

Bennett University Centre for Distance and Online Education (BU-CDOE)

EXAMINATION MANUAL 2025

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1. Introduction

The Examination Manual of Bennett University – Centre for Distance and Online Education (BU-CDOE) provides the framework for assessment and evaluation of learners enrolled in online programmes. Its objective is to define clear policies and processes that ensure transparency, uniformity, and academic rigour in examinations, while maintaining alignment with the guidelines prescribed by the University Grants Commission (UGC) and other statutory authorities.

The manual also reflects the University's commitment to adopting technology-enabled best practices followed by leading online educational institutions, thereby ensuring the integrity of the examination process. It serves as a reference document for learners/students, faculty, and administrators, and shall be periodically updated to incorporate regulatory changes, evolving pedagogy, and emerging innovations in online learning and assessment.

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2. Definitions

- i. **Academic Integrity:** The commitment to honesty and ethical conduct in all academic activities, including examinations, assignments, and submissions.
- ii. **Admit Card:** A digitally issued document authorizing a student to appear for the end-term examination, containing student ID, course details, and exam schedule.
- iii. **Assessment:** The process of collecting, recording, scoring, describing, and interpreting information about learning.
- iv. **BU-CDOE:** Refers to the Bennett University – Centre for Distance and Online Education, responsible for managing and administering all online programmes offered by Bennett University.
- v. **Cumulative Grade Point Average (CGPA):** A weighted average of the grade points obtained in all courses registered by the student across semesters.
- vi. **Degree:** means a degree specified under sub-section (3) of section 22 of the UGC Act.
- vii. **Degree Certificate:** A title or qualification awarded upon satisfactory completion and achievement in a programme.
- viii. **Evaluation:** The process of making judgments based on evidence and interpretations gathered through examination and assessment, using agreed-upon criteria.
- ix. **Examination Centre:** means a place where examinations are conducted, inter alia, for assessment of the learners who are pursuing programmes under Open and Distance Learning mode and Online mode and is having the requisite infrastructure relevant to respective mode of education including adequate manpower for smooth conduct of examinations and adhering to such minimum standards.
- x. **Examination Schedule:** The officially published timetable indicating dates, times, and modalities of upcoming examinations for each course.
- xi. **Examiner:** For the assessment of the learners in a course, from among the qualified faculty within institutions or other institutions.
- xii. **Formative (Continuous) Assessment:** Ongoing evaluation during a course using quizzes, assignments, and feedback to monitor progress and improve learning.
- xiii. **Grade Point:** The numeric weightage assigned to each letter grade.
- xiv. **Grade Sheet:** A grade sheet is a document that lists a student's grades for various courses or assessments semester-wise, including a summary of their performance, such as a SGPA/CGPA.
- xv. **Grievance Redressal:** The formal mechanism for students to raise concerns related to examination conduct, evaluation, or results, as per the University policy.
- xvi. **Invigilator/Proctor:** A person or system responsible for monitoring the conduct of examinations to ensure fairness and prevent malpractice.
- xvii. **Learner:** A learner is an individual/student who is enrolled in an educational programme offered by BU-CDOE. Student/Learner has been used interchangeably in the manual.
- xviii. **Learning Management System (LMS):** The official online system used by BU-CDOE for course delivery, assessments, announcements, and student engagement.
- xix. **Letter Grade:** An index of performance derived from the transformation of actual marks obtained by a student in a course.
- xx. **Malpractice:** Any act of dishonesty or violation of examination rules, including impersonation, use of unauthorized materials, or disruption of the examination process.
- xxi. **Proctored Examination:** means the examination conducted under the supervision of an approved person or technology enabled proctoring which ensures the identity of the test taker and the integrity of the test taking environment, either in pen-paper mode or in computer-based testing mode or in full-fledged Online mode; as permissible in Open and Distance Learning mode and Online mode under these regulations
- xxii. **Re-evaluation:** A process through which a student may request a review of their answer scripts or marks, subject to the University norms and timelines.





- xxiii. Result: The outcome of an assessment or evaluation, expressed in forms such as marks, letter grades, SGPA, or CGPA.
- xxiv. Result Declaration: The official publication of examination outcomes by BU-CDOE, accessible through the student portal and subject to verification by the Examination Department.
- xxv. Semester Grade Point Average (SGPA): An average calculated by multiplying the numerical grade point received in each course by the number of credits, representing academic achievement for a semester.
- xxvi. Student Enrolment Number: A unique identifier number assigned to each student upon successful admission and registration in a programme used for all academic and administrative records.
- xxvii. Student Portal: The official digital platform designated by BU-CDOE for online learners including accessing, scheduling, and submitting online examinations and related activities.
- xxviii. Summative (End-Term) Examination: The final evaluation, conducted at the end of a semester or term, covering the full syllabus and contributing significantly to the final grade.
- xxix. Supplementary Examination: An additional opportunity provided to eligible students who were unable to pass or appear in the regular end-term examination.
- xxx. Technical Glitch: Any unexpected disruption in the digital examination process due to software, hardware, or connectivity issues, to be reported immediately.
- xxxi. Transcript: A consolidated grade sheet of student's entire academic performance, including all courses and grades, across all semesters of a programme
- xxxii. University: Refers to "Bennett University, Greater Noida" established by the Bennett University, Greater Noida, Uttar Pradesh Act, 2016 (Act No. 24 of 2016), enacted by the Government of Uttar Pradesh. University is recognized by the University Grants Commission (UGC) under Section 2(f) of the UGC Act, 1956 and is empowered to award degrees as per Section 22(1) of the same Act.
 - a. "University" specifically denotes Bennett University as the overarching authority responsible for academic governance, policy implementation, evaluation standards, and certification for students enrolled through online education programmes.



3. Assessment and Evaluation Framework

The assessment mechanism at BU-CDOE is structured around three fundamental and mandatory components that form the basis for academic evaluation. These components are as follows:

- i. Formative (Continuous) Assessment – (Weightage: 30%)
- ii. Summative (End Term) Assessment – (Weightage: 70%)
- iii. Project (Weightage: 100%) - as maybe applicable.

University conducts examinations twice a year, with a provision for students to appear in backlog exams, if any, during the duration of their programme.

Each of the above components is compulsory. To be declared as 'Pass' in any individual course, a student must mandatorily submit the Formative (Continuous) Assessment, appear for the Summative (End Term) Assessment, and achieve the prescribed passing criteria. It must be noted that while the Project is designated as one of the academic courses, it does not require submission of Formative (Continuous) or Summative Assessments. The sole criteria for evaluation and completion of the Project are its formal submission and assessment.

All examination cycles are conducted with flexible scheduling to provide convenience and accessibility to students. Examinations are administered across three designated time slots, and there is no rigid, pre-announced examination timetable applicable to a given exam cycle. The learner has a minimum participation of 75% in all the activities of Online programme prior to end semester examination or term end examination.

The University leverages technology, Learning Management Systems (LMS), to record and track student attendance based on their engagement. Activities logged include attending live classes, participating in webinars, watching pre-recorded videos, reviewing suggested readings, attempting quizzes, and completing assignments.

The attendance of examinees, during the examinations, will be authenticated through a biometric system as per Aadhaar details or other Government identifiers for Indian students and Passports for International students.

Subject to eligibility, students have the flexibility to select their preferred semester courses, examination dates, time slots, and exam centres (if applicable) from the official list of available options corresponding to each respective cycle.

The flexible examination framework extends the following options to students:

- a. **Choice of Examination Days:**
Examinations are primarily conducted on weekends. However, weekdays may also be utilized if operationally necessary. Exam dates will be pre announced, and students are required to choose from the listed options.
- b. **Choice of Examination Time Slot:**
Students may select their preferred examination slot from the three available options, namely:
 - 9:00 a.m.
 - 1:00 p.m.
 - 5:00 p.m.
 (Selection is subject to seat availability.)
- c. **Choice of Examination Centre (if applicable):** Students may select their preferred exam centre from the list of designated BU-CDOE exam centres or locations.
- d. **Choice of Courses:** Students can choose their applicable courses in accordance with their academic schedule and eligibility.
- e. **Choice of Number of Examinations per day:** Students have the option to appear for one, two, or three courses in a single day, subject to availability.



Note: Selection of exam centre, date, and time slot is governed on a first-come, first-served basis. Students are strongly advised not to defer their exam registration to the last moment, as this may result in the unavailability of their preferred centre or time slot.

Examination Fees:

The examination fee is charged per course per attempt. No student shall be permitted to appear in the examination unless the prescribed fee has been paid.

The assessment and evaluation processes at BU-CDOE are executed and regulated in strict alignment with the academic and administrative policies described in this manual.

3.1. Formative (Continuous) Assessment

Formative (Continuous) Assessment constitutes an integral and mandatory component of the overall evaluation framework adopted by BU-CDOE. It accounts for 30% of the total course evaluation.

Examination Weightages

Credit Value of the Course	Number of Assignments	Weightage
2	Assignment 1	30%
4	Assignment 1 Assignment 2	10% 20%

Note: The assignments would include multiple choice questions, true and false, matching, subjective short and long questions, case discussions etc.

3.1.1 Formative (Continuous) Assessment

- The total weightage of Formative (Continuous) Assessment is 30%, as defined above, with strict adherence to the structure mentioned.
- Every student enrolled in a programme under BU-CDOE is required to submit the assignment for each course as mandated within their curriculum.
- Formative (Continuous) Assessment is a compulsory evaluation component. Submission of assignments must be carried out exclusively through the Student Portal, under the path given in the LMS, and must be submitted on or before the last date of submission declared by the University for the respective examination cycle.
- No alternative submission methods will be accepted. This includes but is not limited to hard copy submissions, email attachments, or any other unauthorized medium. Submissions outside the prescribed digital pathway will be rejected outright.
- Submission of the Formative (Continuous) Assessment is not a prerequisite for exam registration. Students are permitted to register for the Summative (End Term) Assessment irrespective of the assignment status; however, it is mandatory that the assignment be submitted either within the current or the subsequent exam cycle, provided it falls within the programme's validity period.
- In the event that a student appears for the Summative (End Term) Assessment without submitting the corresponding Formative (Continuous) Assessment, the result of that course shall be withheld. The student will be required to submit the Formative (Continuous) Assessment in a later exam cycle within the validity window of the programme. Evaluation of such delayed assignments will be based on the latest set of assignment questions and guidelines applicable at the time of submission.
- For each exam cycle, the University will publish a fresh set of Assignment Questions on the Student Portal. Students are required to download the latest assignment question paper relevant to their course(s) and submit the assignment within the deadline stipulated for that cycle by BU-CDOE.



3.1.2. Formative (Continuous) Assessment Structure

The core objective of the Formative (Continuous) Assessment is to holistically evaluate the student's grasp of course-specific concepts and the practical application of such knowledge. This form of assessment is designed not only to test rote learning but to assess the student's ability to comprehend, analyse, and apply theoretical principles in academic and real-world contexts.

Assignments are meticulously structured to measure the depth of the student's thought process, conceptual clarity, and analytical reasoning. These tasks are intentionally designed to encourage intellectual engagement, independent thinking, and applied knowledge synthesis.

The nature of assignments under the Formative (Continuous) Assessment component may include, but is not limited to, the following formats:

i. **Case Study Analysis**

Students are expected to examine and analyse realistic scenarios or business problems, interpret the facts presented, apply relevant theoretical frameworks, and present reasoned conclusions and recommendations.

ii. **Analytical and Computational Problem Solving**

This includes quantitative or logical problem sets that require students to compute, deduce, or derive outcomes based on structured inputs. These exercises aim to test the student's ability to apply mathematical or data-driven methods in solving academic or industry-related challenges.

The University reserves the right to update or modify the format and structure of assignments to align with academic standards, evolving pedagogical strategies, and assessment objectives for each examination cycle.

3.1.3. Formative (Continuous) Assessment Preparation Guidelines and Procedures

For each examination cycle, the University provides students with the relevant Assignment questions, preparation instructions, and submission guidelines through the designated path in the LMS. It is imperative for students to access and adhere strictly to the materials and instructions published under this section of the Student Portal.

The assignment question paper is refreshed for every individual examination cycle.

Students are required to review and utilize the most current and applicable assignment question paper and corresponding submission guidelines specific to the exam cycle in which they intend to submit their assignment. Submissions prepared using outdated or incorrect assignment templates will not be accepted or evaluated.

This cyclical updating of assignment materials ensures alignment with evolving academic standards and maintains the academic rigour of the assessment process. Students must take responsibility to remain updated with each cycle's instructions and comply fully with all listed preparation and submission parameters before finalizing their assignment submissions.

3.1.4. Formative (Continuous) Assessment Preparation and Submission Guidelines

Each student is required to submit the assignment on or before the due date declared and displayed on the Student Portal by BU-CDOE for the applicable examination cycle.



Assignment questions are uploaded under the respective course links. Students must download the assignment question file applicable to their enrolled courses and ensure that the assignment answer file is prepared and submitted on or before the official last date as announced by BU-CDOE.

Instructions for Preparing and Submitting Assignments

- i. Students must use clear, concise, and appropriate English while responding to assignment questions.
- ii. Under no circumstances should a student reveal any personal identity within the assignment document. This includes, but is not limited to, student number/enrolment number, name, contact details (address, phone number, email) or any other identifiable information. Any assignment containing such disclosures will be considered a breach of academic policy and will be evaluated as zero marks.
- iii. Students must refrain from including any personal notes, comments, or requests addressed to faculty members regarding evaluation or any other personal concerns. Any such inclusion will be deemed as an unfair practice and will result in a zero grade.
- iv. Students must not re-type the full assignment questions. Instead, they should clearly mention the correct question number and provide detailed answers. Note that correct answers associated with incorrect question numbers will receive zero marks.
- v. Assignments must be typed using MS Word, using professional fonts such as Times New Roman or Arial, font size 12. Handwritten assignments or scanned image files are strictly prohibited and will be graded as zero. Submission of blank files, outdated question papers, or files unrelated to the course will not be evaluated and will also receive a grade of zero. Even in the case of numerical/statistical content, all tables and formulae must be typed. Handwritten or scanned mathematical elements will not be accepted.
- vi. Once completed, the MS Word assignment must be converted to PDF format prior to submission. No other file formats will be accepted by the assignment module. For guidance, students should refer to the tutorial available on the portal: "How to convert Word file into PDF file."
- vii. Each answer submitted in response to the assignment questions must be limited to a maximum of 1000 words. Students must adhere to the word limit guidelines stated in the respective assignment paper.
- viii. The uploaded assignment file size should not exceed 5MB. Students may include images, flowcharts, or diagrams to support their answers, where appropriate. However, use of high-resolution files should be avoided to maintain size compliance.
- ix. It is the responsibility of the student to ensure stable internet connectivity at their location while uploading the assignment. No exceptions will be made for upload failures due to local power or network disruptions.
- x. Students must ensure that the work is entirely their own. While reference materials, websites, and books may be consulted, direct copying from any source is strictly prohibited. Assignments found to contain verbatim content will be graded zero.
- xi. Copying, peer discussion, or group-submitted assignments are not allowed. In the event of duplication, both the submitting and the original student's assignments will be graded zero.
- xii. All submitted assignments will undergo a plagiarism check. The permissible plagiarism limit is 20% for theory-based assignments and 30% for numerical-based assignments. Assignments exceeding these thresholds will be considered an unfair practice and evaluated as zero. The plagiarism tolerance levels are subject to revision by the University; students are advised to refer to the latest guidelines.
- xiii. The assignment file must be submitted under the correct course link. For instance, a "Managerial Economics" assignment must be uploaded specifically under the "Managerial Economics" course tab.
- xiv. Assignments must be submitted as a single file per course. Students should not split answers across multiple uploads. For example, all responses for the "Managerial Economics" assignment should be compiled into one consolidated PDF document.

- xv. Each course requires a separate file upload. In cases where a student mistakenly submits multiple course assignments in a single file under one course link, only the correct course content will be evaluated. All other content will be marked as Assignment Not Submitted (ANS).
- xvi. Each student is granted up to three submission attempts per course. These are to accommodate any errors such as uploading the wrong file or needing to revise a submission.

▪ **Submission Scenarios and Protocols:**

- a. Students must ensure the correct file is attached to the correct course link before clicking the 'Submit' button. The submission will not proceed unless a file is attached. After attaching the document, the student must complete the checklist and confirm submission by clicking 'OK'.
- b. Important: Do not refresh the screen during upload, as this may result in premature consumption of a submission attempt.
- c. Upon successful upload, a Preview of the uploaded document will be displayed. This action constitutes the use of one attempt. The student must review all pages of the preview to confirm accuracy.
- d. If the uploaded assignment is incorrect or incomplete, students may re-upload using the second or third attempt, as long as these attempts occur within the official deadline.
- e. Of the three submission attempts, only the latest submission will be considered for grading.
- f. Students are not eligible for additional submission attempts once the three attempts have been used, irrespective of the reason, and no further uploads will be allowed after the submission window closes.
- xvii. Students must exercise extreme caution when submitting assignments and review their files thoroughly before finalizing the upload.
- xviii. Following each submission, an auto-generated confirmation email will be sent to the student's registered email address. It is recommended to retain this email for record-keeping.
- xix. The auto-generated email is only an acknowledgement of receipt by the system and not a verification of correct content. The email does not imply acceptance of the assignment by BU-CDOE.
- xx. Students are strongly advised to submit their assignments well in advance of the deadline. The assignment submission timelines are based on Indian Standard Time (IST). Overseas students must convert and adhere to the correct local deadline accordingly.
- xxi. No assignment submissions will be accepted after the deadline. Late submissions will not be considered under any circumstances.
- xxii. Assignment Submission Fee Policy: For each course, the first two assignment submissions within the first two exam cycles are free of charge. From the third exam cycle onwards, a submission fee will apply for each subsequent attempt.
- xxiii. Students seeking clarification regarding their assignments may schedule a callback from the University or raise a support ticket via the Student Portal. It is advised to do this well before the deadline, as no last-minute queries or requests will be accommodated.

Note: If a student appears directly for the Summative (End Term) Assessment without submitting the corresponding assignment, the student shall not be declared as 'Pass' for that course. In such instances, the result of the course will be put on hold due to non-submission

of the Continuous Assessment, as aggregate passing—the combined score of Formative (Continuous) and Summative (End Term) Assessment components—is the established criterion for successful completion.



Accordingly, the student will be required to submit the assignment for the respective course(s) in the subsequent examination cycle, ensuring submission occurs within the programme validity period. The final evaluation will be conducted based on the applicable passing criteria defined under the student's enrolled programme.

3.1.5. Assignment Evaluation Process

Upon the closure of the official assignment submission deadline, all assignments submitted by students will be forwarded to the respective examiners for evaluation.

Note: As the assignment evaluation process is conducted entirely through an online platform by the examiner, there is no provision for sharing photocopies or digital copies of the evaluated assignments with students. However, students may request access to the overall faculty remarks provided post-evaluation. These remarks may be shared only upon student request and only after the assignment results have been officially declared.

3.2. Summative (End Term) Assessment

3.2.1. Summative (End Term) Assessment and Schedule

The Summative (End Term) Assessment carries a weightage of 70% of the overall assessment for each course.

3.2.2. Summative (End Term) Assessment Eligibility & Policies

- i. To be eligible for the Summative (End Term) Assessment, students are expected to complete the academic cycle of the semester in which they are enrolled. *For example:* A student enrolled or re-registered in the January batch/cohort is first eligible for Summative Assessment in the June cycle; similarly, a student enrolled in the July batch/cohort becomes eligible for the December cycle.
- ii. It is mandatory for students to register for the Summative (End Term) Assessment within the exam registration window as declared by BU-CDOE. No registration requests will be accepted after the specified deadline.
- iii. Exam fees are charged separately and are not included in the programme fee. Once paid, the exam fee is non-refundable and non-transferable to another exam cycle.
- iv. If a student registers for and appears in the Summative (End Term) Assessment without submitting the required Formative (Continuous) Assessment for the same course, the result will be kept on hold. The student may submit the assignment in the next eligible exam cycle, but only within the programme validity period.
- v. BU-CDOE maintains a strict non-disclosure policy regarding examination content. As per standard computer-based examination protocols, questions and answers must not be shared or disclosed. This policy safeguards the quality and integrity of future assessments.
- vi. Students are not permitted to resubmit assignments or reappear for Summative (End Term) Assessment in courses where they have already achieved the minimum aggregate passing marks. There is no provision for improvement exams for courses already passed.

3.2.3. Exam Registration Window for Summative (End Term) Assessment & Procedure

- i. The entire exam registration process is conducted online. Students must complete registration for the Summative Assessment within the live window applicable to each exam cycle.
- ii. No hardcopy exam forms are required or accepted. Students must adhere strictly to registration deadlines as no exceptions will be made beyond the cutoff date.
- iii. Students must log in to the Student Portal > Exams tab, follow the registration steps, and select an exam centre from the dropdown menu (including the option 'At my location' for online proctored exams). Centre, date, and time slot selection are on a



first-come, first-served basis. All deadline timings follow Indian Standard Time (IST). International students must make appropriate adjustments to comply with the stated deadline.

- iv. Exam fees can be paid using any of the available payment gateways, including Debit Card, Credit Card, Net Banking, and UPI. Cash or Demand Draft payments are not accepted. Fees must be paid before the declared last date.
- v. Once the registration process is completed, an auto-generated confirmation email will be sent to the student's registered email address. Students are responsible for verifying the accuracy of their registration details and reporting discrepancies before the deadline.
- vi. Students may also download their Exam Booking Receipt from the Student Portal under Quick Links > My Documents. Important: The exam booking confirmation email is not the Admit card.

Notes:

- i. The exam fee is charged per course per attempt and is not part of the regular programme fee.
- ii. Fees once paid are neither refundable nor transferable to future exam cycles.
- iii. The University reserves the right to alter exam centre allocations due to operational requirements or unforeseen circumstances.
- iv. Selection of exam centre, date, and time slot is entirely system-driven and follows a first-come, first-served allocation model. Students are strongly advised not to delay registration to avoid missing preferred options.
- v. If a student mistakenly selects the wrong exam centre, date, or time slot, a Processing Fee (as applicable) will be charged for changes. All such requests must be submitted via the Student Portal > My Communication section. Payment for changes is accepted only via online mode.
- vi. Students may request to change exam centre or slot only while the registration window is still open.
- vii. Changes made after the re-registration window closure are subject to the following conditions:
 - No changes allowed within 24 hours of the scheduled exam.
 - Processing fee applies per course for each change.
 - Changes are subject to availability.
 - No changes will be accepted for missed exams.
- xviii. Students will be charged a processing fee for each modification request pertaining to the exam centre, date, or time slot.
- xix. Admit cards will be issued via Student Portal > Exams > Admit card, approximately three to four days before the Term-End Exam. For centre-based exams, students must download and print their Admit card on plain A4-sized paper and carry it to the exam venue.

3.2.4. Mode of Summative (End Term) Assessment

For students enrolled in BU-CDOE programmes, the Summative (End Term) Assessment may be conducted in two formats:

- i. Centre-Based Examination: Conducted at the BU campus or designated BU-CDOE exam centres.
- ii. Remote Online Proctored Examination: Available to students selecting the 'At my location' option during registration.

All examinations are proctored by both automated systems and human invigilators to ensure academic integrity.

Assessment Structure:

Total Weightage: 70%

i. MCQs: 40%

ii. Descriptive Questions: 30%



Question Type	Number of Questions	Marks per Question	Total Marks	Difficulty Level
Multiple Choice (MCQ)	20	1 mark each	20 marks	L1 – L2
Multiple Choice (MCQ)	5	4 marks each	20 marks	L3 – L4
Descriptive	3	10 marks each	30 marks	L5 – L6

Exam Duration: The total time allotted for each exam is 2 hours and 30 minutes (2.5 hours).

Note: The marks allocated per question reflect the expected cognitive level and difficulty.

3.3 Project

3.3.1. Project Submission

- The Project is one of the three components of the examination framework at BU-CDOE and it is evaluated out of a maximum of 100 marks.
- Students are required to refer to the Student Portal for the latest project preparation and topic approval guidelines and rubrics. These documents include detailed guidance on individual projects and the topic approval template. Students must also strictly adhere to the final date of Project submission as officially announced by BU-CDOE for the applicable examination cycle.
- Students must upload their Project by paying the applicable registration fees. Payment of fees is mandatory for the Project submission process and must be completed during the Project Registration and Submission Window of the scheduled exam cycle.
- Payment for the Project must be completed by the student at the time of Project registration. The applicable fees are non-refundable and non-transferable. Students who fail to complete the Project registration process within the designated window will not be eligible to submit their Project during that exam cycle.
- In cases where a student pays the Project registration fee but does not submit the Project within the same exam cycle, the fee will neither be refunded nor carried forward. Such students will be required to re-register and repay the full applicable fees in the next exam cycle for the Project submission.

3.3.2. Treatment of Absence/Failure in Project

If the Project is not submitted within the required exam cycle, the final Grade Sheet issued to the student will display the remark "Absent" against the Project course.

As a result of non-submission or failure in the Project, the Final Degree Certificate will not be issued to the student.

A re-attempt to clear the Project is allowed. The student must register again for the Project submission by paying the applicable fees in the next examination cycle, ensuring that the resubmission occurs within the overall validity period of the academic programme.



4. Passing Criteria and Grade Requirements

To be considered eligible for being declared as "Pass" in any course, students must fulfil the following mandatory academic conditions:

- i. The student must obtain a minimum of 30% marks on the aggregate of marks secured in both the Formative (Continuous) Assessment and Summative (End Term) Assessment combined.
- ii. In cases where the Formative (Continuous) Assessment submitted by the student is identified as plagiarized (whether in the same exam cycle or the most recent one), the student shall not be declared as Pass, even if the total calculated score from Formative (Continuous) and Summative (End Term) components for that course is 30% or above.

Note: There is no individual cut-off or minimum threshold for either component. A course will be deemed as passed only if the aggregate score is 30 out of 100 marks or more.

A student enrolled in the respective academic programme shall be declared as 'Pass' only upon successful fulfilment of the above-mentioned passing criteria for each and every course across all semesters of the programme.

4.1 Options Available for Clearing Failed Courses within Programme Validity

In the event a student fails to meet the passing requirement in one or more courses, the following options are available to clear the backlog, within the validity period of the programme:

- a. Appear for the Formative (Continuous) Assessment of the failed course(s) without appearing for the Summative (End Term) assessment.
OR
- b. Register and appear for the Summative (End Term) Assessment of the failed course(s). If the student does not resubmit the assignment in the current cycle, the previous cycle's assignment marks will be carried forward (provided the assignment was not flagged for plagiarism or any disqualifying issue).
OR
- c. Reappear in both Formative (Continuous) and Summative (End Term) assessments of the failed course.

Note:

- During result declaration, the best of Formative (Continuous) Assessment marks and the best of Summative (End Term) Assessment marks obtained across attempts will be considered for computing the final result.
- The Formative (Continuous) Assessment question paper is revised every exam cycle. Therefore, if a student chooses to resubmit the Formative (Continuous) Assessment, the latest Formative (Continuous) Assessment question paper and submission guidelines applicable to that cycle will apply.
- Formative (Continuous) Assessment Submission Fee Policy: For each course, no Formative (Continuous) Assessment submission fee is charged for submissions made in the first two exam cycles. However, for the same course, from the third exam cycle onwards, a Formative (Continuous) Assessment submission fee is applicable for every subsequent attempt.



5. Support During the Conduct of Examinations for Students with Special Needs

5.1. Students with a Permanent / Temporary Physical Disability / Learning Disability

A student who may have a permanent or temporary physical disability, or who is diagnosed with a learning disability, may apply to BU-CDOE to be considered under the special needs category. Such students may also request approval to use a scribe for their examinations.

To be considered for special needs accommodations, the student must raise a formal Service Request from the Student Portal > Special Needs Service Request, accompanied by a valid Medical Certificate from a Registered Medical Practitioner (In case of temporary disability) and/or a Unique Disability ID (UDID) card (In case of permanent disability) specifying benchmark disability. The submitted medical certificate must clearly state the nature of the disability and must be stamped and signed by a Registered Medical Practitioner.

5.1.1. Students with Permanent / Temporary Physical Disability

Both the Special Needs and Scribe Service Requests must be submitted during the exam registration window applicable to each examination cycle.

The Scribe Service Request must be submitted for every exam cycle in which the facility is required. For the University to approve a Scribe, the following two conditions must be met:

- i. The scribe must be academically junior to the student by at least one grade level.
- ii. The Scribe's resume or profile must be uploaded at the time of submitting the Service Request.

All students approved under the special needs category for permanent physical disability will be eligible for the following:

- i. Extra time of 20 minutes per hour of examination duration. For example, a two-hour exam will allow an additional 40 minutes.
- ii. In Centre-based examinations, such students will be seated in a separate, supervised room to ensure focus and comfort.

Note: Students with temporary physical disabilities are eligible only for the scribe facility. They will not be allotted additional time.

In case of last-minute changes to the assigned scribe due to unavoidable exigencies, approval must be obtained either from the exam location In-charge (for centre-based exams) or from the University officials (in the case of remote proctored online exams).



5.1.2. Students with Learning Disability (Dyslexia, Dysgraphia, Dyscalculia)

All students approved for accommodations under Learning Disabilities (LD) such as Dyslexia, Dysgraphia, or Dyscalculia will be entitled to the following benefits:

- i. An additional 20 minutes per hour of exam time. For instance, students appearing for a 2-hour exam will be allowed a total of 2 hours and 40 minutes.
- ii. These students will be granted concessions from answering questions that involve drawing figures, maps, drafts, or similar visuals, where such tasks are deemed challenging due to their disability.
- iii. Concessions will also be granted for spelling errors and mathematical calculation mistakes, recognizing the cognitive challenges associated with these learning conditions.



6. Moderation of Marks

Moderation of marks refers to the allocation of grace marks for students who have marginally fallen short of passing marks in the exams.

- i. A moderation maximum of up to 5 marks per semester and 3 marks in a course is allowed in the Examinations.
- ii. Moderation of marks is awarded only in the course(s) where a student needs additional marks to pass. It will not be applied to improve the overall grade.
- iii. Grace marks may be awarded strictly to enable a student to meet the minimum passing requirement in a course. These marks are not intended for grade enhancement. However, in alignment with the grading rules for supplementary examinations, if the marks after the application of grace fall within a higher-grade bracket, the respective grade shall be awarded. There is no upper cap on grades in such cases.
- iv. The grace marks cannot be carried forward - Any unutilized moderation marks from a particular semester will not be transferred to subsequent semesters.
- v. The moderation of marks will be conducted by the Controller of Examinations. After moderation, the result sheet will be submitted to the Vice-Chancellor for approval. Once approved, the COE will formally declare the results.
- vi. These guidelines are subject to the rules and regulations of the statutory bodies of the University.



7. Relative Grading, Normalisation, and CGPA

BU-CDOE implements a Relative Grading System aligned with the University's approved normalisation process. This ensures fairness in evaluation where multiple exam cycles and varying difficulty levels exist.

The grading structure, CGPA calculation methodology, and relative ranking procedures are defined and governed by the University's academic guidelines and are periodically reviewed for consistency and academic fairness.

To qualify for the final award of the degree under grace provisions or otherwise, a student must meet the minimum CGPA requirements as defined by the University at the time of programme completion.

7.1 Grading System

Student academic performance is assessed through a combination of Continuous Assessment and End-Term Assessment. This overall performance is then translated into letter grades on a ten-point scale, as defined in *Table A*.

- a) The level of students' academic performance, as the aggregate of continuous evaluation and End Semester Examination, shall be reflected by letter grades on a 10 Point Scale according to the connotation as per *Table A*.

Table A	
Grade	Grade Point Attached
A+	10
A	9
B+	8
B	7
C+	6
C	5
D+	4
D	3
E+	2
E	1
F	0
I	0
(F) DB	0
AB	0
U	-
S	-
Conversion of numerical marks into letter grades	

#I= incomplete, (F) AB- fail due to debarred, AB= Absent

U=unsatisfactory, S= satisfactory (in case of non-credit and audit courses)

- b) For courses with over 30 students, letter grades are assigned based on relative performance. This involves ranking student scores and, if the distribution approximates a normal curve, applying statistical methods (Table B) to ensure consistent grade distribution across all courses.

In order to arrive at the letter grades based on relative performance, the total marks in a particular course for all the students in the course of more than 30 students shall be

tabulated in a descending order list (equivalently, a histogram). The "B" grade typically represents the average performance.

If the marks obtained by a student of a class of more than 30 students are close to the normal distribution curve, the marks awarded to a student in a Course Unit shall be transformed into a normal distribution curve by using the Statistical Method in accordance with *Table B* to ensure the uniformity in spread of scores regardless of the nature of curricular areas.

Table B					
Lower Range of Marks		Grade		Upper Range of Marks	Grade Point
Mean+1.75 SD and 80	<=	A +	<	100	10
Mean + 1.25 SD	<=	A	<	Mean + 1.75 SD	9
Mean + 0.75 SD	<=	B+	<	Mean + 1.25 SD	8
Mean + 0.25 SD	<=	B	<	Mean + 0.75 SD	7
Mean - 0.25	<=	C+	<	Mean + 0.25 SD	6
Mean - 0.75	<=	C	<	Mean - 0.25	5
Mean - 1.25 SD	<=	D+	<	Mean - 0.75	4
Mean - 1.75 SD	<=	D	<	Mean - 1.25 SD	3
Mean – 2 SD		E+		Mean - 1.75 SD	2
Mean – 2.25 SD	<=	E	<	Mean – 2 SD	1
0	<=	F	<	Mean - 2.25 SD	0

The mean and standard deviation of student scores are calculated. Grades are then assigned based on individual student scores relative to these statistical values, as outlined in Table B.

c) In classes with 30 or fewer students, minimum score thresholds for each grade are determined using *Table C*.

An 'E', 'E-' and 'F' grade may not be a purely relative grade. These may be assigned on the following basis:

- A minimum, 30/100, is the pass marks for the course. A fail grade may then be awarded only if the Total Marks for the course are less than 30. Otherwise, the students may be awarded the Just Pass Grade D.
- When computing the mean and standard deviation (SD), the dataset shall undergo a trimming process where 10% of the data points are removed. Specifically, this involves excluding the lowest 5% and the highest 5% of the values to eliminate outliers or outlying observations that could skew the results. This trimming technique helps ensure a more robust and representative calculation of the central tendency (mean) and variability (standard deviation) by focusing on the central 95% of the data distribution.
- In addition to the initial 5% trimming, further outliers shall be identified and eliminated using the Interquartile Range (IQR) method. The IQR is calculated as the difference between the third quartile (Q3, or the 75th percentile) and the first quartile (Q1, or the 25th percentile), representing the spread of the middle 50% of the data. To detect outliers, a common rule shall be applied: any data points falling below Q1 minus 1.5 times the IQR or above Q3 plus 1.5 times the IQR shall be considered extreme values and removed. This step refines the dataset further by excluding observations that deviate significantly from the central tendency, ensuring that the final mean and standard deviation reflect a cleaner, more stable representation of the data.



Table C			
Grade	Grade Point	Minimum Percentage of marks for letter Grade	Maximum Percentage of marks for letter
A+	10	91	100
A	9	82	90
B+	8	73	81
B	7	64	72
C+	6	55	63
C	5	46	54
D+	4	35	45
D	3	30	34
F	0	0	29

Non-credit and Audit Courses are graded with "S" (Satisfactory) or "U" (Unsatisfactory) and do not impact SGPA or CGPA. The Semester Grade Point Average (SGPA) reflects a student's semester performance. It's calculated by weighting each course's Grade Point by its credit value. The SGPA formula is:

$$SGPA = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

where U_i represents the credits for each course and G_i represents the corresponding Grade Point.

The Cumulative Grade Point Average (CGPA) reflects a student's overall academic performance across all completed semesters. It is calculated by weighting each course's Grade Point by its credit value and then averaging over all courses taken.

The CGPA formula is:

$$CGPA = \frac{\sum (\text{Grade Point of Subject} \times \text{Credit Points of Subject})}{(\text{Credit Points of All Subjects})}$$

Or

$$CGPA = \frac{\sum_{i=1}^n (GP_i \times C_i)}{\sum_{i=1}^n C_i}$$

Where:

GP_i = Grade point obtained in the i th course

C_i = Credit point of the i th course

n = Total number of subjects

The minimum percentage of marks for the award of an A+ grade shall not be less than 80%.



8. Student Code of Conduct for Online Examination

Students must log in to the Student Portal to access the designated examination platform. A waiting room feature enables access 30 minutes prior to the scheduled exam start time. During this time, students are required to complete all mandatory screening protocols and on-screen instructions to ensure a seamless transition into the examination session.

8.1 Demo Examination and Compatibility Test

It is critical that students complete the system compatibility check and demo examination at least 24 hours before every scheduled examination. In case a student changes their computer or operating system, a new compatibility test must be performed to ensure exam readiness. Demo Test can be accessed through the Student Portal > Exam > Demo Exam.

8.2 Code of Conduct During Online Exams

Possession or use—whether intentional or unintentional—of cell phones, smartwatches, or other electronic, recording, listening, scanning, or photographic devices in any form (switched on/off) is strictly prohibited. Violation of this clause may result in the examination being declared Null and Void.

Students are strictly prohibited from the following activities during the examination:

- i. Keeping or using any communication device in the exam environment.
- ii. Keeping or using books, notes, or scribbled papers.
- iii. Smoking during the exam.
- iv. Eating or drinking during the exam session.
- v. Communicating in any manner with another student.
- vi. Tearing or using unauthorized additional sheets. Used or blank rough sheets must be shown to the proctor upon request.

All such actions constitute unfair means, and strict disciplinary action will be initiated. Proctors or authorized personnel are empowered to conduct frisking and environmental checks during the examination.

- i. If a student identifies a mistake or anomaly in a question, they may use the “flag” feature while attempting it.
- ii. BU-CDOE will not be held liable for technical failures before or during the examination. However, every effort will be made to provide a resolution as deemed appropriate by the University. The University’s decision shall be final and binding.
- iii. Students must ensure reliable internet, electricity, and a functioning computer system. Repeated disconnections due to poor infrastructure will be treated as Unfair Means and acted upon accordingly.
- iv. In case the exam does not begin on time or is interrupted due to technical issues, students must follow proctor instructions and wait patiently. If unresolved, the exam may be rescheduled, and official notification will follow.
- v. Students must not leave their seats for any reason, including bio-breaks. For genuine medical reasons, prior approval must be obtained by submitting valid documentation at least one week before the exam cycle.
- vi. Students must not read aloud questions or answers during the exam.
- vii. The system audio should not be muted, and the use of headphones/earphones is prohibited.
- viii. The student’s face must be clearly visible at all times. Camera positioning should allow full visibility of the face.
- ix. Students are prohibited from taking exams in moving vehicles or public areas.
- x. Proper dress code is required. Students must refrain from eating, talking, sleeping, lying down, or using profane language during the examination.
- xi. Disobedience or rudeness towards proctors will result in disciplinary action.
- xii. No other individual should be present in the exam room. Noise, distractions, or environmental disruptions due to infrastructure will not be accepted as valid excuses.



Students unable to maintain a proper test environment should opt for an exam at the University's designated centre.

- xiii. Personal conversation—whether in person, via phone, or through any web application—is strictly forbidden during the exam.
- xiv. Students must avoid suspicious behavior, such as:
 - a. Constantly looking away from the screen
 - b. Covering ears, mouth, or camera
 - c. Whispering or murmuring

Any of the above behaviors may be treated as a breach of the examination code and will be flagged accordingly.

Note: Proctors are not authorized to grant bio-breaks. Any such requests during the exam will not be entertained.

8.3 Misconduct and Categorization of Violations

Any breach of the aforementioned code—intentional or unintentional—shall be classified as Misconduct and will be addressed under BU-CDOE's disciplinary framework.

Students found violating guidelines may be flagged under the following categories:

- a. Presence of another individual in the room guiding the student.
- b. The candidate leaves the examination room during the session.
- c. Use of external references or mobile phone to search answers.
- d. Impersonation by or for the student.
- e. Sharing the screen via an external application.
- f. Multiple disconnections without valid technical evidence.
- g. Indiscipline, such as:
 - Muted exam interface
 - Use of earphones/headsets
 - Partial face visibility on camera

Students are strongly advised to avoid any behaviour that may be construed as misconduct or unfair practice.

- i. Students must read and understand all examination instructions, guidelines, and FAQs before each exam. These are regularly shared by the Examination Department and available on the Student Portal.
- ii. Compliance with compatibility and demo tests at least 24 hours before each exam is mandatory.



9. Unfair Means and Malpractices

To uphold academic standards and protect the integrity of the examination processes conducted by BU-CDOE, the University follows a strict zero tolerance for any form of academic dishonesty or malpractice.

Any student found violating the official examination guidelines during Summative Examinations, whether across multiple courses or multiple examination cycles, will be penalized. The severity of the penalty will be determined based on the nature and extent of the violation, as illustrated in the following indicative scenarios.

9.1 Severity Grid for Unfair Means Cases

Sr. No.	Scenario	Severity Grid
1	A student appearing for a semester and found to be involved in the adoption of malpractice for one course of the particular semester.	Only the performance in that specific course during the exam cycle will be marked as Null & Void.
2	Student appearing for Semester 1/2/3/4/5/6 courses and found to be involved in the adoption of malpractice during exams for more than one course within that semester.	As an enhanced penalty due to repeated malpractice during exams, performance in all courses of that semester during the exam cycle will be treated as Null & Void.
3	A student appearing for multiple semester courses and found to be involved in malpractice across more than one course in different semesters.	As an enhanced penalty, performance in all courses across the involved semesters during the exam cycle will be treated as Null & Void.
4	Repeated instance of malpractice across different exam cycles, i.e., if the student was previously found guilty of malpractice and is again found involved in the current exam cycle.	As a severe penalty for repeated violations, performance in all courses attempted during the current exam cycle will be treated as Null & Void.

All reported cases of academic misconduct will be reviewed by the University's designated committee. Disciplinary action will be taken in accordance with BU-CDOE's academic code of conduct and student handbook.



10. Declaration of Examination Results

- i. Results shall be declared within four (4) weeks from the date of the last examination held in a particular exam cycle.
- ii. An official communication will be posted on the Student Portal once the results have been released for that respective cycle.
- iii. Students can view their results by logging in to the Student Portal and navigating to Exams > Exam Results.
- iv. It is important to note that the results published on the portal are deemed provisional in nature. Accordingly, only the Grade Sheet / Transcript issued by the University will be considered as the final authenticated academic document.



11. Re-evaluation and Review

If a student is not satisfied with the awarded marks/grade(s), they can request Re-evaluation for that course. The Re-evaluation window will open for the students, who shall be notified by the Office of the Controller of Examinations.

11.1 Process of Re-evaluation of Answer Sheets after result declaration

The process of re-evaluation shall be managed by the COE office.

Eligibility for Re-evaluation:

- i. Re-evaluation is permissible in all papers for the Summative (End Term) Assessment
- ii. No re-evaluation will be conducted for Formative (Continuous) Assessment

The re-evaluation process is strictly grade-based. A refund of the re-evaluation fee is applicable only if a grade change occurs as a result of re-evaluation.

Re-evaluation is time-bound, and the specific dates and deadlines for submitting requests will be announced on the Student Portal. Students may raise a Service Request via Student Portal > Student Support > Service Request and pay the applicable re-evaluation fees. The re-evaluation fee, as notified by BU-CDOE through its website from time to time, is non-refundable and paid on a per-course basis by the examinee.

Note: Re-evaluation is applicable only for the Descriptive section of the Summative (End Term) Assessment Multiple Choice Questions (MCQs), courses marked Null and Void, or assignments, projects, internships, and teaching practice are not eligible for re-evaluation.

11.2 Answer Script Viewing

Students may apply to view their evaluated answer script, subject to the following conditions:

- i. Provisional and non-binding in nature.
- ii. Viewing is permitted on-campus only, under supervision.
- iii. A non-refundable processing fee will be applicable.
- iv. The request must be made within a 7-day window after result declaration.
- v. Prior slot booking is mandatory and subject to availability.



12. Issuance of Grade Sheets and Final Certificates

12.1 Issuance of Degree Certificate

Students may apply for a provisional degree certificate from the University only after successfully completing the entire programme and meeting the passing criteria for all courses across every semester. The final degree certificate will be issued following the convocation ceremony.

12.2 Process to be Followed by Eligible Students for Obtaining Grade Sheets / Degree Certificate

- i. The student must raise a Service Request for either the Issuance of Grade Sheet or Issuance of Degree Certificate, as applicable, through the designated option available on the Student Portal.
- ii. Upon receiving the service request, the University will generate the required academic document(s) and initiate the process of dispatch to the shipping address provided in the Student Portal.
- iii. The dispatch timeline is within 15 to 20 working days from the date of submission of the Service Request for either the Grade Sheet or Final Certificate.
- iv. Students can download a reference copy of the Grade Sheet from the Student Portal.
- v. Before raising the Service Request for the Final Certificate, students are strongly advised to preview their Final Certificate on the Student Portal and verify their details, like name, father's name, photograph, etc.
- vi. The mode of education will be explicitly stated on the front side of the Grade Sheet and on the reverse side of the Degree Certificate.
- vii. The Grade Sheet and/or Degree Certificate will be delivered to the student's registered shipping address, subject to payment of courier charges, as decided by the University from time to time, for National/International Courier
- viii. Students must validate and confirm their shipping address as listed under My Profile on the Student Portal.

Note: The online payment option for courier charges will be made available at the time of raising the Service Request.

This digital version of the documents is for reference purposes only and is not considered a final, authenticated document.

12.3 Requirements for Award of a Degree

A student shall be considered for the award of a degree only upon fulfilling the following conditions:

a) Credit Requirements:

- i. The student must earn the minimum number of credits as specified in the curriculum of the respective programme.
- ii. For lateral entry students the minimum credits required shall be based on the course mapping and recommendation of the equivalence committee subject to final approval of the University.

b) **Completion within Maximum Duration:** The degree requirements must be completed within the maximum duration specified for the programme (N+N semesters). Semester withdrawals due to medical reasons shall not count towards this period. However, forced withdrawals (e.g., rustication, expulsion) or absences due to any other reasons shall be considered within the maximum programme duration.

c) **Academic Performance:** The student must achieve a minimum CGPA, or equivalent grading standard as specified by the University.



- d) **Courses:** All courses of the programme must be cleared. For lateral entry students all courses prescribed and approved at the time of admission must be completed.
- e) **Minimum CGPA Requirement to award a Degree:**

	UG Programme	PG Programme
SGPA	4.0	4.5
CGPA	4.5	5.0



13. Procedure for Requesting for Duplicate Grade Sheet /Transcript/ Degree Certificate

Students who wish to request a duplicate Grade Sheet or Degree Certificate must submit a Service Request via the Student Portal along with the necessary supporting documentation and payment of the applicable processing fees.

13.1. Documentation Required for Duplicate Grade Sheet / Degree Certificate

- i. A First Information Report (FIR) is mandatory in cases where the original documents (Grade Sheet or Degree Certificate) have been lost or misplaced.
- ii. An Indemnity Bond must be submitted on non-judicial stamp paper of ₹100/-, or as per the prevailing rate in the student's state of residence. This bond must be duly attested by a Notary Public, Oath Commissioner, or First-Class Magistrate and must declare the following:
 - iii. That the student was previously in possession of the original Grade Sheet / Grade Sheet / Certificate.
 - iv. That the same has been lost.
 - v. That if the original document is found in the future, the student shall return the duplicate to the University.
 - vi. That the student shall indemnify BU-CDOE for any potential loss arising from the issuance of a duplicate document.

13.2. Procedure for Request for Issuance of Transcripts

- i. Students must raise a Service Request via the Student Portal and pay the prescribed fees online for transcript issuance.
- ii. The fee structure for transcript issuance is to be decided by the University from time to time.
- iii. If a student wants his/her documentation delivered through courier to his/her address registered on the student portal, he/she has to pay the courier charges decided by the University
- iv. Transcripts requested via the regular Service Request are intended strictly for personal use and will not be issued in stamped and sealed envelopes.
- v. If the transcript is required in a stamped and sealed envelope—for instance, for submission to WES or similar credential evaluation services—students must apply under the “True Copy (WES) Service Request” option only.

13.3. Processing Fee Summary

The fees & other charges, as decided by the University from time to time, are uploaded on the BU-CDOE website to ensure transparency and easy access to information by students.



14. Examination-related Committees

a) Examinations Committee

The University shall have an Examination Committee with the following composition:

1	Vice-Chancellor	Chairperson
2	Registrar	Member
3	Dean Academics	Member
4	Dean/Director of the School/Centre	Member
5	One or two Professors representing the School	Member
6	Controller of Examination	Member-Secretary

b) Examinations Disciplinary Committee

The Examination Disciplinary Committee, constituted by the Vice Chancellor at the University level, shall consider cases of student misconduct, misbehaviour, use of unfair means in examinations, and disorderly conduct during examinations.

The composition of the Examinations Disciplinary Committee shall be as under:

1	Dean Academics	Chairperson
2	Dean/Director of the School/Centre	Member
3	Two Professors nominated by Vice-Chancellor	Member
4	Controller of Examination	Member-Secretary

c) Standing Committee for UFM

The Standing Committee for UFM shall function under the Examination Disciplinary Committee. It shall specifically deal with cases related to the use of unfair means and other malpractices during examinations.

The composition of the above Committee shall be as under:

1	Dean Academics	Chairperson
2	Dean/Director of the School/Centre	Member
3	Two Professors nominated by the Vice-Chancellor	Member
4	Controller of Examination	Member-Secretary

d) Examinations Grievance Redressal Committee

The Grievance Redressal Committee serves as a formal mechanism for students to raise examination-related concerns and ensures that such complaints are reviewed and resolved in a fair, impartial, and timely manner. Draft decisions for grievance cases will be prepared by the Examination Department and then submitted for approval to the Dean Academics.

The composition of the Examinations Grievance Redressal Committee shall be as under:

1	Dean/Director of the School/Centre	Chairperson
2	Two Professors nominated by the Vice-Chancellor	Member
3	Controller of Examination	Member
4	Representative from CoE Office	Member-Secretary

e) Moderation Committee - Question Paper

The Moderation Committee at the University level moderates the Question Papers of each School for Summative (End-Term) Assessment. The composition of the Moderation Committee shall be as under:

1	Dean/Director of the School/Centre	Chairperson
2	Dean Academics	Observer
3	Two Domain /Course Experts	Co-opted Members





4	Controller of Examination	Member-Secretary
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f) Grade Moderation Committee

The Grade Moderation Committee at the School Level ensures that grades are awarded appropriately and consistently. The Grade moderation committee shall be appointed by the respective School Deans, which shall consist of the following members:

1	Dean Academics	Chairperson
2	One Senior Faculty member from each discipline	Co-opted Members
3	Faculty nominated by the Dean from the School	Member
4	Director IQAC	Member
5	Controller of Examination	Member-Secretary



15. Conclusion

This Examination Manual codifies the principles and procedures governing the conduct of examinations under BU-CDOE and is binding on all stakeholders. The provisions herein shall be read in conjunction with the applicable UGC Regulations and other statutory requirements and are subject to revision by the University as deemed necessary.

All stakeholders/participants in the examination process are expected to comply with the guidelines, rules, regulations and policies, thereby upholding academic integrity, fairness, and institutional credibility. In all cases not explicitly addressed in this manual, the matter shall be placed before the statutory bodies/ committees/ competent authorities of the University, and their decisions shall be final and binding.



Prof. (Dr.) Sangeeta Shukla
Controller of Examinations
Bennett University

