

## NOTICE REGARDING PROCEDURE FOR COURT OF EXAMINERS AND EXAMINATION BOARD

As passed in the 117<sup>th</sup> BoG meeting held on 29.09.2015. The following is the procedure for conduct of examination and award of letter grades for students admitted w.e.f 2015-16. The Examination Board will function as per the following laid down guidelines:

- i. This procedure will be applicable to the UG/PG/Ph. D students admitted w.e.f session 2015-16 onwards.
- ii. The meetings of the Examination Board will be chaired by the respective head of the departments/schools and will have all internal members (course instructors) or competent deputies who were associated with teaching the courses offered to that batch (year of study) as members. The DoAA and CoE or their nominated members will be permanent invitee to all the meetings of the board to maintain consistency.
- iii. The grading of all courses offered under various UG/PG/Ph. D programs through-out the university will be at the sole discretion of the Examination Board. The Board will have one external member from TCD (applicable for students admitted to UG programs except B. Tech (Bio-tech) under harmonized scheme applicable from July 2015). For the other batches a member from outside the department/school will act as an external member to the board and shall be nominated by the Dy Director-I on the joint recommendation of DoAA and CoE.
- iv. The examination board will be the highest body deciding on matters related to the examination results and awards of grades in a department/school. The AVGP and other matters related to final grading will be the sole discretion of the Examination Board.
- v. The students admitted w.e.f session 2015-16 will have to score minimum of 33 marks to earn minimum passing grade i.e. C grade.
- vi. The Examination Board will review all the marks and may pass a student if he has up to two courses with no less than 30 marks and has above 33 marks in all other courses.
- vii. Similarly, the board may consider passing a student who has at least 27 marks in one course and has scored more than 33 marks in all the remaining courses.
- viii. In all project based courses (those courses where no formal written examination is conducted (e.g. Project Semester, Engineering Design II or III) a minimum of 50 marks will be required to pass the course.
- ix. There will not be any limit of AVGP on the grades of Project Semester, Engineering Design II or III.
- x. Students are entitled to discuss their performance with examiners when they read the answer scripts in the presence of the examiner(s) who may revise the marks if necessary and record on top of the answer script.
- xi. Examination answer scripts shall be held by examiners for a period of 12 months. This period of 12 months begins on the day of publication of the relevant examination results. Scripts cannot be released to students, but students may read their own scripts in the presence of the relevant examiner as is the existing practice.