



GSFC
UNIVERSITY
EDUCATION RE-ENVISIONED

Examination Manual

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Table of Contents

PREAMBLE.....	4
CHAPTER – 1 DEFINITIONS AND INTERPRETATIONS	5
CHAPTER – 2 BOARD OF EXAMINATION	7
CHAPTER – 3 STRUCTURE AND DURATION OF PROGRAM	11
CHAPTER – 4 EXAMINATION AND ASSESMENT PROCEDURE.....	12
CHAPTER – 5 TEMPORARY WITHDRAWL FROM PROGRAM ATTENDANCE	15
CHAPTER – 6 DISPLAY OF ATTENDANCE, MARKS ETC.	15
CHAPTER – 7 CRITERIA FOR PASSING AND PROMOTION	16
CHAPTER – 8 CLASSIFICATION OF THE AWARD OF DEGREE / DIPLOMA CERTIFICATE.....	20
CHAPTER – 9 EXAMINATION RESULT AND PROVISION FOR FAILED /DEBARRED /ABSENT /EXAM CANCELLED STUDENTS	22
CHAPTER– 10 PROCEDURE OF ANSWER SHEETS VIEWING / RE-CHECKING & REASSESSMENT.....	23
CHAPTER – 11 REVISION OF REGULATION AND CURRICULUM	26
CHAPTER – 12 UNFAIR MEANS AND MALPRACTICE	26
CHAPTER – 13 QUESTION PAPER FORMAT AND ITS CRITERIA.....	28
CHAPTER – 14 GRACE MARKS POLICY.....	30
CHAPTER – 15 TIMELINE FOR VARIOUS EXAMINATION ACTIVITIES	32
ANNEXURE-1 – QUESTION PAPER FORMAT.....	35

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 Statutes, 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 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 **“Academic Year”** means a year commencing on such date in August and ending with such date in June of the following year as may be decided by the Academic Council
 - 1.1.2 **“Admission to an Examination”** means the issuance of an admission card to a candidate in token of his having completed all the formalities and conditions laid down in the relevant regulation document framed by the University.
 - 1.1.3 **“Applicant”** means a person who has submitted an application to the University in the prescribed form for admission to an examination.
 - 1.1.4 **“ATKT”** means Allowed to Keep Terms, of the next class in spite of failure in one or many subjects of the present class.
 - 1.1.5 **“Board”** means the Board of Examination of the University
 - 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 **“Candidate”**, means a student who has been pursuing the course of studies in the GSFC University, Vadodara campus
 - 1.1.8 **“CEC”** means Continuous Evaluation Component, to evaluate student’s progress throughout a prescribed course.
 - 1.1.9 **“CBCS”** means Choice Based Credit System, provides students to select electives from prescribed courses
 - 1.1.8 **“Diploma Examination”** means an examination leading to Diploma of the University
 - 1.1.9 **“Examinee”** means a student who actually presents himself / herself for an examination of particular subject in University
 - 1.1.10 **“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
 - 1.1.11 **“Examination Pattern”**, means the system of the examination being followed by the University;

- 1.1.12 **“Moderation of Question Papers”** means a process where a moderator moderates the question papers set by the paper setters.
- 1.1.13 **“Postgraduate Degree Examination”** means an examination leading to Post Graduate Degree of the University.
- 1.1.14 **“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
- 1.1.15 **“Research Program”** means the study / research leading to the Degree of Doctorate
- 1.1.16 **“Re-Evaluation”** means a process in which the answer book of the student is to be re-evaluated.
- 1.1.17 **“School”** means School of Technology, School of Science, School of Management and School of Fire and Safety or any other such school as and when opened and named by the University;
- 1.1.18 **“University”** means GSFC University, Vadodara, established under Gujarat Private Universities Act, 2009, amended by Gujarat Private Universities (Second Amendment) Act, 2014
- 1.1.19 **“Undergraduate Examination”**, means an examination leading to the Graduate Degree of the University
- 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.gsfcuni.edu.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 of Respective Schools	Members
Two Faculties Nominated by Provost	Member
Controller of Examination	Member Secretary

2.2 Power and Duties of Board of Examination:

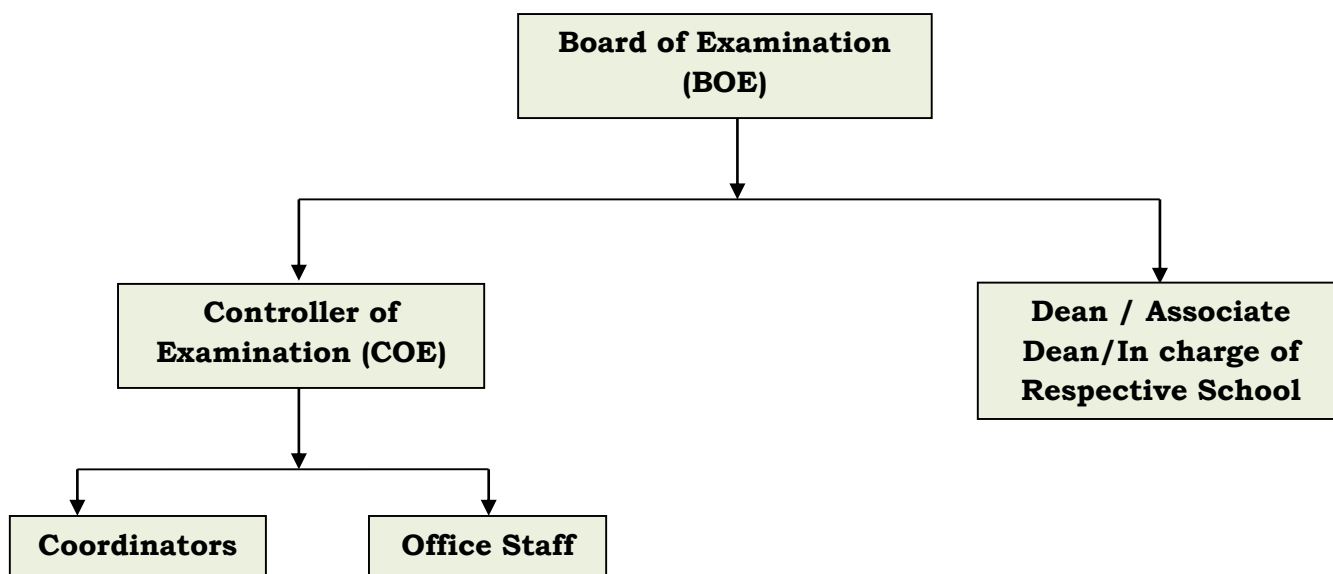
- 2.2.1 The Board of Examinations shall ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
- 2.2.2 The Board of Examinations shall recommend the examination reforms and shall implement them after due approvals.
- 2.2.3 The Board of Examination shall approve the prepared detailed time table of examinations by 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 Examination Division 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 University from time to time.

2.2.11 Controller of Examination (CEC) 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 Hierarchy of Examination Division, GSFC University



2.4 Roles and Responsibilities of Examination Division, GSFC University

The Work Responsibility and Distribution of Examination Division of GSFC University are as under:

Pre-Examination and Routine	During Examination	Post Examination
1. Procurement of Formats for Assessment Process: <ul style="list-style-type: none"> ▪ Award sheets for evaluation as per University norms. ▪ Attendance Sheets ▪ Re-Assessment Sheets 	1. Notification of following prior to exams: <ul style="list-style-type: none"> ▪ Examination Schedule and Timings ▪ Admit Card distribution schedules 	1. For Mid Term and End Term Examination, following work shall be done: <ul style="list-style-type: none"> ▪ The Evaluation shall be Central and the arrangements shall be made in consultation with

	<ul style="list-style-type: none"> ▪ Seating Arrangements ▪ Invigilation Schedules ▪ Invigilators briefing schedule about their roles and duty. ▪ Unfair practices and punishments briefing prior to exams 	<p>Board of Examination (BOE), GSFC-U.</p> <ul style="list-style-type: none"> ▪ Conducting the central evaluation as per schedule. ▪ Tabulation of Marks and declaration of results. ▪ Maintaining absentee data and updating to BoE ▪ Maintaining result data and updating to BOE for result declaration. ▪ Maintaining the record of Exam Manuscripts. ▪ Notifying and conducting re-examinations. ▪ Finalizing the grades, in coordination with Faculty Co-ordinators.
<p>2. Keeping of Records – (In coordination with Faculty Co-ordinators)</p> <ul style="list-style-type: none"> ▪ Prior Semester /Year’s Tabular Results or Mark sheets. ▪ Back-Log Sheets through Faculty Coordinators ▪ Degree awards and its status for various programs ▪ Provisional Mark sheet issued. 	<p>2. Arranging the seating arrangements as per notification minimum 1 day in advance.</p> <ul style="list-style-type: none"> ▪ Demarking layouts and seating plans ▪ Putting Layouts and Seating Plans in appropriate areas for candidate ease. <p>Proper arrangement of following at Exam Venue:</p>	<p>2. For Mid Term and End Term University Exams, following work shall be done:</p> <ul style="list-style-type: none"> ▪ Finalizing the Grades and Preparation of Term Results (in coordination with Faculty Coordinators)

<ul style="list-style-type: none"> ▪ List of Debarred Students. ▪ Printing and Copying the Exam Question Papers 	<ul style="list-style-type: none"> ▪ Drinking Water ▪ Room for keeping candidate belongings if any ▪ Time notification bells ▪ Students spot checks 	
<p>3. Finalizing Invigilators list in coordination with Faculty Coordinators and nominating Flying Squad (FS), if required</p>	<p>3. Distribution of Answer sheets, Question Paper and other formats to examination rooms/ Invigilators.</p>	<p>3. Collection of Marks from Schools for grading and record through Faculty Coordinators.</p>
<p>4. Procurement/Collection of Documents/exam material/ Stationary, Copies and Distribution</p>	<p>4. Collection of Answer sheets, Question Paper and other filled and unfilled formats from examination rooms/ Invigilators.</p>	<p>4. Follow up for ATKT / Back Paper examination with respective School of University, through its Faculty Coordinators.</p>
	<p>5. Action against students involved in unfair practices as per laid norms of the University.</p>	

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 $(n + 4) / (n + 2)$ semesters, as the case may be decided from time to time.

CHAPTER – 4 EXAMINATION AND ASSESMENT 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 (On Campus Examination)

Course	University Theory Exam (End Semester Exam) (50 marks)		Mid – Semester Exam (30 marks)		Continuous Evaluation Component (20 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%)
Bachelor of Science	50	20	30	12	20	08	30	12	20	08
Bachelor of Technology	50	20	30	12	20	08	30	12	20	08
BBA	50	20	30	12	20	08	30	12	20	08
Masters of Science	50	20	30	12	20	08	30	12	20	08

Key Inputs:

1. End Semester examination will be of 50 marks, conducted by University at the end of the semester. To pass this component, he/she is required to get 20 marks.
2. Mid – semester examination will be of 30 marks, conducted by the respective Schools as per their convenience during the particular semester. To pass this component, he/she is required to get 12 marks.
3. Continuous Evaluation Component (CEC) will be of 20 marks, Out of these 20 marks, 10 marks for student attendance and remaining 10 marks for other CEC activities during semester as listed below depending upon the subject and concerned faculty.

The list of activities that are categorized under the CEC is as follows:

Category	Evaluation Scheme	Weightage
1	Attendance	5 Marks if Presence is 75% and above
		0 Marks if Presence is less than 75%
		Minus 3 Marks if student go no mass bunk. (Max. 3 Marks only)
2	Quiz Test Quiz test is to be conducted from each units taught in that particular subject. Final marks are to be normalized to five on more number of quizzes.	05 Marks
3	Presentation (On individual Basis) Presentations are to be prepared by the students from the subject taught in the class. Final marks are to be normalized to five on more number of presentations.	05 Marks
4	Skill Development Activities: a. Writing scientific blocks / posters b. Writing review on any scientific paper /patent given by the faculties c. Presentation on any scientific topic other than the syllabus d. Project reports /industry reports /case studies	05Marks (based on applicability of subject)

Note: *Faculties have choice to merge **Categories 3 & 4** (10 Marks), wherever they feel necessary based on the syllabus, to conduct continuous evaluation keeping other criteria common.*

b. Marks Evaluation Pattern (Online Examination)

Sr. No.	Type	Component	Weightage	Details
1	Theory	Mid Semester Examination	20	I. Pre-Mid Semester- Surprise Test- 05 Marks
2		Continues Evaluation Component (CEC)	30	I. Weekly MCQ Quiz- 10 Marks II. Assignment- 10 Marks III. Presentation- 05 Marks IV. Attendance-05
3		End Semester Examination	50	I. 10 MCQs One marks each II. Four Long Questions Each carry 10 marks.
		Total	100	
4	Practical	Practical Examination	100	I. Practical Examination II. Viva III. Journal IV. Attendance V. Discipline during Lab Session
		Total	100	

c. Award of Letter Grades and Grade Points

All assessment of course will be done on 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:

- i. If a student has less than 75% of attendance then he will not be permitted to appear in the examination.
- ii. In case of special circumstances, the detention criteria for attendance may reviewed in that semester as approved by Provost.

CHAPTER – 7 CRITERIA FOR PASSING AND PROMOTION

A. Promotion and Passing Criteria for the students enrolled during the Academic Year 2015-16, 2016-17 and 2017-18:

- 7.1 All the students have to clear all heads (Mid Semester Examination, Continuous Evaluation Component (CEC) and End Semester Examination) of examination with 40 % of total marks of each heads.
- 7.2 The student has to get overall aggregate marks 50% for clearing his/her course.
- 7.3 There is no any restriction on number of attempts to clear any subject but no special exam for this purpose will be conducted.
- 7.4 The total time (including the period of withdrawal, if any) to exam the degree is limited to 6 years for 4-years B. Tech. Program, 5 years for 3-years B.Sc. Program and 3-Year BBA Program.
- 7.5 The student will be required to pay additional fees for the ATKT/Backlog exam as per the University rules applicable from time to time.

B. Promotion and Passing Criteria for the students enrolled during the Academic Year 2018-19 and 2019-20:

- 7.6 It is required to score a minimum of 40% marks in both – (1) Mid Sem Exam-30 and Continuous Evaluation (CE) Marks -20 – Out of total 50 marks, students to obtained 40% and (2) End Sem Exam (ESE) out of total 50 marks, students to obtained 40% marks for passing.
- 7.7 A student will be declared “Failed” in a course if not scoring a minimum of 40% independently in the Internal and End Semester Exam as mentioned below:

Particulars	Total Marks	Minimum Passing Marks
Combined Mid Sem. Exam and Continuous Evaluation (CE)	50	20 (40%)
Semester End Exam	50	20 (40%)

- 7.8 In case of failure student will have to take ATKT exam for the entire course as and when exam are held by payment of prescribed fees, as per University rules applicable from time to time.
- 7.9 In case of ATKT, the marks secured in regular exam (i.e. Mid Term, CEC, End Term) for particular subject shall not be carry forward

and marks obtained in ATKT exam shall be consider for the announcement of grade in that particular subject.

- 7.9 A minimum Cumulative Grade Point Average of 5.00 is required for obtaining the degree.
- 7.10 The total time (including the period of withdrawal, if any) (for award of the degree/to earn the degree) is limited to 6 years for 4-year B.Tech Program, 5 years for 3-years B.Sc. Program, 3 year BBA Program and 04 years for 2-years M.Sc. Program.

C. Promotion and Passing Criteria for the students enrolled from the Academic Year 2020-21 onwards:

- 7.11 It is required to score a minimum of 36% marks individually in both – (1) Mid Sem Exam-30 and Continuous Evaluation (CE) Marks -20 component and 40% marks overall (by combining internal and external examination) in a subject.

A student will be declared “Failed” in a course if not scoring a minimum of 36 % independently in the Internal and End Semester Exam as mentioned below:

Particulars	Total Marks	Minimum Passing Marks
Combined Mid Sem. Exam and Continuous Evaluation (CE)	50	18 (36%)
Semester End Exam	50	18 (36%)
Overall by combining internal and External examination	100	40 (40%)

- 7.12 The students also have to appear in end- semester exam even if he/she secures 40% marks in their internal marks (i.e. Mid-semester and CEC). In case the students does not appear in end-semester exam, he/she will be declared fail in the respective subjects and given ATKT in that subject.
- 7.13 In case of failure student will have to take ATKT exam for the entire course as and when exam are held by payment of prescribed fees, as per University rules applicable from time to time.
- 7.14 In case of ATKT, the marks secured in regular exam (i.e. Mid Term, CEC, End Term) for particular subject shall not be carry forward

and marks obtained in ATKT exam shall be consider for the announcement of grade in that particular subject.

7.15 A minimum cumulative Grade Point Average of 5.00 is required for obtaining the degree.

7.16 The total time (including the period of withdrawal, if any) (for award of the degree/to earn the degree) is limited to 6 years for 4-year B.Tech Program, 5 years for 3-years B.Sc. Program, 3 year BBA Program and 04 years for 2-years M.Sc. Program.

Admission in Semester	ATKT Rule
Semester - I	Not Applicable
Semester - II	Student will be promoted to Semester – II from Semester – I irrespective of subjects failed in semester – I . He/she is allowed to appear in failed subjects at the end of second semester ATKT exam to clear them.
Semester – III	Students can have maximum backlog of four subjects of Semester – I . If backlog is more than four, he/she will not be promoted to semester – III. (Failed subjects of semester – II will not be counted for the detention in semester – III).
Semester - IV	Student can have maximum backlog of four subjects of semester – I and Semester – II. He/she can either have backlog of four subjects of semester – I or semester – II or combine of both. It is restricted to four only. If number of backlog of semester – I and Semester – II is more than four, he/she will not be promoted to semester – IV. (Failed subjects of semester – III will not be counted for the detention in semester – IV).
Semester – V	He / She must have cleared all the backlogs of semester – I and II to get promoted to semester – V. He/she can have maximum four backlogs of semester – III; if it is more than four he / she will not be promoted to semester - V. (Failed subjects of semester – IV will not be counted for the detention in semester – V).
Semester - VI	He / She can have maximum four backlogs of semester – III and IV combined to get promoted in semester – VI. (Failed subjects of semester – V will not be counted for the detention in semester – VI).
Semester - VII	He / She must have cleared all the backlogs of semester – III and IV. However, maximum four backlog in semester – V is allowed to get promoted in semester – VII. If it is more

	than four backlogs of semester-V, he/she will not be promoted to semester – VII. (Failed subjects of semester – VI will not be counted for the detention in semester – VII).
Semester VIII	He/She can have maximum four backlogs of semester – V and VI to get promoted in semester – VIII. If it is more than four backlog of semester – V and VI, he / she will not be promoted to semester - VIII. (Failed subjects of semester – VII will not be counted for the detention in semester – VIII).

The students having maximum backlogs of four subjects of collective of semester V, VI, VII and VIII will be required to clear in additional two years, after their respective course duration.

If the student fails to clear their backlogs in additional two years after their respective course duration, he / she will be declared failed i.e. not entitled for any award of degree.

- Students may be given two options to repeat the semester
 - (a) By attending regular classes without paying any tuition fees
 - OR**
 - (b) As an external candidate.
- In both the options, he / she will be allowed to appear in ATKT exam by paying necessary exam fees.
- At Any point of time, a student can have maximum 4 backlogs pending
- If backlog are more than 4 than new subjects will not be allocated and he/she is detained for one year.

Re-joining Process:

1. On completion of detention period of one year if he/she have cleared all the ATKT/Backlog subjects then he/she can re-join the regular semester along with the batch of current academic year. The curriculum if current batch will be applicable to him/her.
2. After re-joining he/she shall be required to fulfil all the academic requirements at that particular semester to appear in regular end semester examination.

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

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

- 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.
- There are no dues outstanding in his / her name to a School of the University; and no disciplinary action is pending against him / her.
- Class / Distinction will be awarded to the students after they successfully complete the Programme as per the norms stipulated in the following table:

A. For Regular Students - B. Tech. Programme

Category	CGPA (From I – VIII Semesters)	Class / Distinction
Students who successfully complete the B. Tech. Program within the time duration of 4 Years	≥ 5.0 & < 5.5	Pass
	≥ 5.5 & < 6.0	Second Class
	≥ 6.0 & < 8.0	First Class
	≥ 8.0	First Class with Distinction
Students who successfully complete the B. Tech. Program within the time duration of 6 Years	≥ 5.0 & < 5.5	Pass
	≥ 5.5 & < 6.0	Second Class
	≥ 6.0	First Class

B. For Lateral Entry Students – B. Tech. Programme

Category	CGPA	Class / Distinction
Students who successfully complete the B. Tech. Program within the time duration of 3 Years	≥ 5.0 & < 5.5	Pass
	≥ 5.5 & < 6.0	Second Class
	≥ 6.0 & < 8.0	First Class
	≥ 8.0	First Class with Distinction
Students who successfully complete the B. Tech. Program within the time duration of 5 Years	≥ 5.0 & ≤ 5.5	Pass
	≥ 5.5 & ≤ 6.0	Second Class
	≥ 6.0	First Class

C. For Regular Students – B. Sc. & M.Sc. Programme

Category	CGPA	Class / Distinction
Student who successfully complete the B.Sc. & M.Sc. program within the time duration of 3 Years and 2 Years respectively.	≥ 5.0 & < 5.5	Pass
	≥ 5.5 & < 6.0	Second Class
	≥ 6.0 & < 8.0	First Class
	≥ 8.0	First Class with Distinction
Student who successfully complete the B.Sc. & M.Sc. program within the time duration of 5 Years and 4 Years respectively.	≥ 5.0 & < 5.5	Pass
	≥ 5.5 & < 6.0	Second Class
	≥ 6.0	First Class

D. For Regular Students – BBA Programme

Category	CGPA	Class / Distinction
Student who successfully complete the BBA program within the time duration of 3 Years.	≥ 5.0 & < 5.5	Pass
	≥ 5.5 & < 6.0	Second Class
	≥ 6.0 & < 8.0	First Class
	≥ 8.0	First Class with Distinction
Student who successfully complete the BBA program within the time duration of 5 Years.	≥ 5.0 & < 5.5	Pass
	≥ 5.5 & < 6.0	Second Class
	≥ 6.0	First Class

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

- Once the evaluation and assessment done the Examination division 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.
- After reviewed, the same shall be submitted to Result Committee for the recommendation and approval.
- On approval, the examination results will be notified to all through Email, and the soft copy of examination results will be made available in DCS to download for the students.

9.1 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.

9.2 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.

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.

9.3 **Theory Component:** The students enrolled from the Academic Year 2018-19 shall take supplementary examination of 3 hours duration, of 100 marks, covering entire syllabus. The marks obtained out of 100, shall be used for award of Grade. The internal marks (Mid-term + CEC) of the student shall not be used for a part of regular procedure.

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

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

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 Personal Observation of his/her answer-books, under the following rules.

- I.
 - a. The candidate shall apply for the Personal Observation of his/her answer-books in the end semester examination in the prescribed form.
 - b. 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.
- II. Every application for Personal Observation should reach the Registrar through the Dean of the respective School concerned within ten days from the date printed on the Mark-sheet along with a non-refundable prescribed fees laid down by the university from time to time, per paper to be paid in cash or by demand draft or in the manner prescribed by the university along with one copy of Mark-sheet and Hall Ticket of the concerned examination. In case a candidate wants to personally observe the answer-book of more than one paper, the separate fee will be levied for each paper.
- III. Application received after due date or if it is incomplete and/or not submitted with prescribed fees shall not be entertained.
- IV.
 - a. On receipt of the application within 7 days, the University Office will communicate the schedule (Date, Time) and the place of the Personal Observation to the candidates, via Email/SMS or phone/ mobile of the candidate inevitably mentioned by the candidate in the application form.
 - b. 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.

- c. 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 item such as Pen/Purse/Wallet/Money/Mobile Phone or any other document etc.
- d. University will make separate arrangement for each semester.
- e. The answer book will be placed before the candidate after due verification by the office.
- f. During the Personal Observation, the Dean 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.

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.

- i. In-correct totalling of the main page of the answer-book by the examiner(s).
 - ii. A mismatch of marks in any question on the main page and inside the answer-book due to carry forward.
 - iii. In-correct totalling of sub-questions of any question.
 - iv. An Un-Assessed question/s remains by the examiner during regular assessment.
- g. 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.
- 10.2 In case a candidate at a University Examination is not satisfied with the Personal Observation of his/her answer-books, he/she may apply for Re-Checking or Re-Assessment, under the following rules.

The rechecking and reassessment will be allowed on any theory papers in end semester examination on receipt of the application by paying the prescribe fees within 7 days of the result declaration as per the following proposed procedure:

I. **Guideline for rechecking/reassessment:**

- a. Students should submit a request in the form of an application to the examination division.
- b. Fee for rechecking is Rs. 250/- per subject and for Reassessment it is Rs. 500/- per subject.
- c. Student can apply for Rechecking of his/her answer book only.
- d. Rechecking allows re-totalling of marks allotted to each questions from first page. including the verification of marks given to all the questions and sections. Any change in the marks will be consider.
- e. In the reassessment of complete answer book by other evaluator by another evaluator.
- f. No modification in the original marks shall be made if the difference in original marks and reassessed marks in less than 10%.
- g. If the difference in the original marks and reassessed marks is more than 10%, then it will be reassessed by another examiner.
- h. In case, there is change of marks in reassessment by second examiner, then average of the two examiners who were reassessed the answer books shall be considered.
- i. In case, there is no change of marks in reassessment by the second examiner then the average marks will be calculated of the two re-examiner, and such average turns out to be more than 10% of original marks, then the marks will be changed, otherwise the original marks will not change.
- j. Any corrections in the marks will be reflected in all the records of the University.
- k. Re-assessment shall not be permitted in the case of Practical examination. Viva-voce, project report, sessional/internal assessment and dissertation.
- l. If the rationalization process was done on result of any subject, then the same rationalization shall be applicable on the reassessment marks obtained.
- m. In case, there is change of marks in reassessment, the fees for rechecking/reassessment shall be returned to the applicant.
- n. Students shall be abide by the revised results even if it is adverse.
- o. The result of students revised on account of reassessment shall not entitle for the merit, medal/prize.
- p. Reassessment shall not be permitted for ATKT (re-appear) examination.
- q. The University shall have right to go for suo moto reassessment in case of requirement.
- r. In the Process of Rechecking/reassessment the external Examiner will be nominated by University from time to time, in case of any major deviation is observed beyond the permissible limit, the concerned examiner who assessed the answer sheets may be penalized.

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 MALPRACTICE

Sr. No.	Case of Unfair Means and Malpractice	Punishment
1.	Appeal /threats/bribe offers to the Examiner, Use of abusive obscene language or Threatening remarks in the answer book etc.	1. Particular Subject will be Cancelled 2. Fine as may be determine by the BOE.
2.	Writing of Candidate's Name/ Register 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.	1. Particular Subject will be Cancelled 2. Fine as may be determine by the BOE.
3.	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.	Material (s) Relevant to the Examination 1. All examinations taken up in the session will be cancelled. 2. Fine as may be determine by the BOE.
		Material (s) Not Relevant to the Examination 1. Particular subject shall be cancelled 2. Fine as may be determine by the BOE.
4.	Helping other for copying or getting help from others in the examination hall in the form of writing on question paper or passing question paper / answer book to other candidates with anything written on it.	1. Particular subject will be cancelled 2. Fine as may be determine by the BOE.
5.	Taking away the Answer Script	1. All examinations taken up in the session will be cancelled

		2. Fine as may be determine by the BOE.
6.	Manhandling / injuring personnel connected with Examination	1. All examinations taken up in the session will be cancelled 2. Fine as may be determine by the BOE.
7.	Impersonation – Students on the Roll	1. All examinations taken up in the session will be cancelled 2. Debarred for three years (both impersonator and beneficiary)
8.	Impersonation in the case of past students or outsiders	1. All examinations taken up in the session will be cancelled 2. Debarred for three years
9.	Tampering with Hall Tickets/ Certificates	1. All examination taken up in the sessions will be cancelled 2. Debarred for One Year
10.	Insertion of additional sheets, graph sheets, drawing sheets, use of answer books which is not issued at the examination hall	1. All examination taken up in the session will be cancelled 2. Debarred for One Year
11.	Possession of Mobile phones, Digital Diaries, Programmable calculators etc. in the examination hall	1. The particular examination will be cancelled 2. Question of returning the confiscated mobile phone or any electronic gadget will be decided on case to case basis. 3. Fine as may be determine by the BOE.
12.	Destroying or attempting to destroying evidence Pertaining to the malpractice	1. All examination taken up in the sessions will be cancelled 2. Fine as may be determine by the BOE.
13.	If reported case of malpractice already exists against the candidate and again indulges in malpractice (Not a first case)	1. All examination taken up in the session will be cancelled 2. Debarred for three years

CHAPTER – 13 QUESTION PAPER FORMAT AND ITS CRITERIA

All the units of the each subjects should carry equal weightage in Regular end-semester examination of 50 Marks, i.e. if the subject 'A' has four units, then there would be equal weightage of 12.5 Marks from each unit which could be adjusted in the question paper of two hours duration.

Q. No.	Content for setting the questions	Marks (50)	Time (2 Hours)
1	It comprises the <u>questions from all the four units</u> in the form of MCQs, Fill in the Blanks, Define/Explain the term, True/False, Match the following etc. and each carrying one mark. All the sub-questions are compulsory and the students have to attempt all. It is the choice of the paper setters to choose the above mentioned options in the question.	10	Approximate duration 10 mins
2	It contains question from the unit one and two having equal weightage. The question should consist – write short note, explain the theory, derive the equation ...etc. There should be two questions which may have sub questions and equal number of options. However total marks should be ten.	10	Approximate duration 25 mins
3	It contains question from the unit three and four having equal weightage. The question should consist – write short note, explain the theory, derive the equation ...etc. There should be two question which may have sub questions and equal number of options. However total marks should be ten.	10	Approximate duration 25 mins
4	It comprises the questions from all the four units. There should be long questions, explaining principles, mechanisms, examples, etc. There should be maximum two questions which may have sub questions and equal number of options. However total marks should be fifteen.	15	Approximate duration 40 mins
5	Only one question related to current trend in the subject is to be farmed. If required, this question can be further divided into two sub-questions as given below: 1. Briefly explain ONE Trend in this subject 2. In your opinion, what could be the likely impact of the Current Trend	5	Approximate duration 10 mins
		50	110 mins
	Time given for revision and correction		Approximate duration 10 mins

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.

NORMS FOR QUESTION PAPER SUBMISSION:

1. Question paper should be submitted to email id (exam@gsgfcuniversity.ac.in) of examination section only.
2. If 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.
3. If paper setter fails to submit the question paper in the prescribed format (As per annexure-2) then he/she will have to pay the penalty of Rs. 250/-.

CHAPTER – 14 GRACE MARKS POLICY

The grace marks will be awarded to the students only to the extent that the student is able to pass in the course as per the following procedure:

1. The granting of grace marks will only be considered in end-semester examinations. This shall not be allowed for ATKT (reappear) examinations.
2. The granting of grace marks is applicable only if the candidate is able to pass the entire examination of semester after such grace marks.
3. Grace marks to the extent of 1% if 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.
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.
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 marks sheet will be inclusive of such grace marks and it will not be shown separately.
6. The grace marks will be awarded only, if candidate appears in all the papers prescribed for the examination in case of regular candidates. 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.
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.
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 papers written by him are 300, the maximum eligible grace shall not exceed 6 marks, which may be split according to the need.

9. If any student gets CGPA between 4.91 to 4.99 at the end of course (i.e. after eight semesters in B. Tech., six semesters in B.Sc./BBA or four semesters in M.Sc. courses), then grace marks (approximately 10 marks) should be given in such way that CGPA become 5.0 and the students can clear the entire course.
10. The grant of grace marks shall be awarded to all credit courses.
11. The granting of grace marks as referred above will be decided by the committee comprising of Provost, Registrar, Deans/Associate Deans and Controller of Examinations.
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.
13. The student cannot claim the grant of grace marks as a matter or right.

CHAPTER – 15 TIMELINE FOR VARIOUS EXAMINATION ACTIVITIES

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

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.	30 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 of Answer book for Mid Exams	15 days from the completion of exams.
6	Submission of evaluated answer sheets to examination section and Marks entry in DCS for Mid Semester exams	07 days from the completion of exams.
7	Mid Semester Examination marks compilation and verification	07 days from the date of submission of marks.
8	Mid Semester Examination Results preparation and submission for review and approval	03 days from the date of compilation.
9	Announcement of Mid semester examination result	03 days from the date of approval.
10	Examination notification for Regular and ATKT end semester examination	30 days before the commencement of examination.
11	Submission of ATKT examination forms by the students	21 days before the commencement of examination.
12	End Semester Examination paper setter order issued	21 Days before the commencement of exams.
13	Submission of Question papers for Regular and ATKT Examination.	07 days before the commencement of examination.
14	Submission of List of detained students for end semester Examination	07 days before the commencement of examination

15	Submission of CEC marks for end semester	07 days before the commencement of examination
16	Display of CEC marks for end semester	03 days before the commencement of exams.
17	Practical examinations & Viva Voce for end semester examination	15 days before the commencement of examination
18	Assessment of answer book for End Semester Examination	15 days from the days from the date of completion of exam.
19	Submission of evaluated answer sheets of end semester examination for regular and ATKT end Semester examination	07 days from the date of completion of exam.
20	Result Compilation in DCS and verification	15 days from the date of marks submission.
21	End Semester Examination Results preparation and submission for review and approval	05 days from the date of compilation.
22	Declaration of End semester result	05 days from the date of approval
23	Provisional Mark sheet issuance	2 days from the date of result declaration.
24	Notification for Re-checking/Re-assessment/Personal Observation of answer sheets	2 days from the date of result declaration.
25	Filling of forms for reassessment of answer sheets of end semester exam	7 days from the date of declaration of examination result.
26	Re-checking/Re-assessment/Personal Observation, evaluation process	21 days from the date of last application.
27	Reassessment result process and submission for review and approval	10 days from the Marks submission.
28	Declaration of revised results after reassessment.(Final Semester)	05 days from the date of approval.
29	Issuance of Provisional mark sheets & Provisional Degree Certificate (final Semester).	3 days after declaration of reassessment result.
30	Issuance of Printed mark sheets	25 days from the date of reassessment result announcement.
31	Storage of Physical answer book	Three years from the date of award of degree.
32	Storage of Digital answer book in case of online examination	Threes year from the date of award of degree.

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

ANNEXURE-1 – QUESTION PAPER FORMAT

A. For on campus examination

Enrollment No: _____

GSFC UNIVERSITY
SOT/SOS/SOM/SOFS
End-Semester Examination

Semester:

Date:

Subject Code:

Time:

Subject Name:

Total Marks: 50

Instructions

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

Q.1	MCQs based question.	(10)
	Question-I should be comprised of 20 MCQs from the entire syllabus. Total marks allotted are 10. Each carries 0.5 marks. All MCQs are to be attempted.	
Q.2	Paper setter can decide two sub questions and split the marks equally keeping total sum the same.	(10)
	1.	(05)
	2.	(05)
	OR	
	1.	(05)
	2.	(05)
Q.3	Paper setter can decide two sub questions and split the marks equally keeping total sum the same.	(10)
	1.	(05)
	2.	(05)
	OR	
	1.	(05)
	2.	(05)
Q.4	Paper setter can decide the number of sub questions and split the marks keeping total sum the same.	(15)
	1. Full one Question	(15)
	OR	
	1.	(08)
	2.	(07)
Q.5	Compulsory Question with no internal option. (Paper setter can either set one question of 5 marks or can split the question in two sub question of 2 and 3 marks respectively.	(05)

B. For On-Line examination:

S.N.	Section	Content of the Section	Marks	Duration
1	I	Section-I should be comprised of 14MCQs from the entire syllabus. Total marks allotted are 14. All MCQs are to be attempted.	14	20 Minutes.
2	II	Section – II should be set from the syllabus of mid-semester. There should be five questions of 6 marks each. Students should be asked to attempt any three out of five.	3 x 6 = 18 marks	50 min + 10 min for uploading. Total: 60 Minutes.
3	III	Section-III should be set from the syllabus taught after mid-sem exam. There should be three questions of 6 marks each. Students should be asked to attempt any three out of five.	3 x 6 = 18 marks	50 min + 10 min for uploading. Total: 60 Minutes.