



JOY UNIVERSITY
semper paratus

EXAMINATION REGULATIONS



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1. VISION

To establish and maintain the examination rules and regulations and provide reliable assessment of students.

2. MISSION

To adopt and implement Outcome Based Education with an emphasis on continuously improving best examination practices.

3. OBJECTIVE

To streamline the process of conducting examinations in a systematic manner with proper grading and marking system.

4. REGISTRATION

Every student has to register for all the prescribed courses in each semester. The registration process will ensure clarity on the courses he/she needs to do and each student will get his/her registration card after payment of the fees/dues.

5. EXAMINATION CALENDAR

The Office of the CoE shall follow the Examination Calendar as follows

Programme	Semester	Month
UG/PG/Ph.D	ODD - I/III/V/VII/IX	November/December
	EVEN - II/IV/VI/VIII/X	May/June

6. GENERAL EXAMINATION GUIDELINES

On the first day of the classwork the Faculty in charge should issue the Course Hand-Out which contains the following

- (i) The operations of the course (Its pace, coverage and level of treatment, textbooks, assignments, home tasks. etc.).
- (ii) Various components of evaluation, such as tutorials, laboratory exercises, assignments, minor projects, seminars, poster or paper presentations, announced or surprise quizzes (Open Book or Closed Book), regularity of attendance.
- (iii) The frequency, duration, tentative schedule, relative weightage etc. of these various components.

The Medium of Instruction and Medium of Examinations for all courses other than Language and Literature courses will be English.

The different components of evaluation are evenly spread out in the semester so that the student will be able to apply the knowledge, concepts and attempt to answer the questions in a cognitive manner.

The Comprehensive Examination will cover the whole course and will be held at the end of the semester. The Mid Semester Examination will cover 50% of the whole course and will be conducted as per academic calendar schedule viz. during the middle of the semester.

At least 40% of the evaluation component should be Open Book for both UG and PG degree course.

Any student who misses any component of evaluation must immediately approach the Faculty Incharge, so that Make-Up Examination shall be conducted.

The decision of the CoE is final and binding in all matters of Examinations.

Just as evaluation is done in a continuous manner, feedback should also be available in a continuous manner. Thus the Answer Booklets must be promptly evaluated, shown to the students for them to obtain any clarification on their own performance.

The performance of the students in the Examination should be discussed in the class giving as much detail as possible like the highest, lowest and average performances.

At the conclusion of the semester a student is awarded a grade in each of the courses he/she has taken during the semester. The grade awarded to a student in a course will depend on his/her total performance in all the components of evaluation as designed by the faculty-in-charge.

The CoE is responsible for conducting the Mid Semester, Make-Up, Comprehensive and Supplementary Examinations and obtaining the final grades from all faculty and generate the Grade Sheets.

7. EVALUATION SCHEME

The evaluation scheme at Joy University is as follows:

Assessment Type	Evaluation Component	Weightage	Exam Mode
Formative	Assignments	10%	--
Formative	Seminar/Group Discussion/Poster or Paper Presentation/Minor Project	10%	--
Formative	Quiz	10%	--
Formative	Attendance	10%	Continuous
Formative	Mid Semester Examination	20%	Open Book
Summative	Comprehensive Examination	40%	Closed Book

8. ATTENDANCE

It is the responsibility of the student to maintain a minimum of 75% attendance in each course to write all the regular Theory and Practical course of the Comprehensive Examination.

The method for the allotment of marks for attendance is as follows,

Attendance %	% Weightage
95 - 100	10
90 - 94.99	8
85 - 89.99	7
80 - 84.99	6
75 - 79.99	5

Medical Leave (ML): A student availing Medical Leave shall accompany a medical certificate from a statutory Medical Officer along with the medical reports from the same hospital/clinic where the medical certificate is issued.

A Certificate from a Registered Medical Practitioner containing his/her Registration Number may also be accepted in those cases where a student is normally residing off-campus or becomes ill while away from Joy University. Upon reporting back to Joy University, the student is also expected to produce fitness certificate stating that the student is fit to continue studies.

The student may approach the Faculty in charge along with medical leave form, medical certificate and medical reports requesting for consideration of Medical Leave. Only upon receiving the medical leave form, certificate and reports the Faculty in charge may review and if found genuine may recommend to the School Dean.

Only the School Dean has the authority to approve/dis-approve the ML based upon the reliability of the reasons. Five ML can be considered in a semester for the students who are genuinely sick with proper medical leave form, medical certificate and medical reports. All Medical documents should be submitted within three working days.

Other Duty Attendance (OD): Students who miss regular classes due to their involvement in Co-Curricular & Extra - Curricular activities should contact the respective authorities (Club Coordinators, Physical Director, Faculty, Dean of Students, School Dean,) with duty leave form, who would recommend OD for attendance within three working days.

In case of ML and OD, upon sanction of the same, it will be updated in the ERP. Wherever, OD is availed and granted on an hourly basis, for every 04 sessions, 01 day will be considered as on duty (OD). A maximum of Five Working Days as OD is permitted in a semester.

For ML, a maximum of Five Working Days can be granted as leave with attendance in a semester. ML & OD Attendance will be granted only for those class sessions conducted during the leave period.

In the case of attending Workshop(s)/Conference(s), Seminar(s) a maximum of Five Working Days as OD is permitted in a semester.

9. CONDONATION FEE

A Student who has obtained less than 75% and above 70% even after considering ML/OD are eligible to pay Condonation Fee. In case the shortage of attendance is beyond condonable limit such student, is Not Eligible (NE) to appear for the Comprehensive Examination and must repeat the course.

Only upon payment of receipt of the Condonation Fee along with the Application Form recommended and approved by the School Dean and Dean Academics, the Hall Ticket will be generated and the student shall be eligible to appear for Comprehensive Examination.

Condonation Fee and submission of Application Form should be processed within the time limit framed by the CoE.

The Dean of a School, should not forward the applications for condonation of those students who have shortage of attendance beyond condonable limit.

10. HALL TICKET/ LOSS OF HALL TICKET

The Hall Ticket for appearing the Comprehensive & Supplementary Examinations will be generated only for the student who has fulfilled the following conditions:

- i. Having minimum 75% of attendance in each course.
- ii. No Fee Dues

The Hall Ticket will contain only the courses in which the student is eligible to appear for Examinations. Student shall download the Hall Ticket from the online portal.

No Student is allowed inside the Examination Hall without the Hall Ticket/Duplicate Hall Ticket. The Hall Invigilator will allow the student only if the course scheduled is mentioned in his/her Hall Ticket.

If the Hall ticket is lost/damaged the prescribed fee has to be paid and upon the receipt of payment Duplicate Hall Ticket can be downloaded from the online portal.

11. EVALUATION SYSTEM

11.1 During Semester Assessment

To uphold the best practices, During Semester Assessment (DSA) is followed in each semester. The DSA comprises of the following components to determine the student academic performances at regular intervals throughout a semester,

- i. Attendance
- ii. Assignment
- iii. Quiz
- iv. Minor Projects
- v. Seminars/Group Discussions
- vi. Poster/Paper Presentations

These components will be as prescribed by the concerned Program Regulations and Curriculum. Further, the details of the duration of the DSA, total marks and weightage in terms of percentage of the total of evaluation components shall be as specified in the concerned Regulatory Bodies, Program Regulations and Curriculum, and/or the concerned Course Handout. All Internal Question Papers set for Quiz & Assignments should be documented and kept within the respective Schools and should be produced whenever required by the Office of CoE.

11.2 Mid Semester Examinations

The Mid Semester Examination is a component of the Continuous Assessments as prescribed by the concerned Program Regulations and Curriculum. Further, the details of the duration of the Mid Semester Examinations, total marks and weightage in terms of percentage of the total of evaluation components shall be as specified in the concerned Regulatory Bodies, Program Regulations and Curriculum, and/or the concerned Course Handout.

The dates for the Mid Semester Examinations shall be published in the Academic Calendar of the University. The Mid Semester Examination is conducted as an OPEN BOOK written examination conducted at specified examination halls of the University, on the specified dates and times.

The detailed schedule of the Mid Semester Examinations shall be published/ announced by the Office of the CoE at least one week before the scheduled date of Mid Semester Examinations.

11.3 Guidelines for Applying Mid Semester Make-Up Examination

The Make-Up Examination is conducted only for the Students who have missed (Absent) any of the Examination Components.

A student who has missed the Mid Semester Examination due to genuine Medical reasons or due to unforeseen circumstances may be permitted to write a Make-Up Examination.

The Student should make an application to the Faculty concerned through the Make-Up Examination Requisition Form within the Stipulated Deadline set by Office of the CoE explaining the reasons for their absence.

Absence of Mid Semester Examination will be at the discretion of the Faculty. The Faculty needs to be convinced that the reasons for absence are genuine.

After Discretion, the Faculty concerned should submit the Requisition Forms to the respective School Dean.

The School Dean after considering the reason of the Student absence should submit the Requisition Forms to the Dean - Academics.

The Dean - Academics will submit all the requisition forms to the CoE before the stipulated deadline for scheduling the Make-Up Examination.

A Student who misses the Make-Up Examination will not be given another Make-Up Examination.

11.4 Comprehensive Examination

Comprehensive Examination is the final examination component of the Continuous Assessments of a Course, as prescribed by the concerned Program Regulations and Curriculum, conducted at the end of the Semester. The details of the duration of the Comprehensive Examination, total marks and weightage in terms of percentage of the total of evaluation components shall be as specified in the concerned Regulatory Bodies, Program Regulations and Curriculum, and/or the concerned Course Handout.

The dates for the Comprehensive Examination shall be published in the Academic Calendar of the University. The Comprehensive Examination is conducted as CLOSED BOOK

written examination conducted at specified examination halls of the University, on the specified dates and times.

The detailed schedule of the Comprehensive Examination shall be published/ announced by the Office of the CoE at least one week before the scheduled date of Comprehensive Examination.

11.5 Guidelines for Supplementary Examinations

To be eligible for degree completion, students are required to achieve a **“Pass - P”** in all courses registered at the beginning of each semester. However, if a student receives a RA Grade in any course, they are given the opportunity to pass the course by either participating in a Supplementary Examination.

Below are the guidelines for Supplementary Examinations

- a. Supplementary Examination will have same weightage as the Comprehensive Examination.
- b. The marks obtained in the FIRST ATTEMPT of the Supplementary Examination will be added to the marks obtained in the Pre-Comprehensive Evaluation Components (Mid-Semester Examination, Quizzes, Assignments, Projects) as per their weightages while calculating the grade.
- c. If a student fails to clear a course in the FIRST ATTEMPT of the Supplementary Examination then the student has to REPEAT the course in the subsequent Odd Semester, and likewise for Even Semester.

11.6 Eligibility for Supplementary Examination

A student with a minimum attendance of 75% in a course, who has failed to pass or has not appeared for the Comprehensive Examination will be awarded **“RA Grade - Re-Appear”** and is eligible to apply for a Supplementary Examination for that specific course.

Students lacking sufficient attendance are not eligible for Supplementary Examinations and must repeat the course to attain a passing grade.

Eligible students must remit a fee of Rs. 1500/- per Course and apply within the designated timeframe set by the Controller of Examinations.

11.7 Schedule of Supplementary Examinations

Supplementary Examinations for courses in the Odd Semester (Jul - Dec) will be conducted within 10 days following the commencement of the subsequent semester.

For courses in the Even Semester (Jan - May), Supplementary Examinations will be held within 10 days preceding the start of the following semester.

11.8 Guidelines for Repeating a Course

Students who were not eligible for Comprehensive Examinations due to attendance **shortage (Less than 75%) in a course will be awarded “NE Grade - Not Eligible”** for that course and must repeat the course.

Students who have not cleared a particular course in the First Attempt of the Supplementary Examination shall Repeat the course in the subsequent Odd Semester, and likewise for Even Semester.

Students intending to clear backlogs by repeating a course in a particular semester must register for the repeat course alongside regular semester courses during Semester Registration.

An additional fee of Rs. 2000/- per Course must be remitted by the student for registering a repeat course.

12. DOCTOR OF PHILOSOPHY (Ph.D)

12.1 Course Work Registration

All Research Scholars (Full Time/ Part Time) irrespective of the discipline shall successfully complete FOUR course works.

The Credit requirement for the Ph.D. course work should be minimum of 12 Credits. Course works below 12 credits will not be approved by the Doctoral Advisory Committee (DAC).

The DAC approved course work shall be completed within One Year from the date of registration applicable for Full Time & Part Time Research Scholars. If the research scholar fails to complete the courses in time, appropriate remedial or punitive action (Including cancellation of registration) may be recommended by the DAC.

No change in the approved course work shall be made without the approval of the DAC.

12.2 Course Work Evaluation & Assessment Method

The Evaluation Scheme for the DAC approved course works for the Research Scholars will be as follows

Assessment Type	Evaluation Component	Weightage	Exam Mode
Formative	Assignments	30%	--
Formative	Seminar/Research Paper Presentation in Conference	20%	--
Formative	Attendance	10%	Continuous
Summative	Comprehensive Examination	40%	Closed Book

There shall be only Comprehensive Examination (CLOSED BOOK) for 3 hours duration and 100 marks (40% Weightage) covering the full syllabus of each course to which a Research Scholar has to appear and achieve atleast E Grade to achieve the minimum CGPA

The Comprehensive Question Paper Pattern will be followed as per the norms laid down by the University for UG & PG Programmes.

12.3 Duration of the Programme & its Limit

For Full Time & Part Time irrespective of the discipline the duration of the Ph.D Programme including the course work will be Minimum 3 years and Maximum 6 Years. A Maximum of (N+2) can be given for candidates recommended by DAC.

13. DISSERTATION / PROJECT WORK

The students enrolled in UG programmes will have to register for a full semester Project work / Dissertation (Student - Choice) in their final semester for 20 credits. The students of PG programmes will be required to register for a full semester Dissertation in their final semester.

Each student should complete all prescribed coursework of the programme and fulfil the minimum academic requirements before he/she can register for Project Work or Dissertation in his/her final semester of the programme. If the academic performance of the student falls below the minimum requirements, he/she will be required to register in some courses again in a subsequent semester to improve his/her CGPA, before he/she can register for Project Work/Dissertation.

14. GENERAL GUIDELINES TO CONDUCT PRACTICAL EXAMINATIONS

Practical Examinations shall be conducted within the School by the Concerned Internal Examiner ONE WEEK before the Commencement of the Comprehensive Examinations. A Copy of the Practical Schedule duly signed by the Internal Examiner and the School Dean shall be submitted to the Office of the CoE.

Practical Examination shall start after the arrival of External/Internal Examiner (Whichever applicable)

Before the start of the Practical Examination, the Dean shall interact with the Internal as well as External Examiner and brief them about the sanctity and seriousness of the Practical/Viva Voce Examination, particularly emphasizing that the examination is to be conducted purely in a fair, transparent and objective manner, thus assessing the true performance of the candidate.

The External Examiner is expected to devote a reasonable time, assessing the candidate on all possible dimensions of the course.

Each candidate shall be assessed on various parameters like subject knowledge, practical application, communication skills, presentation of the project report/dissertation, code of conduct, etc.

The final evaluation and the final award of marks should be uploaded in the Examination portal and the Faculty in charge should submit all the Answer Booklets to the Office of the CoE immediately after the conclusion of the Examination on the same day of Practical Examination.

TA and Honorarium will be admissible only for the External Examiner as per University norms.

Evaluation Scheme:

Practical Evaluation Component	Marks
Attendance	5
Viva Voce	10
Record	10
Experiment	25
Total Marks	50

15. MINIMUM ACADEMIC REQUIREMENTS

Subject to fulfilling the Academic Regulations of Joy University, the student will be issued a Grade Sheet at the end of each Semester. A Transcript, Provisional Certificate followed by the Final Degree Certificate at the end of the UG/PG/Ph.D programme will be issued.

For successful completion of a UG Programme, the student should obtain a minimum CGPA of 4.50 and no RA grade in any course.

For successful completion of a PG Programme, the student should obtain a minimum CGPA of 5.50 and no RA grade in any course.

No student can register in any other course of his/her degree along with Dissertation in PG or Project work in UG.

16. GRADING SYSTEM

Letter Grades called as Performance Grades A+, A, B, C, D, E, RA carrying Grade Points 10, 9, 8, 7, 6, 5, 0 respectively are awarded for all Theory and Practical courses other than Dissertation/Project Work for which only Non-Letter Grades namely Very Good, Good, Average, Satisfactory, Unsatisfactory, Commendable, Acceptable, Unacceptable are awarded.

Two methods, Relative Grading and Absolute Grading are adopted for awarding Grades in a course.

The list of Letter and Non-Letter Grades, their applicability and connotation are given below

16.1 Letter Grades

Letter Grade	Grade Point	Qualitative Meaning
A+	10	Outstanding
A	9	Excellent
B	8	Very Good
C	7	Good
D	6	Fair
E	5	Average
RA	0	Re-Appear/Absent for Comprehensive Exam
NE	0	Not Eligible (Attendance Shortage)
P	-	Pass
GA	-	Grade Awaited (Pending Disciplinary/Fee, Practical difficulties causing delay in submitting the marks to CoE)
M	-	Malpractice/Indiscipline (Debarred in Comprehensive Exam)

16.2 Grade Awaited (GA)

Whenever in the report GA appears, permission for further registration of such a student will be acted upon by Dean Academics on the recommendation of the Vice Chancellor.

16.3 Non Letter Grades

Ph.D Seminar / Viva Voce / Internship	Very Good / Good / Average
Interim Semester Grade for Ph.D. Thesis	Satisfactory / Unsatisfactory
Final Grade for Ph.D. Thesis	Commendable / Acceptable / Unacceptable

Evaluation Component	Non Letter Grade	Qualitative Meaning
Ph.D Seminar/ Viva Voce/ Internship	V	Very Good
	G	Good
	AV	Average
Interim Semester & Final Grade for Ph.D. Thesis	C	Commendable
	AC	Acceptable
	S	Satisfactory
	U	Unsatisfactory / Unacceptable

16.4 Relative Grading

The Relative Grading is based on the distribution (usually normal distribution) of marks obtained by all the students of the course and the Grades are awarded based on a cut-off marks or Percentile. Relative Grading system will be adopted if the number of UG students registered for the course is at least 30. For a class of smaller size, (< 30) an Absolute Grading scheme may be used.

The statistical method will be used with adjustments to calculate the mean (M), median (Md) and standard deviation (SD) of the total marks (TM) obtained by the students registered for the course. If the mean and median coincide, the mean may be used for further computations, otherwise the median may be used. If suppose the mean is used, then the letter grades may be awarded based on the ranges specified in table below:

Letter Grade	Range	Grade Point	Qualitative Meaning
A+	$TM \geq M + 1.75 SD$	10	Outstanding
A	$M + 0.75 SD \leq TM < M + 1.75 SD$	9	Excellent
B	$M - 0.25 SD \leq TM < M + 0.75 SD$	8	Very Good
C	$M - 0.75 SD \leq TM < M - 0.25 SD$	7	Good
D	$M - 1.25 SD \leq TM < M - 0.75 SD$	6	Fair
E	$M - 1.75 SD \leq TM < M - 1.25 SD$	5	Average
RA	$M - 1.75 SD > TM$	0	Re-Appear/Absent for Comprehensive Exam

The final grading in each course is done by tabulating in descending order (Equivalently a histogram) the total marks obtained by all students in that particular course. The performance of the course will be analyzed in terms of average, highest and lowest marks and the dividing lines between various clusters. Gaps between clusters and the nature of clusters will guide drawing the dividing lines between various grades. In a normal class of large size, the C-band will usually include the average mark. This is not a hard and fast rule and exceptions may arise in cases of small classes or a skewed histogram etc.

16.5 Absolute Grading

Under the Absolute Grading, the marks are converted to Grades based on pre-determined class intervals. Absolute Grading will be adopted if the number of UG students registered for the course is less than 30. For PG Students Absolute Grading will be adopted.

The Letter Grades may be awarded based on the ranges specified in table below

Letter Grade	Marks	Grade Point	Qualitative Meaning
A+	90-100	10	Outstanding
A	80-89	9	Excellent
B	70-79	8	Very Good
C	60-69	7	Good
D	50-59	6	Fair
E	40-49	5	Average
RA	< 40	0	Re-Appear/Absent for Comprehensive Exam

Absolute Grading will be adopted as per the applicable Regulatory Bodies to the concerned Schools, Programme and Courses.

16.6 Semester Grade Point Average (SGPA)

The Semester Grade Point Average (SGPA) (Calculated on a 10 Point Scale) indicates the Semester academic performance of a student in all the courses registered including the RA grade. The SGPA is computed considering all the courses in that particular semester and is computed as follows:

$$\text{SGPA} = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 \dots}{C_1 + C_2 + C_3 \dots}$$

where **C₁, C₂, C₃,.....**denotes Course Credits associated with the courses taken by the student and **G₁, G₂, G₃** denotes Course Grade Points of the Letter Grades awarded in the respective courses.

16.7 Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) (Calculated on a 10 Point Scale) will be used to describe the overall performance of a student (From the semester of admission till the point of reckoning) in all courses for which LETTER GRADES are awarded.

The CGPA is computed, considering all the courses in all semesters. The CGPA is calculated only on the basis of all pass Grades (A+, A, B, C, D, E) and is computed as follows:

$$\text{CGPA} = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 \dots}{C_1 + C_2 + C_3 \dots}$$

where **C₁, C₂, C₃,.....**denotes Accumulated Course Credits assigned to the respective courses in each semester and **G₁, G₂, G₃** denotes Semester Grade Point Averages (SGPA) obtained by the student in each semester. Non- Letter Grades do not go into computation of CGPA.

17. AWARD OF CLASS

The Class shall be awarded to a candidate based on the CGPA as follows

CGPA	Classification of Final Result
7.5 and Above	First Class with Distinction
6.00 - 7.49	First Class
4.50 - 5.99	Second Class

18. AWARD OF MEDALS & RANK CERTIFICATE

The Controller of Examinations shall recommend to the Academic Council for awarding Medals & Rank Certificate to the students for their excellent performance in Academics. The details of different award of medals are as follows:

18.1 Gold & Silver Medals

The University shall award Gold & Silver medals to the outstanding performers in UG & PG as per the procedure notified from time to time.

18.2 Rank Certificate

A Rank Certificate will also be issued for the Gold & Silver medal awardees.

18.3 Eligibility for Medals

The students completing each course of the UG/PG Programs in one attempt and having at least 75 % attendance shall be considered to be eligible for the above medals.

If the topper student does not fulfill the above requirements, the medal shall be awarded to the next student in merit.

In case the students having tie, it shall be broken by considering the CGPA of the students. In case of a tie in CGPA, it shall be broken by considering the Student performance based on SGPA of previous two semesters. If, however, the tie still exists, then considering the SGPA of previous four semesters and so on.

19. PROGRAMME COMPLETION - TIME LIMIT

A student is expected to complete his/her programme of study within the Minimum Programme Duration (N). However, if a student has few backlog courses yet to be cleared even after the completion of the minimum time limit, the student will be permitted to complete all the course and credit requirements specified in the curriculum, with an additional grace period of Two Years (N+2) from the year of joining the University, under that programme. Under no circumstances, the period of study shall be extended beyond (N+2) period and thereafter his/her studentship stands cancelled automatically. No separate intimation in this regard will be sent to the student. Such cases will be brought to the notice of the Academic Council by the Dean of Academics. No formal approval of the Academic Council is required for the cancellation of such studentships.

20. BREAK IN STUDY

A student may be recommended by the concerned Dean of the School to temporarily break the study for a maximum period of Six Months only under valid reasons such as accident, hospitalization due to prolonged ill health, Debarred/Suspended due to lack of attendance or any in-disciplinary acts. The same may be forwarded to the Dean Academics for approval.

An official order will be issued by the Registrar clearly stating the conditions therein. In such cases the time limit for programme completion will be extended by the period of break of study.

Break in Study option can be availed only once for the entire programme duration. If a student drops a semester after commencement of the semester the courses registered by the student will be dropped and removed from the Registered Courses list and hence not indicated in the Semester Grade Sheet. The student can register those courses again in a subsequent Odd/ Even Semester

21. EQUIVALENCE COMMITTEE & ITS FUNCTIONS

The Equivalence Committee shall perform the following functions:

1. Verify the claims made by the transferred candidates regarding the program to which they were admitted in the earlier College/University as to whether the program was recognized by the concerned regulatory bodies.
2. Verify whether the courses completed by such transferred candidates are identical to the courses listed for the concerned degree program at Joy University.
3. Specifically recommend how many such credits can be transferred in favour of the transferred student for studies at Joy University.
4. Verify Course Equivalence for Backlog Students during changes in Syllabus and Curriculum.

The members shall be constituted for each School or Department as follows:

Designation	Role
Concerned School Dean	Chairperson
One Senior Faculty Members from the concerned School/Department (Not Less than Associate Professor Level)	Member
Dean Academics	Member
CoE/Nominee of CoE	Member Secretary

Not less than half the total number of members of the Committee shall constitute the Quorum for a meeting.

21.1 Credit Equivalence for Transferred Students From Other Universities

The equivalence of credits i.e., need of additional course work for equivalence are decided by the Equivalence Committee recommending for the cases of Students transferring from other University. However for awarding the class the performance of student in the examinations conducted at Joy University will only be considered.

21.2 Course Equivalence for Backlog Students

Regular updating of curriculum and syllabi is essential to reflect advancements made in various fields. A student is permitted to register or re-register a course again to clear their backlog provided; courses of Odd Semesters can only be repeated in subsequent Odd Semesters, and likewise for Even Semesters. By the time of registering or re-registering a course, there could be some modifications carried out in the syllabus of course(s) as approved by the concerned Board of Studies (BoS) and a new syllabus version would be different to the version indicated in his/her curriculum. If the changes effected are marginal, both the syllabi are considered to be equivalent and the student registering first

time or re-registering the course has to undertake the new syllabi currently being offered. No separate classes with the older version of syllabus will be offered to the student to clear their backlog.

After careful study of the syllabus, the Equivalence Committee may also identify new courses considered equivalent to those courses that were dropped from the curriculum for various reasons. Based on the recommendations of the Equivalence Committee, the Dean of the concerned School shall declare such courses as equivalent and the same may be recommended. Course Equivalence is applicable to all curricula, present and the future. However, the number of credits to be earned cannot be altered. All different versions of the same course are considered equivalent. The Credits of the original course (of the **curriculum**) **will be considered as 'earned', if there is a credit** difference to the equivalent course. Grade Sheet and Transcript will indicate the original course code and title only and not the equivalent course the student has registered, or written as the Supplementary Exam. Once a Course Equivalence is established between courses, various curricula using those courses will be automatically updated by putting both the courses into a single basket. Hence, students need to do only one course in that basket to meet their credit requirement. No explicit approval of the Academic Council is required to this effect.

22. MODERATION BOARD & ITS FUNCTIONS

The Moderation Board will review the Quality of the Question Paper laid as per University norms and applicable norms of Regulatory Bodies as such to conduct Mid Semester, Make-Up, Comprehensive and Supplementary Examinations.

22.1 Board of Examinations (BoE)

The Dean of the concerned School will be the Chairperson, BoE and shall nominate members as applicable to constitute the Moderation Board for the purpose of Moderation of Question Papers of the Mid Semester, Make-Up, Comprehensive and Supplementary Examination.

Not less than half the total number of members of the Board shall constitute the Quorum for a meeting. The members shall be constituted for each School or Department as follows:

Designation	Role
Concerned School Dean	Chairperson of the concerned Moderation Board
Two Senior Faculty Members from the concerned School/Department (Not Less than Associate Professor Level)	Members
Two External Subject Expert (If required) (Not Less than Associate Professor Level)	Members
Dean Academics	Member
CoE/Nominee of CoE	Convener

22.2 General Guidelines for the Question Paper Setters

1. Two Set of Question Papers for each subject should be set for Mid Semester and Comprehensive Examinations. Confidentiality must be strictly maintained.
2. The CoE will not accept Question Papers with one set. If only one set is submitted, the Question Paper Setter should submit an explanation in writing to the CoE with proper justification, which will be presented in the Moderation Board for discussion.
3. All the Question Papers should be submitted within the deadline specified by the CoE.
4. Questions of different levels are to be set. i.e., Easy Questions (25%), Average Questions (50%) and Difficult Questions (25%)
5. **Bloom's** Taxonomy shall be adopted while setting the Questions and weightage for each parameter shall be: Understanding (50%), Application and Analysis (30%) and Creativity (20%)
6. All Internal Question Papers set for Quiz & Assignments should be documented and kept within the respective Schools and should be produced whenever required by the Office of CoE.
7. Multiple numbers of Question Papers shall be procured in advance and the Question Paper to be used in any particular day is to be selected by Controller of Examinations on the day of Examination only.

22.3 Setting Number of Question

1. The Number of Questions for Mid Semester & Make-Up Examination must be 13.
2. The Number of Questions for Comprehensive & Supplementary Examination must be 23.

22.4 Question Paper Validation

1. The Syllabus Coverage, Relevancy, Structure and Pattern of the questions will be scrupulously reviewed by the Moderation Board.
2. 50% of the Syllabus should be covered to set the Question Paper for Mid Semester Examination. 100% of the Syllabus should be covered to set the Question Paper for Comprehensive Examination.
3. A Question Paper will be treated as Invalid upon the following factors,
 - a. More than 10% deviation from the prescribed syllabus.
 - b. Questions containing insufficient data.
 - c. Repetition of questions in any set of Question Paper.
 - d. Questions given in Quiz, Assignments incorporated in Mid Semester & Comprehensive Question Papers.
4. The Chairperson(s), BoE, shall have the power to change the Question Paper, if necessary. The decision of the Chairperson(s), BoE shall be final and binding.

22.5 Mid Semester & Make-Up Question Paper Pattern

Section A (Answer All Questions)	5 x 2 = 10 Marks
Section B (Answer Any Five out of Six)	5 x 5 = 25 Marks
Section C (Answer Any One out of Two)	1 x 15 = 15 Marks
Total	50 Marks (20% weightage)

22.6 Comprehensive & Supplementary Question Paper Pattern

Section A (Answer All Questions)	10 x 2 = 10 Marks
Section B (Answer Any Five out of Six)	5 x 5 = 25 Marks
Section C (Answer Any Four out of Five)	4 x 10 = 40 Marks
Section D (Answer Any One out of Two)	1 x 15 = 15 Marks
Total	100 Marks (40% weightage)

22.7 Leakage of a Question Paper

The CoE shall cancel the Examination of a course on the leakage of a Question Paper. The Office of the CoE shall schedule the Examination of this course after the last paper of schedule of the Examination. A high level Enquiry committee constituted by the Vice Chancellor shall examine the causes, the reasons and the person(s) responsible for leakage of the Question Paper. There after the Enquiry Committee shall submit the report to the Vice Chancellor for necessary action.

23. GRADE - RESULT EVALUATION COMMITTEE & ITS FUNCTIONS

23.1 Procedure for Submitting & Uploading the Marks in the Examination portal

1. All the marks (During Semester Assessment, Mid Semester and Comprehensive Examinations) should be uploaded in the Examination portal within the set time framed by the CoE.
2. All the Examiner will evaluate the Answer Booklets and carry out the Student Rechecking Process.
3. The Examiner will then prepare the student list with all the Marks (During Semester Assessment, Mid Semester and Comprehensive Examinations) along with the Total marks, Percentile as a Hard Copy and shall submit to the concerned Dean for review and approval.
4. After the Student Mark List Details are approved by the Concerned School Dean the Examiner shall upload the marks in the Examination portal.
5. The Dean of the School along with the assigned Exam Coordinator for each School should verify the marks entered by the Examiner in the Examination

Portal. After verification, the School Dean shall submit the Hard Copy of the mark list to the Office of the CoE through the Exam Coordinator.

23.2 Procedure for Declaration of Results

1. The Office of the CoE will process the results and prepare the Result Analysis.
2. The Controller of Examinations will convene the availability of results to the Grade - Result Evaluation Committee.
3. The members of the Grade - Result Evaluation Committee shall be constituted as below

Designation	Role
Vice Chancellor	Chairperson
Dean Academics	Member
Concerned School Deans/Nominee of School Dean (Professor Level)	Members
CoE/Nominee of CoE	Convener
Registrar	Member Secretary

4. Not less than half the total number of Committee members shall constitute the Quorum for a meeting.
5. The Controller of Examinations has to ensure different types of analysis to indicate Overall Performance of the Students, Faculty Result Analysis.
6. After Scrutiny of the Grades, the Grade - Result Evaluation Committee may suggest/recommend the improvement there of, specific achievement if any is to be made ready before declaring the results. The suggestions/recommendations made are to be incorporated in the results before the release.
7. Upon the recommendations and approval by the Grade - Result Evaluation Committee, the results will be declared by the CoE.
8. The University Examination results shall be declared on the dates specified in the Academic Calendar or the Notification issued by the University to this effect.
9. A Soft Copy of the Grade Sheets shall be published in the Examination portal where the student can access through his Dashboard using their login credentials. A printed Grade Sheet shall be issued to the students within One Month after the announcement of the concerned results.
10. The Grade Sheets shall be issued to the students by the office of the CoE on the dates notified by the CoE through the Office of the Dean.
11. Grade Sheets will also be issued for the Course(s) a student has appeared for the Supplementary Examinations, where applicable.

24. CONVOCATION FOR CONFERRING DEGREES

A Convocation for the purpose of conferring UG,PG & Ph.D Degrees shall be ordinarily be held once in a year on such date and place as may be fixed by the Vice Chancellor with prior approval of the Chancellor.

Before the commencement of the Convocation, “Ceremony Grace” **has to be passed in the Academic Council** which will be presided over by the Chancellor or in his absence by the Vice Chancellor.

Not less than four weeks notice shall be given by the Registrar of all the meetings of the Convocation.

The candidates who have passed their Examination in the year for which the Convocation is held shall be eligible to be admitted in the Convocation.

The Chancellor shall, if present, preside over the Convocation of the University for conferring Degrees. In the absence of the Chancellor, the Vice Chancellor shall preside at the Convocation.

A candidate for the degree must submit to the CoE his/her application on or before the date prescribed for the purpose, for admission to the degree at the Convocation in person, along with the prescribed fees.

Such candidates who are unable to present themselves in person at a Convocation shall be admitted to the Degree in Absentia by the Chancellor or in his absence by the Vice Chancellor and their Degrees shall be given by the Office of the CoE on application and payment of the prescribed fees.

The fees for admission to the degree at the Convocation in person shall be as prescribed from time to time.

24.1 Conferment of Degrees

For the Award of Degrees at the Convocation, candidates present shall be formally presented to the Chancellor or in his absence to the Vice Chancellor for admission to their respective Degrees by School Deans nominated for the purpose by the Vice Chancellor.

The name of the recipients of Medals and Rank Certificates shall be read by the Controller of Examinations.

The Registrar will present the candidates for conferment of Degrees In Absentia.

24.2 Conferment of Honorary (Honoris Causa) Degrees

A Special Convocation for the purpose of conferring Honorary Degrees may also be held at such time as may be decided by the Academic Council and the authorities of the University.

Honorary Degrees shall be conferred only at a Convocation and may be taken in person or In Absentia.

The presentation of the persons at the Convocation on whom Honorary Degrees are to be conferred shall be made by the Vice Chancellor or his nominee.

24.3 Academic Dress

Candidates at the convocation shall wear gowns with respective to their Degree as may be specified by executive orders. No candidate shall be admitted to the convocation who is not in proper academic dress as prescribed by the University.

The Chancellor, the Pro-Chancellors, the Vice Chancellor, the Registrar, the Controller of Examinations, the Additional Controller of Examinations, the Deans of various Faculties, the Heads of the Departments and the members of the university authorities shall wear the special robes prescribed by the University.

The dignitaries and special guests whenever they attend the convocation shall be provided special robes according to their status as may be decided by the Chancellor.

24.4 Convocation Procedure

The Convocation Procedure of the University shall be as framed under its rules by the University.

25. MALPRACTICE COMMITTEE & ITS FUNCTIONS

In all aspects, students are expected to do their academic work with integrity, with proper acknowledgement if the material from other sources is included in their own work. Plagiarism, whether intended or not, is an act of academic dishonesty and will be penalized as such. If there is any doubt about what constitutes plagiarism, students should consult their Faculty to ensure the maintenance of academic honesty in their work.

Any academic Malpractices are severely dealt with at Joy University. In the case of Malpractice during Mid Semester, Make-Up, Comprehensive, Supplementary Examinations, the Invigilator/Examiner shall file the Exam Incident Report (EIR) and submit to the Office of the CoE for necessary actions to be taken by the Malpractice Committee.

The Functions of the Malpractice Committee is to decide on the quantum of punishment depending upon the severity of the offence. The general punishment for all cases of Malpractice in Theory or Practical Examinations shall be awarding of RA Grade in the corresponding course, denial of permission to take up the Make-up/Supplementary, allowing the student to re-register for the same semester only during the next year, i.e., after a break of One/Two/Three year(s), etc.).

The Malpractice Committee constitutes the following members

Designation	Role
Controller of Examinations	Chairperson
Dean Academics	Member
Registrar	Member
Concerned School Dean	Member
Dean, School of Law	Member



JOY UNIVERSITY

semper paratus

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