



Vidyavardhini's College Of Engineering & Technology

Address: K.T. Marg, Vasai Road (West), Dist.-Palghar,

Vasai-401202, Maharashtra, India.

(Approved by AICTE, DTE Maharashtra and Affiliated to University of Mumbai)

(An Autonomous Institute)



EXAMINATION GUIDELINES FOR FACULTY

Effective from the Academic Year 2026-2027

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Preamble

Vidyavardhini's College of Engineering & Technology (VCET), Vasai, established under the aegis of Vidyavardhini's Trust and affiliated to the University of Mumbai, has been conferred Autonomous Status with effect from the Academic Year 2026–2027.

Institutional autonomy brings the responsibility of managing every stage of the examination process—from design to regulation. To support this, a clear, standardized system is essential to ensure faculty and examination staff can execute their roles with confidence.

This Examination Manual has been prepared to serve that purpose. It brings together in one document the organizational structure, the roles and responsibilities of all those associated with examinations, and the procedures and timelines to be observed from the setting of question papers to the declaration of results.

The Manual applies to all faculty members, Boards of Studies, examination functionaries and administrative staff of VCET. Where any provision differs from the regulations of the UGC, AICTE or the University of Mumbai, those regulations shall prevail. It supersedes earlier circulars and instructions on examination matters and shall be reviewed and amended from time to time by the Academic Council and the Governing Body.

This document has been published to enhance the quality of education and to reveal transparency, clarity and accuracy in Examination at the Institute. Degree is awarded by Mumbai University to the graduates after successful completion of the program.


Mr. Vishal Pande

 **Controller of Examination**


Dr. Rakesh Himte

Principal



Introduction

Vidyavardhini's College of Engineering & Technology (VCET) was established under the aegis of the Vidyavardhini's Trust with the vision of imparting quality technical education and fostering academic excellence. Since its inception, the institution has steadily progressed in academic performance, infrastructure development, and institutional governance through the dedicated efforts of its management, faculty, and staff.

VCET attained Autonomous Status commencing from the academic year 2026–2027, marking a significant milestone in its academic journey. Autonomy empowers the institution to introduce progressive reforms in curriculum design, examination systems, evaluation methodologies, and academic governance, thereby enhancing the quality, flexibility, and industry relevance of technical education.

This Examination Manual serves as a comprehensive reference document for all stakeholders involved in the examination process, including faculty members, Board of Studies (BoS) Chairpersons, Controller of Examinations (CoE), examination staff, and students. The manual outlines detailed procedures, roles, responsibilities, and operational guidelines to ensure the effective conduct of examinations with transparency, consistency, and adherence to academic standards.

All policies and procedures described in this manual are framed in accordance with the norms and guidelines prescribed by statutory and regulatory bodies such as the University Grants Commission (UGC), All India Council for Technical Education (AICTE), and the affiliating university. These regulations are placed before the Governing Body and Academic Council of VCET for review and approval prior to implementation.

Organizational Structure

2.1 Governing Council

The **Governing Council** of VCET functions as the apex executive authority responsible for overseeing the governance of the autonomous framework of the institution. It is entrusted with framing regulations, policies, and directives necessary for the effective and fair conduct of examinations, thereby ensuring integrity, accountability, and transparency in the examination system.

The Governing Council is empowered to:

Determine and approve the academic calendar, including instructional days and examination schedules, in alignment with norms prescribed by the affiliating university, UGC, and AICTE.

Prescribe examination fees and related charges applicable to students.

Approve examination regulations, policies, and institutional academic reforms recommended by statutory academic bodies.

2.2 Academic Council

The **Academic Council** of VCET serves as the principal academic authority of the institution and is responsible for all academic matters, including curriculum development, teaching–learning processes, research activities, and examinations. The Council provides strategic academic oversight and ensures compliance with regulatory requirements and quality standards.

The Academic Council shall exercise the following powers and functions, particularly concerning examinations:

1. To recommend academic policies and procedures to the Governing Council.
2. To formulate, review, and approve regulations related to examination administration.
3. To recommend appropriate question paper patterns, assessment structures, and evaluation models for various programmes and courses.
4. To review, modify, and approve proposals submitted by respective Boards of Studies (BoS) concerning examination reforms and evaluation methodologies.
5. To ensure continuous improvement in assessment practices aligned with outcome-based education and national educational policies.

2.3 Board of Studies

The **Board of Studies (BoS)** is constituted for each department or academic discipline at VCET and plays a crucial role in designing and updating the curriculum and ensuring academic excellence. The BoS is also responsible for recommending evaluation and examination practices that align with institutional and regulatory expectations.

The key functions of the BoS include:

1. Curriculum and Assessment Innovation:

To propose and recommend innovative and contemporary evaluation techniques that ensure transparency, objectivity, and continuous improvement in student assessment.

2. Assessment Pattern Design:

To define and periodically review the question paper pattern and structure for Continuous Internal Assessment (CIA) and End Semester Examinations (ESE) for all courses.

3. Improvement of Examination Systems:

To evaluate and suggest improvements in the examination and assessment process with a focus on fairness, clarity, and alignment with learning outcomes.

4. Panel Recommendations:

To propose a panel of qualified and experienced individuals for appointment as question paper setters, examiners, and moderators to the Academic Council for its consideration and approval

2.4 Examination Committee

The Examination Committee is constituted to ensure the effective, transparent, and smooth conduct of all examination-related activities at VCET. This committee plays an advisory and supervisory role in planning and implementing the examination process in line with academic regulations and institutional policies.

2.4.1 Composition of the Committee:

The Examination Committee shall comprise the following members:

Principal – Chairperson

Controller of Examinations (CoE)

Deputy Controller(s) of Examinations (Dy. CoE)

Assistant Controller(s) of Examinations (Ass. CoE)

ERP Departmental Nominee – Nominated by the Principal from various departments

The principal may modify or expand the composition of the committee as required, depending on the nature and scale of examination-related tasks.

2.4.2 Role and Responsibilities of the Principal

The Principal of Vidyavardhini's College of Engineering and Technology (VCET) serves as the Chief Academic and Administrative Officer of the institution and acts as the Chairperson of the Academic Council. As the head of the autonomous academic and examination system, the principal plays a vital role in ensuring the integrity, transparency, and effective administration of examinations and academic governance.

The key powers and responsibilities of the principal include:

1. Oversight of Examinations

Exercise overall supervision over planning, coordination, and execution of all internal and end-semester examinations.

Delegate operational responsibilities to the Controller of Examinations (CoE), Deputy CoE, Assistant CoE, or Chief Superintendent from among senior faculty members, as required.

2. Regulatory Compliance

Ensure adherence to rules, regulations, and guidelines prescribed by statutory and regulatory bodies such as UGC, AICTE, the affiliating university, and other competent authorities.

Monitor implementation of institutional and autonomous examination regulations.

3. Monitoring and Supervision

Inspect the Examination Cell, confidential section, and examination facilities at any time to ensure confidentiality, security, and proper conduct of examination processes.

Review examination preparedness and compliance with institutional standards.

4. Manpower Deployment

Approve and assign adequate teaching and non-teaching staff for examination-related duties including invigilation, paper setting, moderation, evaluation, tabulation, result processing, and publication.

Ensure fair distribution of examination responsibilities among staff members.

5. Convening Academic and Administrative Meetings

Convene meetings of the Academic Council, Boards of Studies (BoS), Examination Committee, and other statutory bodies for policy formulation, approvals, and academic decision-making.

Facilitate discussions related to examination reforms and academic quality enhancement.

6. Approval Authority

Grant final approval for examination schedules, policies, results, and major examination-related decisions based on recommendations of the concerned committees.

Approve disciplinary actions related to examination malpractices as per institutional norms.

7. Ensuring Academic Integrity

Promote transparency, fairness, and ethical practices in examination and evaluation systems.

Ensure mechanisms are in place to prevent malpractice and maintain confidentiality.

8. Strategic Academic Leadership

Provide leadership in strengthening autonomous examination systems and implementing academic reforms aligned with national education policies and quality standards.

9. Emergency Decision-Making

Take necessary decisions during unforeseen or emergency situations related to examinations in the best interest of academic continuity and institutional functioning.

10. Additional Responsibilities

Perform any other academic or examination-related duties assigned by the Governing Body, Academic Council, or statutory authorities.

2.4.3 Role & Responsibilities of the Controller of Examinations (CoE)

The Controller of Examinations (CoE) is appointed by the Principal as per the norms of statutory bodies (UGC/AICTE/University), based on the experience, competence, and administrative capabilities of the individual. The CoE is the custodian of all matters related to the conduct of examinations and is the key authority in ensuring transparency, fairness, and timely execution of all examination-related responsibilities.

The Controller of Examinations (CoE) is responsible for the planning, execution, supervision, and continuous improvement of all academic assessment and examination activities of the institution. The CoE functions under the guidance of the Principal and in accordance with policies laid down by the Academic Council, Governing Body, affiliating university, and other statutory authorities.

The key responsibilities of the Controller of Examinations include:

1. Planning and Scheduling

Prepare and publish the academic examination calendar for internal, practical, and end-semester examinations.

Ensure timely scheduling of all examination-related activities in coordination with academic departments.

2. Student Database Management

Maintain and verify an accurate database of students registered for various programmes and semesters in coordination with Admission and Academic Sections.

Ensure correctness of student eligibility and enrollment records in the ERP system.

3. Examination Admission and Fees

Approve admission of eligible students to examinations as per academic regulations.

Oversee collection of examination fees as prescribed by the Governing Body and ensure proper documentation.

4. Financial Oversight

Maintain accounts related to examination income and expenditure, including question paper setting, evaluation, practical examinations, stationery, and logistics.

Convene Finance Committee meetings in consultation with the Principal whenever required.

5. Examination Conduct and Evaluation

Supervise preparation, moderation, and secure handling of question papers.

Ensure smooth conduct of theory, practical, and oral examinations.

Monitor central assessment/valuation processes and ensure timely completion of evaluation.

6. Result Declaration and Certification

Organize Result Passing Board meetings and submit results for approval by competent authorities.

Coordinate with the affiliating university for issuance of provisional certificates, migration certificates, and degree certificates.

7. Grade Sheets and Mark Statements

Ensure accurate preparation and timely distribution of semester-wise grade sheets and consolidated mark statements.

8. Disciplinary Actions and Malpractice Handling

Investigate examination-related malpractices.

Recommend disciplinary actions in consultation with the Principal as per institutional and university norms.

9. Policy Development and Examination Reforms

Initiate and implement reforms in examination and evaluation systems aligned with modern pedagogical practices and regulatory requirements.

10. Recognition and Equivalency

Address matters related to equivalency, recognition, and transfer of credits from other boards or universities.

11. Confidentiality and Records Management

Ensure strict confidentiality of examination materials including question papers, results, and evaluation records.

Maintain secure custody and archival of answer scripts, certificates, and examination records.

12. Remuneration Disbursement

Approve and authorize payment of remuneration, honorarium, and travel allowances for examination-related duties such as paper setting, moderation, evaluation, and committee participation.

13. Infrastructure Oversight

Ensure adequate infrastructure for examination halls, control rooms, central valuation facilities, and secure storage of examination materials.

14. Independent Decision-Making

Take necessary decisions during emergencies or unforeseen situations related to examinations and report actions to the Principal.

15. Additional Responsibilities

Perform any other duties assigned by the Principal, Academic Council, or Board of Management concerning examination administration.

2.4.4 Roles and Responsibilities of Deputy Controller of Examinations (Dy. COE) & Assistant Controller of Examinations (Asst. COE)

The Deputy Controller of Examinations and Assistant Controller of Examinations shall assist the Controller of Examinations (COE) in the effective planning, coordination, and execution of examination-related activities.

Their responsibilities include the following:

1. Coordination for Question Paper Preparation

Coordinate with academic departments for preparation, moderation, and timely submission of question papers in accordance with examination schedules.

2. Examination Planning and Logistics

Assist in organizing examination logistics, including seating arrangements, allocation of invigilation duties, and examination hall management.

3. Day-to-Day Examination Management

Supervise routine examination activities such as invigilation coordination, seating plan implementation, attendance monitoring, and ensuring smooth conduct of examinations.

4. Printing and Distribution of Examination Materials

Coordinate secure printing, packaging, and controlled distribution of question papers and answer books while maintaining confidentiality norms.

5. Monitoring Evaluation Process

Monitor assessment and evaluation activities to ensure timely completion of valuation and submission of marks by evaluators.

6. Marks Collection and Verification

Collect, verify, and organize internal and external assessment marks received from Internal & External examiners before result processing.

7. Answer Script Management

Track receipt and submission of answer scripts and ensure proper documentation and forwarding to designated examiners for evaluation.

8. Discrepancy Resolution

Identify and resolve minor discrepancies related to answer scripts, marks entry, or assessment records prior to declaration of results.

9. Result Processing Support

Assist in compilation and preparation of examination result data for verification and final approval by the Controller of Examinations.

10. Stakeholder Support and Communication

Support the COE in addressing queries and concerns raised by students and faculty regarding examination procedures and outcomes.

11. Compliance and Documentation

Maintain proper examination records and ensure all procedures comply with university regulations and institutional policies.

2.4.5 Roles and Responsibilities of Department ERP Nominee

The Department ERP Nominee shall be responsible for managing and coordinating all department level academic and examination activities through the ERP system, ensuring accuracy, compliance, and timely execution of institutional processes.

1. Syllabus Configuration on ERP

Configure and update the prescribed syllabus, course structure, and subject details in the ERP system in accordance with university regulations and curriculum revisions.

2. Allocation of Faculty to Courses

Assign faculty members to respective courses and subjects in the ERP system as approved by the Head of the Department.

3. Allocation of Students to Courses

Ensure accurate mapping and enrollment of students to their respective courses, batches, and divisions in the ERP portal.

4. Timetable Configuration

Upload and maintain the departmental timetable in ERP, ensuring correctness in subject allocation, faculty assignment, and lecture scheduling.

5. Academic Calendar Upload

Add and update the academic calendar in the ERP system as per institutional and university guidelines.

6. Evaluation Parameter Configuration

Configure evaluation components such as Internal Assessment (IA), Term Work (TW), practical examinations, and weightage distribution as per the approved assessment scheme.

7. Submission of TW & IA Marks

Verify and submit Term Work (TW) and Internal Assessment (IA) marks to the Examination Section through ERP within prescribed timelines.

8. Data Verification and Accuracy

Ensure accuracy and completeness of academic data entered in ERP and coordinate with faculty members for corrections wherever required.

9. Coordination with Examination Section

Act as the departmental liaison with the Examination Section for ERP-related academic, assessment, and examination activities.

10. ERP Compliance and Timely Updates

Ensure all ERP-related tasks are completed within stipulated deadlines and comply with institutional and university examination procedures.

2.4.6 Organizational Structure and Facilities of the Controller of Examinations (CoE) Office

1. Organizational Structure of the CoE Office

The Controller of Examinations (CoE) shall be supported by Deputy Controller(s) of Examinations and/or Assistant Controller(s) of Examinations, nominated by the Principal based on workload and institutional requirements.

The CoE Office shall include adequate administrative and technical staff such as:

1. Office Assistants
2. Data Entry Operators
3. Computer Programmers / IT Support Staff
4. Other technical and non-technical personnel required for smooth functioning of examination activities.
5. Deputy and Assistant Controllers of Examinations may continue to perform their assigned academic duties alongside examination responsibilities, as scheduled by the institution or respective departments.

2. Facilities and Infrastructure

The CoE Office shall be equipped with secure and confidential infrastructure for handling Examination-related activities, including:

1. Preparation and printing of question papers,
2. Storage of confidential examination materials,
3. Maintenance of grade sheets, mark statements, and examination records.
4. Adequate information technology systems and software tools shall be implemented for:
5. Student database management,
6. Digital evaluation and mark processing,
7. Result tabulation and report generation,
8. Secure archival of examination records.

Access to confidential examination areas shall be restricted and monitored to maintain secrecy and integrity.

3. Honorarium and Remuneration

Faculty members and staff engaged in examination-related duties, whether on a part-time or full-time basis, shall be eligible for honorarium/remuneration for additional responsibilities performed beyond regular duties.

The Finance Committee shall recommend the remuneration structure and rates for examination work.

The recommended structure shall be placed before the Governing Body for approval prior to implementation.

Constitution of Examination Boards and Question Paper Management

3.1 Departmental Examination Chairperson

The Head of the Department (HoD) or Chairperson of the Board of Studies (BoS) shall function as the Chairperson for all examination-related academic activities pertaining to the respective department or programme.

To ensure efficient, transparent, and systematic conduct of examinations, the following examination boards shall be constituted by the Controller of Examinations (CoE) with the approval of the Principal.

3.1.1 Examination Boards

a) Board of Question Paper Setters

This Board shall be responsible for preparing and submitting question papers in accordance with:

1. Prescribed syllabus,
2. Academic regulations,
3. Approved examination guidelines.

The Board shall ensure academic quality, appropriate difficulty level, and strict confidentiality of examination papers.

b) Composition

For each semester examination, the CoE shall constitute a Board of Question Paper Setters in consultation with the Chairman, BoS.

Where external experts are engaged, the following norms shall apply:

1. Confidentiality of Examiner Panel

- The panel prepared by the BoS Chairman shall remain strictly confidential.
- The panel shall not appear in BoS or departmental meeting minutes.
- It shall be submitted directly to the CoE in sealed form.

2. Composition and Tenure

- Each Course shall have 2–5 qualified paper setters.
- Panel tenure: Two academic years.
- The panel shall be revised thereafter.

3. Periodic Review

At the end of tenure:

The CoE shall forward the panel to the BoS Chairman for review and updating.

4. Timely Appointment

Question paper setters shall be appointed within 45 days from commencement of the semester.

5. Reappointment

Setters may be reappointed subject to satisfactory performance and absence of complaints.

6. Communication Records

All communications shall be securely documented and preserved in the CoE Office.

7. Role of Assistant Controller (Question Papers)

The designated Assistant Controller shall:

- Maintain examiner records,
- Coordinate communications,
- Ensure confidentiality and academic compliance.

3.2 Eligibility of Question Paper Setters

To maintain academic integrity, the following eligibility criteria shall apply:

3.2.1 Academic Experience

Eligible candidates shall:

- Be actively engaged in teaching at a University/Research Institute/Affiliated College,
- Possess minimum five years of teaching experience, including two years in the relevant subject.

3.2.2 Industrial Experts

Eligibility for appointment to applied or industry-oriented subjects requires a minimum of five years of relevant industry experience for MTech holders, or seven years for those with a B.E. degree.

3.2.3 Exceptional Cases

The Principal/CoE may approve appointments based on exceptional expertise, subject to reporting to the Principal.

3.3 Appointment and Duties of Question Paper Setters

3.3.1. Appointment Process

The Principal/CoE shall appoint setters from the approved BoS panel in consultation with the Principal and BoS Chairman.

3.3.2 Distribution of Work

Assignments shall match courses expertise.

A setter shall normally not be assigned more than four courses per session.

3.3.3 Coordination and Guidance

The CoE and BoS Chairman shall:

- Provide guidelines,
- Clarify expectations,
- Ensure alignment with course outcomes.

3.3.4 Responsibilities of Setters

Each setter shall independently prepare allotted question papers while maintaining confidentiality.

3.4 Number of Sets and Submission

For each subject, setters shall submit three question paper sets:

- One for immediate examination,
- Remaining sets reserved for future use.

Supporting Documents:

- Setter guidelines
- Approved syllabus
- Bloom's Taxonomy reference
- Standard question paper format
- Remuneration claim form
- Submission checklist
- Confidentiality declaration
- Solution with marking scheme

3.5 Deadline Compliance

Failure to meet deadlines may affect future empanelment.

3.6 Scrutiny Requirement

Submitted papers shall undergo scrutiny at the CoE Office by:

BoS Chairman / Module Coordinator.

3.7 Record Maintenance

All related correspondence and documents shall be securely archived for audit purposes.

3.8 Instructions to Question Paper Setters

Setters shall strictly adhere to the following:

1. Confidentiality

Appointment and work must remain strictly confidential.

2. Clear Instructions

Special instructions must be explicit and unambiguous.

3. Syllabus Alignment

Questions must strictly follow approved syllabus and course outcomes.

4. Pagination

Pages must be numbered (e.g., Page 1/3).

5. Clarity and Balance

Questions shall:

- Be unambiguous,
- Cover syllabus evenly,
- Reflect appropriate cognitive levels.

6. Time Appropriateness

A prepared student must reasonably complete the paper within allotted time.

7. Security of Drafts

All drafts:

- Stored securely,
- Destroyed after submission,
- Soft copies permanently deleted.

8. Terminology and Symbols

Avoid abbreviations,

Ensure clarity of symbols and units.

9. Mandatory Paper Details

Each paper must include:

- Examination name
- Course title
- Duration
- Maximum marks
- Instructions
- Marks distribution

- Common-paper indication (if applicable)

10. Print-Ready Submission

Papers must be fully formatted and ready for printing.

11. Mode of Submission

Secure submission via:

- ERP system, or
- Password-protected email.

3.9 Scrutiny Board

The Scrutiny Board shall:

- Review question papers submitted by setters,
- Verify syllabus coverage and academic correctness,
- Ensure clarity, structure, and compliance with examination norms.

Composition of Scrutiny Board

- Chairman, Board of Studies
- Programme Coordinator
- Module Coordinator(s)
- Course Coordinator(s)

Objectives of Scrutiny

The scrutiny process shall ensure:

- Alignment with syllabus and scheme of examination.
- Appropriate academic rigor.
- Absence of typographical or formatting errors.
- Proper mark distribution aligned with Bloom's Taxonomy.

Modifications and Approval

- Necessary corrections may be made by authorized scrutiny members.
- Final papers shall be approved through signatures of scrutiny authorities.
- Approved papers shall be submitted to the CoE in sealed form.

3.10 Board / Group of Examiners

This Board shall consist of evaluators responsible for:

- Assessing answer scripts,
- Awarding marks as per approved marking schemes,

- Maintaining fairness, confidentiality, and uniformity in evaluation.

3.11 Viva-Voce Board (Where Applicable)

For courses involving seminar, project, practical, or oral examinations, a Viva-Voce Board shall be constituted to assess:

- Technical knowledge,
- Presentation clarity,
- Communication skills,
- Subject understanding.



Roles and Responsibilities of various post during Examination

4.1 Chief Conductor

1. The Principal / Head of the Institute shall serve as the Chief Conductor for the entire examination conducted by the institution.
2. In the absence of the Chief Conductor, the Joint Chief Conductor shall assume the duties and responsibilities of the Chief Conductor and shall function with the same authority for the conduct of examinations during that period.
3. The Chief Conductor shall ensure completion of all pre-examination activities, including:
 - i. Course mapping,
 - ii. Verification of student eligibility,
 - iii. Backlog verification,
 - iv. Approval of examination schedules,
 - v. Monitoring examination form submissions, and
 - vi. Authorization of hall ticket issuance.
4. The Chief Conductor shall supervise the implementation of examination policies, rules, and university/autonomous regulations to ensure transparency, fairness, and integrity in the examination process.
5. The Chief Conductor shall monitor the conduct of examinations through Chief Conductors (Centre-wise, if applicable), Joint Chief Conductors, and supervisory staff to ensure discipline and compliance with examination procedures.
6. The Chief Conductor shall ensure proper collection, sealing, and dispatch of answer book bundles to the Central Assessment Processing (CAP) Centre as per prescribed procedures.
7. The Chief Conductor shall address examination-related emergencies, malpractice cases, or unforeseen situations in consultation with the CoE.
8. The Chief Conductor shall review examination reports submitted by examination centres and ensure corrective actions wherever required.
9. Upon completion of the examination process, the Chief Conductor shall review the overall conduct of examinations and certify that the examinations were conducted in a fair and satisfactory manner.

4.2 Joint Chief Conductor

1. The Joint Chief Conductor shall be appointed by the Principal for each examination centre to assist the Chief Conductor in the conduct of examinations.
2. The Joint Chief Conductor shall function under the supervision of the Chief Conductor and the Controller of Examinations (CoE) and shall support the overall management of examination activities at the centre.
3. The Joint Chief Conductor shall assist in completing all pre-examination activities, including:
 - i. Course mapping,
 - ii. Verification of student eligibility,
 - iii. Backlog verification,
 - iv. Examination form confirmation, and
 - v. Hall ticket issuance.
4. The Joint Chief Conductor shall assist in implementing seating arrangements as directed by the CoE and support allocation of seat numbers and examination blocks.
5. The Joint Chief Conductor shall support the authorized collection of question papers from the Examination Department and ensure compliance with confidentiality procedures.
6. The Joint Chief Conductor shall assist in distributing blank answer books, supplementary sheets, and required stationery to examination blocks and ensure Junior Supervisors are properly equipped.
7. The Joint Chief Conductor shall coordinate allocation of Junior Supervisors to examination blocks while ensuring fair rotation and avoiding consecutive block assignments.
8. The Joint Chief Conductor shall remain present at the examination centre during examination sessions and assist the Chief Conductor in handling operational requirements. In case of emergencies, duties shall be carried out as directed by the CoE.
9. The Joint Chief Conductor shall assist in verifying candidate entry into examination halls based on valid hall tickets and identity cards and support procedures for issuing duplicate hall tickets when approved by the CoE.
10. The Joint Chief Conductor shall assist in preparation and bundling of answer books course-wise and paper-wise, ensuring inclusion of all prescribed details:
 - i. Centre name and code

- ii. Semester
 - iii. Course (UG/PG/etc.)
 - iv. Course name and code
 - v. Program name
 - vi. Date and time of examination
 - vii. Total number of answer books
11. The Joint Chief Conductor shall assist in sealing and dispatching answer book bundles to the Central Assessment Processing (CAP) Centre as per prescribed procedures.
 12. The Joint Chief Conductor shall perform duties assigned by the Chief Conductor or CoE related to examination conduct.
 13. The Joint Chief Conductor shall assist in preparation of the final examination report submitted to the CoE.
 14. In the absence of the Chief Conductor, the Joint Chief Conductor shall discharge assigned responsibilities with prior approval of the CoE.

4.3 Senior Supervisor

1. Senior Supervisors shall be appointed by the Principal from among senior faculty members of the institution.
2. They share overall responsibility for the orderly conduct of examinations and shall collaborate with one another.
3. Senior Supervisors must report to the Chief Conductor one day before examinations begin to coordinate block assignments, Jr. Supervisors, and control room staff.
4. They must be present during the opening of question paper packets and help verify their integrity and sequence (date-wise/time-wise).
5. During exams, Senior Supervisors shall monitor examination halls to ensure proper invigilation and address any issues.
6. They shall oversee the distribution and collection of answer books and ensure correct accounting.
7. Question papers must be distributed to blocks promptly.
8. Presentee/Absentee reports for each block must be collected 30 minutes after the exam begins and reconciled at the end of each session.
9. Senior Supervisors shall assist in packing and sealing answer books and ensure their safekeeping.
10. In case of any malpractice, they must take immediate action and notify the principal.

11. Unused or confiscated answer books or materials shall be packed separately and sent to the CAP Centre daily.
12. If answer books cannot be dispatched the same day, they must be securely stored under joint seal of the Chief Conductor and Senior Supervisor.
13. Prior approval must be obtained from the CoE before leaving the centre for university work, with substitute arrangements made.

4.4 Junior Supervisor

1. Junior Supervisors shall be appointed by the Principal/CoE from among faculty members.
2. In the absence of sufficient faculty, qualified staff may be appointed.
3. Duties may not be reassigned without Principal approval.
4. Junior Supervisors must report to the Control Room or Sr. Supervisor 30 minutes before the exam and confirm block assignment.
5. They shall collect answer books and report to their block 20 minutes before the examination begins.
6. Candidates may be allowed into the hall 10 minutes before the exam starts.
7. They must instruct candidates to deposit all books, notes, and unauthorized materials outside the hall and conduct a basic inspection for fairness.
8. Candidates must not bring electronic devices into the exam hall.
9. Answer books must only be distributed to seated candidates.
10. Question papers shall be distributed only after the commencement bell.
11. No candidate shall be allowed entry after 30 minutes from the start time.
12. Differently abled students with permission may be allowed extra time and a writer if required.
13. No candidate may leave the hall within 30 minutes of the exam's start.
14. Identity verification, seat confirmation, and obtaining signatures must be performed before signing the attendance report.
15. Supervisors must prevent impersonation.
16. Requests for supplementary sheets, graph papers, etc., must be promptly attended to.
17. Missing hall tickets must be reported to the Chief Conductor.
18. After 30 minutes, absentees must be marked, and absentee statements submitted in the prescribed format.
19. Spare question and answer papers must be returned to the CoE via control room staff.

20. Answer books must be checked for proper entries before acceptance.
21. Use of unfair means must be strictly prohibited and reported immediately.
22. Supervisors shall remain vigilant, avoid distractions, and not use mobile phones or read newspapers/magazines.
23. Any violation by candidates must be reported with a written incident report.
24. Food and beverages are strictly prohibited inside examination halls.
25. Change of pen/ink must be countersigned by the supervisor.
26. After the final bell, answer books must be collected, arranged, and submitted to the Sr. Supervisor.
27. Supervisors shall be held personally responsible for lost/misplaced answer books.
28. If a student is caught copying or carrying unauthorized materials, it must be confiscated and reported immediately.
29. Negligence of duty will invite disciplinary action by the CoE and be reported to the Lapses Committee.
30. If a University flying squad arrives, identity must be verified and access permitted.
31. Answer books and reports must be personally handed over to the Sr. Supervisor before leaving the centre.

4.5 Vigilance Squad

1. The Principal shall appoint Vigilance Squads, comprising senior faculty,
2. The CoE shall issue identity cards to all squad members with photograph, signature, and seal.
3. Each squad shall have at least three members, including at least one woman.
4. The squad may enter any examination hall or control room without notice to verify student authenticity and detect malpractices. Physical inspection shall only be done with gender sensitivity and privacy.
5. The Centre In-Charge must provide full cooperation during squad visits.
6. A detailed report of each visit, with suggestions (if any), shall be submitted by the Squad Chairperson to the CoE and copied to the Principal.
7. The squad must act with courtesy and professionalism, avoiding any disruption or harassment.
8. Squad visits must be frequent and surprise-based to verify exam conditions.
 - a. Each Chairperson must carry a Day Book, signed by the Principal after each visit.

- b. The Day Book must be submitted to the CoE after exams conclude, along with the remuneration bill.
9. Additional responsibilities include:
 - i. Reporting malpractice cases immediately to the Chief Conductor
 - ii. Documenting cases and taking candidate's undertaking
 - iii. Obtaining signatures from two student witnesses
 - iv. Notifying law enforcement in cases of mass copying
 - v. Recording daily entries in a report diary
 - vi. Avoiding press statements
 - vii. Maintaining communication with CoE
 - viii. Avoiding exam centres when no exams are scheduled
 - ix. Ensuring smooth conduct without distracting examinees
 - x. Forwarding all malpractice documents to the CoE
 - xi. CoE will then summon the candidate to appear before the Unfair Means Enquiry Committee

4.6 Role and Responsibilities Under study (Examination Duty)

Perform any examination-related work assigned by the Chief Conductor, Joint Chief Conductor, or CoE for smooth conduct of examinations

4.7 Role and Responsibilities of Block Peon (Examination Duty)

The Block Peon shall assist the Chief Conductor, Joint Chief Conductor, and Junior Supervisors in ensuring the smooth, orderly, and disciplined conduct of examinations within the assigned examination block.

The duties and responsibilities shall include the following:

1. Pre-Examination Preparation
 - Report to the examination centre well before the commencement of the examination as per instructions of the Chief Conductor.
 - Assist in arranging examination halls, seating materials, and required furniture prior to the examination session.
 - Ensure cleanliness and readiness of the assigned examination block.
2. Distribution of Examination Materials
 - Collect answer books, supplementary sheets, attendance sheets, and other materials from the examination control room as directed.

- Deliver examination materials securely to the assigned Junior Supervisor before the start of the examination.
3. Support During Examination
 - Remain stationed in the assigned block throughout the examination period.
 - Provide additional answer books, graph sheets, or stationery to candidates only through the Junior Supervisor.
 - Carry official communications or instructions between the examination control room and examination halls when required.
 4. Movement Control and Discipline
 - Prevent unauthorized entry into the examination block.
 - Maintain silence and discipline in corridors surrounding the examination halls.
 - Assist in regulating student movement for washroom visits as per examination rules.
 5. Collection of Examination Materials
 - Assist the Junior Supervisor in collecting used answer books and supplementary sheets after completion of the examination.
 - Safely transport collected materials to the control room under supervision.
 6. Confidentiality and Security
 - Handle examination materials carefully and maintain strict confidentiality.
 - Ensure that no examination documents are misplaced, damaged, or accessed by unauthorized persons.
 7. Emergency Assistance
 - Provide immediate assistance in case of medical emergencies or unexpected situations during examinations and inform the supervisory staff promptly.
 8. Post-Examination Duties
 - Assist in arranging and bundling examination materials as instructed.
 - Help restore examination halls to normal condition after completion of the session.
 9. Compliance with Instructions
 - Perform any additional duties assigned by the Chief Conductor, Joint Chief Conductor, or Controller of Examinations (CoE).

Timelines for Paper Valuation & Moderation

5.1 Appointment of Examiners for Paper Assessment

The appointment of examiners for paper assessment shall be carried out through a structured and confidential process to ensure fairness, academic quality, and compliance with institutional regulations.

1. Preparation of Examiner Panel

- The Head of the Department (HoD) / Chairperson of the Board of Studies (BoS) shall prepare a panel of eligible examiners.
- Examiners shall be selected based on prescribed academic qualifications, teaching experience, course expertise and guidelines of University of Mumbai.
- The prepared panel shall be submitted to the Controller of Examinations (CoE) for scrutiny and recommendation.

2. Approval of Examiners

- The examiner panel recommended by the Controller of Examinations shall be placed before the Principal (Chairperson) for approval.
- Upon approval, the selected faculty members shall be empanelled as authorized examiners for paper assessment.

3. Issuance of Appointment Order

- The Controller of Examinations shall issue official appointment letters/orders to the approved examiners.
- The appointment order shall include:
 - Course details
 - Assessment scheme and evaluation guidelines
 - Timeline for completion of assessment
 - Confidentiality and ethical compliance clause

4. Confidentiality and Responsibility

- All appointed examiners shall maintain strict confidentiality regarding examination materials, evaluation processes, and awarded marks.
- Examiners shall adhere to institutional examination regulations and timelines specified by the Examination Section.

5.2 Valuation of Answer Script

The valuation of answer scripts shall be conducted in a systematic, confidential, and time bound manner to ensure timely declaration of results and maintenance of academic standards.

1. Timeline for Valuation

The valuation process shall be completed within the following prescribed timelines:

- For programmes with an intake of up to 60 students:
Valuation of each course shall be completed within four (4) working days and Moderation within six (06) days from the date of completion of the respective course examination or from the date of intimation by the Examination Section.
- For programmes with an intake of up to 180 students, the valuation of each course shall be completed within eight (8) working days and Moderation within ten (10) working days from the date of completion of the respective course examination, or within four (4) working days and Moderation within six (06) days if more than one assessor is appointed, or as otherwise intimated by the Examination Section
- Supplementary/Backlog Examinations:
Valuation shall be completed within two (02) and Moderation within four (04) working days from the date of the respective course examination or from the date of official intimation.

2. Mode of Valuation

- Valuation of answer scripts shall be conducted in online/offline mode using the institute-approved digital evaluation system.
- Examiners shall evaluate scripts only through authorized login credentials provided by the Examination Section.

3. Venue for Valuation

- Online/Offline valuation shall be carried out in the designated computer laboratory of the institute under the supervision of the Examination Section.
- The Examination Section shall ensure:
 - Availability of required infrastructure and systems,
 - Secure login access,
 - Continuous technical and administrative support.

4. Internal Valuation

- Valuation shall be performed by internal examiners appointed as per institutional norms and approved examiner panels.

- Examiners shall strictly adhere to:
 - Approved marking schemes,
 - Evaluation guidelines,
 - Confidentiality requirements.
- 5. Compliance and Accountability
 - Examiners shall complete valuation within stipulated timelines.
 - Any delay or discrepancy shall be reported to the Controller of Examinations for necessary action.

5.3 Moderation Process

Moderation of evaluated answer scripts shall be conducted to ensure uniformity, fairness, and consistency in assessment and to maintain the academic standards of the institution.

1. Purpose of Moderation

The moderation process shall aim to:

- Ensure uniformity and consistency in evaluation across different examiners.
- Verify adherence to the approved marking scheme and evaluation guidelines.
- Maintain fairness, transparency, and academic credibility in assessment.

2. Appointment of Moderators

- Moderation shall be carried out by external moderators, preferably faculty members from other institutions or approved experts in the concerned course area.
- Moderators shall be appointed as per institutional and autonomous examination norms.

3. Moderation Procedure

- Moderation shall be conducted in accordance with prescribed University / Autonomous Examination Regulations.
- A representative sample or specified set of evaluated answer scripts shall be reviewed by the moderator.
- The moderator shall examine marking patterns, award of marks, and overall assessment standards.

4. Correction of Deviations

- Any deviations, discrepancies, or inconsistencies identified during moderation shall be rectified before finalization of marks.

- Necessary revisions, if recommended, shall be implemented under the supervision of the Controller of Examinations.
5. Finalization of Marks
- Marks shall be finalized only after completion of the moderation process and approval by the competent authority.
 - Moderation records shall be maintained confidentially by the Examination Section.

5.4 Supplementary Examination Process

Re-Examination Policy

The Re-examination process provides students with an opportunity to clear course(s) in which they have not secured the minimum passing marks in the End Semester Examination. The following rules and procedures shall govern the conduct of Re-examinations.

1. Eligibility for Re-Examination
 - Students who fail to secure the minimum passing marks in the End Semester Examination of any subject shall be required to appear for a Re-examination in the concerned course.
 - Only students fulfilling academic eligibility criteria prescribed under institutional regulations shall be permitted to register.
2. Schedule and Fees
 - Re-examinations shall be conducted after the declaration of regular examination results, as per the approved academic calendar.
 - Students shall be required to pay the prescribed Re-examination fee for each subject within the notified deadline.
 - Admission to the Re-examination shall be granted only after successful fee payment and verification by the Examination Section.
3. Attendance Defaulters
 - Students having less than 75% attendance in a course shall be treated as attendance defaulters.
 - Such students shall be required to appear for the Re-examination of the concerned course after payment of the prescribed fee.
 - Permission to appear shall be subjected to fulfilment of all other eligibility conditions specified in the academic regulations.
4. Conduct of Examination

- All rules and regulations related to Unfair Means (UFM) applicable to regular End Semester Examinations shall be strictly enforced during Re-examinations.
 - Any malpractice or misconduct shall be dealt with as per the institutional disciplinary procedures.
5. Declaration of Results
- Results of the Re-examination shall be declared within twenty-one (21) days from the date of completion of the respective examination.
 - Review, revaluation, retotalling, or photocopy facilities shall not be permitted for Re-examination answer scripts.

5.5 Supplementary Examination Policy

The Supplementary Examination shall be conducted in accordance with the academic calendar and institutional examination regulations to provide students an opportunity to clear backlogs within the prescribed framework.

1. Odd Semester Supplementary Examination (December Session)
 - Supplementary examinations shall be conducted only for Semester I, III, V, and VII.
 - Supplementary examinations shall not be conducted for Semester II, IV, VI, and VIII during the December session.
2. Even Semester Supplementary Examination (May Session)
 - Supplementary examinations shall be conducted only for Semester II, IV, VI, and VIII.
 - Supplementary examinations shall not be conducted for Semester I, III, V, and VII during the May session.
3. Revaluation and Photocopy
 - Revaluation and photocopy of answer scripts shall not be permitted for Supplementary Examinations.

Preparation and Publication of Results

6.1 Preparation and Publication of Results

The preparation and publication of examination results shall be carried out in a systematic, secure, and transparent manner under the supervision of the Controller of Examinations (CoE), ensuring accuracy, confidentiality, and compliance with institutional and university regulations.

1. Collection of Marks

- All evaluation marks, including End Semester Examination (ESE), Continuous Internal examination (CIE), Term Work (TW), Practical, and Viva-Voce marks, shall be submitted by the respective examiners and departments within the prescribed timelines.
- Internal Component Marks shall be submitted through the approved ERP system or authorized examination portal.
- The Examination Section shall verify completeness of submitted marks before further processing.

2. Verification and Scrutiny of Marks

- The Examination Section shall conduct preliminary scrutiny to identify:
 - Missing marks
 - Data entry errors
 - Incorrect course mapping
 - Calculation discrepancies
- Any discrepancies shall be communicated to the concerned department or examiner for immediate correction.
- Verified marks shall be approved for tabulation only after confirmation of accuracy.

3. Tabulation of Results

- The tabulation process shall include:
 - Compilation of all assessment components
 - Application of approved evaluation schemes and weightages
 - Calculation of total marks, grades, and SGPI/CGPA as per regulations
- The entire process of computation of final marks shall be carried out through a fully automated system using approved examination management software to ensure accuracy, consistency, and transparency in result processing.

- The Controller of Examinations (CoE) shall verify all computed entries prior to finalization of results. This verification shall include validation of marks, grades, calculation processes, and the application of grace marks or other permissible concessions strictly in accordance with the prescribed academic regulations and applicable norms
4. Moderation and Approval
- Moderation, wherever applicable, shall be completed prior to final result processing.
 - The compiled results shall be reviewed and verified by the Controller of Examinations.
 - Final approval for declaration of results shall be obtained from the Principal.
5. Result Processing and Confidentiality
- Result data shall remain strictly confidential until official approval and declaration.
 - Access to result processing systems shall be restricted to authorized examination personnel only.
 - Adequate digital security measures shall be ensured during result preparation.
6. Publication of Results
- Results shall be published through:
 - Institutional ERP portal
 - Official website notification
 - Notice boards (if required)
 - The published result shall clearly mention:
 - Student details (Name/PRN/Seat Number)
 - Course-wise marks/grades
 - SGPI/CGPA (where applicable)
 - Result status (Pass/Fail/ATKT/etc.)
7. Timeline for Result Declaration
- Results shall normally be declared within the timeframe prescribed by institutional or university guidelines after completion of examinations and evaluation.
 - Any delay shall be communicated officially with valid justification.
8. Post-Result Processes

After publication of results, the Examination Section shall facilitate:

- Issue of grade sheets/mark statements

- Verification or grievance handling (where applicable)
- Processing of supplementary/backlog examinations
- Result amendment in case of verified errors as per approved procedure.

9. Record Maintenance

- All result-related records, including mark registers, tabulation sheets, and approval documents, shall be securely stored in both digital and physical formats.
- Records shall be maintained for audit, accreditation, and statutory compliance purposes.

6.2 Adoption of University Examination Ordinances

The Autonomous Institution shall adopt and implement the Examination Ordinances, regulations, and guidelines prescribed by the affiliating university, namely University of Mumbai, to ensure uniformity, transparency, and academic integrity in the conduct of examinations.

The following provisions shall govern the adoption and implementation of University Examination Ordinances:

1. Applicability of Ordinances

- All examination-related activities of the institution shall be conducted in accordance with the applicable ordinances, regulations, circulars, and notifications issued by the affiliating university from time to time.
- These ordinances shall apply to all undergraduate, postgraduate, and other academic programmes unless specifically modified under autonomous status with due approval.

2. Alignment with Autonomous Framework

- The institution, while functioning under autonomous status, shall frame its examination rules and procedures consistent with the broad framework and academic standards prescribed by the University.
- Any institutional examination regulations shall not contradict the fundamental provisions of the University ordinances.

3. Adoption of Amendments

- Any amendment, revision, or new ordinance issued by the University shall be reviewed by the Controller of Examinations (CoE).

- Necessary modifications shall be incorporated into institutional examination policies after approval from the Academic Council and the Principal.
4. Areas Covered under Adoption
- The adopted ordinances shall include, but not be limited to:
1. Examination eligibility criteria
 2. Examination conduct and supervision
 3. Evaluation and moderation procedures
 4. Passing standards and grading system
 5. Revaluation and verification rules (where applicable)
 6. Unfair Means and disciplinary procedures
 7. Result declaration and certification processes
5. Authority for Interpretation
- In case of ambiguity or conflict in interpretation, the ordinances and clarifications issued by the University shall prevail.
 - The Controller of Examinations shall act as the nodal authority for interpretation and implementation at the institutional level.
6. Compliance and Monitoring
- The Examination Section shall ensure strict compliance with adopted ordinances.
 - Periodic audits and reviews shall be conducted to verify adherence to university norms and statutory requirements.
7. Communication to Stakeholders
- All adopted ordinances and subsequent amendments shall be communicated to students, faculty, and administrative staff through official notifications, ERP portals, and institutional circulars.

6.3 Result Approval Board (RAB)

The Result Approval Board (RAB) is a statutory body constituted to review and approve the examination results of each semester. It ensures fairness, accuracy, and compliance with academic regulations in the publication of results under the autonomous system.

Composition of the RAB:

The Result Approval Board shall consist of the following members:

1. Principal – Chairperson of RAB/Any Senior faculty appointed by Principal
2. Chairpersons of all Boards of Studies (BoS) / Heads of Departments (HoDs)
3. Nominee from the Parent University (e.g., University of Mumbai)

4. Senior Faculty Member – Nominated by the Principal
5. Controller of Examinations (CoE)

The Principal reserves the right to co-opt additional members if necessary, depending on the scope and scale of evaluations under review.

Functions and Responsibilities:

1. Review of Results:

- Scrutinize results compiled by the CoE office, including:
 - Course-wise and programme-wise pass percentages.
 - Statistical comparisons of internal and external assessment marks.
 - Results of open electives, Ph.D. course work (if applicable), and arrear examinations.

2. Moderation Recommendations:

- Based on difficulty level of question papers or student performance, the RAB may recommend moderation in marking as per norms approved by the Academic Council and the Parent University.

3. Result Rectification:

Address discrepancies, if any, related to:

- a. Malpractice decisions
- b. Attendance shortages
- c. Withdrawals or break of study
- d. Special approvals for re-admitted students or repeaters

4. Deliberation and Approval:

- Finalize and rectify the semester results for all UG and PG programmes after due discussion.
- Approve outcomes of revaluation, retotalling, and supplementary examinations.

5. Documentation and Reporting:

- Ensure minutes of the RAB meeting are recorded, finalized, and duly signed by all members.
- Submit approved results for publication on the institutional portal and onward transmission to the Academic Council for ratification.

The RAB ensures that the evaluation and grading process remains transparent, accurate, and consistent with academic standards. It acts as the final authority at the institutional level before results are published.

6.4 Amendments of Results Due to Errors

If it is found that the result of any examination has been affected by an error Controller of Examinations (CoE), or the designated Examination Official shall have the authority to initiate correction of such results to reflect the true academic performance of the candidate.

All amendments shall be carried out with the prior approval of the Principal and in accordance with the following provisions.

1. Timeframe for Error Reporting

- Errors reported or detected within three (3) months from the date of declaration of results may be corrected directly by the Controller of Examinations/Registrar with the approval of the Principal.
- Errors detected after three (3) months shall be placed before the Examination Committee for detailed scrutiny and approval prior to implementing any correction.

2. Types of Recognized Errors

For the purpose of result amendment, the term “error” shall include, but not be limited to, the following:

i. Technical Errors

- Errors arising from computer processing, data entry, software programming, result generation, or printing issues.

ii. Clerical Errors

- Mistakes in totalling of marks, transfer or posting of marks, ledger entries, or manual record maintenance.

iii. Evaluation Errors

- Errors resulting from negligence, oversight, or incorrect marking by examiners or personnel involved in evaluation, tabulation, or result preparation.

3. Procedure for Amendment

- Upon detection of an error, a detailed report shall be prepared by the concerned staff member, examiner, or department.
- The Controller of Examinations shall verify the claim using supporting documents and evaluation records.
- After due verification and approval, necessary corrections shall be incorporated in the official records.
- A revised mark statement/grade sheet shall be issued to the concerned student.

- All amendments shall be recorded and authenticated by the Examination Section.
- 4. Transparency and Record Keeping
 - A Result Amendment Register shall be maintained by the Examination Office for audit and reference purposes.
 - All corrections shall be properly documented with justification and approval records.
 - The concerned student shall be officially informed regarding the amended result.

6.5 Result Approval Board Meeting (RABM)

The CoE shall prepare a detailed statistical report of the examination results and present it to the Result Approval Board. The report shall include the following information:

1. Minutes of the Previous RABM
2. Name of the Examination (with Month and Year)
3. Total Number of Candidates Registered
4. Total Number of Candidates Appeared
5. Branch-wise Pass Percentage
6. Subject-wise Internal and External Marks Comparison
7. Open Elective Course Pass Percentage
8. Overall Programme-wise Result Comparison
9. Grade Distribution across Branches in the Current Semester
10. Ph.D. Coursework Results
11. Results of Re-admitted Students
12. Arrear Course Results for Passed-out UG & PG Candidates
13. Proposals for Moderation, if any
14. Revaluation Results and Ratification
15. Details of Question Papers Collected, Reviewed, and Utilized
16. Summary of Attendance Shortages, Breaks of Study, and Student Withdrawals

The minutes of the Result Approval Board Meeting shall be finalized on the same day and duly signed by all attending members.

6.6 Publication of Results

The final results, once approved by the Result Approval Board, shall be published by the Principal. These results Published though ERP & Institute Website, and students will be able to download their individual semester score sheets.

Subsequently, the approved results shall be presented to the Academic Council for ratification and formal recording.

6.7 Arrear Examinations

- Examinations for arrears from the immediate past semester shall be scheduled on weekends (Saturdays and Sundays) to avoid conflict with current academic activities.
- Candidates having arrears in current semester subjects shall appear along with the regular students during the scheduled exams.
- Candidates who have completed the programme but still have arrears must appear for exams in either of the above slots, as applicable.

