

**St. PETER'S INSTITUTE OF HIGHER EDUCATION AND RESEARCH**  
**Deemed to be University u/s 3 of the UGC Act, 1956**  
**NAAC Accredited & ISO 9001:2015 Certified**  
**Avadi, Chennai - 600 054**



# **Examination Policy**

## **2025**

## EXAMINATION POLICY

### RULES AND REGULATIONS FOR THE CONDUCT OF EXAMINATIONS

The following are procedures for conducting the Continuous Internal Assessment (CIA) and End Semester Examinations (ESE).

#### I. REGISTRATION AND ENROLMENT OF COURSES

1. Centralised Control

The registration for all courses offered to students in a semester at St. Peter's Institute of Higher Education and Research (SPIHER) shall be controlled and monitored by the Office of the Controller of Examinations (COE).

2. Eligibility

Only students who fulfil the eligibility criteria as prescribed in the respective program regulations shall be permitted to complete the course enrolment process.

3. Regulatory Compliance

The course enrolment procedure must be strictly adhered to as per the guidelines laid down in the respective program regulations as approved by the Academic Council of SPIHER.

4. Course Enrolment Procedure

Course enrolment shall be carried out using the SPIHER ERP Software (online mode).

5. Submission of Exam Application Forms

Once the course enrolment process is completed, the exam application form for all students shall be submitted to the Office of the Controller of Examinations (COE), duly signed by the Student, Faculty Advisor or Head of the Department, and the Head of the Institution.

#### II. ADMISSION TO EXAMINATIONS

1. Eligibility & Attendance

Students must satisfy the minimum attendance requirement (typically 75 %) to be eligible for the end-semester examination.

2. Examination Registration

All students must register for the End Semester Examinations through the ERP portal as per the prescribed deadline. Registration is compulsory for each course in which the student intends to appear for the examination.

### **3. Payment of Examination Fee**

For each course registered, the student must pay the applicable examination fee. This fee must be reflected in the exam application form.

### **4. Filling the Application Form**

The student completes the exam application form (online) , indicating the courses for which they wish to appear. The registration and fee payment must be completed before the form is submitted.

### **5. Submission and Verification**

The filled-in application form, along with the fee payment proof, has to be submitted to the Office of the Controller of Examinations (CoE). The CoE verifies the details and confirms registration status.

### **6. Issue of Hall Tickets**

Once registration is verified and approved, hall tickets and ID cards are generated and issued by the CoE.

### **7. Examination Conduct**

The examinations are conducted as per the timetable published by the CoE. Students must follow all rules, bring the hall ticket, and meet other requirements for the exam.

### **8. Results and Certification**

After the examination and evaluation, results are processed and published. The CoE issues grade reports, provisional certificates, degree certificates, transcripts and other credentials. The entire process is automated via the ERP portal.

## **III. EXAMINATION TIME TABLE**

1. Based on the Academic Calendar, the Office of the Controller of Examinations prepares the Institute examination timetable for approval by the Registrar and the Vice-Chancellor.
2. The detailed examination timetable is communicated to students at least two weeks before examinations commence.
3. The examination timetable is also published on the Institute website.

#### **IV. ISSUE, COLLECTION OF EXAMINATION APPLICATION FORMS & PAYMENT OF EXAMINATION FEES**

1. The Office of the Controller of Examinations (CoE) shall notify the commencement of the issue of examination application forms for the upcoming semester examinations.
2. Students must register for all the courses they intend to appear for in the semester through ERP.
3. The online application form contains all the details, such as the name of the candidate, register number, degree and branch, semester, course code with title of the course, etc. This includes arrear / failed courses to which the student will be appearing.
4. Along with the completed application form, each student must submit proof of payment of the examination fee corresponding to the courses listed in the form.
5. The CoE verifies the application form, ensures that the examination fee has been paid for each course, and confirms the student's eligibility to appear for the examination.
6. Only students whose application forms are complete and whose fees have been duly paid will be permitted to appear in the examinations.
7. For each course – whether it is a purely theory, practical, theory-cum-laboratory or project, a prescribed fee shall be applicable for appearing in the examinations.
8. Examination application forms shall be made available **online only** for eligible students.
9. Examination fee dues shall be generated online at least six weeks before the commencement of examinations. Once the fee due is raised, students may remit their examination fees through the Student Portal.
10. The online examination application form shall contain all relevant details, including the name of the candidate, register number, degree and branch, semester, course code, and title of the course. The form shall also include arrear/failed courses (if any) for which the student intends to appear.
11. After successful payment, the concerned department shall download the examination application forms and forward all the completed applications to the Office of the Controller of Examinations (CoE) for further processing.
12. Students shall be given sufficient time to remit the examination fees within the prescribed schedule.
13. Extension of Last Date(s): The Vice-Chancellor / Registrar may, at their discretion, grant an extension of the last date for submission or payment, in exceptional cases deemed appropriate.

## **V.PRINTING AND ISSUE OF HALL TICKETS**

1. Hall Tickets shall be generated by the CoE office and made available to students through the respective Deans, who shall distribute them to the eligible candidates in accordance with the regulations, at least one week before the commencement of examinations.
2. Necessary instructions regarding the code of conduct for students during examinations shall be printed and pasted in the Examination Hall.

## **VII. COLLECTION OF INTERNAL ASSESSMENT MARKS FOR THEORY / PRACTICAL / PROJECT AND EXTERNAL ASSESSMENT MARKS FOR PRACTICAL/PROJECT EXAMINATIONS**

1. Internal Assessment Marks for theory, practical, theory cum practical, and project courses shall be collected from the respective faculty through the ERP.
2. Wherever marks (internal or external) are entered and transferred online, a hard copy of the same, duly signed by the internal and external examiners, shall be forwarded to the Office of the Controller of Examinations (CoE) through the Head of the Department.
3. Internal Assessment Examinations for theory, practical, projects, theory cum practical, and other courses shall be conducted at the institutional level in accordance with the respective programme regulations, and the marks shall be entered in ERP.

## **VIII. QUESTION PAPERS FOR THE END SEMESTER / UNIVERSITY EXAMINATIONS AND APPOINTMENT OF EXAMINERS (EXTERNAL/INTERNAL) FOR EXAMINATIONS**

1. The question papers for the End Semester Examinations of St. Peter's Institute of Higher Education and Research (SPIHER) shall be obtained from internal and external examiners. Each Board of Studies (BoS) shall recommend qualified persons for appointment as Paper Setters and Examiners for various examinations, by the dates notified by the Controller of Examinations (CoE), taking into consideration the schedule of semester examinations.
2. Inclusion of a faculty member in the panel of examiners may be based on recommendations from the Board of Examinations, the Board of Studies of the respective department, referrals from reputed institutions across the country, or through self-enrolment.
3. Prior to empanelling a faculty member for any examination-related role, it is advisable to verify credentials such as educational qualifications, subject expertise, and relevant teaching experience.

4. The Controller of Examinations shall issue detailed instructions to all Paper Setters and Examiners regarding confidentiality, secrecy, and procedural compliance for question paper preparation and evaluation.

5. For each course, two sets of soft copy question papers shall be obtained confidentially from the examiners.

6. The question papers are typed and formatted in the Confidential Section of the Office of the Controller of Examinations and then submitted to the Scrutiny Committee for verification.

7. The Scrutiny shall examine the papers for accuracy, language, standard, syllabus coverage, and difficulty level, and suggest modifications if required (Pre-audit of question papers).

8. After scrutiny, one set of question papers shall be selected by the Controller of Examinations, who shall ensure complete confidentiality in the printing, copying, and distribution of question papers.

#### **IX. CONDUCT OF THEORY EXAMINATIONS**

##### **Pre-Examination Work/ Activities:**

1. Appointment orders for Chief Superintendent, Additional Chief Superintendent, and Chief examiners should be issued and duly communicated to the concerned personnel.

2. The number of candidates appearing each day and, in each session, shall be determined based on the examination schedule, along with the list of registered and admitted candidates for the final examination.

3. Based on the number of candidates and the available seating capacity, the required number of examination halls should be determined, and appropriate arrangements must be made for the smooth conduct of the examinations.

4. Attendance sheets for candidates seated in each examination hall must be prepared in alignment with their programme of study and semester/year.

5. A specific number of answer booklets should be arranged hall-wise, and each booklet must bear the seal of the Chief Superintendent.

6. It must be ensured that a sufficient number of question papers for each course have been received in sealed envelopes. These envelopes should be systematically arranged by date, hall, and subject, and securely stored in a sealed almirah, safe, or locker.

7. A copy of the examination timetable should also be kept inside the almirah/safe along with the question paper envelopes. This copy should be referred to daily before retrieving the required envelopes ahead of the scheduled examination time.

## **Role of Chief Superintendent**

- ❖ Selection of invigilators, assigning invigilation duties.
- ❖ Disseminating instructions to invigilators as per the university guidance.
- ❖ Collection of question papers and distribution of them on the date of examination.
- ❖ Fixing Scribes.
- ❖ Issuing of duplicate hall tickets upon recommendation of HODs after thorough examination.
- ❖ Maintaining discipline in the venue, taking action on violators, and maintaining examination time.
- ❖ Drafting and forwarding reports on anomalies in examination, grievances, etc., to COE for remedial measures.
- ❖ Observing the work carried out by the assigned staff members, like preserving question papers, answer scripts in safe custody, receiving, checking details entered in the answer books, and packing and sending answer scripts to the COE office intact.

## **General Guidelines for the Candidates**

- Candidates should arrive at the Exam Hall 15 minutes earlier.
- Candidates should occupy only their assigned seat and should not indulge in any movements from their place to avoid disturbing others.

Candidates should produce the hall ticket to the hall invigilator for verification while entering the hall. The candidates must sign the hall tickets.

Candidates must have Identity cards in their possession for verification at any time by duly assigned University authorities. Candidates are asked to verify their surroundings scrupulously for any materials irrelevant to examinations; if any are found, the same must be endorsed, given to the hall invigilator before the commencement of examinations.

- Candidates should utilise the pages of answer papers optimally, without wasting spaces. No additional papers will be given.
- Read the instructions in the answer sheet carefully and adhere to it strictly.
- Candidates are not permitted to leave the hall in between the examinations.
- Moving around the hall and chatting with others is strictly prohibited. Violations will be booked for disciplinary action.
- Candidates must write their register number in the question paper after receiving it from the invigilator. Question papers must not be used for any scribbles other than your register number. Exchange of question papers will lead to disciplinary action.
- Hand over the answer script to the Hall invigilator personally after completion of the Examination and leave the hall quietly.

### **Instruction Regarding Writing in Answer Books**

- a) Before beginning to write, candidates must check their answer book for loose sheets, printing errors, or other defects. If any issues are found, they must request for a replacement immediately.
- b) Extra or loose answer sheets will not be provided under any circumstances.
- c) Examinees must correctly fill in all required details on the cover page of the answer book before starting to write their answers.
- d) Begin each answer after leaving sufficient space and clearly write the question number at the start. Do not write anything in the margins of the answer book.
- e) Answers must be written using a black or blue ink pen. Pencils may only be used for diagrams.
- f) Do not leave any blank pages between answers. If a page is unintentionally left blank, write “Please Turn Over (PTO)” on it. Answers written after a blank page may not be evaluated.
- g) Do not write your name, examination seat number, or any inappropriate content anywhere in the answer book.
- i) Do not tear out any pages from the answer book

### **Special Instructions**

- a) Candidates are strictly prohibited from possessing blank papers, notes, scribbled chits, books, mobile phones, pagers, programmable calculators, or any electronic communication devices in the examination hall. Violation of this rule will lead to disciplinary action.
- b) Candidates must maintain proper conduct before, during, and after the examination to ensure a peaceful and orderly environment at the examination centre.
- c) Any Candidate found misbehaving or using – or attempting to use – unfair means will be subject to appropriate disciplinary measures.
- d) Candidates are not allowed to remove the answer book, any part of it, or any enclosures issued during the examination from the examination hall. Any such act will invite punitive action as per existing rules.
- f) After completing the paper, Candidates must cross out any unused blank pages in the answer book.

### **Instructions to Hall Invigilators/Superintendents**

1. Hall Invigilators/Superintendents should arrive the Exam Hall 15 minutes earlier.
2. Hall Invigilators/Superintendents should verify the hall ticket and the ID Card of the candidate before allowing them to enter the hall.
3. Hall Invigilators/Superintendents should instruct the candidate to occupy only their assigned seat.
4. Hall Invigilators/Superintendents should verify whether the register number is legibly written in the answer sheet by the candidate as it is in the Hall ticket and inspect that the required information is filled appropriately.
5. Candidates are not permitted to leave the hall during the examination.
6. Movement of candidates around the hall and chatting with others is strictly prohibited. Violations will be booked for disciplinary action.
7. Candidates must write their register number in the question paper after receiving it from the invigilator. Question papers must not be used for any scribblings other than register number of the candidate. Exchange of question papers will lead to disciplinary action.
8. Candidates can be allowed to the examination hall till half an hour from the commencement of Examination.
9. Get the signatures of the candidates in the attendance sheet against their name and register number carefully without error and fill the details required in the attendance sheet.
10. After completion of examination, collect the answer sheets personally and verify the number of scripts, register numbers are intact as per the attendance sheet.
11. Hand over the answer scripts to the Chief Superintendent and leave the chamber after getting permission from the Chief Superintendent upon verification of answer sheets.

**Hall Arrangements & Seating Arrangement for Examination:**

- a) Examination halls must be well-lit, properly ventilated, clean, and orderly. Adequate furniture, including desks, chairs, tables, and benches, must be provided. A calm and quiet atmosphere should be maintained in and around the examination area.
- b) The examination section must prepare a detailed seating arrangement plan for candidates well in advance.
- c) Each candidate shall be assigned a specific seat for every examination paper. As far as possible, the same seat should be maintained throughout the examination. However, seat allocation for arrear (backlog) candidates may vary for each paper due to logistical and administrative considerations.
- d) Sufficient spacing must be ensured between candidates to prevent any possibility of copying. As far as feasible, candidates seated next to each other should not be appearing for the same subject or paper. If required, a candidate from a different subject or paper may be seated between two candidates of the same subject.
- e) Seating charts indicating seat numbers must be clearly displayed in an accessible area (inside or outside the room) for every examination day. A copy of each chart must be preserved for documentation and record-keeping purposes.
- f) On the first day of the examination, examination halls should be opened 30 minutes before the scheduled start time to help candidates locate their assigned seats. On subsequent days, the halls should be opened 15 minutes before the examination begins.
- g) Special seating arrangements must be made for candidates suffering from infectious diseases to prevent risk to others. Candidates with physical limitations that prevent them from using stairs should be accommodated on the ground floor.

**Packing of answer booklets after the examination**

- a) Immediately after each examination session, the collected answer scripts must be organised according to the sections specified in the question paper. After verifying the count of answer scripts against the number of candidates present, the scripts should be packed in appropriately sized covers.
- b) Each sealed packet must contain answer books from only one subject and one examination session. Multiple such packets should be grouped together, bundled, and wrapped securely using cloth or paper. Any consolidated report of malpractice or misconduct cases should be enclosed in the outer cover along with all individual packets related to such cases.
- c) The sealed packets must be verified by the Chief Superintendent and then handed over to the CoE office from the examination section.

## **Documentation of Reports of the Examination Session**

The following records have to be consolidated, packed and sent to the CoE office after each session/ day of the examination at the examination Cell.

- Attendance records of candidates should be organised programme-wise and subject-wise. Additionally, attendance statements for supervisors and all staff assigned to examination duties must be maintained.
- A summary of candidate attendance, categorised by programme and subject, should be prepared and submitted to the examination section.
- A complete record of all reported cases of malpractice or misconduct must be maintained, including the relevant answer scripts, any incriminating materials, and associated reports or forms.

## **Collection of malpractice reports, grievances, anomalies in question papers and other complaints**

- Grievances of students regarding examination, question papers, syllabus mismatching, and shortage of time can be received from students by the faculty members with the permission of Deans/HODs for consideration and forwarded for recommendation by a duly constituted committee. The passing board comprising HODs/Sr. Professors will assess the details of grievances raised and recommend remedies to implement based on the nature and intensity, genuineness of grievances.

## **Provision for Scribes for Disabled Candidates**

- a) Candidates who require the support of a scribe must provide a medical certificate issued by their treating physician, clearly indicating their inability to write and specifying the medical condition justifying the request.
- b) A scribe will be provided only in cases where the candidate's inability to write is medically verified and attributed to a physical or health-related disability.
- c) Approval for the use of a scribe must be obtained from the Vice-Chancellor.
- d) The assigned writer/scribe must come from a different academic stream and must not be enrolled in any course that includes the same subjects as those of the examinee.
- e) The Examination Section will be responsible for arranging the Scribe.
- g) Examinees will be granted compensatory time of 20 minutes for every hour of examination.

## **X.CONDUCT OF PROJECT VIVA-VOCE EXAMINATIONS**

1. The final project viva-voce examinations shall be conducted in accordance with the regulations.
2. The dates for the End Semester Project Viva-Voce Examinations, as proposed by the concerned Head of the Department through the Deans, shall be submitted to and approved by the Controller of Examinations (COE).
3. The Project Viva-Voce Examinations shall be conducted as per the approved regulations. For the conduct of the viva-voce, external and internal examiners from other recognized Universities or Institutions shall be appointed from the panel of examiners recommended by the Head of the Department.

## **XI CONDUCTING THE PRACTICAL/ CLINICAL EXAMINATIONS**

- a) The Department, after the approval of CoE, shall announce the schedule for Practical/Clinical examinations at least one week before their commencement.
- b) A detailed timetable indicating subject-wise and batch-wise distribution for the Practical examinations shall be published accordingly.
- c) Internal and External Examiners shall be appointed in accordance with the rules and regulations of the respective statutory bodies.
- d) The Chief Superintendent of the examination shall requisition and collect the necessary number of answer booklets and other examination materials from the Office of the Controller of Examinations.
- e) All candidates must carry their Hall Tickets on each day of the Practical examinations. In exceptional cases where a Hall Ticket is lost or not available, the Internal Examiner is authorised to allow the candidate to appear for the examination after verifying their identity.
- h) After the completion of each Practical examination, the answer scripts, if any, must be securely packed in separate envelopes and submitted to the Examination Section of the Deemed to be University on each day of the exam.
- i) Marks awarded by the examiners for the Practical and Viva-Voce examinations shall be entered into the ERP system. A hard copy of the mark sheets must be submitted to the Controller of Examinations, preferably on the same day of the examination.
- j) Every student appearing for the Practical/Clinical examination is required to sign the Practical Examination Attendance Sheet.
- k) The Attendance Sheet must be countersigned by the examiners.
- l) The Attendance Sheet should be placed in a separate sealed envelope and handed over to the Examination Section.

## **XII EVALUATION PROCESSING OF THEORY ANSWER SCRIPTS**

Ensuring the anonymity of examinees is a crucial step in maintaining the integrity of the theory evaluation process. The preparation of answer booklets for evaluation involves the following steps:

- a) The Deemed to be University shall publish the schedule for Practical, Viva-Voce and Theory examinations at least two weeks in advance of the examination dates.
- b) Prior to evaluation, answer scripts are subjected to a random shuffling process, after which dummy numbers are assigned to each script to anonymise the identity of the examinee.
- c) The section of the answer booklet that reveals the candidate's identity is carefully securely removed from the cover page and stored safely at a designated location. Additionally, ensure that the prescribed stickers are affixed to all answer booklets.
- d) The anonymised answer scripts, now marked with dummy numbers, are then securely packed into bundles.
- e) On the day of commencement of central valuation, these identity-masked answer script bundles are distributed to the internal and external examiners assigned for theory evaluation.

### **Preparation for central valuation:**

Appointments will be distributed to of Chief examiners department-wise to prepare for valuation. Chief examiners are empowered to allot the answer scripts to evaluators in accordance with their competency and to monitor the valuation to maintain the integrity and confidentiality.

## **XIII. PUNISHMENT FOR THE USE OF UNFAIR MEANS**

### **Violations of the Code of Conduct**

A disciplinary committee will be duly constituted to enquire into the malpractices and misbehaviours exhibited by students during examinations through the reports received from the authorities concerned. The recommendations of the committee will be executed as corrective measures.

The following categories will ascertain the malpractice/violation of rules over the code of conduct regarding the examination:

- Possession of restricted materials inside the examination hall
- Any unauthorised manuscripts/reprographic materials irrelevant to or supporting the intended examination.
- Unauthorised movements from the allotted locations
- Disturbing others from writing examinations through making noise or any other vested gestures.
- Demonstrating disobedience over the appointed authorities of examination duties.

### **Guidelines of booking on violation of the Code of Conduct**

If any candidate is found violating rules and regulations, they are liable to disciplinary action. The procedure to invoke disciplinary action is as follows:

1. Get a confession letter from the candidate with complete details of the indulging violating activity location, time, and that must be duly signed by the invigilator, squad member.
2. Old answer script can be taken back, and new answer script must be distributed, and the candidate be allowed to continue the examination.
3. The Invigilator/squad member must fill the disciplinary-action-involving letter format on candidate indulged in violation of rules and regulations, describing circumstantial evidences witnessed supporting the violation activity. The letter must be attached with evidence materials if any found.

The Invoking, confession letters of disciplinary action, evidence materials and old script must be handed over to the Chief Superintendent either by invigilator or through the squad member for onward transmission to Controller of Examinations.

### **XIV RESULTS DECLARATION**

- The results will be published on or before 15 days after the last examination.
- The central valuation is administered by inviting qualified valuers selected from a list of faculty members available internally and from other institutions, upon scrutinizing by the respective Heads of the departments.
- A passing board meeting will be conducted 2 days before the release of the results to consider the grievances and other genuine complaints received from various stakeholders of examinations.
- After incorporating the moderations (if any) recommended by the committee, the results will be published by the direction of the Vice Chancellor.
- After making amendments in the results according to the recommendation of the passing board, the final copy of the results will be ready for publishing. Hard copies of the results will be sent to departments for students' and faculty verification. Results will be uploaded in the ERP for students' view after getting approval from the Vice Chancellor.

## **Grace Marks**

- Marginal assistance in the form of grace marks shall be given to the candidates only if, by awarding the same, they can pass the subject(s). The provision of an awarding grace mark is only for undergraduate programs. Five to ten Grace Marks shall be awarded. Total grace marks can be divided into practical and theory heads of same course if required.
- Whether in theory or practical, if by giving one or two additional grace mark over and above the grace marks in any subject, if it helps the student to clear the examination, the Controller of Examinations would have the discretionary power to do so.

## **XV REVALUATION OF ANSWER BOOKS**

After results publication, the students will be given ten days' time to apply for revaluation/retotaling with the remittance of the prescribed fee.

- The application form for re-evaluation and retotaling shall be separate, and separate forms should be submitted by the candidate.
- There is no re-evaluation for the clinical /practical examination
- The result of the revaluation shall ordinarily be made known to the student through the Head of the institution within 15 days of the last date of receipt of applications by the Office of the Controller of Examinations.
- The results of those candidates held in reserve for malpractice/unfair means practice and/or lapse in the examination will be declared as per the resolution passed by the Unfair Means Enquiry Committee.
- The result of the candidate writing the wrong course in the examination form and actually appearing for a different course shall be withheld. The result of such a candidate will be declared after the direction of the Vice Chancellor.

## **Grievance Redressal Mechanism (Examination)**

- At SPIHER, examination-related grievances are handled through a centralized Grievance Redressal Committee (GRC). Students can submit complaints online or via drop boxes on campus. Issues are first addressed by the Head of Department or Dean, and if unresolved, escalated to the Ombudsperson. The GRC, reconstituted annually with senior faculty, ensures fair and timely resolution of examination and other academic concerns.

## **XVI. STORAGE OF ANSWER SCRIPTS**

All the answer scripts of theory and practical will be stored at Institute for the purpose of review / re-totalling / re-valuation / any other issues related to the conduct of examinations for a period of three years.

## **XVII GRADE SHEETS PRINTING**

Once results are declared, the mark sheets, Provisional certificates, and consolidated mark sheets' printing process will be taken up, and printed mark sheets will be dispatched to the departments for distribution to students.

## **XVIII. ISSUE OF PROVISIONAL CERTIFICATE AND MIGRATION CERTIFICATE**

1. After the successful completion of all courses prescribed in the curriculum of the programme, provisional certificate is printed as per the Regulations and distributed to the students who have successfully completed.
2. Students who have completed their studies at this University and wish to pursue further education at another University must obtain a Migration Certificate by submitting the necessary documents and the prescribed fee paid through the ERP or at the bank.

## **XIX PROCEDURE FOR OBTAINING DUPLICATE DEGREE CERTIFICATE**

A requisition letter duly signed by the candidate addressed to the Registrar, along with a payment of the prescribed fee for the Degree Certificate, remitted through the payment gateway or by paying in a bank and a xerox copy of the Degree Certificate/Mark statement(s), along with a copy of the FIR.

## **XX PROCEDURE FOR OBTAINING TRANSCRIPT/ CONSOLIDATED MARKSHEET**

A requisition letter duly signed by the candidate, addressed to the Registrar, along with a Xerox copy of all mark statements and a payment of the prescribed fee per copy remitted through the payment gateway or by paying in a bank.

## **XXI CORRECTIONS IN CERTIFICATES**

- a) Any permissible corrections in the mark sheets will be made upon receiving requests from the students with the approved signature of the department authority and associated corroborative documents.
- b) A nominal fee will be collected for the reissue of mark sheets due to corrections.

## **XXII PROCEDURE FOR APPLYING FOR A DUPLICATE MARK SHEET**

- a) A requisition letter addressed to the Registrar, duly signed by the candidate. Proof of payment of the prescribed fee per copy, along with a photocopy of the mark statement(s) and the degree certificate, if available and a copy of the First Information Report (FIR) lodged with the police regarding the loss of the original mark sheet.

### **XXIII VERIFICATION OF CERTIFICATE**

Verification of the Certificates is done online via [www.spiher.directverify.in](http://www.spiher.directverify.in)

### **XXIV CONVOCATION**

After the publication of final-year results, a list of students who have completed the course according to the regulations will be prepared for the Degree printing process for convocation. The prepared list will be cross-verified with the department and with the convocation application submitted by the concerned students. The Institute Convocation will be hosted within six months of the completion of qualifying examinations, as per the UGC guidelines. The graduates will be informed about the Convocation to enable them to attend the function in order to receive their degrees in person. Provision is available to receive the degrees in absentia.

The students may depute representatives to receive the certificates by submission of a SWORN AFFIDAVIT with proper identity.

### **XXV PROCEDURE FOR RANKS AND MEDALS DURING CONVOCATION**

The following is the procedure for the award of ranks and medals during convocation:

- a) Normally, students who have secured First Class are only awarded with Rank and Medals.
- b) Rank and Medal will not be issued to the graduands who have obtained Second Class even if they are topper in their respective specialisation.
- c) Ranks and medals will be awarded to those graduands who have completed their courses in their First Appearance itself for the entire programme.