

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
-RULES, REGULATIONS AND
STUDENTS' CODE OF CONDUCT**
Revised in 2026

LIST OF ABBREVIATIONS

CO	Course Outcomes
PO	Program Outcomes
OBE	Outcome-Based Education
CIA	Continuous Internal Assessment
ESE	End Semester Examinations
GPA	Grade Point Average
CGPA	Cumulative Grade Point Average
GAs	Graduate Attributes
NAD	National Academic Depository
E SANAD	Electronic Sanad
ABC	Academic Bank of Credits
SWAYAM	Study Webs of Active-Learning for Young Aspiring Minds
NTA	National Testing Agency
UGC	University Grants Commission
COI	Conflict of Interest

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CHAPTER 1 PREAMBLE AND OBJECTIVES

1.1 PREAMBLE

The Examination Policy of St. Peter's Institute of Higher Education and Research is established to uphold integrity, transparency, and reliability in all assessment and evaluation processes. The policy aims to ensure a fair, outcome-driven, technology-enabled, and governance-oriented examination system that supports institutional quality enhancement and continuous academic improvement.

1.2 VISION OF THE EXAMINATION SYSTEM

To establish a transparent, reliable, outcome-based, and technology-enabled examination system that ensures academic integrity and continuous quality improvement.

1.3 MISSION

- To conduct all examinations in a fair, transparent, and efficient manner, ensuring academic integrity and credibility.
- To adopt modern technology and best practices to enhance the effectiveness of the examination and evaluation systems.
- To ensure confidentiality, reliability, and timely dissemination of examination results.
- To promote continuous improvement and quality assurance in academic assessment.
- To support SPIHER's mission of fostering innovation, ethical values, and societal well-being through a robust evaluation framework.

1.4 OBJECTIVES

The objectives of this Examination Policy are to:

- Ensure fairness, confidentiality, and impartiality in all examination processes.
- Align assessments with Outcome-Based Education (OBE) principles.
- Establish standardised and rubric-based evaluation systems.
- Promote digital governance, cybersecurity, and data integrity.
- Ensure compliance with statutory and accreditation requirements.

1.5 SCOPE AND APPLICABILITY

This Examination Policy shall apply to all Undergraduate, Postgraduate, Medicine, and Allied Health Sciences programmes offered by St. Peter's Institute of Higher Education and Research and shall govern all matters relating to examination planning, conduct, evaluation, moderation, result processing, academic honours, digital governance, and grievance redressal.

1.6 DEFINITIONS

For clarity and interpretation, the following terms shall be construed as defined below:

Course Outcome (CO): A measurable statement that defines what a student is expected to know, understand, or be able to demonstrate upon completion of a specific course.

Programme Outcome (PO): Broad statements describing the knowledge, skills, and attitudes that students are expected to acquire upon completion of a programme of study.

Programme Specific Outcome (PSO): Statements that define the discipline-specific knowledge and competencies expected from graduates of a particular programme.

Graduate Attributes (GAs): The set of knowledge, skills, attitudes, values, and competencies that a graduate is expected to acquire and demonstrate upon successful completion of a programme, enabling them to contribute effectively to their profession, society, and lifelong learning.

Outcome-Based Education (OBE): An educational framework that focuses on measurable student learning outcomes and aligns curriculum, teaching, assessment, and evaluation processes accordingly.

Continuous Internal Assessment (CIA): Ongoing assessment conducted during the course of study through assignments, tests, practicals, seminars, or other academic activities.

End Semester Examinations (ESE): The formal examination conducted at the conclusion of a semester to evaluate achievement of course outcomes.

Grade Point Average (GPA): The weighted average of grade points earned by a candidate in a particular semester.

Cumulative Grade Point Average (CGPA): The overall weighted average of grade points earned across all semesters completed in a programme.

Moderation: A structured review process applied to examination results to ensure fairness, consistency, and reliability in evaluation, within approved and capped limits.

Revaluation: A post-result process whereby a candidate's answer script is re-examined to identify possible errors in totalling, evaluation, or application of the valuation scheme, as per the prescribed norms.

CHAPTER 2 GOVERNANCE STRUCTURE

This section defines the institutional structures, roles, responsibilities, and functions for effective planning, execution, monitoring, and continuous improvement of the examination system.

2.1 CONTROLLER OF EXAMINATIONS

- a) The Controller of Examinations (CoE) shall be the principal academic authority responsible for the planning, organisation, conduct, supervision, evaluation, and declaration of all examinations of St. Peter's Institute of Higher Education and Research.
- b) The CoE shall function as the custodian of examination integrity and shall ensure that all processes are conducted in a fair, transparent, confidential, secure, and time-bound manner.
- c) The CoE shall also serve as the central authority for examination governance, digital transformation, and risk management coordination.

2.1.1 Responsibilities of the CoE shall include

- a) Preparation and notification of the examination calendar.
- b) Approval of question paper setters, examiners, and moderators as per eligibility norms.
- c) Ensuring secure handling, transmission, and storage of question papers.
- d) Supervision of evaluation, moderation, and tabulation processes.
- e) Maintenance and preservation of confidential examination records.
- f) Implementation of digital security, AI-enabled systems, and audit mechanisms within the Examination ERP.
- g) Oversight of examination risk management and mitigation actions.
- h) Coordination of KPI Dashboard and performance monitoring systems.

The CoE shall exercise such other powers as may be delegated by the Competent Authority.

2.2 EXAMINATION COMMITTEE

- a) The Examination Committee shall function as the apex advisory and oversight body for examination governance.
- b) The Committee shall include senior academic and administrative representatives.

2.2.1 Functions of the Examination Committee

- i) Framing and recommending examination policies in accordance with institutional regulations.
- ii) Periodically reviewing and updating examination policies.
- iii) Ensuring uniform implementation of examination policies across all departments.
- iv) Monitoring implementation of reforms such as AI-enabled examinations and Open Book Examination systems.

2.3 BOARD OF EXAMINATIONS

The Board of Examinations shall ensure academic rigor and subject integrity in the examination process.

2.3.1 Functions

- a) Approval of panels of question paper setters and examiners.
- b) Ensuring eligibility compliance of examiners.
- c) Review and validation of valuation schemes and rubrics.
- d) Recommendation of improvements based on statistical and AAC analysis.
- e) Strengthening Outcome-Based Education alignment in assessment design.

2.4 SCRUTINY COMMITTEE

The Scrutiny Committee shall ensure quality, validity, and academic alignment of question papers.

2.4.1 Functions

- a) Verify alignment with syllabus and Course Outcomes.
- b) Ensure clarity, accuracy, and absence of ambiguity.
- c) Check unit-wise coverage and blueprint compliance.
- d) Review difficulty level and balance of questions.
- e) Ensure adherence to format, marking scheme, and regulations.
- f) Maintain confidentiality and academic integrity.

2.5 PASSING BOARD COMMITTEE

The Passing Board Committee shall be responsible for final approval and declaration of results.

2.5.1 Functions

- a) Review and approve results after evaluation, moderation, and revaluation.
- b) Ensure compliance with academic regulations and grading norms.
- c) Approve pass percentages and grade distributions.
- d) Resolve borderline and special cases.
- e) Ensure fairness, consistency, and transparency in result declaration.

2.6 DISCIPLINARY COMMITTEE

The Disciplinary Committee shall uphold academic integrity and examination discipline.

2.6.1 Functions

- a) Investigate cases of malpractice or unfair means.
- b) Conduct fair hearings based on evidence.
- c) Recommend penalties or corrective actions.
- d) Maintain confidential disciplinary records.
- e) Ensure fairness, transparency, and due process.

CHAPTER 3 EXAMINATION PLANNING AND CONDUCT

3.1 EXAM CALENDAR

All examinations shall be conducted strictly in accordance with the Academic Calendar approved by the Competent Authority of St. Peter's Institute of Higher Education and Research.

The Exam Calendar shall clearly specify:

- a) Internal Assessment schedules
- b) End Semester Examination (ESE) dates
- c) Practical and Viva-Voce examination windows
- d) Result declaration timelines

3.2 REGISTER NUMBER ALLOCATION, READMISSION

At the commencement of the First Semester, every student admitted to the institution shall be assigned a unique registration number. This registration number serves as the student's official identity for all academic and administrative purposes. It must be quoted in all forms of communication, including examinations, internal assessments, result processing, and correspondence with the institution. The registration number remains valid and must be consistently used by the student throughout the duration of the programme.

In cases where a student is readmitted to an academic year due to shortage of attendance, failure to fulfil academic requirements, or any other valid reason, including the need to Redo the Course (RC), the student shall be treated as part of a subsequent batch. Accordingly, such students will be allotted a new registration number, which will be aligned with the current batch of regular students. The previously assigned registration number will no longer be valid for official academic processes.

Further, when a student is readmitted under a different set of academic regulations (owing to changes or revisions in curriculum or institutional policies), the student will be governed by the new regulations applicable to the current batch. However, to ensure academic continuity and fairness, the student may be granted credit exemptions for courses already completed under the old regulations. The mapping of equivalent subjects and the

extent of exemptions shall be determined and approved by the Head of the Department (HoD) concerned.

Thus, all readmitted students, whether under the same or revised regulations will be issued a new registration number, and their academic records will be maintained in accordance with the rules and structure of the current batch to which they are admitted.

3.3 ATTENDANCE

- a) A minimum of 75% physical attendance in the classroom teaching must be fulfilled.
- b) The candidate who fails to satisfy the conditions of the eligibility of attendance shall not be allowed to appear in the examination and shall be required to repeat that semester as a regular candidate in the following Semester.

3.4 COMPONENTS OF CONTINUOUS INTERNAL ASSESSMENT

The assessment framework shall include multiple methods to ensure comprehensive evaluation of knowledge, skills, attitude, and professional competencies. Continuous Internal assessment comprises the following components, with the specific components and their weightage determined by the respective departments and approved by the academic council:

Continuous Internal Assessment Tests (CIAs): Periodic written examinations conducted during the semester to assess continuous learning.

Model Examinations: A preparatory written examination conducted before the End Semester Examination.

Assignments: Written assignments, case studies, problem-solving exercises, and analytical reports.

Laboratory Work: Evaluation of practical skills, experimental performance, and record maintenance.

Project Work: In-depth investigation, research-based study, data analysis, and structured reporting on a specific topic, including presentation and viva voce.

Internship/Clinical Posting/Field Work: Assessment based on performance appraisal, logbook maintenance, supervisor evaluation, and final report submission.

Viva Voce: Oral examination to assess conceptual clarity, analytical ability, and application of knowledge.

Role Play/Simulation-Based Assessment: Evaluation through simulated scenarios to assess communication skills, professional behaviour, clinical/technical decision-making, and problem-solving ability.

Pedagogical Techniques-Based Assessments: Assessment methods such as seminars, presentations, group discussions, peer teaching, flipped classroom activities, and reflective learning exercises.

Seminar: Assessment based on topic selection, subject understanding, presentation skills, communication ability, critical analysis, and response to questions.

Attendance: Attendance may form part of the internal assessment with defined weightage, subject to minimum eligibility criteria.

3.5 WEIGHTAGE OF CONTINUOUS INTERNAL ASSESSMENT

The weightage of continuous internal assessment in the overall evaluation scheme will be as per the regulations of the Regulatory Body and as approved by the Academic Council of the Institute. The specific weightage for each component of internal assessment will be determined by the respective departments, ensuring a balanced approach to evaluation.

3.6 SCHEDULING OF CONTINUOUS INTERNAL ASSESSMENT

Exam Calendar: The schedule for continuous internal assessments will be included in the exam calendar based on the academic calendar, which is published at the beginning of academic year.

Notification: Students will be notified of the dates and syllabus for each assessment component well in advance.

Coordination: Departments will coordinate the scheduling of assessments to avoid scheduling conflicts and ensure a fair distribution of the workload for students.

3.7 CONDUCT OF CONTINUOUS INTERNAL ASSESSMENT

Fairness and Transparency: All continuous internal assessments will be conducted fairly and transparently, ensuring that all students have an equal opportunity to demonstrate their knowledge and skills.

Invigilation: Adequate invigilation will be provided during written examinations to prevent malpractice.

3.8 QUESTION PAPER SETTING

Question papers will be set by faculty members with relevant expertise, ensuring that they are aligned with the learning outcomes of the course.

3.9 SCRUTINY

Question papers will be scrutinised by a committee of faculty members to ensure quality and consistency.

3.10 EVALUATION AND FEEDBACK

Timely Evaluation: Answer scripts and assignments will be evaluated promptly, and feedback will be provided to students within a reasonable timeframe.

Constructive Feedback: Feedback will be specific, constructive, and focused on helping students improve their performance.

Transparency: Students will have the opportunity to review their evaluated answer scripts and assignments and to seek clarification from the faculty members.

3.11 GRIEVANCE REDRESSAL

Mechanism: A grievance redressal mechanism will be in place to address any concerns or complaints related to examinations.

Procedure: Students can submit their grievances to the Head of the Department, who will investigate the matter and take appropriate action.

3.12 END ASSESSMENT EXAMINATION TIMETABLE

- a) Based on the Academic Calendar, the Office of the Controller of Examinations prepares the Institute examination timetable, which is approved by the higher authorities.
- b) The detailed examination timetable is communicated to students at least one month before the commencement of examinations.
- c) The examination timetable is also published on the Institute website.

3.13 ISSUE, COLLECTION OF EXAMINATION APPLICATION FORMS AND PAYMENT OF EXAMINATION FEES

The Office of the Controller of Examinations (CoE) shall notify the commencement of the issue of examination application forms for the upcoming semester examinations.

- a) Students must register for all the courses they are appearing for in the semester through the ERP.
- b) 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 the arrears courses to which the student will be appearing.
- c) 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. 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.
- d) Only students whose application forms are complete and whose fees have been duly paid will be permitted to appear in the examinations.
- e) For each course, whether it is a purely theory, practical, project, theory-cum-laboratory or theory-cum-project, a prescribed fee shall be applicable for appearing in the examinations.
- f) Examination application forms shall be made available online only for eligible students.
- g) The examination fee dues shall be generated online at least six weeks before the commencement of the examinations. Once the fee is raised, students may remit their examination fees through the Student Portal or a bank.
- h) 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.
- i) Students shall be given sufficient time to remit the examination fees in accordance with the prescribed schedule.

- j) Extension of Last Date(s): The higher authorities may, at their discretion, grant an extension of the last date for submission or payment, in exceptional cases deemed appropriate.

3.14 PRINTING AND ISSUING OF HALL TICKETS

- a) 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.
- b) Necessary instructions regarding the code of conduct for students during examinations shall be printed and pasted in the Examination Hall.

3.15 COLLECTION OF CONTINUOUS INTERNAL ASSESSMENT MARKS FOR THEORY/ PRACTICAL/PROJECT AND EXTERNAL ASSESSMENT MARKS FOR PRACTICAL/PROJECT EXAMINATIONS

- a) Continuous Internal Assessment Marks for theory, practical, project, theory cum practical, and theory-cum-project courses shall be collected from the respective faculty through the ERP.
- b) 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.
- c) Continuous Internal Assessment Examinations for theory, practical, project, theory cum practical, and theory-cum-project courses shall be conducted at the institutional level in accordance with the respective programme regulations, and the marks shall be entered in ERP.

3.16 QUESTION PAPERS FOR THE END SEMESTER EXAMINATIONS AND APPOINTMENT OF EXAMINERS (EXTERNAL/INTERNAL) FOR EXAMINATIONS

- a) The Institute shall maintain a comprehensive, secure, and regularly updated Question Bank for all courses to support the preparation of quality question papers. The Question Bank shall be developed by the respective course faculty in alignment with the approved syllabus, Course Outcomes (COs), Programme Outcomes (POs), Bloom's

Taxonomy levels, and the prescribed assessment blueprint. It shall contain an adequate number of validated questions of varying difficulty levels and question types to ensure balanced and outcome-based assessment. The Question Bank shall be periodically reviewed, updated by subject experts to maintain its relevance, accuracy, confidentiality, and academic integrity. A minimum of 20% of the questions in the Question Bank of each department shall be revised or updated annually to ensure continuous improvement and curriculum alignment.

- b) 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.
- c) Inclusion of a faculty member in the panel of examiners may be based on recommendations from the Board of Studies of the respective department, referrals from reputed institutions across the country, or through self-enrolment.
- d) Before 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.
- e) 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.
- f) For each course, two sets of soft copy question papers shall be obtained confidentially from the examiners.
- g) 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.
- g) The Scrutiny Committee shall examine the question papers for accuracy, language, standard, syllabus coverage, and difficulty level,

and suggest modifications, if required, recording its findings in the prescribed format (Pre-Audit of Question Papers).

h) 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.

- h) After every examination, feedback on the question paper shall be submitted by the respective faculty member handling the course.
- i) Question Paper Distribution to the exam cell involves Secure printing and a sealed envelope system, and a distribution log is maintained.

3.17 QUESTION PAPER SETTING GUIDELINES

General Principles

- a) Question papers shall strictly adhere to the approved syllabus and scheme of examination.
- b) The paper shall reflect the Course Outcomes (Cos) and align with Programme Outcomes (Pos).
- c) Coverage of all units/modules shall be ensured in an appropriate proportion.
- d) Questions shall assess knowledge, understanding, application, analysis, and higher-order thinking skills.
- e) The question paper shall maintain academic rigor, clarity, and fairness.

3.17.1 Bloom's Taxonomy and CO Mapping

- a) Every question paper shall mandatorily include Course Outcome (CO) mapping.
- b) Questions shall be distributed as per the approved Bloom's Taxonomy levels to ensure higher-order cognitive assessment.
- c) A CO-wise weightage distribution table shall form part of the final approved question paper blueprint.
- d) The question paper scrutiny committee shall verify compliance with CO coverage and cognitive level distribution before approval.
- e) All question papers shall be designed in alignment with Bloom's Taxonomy to ensure a balanced assessment of cognitive skills. The distribution of questions must be calibrated across different

levels, typically including lower-order skills (Remembering, Understanding) and higher-order skills (Applying, Analyzing, Evaluating, Creating). A prescribed weightage shall be followed (e.g., 30–40% for lower-order, 40–50% for application and analysis, and 20–30% for higher-order thinking). This approach ensures that assessments move beyond rote memorization and effectively evaluate critical thinking, problem-solving ability, and conceptual understanding.

3.17.2 Course Outcome (CO) Mapping Table and Types of Assessments

- a) A Course Outcome (CO) Mapping Table shall be prepared for every course, wherein all assessment components and individual questions are explicitly mapped to the defined COs. This mapping ensures alignment between teaching, learning, and evaluation, and enables the systematic measurement of student performance for the generation of CO attainment data.
- b) The mapping shall include all types of assessments adopted by the institution, such as Continuous Internal Assessment Tests (CIAs), model examinations, assignments, laboratory work, project work, internship/clinical posting/field work, viva voce, role play/simulation-based assessments, seminars, and pedagogical activities including presentations, group discussions, peer teaching, and reflective exercises and End Semester Examinations. Attendance may also be considered as part of internal assessment with prescribed weightage, subject to eligibility criteria.
- c) Each assessment component shall be assigned appropriate weightage and clearly linked to specific COs to ensure comprehensive evaluation of knowledge, practical skills, professional competencies, and higher-order cognitive abilities. This structured approach supports transparency, outcome-based education (OBE), and continuous quality enhancement.

3.17.3 Structure and Format

- a) The question paper shall follow the approved pattern (Part A / Part B / Part C or equivalent).
- b) Clear instructions regarding the number of questions to be answered shall be specified.
- c) Marks for each question shall be clearly indicated.
- d) Internal choices, if provided, shall be equivalent in scope, difficulty level, and outcome mapping.
- e) Diagrams, case scenarios, numerical data, or clinical situations (where applicable) shall be clearly presented.

3.17.4 Confidentiality and Security

- a) Question paper setters shall maintain strict confidentiality.
- b) Question papers shall be submitted in encrypted/digital format as prescribed.
- c) No duplication or leakage of content shall be permitted.
- d) Setters shall declare that the question paper is original and free from plagiarism.

3.17.5 Scrutiny Process

- a) All question papers shall undergo scrutiny by a subject expert.
- b) The moderator shall verify:
 - Syllabus coverage
 - (i) CO mapping
 - (ii) Difficulty balance
 - (iii) Typographical accuracy
 - (iv) Compliance with examination pattern
- c) Necessary corrections shall be incorporated before final approval.

3.18 QUESTION PAPER MANAGEMENT

- a) Question papers shall be prepared only by approved paper setters in accordance with the approved syllabus, assessment blueprint, and examination regulations.
- b) Every question paper shall be aligned with the Course Outcomes (COs), Bloom's Taxonomy levels, and the prescribed marks distribution.

- c) All question papers shall undergo moderation and approval before finalization.
- d) The Controller of Examinations shall ensure the secure receipt, storage, printing, packaging, transmission, and distribution of question papers.
- e) Access to question papers shall be restricted to authorized personnel, and strict confidentiality shall be maintained throughout the examination process.
- f) Appropriate physical and digital security measures shall be implemented to prevent unauthorized access, leakage, or tampering.
- g) Alternative (reserve) question papers shall be prepared for use in emergency situations, wherever required.
- h) Any breach of confidentiality or question paper leakage shall be treated as serious examination malpractice and shall be dealt with as per the University's rules and regulations.
- i) All records related to question paper preparation, moderation, distribution, and archival shall be maintained securely in accordance with the University's record retention policy.

3.19 EXAMINATION RISK MANAGEMENT FRAMEWORK

The institution shall maintain a structured **Examination Risk Register** for proactive risk identification and mitigation.

Ownership:

Primary Owner: Controller of Examinations

Governance Body: Examination Committee

Risk Categories

- Academic risks
- Operational risks
- Technological risks
- Cybersecurity risks
- Integrity and malpractice risks
- Legal and reputational risks

Process

- a) Identification of risks
- b) Risk scoring
- c) Mitigation assignment
- d) Monitoring and review (semester-wise)
- e) Escalation of high-risk cases to the Academic Council

3.20 CONDUCT OF THEORY EXAMINATIONS

Appointment orders for the Chief Superintendent, Additional Chief Superintendent, Chief Examiners, and Squad Members should be issued and duly communicated to the concerned personnel.

- a) 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.
- b) Attendance sheets for candidates seated in each examination hall must be prepared in alignment with their programme of study and semester/year.
- c) It must be ensured that a sufficient number of question papers for each course have been kept in sealed envelopes. These envelopes should be systematically arranged by date, hall, and subject, and securely stored in a sealed almirah, safe, or locker.
- d) 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.
- e) Issuing of duplicate hall tickets upon recommendation of HODs after thorough examination.

3.20.1 Role of Chief Superintendent

- a) Selection of invigilators, assigning invigilation duties.
- b) Disseminating instructions to invigilators as per the university guidance.
- c) 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.

- d) A specific number of answer booklets should be arranged hall-wise, and each booklet must bear the seal of the Chief Superintendent.
- e) Collection of question papers and distribution of them on the date of examination.
- f) Fixing Scribes.
- g) Maintaining discipline in the venue, taking action on violators, and maintaining examination time.
- h) Drafting and forwarding reports on anomalies in examination, grievances, etc., to COE for remedial measures.
- i) 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.

3.20.2 General Guidelines for the Candidates

- a) Candidates should arrive at the Exam Hall 15 minutes earlier.
- b) Candidates should occupy only their assigned seat and should not indulge in any movements from their place to avoid disturbing others.
- c) Candidates should produce the hall ticket to the hall invigilator for verification while entering the hall. The candidates must sign the hall tickets.
- d) 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 and given to the hall invigilator before the commencement of examinations.
- e) Candidates should utilize the pages of answer papers optimally, without wasting space. No additional papers will be given.
- f) Candidates should read the instructions in the answer sheet carefully and adhere to it strictly.
- g) Candidates are not permitted to leave the hall between the examinations.
- h) Moving around the hall and chatting with others is strictly prohibited. Violations will be booked for disciplinary action.

- i) 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 the register number. Exchange of question papers will lead to disciplinary action.
- j) Candidates must hand over the answer script to the Hall invigilator personally after completion of the Examination and leave the hall quietly.

3.20.3 Instructions to Candidates 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 a replacement immediately.
- b) Extra or loose answer sheets will not be provided under any circumstances.
- c) Candidates 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.
- h) Do not tear out any pages from the answer book.

3.20.4 Special Instructions

- a) Candidates are strictly prohibited from possessing blank papers, notes, scribbled chits, books, mobile phones, 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.

- 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.
- e) After completing the paper, Candidates must cross out any unused blank pages in the answer book.

3.20.5 Instructions to Hall Invigilators

- a) Hall Invigilators should arrive at the Exam Hall 15 minutes earlier.
- b) Hall Invigilators should verify the hall ticket and the ID Card of the candidate before allowing them to enter the hall.
- c) Hall Invigilators should instruct the candidate to occupy only their assigned seat.
- d) Hall Invigilators 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.
- e) Candidates are not permitted to leave the hall during the examination.
- f) Movement of candidates around the hall and chatting with others is strictly prohibited. Violations will be booked for disciplinary action.
- g) Candidates can be allowed into the examination hall till half an hour before the commencement of the examination.
- h) Get the signatures of the candidates in the attendance sheet against their name and register number carefully without error, and fill in the details required in the attendance sheet.
- i) After completion of examination, collect the answer sheets personally and verify the number of scripts, register numbers are intact as per the attendance sheet.
- j) Hand over the answer scripts to the Chief Superintendent and leave the exam hall upon verification of the answer sheets.

3.20.6 Hall and Seating Arrangements for Examinations

- a) Examination halls must be properly ventilated, clean, and orderly. Adequate furniture, lights and fans 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.
- 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 course.
- e) Hall allotments and seating charts indicating seat numbers must be clearly displayed in an accessible area 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.

3.21 CONDUCT OF PROJECT VIVA-VOCE EXAMINATIONS

- a) The final project viva-voce examinations shall be conducted in accordance with the regulations.
- b) The dates for the End Semester Project Viva-Voce Examinations, as proposed by the concerned Head of the Department through the Dean, shall be submitted to and approved by the Controller of Examinations (COE).
- c) 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.

3.22 CONDUCT OF 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.
- a) A detailed timetable indicating subject-wise and batch-wise distribution for the Practical examinations shall be published accordingly.
- b) Internal and External Examiners shall be appointed in accordance with the rules and regulations of the respective statutory bodies.
- c) The Examiner shall requisition and collect the necessary number of answer booklets and other examination materials from the Office of the Controller of Examinations.
- d) All candidates must carry their Hall Tickets on each day of the Practical examinations.
- e) After the completion of each Practical examination, the answer scripts must be securely packed in separate envelopes and submitted to the CoE office on each day of the exam.
- f) 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.
- g) The Attendance Sheet should be placed in a separate sealed envelope and handed over to the CoE office.

3.23 STUDENTS' CODE OF CONDUCT

Purpose

The Students' Code of Conduct aims to:

- a) Maintain discipline and decorum in examinations
- b) Ensure academic integrity
- c) Prevent malpractice and misconduct
- d) Promote fairness, transparency, and ethical behaviour

This Code applies to all students of SPIHER appearing for theory, practical, project, viva-voce, and Ph.D examinations.

3.23.1 General Conduct

- a) Students shall maintain dignity, discipline, and decorum within the campus and examination premises.
- b) Students shall respect faculty, invigilators, exam officials, and staff and follow all instructions issued by the Controller of Examinations (CoE).

3.23.2 Violations of the Code of Conduct

A disciplinary committee will be duly constituted to enquire into malpractices and misbehaviour exhibited by students during examinations, based on reports received from the Chief Superintendent. 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:

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

3.23.3 Classification-Based System for Academic Misconduct Control

Category	Violation Examples	Penalty Level
Minor	Possession of unauthorized, non-relevant materials.	Warning or cancellation of the specific paper.
Major	Copying, possession of relevant materials, or assisting others.	Cancellation of all exams in the current session.
Severe	Impersonation, tampering with scripts, or repeat offenses.	Suspension or permanent expulsion.

The procedure followed for the malpractice is as follows:

- a) A confession statement shall be obtained from the candidate containing complete details of the violation, including the nature of the act, location, and time of occurrence. The statement shall be duly signed by the Invigilator and the Chief Superintendent.

b) A disciplinary action report shall be prepared by the Invigilator against the candidate who has violated the rules and regulations, clearly describing the circumstances and evidence supporting the malpractice. The report shall be accompanied by supporting material evidence, if any.

c) The invigilation report, confession statement, supporting evidence materials, and the answer script shall be submitted to the Controller of Examinations. Such answer scripts shall be kept in a separate cover clearly superscribed as “Malpractice Case.”

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

All malpractice reports, grievances, anomalies in question papers, and other complaints arising during the examination shall be collected immediately, properly documented for the necessary action, ensuring transparency, accountability, and timely resolution.

3.24 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 higher authority.

d) The assigned 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) Examinees will be granted compensatory time of 20 minutes for every hour of examination.

3.25 RUBRIC-BASED EVALUATION POLICY

The institution shall implement structured evaluation frameworks with clearly defined criteria and performance levels for all assessment components. These frameworks shall be designed for activities such as assignments, projects, seminars, internships, and laboratory work, enabling uniform interpretation of student performance.

Faculty members shall strictly follow these frameworks during evaluation, and the criteria shall be communicated to students in advance to ensure clarity and transparency. This approach enhances reliability, promotes

uniform grading practices across departments, and strengthens the overall quality and credibility of the assessment process.

Responsibility for Framing Evaluation Rubrics

Evaluation rubrics shall be developed by the course faculty reviewed and approved by the Head of the Department (HoD) to ensure uniformity and consistency across courses.

3.26 QUESTION PAPER BLUEPRINT MANDATE – IMPLEMENTATION AND FACULTY ADOPTION

As a key component of examination reforms, every faculty member shall prepare and submit a detailed question paper blueprint along with the question paper. To ensure effective understanding and uniform adoption of this requirement, the institution shall implement structured orientation and support mechanisms.

All faculty shall be provided with **standardized blueprint templates** and clear guidelines detailing the structure, mark distribution, mapping with Course Outcomes (COs), and cognitive levels. Training programmes, workshops, and departmental meetings shall be conducted periodically to familiarize faculty with the preparation and use of blueprints, supported by sample question papers.

The blueprint shall guide faculty in designing assessments that evaluate students' ability to apply concepts, analyze information, and solve problems through logical reasoning, thereby promoting higher-order thinking and minimizing reliance on memorization.

To ensure compliance and quality, all submitted blueprints and question papers shall undergo review by the Head of the Department. Continuous feedback shall be provided to faculty for improvement and standardization.

The mandatory adoption of the blueprint ensures a structured, transparent, and outcome-based approach to assessment design, thereby maintaining consistency and upholding measurable and justifiable academic standards.

3.27 OFF-CAMPUS

The institution may conduct examinations for approved off-campus programs subject to the following regulations:

3.27.1 Eligibility of Candidates

- a) Only duly registered students of the institution's off-campus programs shall be permitted to appear for examinations.
- b) Students must fulfil attendance and fee requirements before examination registration.

3.27.2 Viva Voce / Practical Examinations

Viva Voce or practical examinations may be conducted in person at a designated centre.

3.27.3 Examination Conduct

- a) Off-campus examinations shall follow the same syllabus, format, duration, and evaluation standards as on-campus examinations.
- b) Strict adherence to examination rules and academic integrity policies is mandatory.

3.27.4 Assessment and Evaluation

- a) Answer scripts shall be dispatched from the off-campus to the main campus and evaluated centrally in accordance with institutional standards.
- b) Moderation policies shall apply equally to off-campus examinations.

CHAPTER 4 ASSESSMENT, EVALUATION, RESULTS PROCESSING AND ACADEMIC PERFORMANCE ANALYSIS

4.1 EXAMINER QUALIFICATION AND ACCOUNTABILITY FRAMEWORK

Eligibility Criteria for Appointment of External Examiners

All external examiners appointed for valuation and related academic assessment duties must satisfy the following minimum eligibility requirements:

- a) **Teaching Experience:** A minimum of five years of teaching experience in the relevant discipline is mandatory to ensure adequate academic exposure and subject expertise.
- b) **Academic Qualifications:** A Postgraduate (PG) qualification in the concerned discipline is compulsory. For postgraduate-level valuation and higher-order assessments, a Doctoral (PhD) qualification shall be mandatory to ensure advanced subject proficiency and analytical rigor.
- c) **Conflict of Interest Declaration:** Prior to each examination session, all external examiners shall be required to submit a mandatory Conflict-of-Interest (COI) Declaration. This ensures transparency, impartiality, and the elimination of any potential bias in the evaluation process.

This structured qualification framework ensures the selection of competent and ethically accountable examiners, thereby strengthening the credibility, consistency, and academic integrity of the institution's assessment system.

Conflict-of-Interest Declaration

- a) Every examiner shall submit a signed Conflict-of-Interest (COI) Declaration before each examination session.
- b) Examiners shall disclose:
 - i) Close academic or professional relationships with candidates.
 - (ii) Institutional affiliations that may create bias.
- c) The Controller of Examinations shall maintain COI records for audit purposes.

Examiner Accountability and Performance Monitoring

- a) A structured Examiner Performance Scorecard shall be maintained.
- b) Performance indicators shall include:
 - i) Grading deviation analysis
 - ii) Timeliness of script submission
 - iii) Compliance with the rubric and scheme of valuation
 - iv) Response to scrutiny feedback
- c) Repeated deviations beyond approved tolerance limits may lead to de-empanelment.

4.2 EVALUATION OF PRACTICAL EXAMINATIONS

- a) Practical examinations shall be conducted in the respective laboratories under the supervision of internal and external examiners.
- b) Evaluation shall be based on predefined rubrics assessing experimental procedure, observation, interpretation of results, record maintenance, and viva voce performance.
- c) The assessment shall ensure that students demonstrate the required practical competencies aligned with the course outcomes.

4.3 INTERNSHIP EVALUATION

The internship shall be evaluated to assess the student's practical exposure, professional competence, and application of theoretical knowledge. Students must complete the prescribed duration and submit all required documents to be eligible for evaluation. The assessment shall comprise the supervisor's evaluation, based on the internship report and viva-voce, with weightage as prescribed by the institution. Students who fail to meet the minimum required standards shall be required to repeat the internship or reappear for evaluation in accordance with academic regulations.

4.4 EVALUATION OF THEORY ANSWER SCRIPTS

Ensuring the anonymity of examinees is a crucial step in maintaining the integrity of the theory evaluation process. The preparation and evaluation of answer scripts shall be carried out as follows:

- a) The Office of the Controller of Examinations shall publish the schedule for Theory Examinations at least one month in advance of the

examination dates.

b) Before evaluation, answer scripts shall undergo a random shuffling process, after which dummy numbers shall be assigned to each script to anonymise the identity of the examinee.

c) The portion of the answer script revealing the candidate's identity shall be securely removed from the cover page and stored safely at a designated location.

d) The anonymised answer scripts, marked with dummy numbers, shall be securely packed into bundles.

e) On the day of commencement of Central Valuation, these identity-masked bundles shall be issued to the Chief Examiners, who will distribute them to the internal and external examiners assigned for evaluation.

f) PG papers shall undergo double valuation, and the maximum number of answer scripts evaluated by an examiner shall be limited to 50 per day to ensure quality and accuracy in the assessment process.

g) Role of Examiners and Chief Examiners:

- i. Examiners shall evaluate scripts strictly as per the scheme of valuation, award marks objectively, and maintain confidentiality.
- ii. Chief Examiners shall supervise the process, provide guidelines, ensure uniformity, and verify the evaluated scripts and award lists.

h) Scrutiny and Verification Mechanisms:

- i. Initial briefing by Chief Examiners on the scheme of valuation
- ii. Random cross-checking of evaluated answer scripts
- iii. Scrutiny and verification of marks for accuracy before submission

i) After completion of valuation, marks shall be entered against the dummy numbers, and the award list shall be printed and duly signed by both the Examiner and the Chief Examiner.

This procedure ensures confidentiality, fairness, consistency, and reliability in the evaluation of theory answer scripts.

4.5. RESULT PROCESSING AND VERIFICATION

The Institute adopts a structured and transparent system for result processing and academic performance analysis to ensure regulatory compliance, support Outcome-Based Education (OBE), and enable data-driven academic improvement.

All examination results shall be processed through a structured tabulation and verification mechanism under the supervision of the Controller of Examinations' office to ensure accuracy, confidentiality, and compliance with the approved academic regulations.

4.6 COMPILATION AND ANNOUNCEMENT OF RESULTS

A candidate shall be declared to have passed as per the approved regulations.

Passing Criteria

- a) As per the regulations, the evaluation is divided into 40% for continuous internal assessment and 60% for the end-semester examinations.
- b) To get a pass in a course, a student should get 40% marks in the end assessment examination and a total of 40% in CIA and ESE together for UG programmes of Arts and Science and Management.
- c) To get a pass in a course, a student should get 50% marks in the end assessment examination and a total of 50% in CIA and ESE together for UG programmes of Engineering and Technology (R 2020).
- d) To get a pass in a course, a student should get 40% marks in the end assessment examination and a total of 50% in CIA and ESE together for UG programmes of Engineering and Technology (R 2023 & 2025).
- e) For PG programmes of Arts and Science and Engineering and Technology, to get a pass, a student must earn 50 % marks in the end assessment examination and a total of 50% marks in CIA and ESE.
- f) Grading systems shall be implemented as per approved regulations (R2020, R2023, R2024 & R2025) and notified officially.

Grade Calculation

GRADING SYSTEM-10 Point Scale (R2020,2021)

Range of Marks	Grade Point	Letter Grade	Classification
90 to 100	9.0 to 10.0	O	First Class
80 to 89	8.0 to 8.9	A	First Class
70 to 79	7.0 to 7.9	B	First Class
60 to 69	6.0 to 6.9	C	First Class
50 to 59	5.0 to 5.9	D	Second Class
40 to 49	4.0 to 4.9	E	Third Class (RA for Engg)
0 to 39	-	F	Reappearance

GRADING SYSTEM-10 Point Scale (R 2023,2024 & 2025)

Range of Marks	Grade Point	Letter Grade	Classification
90 to 100	10	O	First Class
80 to 89	9	A+	First Class
70 to 79	8	A	First Class
60 to 69	7	B+	First Class
50 to 59	6	B	Second Class
40 to 49	5	C	Third Class (RA for Engg)
0 to 39	0	F	Reappearance
ABSENT	0	AAA	-
WITHDRAWAL	0	W	-

4.7 RESULTS DECLARATION

- The results are planned to 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 scrutiny by the respective Heads of the departments.
- A Result 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.

e) 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.

4.8 EXAMINATION RESULT CORRECTION PROCEDURE

To ensure transparency, accuracy, and fairness in the examination system, a clear and structured procedure shall be followed for the rectification of results after their publication.

4.8.1 Submission of Application

Students seeking rectification of their results must submit a request letter to the Controller of Examinations (CoE) through the concerned Head of the Department within 5–7 working days from the date of result publication. The letter should clearly mention the subject, nature of discrepancy, and supporting details.

4.8.2. Types of Rectification Requests

Rectification may be permitted under the following categories:

- a) Totalling errors in marks
- b) Omission of marks (internal/external)
- c) Data entry errors in marks
- d) Incorrect subject code or course title
- e) Absentee marked instead of present (or vice versa)
- f) Any other genuine administrative or technical error

4.8.3. Scrutiny and Verification

Upon receipt of the request letter, the CoE office shall verify the request with relevant records such as answer scripts, attendance records, and internal assessment marks. The concerned faculty or evaluator, or department may be consulted if required.

4.8.4. Approval Process

After verification, the rectification request shall be placed before the CoE for approval. Only genuine and justified cases will be approved for correction.

4.8.5. Implementation of Correction

Once approved, necessary corrections shall be made in the official records, ERP system, and result database. The updated result shall be processed without undue delay.

4.8.6. Issue of Revised Documents

A revised mark statement shall be issued to the student with proper authorization. The previous record, if any, shall be marked as cancelled or superseded.

4.8.7. Timeline for Completion

All rectification processes shall be completed within a defined time frame of 10–15 working days from the date of request letter.

4.9 MODERATION MARKS

A strict moderation cap shall be enforced for all evaluations. The total marks awarded through moderation, including grace marks, shall not exceed 5% of the maximum marks prescribed for the question paper. This provision is intended to ensure fairness, maintain academic standards, and prevent excessive score inflation.

Moderation shall be permitted only for marginal fail cases. Students who fall within 5 marks below the prescribed passing threshold shall be considered eligible for moderation, subject to applicable limits and institutional guidelines. This measure is intended to support borderline cases while preserving academic rigor and fairness.

4.9.1 Governance Framework for Moderation and Passing Board Oversight

All examination moderation activities shall operate under a structured governance mechanism to ensure fairness, transparency, and academic integrity. A duly constituted Passing Board shall be the apex authority responsible for reviewing, validating, and approving all moderated results prior to publication.

The Passing Board shall comprise senior academic authorities and relevant stakeholders as per institutional norms, and shall be entrusted with the responsibility of ensuring that moderation practices are consistent, unbiased,

and aligned with approved academic regulations and assessment standards.

All proceedings of the Passing Board, including discussions, decisions, and approvals related to moderation, shall be systematically documented in formal minutes. These minutes shall serve as an official record and shall be preserved for audit and academic verification purposes.

4.9.2 Evaluation Quality Control Metrics

- a) The institution shall implement a structured Evaluation Quality Control Mechanism to ensure fairness, accuracy, consistency, and inter-evaluator reliability in the assessment process.
- b) A mandatory 5% Random Second Evaluation Audit shall be conducted for all evaluated answer scripts.
- c) Five percent (5%) of evaluated answer scripts from each course/examination shall be selected randomly for independent re-evaluation.
- d) The second evaluation shall be carried out by an independent evaluator or an audit panel.
- e) The audit shall assess consistency, detect deviations or bias in marking, and verify adherence to the approved evaluation criteria.
- f) A 15% Variance Threshold Mechanism shall be enforced to maintain grading uniformity.
- g) Any answer script showing a variance exceeding 15% between two independent evaluations shall be automatically flagged for review.
- h) All flagged answer scripts shall be referred to a senior subject expert for a third-party review.
- i) The decision of the senior subject expert shall be final and shall be used for reconciliation and award of marks.
- j) Records of random audits, variance cases, and review outcomes shall be maintained for quality assurance and audit purposes.
- k) The findings of the quality control mechanism shall be periodically analyzed to improve evaluator performance, consistency, and training.
- l) The Evaluation Quality Control Mechanism shall ensure transparency, minimize subjectivity, enhance evaluation reliability, and uphold the integrity and credibility of the institution's examination system.

4.10 STORAGE OF ANSWER SCRIPTS

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

4.11 STRATEGIC ENHANCEMENTS TO EXAMINATION AND ASSESSMENT SYSTEM

To advance towards a data-driven and quality-centric academic model, the institution shall implement a set of strategic enhancements aimed at improving evaluation accuracy, assessment design, transparency, and stakeholder awareness. These initiatives collectively support Outcome-Based Education (OBE) principles and strengthen institutional academic governance.

4.11.1 Digital On-Screen Evaluation (OSE)

The institution shall adopt Digital On-Screen Evaluation systems integrated with AI-assisted anomaly detection tools. These tools will help identify grading inconsistencies, deviations from standard marking patterns, and potential evaluation irregularities, thereby enhancing accuracy, fairness, and reliability in the assessment process.

4.11.2 Result Analytics Dashboards

Advanced analytics dashboards shall be deployed to evaluate and monitor assessment quality parameters such as **Difficulty Index** and **Discrimination Index** for every question paper. These insights shall be systematically used to refine question paper design, improve academic rigor, and ensure alignment with learning outcomes in subsequent examinations.

4.11.3 Examiner Performance Tracking System

A structured examiner performance scorecard shall be implemented to evaluate faculty involved in assessment activities. Key parameters shall include grading consistency, deviation from standard benchmarks, adherence to evaluation timelines, and overall reliability in marking. This system ensures accountability and continuous improvement among evaluators.

4.11.4 Student Assessment Literacy Program

A formal institutional initiative shall be introduced to enhance student understanding of the assessment ecosystem. This program will educate learners on grading methodologies, moderation practices, and the philosophy of Outcome-

Based Education (OBE), thereby promoting transparency, reducing ambiguity, and fostering academic engagement.

These strategic enhancements collectively strengthen the institution's commitment to excellence in assessment practices, ensuring a transparent, data-informed, and outcome-driven academic environment.

4.12 GAP ANALYSIS AND CORRECTIVE ACTION

Academic departments shall conduct gap analysis between target attainment levels and actual attainment levels. Based on the findings, appropriate corrective measures shall be implemented to strengthen the teaching-learning process and assessment strategies.

CHAPTER 5 EXAMINATION GRIEVANCE

An examination grievance refers to any concern raised by a student regarding:

- a) Evaluation of answer scripts
- b) Totalling errors
- c) Non-award of internal marks
- d) Withheld results
- e) Eligibility for supplementary examinations
- f) Result-related issues

5.1. GRIEVANCE SUBMISSION PROCEDURE

- a) Grievance letter must be submitted through the department approved by the HoD within 5-10 working days from the date of the declaration of results.
- b) The prescribed fee must be paid.
- c) Applications received after the deadline shall not be entertained unless approved by the Controller of Examinations (CoE).

5.2. EXAMINATION GRIEVANCE REDRESSAL COMMITTEE

The Institution shall constitute an Examination Grievance Redressal Committee (EGRC) to address examination-related grievances in a fair and transparent manner.

Scope:

The Committee shall handle grievances related to evaluation errors, revaluation/re-scrutiny issues, result discrepancies, examination conduct, and other related academic concerns.

Roles & Responsibilities:

- Register and review examination grievances
- Verify complaints with relevant records
- Recommend corrective actions such as revaluation or mark correction
- Ensure time-bound and fair resolution of grievances
- Maintain records and submit reports to the Examination Cell and IQAC

The EGRC ensures transparency, accountability, and student confidence in the examination system.

The Committee shall review and dispose of grievances within 15 working days.

5.3 PHOTOCOPY OF ANSWER SCRIPTS

Students may apply for a photocopy of the evaluated answer scripts within 5–10 working days after the result publication.

Procedure

- a) The prescribed fee must be paid.
- b) Photocopies shall be provided within 7–10 working days.
- c) Photocopies are issued only for academic review purposes.
- d) Tampering or misuse will invite disciplinary action.

5.4 RETOTALLING

Scope of Retotalling

Retotalling includes:

- a) Verification of total marks
- b) Verification of marks awarded for each question
- c) Checking for unmarked answers

Retotalling does not involve reassessment of answers.

Timeline

Applications must be submitted within 5–10 working days from the result declaration.

Outcome

- a) If a discrepancy is found, the marks will be corrected.
- b) Revised results shall be published.
- c) No further appeal shall be entertained after retotalling unless approved by the CoE.

5.5 REVALUATION

UG Students may apply for revaluation within 10 working days after the declaration of results.

Revaluation Process

The script will be evaluated by an independent examiner.

- a) The identity of the original examiner shall remain confidential.
- b) If there is a significant variation (15% or as prescribed), a third evaluation may be conducted.

Final Marks After Revaluation

- a) The higher of the two marks shall be awarded.
- b) Revaluation results shall be final and binding.

5.6 REVIEW PROCESS (Post-Examination Procedural Review)

To strengthen transparency and address procedural concerns beyond retotalling and revaluation, a structured Review Process shall be implemented. This process focuses on administrative and procedural verification, not re-assessment of answers.

- a) Covers issues such as:
 - Incorrect data entry in mark sheets
 - Result processing errors
 - Missing or mismatched internal marks
 - Withheld or incomplete results
- b) Requests must be submitted within 5–10 working days of result publication.
- c) The CoE office shall verify records including award sheets, attendance, and internal marks.
- d) Approved corrections shall be updated in the ERP and official records.
- e) Revised results shall be issued where applicable.
- f) The decision of the CoE shall be final in such cases.

5.7 SUPPLEMENTARY EXAMINATIONS

5.7.1 Eligibility

Final year students are eligible for supplementary examinations if they have failed in one or two courses.

5.7.2 Conduct of Supplementary Examinations

- a) Supplementary exams shall be conducted as per the academic calendar or the notified schedule.
- b) The syllabus and pattern shall remain the same as the regular examination unless otherwise notified.
- c) Evaluation standards shall be equivalent to regular examinations.

5.7.3 Result Declaration

- a) Supplementary results shall be declared within 15 days from the last date of examination.
- b) Updated mark sheets will be issued reflecting the revised status.
- c) Internal marks shall be carried forward as per regulations.
- d) Post-examination analysis shall include CO–PO attainment analysis.
- e) Departments shall review outcome attainment reports and initiate corrective action plans where benchmarks are not met.

5.8 FEES

The institution shall prescribe fees for

- a) Photocopy of answer scripts
- b) Retotalling
- c) Revaluation
- d) Supplementary Examinations

CHAPTER 6 EXAMINATION QUALITY AND OUTCOME ALIGNMENT

6.1 ACADEMIC RIGOUR

The institution shall ensure that all examinations maintain high academic standards through:

- a) Strict adherence to the approved syllabus and academic regulations.
- b) Blueprint-based question paper setting to ensure balanced coverage of all units.
- c) Bloom's Taxonomy Distribution Guideline: Every question paper must adhere to a calibrated distribution of cognitive levels, ensuring a balance between foundational knowledge and higher-order thinking.
- d) Alignment with Bloom's Taxonomy levels.
- e) Standardised scheme of valuation with clearly defined marking criteria.
- f) Scrutiny and review of question papers before the conduct of the examination.
- g) Post-examination result analysis to monitor performance trends and academic standards.
- h) Course Outcome (CO) Mapping Table: Every assessment module must be explicitly mapped to defined Course Outcomes, enabling the generation of attainment data for every student.
- i) Rubric-Based Evaluation Policies: To eliminate subjective bias, standardized rubrics must be adopted across all departments, ensuring that grading remains consistent across diverse disciplines.

6.2 OUTCOME ALIGNMENT

All assessments shall be aligned with defined learning outcomes at different levels:

- a) Course Outcomes (COs) clearly mapped in each question paper.
- b) Weightage of marks distributed in alignment with outcome targets.
- c) Assessment methods (theory, practical, viva, internal assessment) are structured to measure outcome attainment.
- d) Outcome attainment analysis conducted after each examination cycle.
- e) Corrective measures implemented where outcome attainment is below benchmark levels.

6.3 DOCUMENTATION AND MONITORING

- a) Maintenance of question paper blueprints.
- b) Scrutiny reports and validation records.
- c) Annual review of academic rigour and outcome attainment by the Examination Committee.

6.4 EVALUATION QUALITY AND RELIABILITY

- a) Evaluation shall be strictly based on the approved scheme of valuation and model answer key.
- b) Rubrics shall be used for practical, viva, and project examinations to ensure uniformity.
- c) Pre-valuation briefing shall be conducted to standardise marking.
- d) Random scrutiny and, where applicable, double valuation shall be implemented to ensure reliability.
- e) Automated tabulation shall be used to minimise clerical errors.
- f) Confidentiality and secure handling of answer scripts shall be strictly maintained.
- g) Provision for revaluation and grievance redressal shall be available as per regulations.

6.5 TRANSPARENCY AND AUDIT OF THE EXAMINATION PROCESS

- a) The institution shall ensure transparency, accountability, and periodic audit of all examination-related activities.
- b) Clear documentation of examination procedures, evaluation norms, and result processing.
- c) Maintenance of records related to question paper setting, scrutiny, valuation, and tabulation.
- d) Provision for revaluation, retotalling, and grievance redressal as per regulations.
- e) Periodic internal audit of examination processes and compliance with approved policies.
- f) External/academic audit, wherever applicable, to ensure adherence to institutional and statutory standards.
- g) Implementation of corrective measures based on audit observations and recommendations.

The Examination Policy of the Institution shall be aligned with national-level examination frameworks through standardized processes, technology integration, and outcome-based practices to ensure academic credibility, standardization, and quality assurance.

6.6 ASSESSMENT PHILOSOPHY STATEMENT

The Institution believes that assessment is an integral part of the teaching-learning process and shall be designed to promote continuous learning, competency development, and academic excellence. The assessment system shall be valid, reliable, transparent, fair, inclusive, outcome-based, and student-centric, ensuring alignment with Course Outcomes (COs), Programme Outcomes (POs), and Programme Specific Outcomes (PSOs).

Assessment practices shall emphasize higher-order thinking skills, application of knowledge, problem-solving, creativity, and lifelong learning through continuous internal assessment, experiential learning, and authentic evaluation methods. The Institution shall ensure academic integrity, ethical assessment practices, quality assurance, and continuous improvement through systematic monitoring and evidence-based decision-making.

6.7 EXAMINATION BALANCED SCORECARD

The Examination Balanced Scorecard is a strategic performance management framework used to monitor, evaluate, and improve the effectiveness of examination processes. It ensures alignment of examination practices with institutional goals through measurable performance indicators.

Key Perspectives and Indicators:

Stakeholder Perspective

- Student satisfaction with examination services.
- Timely result publication.
- Effective grievance redressal.

Internal Process Perspective

- Examination schedule adherence.
- Evaluation efficiency and turnaround time.
- Question paper quality and moderation compliance.
- Accuracy in result processing.

Learning and Growth Perspective

- Faculty training in assessment practices.
- Adoption of competency-based evaluation methods.
- Enhancement of digital assessment capabilities.

Innovation and Resource Management Perspective

- Implementation of digital examination systems.
- Use of analytics and AI-enabled tools.
- Cost-effective and sustainable examination practices.

Purpose

- Enable continuous monitoring and quality improvement.
- Promote transparency, accountability, and data-driven decision-making.
- Strengthen the overall effectiveness of the examination system.

6.8 KPI DASHBOARD

The Examination KPI Dashboard is a performance monitoring tool designed to track key examination indicators and support continuous improvement through data-driven decision-making. It enables the Examination Cell to evaluate efficiency, quality, transparency, and stakeholder satisfaction.

Key Performance Indicators (KPIs):

Examination Schedule Compliance : Timely conduct of examinations as per academic calendar.

Result Declaration Timeline : Monitoring timely publication of results.

Evaluation Efficiency: Tracking completion time and examiner performance.

Question Paper Quality: Ensuring blueprint compliance, scrutiny, and outcome alignment.

Grievance Redressal Efficiency: Monitoring resolution time for examination-related complaints.

Academic Integrity Indicators: Tracking malpractice and disciplinary cases.

Digital Examination Adoption: Measuring technology integration in examination processes.

Student Satisfaction Index: Assessing feedback on examination services.

Data Accuracy and Audit Compliance: Ensuring error-free records and regulatory compliance.

Purpose

- Provide real-time monitoring of examination performance.
- Support evidence-based decisions and corrective actions.
- Enhance transparency, accountability, and continuous quality improvement.

6.9 ASSESSMENT ANALYTICS CELL

The Assessment Analytics Cell shall function as a dedicated unit under the Office of the Controller of Examinations to strengthen data-driven assessment practices. The Cell shall collect, analyze, and interpret examination-related data to support academic quality improvement and strategic decision-making.

Key Functions

- Analyze student performance trends, pass percentages, and grade distributions.
- Monitor Course Outcome (CO), Programme Outcome (PO), and Programme Specific Outcome (PSO) attainment.
- Conduct question paper analysis and item analysis to assess quality and difficulty levels.
- Evaluate assessment patterns, examiner consistency, and evaluation effectiveness.
- Generate analytical reports for curriculum improvement, faculty development, accreditation, and quality assurance.
- Support evidence-based decisions through dashboards and predictive analytics.

Purpose

- Improve assessment quality and reliability.
- Enable continuous improvement through data insights.
- Strengthen Outcome-Based Education (OBE) implementation.

6.10 AI-ENABLED EXAMINATION SYSTEMS

The Institution shall progressively integrate Artificial Intelligence (AI)-enabled technologies into examination processes to improve efficiency, transparency, security and quality. AI applications shall support automation, data analysis,

and decision-making while ensuring human oversight, data privacy, cybersecurity, and ethical use.

Key Applications

- AI-assisted question paper generation and blueprint preparation.
- Intelligent question bank management and difficulty-level analysis.
- Plagiarism detection and academic integrity monitoring.
- AI-enabled digital proctoring and examination security.
- Support for answer script evaluation and assessment analytics.
- Automated result analysis and performance prediction.
- Chatbot-based student support services.

Purpose

- Enhance examination efficiency and accuracy.
- Strengthen security and transparency.
- Enable data-driven assessment improvement.

6.11 EXAMINATION RISK REGISTER

The Examination Risk Register is a structured framework for identifying, assessing, monitoring, and mitigating risks associated with examination processes. It enables proactive risk management to ensure secure, reliable, and uninterrupted examination operations.

Key Components

(i) Identification of potential examination risks

- Question paper leakage
- Cybersecurity threats
- Data loss and system failures
- Malpractice and examination irregularities
- Evaluation delays
- Operational disruptions

(ii) Risk assessment based on

- Probability of occurrence
- Impact level
- Risk priority

- (iii) Development of mitigation strategies and contingency plans.
- (iv) Assignment of responsibility for risk monitoring and corrective actions.
- (v) Periodic review and updating before each examination cycle.

Purpose

- Ensure examination security and continuity.
- Minimize operational risks.
- Strengthen governance, accountability, and quality assurance.

6.12 POLICY DIRECTION ON ASSESSMENT REFORM AND OPEN BOOK EXAMINATIONS

The Institution recognizes that assessment maturity must be strengthened progressively before large-scale adoption of Open Book Examinations (OBE). Accordingly, OBE shall be considered a future roadmap initiative, to be implemented only after achieving adequate readiness in assessment design, evaluation capacity, and quality assurance mechanisms.

6.12.1 Current Strategic Assessment Priority

At the present stage, the institution shall place primary emphasis on **Continuous Internal Assessment (CIA) and competency-based evaluation methods** that effectively measure Higher Order Thinking Skills (HOTS), particularly:

- a) Projects and Project-Based Learning
- b) Case Studies and Case Analysis
- c) Design and Problem-Solving Challenges
- d) Analytical and Reflective Assignments
- e) Mini Research Projects
- f) Industry Problem-Solving Exercises
- g) Seminars and Technical Presentations
- h) Internships and Experiential Learning
- i) Capstone Projects

6.12.2 Assessment Focus Orientation

The assessment system shall progressively shift from conventional examination-centric evaluation to competency-based and outcome-oriented assessment,

emphasizing:

- a) Analyse
- b) Evaluate
- c) Create

as per Bloom's Higher Order Thinking Skills framework.

6.12.3 Assessment Philosophy Statement

The Institution affirms that meaningful evaluation of student learning is best achieved through authentic assessment methods integrated into CIA components, experiential learning, and project-based evaluation systems, rather than relying predominantly on conventional end-semester three-hour written examinations.

6.12.4 Strategic Position on Open Book Examinations

Open Book Examinations shall remain a long-term strategic initiative, to be introduced only when:

- a) Assessment systems demonstrate sufficient maturity
- b) Faculty capacity in advanced assessment design is strengthened
- c) Institutional analytics and evaluation systems are robust
- d) Quality assurance mechanisms are fully stabilized

6.13 PERIODIC REVIEW OF EXAMINATION POLICY

The Examination Policy shall be subject to periodic review and revision once every 2–3 years or as required, to ensure alignment with evolving academic standards, regulatory requirements, and institutional needs. The review shall be carried out by the Controller of Examinations in consultation with the Academic Council, and any revisions shall be duly approved by the competent authority before implementation.

CHAPTER 7 CREDIT TRANSFER

In accordance with the UGC guidelines, provision is available to transfer the credits earned by the students through NPTEL, SWAYAM, and approved MOOC, courses by the recommendation of the department authority in pursuance of deliberations in the concerned Board of Studies.

7.1 SWAYAM EXAM PROCEDURE AT SPIHER

Course Registration: Students who wish to earn credits through SWAYAM courses must register for the selected SWAYAM course on the official SWAYAM portal and complete all course requirements, including assignments and quizzes, as per SWAYAM guidelines.

Eligibility for Exam: Only students who have completed the course activities and met the minimum participation criteria (such as submission of required assignments/quizzes) will be eligible to appear for the end-term SWAYAM examination.

Examination Arrangement

a) SWAYAM examinations may be conducted by the National Testing Agency (NTA) or, if adopted by SPIHER under the UGC SWAYAM framework, exams may also be arranged at the Institute as per UGC's new examination framework for SWAYAM courses.

b) Students must follow the schedule and venue details communicated through the SWAYAM/NTA portal or the Institute's exam section, as applicable.

Admit Card and Attendance: Admit cards for the SWAYAM exam will be issued as per the prescribed schedule, and students must present valid identification at the examination centre.

Result and Certification: Upon successful completion of the SWAYAM exam, students will receive their results and certificates from the SWAYAM/NTA system or through SPIHER's examination office, depending on how the exam was conducted under the adopted framework.

Credit Transfer and Documentation: Students who pass the SWAYAM exam must submit their certificates and grade details to the Institute for credit transfer. These credits will be evaluated and incorporated into the academic record in accordance with the Institute's credit transfer policy and UGC guidelines.

CHAPTER 8 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.

8.1 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.

8.2 AWARD OF DEGREES AND ACADEMIC DISTINCTIONS

- a) The institution shall award Degrees and other Academic Distinctions to eligible candidates who have successfully completed the prescribed programme of study and fulfilled all academic requirements.
- b) Academic distinctions such as First Class with Distinction, First Class, and other classifications shall be awarded as per the regulations of the programme.
- c) All such awards shall be formally conferred during the Convocation Ceremony or issued in absentia as per institutional norms.

8.3 PROCEDURE FOR CONDUCT OF CONVOCATION

The convocation ceremony shall be conducted in a formal and dignified manner as per the following sequence:

- a) Academic procession by dignitaries and faculty
- b) Invocation and Welcome Address
- c) Presentation of Annual Report
- d) Address by the Chief Guest
- e) Conferment of Degrees and Academic Distinctions with distribution of Medals.
- f) Administration of Pledge by the Chancellor
- g) Authorization by the Chancellor
- h) Record of Degrees
- i) Dissolution of Convocation
- j) National Anthem

The overall conduct and coordination of the convocation shall be the responsibility of the Controller of Examinations and designated Convocation Committee.

8.4 RANK AND MEDAL POLICY – ELIGIBILITY WITH MEDICAL EXCEPTION

An exception provision shall be made for documented medical emergencies, wherein **meritorious students shall be granted only one opportunity** for consideration under this provision. Students who are unable to meet certain eligibility conditions due to genuine health issues may be considered upon submission of valid medical records issued by a **registered medical practitioner**. Such cases shall be reviewed by a designated committee, and decisions shall be taken in accordance with institutional norms, ensuring fairness while maintaining academic standards and the credibility of the award process.

8.5 TIE-BREAKING MECHANISM FOR IDENTICAL CGPAS

In cases where two or more students secure identical CGPAs, a defined tie-breaking procedure shall be followed to ensure fairness and transparency in awarding ranks and medals. The ranking shall be determined based on the following criteria, applied sequentially:

- a) Higher marks in core subjects
- b) Higher cumulative marks (not CGPA)
- c) Higher marks in final year examinations
- d) If still tied, joint award may be recommended with approval of Academic Council.

CHAPTER 9 ISSUE AND MANAGEMENT OF ACADEMIC CERTIFICATES AND RECORDS

9.1 GRADE SHEETS PRINTING

Once the results are declared, the printing process of Grade Sheets, and Provisional Certificates shall be initiated. The printed grade sheets shall be dispatched to the respective departments for distribution to students within 15–20 working days from the date of result declaration. In cases involving review/revaluation/retotalling, the revised grade sheets shall be printed and distributed within 15 working days from the date of publication of the updated results.

9.2 INTERPRETATION OF RULES

In case of any ambiguity or doubt arising in the interpretation of examination rules and regulations, the matter shall be referred to the Controller of Examinations (CoE). The decision of the CoE, in consultation with the competent authority, shall be final and binding on all concerned.

9.3 MISCELLANEOUS PROVISIONS

- a) The institution reserves the right to modify, amend, or update the examination regulations as and when required.
- b) Any unforeseen situations not explicitly covered under the existing rules shall be addressed by the CoE in consultation with the appropriate authorities.
- c) Necessary decisions shall be taken to ensure smooth conduct of examinations and related processes, maintaining fairness and academic integrity.
- d) All stakeholders shall adhere to the provisions laid down, and any deviations shall be dealt with as per institutional norms.

9.4 ISSUE OF PROVISIONAL CERTIFICATE AND MIGRATION CERTIFICATE

1. After the successful completion of all courses prescribed in the curriculum of the programme, a provisional certificate is printed as per the Regulations and distributed to the students who have completed.
2. Students who have completed their studies at this Institute 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.

9.5 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.

9.6 PROCEDURE FOR OBTAINING TRANSCRIPT/ CONSOLIDATED GRADE SHEET

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.

9.7 CORRECTIONS IN CERTIFICATES

- a) Any permissible corrections in the grade 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.

9.8 PROCEDURE FOR APPLYING DUPLICATE GRADE SHEET

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.

9.9 VERIFICATION OF CERTIFICATE

Verification of the Certificates is done online via www.spiher.directverify.in

9.10 NAD/E-SANAD / ONLINE, OFFLINE VERIFICATION FOR GENUINENESS

The scanned copies of the Grade sheets and other certificates are uploaded to NAD as per the instructions. The genuineness of certificates issued is vetted through e-SANAD, online and offline. Students and required agencies may apply for verification by paying the prescribed fee.

9.11 ACADEMIC BANK OF CREDITS (ABC)

In the pursuit of NEP, the institute is in the fold of the ABC strategy. The institution is registered to follow the benefits of ABC, and the students are instructed and supported to create their ID for ABC. The credits earned by the students are entered in the designated ABC portal.

CHAPTER 10 DIGITAL EXAMINATION MANAGEMENT, SECURITY, AND ARCHIVAL POLICY

The institution recognizes the Enterprise Resource Planning (ERP) system as the operational backbone of examination management and academic governance. Ensuring cybersecurity, data integrity, and system reliability is a core institutional responsibility and shall be treated as a critical governance function rather than a purely technical activity.

10.1 DIGITAL EXAMINATION MANAGEMENT

- a) All examination-related processes, including registration, timetable scheduling, question paper handling, mark entry, and result processing, shall be conducted through the authorized ERP system.
- b) Role-based access control (RBAC) shall be implemented to ensure that only authorized personnel can access specific modules.
- c) The Controller of Examinations (CoE) shall oversee the integrity and proper functioning of all digital examination processes.

10.2 SECURITY AND ACCESS CONTROL

- a) Multi-Factor Authentication (MFA/2FA) shall be mandatory for all users accessing sensitive modules such as grading, results, and examination records.
- b) Secure login credentials shall be maintained, and sharing of user accounts is strictly prohibited.
- c) Periodic password updates and access reviews shall be enforced to prevent unauthorized access.

10.3 DATA INTEGRITY AND AUDIT TRAILS

- a) A mark-edit log tracking system shall be maintained within the ERP to record every modification made to student marks.
- b) The audit trail shall include user identification, date, time, and nature of changes, and shall be non-editable and permanently stored.
- c) Any modification of marks shall require proper authorization and justification, subject to audit verification.

10.4 DATA SECURITY AND COMPLIANCE

- a) Examination data shall be protected using high-level encryption standards during storage and transmission.

- b) The institution shall ensure data sovereignty compliance, including adherence to regulations regarding server location and data protection laws.
- c) Regular backups of examination data shall be maintained to prevent data loss.

10.5 GOVERNANCE OVERSIGHT AND IT AUDITS

- a) Mandatory periodic IT audits shall be conducted to assess system security, data integrity, and compliance with institutional and regulatory standards.
- b) The examination database shall be reviewed regularly to ensure robustness, reliability, and readiness for disaster recovery.
- c) Identified vulnerabilities shall be addressed promptly, and corrective actions shall be documented.

10.6 DISASTER RECOVERY AND OPERATIONAL CONTINUITY

- a) A comprehensive disaster recovery plan shall be in place to ensure continuity of examination processes in case of system failures, cyber incidents, or natural disasters.
- b) Backup systems and recovery protocols shall be tested periodically to ensure effectiveness.

10.7 STORAGE AND ARCHIVAL OF EXAMINATION RECORDS

- a) All answer scripts shall be digitally scanned and archived in the ERP or designated secure repository.
- b) Digital records shall be securely stored for a minimum period of five (5) years to meet legal and Right to Information (RTI) requirements.
- c) Physical answer scripts may be destroyed only after verification and secure storage of digital copies, with proper authorization from the competent authority.
- d) Archived data shall be retrievable for audit, grievance redressal, and legal purposes.

10.8 COMPLIANCE AND ACCOUNTABILITY

- a) All stakeholders involved in examination processes shall adhere strictly to the provisions of this policy.

- b) Any breach of data security, unauthorized access, or tampering with examination records shall be treated as a serious violation and subject to disciplinary action.
- c) The CoE, in coordination with the Examination Cell and IT Department, shall ensure effective implementation and monitoring of this policy.

10.9 EXAMINATION EXCELLENCE VISION 2030

- a) Vision:** To establish a transparent, technology-enabled, learner-centric, outcome-driven examination system that assures academic integrity, graduate competence and institutional excellence.

Strategic Objectives

1. 100% Outcome-Based Assessment
2. Question Paper Blueprint Compliance
3. Rubric-Based Evaluation Across All Programmes
4. Digital Examination Governance
5. Examination Analytics Dashboard
6. Assessment Quality Audits
7. Student-Centric Grievance Systems
8. Continuous Examination Reforms

