

RV University

Manual of Examination Rules and Regulations

1. Introduction

This manual defines the terms and roles, policies, and processes, as well as the rules related to the assessments at RV University. This applies to all existing schools and departments of RV University. It will also be applicable to schools and departments that will be established in the future.

A variety of assessment methods that are appropriate to a given discipline/subject area and programme of study will be used to assess progress towards the course/programme learning outcomes. Assessment of student performance will be divided into two parts: (1) Continuous Internal Evaluation (CIE) and (2) Semester End Evaluation (SEE).

CIE will consist of class tests, mid-semester examination(s), homework assignments, etc., as determined by the faculty in charge of the courses of study. Progress towards achievement of learning outcomes will be assessed using the following: time-constrained examinations; closed-book and open-book tests; problem-based assignments; practical assignment, laboratory reports; observation of practical skills; individual project reports (case-study reports); team project reports; oral presentations, including seminar presentation; viva voce interviews; computerized adaptive assessment, examination on demand, modular certifications, etc.

Quality and rigor of education at any University largely depends on the flawless policies and processes of assessment. This manual, therefore, makes every attempt to maintain the high-level academic quality and rigor of education at the RV University by evolving flawless policies and regulations.

- A. This 'Manual of Examination Rules and Regulations' is subject to approval by the Board of Examinations, the Academic Council, and the Board of Management of the RV University.
- B. This manual of examination regulations is developed to ensure fair, accurate and efficient evaluation methods, keeping in mind the need for transparency and academic integrity.
- C. The manual is applicable to all the programmes and courses of all the schools and departments of RV University.
- D. This manual is prepared as per the provisions of the RV University Act 2019 and shall evolve to meet the changing needs of the RV University and regulatory bodies. Thus, the manual is subject to timely review and upgradation with the changing environment on a continuous basis assuring quality, reliability and transparent evaluation system.
- E. To prepare this manual, UGC's "Curriculum and Credit Framework for Undergraduate Programmes" published during December 2022 has been referred.

- F. The Board of Examinations shall be the principal authority of the University for formulating the policies with regard to improving the system of examinations.
- G. The primary role of the Controller of Examinations (COE) office is to facilitate and supervise all evaluations for various degrees, diploma, certificate programs offered by various schools of the RV University.
- H. At the beginning of each academic session, the University shall prepare and publish a semester-wise schedule of evaluations for each, and every course conducted by it and shall adhere to the schedule.
- I. The COE office along with the respective schools shall conduct all the as per the requirements of the courses and programmes and facilitate the process of Continuous Internal Evaluation (CIE)
- J. COE office shall be responsible for preparing and announcing in consultation with the respective schools, the calendar of SEE, appointing question paper-setters, invigilators, examiners, moderators, arranging jury panel members, arrangements for conduct of the jury-based evaluation, and arranging for printing of question papers, etc. The COE office will make the necessary arrangements for the timely processing and publication of examination results, printing of grade reports, etc.
- K. The COE shall initiate appropriate action wherever necessary against students, paper-setters, invigilators, examiners, jury members, or any other persons connected with the evaluations if found guilty of unfair means in relation to the evaluations by following prevalent norms of the University and after taking due approval of the Vice Chancellor.
- L. The COE will refer all the cases of unfair means during the evaluations by the students to the Academic Disciplinary Committee of RV University. All other cases after due investigation will be reported to the Vice Chancellor of the University with appropriate recommendations.
- M. The University shall strive to declare the results of every evaluation conducted by it within thirty days from the last date of the evaluation for a particular course and shall in any case declare the results latest within forty-five days from such date. The examination office shall take steps to improve the process through use of digital technology with a view to progressively declare the results much before these outer limits/ timelines.
- N. The COE will announce the results of University evaluations and forward reports thereon to the Deans, the Vice Chancellor of the University as well as to the Academic Council.
- O. The students in all programmes will be required to complete the graduation requirements in maximum (n+n) years, “n” being the duration of the programme.

The performance of a student is evaluated in two parts. The first part of the assessment is termed as ‘Continuous Internal Evaluation (CIE)’ and the second part of assessment is termed as ‘Semester End Evaluation (SEE)’. The ‘Final Assessment’ is the aggregate of CIE and the SEE. CIE is aimed at monitoring the progress of the students in each component of the course. SEE is the holistic indicator of the overall progress of the student covering the entire curriculum of the course. The regulations and policies for all types of assessments and relevant procedures are explained below. The detailed regulations are as follows:

ASSESSMENT REGULATIONS

2. Continuous Internal Evaluation (CIE)

- The sessional work would consist of, but not limited to, class tests, quizzes, assignments, tutorials, viva-voce, laboratory assignments, hands-on tasks, field research work, case studies, project work, essay, films, creative creations, etc., constitute an important component of sessional work, and a student is expected to fulfill all these requirements as prescribed in the course outline. As recommended by the Academic Council, 70% weightage for CIE and 30% for SEE.
- Assessment is 50:50 ratio for core courses of B.A.LL.B. and B.B.A.LL.B. A 70:30 ratio can be followed for Elective/Seminar courses, while it can be 100% internal assessment in clinical courses. The ration of the assessment (CIE: SEE) can be different from standard 70 : 30 in special circumstances subject to the approval of Academic Council.

A. Policy for Continuous Internal Evaluation (CIE)

- I. For the Continuous Internal Evaluation (CIE), the assessment pattern - number of tests, quizzes etc., marks/ weightage, criteria etc. should be decided by the Programme Head/ Dean along with course faculty members in the programme / school faculty meeting and added to the course outline.
- II. Routine class tests/ assignments/ presentations/ case study / quiz/ online examination etc. should be conducted and assessed by the faculty member in the given semester. Such evaluations should be based on specific parts of the curriculum.
- III. At least the number of course credits + 1 (If the course credits are x, then the number of minimum components would be x+1) evaluation components based on the course curriculum should be part of the assessment plan to be conducted and assessed by the faculty member. It is recommended that the number of such components should not be more than x+4. Recommended number of components can change based on the nature of the course offered by the faculty with the due approval of the Associate Dean, Academic Affairs/ Dean.
- IV. Continuous Internal Evaluation for practical oriented courses may have some of the following components.
 - a. Exercises: These exercises will be assessed as internal components, and they should be relevant and based on the specific parts of the course curriculum.
 - b. Journal (if any)
 - c. Laboratory Work (if any)
 - d. One assignment/ project with class presentation to be conducted and assessed by the faculty member
 - e. Written Documentation (if any)
 - f. Jury/ Presentation/ Viva Voce/ Exhibition/ Screening/ Performance, etc.
 - g. Project
- V. Active class participation and discussion in regular class and overall conduct of a student as a responsible student, behavior, articulation, and presentation qualities as well as relevant academic activities of the student may be considered for Continuous

Internal Evaluation. The faculty is encouraged to keep session-wise records of student participation.

B. Continuous Internal Evaluation of Absentees

- I. Eligibility to appear for the missed component/s of the Continuous Internal Evaluation is as follows:
 - a. If the student is absent on medical grounds or any other emergency beyond the control of the student, the student must apply to the Dean/ Programme Head giving the reason(s) for absence within 5 days of the conduct of the assessment along with the necessary documents and testimonials issued by the competent authority.
 - b. If the student is absent due to participation in inter-collegiate events, state or national or international level events, training camp or coaching camp organized by authorized University or state or national or international bodies, NSS / NCC events / camps / cultural activities / sports activities / research festival or any other activities with prior approval of the Dean/ Programme Head. The permission may be granted to the student to appear for the missed component of the evaluation.
 - c. Such engagements of the students should not be for more than a week, as far as possible.
- II. The Dean, on scrutiny of the documents and testimonials, may grant permission to the student to appear for the missed component(s) of the Continuous Internal Evaluation.
- III. In the above-mentioned circumstances, the course faculty member is authorized to conduct any other appropriate evaluation for the Continuous Internal Evaluation.
- IV. All the above decisions should be taken by the course faculty members in consultation with the Programme Head/ Associate Dean/ Dean (Academic Affairs)/ Dean of the school.
- V. For more details, the attendance policy may be referred to.

3. Semester End Evaluation (SEE)

For SEE, all the following decisions should be taken by the Programme Head/ Dean in consultation with course faculty members in the Programme/ School meeting and be included in the respective course outlines.

A. Policy for Semester End Evaluation (SEE)

- I. The courses will have a component of SEE, which shall be conducted at the end of the course or at the end of the semester. This can be in the form of a written exam, project report submission, term paper submission, viva-voce, jury, performance, film submission/ screening or any other suitable assessment in consultation with the Programme Head/ Dean and as per the requirements of the course as mentioned in the course outline.
- II. The contribution of the comprehensive evaluation to the overall evaluation shall be 30% as recommended by the Academic Council.

- III. The SEE schedule can be announced in the academic calendar and will be fully coordinated by the COE office.
- IV. A student will be eligible to appear in any type of assessment, only if they have:
 - a. Scored minimum 40 % in CIE
 - b. Paid all fee/ other dues, if any, owed to the University.
 - c. Fulfilled attendance criteria.
 - d. Not been debarred from appearing in the evaluation because of disciplinary proceedings.
- V. However, in case of extenuating circumstances such as a medical emergency or bereavement in the family because of which a student misses the evaluation, the student may request the Dean stating the reasons for missing the evaluation, along with documentary evidence to support the claim. The Dean will evaluate such a request and if the evidence is compelling, the student may be permitted to appear in the terminal assessment.
- VI. Students are permitted to appear in the evaluations if they do not have any backlog of courses as per the progression policy described in the Academic Manual of the RV University.

B. Semester End Evaluation for Courses

- I. The SEE may cover the entire syllabus of the course.
- II. The SEE component which could be written examination, extended essay, presentation, viva-voce, jury, film submission/ screening, performance, etc., according to the appropriateness of the evaluation of a course. This will be decided by the Programme Head/ Dean in consultation with the subject expert in the programme/ school and will be mentioned in the course outline. For the written examination, if opted for, objective-type question format is not recommended.
- III. For practical oriented courses the SEE will be conducted in any of the following components or combinations: performance, studio-based assessment, laboratory-based practical, presentation, viva-voce examination, jury, exhibition etc.
- IV. Any SEE which may or may not have a practical component but requires a panel to evaluate, the panel must comprise at least two examiners. This panel will be constituted by the course faculty in consultation with the Programme Head/ Dean concerned. The composition of the panel will be as follows:
 - a. Internal Examiner - Domain Expert, who is a Professor or an Associate Professor preferably from the same programme/ school, but not the course faculty member. The course faculty will facilitate the SEE process.
 - b. External Examiner - An external expert appointed by the Programme Head/ Dean.
 - c. Chair of the panel - A senior faculty (Professor or Associate Professor) from any other School / Programme of the RV University. (Need not be the domain expert)
- V. Such a SEE may be suitably conducted in the last few sessions of the course.
- VI. In examinations where SEE is done by a panel of jury/ external examiners, they will be required to sign the final evaluation form along with giving justification for the marks awarded. The decision of the jury is final and binding.

4. Responsibility of Assessment

- A. The Continuous Internal Evaluation is the responsibility of the course faculty.
- B. In the case of the written examination format, the course faculty is supposed to set the question paper, conduct the examination and evaluate it.
- C. The continuous internal evaluation performance of students shall be regularly uploaded on the LMS of the University by the respective course faculty and published to the respective students for them to verify and accept. It shall be the duty of the Programme Director/ Associate Dean, Academic Affairs to report non-compliance to the Dean once a month.
- D. COE office shall make all necessary arrangements for smooth conduct of all forms of SEE with the help of course faculty and Programme Head/ Associate Dean / Dean (Academic Affairs) / Dean of the school.
- E. The continuous evaluation of the students will be uploaded on the LMS of the University by the respective course faculty and published to the respective students for them to verify and accept, as per timelines specified in this regard.
- F. The continuous evaluation may be subjected to moderation by the Programme Head/ Associate Dean, Dean (Academic Affairs) and Dean of the respective school. If the marks/ grades do not adhere to the relevant norms of the University, then in such cases the marks/ grades will be referred to the evaluator/s for revision or another domain expert will be consulted. If the need arises, the domain experts/ moderators may go through the assessed work of the students and re-evaluate.
- G. COE office will process the combined student performances of CIE and SEE and declare the results. The COE office will prepare the Grade Report for each Semester and provide it to the students. The results shall be declared by the COE office on the University LMS/ ERP as well.
- H. The format of the Grade Report and Transcripts will be uniform across all the schools and programmes of the University.

5. Standard of Passing

- I. A student would be said to have passed a course if the student passes CIE as well as SEE independently with minimum pass percentage of $\geq 40\%$ for UG programs and $\geq 50\%$ for PG programmes.
- II. In case a student fails to obtain a minimum passing grade in the CIE, the student will not be eligible to appear for the SEE of that course during the semester.
- III. Such a student will get the next opportunity to work on the Continuous Internal Evaluation of that course during the summer semester.
- IV. In case of shortage of attendance, a student will have to register for those courses and attend instruction classes as recommended by the course faculty. A student will be able to take only 40% of the course credits of the previous odd and even semester courses in the Summer Semester for instructions. There would be fees payable per course by the student for course/s requiring additional instructions.
- V. The student successfully completing the CIE as well as SEE of the eligible courses during Summer Semester will be eligible for the appropriate grade in those courses.

- VI. If a student fails more than 20% of the course credits even after taking the courses in the Summer Semester, the student will have to re-register for the backlog courses of the previous year and attend instruction classes for the same. (*Refer to the Progression Policy*).

6. Make- up Examination

I. The eligibility to appear for make- up exam is as follows.

A student who does not appear i.e., remains absent in some or all the courses for representing the RV University in sports, cultural activities, NCC or sports training camps conducted by recognized bodies/ competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Programme Head/ Associate Dean, Dean (Academic Affairs) and Dean of the school will be eligible for the make- up exam.

II. Evaluation of Graduation Projects (Wherever Applicable)

- A. A student who passes all the courses but does NOT secure minimum passing grade in graduation project, if applicable, must resubmit a fresh project for evaluation till the student secures a minimum passing grade. The grades in the other assessments that the student has passed will be carried forward and they shall be entitled to a final grade only after passing the project.
- B. The evaluation of the project and viva-voce process shall be strictly coordinated and moderated by the Programme Head/ Associate Dean, Dean (Academic Affairs) and Dean of the school.

7. Summer Semester Examination

Any student having Failed in Internals/Shortage of Attendance for any course will appear as “FI/SA” in the result. Students with FI/SA grade need to earn the required attendance and CIE by registering for the respective courses during the summer semester (Refer Progression Policy).

8. Evaluation

- I. Evaluation of all the components of CIE will be done by the course faculty, and the marks/ grades will be uploaded on the RVU LMS.
- II. COE Office will facilitate any kind of SEE by closely coordinating with the course faculty, Programme Head/ Associate Dean, Dean (Academic Affairs)/ Dean of the school and other assessors, if any.

9. Declaration of Results

- A. Once grades are verified and approved by the review committee consisting of Programme Heads, Deans, and COE, the COE shall declare the results.

10. Paper viewing process

- I. The students who are dissatisfied with the results can view the answer booklet and raise the queries when they are not satisfied with the marks awarded. The student cannot apply for paper viewing of the continuous internal evaluation as well as practical-based comprehensive evaluation, like jury, practical, vice-voce, submission etc.
- II. Paper viewing process is possible only for written assessment components of SEE.

11. Grade Card and Transcript

- A. Grade cards/ transcripts are prepared by the COE office for individual student's performance after every semester examination.
- B. Grade cards will include all the courses taken by the student in that semester, respective grades, SGPA and CGPA.
- C. The transcripts will be prepared after the successful completion of the programme (Refer to Grade Card and Transcript Policy)

12. Archives

- A. Physical archives of all the submissions are to be preserved for at least 3 years from the date of convocation of the batch.
- B. Physical archives of the Audio/ Video Documentation, if any, of all types of assessments shall be preserved for at least 3 years from the date of convocation of the batch.

13. Appointment and availing facility of Scribe

Physically challenged/ learning difficulty candidates writing the university Examination can take assistance from another person who is normally called Amanuensis. An Amanuensis can be appointed by the COE in consultation with the Dean of the school to the candidate who is disabled to write their examination with their own hand. When appointing an Amanuensis, the following guidelines are to be followed strictly.

Guidelines

- a. An Amanuensis can be appointed to the candidate who is blind/ disabled (physically or learning difficulties) from writing the examination. This includes candidates who have met with an accident hampering their ability to write.
- b. A candidate seeking the assistance of an Amanuensis shall apply to the COE through the Dean of the school.
- c. Medical certificate from the Medical Officer of the Government District or higher-grade hospital showing the inability to write the examination with their own hand, which shall be attested by the Dean of the respective school.
- d. No relation certificate that shows there is no relation between the candidate and the Amanuensis, will be checked by the Exam Office.
- e. Attested copies of testimonials of an Amanuensis.

- f. Declaration from the candidate and the Amanuensis, which are attested by the COE/ Dean of the respective School.
- g. One A4 size paper handwritten matter, which is written by the Amanuensis as a sample
- h. Three recent Passport size Photos attested by the COE/ Dean.
- i. An Amanuensis appointed must be of lower grade education than the candidate and should not be studying in engineering college / degree college / University.
- j. The COE office shall arrange a suitable room for the candidate and the Amanuensis and also appoint an invigilator.
- k. If the disabled (temporarily) candidate requests to write the examination with their own hand they shall apply to the Dean of the University through the COE seeking grant of extra time, according to the duration of the examination with necessary medical certificates and the attested copies of such permission letters, if any, given earlier by any of the Boards or Universities in India.
- l. In these matters, the relevant provisions of the Persons with Disabilities Act, 2016 shall be kept in view.