrangement shall be made centrally as per the master plan for seating arrangement.
- 6 CE shall appoint staff for examination as per requirement.
 - i There shall be one invigilator for a block of 25- 35 (maximum up to 40) students subject to maximum two per class room.
 - ii Reliever: One reliever per five class rooms subject to maximum two
 - iii Invigilators, additional invigilator, and relievers shall be appointed centrally among the faculty of all departments.
 - iv Depending on the need and availability, CE may change the number of staff for conducting examination.
- 7 On each day of examination, CE shall open the required number of packets of question papers at least one hour before the start of examination. Prior to opening, however, he/she shall sign on all the packets indicating the date and time of opening the packets. He/She shall then take out the required number of question papers from the packets and arrange moderator of respective paper to get rectified any discrepancies if found, before distributing them in required quantity to the invigilators.

- 8 CE shall hand over the required material to the invigilators, at least 20 minutes before the start of the examination.
- 9 The invigilators shall follow the “Guidelines/Instructions of the University.
- 10 There shall be continuous monitoring by taking rounds in different examination blocks to confirm that invigilators are performing their duties properly and discipline is being maintained during examination.
- 11 ACE shall forward the cases of misbehaviour, indiscipline, malpractices, attempt to copy, copying cases to CRC through CE.
- 12 After receiving the answer books from invigilators, ACE shall check them as per the attendance record submitted by the invigilators and then sort out the answer books of each course separately.
- 13 ACE shall direct the sealing assistant to tie the bundles of answer books of each course separately along with two copies of question papers; copies of attendance sheet, record of supplements issued etc. and pack them. Thereafter, he/she shall handover all packets to the ACE looking after assessment on the same day or latest on the next day. He/she shall maintain the record of all such packets of answer books.
- 14 Office-clerk (examination) shall maintain the account of answers books and supplements received and consumed for the examination in a register. She/he shall also prepare the bills of remuneration of all staff involved in the examination work and submit those to ACE for further action.
- 15 ACE shall prepare the bill for remunerations of staff involved in SEE as per rules. Remuneration shall be paid to the staff involved in conduct of examination after the examination is over and account of payment shall be submitted to the office within a week.
- 16 **Semester End Examination (SEE) for Lab courses**
 - 16.1. Semester End Examination for lab shall be conducted as per the examination schedule approved by EC. However in case of any emergency, the examination may be rescheduled with the prior approval of CE.
 - 16.2. DEC shall act as coordinator for conducting practical examinations. HOD/DEC of the concerned department shall be responsible for proper conduct of practical examinations and various examination related activities of the concerned department. He/She shall, however, take the services of staff of his/her Department for this purpose.
 - 16.3. DEC in consultation with HOD and CE shall prepare detailed timetable (batch-wise) for the lab examination of the concerned department.
 - 16.4. The HOD shall submit the schedule and final list of examiners for all lab examinations to exam cell. Based on the list of examiners received from HOD, CE shall issue the appointment orders.
 - 16.5. For external evaluation of UG project and PG project, external examiner outside the college is mandatory.
 - 16.6. HOD of concerned department shall send the required panels of external

examiners for UG and PG projects to the exam cell. The appointment orders of internal and external examiner shall be issued by CE.

- 16.7. HOD of the concerned department shall appoint staff for lab examination and forward the copy of the same to the CE.
- 16.8. Internal examiners shall make all the necessary arrangements of equipment/laboratory setup required for conducting lab examination of the courses for which their appointment is made.
- 16.9. After the lab examination of the course is over, internal examiner along with the other examiner shall prepare the mark list, and submit it in sealed envelope to exam cell on the same day or latest by the next working day along with TA/DA and remuneration bills. These marks are not to be disclosed to the students.
17. **Assessment of Self study course, Internship, Employability skills and Projects:**
 - 17.1. Evaluation of self study course, Internship, Employability skills and projects shall be conducted as per the schedule approved by EC.
 - 17.2. The student is evaluated for his/her self study course or project through the quality of work carried out, the novelty in the concept, the report submitted and presentation(s) etc.
 - 17.3. Self study course shall be evaluated for 75 marks out of which 25 marks for day to day evaluation and 50 marks on the basis of end examination conducted by internal committee consisting of HOD and two senior faculty of concerned department.
 - 17.4. Internship for B.Tech. students is evaluated for 75 marks out of which 25 marks from
internship supervisor and 50 marks by a committee consisting of HOD, internal supervisor and external examiner
 - 17.5. Employability skills for B.Tech. Students shall be evaluated for 75 marks, out of which 25 marks are for day to day evaluation by conducting weekly exams and 50 marks are for evaluation by internal end examination. Internal end examination consists of Objective test, Group Discussion and Viva-Voce.
 - 17.6. Employability skills for MCA students shall be evaluated for 100 marks, out of which 40 marks are for day to day evaluation by conducting weekly exams and 60 marks are for
evaluation by internal end examination. Internal end examination consists of Objective test, Group Discussion and Viva-Voce.
 - 17.7. The external evaluation of B.Tech. Projects shall be carried out by a panel of examiners consisting of HOD, external examiner, and supervisor of the project for 140 marks and internal evaluation based on two seminars for 60 marks.
 - 17.8. The evaluation of M.Tech. Project shall be carried out by a board consisting of external examiner, HOD and supervisor of the project. There are no marks for M.Tech. Project, instead letter grade is awarded by the board.

- 17.9. For MCA project, out of 200 marks, 80 marks are for evaluation by internal and 120 marks are for evaluation by external, which is done by a committee consisting of an external examiner, HOD and project supervisor.
- 17.10. For MBA project, out of 100 marks, evaluation of 40 marks shall be done by internal evaluation and that of 60 marks shall be done by external evaluation. For external evaluation, there shall be a board consisting of an external examiner (preferably from Industry), HOD and project supervisor.
- 17.11. Appointments of the external examiners for semester end evaluation of project shall be issued by CE based on the recommendations from HOD. DEC shall prepare detailed timetable (batch-wise/student-wise) for the project examination and coordinate the conduct of the same.

18. **SUPPLEMENTARY EXAMINATIONS**

The supplementary examinations for B.Tech. will be conducted usually 2-3 weeks after announcement of results.

19. **Central Assessment**

- 19.1. Assessment of answer books of semester end examination shall be done by external evaluators.
- 19.2. All evaluators to sit together to decide a common scheme of evaluation in writing before beginning assessment.
- 19.3. Award step-wise marks for each solved question.
- 19.4. Transfer marks carefully on the front page of the answer book and carry out total of marks correctly.
- 19.5. Blank pages should be struck and signed by evaluator of the answer book.
- 19.6. The evaluator shall neither put any comment nor any markings in the answer script. He/she shall place the marks for answers in specified spaces provided on the cover page.
- 19.7. He/she shall put signature with his/her name in the space provided on the cover page of the answer book.
- 19.8. He/she, who handled the answer book later, should hand over valued answer books to concerned officials.

20. **Preservation of assessed answer books**

All valued answer books shall be preserved for two consecutive semesters in strong room of Examination cell.

21. **Semester End Examination Result**

Results will usually be declared after one week from the date of the last examination. After all grievances are addressed, the final result will be declared by CE office.

22. **Re-Counting**

If student is aggrieved of SEE marks declared, he/she may apply for the recounting of marks in answer book by paying prescribed fee.

1. Re-Counter shall see that examinee attempted the questions considering the internal choice and shall check the marks given by the evaluator are as per the marks allotted to the questions.

2. Re-Counter shall see all questions and sub questions are valued and awarded marks.
3. Re-Counter shall report to CE in case of any discrepancy, and CE shall get it corrected.

23. Revaluation of Answer books

If student is aggrieved of SEE marks declared, he/she may apply for the revaluation of answer book by paying prescribed fee. All the cases of re-evaluation where the change in marks occur, they should get corrected.

24. Challenge evaluation

If student is not satisfied with SEE result, a facility to get evaluated by the external evaluator along with concerned subject teacher appointed for this purpose. He/she may apply for the challenge evaluation within three working days. The following procedure shall be followed.

- i. A candidate desirous of challenge evaluation of the answer book(s) shall be required to apply in the prescribed form.
- ii. The candidate shall be required to submit separate application for each course.
- iii. The candidate shall have to submit application form within 03 **days** (both days inclusive) from the date of display of marks of the concerned course(s).
- iv. The candidate shall have to submit application to the office of CE after paying requisite fee per answer book or such fee as may be prescribed by the Institute from time to time.
- v. Candidate will be responsible for submitting application in prescribed time limit. An application form received after the last date will not be accepted.
- vi. Upon receipt of the application, the paper to be scrutinized for the following.
 - a. Whether the total marks displayed in the given paper matches with the marks awarded to the candidate on the cover page of the answer book.
 - b. Whether the question-wise marks awarded to all the questions inside the answer book are correctly carried over on the cover page.
 - c. Whether the total of the question-wise marks on the cover page is correct.
 - d. Whether all the answers in the answer book have been assessed by the examiner. If any question or part of it in the answer book is observed to be un-assessed, the same shall be got assessed from the examiner in the subject and additional marks, if any, awarded shall be then carried, noted and added on the cover page also and accordingly the total of the marks shall be corrected.

- e. The CE shall issue corrected statement of marks to the concerned department for display.

Guidelines/Instructions to the Invigilators:

The invigilators shall enter the examination hall at least 15 minutes before the start of examination.

He/She shall,

1. Ask the students to keep their books, note books, mobile phones and their written materials at the front of the hall/outside the hall. Enter correct seat numbers; use only blue ink for writing.
2. Check whether the students have occupied their seats as per the seating arrangement.
3. Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books,
4. Distribute the question papers to the students at the beginning of the examination,
5. Check the identity cards of the students and sign on their answer books, if all details are correct.
6. Take the signature of students on the attendance Performa, mark “AB” for absent students and maintain the attendance record of his/her examination hall,
7. Distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given Performa,
8. Maintain general discipline in the classroom by frequently moving in the examination hall and preventing any malpractices or attempt of copying by students.
9. Report cases of misbehaviour, indiscipline, malpractices and copying cases of students to the CE for further necessary action,
10. Give warning to the students to tie their supplements, 10 minutes before the end of examination,
11. Collect the answer books from the students at the end of examination and arrange them sequentially as per the examination seat numbers of students for each course separately,
12. Hand over the answer books and filled in Performa to CE.