

Examination & Evaluation (Operational Manual)



ALLIANCE
UNIVERSITY
*Private University established in Karnataka State by Act No.34 of year 2010
Recognized by the University Grants Commission (UGC), New Delhi*

EXAMINATION & EVALUATION (OPERATIONAL MANUAL)

Name of the Policy	Examination & Evaluation (Operational Manual)
Description of the Policy	Operational manual for conducting examination & evaluation
Policy Applicable to	Examination Department from the Academic Year 2022-2023
Approval Authority	Academic Council
Approval Date	November 14, 2022
Responsible Office / Department	Office of the Registrar (Examination & Evaluation)



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OFFICE OF REGISTRAR (EXAMINATION & EVALUATION)

Title of the Policy : Process for considering Second evaluation for any particular subject
Policy No. : AU/E&E/Policy/1
Version : 1.0
Date of Approval : July 8, 2021

Objective:

To follow a process for considering a particular subject for second evaluation.

Brief description of the Policy:

The following process be followed, while considering any particular subject for second evaluation.

- If there is a failure of more than 20% in a particular subject, second evaluation with a sample size (10% of answer scripts of the batch with a maximum of 10 papers or minimum of 5 papers) shall be undertaken from the subject expert.
- Sample answer scripts shall have equal distribution of high scored, moderate scored and low scored papers.
- On an average, if there is a difference of overall more than 15% marks (of the maximum marks) between the first evaluator and the second evaluator, the following process should be followed:
 - ✓ Registrar (E&E) shall meet both first & second evaluator to understand the grading scheme applied while evaluating the answer scripts.
 - ✓ Both first & second evaluators shall discuss and come-up with grading scheme for evaluating the answer scripts.
 - ✓ All answer scripts for the subject shall be distributed equally to first & second evaluator in order to evaluate the answer scripts as per the finalized grading scheme.
 - ✓ The marks obtained in second evaluation shall be final.
- Second evaluation process shall be exempted, under the following circumstances and upon approval from Registrar (E&E):
 - ✓ If there is a failure of more than 20% in a particular subject and the actual number of failures are less than 10, then the subject shall not be considered for second evaluation.
 - ✓ If there is a failure of more than 20% in a particular subject, but most of the failures are due to less score is DSA, then the subject shall not be considered for second evaluation.

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 Mr. V. Ravi Kiran Deputy Registrar (E&E)	 Prof. (Dr.) Ajay Kumar Yadav Professor & Registrar (E&E)	 Prof. (Dr.) Anubha Singh Vice-Chancellor

OFFICE OF REGISTRAR (EXAMINATION & EVALUATION)

Title of the Policy	:	Provision of granting Grace Marks to the Students in the Semester End Examination / Re-examination / Re-evaluation
Policy No.	:	AU/E&E/Policy/2
Version	:	3.0
Date of Approval	:	April 8, 2022

Background of the Policy

At present, students failing a subject by 1 to 3 marks in Semester End Examinations (Out of 50 marks) are awarded grace marks to a maximum of 3 marks per subject (i.e. 6%) with the following conditions:

- The Maximum Grace marks for each semester which a student may be given will be 9 marks with a cap of 3 marks (6%) for an individual course.
- If the student has failed in more than 50% subjects in a semester then grace marks will not be given for any papers.

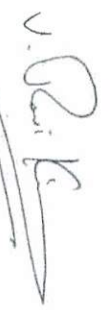
Grace Marks Policy

The Board of Examinations in its meeting dated 6th April 2022 has deliberated on the above policy and approved the following:

Grace marks of 3 marks (Out of 50 marks Semester End Examination / Re-examination / Re-evaluation) can be awarded for any particular subject, and there shall be no cap of number of subjects. The gracing provision shall be applicable only for theory papers of Semester End Examinations / Re-examination / Re-evaluation.

The following are the rules to be followed to award grace marks, while processing the results.

1. Grace marks of 6% is applicable for theory papers of Semester End Examinations / Re-examination / Re-evaluation. i.e. 3 marks (Out of 50 marks Examination)
2. A maximum of three marks per subject (*Out of 50 marks Semester End Examinations / Re-examination / Re-evaluation*) is fixed to award of grace marks. However, if a candidate is writing examination directly for 100 marks, a maximum of six percentage grace marks is applicable per subject.
3. Grace marks are not applicable to Practical Papers / Seminar Papers / Clinical Papers / Internship / Dissertation / Project work.

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OFFICE OF REGISTRAR (EXAMINATION & EVALUATION)

Title of the Policy : Minimum requirement of Component marks & Viva-Voce marks in Project / Dissertation / Internship

Policy No. : AU/E&E/Policy/4

Version : 1.0

Date of Approval : July 8, 2021

Objective:

To have a minimum requirement in Component marks & Viva-Voce marks of Project / Dissertation / Internship to obtain a pass grade.

Brief description of the Policy:

The following process needs to be followed:

- A student should have secured a minimum of 50% marks in component marks excluding the viva-voce (i.e., 35 marks out of 70 marks) to be eligible for Viva-Voce.
- Report marks / Component marks (70 marks) shall be declared by respective Dean's Offices and eligibility list for viva-voce should be provided to examination department for conducting Viva-Voce.
- Further, a student should secure a minimum of 50% marks in Viva-Voce to get pass grade (i.e., 15 marks out of 30 marks).

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OFFICE OF REGISTRAR (EXAMINATION & EVALUATION)

Title of the Policy : Placement Policy on early placed students for Semester End Examination

Policy No. : AU/E&E/Policy/5

Version : 1.0

Date of Approval : July 20, 2021

Objective:

Determining eligibility of early placed students for Semester End Examinations

Brief description of Policy:

The following conditions are to be met by early placed students in order to be eligible for Semester End Examinations:

- A student should have at least 80% of attendance until the last day before reporting to work (attendance will be calculated based on the last day of class before the joining date).
- A student must appear for Semester End Examination (calculated for 100 marks if the MSE was not taken due to early joining) on the dates announced by the Office of the Registrar (Examination & Evaluation).
- During Semester Assessment marks will be considered in following conditions:
 - In case a student has appeared for MSE, the marks for the same is 'equal to' or 'more than' the passing score. (i.e. the student should have appeared for MSE and has got total DSA score (including component marks) of 25 marks or more) Subjects for which a student has attained the required DSA score (25 marks), the DSA marks would be calculated on a pro-rata basis and the student should have made all project and assignment submissions as per the class requirements till he/she attend the last day of class before the joining date.
- A student should inform and stay connected with all faculty members who would be teaching him/her in the semester for closure of DSA components (if the joining is in between the semester).

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OFFICE OF REGISTRAR (EXAMINATION & EVALUATION)

Title of the Policy : Rank Holders / Semester-wise Batch Toppers
Policy No. : AU/E&E/Policy/6
Version : 1.0
Date of Approval : September 25, 2021

Objective:

To provide recognition to the Outstanding performers of the Class / Batch in the program & also to recognize toppers Specialization-wise.

Background of the Policy

Recognition of toppers shall be as follows:

For each course, a Batch wise merit list is prepared by the examination department for all the final year batches. This merit list is announced during Graduation Ceremony. Based on the merit list program-wise and batch wise the gold, silver and bronze medals for the top three ranks will be awarded.

In case of specializations in a course, Batch wise, Specialization toppers will be presented the medal.

For the purpose of preparing the merit list the following rules to be followed:

1. Rank holders list shall be based on CGPA. If two students have same CGPA, then CWPM will be considered to determine the topper. If still there are two students, then the CWPM decimal places will be increased till the topper is determined. If still there are two students, then both will be awarded with the same rank.
2. Only those students will be considered in the merit list who have passed all the subjects in the first attempt and have completed all submissions of internship / dissertation / project reports on time.
3. B.Tech. lateral entry students (Students who have completed their Diploma program and have joined B.Tech. program as lateral entry from Semester III) are considered for rank list. CGPA obtained from Semester III are considered while computing rank list.
4. Students who have been found guilty of malpractice are not eligible to be considered for the rank.
5. A student who has been found guilty of misconduct in a disciplinary proceeding during the course and for which a disciplinary action has been taken will not be eligible for the rank.

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OFFICE OF REGISTRAR (EXAMINATION & EVALUATION)

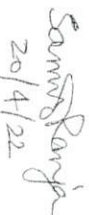
Title of the Policy : Question Paper Setters and Moderators for Semester End Examinations
Policy No. : AU/E&E/Policy/7
Version : 1.0
Date of Approval : April 20, 2022

Objective:

To follow a process while procuring question papers for Semester End Examinations.

Brief description of the Policy:

1. The question paper setter(s) shall be the faculty members who are teaching the subject.
2. Registrar (Examination & Evaluation) shall request for two sets of question paper along with the answer keys as follows:
 - (i) If there are multiple faculty members teaching a certain subject, then those faculty members should sit together and provide two sets of common question papers with answer keys.
 - (ii) If there is only one faculty teaching the subject, two sets of question paper with answer keys shall be set jointly by the concerned faculty teaching the subject and another senior faculty / subject expert from the same area (*Senior faculty / subject expert shall be provided by the Area Chair / Dean*).
3. Registrar (Examination & Evaluation) shall request the concerned Dean / Area Chairs to provide name(s) of Moderator for each subject (*Moderator shall be a subject expert, other than the question paper setters*).
4. The moderator shall ensure that every aspect of the syllabus is covered in the question paper.
5. Question paper shall be reviewed and approved by the moderator before being administered in the examination.

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OFFICE OF REGISTRAR (EXAMINATION & EVALUATION)

Title of the Policy : Provision of granting Grace Marks for EPGDM program
Policy No. : AU/E&E/Policy/8
Version : 1.0
Date of Approval : October 1, 2022

Objective

To fix maximum cap on marks awarded as grace marks to EPGDM students.

Brief Description of the Gracing Policy

As per the new format of Executive Post Graduate Diploma in Management (EPGDM) program, the evaluation pattern consists of Weekend Assessment (40 marks); Assignment 1 (20 marks); Assignment 2 (35 marks); Attendance (5 marks) – Totaling to 100 marks.

Weekend Assessment scores are declared immediately after submission of assessments. Hence, grace marks shall be applicable only for Assignment 1 & Assignment 2.

The following are the rules to be followed to award grace marks, while processing the EPGDM results.

1. Grace marks are applicable ONLY for Assignment 1 & 2.
2. A maximum of seven marks per subject is fixed for award of grace marks.
3. Grace marks are applicable ONLY if the student has submitted the Assignment. However, the grace marks awarded shall not exceed the maximum score of that particular Assignment.
4. Grace marks are not applicable to Project work.

Prepared by:	Verified by:	Approved by:
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OFFICE OF REGISTRAR (EXAMINATION & EVALUATION)

Title of the Policy : Showing Evaluated Answer Scripts to Students
Policy No. : AU/E&E/Policy/3
Version : 1.0
Date of Approval : July 8, 2021

Objective:

To show evaluated answer scripts to students on request.

Brief description on Policy:

Policy will facilitate transparency in the system and will ensure fairness in assessment.

For the purpose of availing the benefit of this policy following process needs to be followed:

- Any request from students for viewing their answer scripts should be forwarded to the Registrar (Examination & Evaluation).
- Upon approval from the Registrar (E&E), the examination department in presence of Deputy Registrar (E&E) / Assistant Registrar (E&E), should show the scanned copy of answer script (through desktop computer) to the student.
- In case of theory paper, a subject faculty expert (if required) may be made available, while showing answer script to student.
- There should be a minimum fee of Rs. 500/- (per subject) be chargeable for showing evaluated answer scripts.

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EXAMINATION & EVALUATION (OPERATIONAL MANUAL)

OFFICE OF REGISTRAR
(Examination & Evaluation)

Preface

The Examination and Evaluation Manual, Alliance University, Bangalore is designed to serve as a reference guide in the smooth conduct of university examinations, evaluation, and speedy processing of results.

This manual has received the consent and approval of the Board of Examination & Board of Management, and it shall come into force with immediate effect.

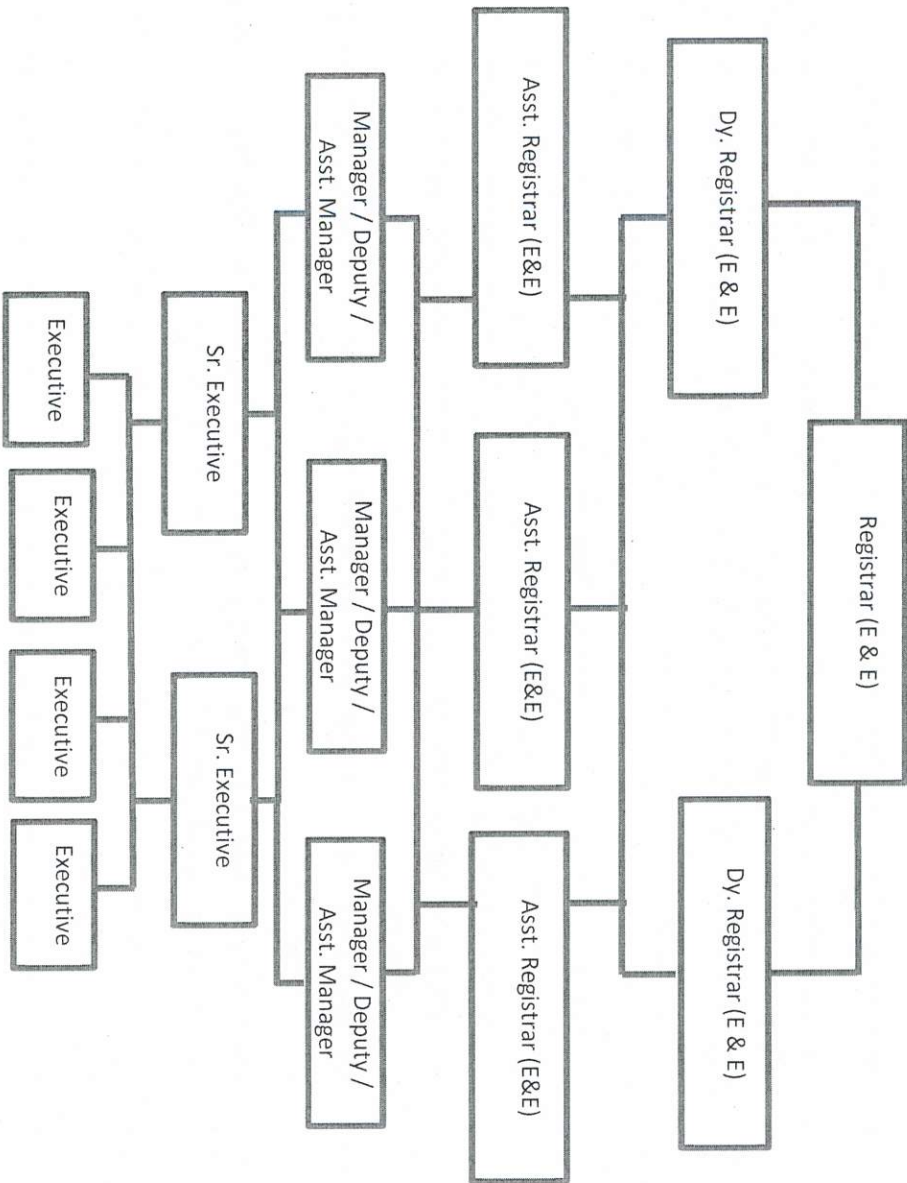
Unless otherwise stated, this manual supersedes all previous manuals and will remain in effect until the next revision is approved and notified. This applies to all schools, departments and constituent colleges. It will also be applicable to schools and departments that will be established henceforth.

Any suggestions for streamlining and simplifying the procedures and for the improvement of the manual are welcome.

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1. Department Structure



2. Functions of the Office of the Registrar (Examination & Evaluation)

The following functions are carried out at the Office of Registrar (Examination & Evaluation).

1. To conduct all activities related to examinations across all schools of the University as mentioned below.
2. Preparation of schedules for Semester End Examinations & Notification of the same.
3. List of eligible students for the examinations are received from Dean's Offices of the Schools/Colleges/ Constituent Colleges/Departments within 3 days from the last instructional date of that semester/ report generated by ERP with respect to the following items:
 - a) Names of students with Permanent Registration / Provisional Registration Numbers (as received from the office of the Registrar)
 - b) Name of the Course, Course code, Semester and Courses (as mapped in ERP)
 - c) List of early placed students for conducting examinations directly for 100 marks (DSA is 0 for all the registered courses by the respective students of that semester)
 - d) List of students appearing for exams under CIS (Course of Independent Study) (as in ERP)
4. Exemptions obtained in the course(s), Year and Registration Number in which exemptions were secured (Semester Exchange / Lateral Entry)
5. Prepare a statement of the students who apply for the re-examinations, re-totalling and re-evaluation.
6. Preparation of course-wise and date-wise question papers to be printed as per the need.

Note: Multiple copies of the Question Papers are to be made and it shall be 5% in excess (that is, a minimum of five copies and a maximum of ten copies) of what is actually required in each subject. Copies of the question papers are to be sent to the concerned School/College /Department for their records and to be kept in the Central Library for reference.

7. The question paper packets shall indicate the programme, course, semester, date of examination, code and number of examination hall, time of examinations and number of question papers in each packet. The question paper packet shall be sealed with wax.
8. Maintenance of records
 - a) List of candidates pertaining to each examination
 - b) Result sheets pertaining to each examination
 - c) Statistics of passes and failures, examination-wise and subject-wise.
 - d) Maintenance of the above said documents in digital format.

9. Printing of examination related documents (Question paper, Transcripts, etc.)
10. Maintaining register for inward / outward posts.
11. Appointment of invigilator, squad member, paper setter, moderator, reviewer, evaluator for conducting the examination, based on recommendation of respective Deans.
12. Issue of permission letters for scribe / separate seating arrangements for differently abled (disabled either permanently or temporarily) students based on request.
13. Arrangement for conducting examinations, collection of answer papers, evaluation of answer booklet, collection of marks list and processing and declaration of results.
14. Preservation and disposal of evaluated answer booklet, one year after the announcement of re-totaling and re-evaluation results.
15. Distribution of transcripts, degree/diploma certificates, medals, merit/any other certificates
16. Name correction in transcripts based on approval from the Office of the Registrar.
17. Preparation of merit lists and rank holders list to appropriate authorities for approval.
18. Preparation of submission status of question paper setters & evaluators for record and necessary action.
19. Process for re-totaling/re-evaluation of evaluated answer booklet.
20. Examination Grievance Committee (Malpractice Committee) deals with malpractice cases.
21. Declaration of results as approved by Results Committee
22. Issue of transcripts, degree/diploma certificates, consolidated transcripts, provisional degree certificates, merit certificates and duplicate transcripts /degree/diploma certificate(s).
23. Conduct of Convocation:
 - a) Preparation of list of eligible candidates for degree / certificate / merit & medals
 - b) Notification of convocation to students
 - c) Registration for convocation
 - d) Receipt and scrutiny of applications for conferring degree/diploma in person and in absentia at the Convocation.
 - e) Preparation of record of graduates
 - f) Printing of convocation certificates, merit certificates and medal certificates
 - h) Distribution of convocation stole to students, faculty, university officials & guests
 - i) Distribution of convocation certificates.

3. Assessment Scheme

The Assessment Scheme consists of continuous evaluation during the semester (known as During Semester Assessment/formative assessment) followed by Semester End Examination. The final grade for a subject is a combination of During Semester Assessment (DSA) and Semester End Examination/Summative Assessment (SEE).

The UG and PG level students' continuous evaluation consists of mid-semester examination, quizzes / assignments / case studies / presentations etc. (collectively known as During Semester Assessment) as defined in the course handout and Semester End Examination for theory-based subjects.

Practical/Jury based examinations are evaluated through continuous evaluation and Semester End Examinations / viva-voce/jury members.

The assessment of a course will be done on an absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain points, will be awarded as per the range of total marks (out of 100) obtained by the candidate.

The final mark sheet to all the programs will be awarded as per the 10-point grade scale given as under:

Scale	Letter Grade	Honor Points	Grading
90 – 100%	O	10	Outstanding
80 – 89.9%	A+	9	Excellent
70 – 79.9%	A	8	Very Good
60 - 69.9%	B	7	Good
55 – 59.9%	C	6	Average
50 – 54.9%	P	5	Pass
< 50%	F	0	Fail

Abbreviation:

UG - Undergraduate

PG - Postgraduate

Semester - A semester is of six months duration. Any programme of 2 years duration will have 4 semesters, any programme of 3 years duration will have 6 semesters, any programme of 4 years duration will have 8 semesters and the programme of 5 years duration will have 10 semesters.

SEE/SA	-	Semester End Examination/Summative Assessment
TEE	-	Term End Examination
Term	-	A term is of four months duration. Executive PGDM program is of 15 months duration consisting of three terms of four months each and final term of 3 months
DSA/FA	-	During Semester Assessment/Formative Assessment
DTA	-	During Term Assessment
HOD	-	Head of Department
IIP	-	Industry Internship Program
LG	-	Letter Grade
HP	-	Honor Points (Each Letter grade is assigned a numeric value which is termed as honor point)
SGPA	-	Semester Grade Point Average
CGPA	-	Cumulative Grade Point Average
WPM	-	Weighted Percentage of Marks

4. Examination Process:

The entire examination process schedule is planned on the basis of academic calendar for each program. The examination process consists of the following:

A) Regular Examination Schedules:

- i) Regular examination schedules of various programs are to be prepared based on the academic calendar.
- ii) Examination schedules are to be released to students and concerned academic departments at least 30 days in advance of the examinations.

B) Re-Examination Schedules:

- i) **Re-Examination Schedules** of various programs are to be prepared after the completion of Regular Examination process based on the academic calendar.
- ii) Examination schedules are to be released to students and concerned academic departments at least 30 days in advance of the examinations.

C) Question Papers

- i) The list of question paper setters and question paper moderators are to be received at least 50 days in advance of commencement of examination from the concerned Dean/Director/Area Chairs/ HODs.
- ii) For the regular exams two unique question papers shall be requested from the concerned paper setters at least 45 days ahead of commencement date of the examination, mentioning the due date along with the following documents:
 - a) Material(s) to be supplied form (at the time of the examination along with the question paper to the student).
 - b) Header template to be used.
 - c) QP pattern/ format/ structure (if applicable)
 - d) Format of Answer Keys (if applicable) with marking scheme/rubrics
 - e) Specific guidelines for paper setters regarding preparation of question papers/formatting requirements.
- iii) Question papers are to be collected from the question paper setters/Area chairs at least 30 days ahead of the date of commencement of examination.
- iv) Both question papers are to be provided to the Question Paper Moderation Committee in the presence of the Deputy Registrar (Examination & Evaluation) or his staff for moderation at least 15 days ahead of the commencement date of the examination.
- v) The question paper must represent all the levels of understanding as per the **Bloom's Taxonomy**/Course outcomes.
- vi) Moderated question papers are sealed and kept under the control of the Deputy Registrar (Examination & Evaluation) or his designated person(s).

D) Preparation for the Examinations

- i) Invigilators availability is to be provided by the Dean/Director's Office to the office of Registrar (Examination and Evaluation) at least 30 days in advance of the examinations.
- ii) Invigilators duty schedule must be prepared and communicated at least 15 days in advance, so that changes required (if any) due to one or the other reasons could be incorporated accordingly.
- iii) Students' eligibility list must be collected from the Dean/Director's Office within three days from the last instructional day.

- iv) One of the question papers is to be selected by the Registrar (Examination & Evaluation)/ Deputy Registrar for administering from the available two question papers at least five to ten days in advance of the examinations and the designated person will prepare the question papers and keep master prints ready atleast three to five days ahead of examination.
- v) Room-wise invigilation diaries based on the room allotment should be prepared at least three days in advance of the examinations.
- vi) Multiple copies of the selected question papers for administration are to be printed as per the number of students writing the examination and the number of extra copies required for the records, library, and the concerned school/college at least two days in advance of the examinations. The printed question papers will be packed and kept in sealed envelopes in safe custody of the designated person(s).
- vii) Required number of answer booklets, tags, tables/graph sheets (if any) are to be made ready at least two days in advance of the examinations.
- viii) The Registrar (Examination & Evaluation) will notify the formation of flying squad to the members at least 48 hours before the start of examinations.

E) Conducting the Examinations

- i) Preparation of hall tickets as per the eligibility.
- ii) Examination halls allotment and seating plan must be communicated to the students 30 minutes before the start of the examination through the notice boards /on email.
- iii) Opening of sealed question paper envelop and other examination related material by Registrar (E&E) or the designated staff.
- iv) Requisite number of question papers, answer booklets, tags, invigilation diaries, tables (if any), graph sheets (if any) are to be handed over to the allotted examination halls invigilators at least 30 minutes in advance of the examination.
- v) Students are to be seated in the examination hall at least 15 minutes prior to the commencement of Examination and the invigilator has to distribute answer booklets to the students after verifying their ID cards and seating plan.
- vi) The invigilators have to distribute the question papers to the students exactly at the examination commencement time mentioned in the schedule. Students will not be allowed to appear in the examination if they reach the examination hall after 15 minutes from the start of examination. A student may leave the examination hall only after one hour or in case of any medical emergency, if approved by the invigilator.

vii) The students who have forgotten the ID card / Hall ticket have to fill in the permission form provided at the office of Registrar (E & E) to get entry into the examination hall. On completion of the exam, the permission form has to be collected by the invigilators and submitted to the Examination Department along with the answer booklets and other material.

viii) The invigilators must sign the declaration mentioned in the invigilation diaries relating to reading the prescribed exam related instructions to the students.

ix) The invigilators will distribute requisite material like tables/graph sheets (if any) to the students.

x) Absentees' list has to be prepared by invigilators after half an hour from the start time of the examination.

xi) Relievers are to be sent to relieve the invigilators in the examination halls for a maximum period of 15 minutes. Relievers are required to get the reliever form signed by the concerned invigilators while relieving them from the examination hall. (Reliever is applicable only in case of only one invigilator in examination hall)

xii) Squad members have to visit the examination halls to look at the smooth conduct of the examinations and to check for malpractice cases (if any).

xiii) After the examination is conducted, answer booklets are to be collected back from invigilators and are to be verified with the invigilator's dairies.

5. Remuneration/Honorarium/Allowances

Remuneration/Honorarium/Allowances/Fees to be paid to the paper-setters, valuers, as per the rates fixed by the University authorities from time to time.

6. Examination Work as Duty

It shall be the mandatory duty of all the Teaching and Non-teaching staff in the University to perform the examination duties as allotted to them by the Examination Department. However, in exceptional circumstances, such duties may be exempted if justified through proper reasons given in writing.

7. Grant of compensatory/Additional time in examinations to differently-abled (blind and physically handicapped) students and appointment of scribe

During examinations, some candidates with a handicap of a serious nature are unable to write at a normal speed; similarly, blind students do need extra time as they have to dictate to another person.

The granting of compensatory time to such candidates is subject to fulfillment of the following conditions:

- i) The nature of the handicap must be such as it seriously affects the candidate's speed of writing,
- ii) The candidate must produce a certificate from a qualified doctor or reputed hospital, clearly mentioning the nature of the handicap or extent of defect, which affects the speed of writing.
- iii) The candidate must submit an application before the commencement of examination along with a medical certificate to the Examination Department for considering the handicap and the candidate's assessment of the writing. Performance of the candidate as observed repeatedly at the institution must also be taken into consideration.
- iv) Each case shall be examined on merits and decided regarding granting or not granting compensatory time and where such time is granted the ratio or quantum of compensatory time shall be stipulated in clear terms for compliances at the examination center. Under any circumstances, the compensatory time shall not be less than 30 minutes of examinations for persons who are allowed use of scribe/reader/lab assistant. Additional time should not be less than 5 minutes.
- v) Any person, suggested by the differently-abled examinee for appointment as scribe/helper to write the examination is one who is not writing the same examination as the differently-abled examinee; and not studying in the higher class of the same course, may be appointed by the Examination Department. In case of any change of such scribe/helper appointed earlier, the examinee shall obtain fresh permission from the Examination Department.

The Dean/Director/Head of the Department/College/School may grant permission as stated above under intimation to the Registrar (Examination & Evaluation).

8. Evaluation Process

- i) The De-Centralized Evaluation System is followed for evaluation of answer booklets for Semester End Examinations & Re-examinations.
- ii) Each answer script shall be evaluated by a single evaluator, whose name appears in the panel of examiners. The marks awarded by the evaluator shall be final.
- iii) Each evaluator shall evaluate as many numbers of booklet as prescribed by the Examination department from time to time.
- iv) Communication regarding evaluation dates and the evaluation process will be sent to the evaluators after the examination.

- v) Answer booklets are to be coded (through ERP application) within two days from the date of examination.
- vi) Registration number of each student written on the cover page of answer booklets are to be masked by pinning the top portion of the cover page (after verification of coded answer scripts).
- vii) Answer booklets, answer keys and the question papers are given to evaluators for evaluation.
- viii) Evaluators for the same course are required to discuss the scheme of evaluation as supplied by the question paper setter to be followed before starting evaluation.
- ix) The marks awarded are directly entered in the ERP system by the evaluators and the same must be decoded by the executive from examination department for further results processing.

9. Result Processing

- i) The results have to be processed after the completion of evaluation.
- ii) Results have to be processed after considering the Student eligibility list, absentee list, exchange program student list, and the list of students who have indulged in malpractice/list supplied by the competent authority on any other grounds.
- iii) Semester End results will be processed by combining the During Semester Assessment / During Term Assessment (DSA/DTA) marks and Semester End Examination / Term End Examination (SEE/TEE) marks.
- iv) Processed results with the requisite analysis shall be presented to the Result Committee within 18 working days from the date of the last examination for further action.
- v) Final Results will be signed by the Registrar (Examination & Evaluation) after verification.

10. Result Approval Process:

Results are approved by the Result Committee constituted by the Registrar/ Vice-Chancellor.

- i) The Registrar (Examination & Evaluation) has to present the final results along with the list of students who will not be promoted to the next higher semester/term with analysis for approval of the Examination Committee of concerned School/ College.
- ii) After the approval, results have to be finalized for announcement.
- iii) Online verification has to be done before releasing the results to the students.

11. Result Declaration & Notification on Re-evaluation

- i) Results are announced online through ERP portal. Communication on the declaration of results sent through email and displayed on notice board.
- ii) Notification on Re-evaluation published through ERP portal.
- iii) Results along with analysis are documented in both format (hard and soft copies) for record.

12. Re-evaluation Process

- i) Re-evaluation is applicable only for written examinations.
- ii) After declaration of the results, the students can apply for Re-evaluation along with prescribed fee through ERP.
- iii) If any candidate wishes to apply for Re-evaluation, he/she can apply for the said purpose by paying the prescribed fees within the due date.
- iv) After receipt of applications, the Registrar (Examination & Evaluation) shall arrange for Re-evaluation by an evaluator, other than the first one who evaluate the answer script.
- v) Answer booklets of those students who have applied for re-evaluation are to be separated from the bundles and are to be made ready for sending for Re-valuation.
- vi) Answer booklets are to be coded and masked by pinning the facing sheet and sent to evaluators to whom they will be assigned.
- vii) Re-evaluation: If there is a difference of more than 15% marks (of the Maximum Marks) between the Re-evaluation and the marks awarded earlier, the answer booklet will be jointly evaluated by both the evaluators and the marks awarded will be considered as re-evaluation marks. The positive changes in the marks should be incorporated irrespective of change in results. Otherwise, the earlier marks shall be final.
- viii) The re-evaluation results shall be declared in all aspects within 15 days from the last date of applying for Re-evaluation.

13. Re-examinations

- i) Re-examination schedules are to be prepared based on the academic calendar, class schedules, number of students having backlogs and maximum duration allowed to complete the program as given in the course catalogue.

- ii) The batches having the same syllabus/course outlines are to be given the common question paper. Accordingly, the number of question papers required for various batches of the program is to be planned and requested.
- iii) All other processes followed for regular examinations are to be followed in the same sequence.

14. Transcripts

- i) Transcripts are to be printed after updating the final results with the Re-evaluation results. After printing, details are verified before the transcripts are issued to the students.
- ii) Transcripts are to be scanned and photocopied for the record purpose.
- iii) Communication for collection of transcripts from the Examination Department is sent to students within 60 working days from the last examination date through group mail.

15. Malpractice Cases

Acts of Malpractice by Candidates Appearing in Examination

Every student appearing for the Mid Semester Examination (MSE) or Semester End Examination (SEE) is liable to be charged with committing malpractice(s), if he/she is observed as committing any one or more of the following acts:

- Possession of electronic gadgets such as cell phone, smart watches, programmable calculators, nano ipods and any other electronic gadgets in Semester End Examination / Re-Examination / Mid Semester Examinations.
- Disclosing the identity of candidate by putting any marks or symbol or by writing registration number on the pages other than the facing sheet in the answer scripts while answering.
- Copying from impermissible electronic gadgets such as cell phone, smart watches, programmable calculators, nano ipods and any other electronic gadgets in Semester End Examination / Re-Examination / Mid Semester Examinations.
- Communicating with other student or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination. Having any written matter on scribbling pad, calculator, palm, hand, leg, hand kerchiefs, clothes, socks, Instrument box, Identity card, Hall ticket, Scales etc.
- Possession or copying of manuscripts printed or written content, chits, books or notes.
- Copying from the material or answer(s) of another student OR Identical answers in the answer scripts of different candidates as a result of copying OR allowing a student to copy from the answer script.

- Appeal to the examiner with money as enclosures to the answer book, use of abusive/obscene language, or threatening works in the answer book.
- Making any request of representation or offer of any threat for inducement or bribery to the examiner and / or any other official for favours in the Examination Hall or in the answer script.
- Found giving or receiving assistance at the examination, passing on the question paper / answer script / additional sheet for the purpose of copying.
- Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall into the answer scripts.
- Insertion of additional sheets / use of an answer book which is not issued at the examination hall / insertion of any papers during or after examination at any stage.
- Writing on the Question Paper / Hall Ticket or passing it to other student in examination hall.
- Impersonation; found guilty of deliberate preplanned arrangement to cheat in the examination.
- Abusing, threatening or manhandling the examination authorities at the examination hall or in the premises of the examination center; misconduct of a very serious nature.
- Submitting wrong information and claiming any advantage as injured / handicapped / blind.
- Malpractice incident involving two or more students (mass copying).
- Destroying any evidence of malpractice, like tearing or mutilating the answer script(s) or running away along with the answer script(s) from the examination hall or premises.
- Committing any other act or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the institution.
- Discussions / physical gestures / whispering / reading out answers loudly are considered as act of malpractice.
- Having entered the examination hall, the student shall leave the examination hall only after completion of the examination, or as stated as the minimum stay in time during the examination.

Any other activity student indulges in, which in the opinion of the authorities of Alliance University constitutes malpractice shall be construed as malpractice.

PROCEDURE FOR REPORTING MALPRACTICES

- a) Registrar (Examination & Evaluation) shall appoint a team of Squad Members to ensure proper conduct of Semester End Examination (SEE) so as to prevent malpractices. Whereas, during Mid Semester Examinations (MSE), the Dean / Program Director / HODs shall form a Squad and visit the examination halls.
- b) If the malpractice case is detected, the room invigilator/Squad member will seize the incriminating materials and the answer script(s) and report the same to the Office of Registrar (Examination & Evaluation) immediately as per the procedure outlined in Annexure 1 & 2.
- c) Malpractice cases shall be reported to the Office of Registrar (Examination & Evaluation) within one hour from the closure time of examination.
- d) When malpractice incident is brought to the notice of the Office of Registrar (Examination & Evaluation) either by Squad members or by the Room Invigilator, the Deputy Registrar / Assistant Registrar shall hold a preliminary inquiry and take on record the report of the Room Invigilator and also the statement of the student concerned.
- e) The student, the Room Invigilator / the concerned Squad Member (if the case is detected by the squad member) shall be required to give their statement in the proforma supplied by the Office of Registrar (E&E).
- f) The statement of all concerned shall be recorded in their own handwriting.
- g) If the student refuses to handover the incriminating materials or the student refuses to give the written statement, a show-cause notice shall be issued to a student for an explanation to be given in writing, which shall be replied by the student within 24 hours on receipt of the show cause notice.
- h) The student(s) booked under malpractice shall be allowed to write the subsequent papers. Having been allowed to appear for the papers after booking the case under malpractice, the student/s shall have no claim over the performance of the subsequent papers. The answer scripts of those students booked under malpractice shall be evaluated and the results shall be kept in abeyance, until such time the malpractice committee issues the malpractice order.
- i) When a student is booked under malpractice, the following steps shall be strictly adhered to:
 - Seize the answer script(s) and incriminating materials / evidences of alleged malpractice from the student and issue a fresh answer script to enable the student to continue the examination for the remaining duration of the examination. Post which, both the answer scripts of those students booked under malpractice shall be evaluated and the results shall be kept in abeyance, until such time the malpractice committee issues the malpractice order.

- Hall Ticket shall be confiscated, and a duplicate hall ticket shall be issued for subsequent examinations.
- The student(s) so booked under malpractice shall be allowed to write the subsequent papers. Having allowed appearing for the papers after booking the case under malpractice, the student/s shall have no claim over the performance of the subsequent papers. The answer scripts of those students booked under malpractice shall be evaluated and the results shall be kept in abeyance, unless such time, the malpractice committee issues the malpractice order.
- The student, the Room Invigilator / the concerned Squad Member (if the case was detected by the squad member) shall be required to give their statement in the proforma supplied by the Office of Registrar (E&E).
- If the student refuses to handover the incriminating materials or the student refuses to give the written statement, a show-cause notice shall be issued to a student for an explanation to be given in writing, which shall be replied by the student within 24 hours on receipt of the show cause notice.
- Mail to be sent thereby instructing the student to attend the meeting of the malpractice committee as scheduled.

PROCEDURE FOR IMPOSING PENALTIES & PUNISHMENTS

- a) Examination Grievance Committee (Malpractice) shall inquire on all matters connected with the students so booked under malpractices. After detailed inquiry, the committee shall prepare minutes of the meeting on the penalties and punishments to be imposed.
- b) In the case of failure by the student to attend the inquiry on the specified date, the committee shall inquire into the charges alleged against the student and impose the necessary penalties and punishments accordingly.
- c) The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
- d) The student is awarded punishment only once though he may have indulged in malpractices in several papers. This punishment will be decided taking into consideration all malpractices during the semester end examination / mid semester examination.
- e) The committee shall examine the evidences placed before it and inquire about the student for his/her involvement in the alleged malpractice. After ascertaining the severity of the case, the malpractice committee shall impose suitable penalties or punishments on the student.

Schedule of Penalties

Reference to Board of Examination (BOE) meeting dated 05.08.2022, the schedule of penalty for malpractice in Mid Semester/ Semester End/ Re-Examinations w.e.f. 11.08.2022 are as detailed below.

Sl. No.	Nature of Malpractice cases (Not limited to the below)	Penalty to be imposed
1	Disclosing the identity of candidate by putting any marks or symbol or by writing registration number on the pages other than the facing sheet in the answer scripts while answering.	Denial of benefit of performance of that particular paper in which the student is booked under malpractice. The student shall not be allowed for the examination of that particular course paper for six months.
2	Possession or Copying from impermissible electronic gadgets such as cell phone, smart watches, nano ipods, programmable calculators and any other electronic gadgets during SEE/ MSE / Re-Exam.	If any student is involved in malpractice for first time: ✓ <u>MSE</u>: He/she shall be denied the benefit of performance of that particular paper; AND the student shall not be allowed to appear for the semester end examination of that particular subject. ✓ <u>SEE</u> / <u>Re-examination</u>: He/she shall be denied the benefit of performance of that particular paper and one more paper scheduled thereafter. <i>(In case if that particular paper is the last paper, then the student be denied the benefit of performance of that particular paper and the preceding paper)</i>
3	Communicating with other student or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination. Having any written matter on scribbling pad, calculator, palm, hand, leg, hand kerchiefs, clothes, socks, Instrument box, Identity card, Hall ticket, Scales etc. Any such act resulting in directly or indirectly tarnishing the image of the University will be considered as misconduct.	
4	Possession or Copying of manuscripts printed or written content, chits, books or notes.	
5	Writing on the Question Paper / Hall Ticket or passing it to other student in examination hall.	
6	Copying from the material or answer(s) of another student OR Identical answers in the answer scripts of different candidates as a result of copying OR allowing a student to copy from the answer script.	If any student is involved in malpractice resulting in adverse decision from the malpractice committee for the second time, he/she shall be denied the benefit of performance of all written examinations of that Semester.
7	Appeal to the examiner with money as enclosures to the answer book, use of abusive/obscene language, or threatening works in the answer book.	

Sl. No.	Nature of Malpractice cases (Not limited to the below)	Penalty to be imposed
8	Making any request of representation or offer of any threat for inducement or bribery to the examiner and / or any other official for favours in the Examination Hall or in the answer script.	If any student is involved in malpractice for more than two times, he/she will be debarred from the said program OR Suspended for that academic year (<i>i.e. the student shall be denied the benefit of performance for that particular semester and is required to repeat the semester/year with subsequent batch.</i>)
9	Found giving or receiving assistance at the examination, passing on the question paper / answer script / additional sheet for the purpose of copying.	
10	Carrying-out or carrying-in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall into the answer scripts.	
11	Insertion of additional sheets / use of an answer book which is not issued at the examination hall / insertion of any papers during or after examination at any stage.	
12	Impersonation; found guilty of deliberate preplanned arrangement to cheat in the examination.	The Malpractice committee shall recommend the punishments based on the severity of the case.
13	Abusing, threatening or and manhandling the examination authorities at the examination hall or in the premises of the examination center; shall be treated as gross misconduct of a very serious nature.	
14	Submitting wrong information and claiming any advantage as injured / handicapped / blind.	
15	Malpractice incident involving two or more students (mass copying).	
16	Destroying any evidence of malpractice, like tearing or mutilating the answer script(s) or running away along with the answer script(s) from the examination hall or premises.	
17	Committing any other act or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the institution.	

Any malpractices reported during the DSA will be dealt by the respective schools and a copy of the report will be handed over to the office of the Registrar (Examination & Evaluation)

16. Non-declaration of results

In case of non-declaration/partial declaration of results, the student is required to approach the concerned department and clear the pending requirements in order for the result to be declared.

17. Procedure for addressing to the Problems of Students

Any problem pertaining to mistakes in declaration of results, in marks cards, degree certificates or re-evaluation should be brought to the notice of the Office of Registrar (Examination & Evaluation) by the student. Corrections (if any), shall be made only with the permission of the Registrar (Examination & Evaluation).

18. Equivalence Committee

- i) Equivalence Committee is constituted by Office of the Registrar and the meeting is conducted for the following cases related to waiver of courses:
 - a) Students successfully complete a semester exchange program or summer school.
 - b) Degrees/Diplomas issued by other educational institutions to facilitate the students of that institutions to get either admission into first year or lateral entry into the Alliance University programs.
- ii) Equivalence committee meeting will be held to decide the matter presented to them within 10 days from the date of receipt of the request from the Registrar's Office / Office of International Affairs relating to the above two cases.
- iii) Minutes of the meeting shall be communicated to the concerned authorities within five days from the date of the meeting.
- iv) The students who have successfully completed the semester exchange program or summer school and were considered for the courses' waiver are to be informed individually about the courses waived. The same shall be communicated to the concerned School/ College and the Office of International Affairs as deems to be fit.

19. Duplicate Certificates Issue Process

- i) The student who has lost his/ her degree/diploma certificate(s) or transcript(s) is required to apply for the duplicates along with copy of the FIR lodged and an affidavit stating the same and the requisite fees.

- ii) The student's documents available with the office shall be verified and the duplicates shall be prepared based accordingly.
- iii) The certificates prepared are to be stamped as "DUPLICATE" on the top portion and are signed by the appropriate authorities.
- iv) The scanned copy and a hard copy are to be kept for the record purpose.
- v) The student can collect the duplicate certificates either in person or they can be sent by courier depending upon the request made by the student.

20. Educational Verification Process

- i) Agencies or the organizations looking for educational verification of the students who have studied at Alliance University are required to send an email to edu.verify@alliance.edu.in
- ii) The executive-in-charge of the educational verification activity based on the requests received has to verify the documents; get it approved and communicated to the concerned.

21. Convocation

- i) The Convocation Committee shall be headed by the Chancellor, and Pro-Chancellor, Vice-Chancellor, Pro Vice-Chancellor, Registrar, Registrar (Examination & Evaluation) and the Deans/Directors shall be the members.
- ii) The Convocation Committee will decide the suitable date for Convocation and identify the Guest of Honor (if any).
- iii) A Convocation Notice shall be released in one or more local newspapers at least 30 days ahead of the proposed convocation date.
- iv) Rank Holders list (based on CGPA & CWPM) and the Graduating Students list shall be prepared. Students who have involved in any disciplinary related aspects and are penalized, had any backlogs at any point of time, involved in malpractice and found guilty are to be removed from the ranks list.
- v) Infrastructure arrangements shall be made depending upon the number of members expected to attend the Convocation.
- vi) Purchase Order for making the Toppers Medals shall be placed as per the Alliance University norms.
- vii) Printing order for Rank Holders certificates and the Graduating Students Degrees/Diplomas are to be made.

- viii) Graduating students are to be informed regarding the convocation date, venue, time, collection of registration form, Registration procedure & Fee payment etc. through their group email id. This also shall be mentioned on the University website.
- ix) Applications for conferring degree/diploma in person and in absentia at the Convocation are to be processed in due course of time.
- x) Convocation invitation cards are to be ordered and posted to data base of addresses (Collected from all the Deans/ heads of the departments) at least 30 days in advance.
- xi) A soft copy of the Invitation to be provided to all departmental heads to send to their contacts.
- xii) Invitation to the Guest of Honor (approved by the convocation committee) has to be provided and his/her confirmation of attendance has to be received.
- xiii) Convocation details are to be provided to the Visitor (Governor of the Karnataka State) and the Pro Visitor (Higher Education Minister, Karnataka) of the University. A request shall be made to the Visitor and the Pro Visitor.
- xiv) Request for the Police Band shall be made at least 30 days in advance for providing Guard of Honor and to play the National Anthem.
- xv) Dias Seating Plan shall be prepared and communicated as per the need to the concerned authorities.
- xvi) Minute to Minute Program shall be prepared.
- xvii) Individual speeches are to be prepared.
- xviii) Arrangements for Photography and video coverage of the function shall be made and public relations activity has to be taken care for media coverage.
- xix) Distribution of parent passes to students shall be done depending on the requests.
- xx) Faculty shall be Communicated for participation in the Convocation Procession.
- xxi) Distribution of convocation certificates & maintenance of Register regarding the same shall be made as per norms.
- xxii) The convocation function to be monitored on a minute-to-minute basis as planned.
- xxiii) The convocation related documents are to be filed for future reference including the minute-to-minute programs, speeches, invitation cards, copy of the advertisement, media coverage copies etc.
- xxiv) Convocation Record of Graduates shall be kept as per norms.
- xxv) A convocation review meeting to be conducted after the convocation for concern (if any).

GRADING SCALE

UNDERGRADUATE & POSTGRADUATE PROGRAMS

Scale	Letter Grade	Honor Points	Grading
90 – 100%	O	10	Outstanding
80 – 89.9%	A+	9	Excellent
70 – 79.9%	A	8	Very Good
60 - 69.9%	B	7	Good
55 – 59.9%	C	6	Average
50 – 54.9%	P	5	Pass
< 50%	F	0	Fail

DOCTORAL PROGRAMS

Scale	Letter Grade	Honor Points	Grading
90 – 100%	O	10	Outstanding
80 – 89.9%	A+	9	Excellent
70 – 79.9%	A	8	Very Good
60 - 69.9%	B	7	Good
55 – 59.9%	C	6	Average
< 55%	F	0	Fail

SGPA and CGPA Calculation

Calculation of Grade Point Average

There are two types of Grade Point Averages - Semester Grade Point Average (SGPA) (in case of a Degree Program/ Term Grade Average Point (TGPA) (in case of a certificate course) the calculation for TGPA is same as SGPA which is calculated at the end of each semester/ term and Cumulative Grade Point Average (CGPA) which is calculated at the end of the program/ course.

SGPA is calculated in the following manner:

1. The total marks for a given subject, i.e. the combined performance of DSA and SEE, are converted to a percentage.
2. Such a percentage shall be converted to a letter grade as per the 10-point grade scale. (*Refer: Postgraduate Grading Scale*).
3. The letter grade then will be converted to respective Honor Points.
4. Then such Honor Points will be used in the required formula to calculate the required SGPA/ TGPA.

For instance, suppose that a postgraduate student receives 73% in a subject, 73% would be assigned the letter grade A. This letter grade is then converted into honor points. E.g. letter grade A is equivalent to 8 honor points.

SGPA is then calculated as:

$$\frac{\sum(\text{Subject honor points earned} \times \text{subject credits})}{\text{Total semester credits}}$$

CGPA is calculated as:

$$\frac{\sum(\text{subject honor points earned} \times \text{subject credits})}{\text{Total credits completed}}$$

For example, if a student has gained 89.0 honor points and completed 31 subject credits in Semester I and has gained 53.7 honor points and completed 24 subject credits in Semester II, then the CGPA will be 142.7 (total honor points = 89.0 + 53.7) divided by 55 (total subject credits = 31+24) = 2.6 (rounded up to the nearest decimal).

Weighted Percentage of Marks is calculated as:

$$\frac{\sum(\text{Subject marks earned} \times \text{Subject credits})}{\sum(\text{Subject maximum marks} \times \text{Subject credits})} \times 100$$

SCHEME OF EVALUATION & ACADEMIC POLICY

Applicability:

Alliance School of Business, Alliance Ascent College, Department of Commerce

Attendance & DSA requirement for eligibility to Semester End Examination

A student must have secured the minimum attendance in every single subject of a particular semester. A student must also have secured the minimum During Semester Assessment (DSA) marks in a subject to qualify to take the Semester End Examination (SEE). In the event a student falls short of the minimum attendance requirement or/and minimum DSA marks requirement in any subject(s) of the semester, the student is disqualified to take the SEE of that subject(s). The student, however, can take the SEE of the particular subject(s) for a total of 100% of marks after six months.

Evaluation of Industry Internship Program / Project Work / Dissertation

A student must have secured a minimum of 50% component marks (which is 35 out of 70 marks) to qualify to take Viva-voce. Further, the student should secure a minimum of 50% in Viva-voce (which is 15 out of 30 marks) to get pass grade.

In the event a student falls short of minimum component / Viva-voce marks requirement in Industry Internship Program / Project Work / Dissertation, the student has to register in next cycle of re-examination and resubmit the updated Internship Report / Project Work / Dissertation.

In the event a student has not completed his Industry Internship Program of eight to ten weeks, the student has to repeat Industry Internship Program in the succeeding year, whereas if a student has not completed the Project Work / Dissertation, the student has to repeat Project Work / Dissertation in the succeeding re-examination cycle.

Assessment shall be through continuous evaluation and the marks for the same shall be distributed in the following manner:

Dissertation

Criteria	Marks
Proposal	20
Fortnightly Reports	20
Final Report	30
Oral Presentation & Viva	30
Total	100

Industry Internship Programme

Criteria	Marks
Proposal	10
Fortnightly Reports	10
Final Report	40
Industry Guide Evaluation	10
Oral Presentation & Viva	30
Total	100

Project Work

Criteria	Marks
Proposal	20
Fortnightly Reports	20
Final Report	30
Oral Presentation & Viva	30
Total	100

ALLIANCE SCHOOL OF BUSINESS

Sl. No.	Program	Term / Semester	Duration	Maximum Duration	Attendance Requirement	DSA/DTA & TEE/SEE Marks Division	DSA/ DTA Minimum	TEE / SEE Minimum	Overall Minimum	Not Eligible Rule for Re-examination	Failed Students (rule for re-exam)
1	MBA / PGDM	Semester	2 Years	4 years With a provision of re-registration	80%	50 and 50	50%	50%	50%	After Six Months directly for 100 marks	DSA Marks continues
2	BBA / BBA (Hons.)	Semester	3 Years	5 Years With a provision of re-registration	75%	50 and 50	50%	50%	50%	After Six Months directly for 100 marks	DSA Marks continues
3	B.Com. (Hons.) - Fintech / Capital Market	Semester	3 Years	5 Years With a provision of re-registration	75%	50 and 50	50%	50%	50%	After Six Months directly for 100 marks	DSA Marks continues
4	Executive PGDM	Term	16 Months	3 Years With a provision of re-registration	Nil	40 and 60 (June 2019 Batch onwards) 30 and 70 (Jan 2016 to Jan 2019 Batch)	Nil	Nil	50 %	NA	DTA Marks continues
5	Ph. D.	Semester	3 Years	6 Years	60%	50 and 50 / SEE Direct 100	Nil	Nil	55%	-	-

Other Courses:

Program	Term / Semester	Duration	Maximum Duration	DSA/DTA & TEE/SEE Marks Division	Overall Minimum	Not Eligible Rule for Re-examination	Failed Students (rule for re-exam)
Advanced Certificate Program	Term	4 months	One Year	40 & 60	60%	NA	DTA continues
Diploma in International Business	Term	12 months	Two Years	40 & 60	40%	NA	No DTA exists

Promotion Policy

Sl. No.	Program	Promotion Policy
1	MBA / PGDM	A student will be promoted to the third semester only if the student does not carry a backlog of more than six subjects. Excess backlogs must be cleared in re-examinations to qualify for promotion and be able to attend third semester classes with subsequent batch(s).
2	BBA / BBA (Hons.) / B.Com. (Hons.) Fintech / B.Com. (Hons.) Capital Market	A student will be promoted to the fifth semester only if the student does not carry a backlog of more than six subjects. Excess backlogs must be cleared in re-examinations to qualify for promotion to the subsequent year of study and be able to attend the fifth semester classes with subsequent batch(s).
3	Executive PGDM	A student entering Term IV (Specializations) will be permitted to do so only should the student have passed eight out of the 12 subjects in Terms I, II & III.

DEPARTMENT OF COMMERCE

Sl. No.	Program	Term / Semester	Duration	Maximum Duration	Attendance Requirement	DSA & SEE Marks Division	DSA Minimum	SEE Minimum	Overall Minimum	Not Eligible Rule for Re-examination	Failed Students (rule for re-exam)
1	B.Com (Hons.)	Semester	3 Years	5 Years With a provision of re-registration	75%	50 and 50	50%	50%	50%	After Six Months directly for 100 marks	DSA Marks continues
2	M. Com.	Semester	2 Years	4 Years With a provision of re-registration	75%	50 & 50 (2014 batch onwards)	50%	50%	50%	After Six Months directly for 100 marks	DSA Marks continues

Promotion Policy

Sl. No.	Program	Promotion Policy
1	B.Com. (Hons.)	A student will be promoted to the fifth semester only if the student does not carry a backlog of more than six subjects. Excess backlogs must be cleared in re-examinations to qualify for promotion to the subsequent year of study and be able to attend the fifth semester classes with subsequent batch(s).
2	M. Com.	A student will be promoted to the third semester only if the student does not carry a backlog of more than six subjects. Excess backlogs must be cleared in re-examinations to qualify for promotion and be able to attend third semester classes with subsequent batch(s).

ALLIANCE COLLEGE OF ENGINEERING AND DESIGN

Attendance & DSA requirement for eligibility to Semester End Examination

A student must have secured the minimum attendance in every single subject of a particular semester. A student must also have secured the minimum of 50% During Semester Assessment (DSA) marks in a subject to qualify for the Semester End Examination (SEE). In the event a student falls short of the minimum attendance requirement and/or the minimum DSA marks requirement in any subject(s) of the semester, the student is disqualified to take the SEE of that subject(s). The student, however, can take the SEE of the particular (Theory) subject(s) for a total of 100 marks after six months and in case of Practical subjects, the student has to register and repeat the subject in next cycle i.e. after one year.

Evaluation of Industry Internship Program / Project Work

A student must have secured a minimum of 50% component marks (which is 35 out of 70 marks) to qualify to take Viva-voce. Further, the student should secure a minimum of 50% in Viva-voce (which is 15 out of 30 marks) to get pass grade.

In the event a student falls short of minimum component / Viva-voce marks requirement in Industry Internship Program / Project Work, the student has to register in next cycle of re-examination and resubmit the updated internship Report / Project Work.

In the event a student has not completed the Industry Internship Program of 45 days, the student has to repeat Industry Internship Program in the succeeding year, whereas if a student has not completed the Project Work of 60 days, the student has to register and repeat the project work in the succeeding re-examination cycle.

Assessment shall be through continuous evaluation and the marks for the same shall be distributed in the following manner:

Industry Internship Programme

Criteria	Marks
Proposal	10
Fortnightly Reports	10
Final Report	40
Industry Guide Evaluation	10
Presentation & Viva	30
Total	100

Project Work

Criteria	Marks
Review Performance	30
Contribution & Understanding of the Project	30
Final Report	10
Presentation & Viva	30
Total	100

Scheme of Evaluation

Sl. No.	Program	Term / Semester	Duration	Maximum Duration	Attendance Requirement	DSA & SEE Marks Division (Theory & Practical)	DSA Minimum (Theory & Practical)	SEE Minimum (Theory & Practical)	Overall Minimum	Not Eligible Rule for Re-examination	Failed Students (rule for re-exam)
1	B. Tech	Semester	4 Years	6 years With a provision of re-registration	75%	50 and 50*	50%	50%	50%	After Six Months directly for 100 marks	DSA Marks continues
2	M.Tech	Semester	2 Years	4 years With a provision of re-registration	75%	50 and 50*	50%	50%	50%	After Six Months directly for 100 marks	DSA Marks continues
3	Ph.D.	Semester	3 Years	6 Years	60%	50 and 50 / SEE Direct 100	Nil	Nil	55%	-	-

* Internship/ Project: Report – 70 Marks and Viva-Voce – 30 Marks

Promotion Policy

No.	Course	Promotion Policy
1	B. Tech	Only such students who have no more than six failed subjects from the previous academic year and who have successfully completed all subjects of years preceding the immediate previous year shall be eligible to be promoted to the subsequent years which is applicable from the second year of the course. <u>Explanation</u> A student will be promoted from Second Year to Third Year only if the student has not more than six subjects as backlogs and has no backlogs of First Year. A student will be promoted from the Third Year to Fourth Year only if the student has not more than six subjects as backlogs and has no backlogs of the First and Second Years.
2	M.Tech.	Only such students who have no more than four failed subjects from the previous academic year and who have successfully completed all subjects of years preceding the immediate previous year shall be eligible to be promoted to the subsequent years which is applicable from the first year of the program. <u>Explanation</u> A student will be promoted from first year to second year only if he/she has not more than four subjects as backlogs.

ALLIANCE SCHOOL OF LAW

Attendance & DSA requirement for eligibility to Semester End Examination

A student must have secured the minimum of 75% attendance in every single subject of a particular semester. A student must also have secured the minimum of 50% During Semester Assessment (DSA) marks (which is 25 out of 50 marks) in a subject to qualify for the Semester End Examination (SEE). In the event a student falls short of the minimum attendance requirement and/or the minimum DSA marks requirement in any subject(s) of the semester, the student is disqualified to take the SEE of that subject(s).

Sl. No.	Program	Term / Semester	Duration	Maximum Duration	Attendance Requirement	DSA & SEE Marks Division	DSA Minimum	SEE Minimum	Overall Minimum	Not Eligible Rule for Re-examination	Failed Students (rule for re-exam)
1	*BBA, LL. B. (Hons.)/ *BA, LL B. (Hons.)	Semester	5 Years	7 years With a provision of re-registration	75%	50 and 50	50%	50%	50%	After Six Months directly for 100 marks	DSA Marks continues
2	LL. B.	Semester	3 Years	5 Years With a provision of re-registration	75%	50 and 50	50%	50%	50%	After Six Months directly for 100 marks	DSA Marks continues
3	LL.M.	Semester	1 Year	3 years With a provision of re-registration	75%	50 and 50	50%	50%	50%	After Six Months directly for 100 marks	DSA Marks continues
4	Ph.D.	-	3 Years	6 Years	75%	50 and 50	-	40%	55%	-	

* Applicable to all the subjects other than Clinical Papers and Seminar courses.

Evaluation of Clinical Paper / Seminar Paper / Dissertation

1. Clinical Papers

- The Clinical Papers shall be entirely assessed by continuous assessment as mandated by the Bar Council of India Rules of Legal Education.
 - In order to successfully complete the clinical papers mentioned in this provision, a student must have attended a minimum of 75% of the classes of the respective papers and secure a minimum of 50 % of marks in each paper.
- Provided that, in the event a student falls short of the attendance requirement, the student will be declared as 'I' (Incomplete) for that paper.

Provided further that, in the event the student has the required attendance but fails to secure the minimum marks required to successfully complete the paper, the student will be declared as 'F' (Fail).

Where a student has been declared as 'I' or 'F', the student will be required to undergo the paper in the succeeding semester / year in addition to the courses / papers of such semester.

- The Clinical Papers on 'Drafting, Pleading and Conveyance'; and 'Moot Courts and Internship' shall be conducted across two semesters.

Explanation: For example, the paper on Drafting, Pleading and Conveyance shall be a single course taught in the Fourth Year of study in Semesters VII and VIII. The marks for the course shall be displayed in the statement of marks for semester VIII.

- Assessment of Clinical Paper on Drafting Pleading and Conveyance shall be assessed through continuous evaluation and the marks for the same shall be distributed in the following manner:

Criteria	Marks
15 Practical exercises on drafting of 3 marks each	45 Marks
15 Practical exercises on conveyancing of 3 marks each	45 Marks
<i>Viva-Voce</i>	10 Marks

- Assessment of Clinical Paper on Moot Courts and Internship shall be assessed through continuous evaluation and the marks for the same shall be distributed in the following manner:

Criteria	Marks
Moot Court Exercises (Three)	30 Marks
Observance of Trials (One Civil and one criminal)	30 Marks
Interviewing techniques and Pre-trial preparations and Internship diary	30 Marks
<i>Viva-voce</i>	10 Marks

- Assessment of Clinical Paper on Alternate Dispute Resolution shall be assessed through continuous evaluation and the marks for the same shall be distributed in the following manner:

Criteria	Marks
Project (Written Submission 15 Marks, Oral Presentation 10 marks)	25 Marks
Role Play	30 Marks
Drafting (Settlement Agreement, Notice, Arbitration Clause, etc)	30 Marks
Attendance	05 Marks
Viva-voce	10 Marks

- Assessment of Clinical Paper on Professional Ethics and Professional Accounting System shall be assessed through continuous evaluation and the marks for the same shall be distributed in the following manner:

Criteria	Marks
Case-study Presentations	25 Marks
Client Counselling	25 Marks
Mock Trial	25 Marks
Attendance	05 marks
Viva-voce	20 Marks

2. Seminar Courses (BA LL.B. (Hons.) / BBA LL.B. (Hons.))

- The Seminar Courses shall carry a total of 100 marks through continuous evaluation and shall be distributed as follows:

Criteria	Marks
Synopsis/ Research Proposal Presentation	10
Compliance to Format and Citation	20
Structure and Content of Report	30
Language and style	05
Conclusion and Suggestion	05
Consultation with Supervisor	10
Viva	20

- The student should submit a research paper on the chosen area and should present the paper to the class which shall be assessed by a panel of faculty members nominated for the purpose by the Dean.

3. Evaluation of Dissertation (LL.M.)

Dissertation shall be assessed through continuous evaluation and the marks for the same shall be distributed in the following manner:

Criteria	Marks
Submission of Abstract and Regular review discussions with the guide	10
Synopsis/Research Design	10
Compliance to Format & Citation	15
Structure of the report	40
Language and style	5
Conclusions and suggestions	5
Presentation of the Report & Viva Voce	15
Total	100

Promotion Policy

Sl. No.	Program	Promotion Policy
1	BBA, LL. B. (Hons.) /BA, LL. B. (Hons.)	Only such students who have no more than six failed subjects from the previous academic year and who have successfully completed all subjects of years preceding the immediate previous year shall be eligible to be promoted to the subsequent years which is applicable from the second year of the course. <u>Explanation</u> A student will be promoted from the Second Year to the Third Year only if the student has not more than six subjects as backlogs and has no backlogs of the First Year. A student will be promoted from the Third Year to the Fourth Year only if the student has not more than six subjects as backlogs and has no backlogs of the First and Second Years. A student will be promoted from the Fourth Year to the Fifth Year only if the student has not more than six subjects as backlogs and has no backlogs of the First, Second and Third Years.

2	LL.B.	Only such students who have no more than six failed subjects from the previous academic year and who have successfully completed all subjects of years preceding the immediate previous year shall be eligible to be promoted to the subsequent years which is applicable from the second year of the course. <u>Explanation</u> A student will be promoted from the Second Year to the Third Year only if the student has not more than six subjects as backlogs and has no backlogs of the First Year.
3	LL.M.	Not Applicable

Alliance School of Liberal Arts

Sl. No.	Program	Term / Semester	Duration	Maximum Duration	Attendance Requirement	DSA & SEE Marks Division	DSA Minimum	SEE Minimum	Overall Minimum	Not Eligible Rule for Re-examination	Failed Students (rule for re-exam)
1	BLA/ BA/ BSc/BVA/ BFA/B.Des.	Semester	4 Years	6 years With a provision of re-registration	75%	#	<u>50%</u>	<u>50%</u>	50%	After Six Months directly for 100 marks	DSA Marks continues
2	M.A(English Creative writing)	Semester	2 Year	4 years With a provision of re-registration	75%	#	50%	50%	50%	After Six Months directly for 100 marks	DSA Marks continues
3	M.Sc., (Data Science)	Semester	2 year	4 years With a provision of re-registration	80%	50 and 50	50%	50%	50%	After Six Months directly for 100 marks	DSA Marks continues
4	Ph.D.	-	3 Years	6 Years	75%	50 and 50	-	40%	55%		

Refer program catalogue

Rules for amendment of result

(a). Due to errors:

In any case where it is found that the result of an examination has been affected by errors, Registrar (Examinations & Evaluations) shall have the power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Vice-Chancellor, provided the errors are reported/detected within 6 months from the date of declaration of results. Errors detected thereafter shall be placed before the Board of Examinations.

(b). Error means:

- i) Error in computer/data entry, printing or programming and other similar errors.
- ii) Clerical error, manual or machine, in totaling or entering of marks on ledger/register.
- iii) Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

(c). Due to fraud and malpractices:

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examinee has benefited and that such examinee, has in the opinion the Board of Examination been party of privy to or connived at such malpractice, fraud or improper conduct, the Board of Examination shall have the power at any time notwithstanding the issue of the Certificate or the award of a Prize or Scholarship, to amend the result of such examinee and to make such declaration as the Board of Examination considers necessary in that behalf.

Retention period of Various Documents

Board of Examinations has decided that documents pertaining to the examinations will be retained as specified below. The period will count from the date of occurrence.

For example, a one-year period for examination forms submitted in 2003 will end in April 2004.

Time period for the preservation of documents

1	Used answer booklets	One year
2	Manuscript of question paper/printed question papers	Permanent
3	Copy of result	Permanent
4	Appointment letters of examiners/paper setters	Three years
5	Various approvals in connection with appointment of examiners/paper setters	Two years
6	Appointment letters of invigilators/squad	Two years
7	Correspondence with students	Two years
8	Practical and project/internship/dissertation reports	Two years
9	General correspondence	Six months
10	Policy matters	Permanent
11	Ph. D. thesis	Permanent
12	Internal assessment	Till the completion of the course
13	Unfair means cases	Till successful completion of the course by the student
14	Answer booklet of internal continuous evaluation	To store at Institute up to six months from the announcement of the results

Fees for various items related to Examinations & Evaluations

S.no	Particulars	Existing Fees
1	Re- Examination fees	500/- per subject for UG and 1000/- per subject for PG
2	Re-Totaling fee per subject	300/-
3	Re-Evaluation fee per subject	500/-
4	Duplicate Marks Cards: per marks card	1500/-
5	Duplicate Marks Cards: Consolidated Transcript	3000/-
6	Duplicate Degree/ Diploma Certificate	5000/-
7	Semester wise marks card/consolidated marks card being collected after the stipulated time	500/- +100/- (per year)
8	Degree certificate either in person at the time of Convocation or in absentia	1500/- (July 2016 onwards charged with Admission Fee)
9	Any correction in Marks Sheet	500/- per Marks card (Charging by Registrar (admin))
10	Any Correction in Degree Certificate	Within 30 days – No Charges. 500/- for the Convocation Year + 200/- per Year
11	Degree to be issued prior to Convocation – Tatkal Scheme	1500/-
12	Postal Charges	India – 200/- Outside India- 1500/-
13	Attestation of testimonials in the sealed Envelope	1000/ per Set
14	Attestation of testimonials	500/- per set
15	Education Verification of testimonials – Online/ Offline	500/-
16	Any other certificates a. Backlog Summary Certificate b. Bonafide Certificate c. Medium of Instruction Certificate d. CGPA/ Grading/ Division Certificate e. NOC f. Specialization certificate g. Merit Certificate h. Course Competition Certificate	NIL

RULES FOR GOLD, SILVER AND BRONZE MEDALS

For each course, a Batch wise, rank list is announced. Gold, Silver and Bronze medals for the top three ranks will be awarded. In case of specializations in a course, Batch wise, specialization wise toppers are presented the first rank.

The following are the rules to be followed while preparing the rank list and for announcing medals for the top three ranks.

1. Rank holders list shall be based on CGPA. If two students have same CGPA, then CWPM will be considered to determine the topper. If still there are two students, then the CWPM decimal places will be increased till the topper is determined. If still there are two students, then both will be awarded with the same rank.
2. Only those students will be considered in the merit list who have passed all the subjects in the first attempt and have completed all submissions of internship / dissertation / project reports on time.
3. B.Tech. lateral entry students (Students who have completed their Diploma program and have joined B.Tech. program as lateral entry from Semester III) are considered for rank list. CGPA obtained from Semester III are considered while computing rank list.
4. Students who have been found guilty of malpractice are not eligible to be considered for the rank.
5. A student who has been found guilty of misconduct in a disciplinary proceeding during the course and for which a disciplinary action has been taken will not be eligible for the rank.

REPEAL AND SAVINGS

1. The provisions of any Ordinance, Order, Rule or Regulations in force shall be inapplicable to the extent of their inconsistency with this manual.
2. The University shall issue such orders, instructions and prescribe such format, procedure as it may deem fit to implement the Provisions of this manual.

In case of any difficulty in the implementation or giving effect to the provisions of this manual, the Vice-Chancellor's decisions shall be final.



REGISTRAR

Alliance University

Chandapura - Anekal Main Road

Bengaluru - 562106

ANNEXURES (Sample / Format)

ANNEXURE 1 :	Moderation process proforma
ANNEXURE 2 :	Semester End Examination Schedule
ANNEXURE 3 :	Checklist of material to be supplied in the examination
ANNEXURE 4 :	Instruction to students regarding Examinations
ANNEXURE 5 :	Hall Ticket
ANNEXURE 6 :	Undertaking for forgotten ID Card / Hall Ticket
ANNEXURE 7 :	Invigilator's Dairy & Instructions to invigilator regarding examination
ANNEXURE 8 :	Relieving statement
ANNEXURE 9 :	Squad Duty Report
ANNEXURE 10 :	Answer Booklet Distribution details / Consolidated daily invigilation and student's strength statement
ANNEXURE 11 :	Application for Re- Totaling/ Re – Evaluation/ Re – Examination
ANNEXURE 12 :	Industry Internship Program (component marks) format
ANNEXURE 13 :	Industry Internship Program (viva-voce) format
ANNEXURE 14 :	External Industry Guide evaluation form
ANNEXURE 15 :	Dissertation (component marks) format
ANNEXURE 16 :	Dissertation (viva-voce) format
ANNEXURE 17 :	Show cause notice (malpractice)
ANNEXURE 18 :	Students call letter for Examination Grievance Committee (Malpractice) meeting
ANNEXURE 19 :	Affidavit – for loss of certificate
ANNEXURE 20 :	Convocation Registration Form