GSFC UNIVERSITY
EDUCATION RE-ENVISIONED
An ISO 9001:2015 Certified

Examination Manual

Version 2.0

GSFC UNIVERSITY
EDUCATION RE-ENVISIONED
An ISO 9001:2015 Certified

Revision Details

Sr. No.	Revision No.	Revision Date	Revision Details	Compiled By	Approval By	Remarks
1	00	11.11.2020	First Release	Assistant Registrar (Exams)	Approved in 2nd Meeting of the Academic Council	
2	01	23.09.2025	Second Release	Dy. Controller of Examination	Approved in 7th Meeting of the Academic Council	

Table of Contents

CHAPTER – 1 DEFINITIONS AND INTERPRETATIONS 4

CHAPTER – 2 BOARD OF EXAMINATION 6

CHAPTER – 3 STRUCTURE AND DURATION OF PROGRAM 16

CHAPTER – 4 EXAMINATION AND ASSESSMENT PROCEDURE 17

CHAPTER – 5 TEMPORARY WITHDRAWAL FROM PROGRAM ATTENDANCE 19

CHAPTER – 6 DISPLAY OF ATTENDANCE, MARKS ETC. 20

CHAPTER – 7 CRITERIA FOR PASSING AND PROMOTION 21

CHAPTER – 8 CLASSIFICATION OF THE AWARD OF DEGREE / DIPLOMA CERTIFICATE 24

CHAPTER – 9 EXAMINATION RESULT AND PROVISION FOR FAILED /DEBARRED /ABSENT /EXAM CANCELLED STUDENTS 25

CHAPTER– 10 PROCEDURE OF RE-TOTALLING & REASSESSMENT /ANSWER SHEETS VIEWING 26

CHAPTER – 11 REVISION OF REGULATION AND CURRICULUM 30

CHAPTER – 12 UNFAIR MEANS AND MALPRACTICES: OFFENSES AND PENALTIES 31

CHAPTER – 13 QUESTION PAPER FORMAT AND ITS CRITERIA 33

CHAPTER – 14 GRACE MARKS POLICY 38

CHAPTER – 15 TIMELINE FOR VARIOUS EXAMINATION ACTIVITIES 40

PREAMBLE

GSFC University is constituted by the Gujarat Private Universities Act, 2009 as amended by Gujarat Private Universities (Second Amendment) Act, 2014. Gujarat Private Universities Act, 2009 lays down the object of and a basic constitutional structure for the University and provides for the making of Statues, Ordinances and Regulations. The Act, together with the Statutes and the Ordinances make up the constitution of the University.

GSFC University strives to be the best compact boutique institution with a futuristic approach, encouraging student centric culture and sharpened focus on developing industry ready & employable students with all-round development.

Examination is a part to evaluate the knowledge, understanding and learning of students. For Teachers, Examinations provide feedback to evolve their way of teaching. The Examination Manual is a 'Manual of Conduct of University Examinations' with a spirit of 'continuity with change'.

For making the process simple and convenient it is necessary that each member of the university should know the examination procedures in detail including students, teaching and non-teaching staff of university. The students have all rights to know the procedures of examination. This Examination Manual will enable all the stake holders to obtain information as to the provisions contained in various rules and regulations governing the University of GSFC and related information.

CHAPTER – 1 DEFINITIONS AND INTERPRETATIONS

1.1 For the purpose of this Manual, the following definitions shall apply:

1.1.1 **"University"** means GSFC University, Vadodara, established under Gujarat Private Universities Act, 2009, amended by Gujarat Private Universities (Second Amendment) Act, 2014

1.1.2 **"School"** means School of Technology, School of Science, School of Management Studies & Liberal Arts or any other such school as and when opened and named by the University;

1.1.3 **"Board"** means the Board of Examination of the University

1.1.4 **"Academic Year"** means a year commencing on such date in July and ending with such date in June of the following year as may be decided by the Academic Council

1.1.5 **"Programs of Study"** means the Academic Programs offered by the University leading to award of degrees/diplomas/certificates as per the conditions so prescribed for each Program

1.1.6 "**Branch of Course of Study",** means the area of specialization of the study of any of the programs of respective schools

1.1.7 **"Examinee"** means a student who actually presents himself / herself for an examination of particular subject in University

1.1.8 **"ATKT"** means Allowed to Keep Terms, of the next class in spite of failure in one or many subjects of the present class.

1.1.9 **"Candidate",** means a student who has been pursuing any program in the GSFC University, Vadodara campus

1.1.10 **"CEC**" means Continuous Evaluation Component, to evaluate student's progress throughout a prescribed course.

1.1.11 **"CBCS"** means Choice Based Credit System, provides students to select electives from prescribed courses

1.1.12 **"Diploma Examination"** means an examination leading to Diploma of the University

1.1.13 **"Undergraduate Examination",** means an examination leading to the Graduate Degree of the University

1.1.14 "**Postgraduate Degree Examination**" means an examination leading to Post Graduate Degree of the University.

1.1.15 **"Examination Fee"** means the total fee chargeable from students for examination, by the University from time to time as laid down by the concerned regulatory body of GSFC University

1.1.16 "**Examination Pattern",** means the system of the examination being followed by the University;

1.1.17 **"Moderation of Question Papers"** means a process where a moderator moderates the question papers set by the paper setters.

1.1.18 **"Research Program"** means the study / research leading to the Degree of Doctorate

1.1.19 "**Re-Evaluation**" means a process in which the answer book of the student is to be re-evaluated.

1.1.20 "**University Grants Commission**" or **"UGC"** means the University Grants Commission established under the University Grants Commission Act, 1956;

1.1.21 "**Verification**" means recounting and re-totalling of marks of all answer(s) evaluated earlier, including reassessment and allotment of marks.

1.1.22 **"Website"** means www.gsfcuniversity.ac.in – the official website of the University.

CHAPTER – 2 BOARD OF EXAMINATION

2.1 Constitution: There shall be a Board of Examination, which will consist of following members:

Provost	Chairperson
Registrar	Co-Chairperson
Deans/Associate Deans/Head of the Departments	Members
Two Faculties Nominated by Provost	Member
Controller of Examination/Dy. COE	Member Secretary

2.2 Power and Duties of Board of Examination:

2.2.1 The Board of Examinations shall ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.

2.2.2 The Board of Examinations shall recommend the examination reforms and shall implement them after due approvals.

2.2.3 The Board of Examination shall approve the prepared detailed time table of examinations by the Examination Division of the University.

2.2.4 The Board of Examination shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty, and invigilators.

2.2.5 Complaint Redressal Committee (CRC) to be constituted and shall be an independent committee consisting of three members, appointed by Chairperson, BOE as and when required to deal with complaints related to the conduct of examinations and other exam related matters.

2.2.6 The recommendations of the CRC shall be approved by Chairperson, BOE to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the BOE.

2.2.7 For any meeting of BOE, one-third members shall constitute a quorum.

2.2.8 The members of BOE shall meet at least once during the academic semester and at other times as and when necessary.

2.2.9 The various formats shall be prepared by the Department of Examination & Assessment of the University and approved by BOE for record keeping and monitoring all examination related activities and shall be coded as GSFC-U/Exam/XYZ (number).

2.2.10 The BOE shall perform such duties and responsibilities that are assigned by authorities of the University from time to time.

2.2.11 Controller of Examination (CoE) would be assisted by faculty members, nominated by the Deans of respective Schools, for carrying out necessary activities as required during Mid Term Examination, End Term Examination and Other Competitive Examination if any.

2.3 Roles and Responsibilities of Department of Examination & Assessment, GSFC University

The entire administration of university-level examinations can be categorized into the following four distinct phases:

- **Pre-Examination Processes (PEP):** Activities carried out prior to the commencement of examinations.
- **During Examination Processes (DEP):** Activities conducted during the examination period.
- **Post-Examination Processes (POEP):** Activities undertaken after the completion of the examinations.
- **Post-Result Declaration Processes (PRDP):** Activities performed following the announcement of results.

A. Pre-Examination Processes (PEP)

2.3.1 Procurement of Examination Stationery

Three months prior to the commencement of the First Mid/End Examination, the Department of Examination & Assessment shall conduct a thorough review of the available stock of essential stationery items. These include main answer books, supplementary answer sheets (4 pages), question paper bags,

transcript covers, and other necessary materials such as A4/A3 sheets, registers, red pens, cello tape, etc.

If the existing stock is found to be insufficient, an immediate requisition (indent) must be raised to procure the required items. This ensures that all necessary materials are available at least one month before the start of the Mid/End Examination.

A Stationery Stock Register will be maintained for proper record-keeping. Each main answer book and supplementary answer sheet will have a unique printed number. When these materials are issued for the Mid Examinations or Semester-End Practical Examinations to various Schools, the quantities—along with the corresponding serial numbers—must be duly recorded.

2.3.2 Teaching and Examination Scheme.

One week prior to the commencement of each new academic session, the Teaching and Examination Scheme, in the prescribed template **(Appendix-I)**, along with the list of faculty members for Theory and Practical components in template **(Appendix-II)**, shall be prepared and maintained for all departments under the respective Schools.

2.3.3 Examination Schedules (Time Table)

The Department of Examination & Assessment shall prepare a comprehensive theory examination schedule for all programmes across all Schools, in line with the Academic Calendar. This schedule will be published **15 days before** the commencement of Mid-Semester Examinations and **30 days before** the commencement of End-Semester Examinations, after obtaining formal approval from the respective Programme Coordinators and Deans/HoDs. The approved schedule will be officially notified through the Office of the Controller/Deputy Controller of Examinations.

The schedule for Re-medial and Practical Examinations shall be issued by the respective Programme Coordinator, with prior approval from the Dean and HoDs of the concerned Department/School, at least **10 days before** the scheduled examinations.

2.3.4 Paper Setter & Assessment Order

The Paper Setter and Assessment appointment orders shall be issued in the prescribed proforma, through DCS/email, in a confidential manner. To ensure accountability, only one or two designated staff members from the Department of Examination & Assessment shall be authorized to dispatch these orders. The appointment orders must be released **at least 21 days prior** to the commencement of the Mid-Semester Examinations and **30 days prior** to the commencement of the End-Semester Examinations, and shall include the necessary instructions along with the Question Paper Template.

The Paper Setter shall submit the examination paper within the timeline specified in the Paper Setter Order. In case of delayed submission, the remuneration for the End-Semester Examination shall not be paid.

2.3.5 List of Eligible Students.

The concerned Department shall ensure the submission of the examination forms in the DCS (Grant Term, Assign Students to Examination) for the list of eligible candidates **at least fifteen (15) days** prior to the commencement of the End-Semester Examinations.

Students who do not meet the academic requirements to appear for the Mid/End Semester Examination will be detained. The concerned Department shall also submit the list of not-eligible candidates, such as detained or defaulter students, duly signed by the Dean/HoDs, **at least seven (07) days** prior to the commencement of the Mid-Semester and End-Semester Examinations.

Based on these lists, the Department of Examination & Assessment shall prepare the seating arrangement and ensure that no detained or defaulting candidates are included in the seating plan.

2.3.6 Seating Arrangement

Programme-wise and semester-wise data of eligible students appearing for the examinations shall be allocated block-wise, ensuring that the same candidates are not seated at the same

desk and, where feasible, not placed immediately adjacent to each other.

During the Mid-Semester Examinations, a maximum of two candidates from different disciplines and different semesters may be seated at one desk, with adequate separation. For the End-Semester Examinations, only one candidate shall be assigned per desk. In all cases, sufficient space between benches must be maintained to facilitate the movement of invigilators and other examination officials.

2.3.7 Appointment of Invigilators and other Members

The Department of Examination & Assessment shall prepare the duty chart for invigilators and other personnel, including supervisors, relievers, and supporting staff, in accordance with the block arrangement and reliever requirements. The duty chart shall be issued seven (07) to ten (10) days prior to the commencement of the examinations. Invigilators shall adhere to the instructions outlined in **Appendix–III**.

2.3.8 Continuous Evaluation Component (CEC)

At the beginning of the semester, each Course In-Charge shall plan and communicate to the concerned students the various assessment components under the Continuous Evaluation Component (CEC).

At the end of the semester, the respective Course In-Charge shall compile and submit the marks obtained in each CEC component in the prescribed template **(Appendix–IV)** and ensure their entry into the DCS **07 days** prior to the commencement of End Semester Examinations.

2.3.9 Practical/Internship/Foundation Course

At the end of the semester, the respective In-Charge shall compile and submit the marks obtained in the Practical, Internship, or Foundation Course components in the prescribed template **(Appendix–V)**, and ensure their entry into the DCS within **three (03) days** of completion of the evaluation.

2.3.10 Provision for providing a writer to the student in case of inability for writing the answers in the examinations.

In case a student is unable to write answers during the examination, they must submit an application, through the Programme Coordinator and duly signed by the Dean/HoD, in the prescribed form **(Appendix–VI)**, at least **three (03) days** prior to the commencement of the examination.

B. During Examination Processes (DEP)

2.3.11 Issuance of Answer books bundle and Sealed packets of question paper will be handed over to Invigilator for distribution in the Examination Hall.

Bundles of answer books will be distributed to the Invigilators by the Department of Examination & Assessment 45 minutes before the commencement of the examination. Invigilators must first verify that the number of answer books received is sufficient based on the allotted classroom and the number of students assigned to that room.

Sealed packets of question papers will be handed over to the Invigilators 15 minutes prior to the commencement of the examination. It is the responsibility of the Invigilators to first verify that the number of question papers received from the Department of Examination & Assessment is sufficient. Five minutes before the start of the examination, they must also confirm that the question paper corresponds to the scheduled course. Question papers should be distributed precisely at the scheduled start time. In case of any discrepancy, the Invigilator must immediately report the issue to the Department of Examination & Assessment and must not distribute the question papers until further instructions are received.

2.3.12 Reporting of the Unfair-means cases noticed during the examination.

All cases of unfair means (UFM) detected during the examination must be reported immediately to the Department of Examination & Assessment. For each reported case, both the student and the Invigilator are required to fill the prescribed format, which is enclosed as **Appendix-VII**.

2.3.13 Collection of Answer Books from the Invigilator after completion of the Examination.

At the completion of each examination, the Department of Examination & Assessment will collect the answer books from the Invigilators and verify them against the number of students who appeared for the examination. Any unused answer books must also be returned and entry to be done in the register.

C. Post-Examination Processes (POEP):

2.3.14 Assessment of Answer Books by the appointed Examiners at the Central Assessment Cell on the campus.

The assessment of answer books by the examiners will take place in the Central Assessment Cell. Upon completion of the assessment for each program or course, a meeting will be organized. During this meeting, the PC / HoD will verify that the marks entered in each component are accurately transferred.
The assessment must be completed within **seven (07) days** for Mid-Semester Examinations and within **twenty (20) days** from the date of the End-Semester Examination for the respective subject(s). Failure to adhere to the prescribed assessment deadlines shall result in non-payment of the remuneration for the End-Semester Examination.

2.3.15 Payment of Remuneration to the Examiner.

Upon completion of all assessment activities, the examination remuneration for eligible examiners and paper setters will be processed through the HR/Accounts Department as per the rates prescribed by the University. After due verification, the payment details will be forwarded to the HR/Accounts Department for necessary action.

2.3.16 Unfair Means (UFM) Committee and procedure to be followed for UFM cases in University Examination.

During examinations, cases of unfair means (UFM) are reported to the Department of Examination & Assessment. Once the examinations conclude, the Controller of Examinations /Dy. COE will convene a UFM Hearing Committee to address the UFM cases in accordance with the established provisions.

The details of UFM committee and procedure shall be as per follows:

Committee	
Provost	Chairperson
Registrar	Co-Chairperson
Dean (Student Affair)	Member
Deans/Associate Deans/ HoDs of Respective Schools	Members
Controller of Examination / Dy. Controller of Examination	Convenor

The detailed procedures for UFM cases are as follows:

1. During examination, the concerned candidate who is found of resorting to UFM, will be required to submit the main answer books to the invigilators and to fill the prescribed UFM form **(Appendix-VII)** issued to him/her.

2. Invigilators/Squad member/Observer also give their statement in the form and enclosed one copy of Question Paper, Admit Card/I-card, & seized material with the answer script.

3. The concerned candidate will be called for UFM hearing in front of the committee and show cause as to why the punishment prescribed by the university should not be imposed on him/her.

4. Convenor shall fix the date and time for the meeting, and circulate the information in a week advance to all committee members and to concern students.

5. Convenor shall issue and collect the prescribed statement form **(Appendix-VIII)** from students and submit to the UFM committee.

6. Committee members shall call the candidates one by one for hearing.

7. In case the candidate has no response to be given to the Unfair Means Committee or remains absent on the date of hearing, then in such case, the decision will be made ex-parte.

8. Committee members shall review, discuss and finalize the punishment for the reported cases.

9. The minutes of the meeting will be prepared and circulated by convenor to committee members and a notification with punishment details will be issued to concerned candidates for the information.

   This process should ideally be completed concurrently with the preparation of the semester results. However, if this procedure cannot be finalized before the results are declared due to unforeseen difficulties, the results of students involved in UFM cases shall be withheld pending notification. Once the procedure is completed, a supplementary notification will be issued either imposing penalties or declaring the student innocent.

2.3.17 Preparation of the Program wise and Semester wise final result of the programme including result analysis.

Program-wise and semester-wise final results will be prepared only after the completion of all the aforementioned processes. Along with the final results, a result analysis will also be prepared for the submission to the Examination Result Committee for review and Approval.

2.3.18 Calling a meeting of the Examination Committee for approval of results.

Once all the above processes are completed and the results for all programs of a particular semester are ready, a meeting of the Examination Committee, comprising the Deans and Heads of Departments of various Schools/Programmes, as envisaged, shall be convened. Program-wise data must be submitted to the Examination Committee, which will review the results and recommend on their declaration.

However, if any abnormalities are observed in the results, a review process shall be initiated as per the committee's remarks, and the final outcome will be submitted to the competent authority for approval.

2.3.19 Withholding the result due to pending dues

In cases of exigency where the result of a particular student cannot be declared due to (pending) dues, the result of that student shall be withheld. However, the results of the remaining eligible students should be declared as scheduled. Once the

(pending) dues are cleared by the concerned student, the withholding status will be removed from the system, and the student's result will be officially declared.

2.3.20 Preparation of notification for declaration of result.

Once the Competent Authority has approved the declaration of results, a notification announcing the program-wise results will be published in the DCS.

D. Post Declaration Result Processes (PDRP)

2.3.21 Preparation of Semester Grade Reports, and Provisional Degree / Diploma Certificates etc.

Following the declaration of results, Semester Grade Reports will be prepared for the respective students. In the case of final-year students, Provisional Degree/Diploma Certificates will also be prepared.
Additionally, the result data for each student will be uploaded to the NAD (Digi locker Platform).

2.3.22 Preparation of the list of the students who are eligible for award of Degree.

Once the final year results are declared, a list of eligible students for the award of degrees will be prepared and submitted to the Registrar's Office for presentation at the meeting of the appropriate Authority for the conferment of degrees.

2.3.23 Disposal of Examination records

Once the retention period for each examination document is completed, the records shall be disposed of in accordance with the policy outlined in Office Order No. Provost/072024/112 dated 09-07-2024 **(Appendix-IX)**

CHAPTER – 3 STRUCTURE AND DURATION OF PROGRAM

3.1 A Bachelor's/Master's degrees programme shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the concerned programme, as are approved by the concerned regulatory body of University. Each course shall be assigned a weightage in terms of specified credits.

3.2 The minimum period required for completion of a programme shall be the programme duration as specified in the Scheme of Teaching & Examination and Syllabi for the concerned programme.

3.3 The maximum permissible period for completing a programme for which the prescribed programme duration is n semesters, shall be (n + 4) semesters for the programmes of the duration of three years or more than three years and (n + 2) semester for the programmes of the duration of two or less than two years. All the programme requirements shall have to be completed in (n + 4) or (n + 2) semesters, as the case may be decided from time to time.

CHAPTER – 4 EXAMINATION AND ASSESSMENT PROCEDURE

4.1 The examinations shall ordinarily be conducted between November and December during the odd semesters and between May and June in the even semesters. The maximum marks for each theory and practical course (excluding the project work and Viva Voce examination in the final semester) shall be 100 with the following breakup.

A. Marks Evaluation Pattern

Program	Continuous Evaluation Component (40 marks)		Mid – Semester Exam (20 marks)		University Theory Exam (End Semester Exam) (40 marks)		University Practical/Viva (30 marks)		Internal Practical/Viva/ Submission (20 marks)	
	Max. Marks	Passing Marks (40%)	Max. Marks	Passing Marks (40%)	Max. Marks	Passing Marks (40%)	Max. Marks	Passing Marks (40%)	Max. Marks	Passing Marks (40%)
UG/PG	40	16	20	08	40	16	30	12	20	08

Key Inputs:

1. End Semester examination will be of 40 marks, conducted by the University at the end of the semester. To pass this component, he/she is required to get minimum16 marks.

2. Mid – semester examination will be of 20 marks, conducted by the respective Schools as per their convenience during the particular semester. To pass this component, he/she is required to get 08 marks.

3. Continuous Evaluation Component (CEC) will be of 40 marks, out of these 40 marks, 05 marks for student attendance and remaining 35 marks for other CEC activities during semester.

B. CEC Criteria :

Category	Evaluation Scheme	Weightage
1	Attendance	**05 Marks** (75-80 % : 1 Mark 81-85% : 2 Marks 86-90% : 3 Marks 91-95% : 4 Marks 96-100%: 5 Marks)
2	MCQs (Quiz Test)	10 Marks
3	Open Book Assignment	15 Marks
4	Article Review	10 Marks

C. Award of Letter Grades and Grade Points

All assessment of course will be done on an absolute marks basis. The internal marks awarded to the students are combined with the marks of their end semester examination. As UGC recommends a 10-point grading system for higher education institutions, accordingly at GSFC University, the letter grades and grade points are awarded for the marks in line with UGC as indicated below:

Letter Grade	Grade Point	Range of Marks
O (Outstanding)	**10**	91 – 100
A+ (Excellent)	**9**	81 – 90
A (Very Good)	**8**	71 -80
B+ (Good)	**7**	61 – 70
B (Above Average)	**6**	51 -60
C (Average)	**5**	46 – 50
P (Pass)	**4**	40 – 45
F (Fail)	**0**	00 – 39
Ab (Absent)	**0**	--

CHAPTER – 5 TEMPORARY WITHDRAWAL FROM PROGRAM ATTENDANCE

5.1 A student may be permitted by the Provost of the University, to withdraw from the programme for a semester or longer for reasons of ill health or other valid reasons. Normally a student will be permitted to discontinue (Withdrawal) from the programme only for a maximum continuous period of two semesters or the aggregate of individual discontinuation not exceeding two semesters.

CHAPTER – 6 DISPLAY OF ATTENDANCE, MARKS ETC.

6.1 It is essential that the attendance should be displayed to the students twice in a semester, once in the middle and then at the end of the semester by the faculty (s) concerned. Also, fortnightly communication should be made to students/parents.

6.2 The sessional marks should be displayed to students normally within 15 days of the examination. The total Sessional marks should be displayed to the students before the beginning of the end semester examinations.

6.3 The program coordinator will ensure that the faculties associated with the course make such displays.

Detention:

6.4 A student enrolled in any UG or PG program of university is required to maintain a minimum cumulative attendance of **80%** for all **Theory Lectures** and **Practical Sessions** assigned to each individual paper/course during the Semester/Trimester.

6.5 A student with **less than 80%** cumulative **attendance** in a Semester/Trimester for an individual paper/course **will not be eligible** to appear for the End Semester/Trimester Examination of that session.

CHAPTER – 7 CRITERIA FOR PASSING AND PROMOTION

Passing Criteria:

7.1 A minimum of 36% marks must be obtained individually in both components — (1) Mid-Semester Examination (out of 20 marks) & Continuous Evaluation (CE) (out of 40 marks) and (2) End Semester Examination (out of 40). Additionally, a student must secure at least 40% marks overall in the subject i.e. by combining both internal and external examinations.

7.2 A student shall be declared "Failed" in a course if they do not secure a minimum of 36% marks independently in both the Internal Assessment and the End Semester Examination, as outlined below:

Particular	**Total Marks**	**Minimum Passing Marks**
Internal: 01. Mid Sem Exam 02. Continuous Evaluation Component	60	22 (36%)
External: End Semester Exam	40	14 (36%)
Overall	**100**	**40 (40%)**

7.3 Students are required to appear in the End Semester Examination, even if they have secured 40% marks in their internal assessment (i.e., Mid-Semester and Continuous Evaluation Components). Failure to appear in the End Semester Examination will result in the student being declared "Fail" in the respective subject and awarded an ATKT in that subject.

7.4 In case a student fails in any subject—whether in the internal assessment, external assessment, or both—they will be required to appear for the ATKT examination for the entire subject, as per the announced schedule, by paying the prescribed fees in accordance with the prevailing University rules.

7.5 In the case of ATKT, the marks obtained in the regular examination components (i.e., Mid-Term, Continuous Evaluation Component, and End-Term) for the respective subject will not be

carried forward. Only the marks secured in the ATKT examination will be considered for the declaration of the grade in that subject.

7.6 A minimum Cumulative Grade Point Average (CGPA) of 5.00 is required for the award of the degree.

7.7 The maximum duration allowed to earn the degree, including the period of withdrawal/detained (if applicable), is as follows:

- 6 years for the 4-year UG program
- 5 years for the 3-year UG program
- 4 years for the 2-year PG program

Promotion Criteria:

7.8 At any point of time, a student can have a maximum of 4 pending backlogs.

7.9 Backlogs of Immediate Previous Semester will not be counted for Determination of Detention.

7.10 If the number of backlogs is more than 04 (Four) then new subjects will not be allocated and the student will be detained for one year.

7.11 For Example: A student in Semester IV has 02 backlogs in Semester I, 01 backlog in Semester II, and 03 backlogs in Semester III — totalling 6 backlogs. For detention purposes, only backlogs of Semesters I and II (i.e., before the immediate previous semester) are counted, which adds up to 3. Since this is within the allowed limit, the student is not detained. However, once the student enters in Semester V, all backlogs before Semester IV will be counted. If the total backlogs exceed 4 at that point, the student will be detained.

7.12 If the students fail to clear their backlogs in additional two years after their respective program duration (including detention period), he / she will be declared failed i.e. not entitled for any award of degree.

7.13 Students may be given two options to repeat the semester during detention period:

(a) By attending Regular Classes for pending ATKT subjects without paying any Tuition Fees

OR

(b) By Self Study of the ATKT Backlogs.

However, students are advised to attend the classes of their ATKT subjects. In both the options, the student will be allowed to appear in the ATKT exam by paying necessary Examination Fees.

Re-joining Process:

7.14 Upon completing the one-year detention period and successfully clearing the required ATKT/Backlog Courses/Subjects, the student shall rejoin the regular semester with the current academic year's batch, following the curriculum applicable to that batch.

7.15 Upon rejoining, the student must fulfil all academic requirements of the respective semester in order to be eligible to appear in the regular end-semester examination.

CHAPTER – 8 CLASSIFICATION OF THE AWARD OF DEGREE / DIPLOMA CERTIFICATE

A student shall be awarded a degree / diploma certificate if:

8.1 He / she has registered himself / herself, undergone the entire programme of studies in any one of the University's Schools of Studies and has successfully completed the same.

8.2 There are no dues outstanding in his / her name to a School of the University; and no disciplinary action is pending against him / her.

8.3 Class / Distinction will be awarded to the students after they successfully complete the Programme as per the norms stipulated in the following table:

8.4 **The classification system shall be as follows:**

CGPA	Class / Distinction
≥5.0 & <5.5	Pass
≥5.5 & <6.5	Second Class
≥6.5 & <8.0	First Class
≥ 8.0	First Class with Distinction

CHAPTER – 9 EXAMINATION RESULT AND PROVISION FOR FAILED /DEBARRED /ABSENT /EXAM CANCELLED STUDENTS

9.1 Once the evaluation/assessment is done, the Department of Examination & Assessment shall prepare the consolidated results with statistical analysis for all the programs and submit the same to the Dean of the respective schools for review.

9.2 After reviewed, the same shall be submitted to the Result Committee for the recommendation and approval.

9.3 On approval, the examination results will be notified and the soft copy of examination results will be made available in DCS.

9.4 If a student has been awarded Fail (F) Grade or Absent (AB) in any of the theory or practical component or their Examination Cancelled due to any reason, he /she shall have to take the opportunity to take the examination with Odd and Even semester regular students. Internal awards will remain the same.

9.5 Debarred students are required to re-register themselves by paying the prescribed fees for the course in which they have been debarred and will attend classes with the next batch of students to undertake the deficient studies.

9.6 These students will be attached to the concerned faculty to take special classes or through self-study under the faculty guidance to study the course and clear the internal examinations. Their Semester End Examination will be held with the Odd and Even semester of the next batch.

9.7 **Theory Component:** The students who failed in any subject(s) shall take a supplementary (ATKT) examination of 40 marks, covering the entire syllabus. The marks obtained out of 40, shall be used for award of Grade. The internal marks (Mid Sem Exam + CEC) of the student shall not be used for a part of regular procedure.

9.8 **Practical Component:** The student shall take a practical supplementary (ATKT) examination of 50 marks, covering the entire list of practicals performed during the semester. The internal assessment of the student shall not be used as a part of regular procedure.

CHAPTER– 10 PROCEDURE OF RE-TOTALLING & REASSESSMENT /ANSWER SHEETS VIEWING

A. RE-TOTALLING & RE-ASSESSMENT

10.1 **In case a candidate at a University Examination is not satisfied with the assessment of his / her answer-book/s in any paper/s in the end semester examination, he/she may apply for Re-Totalling or Re-Assessment.**

10.2 The Re-totalling and Re-assessment will be allowed on any theory papers in end semester examination on receipt of the application by paying the prescribed fees within 7 days of the result declaration as per the following procedure:

10.2.1 Students should submit a request in the form of an application through DCS.

10.2.2 The fee for re-totalling is Rs. 250 per subject, and for reassessment, it is Rs. 500 per subject.

10.2.3 Students can apply for Re-totalling/Re-assessment of his/her answer book only.

10.2.4 Re-totalling allows recounting of marks allotted to each question from the first page, including the verification of marks given to all the questions and sections. Any change in the marks will be considered.

10.2.5 In re-assessment the complete answer book shall be evaluated by another evaluator.

10.2.6 No modification in the original marks shall be made if the difference in original marks and reassessed marks is less than 10% of weightage of Maximum marks of the Question Paper.

10.2.7 If the difference in the original marks and re-assessed marks is more than 10% of the Maximum marks of the Question Paper, then it will be reassessed by another examiner.

10.2.8 In case, there is a change of marks in reassessment by the second examiner, then average of the two examiners

who were reassessed the answer books shall be considered.

10.2.9 In case, there is no change of marks in re-assessment by the second examiner then the average marks will be calculated of the two re-examiners, and such average turns out to be more than 10% of original marks, then only the marks will be changed, otherwise the original marks will not be changed.

10.2.10 Any corrections in the marks will be reflected in all the records of the University.

10.2.11 Re-assessment shall not be permitted in the case of Practical examination. Viva-voce, project report, sessional/internal assessment and dissertation.

10.2.12 If the rationalization process was done on the result of any subject, then the same rationalization shall be applicable on the re-assessment marks obtained.

10.2.13 In case, there is change of marks in re-assessment, the fees for Re-totalling/Re-assessment shall be returned to the applicant.

10.2.14 Students shall abide by the revised results even if it is adverse.

10.2.15 The result of students revised on account of re-assessment shall not entitle for the merit, medal/prize.

10.2.16 Re-assessment shall also be permitted for ATKT (re-appear) examination.

10.2.17 The University shall have the right to go for suo-moto re-assessment in case of requirement.

10.2.18 In the process of Re-totalling/Re-assessment the External Examiner will be nominated by University Management from time to time, in case any major deviation is observed beyond the permissible limit, the concerned examiner who assessed the answer sheets shall be penalized.

10.3 **In case a candidate at a University Examination is not satisfied with the Re-Totalling or Re-Assessment of his/her answer-books, he/she may apply for Personal Observation, under the following rules.**

10.3.1 The candidate shall apply for the Personal Observation of his/her answer-books in the end semester examination in the prescribed form.

10.3.2 No application shall be entertained for Personal Observation of marks / grades obtained at the internal test/s, practical, viva voice, thesis, dissertation, term work, field work or project work.

10.3.3 Every application for Personal Observation should reach the Controller of Examination through the Dean/HoDs of the respective School concerned within Seven days from the declaration of Re-Totalling/Re-assessment result with a non-refundable prescribed fees laid down by the university from time to time, per paper through DCS.

10.3.4 In case a candidate wants to personally observe the answer-book of more than one paper, a separate fee will be levied for each paper.

10.3.5 Application received after the due date or if it is incomplete and/or not submitted with prescribed fees shall not be entertained.

10.3.6 On receipt of the application within 7 days, the Department of Examination & Assessment will communicate the schedule (Date, Time) and the place of the Personal Observation to the candidates.

10.3.7 The candidate will have to remain present at the place of the Personal Observation as per the schedule. He/she shall carry with him/her the original Hall Ticket as well as his/her Identity Card. He/she shall sign in the attendance sheet towards the evidence of his/her Personal Observation of his/her answer-book. No proxy of the candidate will be allowed for personal observation.

10.3.8 Only the candidate will be allowed to observe his/her answer-book. The candidate will not be allowed to carry with him/her any Electronic/Mechanical instrument and other items such as Pen/Purse/Wallet/Money/Mobile Phone or any other document etc.

10.3.9 The university will make separate arrangements for each semester.

10.3.10 The answer book will be placed before the candidate after due verification by the office.

10.3.11 During the Personal Observation, the HoD/PC and concerned subject convener (will be called as per the requirement) or any persons nominated by the Provost of the respective School will remain present at the place of Personal Observation.

10.3.12 The following discrepancies in the answer -book will be rectified immediately, if brought to the notice by the candidate. A change in marks, if any, occurring in this event will be reflected in all the records of the university and the result by changing the grades and the grade points.

a. In-correct totalling of the main page of the answer-book by the examiner(s).

b. A mismatch of marks in any question on the main page and inside the answer-book due to carry forward.

c. In-correct totalling of sub-questions of any question.

d. An Un-Assessed question/s remains by the examiner during regular assessment.

10.3.13 In case of any discrepancies as in (f) above resolved on the spot, or there is no discrepancy as in (f) brought to the notice, if the candidate wants the Reassessment, he/she will have to apply for the same in one day of Personal Observation, in the following manner as per the University norms.

CHAPTER – 11 REVISION OF REGULATION AND CURRICULUM

11.1 The Academic Council of the University reserves the right to revise or change or amend the regulations, the scheme of examinations, the curriculum and the syllabi from time to time if found necessary.

CHAPTER – 12 UNFAIR MEANS AND MALPRACTICES: OFFENSES AND PENALTIES

If any student is found using Unfair Means (UFM) during the University Examination, he/she shall be liable for disciplinary action as per the following penalties.

Sr. No.	Case of Unfair Means and Malpractice	Punishment
1.	a. Appeal /threats/bribe offers to the Examiner, Use of abusive obscene language or Threatening remarks/irrelevant matter in the answer book etc. b. Writing of Candidate's Name/ Enrollment Number in papers other than in the earmarked spaces / any other special marking, using colour pencils, or sketch pens or shades / Tearing off or spoiling the stationary supplied by the University. c. Carrying or possession of material relating to examination / writing on the desk / any part of the body / writing on scale, calculator, handkerchief, Hall Tickets or any other electronic storing devices like electronic watches with memory calculators, walkie-talkie sets, mobile phones etc., into examination hall. d. Helping others for copying or getting help from others in the examination hall in the form of writing on question paper or passing a question paper / answer book to other candidates with anything written on it. e. Copied from another examinee or deliberately allows other examinee to copy from his own answer book or pass on the exam relevant material or literature in any form to another examinee in the exam hall. f. Possess any sort of exam relevant	Particular Subject will be Cancelled

	material in the examination hall or even outside the examination hall like toilet, lobby etc. or try to contact any unauthorized person during the exam timing.	
2.	a. Taking away the Answer Script b. Manhandling / injuring personnel connected with Examination c. Tampering with Hall Tickets/Certificates d. Insertion of additional sheets, graph sheets, drawing sheets, use of answer books which is not issued at the examination hall e. Destroying or attempting to destroy evidence Pertaining to the malpractice f. If a reported case of malpractice already exists against the candidate and again indulges in malpractice in the current session examination.	All examinations taken up in the session will be cancelled
3.	a. Impersonation – Students on the Roll b. Impersonation in the case of past students or outsiders c. If a reported case of malpractice already exists against the candidate in any previous session's examination and again indulges in malpractice.	All examinations taken up in the session will be cancelled Debarred for one year (Applicable for both impersonator-students on the roll and beneficiary)
4.	If during the examination or afterwards any examinee is found to have indulged in unfair means other than specified in 1 to 3 as above and which has been bearing on the examination or result of the examinee and/or any other examinee	The UFM Committee shall decide the penalty depending upon the nature and complexity of involvement of the examinee is concerned.

CHAPTER – 13 QUESTION PAPER FORMAT AND ITS CRITERIA

A. NORMS FOR QUESTION PAPER SUBMISSION:

13.1 Question paper should be submitted in DCS or on email id of Department of Examination & Assessment only.

13.2 If the paper setter fails to submit the question paper with the examination section before seven days of the examination of the concerned subject, he/she will have to pay the penalty of Rs. 500/- per each day of delay.

13.3 If the paper setter fails to submit the question paper in the prescribed format then he/she will have to pay the penalty of Rs. 250/-.

B. NORMS FOR APPOINTMENT OF PAPER SETTERS AND ANSWER BOOK EVALUATION

13.4 The Paper Setter/Examiners shall be appointed by the Controller of Examination/Asst. Registrar (Examinations) with the consent of the Provost/Registrar.

13.5 The Department of Examination & Assessment shall communicate the appointment of Question Paper Setters & Assessment to all concerned, along with the specific guidelines related to setting of Question Paper/evaluation of Answer Books, and pertaining to any other assignments as applicable.

13.6 Paper setters and examiners must keep their appointment confidential and maintain secrecy while preparing and submitting the question paper

13.7 A person must not accept the role of Paper Setter/Examiner if a close relative is currently studying in the relevant semester of the program at the University.

13.8 The appointment letters/email in the prescribed format should reach the paper setter /examiners in time and at least twenty days before the commencement of the examination.

13.9 The Deans/HoDs shall ensure the availability of faculties for Paper Setting/Assessment and other examination duties. Faculty members taking Semester Breaks, Leave, Internship or Vacations must complete all assessments and any pending examination work before proceeding on leave.

13.10 The paper setter shall submit the copy of the paper set by him / her in ready to print format along-with the **Answer-Key** for the same.

13.11 The paper setter must submit the examination paper within the timeline specified in the paper setter order. **In case of delayed submission, the remuneration will not be paid.**

13.12 To ensure quality assessment, a maximum of 35 copies will be issued for evaluation per day.

13.13 The evaluator should begin the assessment process the day after the respective examination is held.

13.14 The assessment shall be carried out at the Central Assessment Cell within the Department of Examination & Assessment. The bundle of answer books must remain within the Cell and should not be taken outside.

13.15 The Assessment Cell shall be restricted for entry except faculty members and administrative staff involved in assessment work.

13.16 Marks entry to be done by an examiner in the mark's entry portal of the University.

13.17 No information shall be passed on by the examiner regarding the assessment and marks awarded by him/her to anyone.

13.18 The assessment must be completed within 20 days from the date of the examination for the respective subject(s). Failure to adhere to the prescribed deadline for assessment, the remuneration will not be paid.

13.19 The use of **Mobile Phones**, **Laptops**, and **Headphones** shall be strictly prohibited in the Central Assessment Cell. Faculty members are requested to maintain silence at all times.

The following question paper is currently being used for the University End-Semester Examinations and is subject to revision or update from time to time.

Enrollment No:_____

GSFC UNIVERSITY

SCHOOL OF TECHNOLOGY / SCIENCE / MANAGEMENT STUDIES & LIBERAL ARTS

End Semester Examination, Odd/Even Session

Semester: **Date:**

Course Code: **Time:**

Course Name: **Total Marks: 40**

Instructions

1. Attempt all questions.
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.

Q.1	**It contains questions from Unit 1.**	**(08)**	**CO1**
1.	Two MCQs / Two fill in the blank questions. Each carry 1 marks.	(02)	
I.			
II.			
2.	One Short Question.	(02)	
3.	One Long Question.	(04)	
Q.2	**It contains questions from Unit 2.**	**(08)**	**CO2**
1.	Two MCQs / Two fill in the blank questions. Each carry 1 marks.	(02)	
I			
II.			
2.	One Short Question.	(02)	
3.	One Long Question.	(04)	
Q.3	**It contains questions from Unit 3.**	**(08)**	**CO3**
1.	Two MCQs / Two fill in the blank questions. Each carry 1 marks.	(02)	
I.			
II.			
2.	One Short Question.	(02)	
3.	One Long Question.	(04)	
	OR		
1.	Two MCQs / Two fill in the blank questions. Each carry 1 marks.	(02)	**CO3**
I.			
II.			
2.	One Short Question.	(02)	

3.	One Long Question.	(04)	
Q.4	**It contains questions from Unit 4.**	**(08)**	**CO4**
1.	Two MCQs / Two fill in the blank questions. Each carry 1 marks.	(02)	
I.			
II.			
2.	One Short Question.	(02)	
3.	One Long Question.	(04)	
	OR		
1.	Two MCQs / Two fill in the blank questions. Each carry 1 marks.	(02)	**CO4**
I.			
II.			
2.	One Short Question.	(02)	
3.	One Long Question.	(04)	
Q.5	**It contains questions from Unit 5.**	**(08)**	**CO5**
1.	Two MCQs / Two fill in the blank questions. Each carry 1 marks.	(02)	
I.			
II.			
2.	One Short Question.	(02)	
3.	One Long Question.	(04)	
	OR		
1.	Two MCQs / Two fill in the blank questions. Each carry 1 marks.	(02)	**CO5**
I.			
II.			
2.	One Short Question.	(02)	
3.	One Long Question.	(04)	

****

Answer Key Format

Exam: End Semester (Odd / Even Session) **Status: Regular / ATKT**
Program & Stream: **Semester:**
Course Code: **Course Name:**

Q.1		**Weightage of marks**
a.	I. Answer / Correct Option _____	(01)
	II. Answer / Correct Option _____	(01)
b.	Brief Answer or Key highlights_____ _____ (e.g. if course is calculative / derived based, then detailed answer will be required)	(02)
c.	Brief Answer or Key highlights_____ _____ _____ _____ _____ (e.g. if course is calculative / derived based, then detailed answer will be required)	(04)
Q.2		
a.	I. Answer / Correct Option _____	(01)
	II. Answer / Correct Option _____	(01)
b.	Brief Answer or Key highlights_____ _____ _____	(02)
c.	Brief Answer or Key highlights_____ _____ _____ _____	(04)

Note:

1. The paper setter is to be properly communicated about the number of questions and students' ability to complete these questions within the given time frame.
2. It should be ensured that there is proper and correct language while framing the questions.

CHAPTER – 14 GRACE MARKS POLICY

14.1 The granting of grace marks will be considered in both regular and ATKT end-semester examinations.

14.2 The granting of grace marks is applicable only if the candidate is able to pass the entire examination of the semester after such grace marks.

14.3 Grace marks to the extent of 1% of the aggregate/total marks of all subjects of the semester prescribed for an examination will be awarded to a candidate failing in not more than 3 theory papers, as the case may be in which minimum pass marks have been prescribed; provided the candidate passes the examination by the award of such grace marks. Such grace marks shall be split in a manner that may serve to pass the papers wherever applicable.

14.4 If 1% of the aggregate marks work out in fraction, the same will be raised to the next whole number. For example, if the maximum aggregate marks prescribed for the examination are 750, grace marks to the extent of 8 will be awarded to the candidate.

14.5 If a candidate who passes in all subjects and heads of passing in the examination without the benefit of any grace marks but misses Distinction or First Division by marks less than 1% his/her aggregate in the final examination, such grace marks shall be awarded to him/her so as to entitle him for the respective higher division, as the case may be. Such marks shall be added to the paper in which he/she gets the least marks in the final. The marks entered in the marksheet will be inclusive of such grace marks and it will not be shown separately.

14.6 The grace marks will be awarded only if the candidate appears in all the papers prescribed for the Regular/ATKT examination in a session. Absence of a candidate in any papers(s) that he or she has registered for the examination will make him ineligible for grace marks in the said examination.

14.7 Grace marks shall be awarded only to the required extent to help the candidate pass the paper/subject and not more even if the candidate has a higher limit of eligible grace marks in that examination.

14.8 The grace marks of candidate(s) who have completed their period of study and yet could not clear one or more papers shall be subjected to a maximum of 2% of the aggregate of the maximum marks in which he/she has altogether appeared in that examination. For example, if the aggregate marks of the paper written by him are 300, the maximum eligible grace shall not exceed 6 marks, which may be split according to the need.

14.9 If any student gets CGPA between 4.91 to 4.99 at the end of any program (UG/PG), then grace marks (approximately 10 marks) should be given in such a way that CGPA becomes 5.0 and the students can clear the entire course.

14.10 The grant of grace marks shall be awarded to all credit courses.

14.11 The granting of grace marks as referred above will be decided by the committee composed of Provost, Registrar, Deans/Associate Deans and Controller of Examinations.

14.12 The committee has a right to modify/change the result of any particular subject by granting additional grace marks i.e. other than the grace marks given above to improve the results in case the total percentage of result is poor in the particular subject/course.

14.13 The student cannot claim the grant of grace marks as a matter of right.

CHAPTER – 15 TIMELINE FOR VARIOUS EXAMINATION ACTIVITIES

For the smooth functioning of examination related activities, the timeline/timeframe has been set by the University and mentioned against each activity.

S.N.	Examination related activities	Timeline/Timeframe for Execution
1	Submission of subject matrix and teaching time table with teaching faculty names and their contact details & e-mail IDs.	7 Days before the commencement of New academic session/Semester.
2	Mid Semester examination time table Announcement on website and notice board.	21 Days before the commencement of exams.
3	Mid Semester Examination paper setter order issued	21 Days before the commencement of exams.
4	Mid Semester Examination paper submission	07 Days before the commencement of exams.
5	Assessment and Submission of Evaluated Mid-Semester Answer Sheets to the Department of Examination and Assessment, and Marks Entry in DCS	07 days from the completion of exams.
6	Mid Semester Examination marks compilation and verification	07 days from the date of submission of marks.
7	Mid Semester Examination Results preparation and submission for review and approval	03 days from the date of compilation.
8	Announcement of Mid semester examination result	03 days from the date of approval.
9	Examination notification for Regular and ATKT end semester examination	30 days before the commencement of examination.
10	Submission of ATKT examination forms by the students	21 days before the commencement of examination.
11	End Semester Examination paper setter order issued	30 Days before the commencement of exams.
12	Submission of Question papers for Regular and ATKT Examination.	07 days before the commencement of examination.

13	Submission of List of detained students for end semester Examination	07 days before the commencement of examination
14	Submission of CEC marks for end semester	07 days before the commencement of examination
15	Display of CEC marks for end semester	03 days before the commencement of exams.
16	Practical examinations & Viva Voce for end semester examination	15 days before the commencement of examination
17	Assessment of answer book for End Semester Examination	20 days from the date of completion of the exam.
18	Result Compilation in DCS and verification	15 days from the date of marks submission.
19	End Semester Examination Results preparation and submission for review and approval	05 days from the date of compilation.
20	Declaration of End semester result	05 days from the date of approval
21	Provisional Mark sheet issuance, if required	2 days from the date of result declaration.
22	Notification for Re-Totalling/Re-assessment/Personal Observation of answer sheets	2 days from the date of result declaration.
23	Filling of forms for Re-totalling/Re-reassessment of answer sheets of end semester exam	7 days from the date of declaration of examination results.
24	Re-Totalling/Re-assessment/ evaluation process	21 days from the date of last application.
25	Reassessment result process and submission for review and approval	10 days from the Marks submission.
26	Declaration of revised results after reassessment. (Final Semester)	05 days from the date of approval.
27	Issuance of Provisional mark sheets & Provisional Degree Certificate (final Semester).	3 days after declaration of reassessment result.
28	Issuance of Printed mark sheets	45 days from the date of reassessment result announcement.
29	Storage of Physical answer book	06 months from the date of result declaration.

30	Storage of Digital answer book in case of online examination	06 months from the date of result declaration.

GENERAL PROVISIONS

1. The President/Provost is authorised to carry out amendment/ modification in case of necessity during implementations of manual and in case of any ambiguity, the interpretation of the provost/Registrar will be final.

2. If any insertion relating to any aspect relating to examination is required to be made, the same can be done with the prior approval of the president and the same would be brought to the notice of Academic Council in the next meeting.

Appendix-I

GSFC UNIVERSITY, VADODARA

Teaching and Examination Scheme

School of _____

Academic Session:_____ Program: _____ Semester: ____

Sr. N.	Course Code	Course Name	Course Type	Teaching Scheme (Hours/Week)			Total Credit		Theory			Practical		Total Marks
				L	T	P	T	P	MSE	CEC	ESE	LW	LE/ VIVA	
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
Total														

*L-Lecture, T-Tutorial, P-Practical, MSE-Mid Semester Examination, CEC- Continuous Evaluation Component, ESE- End Semester Examination, LW-Lab Work, LE-Lab Exam

Program Coordinator **HoD** **Dean**

Appendix-II

GSFC UNIVERSITY

List of Faculty in-charge for Odd/Even Session (Academic Year)

Program: _____ Branch:_____ Semester:_____

Sr. No	Course Code	Course Name	Theory / Practical	Faculty	Regular/ Visiting	Email ID	Mobile No.
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Appendix-III

INSTRUCTIONS FOR INVIGILATORS

1. The invigilators are required to be present in the examination division at least 45 minutes before actual start of the examination.
2. The invigilators must count the main answer scripts and ensure that the serial number is present on each one, and are required to be present in the examination hall at least 30 minutes prior to the start of examination.
3. Students should be allowed to enter the class room only after their ID Cards & Hall Tickets (End Semester Examinations) are checked. No candidate will be allowed to enter without this.
4. Invigilators cannot allow candidates to enter the examination hall after 15 minutes from the commencement of the examination.
5. Invigilators must distribute and collect the answer scripts personally. They must not ask candidates to pass or keep the answer scripts on the table. The invigilators will be held responsible for any loss.
6. It is important for invigilators to strictly enforce the rules regarding the prohibited items in the examination hall. This includes any printed or written material, mobile phones, smartwatches, or other electronic gadgets. Students must be instructed to leave these items outside the examination hall and to hand over any belongings not required for the examination to the invigilator.
7. Question Papers should be distributed one by one to the candidates. If any student has any questions or concerns regarding the question paper, they should raise their hand and ask the invigilator for clarification. In case of any discrepancies, invigilators must report to the Examination Division immediately.
8. Invigilators must also instruct students not to write anything on the question paper except enrollment no. that could lead to malpractice.
9. Invigilators must check that the details mentioned by candidates in the answer book are correct. They must also record the main answer script number in the candidates' attendance sheet and sign on students' answer books. If any candidate has written their roll number or any other identifying information in any other place than the designated space, the invigilator should bring it to the candidate's attention and ask them to correct it immediately. Failure to follow these instructions may result in the answer script being disqualified.
10. Invigilators are not permitted to leave the examination hall unless a reserve/reliever occupies their place. Please note that no reliever will be provided for mid-semester exams.
11. Students are not permitted to use the washroom during the Mid Semester Examination.
12. For the End Semester Examination, students are not permitted to leave the examination hall during the first 60 minutes and the last 30 minutes of the exam.

13. Invigilators must not use mobile phones and should be vigilant throughout the examination and should keep a close eye on all the students. Any suspicious behavior should be reported immediately.
14. Staff members who are not involved in examination duties should not enter the examination hall.
15. It is important for invigilators to return the main answer scripts in ascending order of students' enrollment numbers and other unused materials issued for the examination.

Appendix-IV

CONTINUOUS EVALUATION COMPONENT (CEC)

Program: **Sem:**

Course Name with Code:

Sr. No.	Enrollment No.	Name	MCQs (10)	Open Book Assignment (15)	Article Review (10)	Attendance (05)	Total (40)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							
25.							

Sign:_____ **Date of Submission:**_____

Name of Faculty In-charge:

Appendix-V

PRACTICAL EXAMINATION (Session)
RECORD OF ATTENDANCE & MARKS ALLOTMENT

Program: **Sem:** **Date of Exam: -** _____

Course Name with Code:

No. of students Appeared: _____, **No. of students Passed:** _____

Sr. No.	Enrollment No.	Name of Student	Answer Book No.	Student Signature	Viva (10)	Practical Exam (20)	Journal (10)	Attendance (05) 75-80 % : 1 Mark 81-85% : 2 Marks 86-90% : 3 Marks 91-95% : 4 Marks 96-100%: 5 Marks	Discipline (5)	Total (50)
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										
16.										
17.										
18.										
19.										
20.										

Submitted by Examiner:

Date & Sign: _____
Name: _____

Verified by Program Coordinator:

Date & Sign: _____
Name: _____

Appendix-VI

Application form for getting the writer in the examination

(To be submitted to the Controller of Examinations, GSFCU)

Kindly grant me permission to get the help of the writer in the coming examination. My Particulars as well as of the writer are as under: -

1. Name of Student: _____ 2. Enrollment No_____

3. Program:_____ 4. Semester: _____

5. School: _____ 6. Contact No.: _____

6. Reason for taking help of writer in the Examination:

_____

_____

_____

7. Course wise details of examination in which required writer:

Semester	Course Name with Code	Date & Time of Examination

8. About the writer:
   i. Writer's Name: _____
   ii. Educational Qualification: _____
   iii. Contact No.: _____

9. Attach the following documents along with this application.
   i. Medical Certificate (Showing inability to write) of qualified and duly registered recognized Doctor in the concerned specialization
   ii. Writer's identity proof and certified copy of last Educational Qualification/Semester Marksheet.

Date: _____ **Signature of Student (examinee):** _____

Forwarded By :

PC : _____ **HoD / Dean** _____

Appendix-VII

UNFAIR MEANS FORM

1. Name of Exam (Mid / End Semester) .....

2. Date of Examination.....Session.....

3. Name of Student.....

4. Program..... Branch…… Semester.....

5. Enrollment No: .....

6. Course Code..... Course Name. .....

7. Time when candidate was found copying.....

8. Statement by Invigilator .....

.....

……..

9. Material seized from candidate.....

.....

10. Sign. of Invigilator / Observer .....

Name of Invigilator / Observer .....

11. Statement by candidate.....

.....

.....

12. Signature of candidate.....

13. Statement of the Invigilator / Observer (If candidate refuses to fill the proforma & sign)

.....

.....

ESSENTIAL ENCLOSURE:

(i) Answer Book
(ii) Question Paper,
(iii) Copy of Admit Card / I- Cards,
(iv) Seized Material

Appendix-VIII

Statement by student

before Unfair Means Committee

S. N.	DESCRIPTION	
1	Name of Examination	
2	Date and Time of Exam	
3	Program, Branch & Semester	
4	School Name	
5	Name of Candidate	
6	Enrollment No. of Candidate	
7	Course Name and Code	
8	Date and Time of UFM hearing	
UFM DETAILS AND DECLARATION:		
9	Reasons:	
10	Students Declaration:	

Date:- _____
Time:- _____

Sign of Student:- _____
Name of Student:- _____
Enrollment No:- _____
Mobile No:- _____

Appendix-IX

Policy on Examination Documents Retention and Disposal

Sr. No.	Type of Documents/ Particulars	Permanent (Yes/No)	Retention Period
(1)	(2)	(3)	(4)
1.	Examination Ordinances, Regulations & Policy Files	Yes	Permanent
2.	End Term Exam Result Tabulation Sheets	Yes	Permanent
3.	End Term Exam Question Papers (Copies to be provided to library)	No	06 Months after conducting the exam.
4.	End Semester Examination Activity Records (Such as: Examination Time table, Paper Setter Order, Appointment of Invigilators/other staff, Duty Record etc.)	No	1 year after declaration of result. (Soft copies will remain with Examination Division at least for 05 Years)
5.	"A. UnFair Means case files and related records B. Decision of the UnFair Means cases"	No	01 year after result declaration Permanent
6.	Files pertaining to conduct of Special Exams- Supplementary Exam, Mercy Chance, Extra Chance etc.	No	05 Years after declaration of result
7.	Evaluated Answer Books of End Semester Exam	No	06 Months after declaration of result
8.	End Term Exam Result Declaration files	No	05 Years after declaration of result
9.	End Term Exam Theory Examination Marks Award sheets, Attendance sheet, Question Papers & Answer Keys, Students undertaking etc.	No	06 Months after declaration of result
10.	Mid Examination Activity, Award sheet of Theory Internal/Mid Sem, Practical Internal / External, Projects, Dissertation etc.	No	01 year after declaration of result
11.	Evaluated answer books of Theory Internal/Mid, Practical Internal/External etc.	No	90 Days after declaration the Exam Results
12.	File Pertaining to Moderation of Result	No	06 Months after declaration of result
13.	Application for Rechecking/Inspection/Personal Observation.	No	90 Days after declaration the Exam Results
14.	Re-evaluated\Re-checked answer books	No	06 Months after declaration of result

15.	Record of issuance of Original/Duplicate Degree Certificate, Consolidated Statement of Marks and Provisional Certificates	Yes	Permanent
16.	Record of issuance of Original/Duplicate Statement of Marks (Semester Marksheets)/Correction in Marksheet	No	1 Year
17.	Application for Provisional mark sheets/ Transcript/Migration, other examination certificates/Authority Letter/Convocation Attire Record.	No	06 months
18.	Record of Issuance of Transcript/Migration/Leaving Certificate/Any other Examination Certificate	No	05 Years
19.	File of attestation/verification of documents/WES/ order certificates issued by Examination Division	No	06 Months after processing
20.	Stock Register of Consumables	No	1 Year (Financial)
21.	Files and bills related to printing Examination Stationary/Answer books/Marksheet/Degree Certificate/etc.	No	02 Years
22.	Convocation Register/Record of Graduated students	Yes	Permanent
23.	Files pertaining to preparation of Gold Medals, Silver Medal, Prizes etc. for award to Meritorious students/Academic Excellence Award.	Yes	Permanent (In Soft Copy)
24.	Register for records identified for weeding out	No	05 Years
25.	Files related to weeding out of old records	No	01 Year
26.	Record of Examinations conducted on behalf of other authorities	No	01 year after conduct of exam
27.	Report/Thesis Submitted by UG/PG/Ph.D. students	Yes	A hard copy AND/OR a soft copy shall be maintained in the library
28.	Miscellaneous Case/Corresponding File	No	01 year after processing

Note: A sample of 05 copies of question papers and answer books for every end-semester examination from each school shall be kept for NAAC purposes.

Procedure for Disposal of Non-Permanent Documents/Records:

Following procedure has to be followed for non-permanent Examination related documents/records:

a. Transfer of all answer books and related records to the store-room following the announcement of results for a specific period.

b. Answer books bundles are arranged and kept systematically in the store room.

c. Once the retention period is over, the records must be destroyed by shredding or any other appropriate means. (The selection of a Paper Shredding Services Agency will be determined in accordance with the University Procurement Procedure.)

d. This disposal would be done **once in a year.**

e. It would be the responsibility of Asst. Registrar Examination to undertake the exercise. However, he may be assigned the responsibility to any other officer in the Examination Division.

f. Destruction must be handled in a secure and confidential manner.

g. The shredded paper particles will be sold to authorized paper merchants for recycling.

******