



**JOY UNIVERSITY**  
semper paratus

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# **EXAMINATION REGULATIONS - 2025-2026**

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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. The registered courses shall be reflected in ERP.

## **5. EXAMINATION CALENDAR**

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

<b>Programme</b>	<b>Semester</b>	<b>Month</b>
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.
- iv. The lesson plans for the course for the semester with the timeline for the conduct of quiz, class tests, assignment, rubrics and submission deadlines etc.

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.

All students who have registered for a particular course are eligible to write the Mid-semester and Comprehensive Examinations (Theory/Lab) of that course, provided he/she is not debarred from writing the exam due to one or more of reasons listed below.

1. Shortage of attendance
2. Acts of indiscipline
3. Withdrawal of a registered course
4. Fee Due

The Comprehensive Examinations will cover the whole course and will be held at the end of the semester. The Mid Semester Examinations 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 50% of the evaluation component should be Open Book for both UG and PG degree course.

All marks are made available to students on the ERP portal, except for the Comprehensive Examinations marks.

The student should necessarily come to the examination hall with the Identity card and hall ticket and produce the same to the examiner/invigilator, failing which the student shall not be allowed to write the examinations. Students shall report to the examination hall at least 10 minutes before the start of the examination.

Any student who misses any component of evaluation for genuine reasons must immediately approach the Faculty In charge, so that Reexamination shall be conducted.

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

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 after the Mid-semester examinations to get any clarification about their 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.

Mid-Semester will be decentralized across respective Schools/Departments and shall be conducted as per JU Academic calendar.

## 7. EVALUATION SCHEME

The evaluation scheme at Joy University is as follows:

Assessment Type	Evaluation Component	Weightage	Exam Mode
Formative	Continuous and Comprehensive Evaluation (CCE)	35 %	Continuous
Formative	Quiz	10	Continuous
Formative	Assignment	5	Continuous
Formative	Mid Semester Examination	10%	Open Book
Summative	Comprehensive Examination	40%	Closed Book

## 8. ATTENDANCE

It is the responsibility of the students to maintain a minimum of 75% attendance in each course to write all the regular Theory and Practical course of the Comprehensive Examinations. Class in-charge and the mentors are responsible to follow-up the students who have less attendance from time to time and the same should be reported to their parents periodically. The method for the allotment of marks for attendance is as follows

Attendance %	% Weightage
95 - 100	5
90 - 94.99	4
85 - 89.99	3
80 - 84.99	2
75 - 79.99	1

## 9. Standard Operating Procedures (SOP) for Students with Attendance Less than 75%

### 9.1. Minimum Attendance Requirement

All students must maintain a minimum of 75% attendance in each course (theory and practical) in order to be eligible to appear for the Comprehensive Examinations.



## **9.2. Condonation Policy for Shortage of Attendance**

In cases where the attendance falls short of the required 75%, the following provisions apply:

Attendance between 65% and 75% (After ML/OD Consideration)

Students may be granted condonation upon the payment of a fee of Rs. 750 per course.

The student must attend remedial classes as scheduled by the Schools before appearing for the examination.

## **9.3. Attendance between 50% and 65%**

Such students will be allowed to enroll in Summer Term Classes by paying a fee of Rs. 2000 per course. Upon successful completion of the summer term, students will be permitted to appear for the Supplementary Examinations.

## **9.4. Attendance below 50%**

Students with attendance below 50% (after accounting for ML and OD) will be deemed

## **9.5. Not Eligible (NE) to appear for:**

The End Semester Examinations

The Supplementary Examinations

These students are required to repeat the course in the subsequent academic cycle.

## **9.6. Implementation and Compliance**

Each School Dean, in collaboration with the HODs, shall ensure timely communication of attendance deficiencies to the students.

The IQAC and Controller of Examinations will oversee adherence to these procedures.

## **9.7. No Dues Certificate.**

Students have to pay any sort of pending fee payment and have to avail the “No Dues” certificate from the laboratories, library, accounts, sports, hostel and etc.

The No Dues form will be issued by the School Dean seven working days before the Comprehensive Examinations start.

The Hall tickets will be issued to the students by the Exam Coordinator of the school subject to the submission of No dues certified by the School Dean.

Without submitting the No Dues Certificate, students will NOT be able to write the Comprehensive Examinations even they have eligible attendance to appear for the examination.

## **10. HALL TICKET/ LOSS OF HALL TICKET**

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

1. Having minimum 75% of attendance in each course.
2. No Fee Dues

The Hall Ticket will contain only the courses in which the student is eligible to appear for Examinations. Students shall download the Hall Ticket from the online portal. Signature of the Mentor shall be obtained by the students in the hall tickets before the start of the exam and to keep it till the end of examination. The hall invigilator should sign the hall ticket during the exam on the scheduled dates.

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 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.

### **Reexamination for Mid Semester:**

Reexamination may be conducted to students who missed the Mid Semester examinations due to unforeseen or genuine reasons. After the approval of the School Dean, the date and time of reexamination may be decided by the respective Deans and conducted in the respective Schools.

Passing Minimum: The passing minimum for Formative assessment is 24 out of 60.

## **11.2 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 Examinations.

The passing minimum for Comprehensive Examination is 40/100 for UG courses and 50/100 for PG courses

## **11. 3 Revaluation**

The revaluation is allowed as per the norms of the University in force from time to time.

After the completion of the Comprehensive Examination, the marks entered by the faculty will be made visible to the students on the ERP portal. Students who wish to view their answer scripts must apply within the specified time period and pay the prescribed fee. If a student believes that there is a discrepancy in the evaluation and wishes to request a re-evaluation, he/she must also apply within the stipulated time frame and pay the required fee. To view their answer scripts or request a re-evaluation due to any discrepancy, students must follow the proper procedure by getting the form signed by the concerned course teacher, followed by the School Dean, ESCM, Dean Academics, and finally the Controller of Examinations (CoE).

### **Note:**

1. Revaluation is not allowed for passed courses.
2. Revaluation can be demanded only if a candidate has failed in not more than two courses in that semester.
3. The application for revaluation should be made within 5 working days from the date of declaration of results / publication of marks/grade.
4. A student may be allowed to get his/her answer book(s) re-totaled for which the student shall have to apply to Controller of Examinations within 5 working days from the declaration of result and after paying the prescribed fee.

## **11.4 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 participating in a Supplementary Examination.

Supplementary Examination is permitted for final theory or practical or their combinations. The student should pay the prescribed fee for each component separately intimated by COE.

Below are the guidelines for Supplementary Examination

- 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.

## **11.5 Eligibility for Supplementary Examination**

A student with a minimum attendance of 75% in a course, who has failed 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 with 65% to 75% must attend remedial classes and pay a condonation fee of Rs. 750 /course and students with 50% to 65% must attend summer term classes and pay a condonation fee of Rs.2000/course can apply within the designated timeframe set by the Controller of Examinations. Students with less than 50% attendance have to repeat the course.

## **11.6 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.

## **11.7 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:

<b>Assessment Type</b>	<b>Evaluation Component</b>	<b>Weightage</b>	<b>Exam Mode</b>
Formative	Assignment/Seminar/Research Paper Presentation in Conferences	10%	--
Formative	Mid Semester Examination (optional)	20%	Closed Book
Summative	Comprehensive Examination	70%	Closed Book

There shall be only a Comprehensive Examination (CLOSED BOOK) for 3 hours duration and 100 marks (70% Weightage) covering the full syllabus of each course to which a Research Scholar has to appear and achieve at least E Grade to achieve the minimum CGPA

The Comprehensive Question Paper Pattern will be followed as per the norms laid down by the University.

### **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.

For conducting final practical examination in each course, an external examiner (faculty of the Department other than the course teacher or from other universities) shall be nominated by the concerned course teacher and the course teacher will be the internal examiner.

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 practical and oral (viva-voce) examinations shall be conducted by both the internal and external examiners. The mark sheets shall be signed by both the examiners.

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 practical marks should be communicated to Dean / Controller of Examinations within 10 days after the conduct of respective final practical examinations.

The final evaluation and the final award of marks should be uploaded on 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.

Note: If the student appears for Supplementary Examination in practical, marks scored by the

student, during his/her original semester of study, for assignment and record will be retained as such and student must produce the evaluated record and assignment.

#### **Evaluation Scheme:**

<b>Assessment</b>	<b>Evaluation Component</b>	<b>Weightage</b>
Formative	Attendance	10%
Formative	Record	20%
Formative	Experiment+ viva voce	30%
Summative	Comprehensive Exam	40%
	<b>Total</b>	<b>100%</b>

#### **Examination Fee:**

A prescribed fee to be paid by students to become eligible to write the Comprehensive Examinations both theory and laboratory courses, projects, internships etc., which will be informed by the Office of the Controller of Examinations. A nominal fee will be collected for Grade Cards and other Certificates.

### **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 Examinations
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 Examinations)

## 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



<b>Evaluation Component</b>	<b>Non Letter Grade</b>	<b>Qualitative Meaning</b>
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. Suppose the mean is used, then the letter grades may be awarded based on the ranges specified in table below:

<b>Letter Grade</b>	<b>Range</b>	<b>Grade Point</b>	<b>Qualitative Meaning</b>
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 C<sub>1</sub>, C<sub>2</sub>, C<sub>3</sub>,.....denotes Course Credits associated with the courses taken by the student and G<sub>1</sub>, G<sub>2</sub>, G<sub>3</sub> ..... 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 C<sub>1</sub>, C<sub>2</sub>, C<sub>3</sub>,.....denotes Accumulated Course Credits assigned to the respective courses in each semester and G<sub>1</sub>, G<sub>2</sub>, G<sub>3</sub> ..... 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:

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.

Verify whether the courses completed by such transferred candidates are identical to the courses listed for the concerned degree program at Joy University.

Specifically recommend how many such credits can be transferred in favour of the transferred student for studies at Joy University.

Verify Course Equivalence for Backlog Students during changes in Syllabus and Curriculum.

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

<b>Designation</b>	<b>Role</b>
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, 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, Comprehensive and Supplementary Examinations.

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:

<b>Designation</b>	<b>Role</b>
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**

Two Set of Question Papers for each subject should be set for Mid Semester and Comprehensive Examinations. Confidentiality must be strictly maintained.

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. All the Question Papers should be submitted within the deadline specified by the CoE.

Questions of different levels are to be set. i.e., Easy Questions (25%), Average Questions (50%) and Difficult Questions (25%). 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%). 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. 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. 20% of the question papers shall be set by the external examiners nominated by the CoE. The question papers shall be scrutinized by internal and external examiners nominated by the CoE.

## **22.3 Setting Number of Question**

The Number of Questions for Mid Semester must be 13.

The Number of Questions for Comprehensive & Supplementary Examinations must be 15.

## **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 Examinations.
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 pattern, if necessary. The decision of the Chairperson(s), BoE shall be final and binding.

## 22.5 Mid Semester 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 (10% weightage)

## 22.6 Comprehensive & Supplementary Question Paper Pattern

Section A (Answer All Questions)	5 x 2 = 10 Marks
Section B (Answer Any three out of Five)	3 x 5 = 15 Marks
Section C (Answer Any one out of Three)	1 x 10 = 10 Marks
Section D (Answer Any One out of Two)	1 x 15 = 15 Marks
Total	50 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

All the marks (CCE and other Formative assessments) should be shown to the students and after confirmation, the marks should be uploaded on the ERP portal before the Comprehensive Examinations. The Hard Copy of the mark list should be submitted to the Office of the CoE through the Exam Coordinator and the School Dean.

Central Valuation will be conducted by the Office of the CoE and all the faculty should complete the valuation on time and enter the marks on the ERP portal and the marks of the Comprehensive Examinations should not be shown to the students. 20% of the answer scripts shall be valued by External Examiners nominated by the CoE.



## 23.2 Procedure for Declaration of Results

The Office of the CoE will process the results and prepare the Result Analysis.

The Controller of Examinations will present the of results to the Grade - Result Evaluation Committee.

The members of the Grade - Result Evaluation Committee shall be constituted as below

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

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

The Controller of Examinations has to ensure different types of analysis to indicate Overall Performance of the Students, Faculty Result Analysis.

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.

Upon the recommendations and approval by the Grade - Result Evaluation Committee, the results will be declared by the CoE.

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.

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.

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.

Grade Sheets will also be issued for the Course(s) a student has appeared for the Supplementary Examinations.

## **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 over 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 respect 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, 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 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

<b>Designation</b>	<b>Role</b>
Controller of Examinations	Chairperson
Dean Academics	Member
Registrar	Member
Concerned School Dean	Member
Dean, School of Law	Member

**THANK YOU**