

EXAMINATION BYE-LAWS & MANUAL OF EXAMINATION



JAMIA HAMDARD
A Government-Aided Deemed to be University

Hamdard Nagar, New Delhi 110062

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TABLE OF CONTENT

Preamble

Short Title, Applications and Commencement Definitions

I GOVERNANCE (EXAMINATION)

II CURRICULUM DESIGN AND ASSESSMENT METHODS

III EXAMINATION BYE-LAWS

- 1.1 Eligibility for Appearing in the End-Semester/ Annual Examination:
 - 1.2 Holding of Examination & Date Sheet
 - 1.3 Letter Grade, Grade Points, and Grade Point Average
 - 1.4 Computation of SGPA and CGPA
 - 1.5 Calculation of Credit Points
 - 1.6 Minimum Credit Requirement for the Award of Degree
 - 1.7 Criteria for Passing and Classification of Results
 - 1.8 Promotion Criteria
 - 1.9 Multiple Entry and Exit Options, Re-admission, and Span period
 - 1.10 Academic Bank of Credits (ABC) and APAAR ID
 - 1.11 Marks Sheet and Transcripts
 - 1.12 Provisional Degree
 - 1.13 Award of Degree
 - 1.14 Award of Gold Medal
 - 1.15 Improvement policy
 - 1.16 Policy for the Appointment of Paper Setter
 - 1.17 Instruction to Set the Question Paper
 - 1.18 Moderation Policy
 - 1.19 Disqualification of the Paper Setter/ Moderator/ Examiner
 - 1.20 Confidentially
 - 1.21 Duties & Responsibilities of Personnel Associated with the Examination Process
 - 1.22 Instruction for the Students
 - 1.23 Guidelines for Examination for Persons/ Students with Disability/ Special Need
 - 1.24 Examination Disciplinary Action Committee (EDAC)
 - 1.25 Flying Squad - Duties and Responsibilities
 - 1.26 Dispatch of Answer Scripts from the Examination Centre
 - 1.27 Checking of Answer Scripts
 - 1.28 Reevaluation policy
 - 1.29 Interpretation of these bye-laws
 - 1.30 Adoption of bye-laws Annexures
- Checklist for moderators
 - Semester-Courses Registration Form

JAMIA HAMDARD
(Deemed-to-be-University)

Accredited by NAAC in 'A+' Category

Examination Bye-Laws

Preamble

A meaningful learning can be accomplished by adopting an effective assessment process that tests the learning outcomes, knowledge gained and academic aptitude and skills mastered by a student. These bye-laws seek to achieve this objective by giving effect to the UGC (Minimum Standards of Instruction for the Grant of Undergraduate Degree and Postgraduate Degree) Regulations, 2025 and other similar notifications/ guidelines/ regulations issued by the Government of India from time to time and as envisaged in the National Education Policy 2020.

Short Title, Applications and Commencement

- (1) These bye-laws shall be called the Examination Bye-Laws of Jamia Hamdard, 2025.
- (2) It shall come into effect from the academic session 2026-27 onwards.
- (3) The bye-laws shall be applicable to all schools/ departments/ centers/ institutes/ college of Jamia Hamdard including the University medical college, Hamdard Institute of Medical Sciences and Research, and other units of studies established by Jamia Hamdard including its off campus.
- (4) The bye-laws shall also be applicable to such other institutions on which behalf Jamia Hamdard grants certificates/ diploma/ degrees including the Jamia Hamdard Skill Development Centers.
- (5) With due generality and salience of these bye-laws, **exceptions will be permitted to those programmes of study which are governed by a statutory council or a regulatory body recognized by the Government of India, provided it sets a higher bench mark.**
- (6) The award of Doctorate in Philosophy (PhD) degree at Jamia Hamdard shall be governed by separate bye-laws published by the University as per UGC Regulations and Amendments from time to time.

Definitions in these bye-laws, if not otherwise specified, will read as the following

Academic Bank of Credits (ABC) means a digital platform/ depository under National Education Policy (NEP) 2020, developed by the Ministry of Education, Government of India to store, track, and facilitate the transfer of academic credits earned by the students from recognized educational institutions.

Academic Year means a duration of 12 months from the month of July to June.

Assessment bands means clubbing of levels between two mandatory stages as per NCrf. The NCrf levels refer to the assessment stage which will be a mandatory stage for a student/learner to clear.

Automated Permanent Academic Account Registry (APAAR) means a centralized identification system designed to create a lifelong, unique digital academic ID for every student by the Government of India, serving as a digital repository for a student's entire academic record, including degrees, scholarships, awards, and co-curricular achievements, facilitating seamless academic transitions and streamlined verification for institutions and employers.

Award means grant of certificate/ diploma/ degree by Jamia Hamdard when a student has met the requirements of qualification as laid down by the University for the Award of such degree.

Course means one of the specified units of study or a paper in a specified programme of study.

Credit means the number of hours of instruction required per week over the duration of a semester as defined in the National Credit Framework (NCrf).

Credit requirements means the value assigned to a course/programme which a student has to complete for the award of degree.

Credit transfer means the mechanism by which Jamia Hamdard through ABC will be able to receive or provide prescribed credits to individual Academic Bank Accounts in adherence to the norms of the courses undergone or experiences gained by the students through offline/ online/ open and distance learning/ private/ recognition of prior learning or RPL mode.

Deemed-to-be-University refers to the status conferred to Jamia Hamdard by the Union Ministry of Education based on the recommendation of UGC under Section 3 of the UGC Act, 1956.

End-term/ end-semester/ annual examination means an examination conducted by Jamia Hamdard at the end of a semester/ annually as prescribed in the scheme of evaluation of a programme.

Enrolment number will be a unique student identifier number allocated by Jamia Hamdard to each student at the time of his/her first admission. It will be a fixed and life-long unique identifier irrespective the number of programs of study a student pass from the University.

Evaluation refers to the process of making judgment based on evidences and interpretations gathered through examination and assessment, and on the basis of agreed upon criteria.

Learning hours refer to the number of hours dedicated by a student by way of various academic activities toward the acquisition of a qualification as laid down in the curriculum of a programme of study.

Learning outcomes mean statements of what a student knows, understands and is able to do on completion of the learning process.

Levels mean a series of sequential stages, as given in the National Credit Framework (NCrF), expressed in terms of a range of learning outcomes against which typical qualifications are positioned or located.

Multiple entry and exit means an enabling mechanism wherein a student is allowed to exit a programme of study at a specified level as laid down in the bye-laws and allowed to join back to continue the programme at a later stage to acquire higher qualification within a specified duration.

National higher education qualifications framework means a descriptive framework that organizes qualifications according to a series of levels of knowledge/competencies/skills. **Online mode** means a mode of providing flexible learning opportunities by overcoming the separation of teacher and learner using the internet, e-learning material, and a full-fledged programme delivery through internet using technology-assisted mechanisms and resources.

Open and distance learning mode means a mode of providing flexible learning opportunities by overcoming the separation of teacher and learner using a variety of media, including print, electronic, online, and occasional interactive face-to-face meetings with the learner or Learner Support Services to deliver teaching-learning experiences, including practical or work experiences.

Programme of study means a higher education programme pursued for a degree.

Recognition of prior learning means Government initiative to certify existing skills.

Skill means to what a student can do, the ability to use the acquired knowledge and know- how to perform and accomplish the assigned tasks related to the chosen field(s) of study and/or work or professional practice.

Student means a person admitted and registered under the statute of Jamia Hamdard.

Syllabus refers to a detailed plan for a specific course, outlining the topics, learning objectives, and assessment methods.

Teaching days shall mean actual number of teaching days excluding the end-semester examination and holidays. There will be a minimum of 90 teaching days in a semester, and 180 days in a year.

Transcript means a certified copy of a comprehensive record of a student's academic history, detailing all courses taken, grades earned, credits received, and the degree or qualification obtained.

I GOVERNANCE (EXAMINATION)

The entire examination process of the University shall be governed by the following structure:

Board of Examination

The University shall constitute a Board of Examination comprising of the Dean (Academics) as Chairperson of the board, and deans of various schools of Jamia Hamdard as its members. The Controller of Examinations shall be the Member-Secretary of the Board. Board will look into the overall conduct of examinations at Jamia Hamdard including all emerging issues, specific grievances, interpretation of byelaws, and amendments from time to time.

Controller of Examinations (COE)

- (1) The Controller of Examination shall be appointed by the Executive Council of the University on the recommendation of a duly constituted Selection committee in accordance with relevant guidelines issued by the University Grants Commission of India from time to time. He/she shall be a whole time salaried officer of the university.
- (2) He/she will be responsible for the overall supervision/monitoring of the work of the examination department for the conduct of examinations and publication of results.
- (3) He/she will serve as custodian of all records pertaining to examination, evaluation, results, degrees, certificates and other such documents.
- (4) He/she will serve as verifying and authenticating authority of degrees, certificates, mark sheets, and transcripts.
- (5) He will be responsible for uploading of credits and degrees on ABC repository of the Government of India.
- (6) Subject to further approval of the competent authority of the university and the Board of Examination, COE will have procedural authority over the processes involved in the smooth conduct of examination, and declaration of results. This will include publication of university calendar of examination/date sheet, issuance of admit cards, printing of question papers, provisioning of examination stationaries, checking of answer sheets, entry into examination software, publication of summary results, issuance of mark sheets, provisional certificates and degrees as per the laid down procedure/ SOP.
- (7) He/she will publish annual reports related to the works of the examination section.
- (8) He/she will compile results and list of gold medal awardees for convocation purpose.
- (9) He/she will chair the Examination disciplinary action committee related to the use of unfair means in the examination.

II CURRICULUM DESIGN AND ASSESSMENT METHODS

Curriculum design guidelines

The examination for various courses will be conducted as per the approved curricula for each programme of study at Jamia Hamdard. Curriculum shall be drafted by the Board of Studies (BOS) of the respective department for a particular programme and recommend the same to the School Board for deliberations and subsequent approval in the Academic Council. The curricula will be strictly as per the mandate of the NEP 2020 and the applicable UGC guidelines. In order to ensure uniformity at the University level, the syllabus will be having the following components:

- | *Name of the programme of study* |
- | *Programme abbreviation – a three-letter abbreviation* |
- | *Programme code – a three-numbered code specific to that programme* |
- | *Student intake/ year (No. of seats) | Lateral entry/ exit option (Please mention)* |
- | *Medium of instruction (English/ or specify)* |
- | *Eligibility criteria & selection procedure (as approved by the Academic Council)* |
- | *Course structure (as approved by the Academic Council)* |
- | *Programme and Course-specific objectives and learning outcome* |
- | *Teaching-Learning strategy/ pedagogy* |
- | *Attendance, Internal assessment and examination policy will be as per these byelaws* |
- | *Pass percentage, criteria for promotion, span period will be as defined in these byelaws* |

Credits will be assigned to each course/ programme as per the UGC guidelines and as elaborated in these bye-laws. An hour of class room teaching/ direct contact with the students or two-hour of practical/ training will be counted as one credit.

Student's performance assessment and methods of assessment

The examination system shall have two components, a comprehensive internal assessment of the student in the form of assignments, written tests, presentations etc., and the end-semester or annual examination towards the end of a semester/ year, whichever be the case. The end- semester examination will be held in the months of December and May for the Odd and Even semester examinations, respectively, and in the month of May of each year in case of the yearly/ annual examination, whichever applicable.

- a) **Internal Assessment (IA)** will consist of a minimum number of three tests out of which an average of best two tests will be taken to calculate the internal assessment. However, looking at the very objective of comprehensive internal assessment, it is left to the Course Coordinator/Department to assess the performance of students on the basis of assignments, presentations etc., instead of one written test. Departments can schedule the IA tests on any pre-announced date during the course of semester but before the commencement of the end- semester/ annual examination.

Components of IA

1. Written tests
2. Written assignments, Lab Reports and Viva (in case of lab/ clinics)
3. Participation in seminars, case discussions, group work activities
4. Individual oral presentation on a pre-assigned topic.

The weightage of internal assessment marks will be 40% of total marks assigned to that subject/ course. University shall normally follow a 40:60 marks distribution, where 40% marks will be for internal assessment and 60% will be assigned to the end-semester/ annual examination, if not, otherwise stated specifically. For example, as per the INC curriculum, the internal assessment will be 25% instead of 40%, and for the annual examination, the weightage of marks will be 75% instead of 60%.

A student shall have to secure a minimum of 50% marks to pass in a course, unless otherwise specifically stated as per the requirement of a regulatory body/ council. The internal assessment and the end-semester/ annual examination marks for a paper will be added to determine the pass percentage irrespective of the individual marks obtained in internal assessment or end-semester/ annual examination of that paper.

- b) **End-Term or End-Semester and Annual Examination** will be conducted on completion of a minimum 90 days of teaching in a semester; or 180 teaching days in case of annual examination (whichever applicable). The end-term or semester examination will be held two times in a year for odd and even semesters. The aim of this examination is to assess the depth of understanding, knowledge, and competency of a student required for the respective courses. The examination shall be conducted as per the Academic Calendar of the University for that Academic year.

- c) **Evaluation of Practical/ Internship/ Field Work/ Project Work/ Dissertation** will be part of the evaluation system as per the assessment criteria defined in the syllabi of the respective programmes of the study in a department.

Evaluation of Internship

On completion of internship, student will submit following documents to the department:

- i. Original certificate issued by the institute/organization/individual under whom intern completed his/her internship. Duly stamped certificate should categorically state organization's name, activities undertaken by the interns, duration of internship and performance report of the intern.
- ii. As far as possible, each intern will submit to the department a day-to-day activity report or logbook on activities undertaken by him/her.
- iii. An internship report by the intern.

On receipt of these documents, each department shall get the internee's report evaluated by not less than two faculty members, one of them should be his/her mentor or supervisor.

d) Backlog/Supplementary examination

There will be no supplementary examination except for the final semester/year students who have failed in a paper or more than one papers in a semester. However, such students can be allowed to appear in the corresponding ODD/EVEN end-semester examination as backlog students, accordingly if a student fails in the backlog examination, he/she may appear as an ex-student along with the next corresponding semester examination to clear the papers. Students will be promoted to next class only after clearing 40% of total papers, as per programme bye laws/regulatory bodies. To be eligible for the degree, the student has to clear all the papers within the span period for that programme of study.

A student who has not taken internal assessment due to any reason whatsoever will not be eligible to sit in the backlog examination. Such a student would be required to enroll himself/herself in the same semester in the next academic session on payment of tuition fee and other dues and attend the required number of classes and appear in internal assessment.

III EXAMINATION BYE-LAWS

1.1 Eligibility for Appearing in the End-Semester/ Annual Examination:

To be eligible to appear in the end-semester/ annual examination, students will be required to fulfill the following conditions:

a) Attendance – To appear in the term-examination (semester/ annual), a student must have a minimum of 75% attendance separately in each paper/ course, including practical. A 5% relaxation in attendance may be considered on medical ground on the recommendation of the Head of the Department to the Dean of the School, subject to his/her satisfaction. Those students who have attendance less than 70% will not ordinarily be allowed to sit in the semester/ annual examination for the paper in which falling short of attendance. Such students may appear in backlog examination, provided they have taken the internal assessment.

Note:

- (1) In cases where a programme is under a regulatory body or council, the rules of the governing body/ council will be applicable only if it sets a higher benchmark; for example, as stipulated by the INC/ DNC, 80% attendance, instead of 75% as mentioned in those byelaws, will be mandatory in both theory and practical to be eligible to sit in examination.
- (2) Attendance on account of participation in the permissible co-curricular/extra- curricular activities including NCC, Sports, Seminars, Cultural activities may be considered as per rule subject to the recommendation of the respective activity- coordinator and on providing documentary evidence.
- (3) Attendance for internship and dissertation can be granted on notional hour basis.
- (4) In case, a student is found to be continuously absent from the classes for a period of 30 days, teacher-in-charge shall report the matter to the head of the department. A communication to this effect may be sent to the parent/ guardian of such students.
- (5) An hour of lecture, or two-hour of practical/ clinic shall be counted as one attendance unit, which will be equivalent to one credit per week.

b) Examination form – Students would be required to fill up and submit the examination form by due date after clearing all dues and payment of the prescribed examination fee.

Note:

Students who have been debarred by the disciplinary action committee of the University for

misconduct/indiscipline will not be allowed to sit in examination unless the matter has been resolved and permission to sit in the examination from Proctor/ COE has been obtained.

Procedure to fill up the examination form

Submission of examination form

- (i) The examination forms will be made available a month before the commencement of the end-semester examination as per the dates in the Academic Calendar for that year.
- (ii) A penalty of INR 50.00 per day will be imposed if a student does not fill and submit the examination form by the due date.
- (iii) Department shall ensure that the form of a detained student, detained on account of attendance shortage, nonpayment of fee and/or other dues, disciplinary action, or any other legitimate reason is not processed until such a time the issue remains unresolved.

Issue of admit card

A student whose examination form has been accepted for examination shall be issued an Admit Card listing the papers in which he/she has been allowed to sit in examination. The admit card can be collected from the department office.

No student will be allowed in the examination hall without the Admit Card in original duly issued by the examination office. In case of loss of admit card, a duplicate may be issued subject to the satisfaction of the examination office on the recommendation of the department and prescribed fees.

Withholding of admit card and withdrawal of permission to take examination

Permission granted to a student to appear in examination may be withdrawn before or during the course of examination if an incident of misconduct, indiscipline or providing false information is brought to the notice of the Office of the Controller of Examinations.

1.2 Holding of Examination & Date Sheet:

The end-semester/Annual examinations will be conducted under the overall supervision of the Controller of Examinations each year in the months of December and May:

December : Odd Semester examination
May : Even Semester examination

The annual examination for programmes under the annual system will be held towards the end of the academic year, that is, in the month of May.

The examination schedule (Date Sheet) for terminal and annual examinations will be released by the Office of the Controller of Examinations in consultation with the Head of the Department/ Dean of the School.

There will be a 3-4 days of preparatory leave before the commencement of the end-term or annual examination, whichever may be the case.

1.3 Letter Grade, Grade Points, and Grade Point Average

Letter Grade - It is an index of the performance of students in a said course, denoted by letters vs. O, A+, A, B+, B, C, P and F.

Grade Point - It is a numerical weight allotted to each letter grade on a 10-point scale.

Letter Grade	Grade Point	Percentage
O (Outstanding)	10	90 and above to 100 (90-100)
A+ (Excellent)	9	80 and above and less than 90 (80 < 90)
A (Very Good)	8	70 and above and less than 80 (70 < 80)
B+ (Good)	7	65 and above and less than 70 (65 < 70)
B (Above Average)	6	55 and above and less than 65 (55 < 65)
C (Average/Pass)	5	50 and above and less than 55 (50 < 55)
F (Fail)	0	00 and above and less than 50 (00 < 50)
AB (Absent)	0	--

Credits for the courses in which a student has obtained C (minimum passing grade for a course) or a higher grade in the semester exam shall be counted as credits earned by him/her. Any course in which a student has obtained 'F' or 'AB' grade shall not be counted towards her/his earned credits. If a student does not write a paper, he/she will be awarded an "AB" grade. To pass the course, the student must obtain a minimum of 'C' grade. A student obtaining Grade 'F' shall be considered to have failed in that paper and will be required to reappear in the next corresponding end-term examination.

1.4 Computation of SGPA and CGPA

The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as under,

- (a) **SGPA** is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by him/her and the sum of the number of credits of all the courses undergone by a student, i.e.,

$$\text{SGPA (Si)} = \sum (C_i \times G_i) / \sum C_i$$

Where C_i is the number of credits by the student in the i^{th} course.

Example for Computation of SGPA

Semester	Course	Credit	Letter Grade	Grade point	Credit point (Credit x Grade)
I	Course 1	3	A	8	$3 \times 8 = 24$
I	Course 2	4	B+	7	$4 \times 7 = 28$
I	Course 3	3	B	6	$3 \times 6 = 18$
I	Course 4	3	O	10	$3 \times 10 = 30$
I	Course 5	3	C	5	$3 \times 5 = 15$
I	Course 6	4	B	6	$4 \times 6 = 24$
		20	-	-	139
SGPA					$139/20 = 6.95$

- (b) **CGPA** is also calculated similarly, taking into account all the courses undergone by a student over all semesters of a programme, i.e.,

$$CGPA = \sum (C_i \times S_i) / \sum C_i$$

Where S_i is the SGPA of the i^{th} semester, and C_i , total no. of credits in that semester.

Example for computation of CGPA

Semester I	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit: 21 SGPA: 6.9	Credit: 22 SGPA: 7.8	Credit: 25 SGPA: 5.6	Credit: 26 SGPA: 6.0	Credit: 26 SGPA: 6.3	Credit: 25 SGPA: 8.0
CGPA= 6.73 $(21 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0)/145$					

SGPA & CGPA shall be rounded off to a 2 decimal point.

Conversion Formula for Calculating Equivalent Percentage

Equivalent percentage of CGPA= CGPA $\times$ 10

1.5 Calculation of Credit Points

Bachelors Level/ 4-Yrs (Research-based Honors) Undergraduate Programme (FYUP)

Credit Point = Number of assigned credits (semester/annual/cumulative) $\times$ NCRF/ NHQF level 6

For example, if a total credit assigned to a bachelor degree programme is 200, the credit point will be $200 \times \text{NHEQF/NCRF level 6} = 1200$

One/Two-Years Master Degree Programme in Arts/Commerce/Natural Sciences

Credit Point = No. of credit assigned (semester/annual/cumulative) $\times$ NHEQF/ NCRF level 6.5

For example, if total credit assigned to a two year PG programme is 80, the credit point will be $80 \times \text{NHEQF/NCRF level 6.5} = 520$.

M.E., M.Tech., M.C.A. and others

Credit Point = Number of assigned credits $\times$ NHEQF level/NCRF level 7

Example, if a 2-Years MCA programme is of 80 credits, credit point will be $80 \times 7 = 350$.

Credit Levels for the Calculation of Credit Point

Sl. No.	Programme Level	NHEQF/ NCrF Level
1	Undergraduate Certificate (the first two semester followed by 4 credit internship/skill enhancement course(s)/apprenticeship	4.5

2	Undergraduate Diploma (the first two years/four semester followed by 4 credit internship/skill enhancement course(s)/apprenticeship	5
3	Bachelor's Degree (the first three years (six semester) of a 4-year undergraduate programme followed by 4 credit internship	5.5
4	Bachelor's degree (Honours/Honours with Research) four years (eight semester) of any undergraduate programme of study followed by 4 credit internship	6
5	Post-Graduate Diploma (one year/two semesters) for those who exit after completion of the first year of the 2 years Master's programme	6
6	Master's degree: two years (four semesters) after completion of 3 years bachelor's degree (B.A., B.Sc., B.Com.)	6.5
7	Master's degree (M.A., M.Com., M.Sc.) one year (two semester) after completion of 4 years bachelor's degree (Honours/Honours with research)	6.5
8	Master's degree programme (M.E/M.Tech.) two-years (4 th semester) after obtaining a 4-year bachelor's degree (B.E./B.Tech.)	7
9	Doctoral Degree in any discipline	8

Explanation

- (i) NHEQF/NCrF level 4.5 shall be applicable to those exiting after 1 year of a 4- year undergraduate programme.
- (ii) NHEQF/NCrF level 5 shall be applicable to those exiting after 2 year of a 4 year undergraduate programme.
- (iii) NHEQF/NCrF level 5.5 shall be applicable to those exiting after 3 year of a 4 year undergraduate program.
- (iv) NHEQF/NCrF level 6 shall be applicable to those students who successfully complete the 4 year bachelor's degree programme. Credit point shall be cumulatively calculated to the total credit assigned to a Bachelor's Degree (Honours with research) Programme.
- (v) Level 6 shall be applicable to those who exit after successful completion of 1st year (2 semester) of the 2 year Master's degree Programme.
- (vi) Level 6.5 shall be cumulatively applicable to those students who successfully complete 2 year Master's degree programme. Credit point shall be cumulatively calculated on the basis of total credit assigned to a 2 year Master's Degree Programme.

Codes and levels for Undergraduate Programmes (Honors with Research)

All advance courses (research and laboratory based) shall have continuous codes in the range of 400-499 as under

Discipline Specific Courses (Compulsory): DSC-400 onwards. *For example, if there are a total of 10 discipline specific courses in a programme then their coding will be DSC- 400, DSC-401, and DSC-402.....*

Discipline Specific Electives: DSE-400 (a, b, c...) onwards. *For example, if there are a total of 10 discipline specific elective courses in a programme then their coding will be DSE-400 (a), DSE-400 (b), DSE-400 (c)...*

Multidisciplinary Compulsory: MDC-400 onwards. For example, if there are a total of 10 multidiscipline courses in a programme then their coding will be MDC-400, MDC-401, and MDC-402.....

Multidisciplinary Electives: MDE-400 (a, b, c....) onwards. For example, if there are a total of 10 multidiscipline elective courses in a programme then their coding will be MDE-400(a), MDE-400(b), and MDE-400(c) or MDE-401(a), MDE-401(b).....

Skill Enhancement Course: SEC-400 onwards. For example, if there are a total of 04 skill enhancement courses in a programme then their coding will be SEC-400, SEC-401, and SEC-402.....

Ability Enhancement Course: AEC-400 onwards. For example, if there are a total of 04 ability enhancement courses in a programme then their coding will be AEC-400, AEC- 401, and AEC-402.....

Value Added Course: VAC-400 onwards. For example, if there are a total of 04 value added courses in a programme then their coding will be VAC-400, VAC-401, and VAC- 402.....

Dissertation: First Three Letters of the name of the (all in capital letters) programme followed by Capital D, such as BPG (D), where first three letters refers to name of the programme and 'D' refers to dissertation.

Internship/Skill and others: First three letters of the programme in capital followed by within bracket (I or S, as the case may be) in capital, such as BPG (I/S1) for Year-1, BPG (I/S2) for Year-2, BPG (I/S3) for third year, and BPG (I/S4) for the fourth year.

Learning Levels

Learning Level 6 of NHEQF/NCrF for FYUP

Expected Learning Outcome

Disciplinary/multidisciplinary/interdisciplinary/learning outcome The course structure and design must aim to a comprehensive knowledge and coherent understanding of the discipline, linkages with other related fields of knowledge, current and emerging developments in the fields of a discipline, development of practical, professional and procedural knowledge, development of professional and research skills , capacity to plan research and projects, and application of learning in the real life situations and to generate capacity to find solutions to life's challenges.

Generic Learning Outcome The course should aim to generate creative capacity of the students to analyse and to communicate learnt knowledge; enhancement of research ability; ability to present findings of the research coherently and in the precise manner; and capacity to plan self-study in order to upgrade his/her knowledge.

Research Learning Outcome Enhancement of students' ability to plan and conduct research quantitatively and qualitatively, and discovery of knowledge, capacity to conduct fusion studies' and innovation.

Skill and Communication Learning Outcome The course should enhance students' capacity to perform tasks in a better manner by applying acquired knowledge, besides sufficient skilling of them in rewriting new vernaculars of a discipline.

Ethical Outcome Students should be able to adopt "objective, unbiased and truthful actions in all aspects of work related to the field", besides having significant sensitivity and ability to "addressing environmental and sustainable development issues", and other relevant ethical practices including constitutional values.

Employment Outcome Each course has to be designed in a manner where field based scope of employment is categorically stated.

Course Codes and Levels for Postgraduate (PG) Programmes

Course Codes

One/Two Years Master's Degree Programme – A Master's degree programme, as envisaged by NEP 2020, shall be an advance degree programme; i.e., above the level of 4 years research-based bachelor's degree. Accordingly, curriculum may be designed in a manner where advance researches are conducted in the newest and applied domain of a discipline.

First year of a 2-Years Master's Degree Programme shall be in the range of 500-599

Discipline Specific Course: DSC-500 onwards.
Discipline Specific Elective: DSE-500 onwards.
Multidisciplinary Elective: MDE-500 onwards.
Research and Communication Course: RCC-500 onwards.

Second year of Master's Degree Programme shall have continuously numbered codes in the range of 600-699

Discipline Specific Specialization: DSS-600 onwards.
Discipline Specific Specialization (Elective): DSE-600 onwards

Dissertation: Three letters of the programme name in capitals with (D) for dissertation. For Example, MPG (D) where first three letters refer to name of the programme, and 'D' refers to dissertation.

Learning Levels and Outcomes

Level 6.5 of NHEQF for One/Two-Years M.A., M.Com., M.Sc.)

Disciplinary/Multidisciplinary Learning Outcome

The course should generate professional, technical skills in the students to conduct research independently in the complex domain of knowledge including applied fields.

Research, Innovation and Start ups

Students should have capacity to innovate knowledge (Pedagogical, transformative and applied sciences of knowledge) and to conduct fusion studies, besides start up.

Level 7 of NHEQF for One/Two Years M.E., M.Tech., M.C.A.)

Disciplinary/Multidisciplinary Learning Outcome

Students should have sufficient cognitive, technical, practical, professional skills to conduct research, and to innovate designs in the newest domains of respective discipline independently.

Innovation and Start ups

Students should have generative capacity to innovation machines and designs independently and to initiate start-ups.

Course Codes and Levels for Doctoral Programme

Each school and department shall develop course code in the range of 700-799 for papers to be taught and learning outcome should be in the level of 08 of NHEQF.

1.6 Minimum Credit Requirement for the Award of Degree

- (a) **FYUP (Honors with Research)** – A minimum total credit of 160 for the courses and 16 credits for internship. However, each department and school can have high number of credits level in accordance with the nature of their respective courses. But, under no circumstances total credits shall be less than 176 (160 for courses and 16 for internship).

Semester-wise credit distribution

According to the total number of credits assigned to a programme of study, semester and course wise credits may be distributed. However, UG dissertation shall not be less than 12 credits. For example, If the total credits assigned to an undergraduate degree programme is 176 (160 for course works and 12 credits for internship), minimum credit requirement for the award of certificate, diploma, degree, and Honors with Research shall be as follows:

- **Minimum credit for the award of UG certificate:** 40 Credits for course works and 04 credits for mandatory summer internship. Total minimum credit = 44
- **Minimum credit for the awards of UG Diploma:** 80 Credits for course works and 04 mandatory credits for 2nd year internship. Total no. of credits required for the award of UG diploma, $80 + 08 = 88$.
- **Minimum credit for the award of UG Degree shall be 120 credits** for course work and mandatory internship of 4 credits each for three years. Total no. of credits required for the award of the UG degree = $120 + 12 = 132$.
- **Minimum credit for the award of UG Honors with Research Degree:** 160 Credits for course work and mandatory internship of 4 credits of each years. Total number of credits required for the award of the UG (Honors with Research) = $160 + 16 = 176$.

S. No.	Qualification	Level	Credits	Credit Points
(1)	P.G. Diploma	6	40	240
(2)	1-Year PG after a 4-year UG	6.5	40	260
(3)	2-Year PG after a 3-year UG	6.5	40	260
(4)	2-Year PG after a 4-year UG such as B.E., B.Tech.	7	40	280

Note: After each year of PG programme, students have to undergo a mandatory summer internship of 4 credit on and above the listed minimum course credits.

- (1) Total credits for 1-Yr. PG Diploma: $40 + 4 = 44$ (at NHEQF level 6)
- (2) Total credits for 1-Yr. PG after 4-Yr. UG: $40 + 4 = 44$ (at NHEQF level 6.5)
- (3) Total credits for 2-Yr. PG after 3-Yr. UG: $80 + 8 = 88$ (at NHEQF level 6.5)
- (4) Total credits for 2-Yr. PG after 4-Yr. UG (BE, B. Tech, B. Pharm, BCA.): $80 + 8 = 88$ (in the NHEQF level 7)

Note: Each department and school may set its own threshold on and above of the above listed minimum statutory credit requirement for the award of degree.

Multiple Entry and Exit

Undergraduate Certificate

- (1) Students who have earned a total of 40 credits by completing level 4.5 of NCrf and exit from the undergraduate programme shall be awarded an undergraduate certificate provided they have undergone a minimum 4-credit skill-enhancement course(s) over and above the 40 credits earned for completing level 4.5.
- (2) Students shall be allowed to join back in the 2nd year at level 5 before the expiry of the credits earned, subject to a maximum duration of seven years. The procedure for depositing and redemption of credits shall be as per the UGC (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021, as amended from time to time.

Undergraduate Diploma

- (1) Students who have earned a total of 80 credits by completing NCrf levels 4.5 and 5 and exit from the undergraduate programme shall be awarded an undergraduate diploma provided they have undergone a minimum 4-credit skill-enhancement course(s) over and above the 80 credits earned for completing level 5.
- (2) Students shall be allowed to join back in the 3rd year at level 5.5 at a later stage before the expiry of the credits earned, subject to a maximum duration of seven years. The procedure for depositing and redemption of credits shall be as per the UGC (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021, as amended from time to time.

Undergraduate Degree

- (1) Students who have earned a total of 120 credits by completing level 5.5 of NCrf and exit from the undergraduate programme shall be awarded an undergraduate degree.
- (2) Students who have earned the required credits at level 5.5 of NCrf and exit from the undergraduate programme after 3 years can resume the 4th year undergraduate (Honors/ Honors with Research) programme at a later stage before the expiry of the credits earned, subject to a maximum duration of seven years. The procedure for depositing and redemption of credits shall be as per the UGC (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021, as amended from time to time.

Undergraduate degree (Honors/ Honors with Research)

- (1) Students who have earned the required credits at level 6 of NCrf shall be awarded an undergraduate (Honors/Honors with Research) degree.
- (2) Students who have earned the required credits for two majors shall be awarded an undergraduate degree with a double major/integrated UG degree.
- (3) The degree to be awarded shall be called the undergraduate degree in the respective discipline(s) in accordance with the nomenclature specified by the UGC under Section 22 (3) of the UGC Act.

(b) Postgraduate Programme

- (1) Department/Schools of Jamia Hamdard may have flexibility to offer postgraduate programmes of (a) a 2-year duration with an exit option at the end of the first year, (b) a 1-year programme,

and (c) an integrated 5-year undergraduate/ postgraduate programme.

- (2) Students completing a 3-year undergraduate programme shall be eligible for a two- year postgraduate programme.
- (3) Students completing a 4-year undergraduate programme with Honors/Honors with Research shall be eligible for a one-year postgraduate programme.
- (4) Students completing a 4-year undergraduate degree (Honors./Honors. with Research) in relevant subjects (level 6, e.g. B.Sc. Honors. in Physics, B.Sc. Honors. in Biology, B.Sc. Honors. in Mathematics) and students completing a 4-year undergraduate degree (level 6, e.g. B.E., B.Tech.) shall be eligible for the 2-year/4 semester postgraduate programme (level 7, e.g. M.E., M.Tech.).
- (5) Students who have earned a total of 40 credits by completing the first year (level 6) of two-year PG (level 6.5/7) of NCrf and, if exit, shall be awarded a postgraduate diploma.
- (6) A student with a 3-year undergraduate degree (level 5.5) who has earned required credits at level 6.5 of NCrf shall be awarded a 2-year postgraduate degree such as M.A., M.Com., M.Sc., in accordance with the nomenclature specified by the UGC under Section 22 (3) of the UGC Act.
- (7) A student with a 4-year undergraduate degree (level 6) who has earned required credits at level 6.5 of NCrf shall be awarded a 1-year postgraduate degree such as M.A., M.Com., M.Sc., in accordance with the nomenclature specified by the UGC under Section 22 (3) of the UGC Act.
- (8) A student with a 4-year undergraduate degree (level 6) who has earned the required credits at level 7 of NCrf shall be awarded a postgraduate degree such as M.E., M. Tech., in accordance with the nomenclature specified by the UGC under Section 22 (3) of the UGC Act.

1.7 Criteria for Passing and Classification of Results

Unless otherwise stated, a student will be declared 'passed' once he/she has obtained a minimum of 50% marks in each course, taking together the internal assessment and the end- semester examination marks for that paper/ course.

CLASSIFICATION OF RESULTS

Range of CGPA	Division/ Class
CGPA of 7.5 and above and up to 10	I Division with Distinction
CGPA of 6.00 and above and less than 7.50	I Division
CGPA of 5.00 and above and less than 6.00	II Division

1.8 Promotion Criteria

- (1) Promotion from one semester to another semester with the subject to conditions as per provisions of regulatory bodies and payment of due fees & subject to fulfillment of other requirements such as attendance/internship etc. as defined in the syllabus.
- (2) For promotion to the 4th year under FYUP, a student must have secured 75% marks (aggregate of last 6 semesters) or an equivalent grade for Honors with Research degree and 60% marks (aggregate of last 6 semesters) or an equivalent grade for 4th year Honors programme.

Semester Registration

At the time of promotion to each semester, a student will be required to fill up and submit a Registration

form for admission to the semester within a week of declaration of results. The form is available at the end of this document.

Lateral Entry/ Credit Transfer

Subject to the vacancy/ availability of a seat and provision of lateral entry in a given programme of study, lateral entry may be allowed to the students from recognized HEIs of India, including the students of Jamia Hamdard from other departments/ schools, if otherwise eligible.

Equivalence of credit/grades and courses learnt by a student seeking admission through lateral entry shall be determined by the concerned department/school.

Students seeking admission through lateral entry have to apply in accordance with the application guidelines of Jamia Hamdard applicable in that admission year.

Option of credit transfer will be available for such students who opt for entry at a particular level in a programme as per the procedure laid down for that programme of study.

Exit option will be available only to those students who fulfill the criteria as per NEP 2020.

1.9 Multiple Entry and Exit Options, Re-admission, and Span period

Under FYUP, a student may exit after completion of one year; and may join back subject to fulfilling the entry conditions and availability of seats. While rejoining a programme of study, student has to pay the required programme fee applicable for that year. He/she will also have to pay re-admission fee as determined by the university from time to time. There will be no exit option for a one-year PG programme.

Re-admission, if any, can be done only in the beginning of the semester and the process should be completed within 15 days of the beginning of the semester. The span period for students under the FYUP will be seven years from the date of admission. This means a student has a maximum of seven years to complete the four-year course requirements. For a standard two-year program, such as a Master's degree, the span period will be four years, and for a one-year programme of study, it will be two years.

Explanatory Note on Multiple Entry and Exit

- (1) A student who has successfully completed first year of FYUP in the NCrf/NHEQF level may opt to exit provided he/she has completed one mandatory intern/skill course of 4 credit, and passed all courses in the curriculum of that programme. He/she may have option to rejoin the same programme in second year within next three years.
- (2) A student who has successfully completed 2nd year of 4 year UG programme in the NCrf/NHEQF level 5.5, may opt to exit provided he/she has completed one mandatory intern/skill course of 04 credit and passed all courses as specified in the curriculum. He/she may opt to rejoin the same programme in 3rd year within next 3 years.
- (3) A student who has successfully completed 3 year of 4 year UG programme in the NCrf/NHEQF level 6, may opt to exit provided he/she has completed one mandatory internship of 04 credit and passed all courses as specified in the curriculum of the programme. Also he/she has to fulfil the credit requirement for promotion to 4 year. He/she may opt to rejoin the same programme in fourth year within next 3 years.
- (4) In two years PG programme, a student who has successfully complete first year of 2 years Master's degree programme in NCrf/NHEQF level 6 may opt to exit provided he/she has completed one mandatory internship of 04 credit, and passed all courses as specified in the curriculum of the

programme. He/she may opt to rejoin the same programme in the second year within 2 years.

(5) Multiple entry and exit shall not be applicable to one year post graduate programme of study.

NOTE

Curriculum and bye-laws applicable to a programme of study in the given year in which he/she joins back shall ipso-facto be applicable to him/her.

Nomenclature of Certificate, Diploma, Degree at the Undergraduate level

Sl. No.	Titles	Essential Requirements
1	Undergraduate Certificate in [Programme Name]	After successful completion of one year with a minimum 40 credit, and 04 credits of mandatory internship/apprenticeship.
2	Undergraduate Diploma in [Name of the Programme]	After completion of 2-Yrs. with a minimum 80 credit, and 4 credit of mandatory internship/apprenticeship.
3	B.A. /B.Sc. /B.Com., in [Name of the Programme]	After completion of 3-Yrs with a minimum 120 credit and 4 credit of mandatory internship.
4	B.A. /B.Sc. /B.Com. (Honors) in [Name of the Programme]	After completion of 4-Yrs with a minimum 160 credit and 4 credit of mandatory internship. In addition, Honors students not writing research dissertation have to take 03 courses of 4 credits each (total 12 credits) from the set of electives of disciplinary and multidisciplinary courses, specific to the programme of study.
5	B.A. /B.Sc. /B.Com. (Honors with Research) in [Name of the Programme]	After completion of 4 years with a minimum credit of 160 and 4 credit of mandatory internship, Honors with research shall be awarded on completion of dissertation. Honors with Research degree shall be awarded to only those who successfully complete dissertation. However, if honors student not writing research dissertation has to essentially complete 03 courses for a total of 12 credits from the disciplinary and multidisciplinary electives as specified in the curriculum of a programme. Students will not be allowed to choose their electives which he/she has already done.
6	P.G. Diploma in [Name of Programme]	After the completion of one year of the 2 year Master's Programme with minimum credits of 40.
7	M.A./M.Com./M.Sc. (One year degree) after a 4-years UG Honors/ Honors with Research	After the completion of one year of with a minimum credits of 40.

Nomenclature at PG level

M.A./M.Sc./M.Com. (2-Yrs after a 3-Yr PG)	After completion of two years (Four Semesters) with a minimum credits of 80. Student shall also write research thesis of 20 credit and 08credits of mandatory internship.
M.Tech. / M.E. (2-Yrs. After a 4-Yr. Bachelors of Engineering degree	After the completion of two years with a minimum credits of 80. Students shall also write research thesis of 20 credits and 08 credits of mandatory internship.
5-Year Integrated Programme (UG+PG)	At PG level, the curricular component of 5-Yrs. integrated programme will be similar to that of 2-Yrs. PG as above.

One-year PG

Students entering 1-Yr. PG after a 4-Yr. UG can choose to do (1) only the coursework, or (2) research, or (iii) coursework with research.

Curriculum Components	PG (One-Year) for 4-Yr UG (Honors. /Honors with Research)			
	Minimum Credits			
	Course Level	Coursework	Research thesis/ project/ patent	Total Credits
Coursework + Research	500	20	20	40
Coursework	500	40	--	40
Research	-	-	40	

Two-years PG

Students entering a 2-Yr. PG after a 3-Yr. UG can choose to do (1) only course work in the third and fourth semester or (2) course work in the third semester and research in the fourth semester or (iii) only research in the third and fourth semester.

Curriculum component for a 2-Yr. PG programme

Curricular Component		PG programme (one year) for 4-yr UG (Honors /Honors with Research)			
		Minimum Credits			
		Course Level	Coursework	Research thesis/ project/ patent	Total Credits
PG Diploma		400	40	-	40
1 st Year (1 st & 2 nd Semester)		400 500	24 16	-	40
Students who exit at the end of 1 st year shall be awarded a Postgraduate Diploma					
2 nd Year (3 rd & 4 th Semester)	Coursework & Research	500	20	20	40
	Coursework (OR)	500	40	-	40
	Research	-	-	40	40

1.10 Academic Bank of Credits (ABC) and APAAR ID

(Source: UGC Notification (F. No. 14-31/2018(CPP-II), dt. 28 July, 2021)

ABC is an interoperable digital wallet of credits earned by a student. On registration, a unique ID is generated for a student. The objectives of the credit bank are as follows:

- (1) To provide each learner with a unique ID and digital credit ledger
- (2) To promote multiple entry and exit options academic and skill-based programs
- (3) To ensure recognition of learning across institutions, disciplines and sectors
- (4) To enable credit transfer and accumulation across the learners lifetime
- (5) To foster an integrated approach by including co-curricular, skill, sports, and professional learning
- (6) To support interoperability among educational bodies and stakeholders
- (7) To build trust, transparency, and portability in academic records

Registration and Upload of Credits/Degree

- (1) Once enrolled, a student has to register with ABC portal of the Government of India. Once registration is complete, student has to submit his/her Unique ABC ID in the department, to the examination branch for record and upload of credits/degree/certificates/diploma.
- (2) Once used, or redeemed, credits earned by a student cannot be re-used for the award of any other formal academic qualifications in and outside Jamia Hamdard.

APAAR ID

An APAAR ID, or Automated Permanent Academic Account Registry ID, is a unique 12- digit lifelong digital identifier issued to Indian students by the Government of India. APAAR consolidates a student's entire academic journey, including the grades, achievements, scholarships, and extracurricular activities, into a single, secure digital platform integrated with Digi Locker. The ID provides a unified identity, streamline educational transitions, and facilitate the digital transfer of academic credits and credentials as envisioned by the National Education Policy (NEP) 2020.

1.11 Marks Sheet and Transcripts

- (1) **Marks Sheet:** Marks sheet will be generated once the internal assessment and end- semester/annual examination marks have been tabulated. Corresponding grade/marks will be assigned as per the stipulated criteria and each student will receive the result displaying the grade/marks.

Students who did not take the examination will be marked 'AB' (Absent).

- (2) **Transcript:** Transcript will be issued to a student on submission of the prescribed transcript application form and completing other formalities & payment of prescribed fees. Transcript will depict information of all courses taken by a student including the internal assessment and end-term/annual examination marks, grades, SGPA and CGPA, and whether all papers were cleared in one go in a regular mode, or not. The improvement, backlog/ supplementary status will also be recorded in the final transcript. Transcript in original will be sent directly to the agency seeking transcript with the consent of the applicant.

1.12 Provisional Degree

A provisional degree certificate may be issued to a student on request. The provisional certificate will remain valid for six months.

1.13 Award of Degree

A student will be eligible for the award of degree/ diploma/ certificate after passing in all papers, including the practical/ internship, field work, project work, dissertation etc.

Marks sheet will be made available by the examination section within one week of the declaration of the results, subject to the entry of the internal assessments marks in the system.

Minimum credit requirement for a 4-Yr UG Programme will be as under:

Sl. No.	Broad Category of Course Components	Minimum Credit Requirement	
		3-Year UG	4-Year UG
1	Major (Core) {DSC}	60	80
2	Minor Stream {DEE}	24	32
3	Multidisciplinary {MDC & MEE}	09	09
4	Ability Enhancement Courses (AEC)	08	08
5	Skill Enhancement Courses (SEC)	09	09
6	Value Added Courses (VAC) common for all UG	06 - 08	06 – 08
7	Summer Internship	02 - 04	02 – 04
8	Research Project / Dissertation	-	12*
	Total	120	160

**Honours students not opting for research will complete 3 courses of 12 credits in lieu of the research project / dissertation.*

***Internship credit is over and above the prescribed credits for the course work in the curriculum of a programme.*

1.14 Award of Gold Medal

Gold medal will be bestowed for academic excellence in various programmes of studies offered by the University as per the following criteria:

- A student who has secured highest marks in aggregate in first attempt will be eligible for the award of gold medal provided he/she has secured not less than 75% marks in aggregate/CGPA.
- Increase in marks as a result of improvement will not be counted while calculating the aggregate marks percentage.
- A student who has been punished for breach of discipline/unfair means or on any other account by the University will not be considered for the award of a gold medal irrespective of his/her academic performance.

1.15 Improvement policy

- A student may be allowed to give improvement examination along with the corresponding semester or annual examination, whichever is applicable.
- Improvement examination can be given in two papers only at the end of his/her last semester with prior permission/ recommendation of the Head of the Department.
- Improvement will be retracted to one attempt only.
- Improvement can be given in a course where a student has secured a 'C' or 'B' grade.

- (v) For the purpose of determining the SGPA and CGPA, the better of the two performances (regular and improvement) in the examinations shall be taken into consideration.
- (vi) Marks/Grades of improvement examination shall not be counted for the award of gold medals and determining topper.
- (vii) The improvement examination shall not be held for internal assessment.
- (viii) If the student improves the performance, he/she will be required to submit the earlier marks-sheet. A new mark sheet bearing the year in which the student improved the grade will be issued.
- (ix) Improvement examination cannot be held once the student has been awarded the degree.

1.16 Policy for the Appointment of Paper Setter

The examiner to set the question paper will be nominated by the Competent Authority from the panel of experts recommended by the Board of Studies and communicated to the Office of the Controller of Examinations in a sealed cover by the Head of the Department through the Dean of the School. The Panel of examiners will be valid for a period of one year from the date of approval of the recommendation. A regular, contractual, or a visiting faculty at the level of Assistant Professor or equivalent shall be eligible to set the question paper.

No person shall be appointed to act as a Paper Setter, Moderator, or Examiner whose 'NEAR RELATION' is appearing. In this bye-laws, 'NEAR RELATION' includes spouse, son, daughter, and other members of their family - nephew, niece or similar relations of wife/husband.

A consent form (permission to set the Question paper and a format of undertaking in this respect (Conflict of Interest) will be sent to the examiner before finally sending a formal request to set the paper.

1.17 Instruction to Set the Question Paper

The question papers for a particular semester will be set by the subject experts in the field as approved by the Competent Authority from a panel of experts recommended by the Board of Studies. Recommended panel of examiners shall be further communicated in a sealed envelope by the HOD/Dean to the COE. At least 50% of question papers in a semester shall be normally set by subject experts from outside Jamia Hamdard. The paper setter can be a regular or contractual teacher at the assistant professor level or holding an equivalent position in an institute.

The end-semester/ annual examination question paper will have three Sections: **Section A** (Objective type questions from the entire syllabus), **Section B** (Long-answer type questions), and **Section C** (Short-answer questions). The marking scheme will be as per the credits defined in the syllabus. Each section will be assigned equal marks; that is, 20 for each section as under,

<u>Section A</u> : Objective types, MCQs etc.	-	20 Marks
<u>Section B</u> : Long-answer type questions	-	20 Marks, 2 Qs, each of 10 marks
<u>Section C</u> : Short-answer type questions	-	20 Marks, 4 Qs, each 05 marks

If required, a 30 or 40 marks question paper can be set accordingly. There shall be the provision of internal choices in Section B & C, but not in Section A. Sections (B) and (C) may have 4 and 8 questions, respectively.

NOTE

- (1) Time allotted to a 60 Marks question paper will be 2 ½ h, 1 ½ h for a 40 Marks question paper, and 1 h for a 30 Marks question paper.

- (2) Questions in a question paper should comprise of different types to test the student's understanding of the subject, difficulty and discrimination indices. Critical thinking and application based questions should be included.
- (3) The questions in respective sections will cover all units in that paper as prescribed in the syllabus.
- (4) For conducting the practical examination, a subject expert (from outside the University) has to be assigned from the approved panel of examiners. The practical/ lab/ clinic examination or dissertation will be conducted at the department level. Head of the Department will be a part of the lab/ clinic/ practical examination to facilitate the examination. He/she may also nominate an internal examiner and an invigilator to assist smooth conduct of the practical/ clinic.
- (5) Question papers especially those set by an external subject expert should be reviewed by a moderation committee.
- (6) Evaluation of answer scripts can be done by an evaluator proposed by the HOD/ Dean of the School.

1.18 Moderation Policy

- (1) Moderation is a practice in an examination to ensure that a question paper is set strictly in accordance with the course content and instruction to remove ambiguity in the language, if any, to give ample opportunity to students of varying abilities, to ensure proper coverage of course content, verify the weightage/marks assigned to each question or part thereof, time prescribed, and correct errors, if any.
- (2) The moderation committee can be constituted by the Head of the Department to moderate the question paper and ensure that questions are from the syllabus and as per the prescribed format. The constitution of the committee shall be strictly confidential. Other than the HOD, the committee shall include the subject/ course teacher, and (optional) an outside expert nominated by the Head of the Department in consultation with the course coordinator. The process of moderation should be initiated and completed before sending the question paper for print.

NOTE:

- (i) Moderation, if required, shall not exceed change in questions beyond 10 - 12% of the question paper/ total marks. For any additional moderation, a justification must be recorded by the HOD and kept in a confidential cover.
- (ii) Copyright in respect of the Question Paper shall vest with the University.

1.19 Disqualification of the Paper Setter/ Moderator/ Examiner

No person shall be appointed as a Paper setter/ Moderator/ Examiner if the person has a conflict of interest, or is unable to perform the work, or has not performed the work of the desired standard/quality, or has not been able to conform to the directions as stipulated in these bye-laws, or is suspected to have engaged himself/herself in the activities defying the trust reposed on him (such as leakage of the question paper), or has indulged in such activities which are unethical, un-academic or undesirable, or has furnished false declaration or has concealed facts.

Declaration by the paper setter

While obtaining the consent of the paper setter, or sending a request to set the question paper, the paper setter will be required to submit a Declaration form/ Conflict of Interest disclosure to the Controller of Examinations. In case, a conflict is reported, the paper may be got set by another (approved) examiner in the panel.

1.20 Confidentially

The Controller of Examinations shall be the custodian of the question papers and all other examination confidential material including the issue of stationary and keeping all kinds of examination records. He/she will act as per the manual/SOP prepared by his office as approved by the Board of Examination. The Controller of Examinations will be responsible for appointment of personnel including the Superintendent and Deputy Superintendent of Examinations, Invigilators, Flying squad, and other staff for a timely and smooth conduct of examinations, and will be authorized to take appropriate measures to facilitate the conduct of examination within the ambit of the examination manual.

1.21 Duties and Responsibilities of Personnel Associated with the Examination Process

Superintendent of Examination

The Office of the Controller of Examinations shall appoint Dean of the School as Superintendent of Examination by a formal notification before the commencement of end- term examination. The person appointed as the Superintendent of Examination shall

- Ensure that the packet of question paper is opened not earlier than fifteen minutes before commencement of the examination, as required on a particular day. He/she will also issue a certificate stating, “QUESTION PAPER PACKETS FOR EXAMINATION RECEIVED INTACT”.
- Ensure with his team of Deputy Superintendent that adequate prior arrangements are made for drinking water, cleanliness of desks, seating arrangement, procurement of examination stationery, graph papers, and material for sealing of used/unused answer books after each examination in separate envelopes are obtained from the Office of the COE in advance.

Note: While getting the Roll no. pasted on the seat in examination hall, at least two feet distance is required to be maintained between the two examinees.

- Ensure the distribution of the question paper among students at the precise time given in the date-sheet. If there has been some delay in the commencement of examination, the time so lost can be compensated after the scheduled time and a certificate to this effect be sent to the Controller of Examinations.

Note: In case a wrong question paper is found in packet, or the paper requires any correction due to misprinting, or out-of-syllabus question as brought to the notice of the invigilator, Dean/ Head of the Department should be contacted at once, and any change in question paper must be brought to the notice of the examination superintendent.

Under no circumstances question paper needing attention should be allowed to go outside the examination hall.

- Ensure no student is allowed in the Examination hall without admit card. In case a student is not in receipt of the admit card, but his name appears in the list of students sent by the Examination section, he/she may be permitted to take the examination after verification of his/her identity on the basis of his/her University identity card.
- Ensure that invigilators on duty verify the identity and roll no. of the student on the answer-book. Examination roll number should also be written on top right side of the question paper immediately on its receipt by the student.
- Ensure and instruct the invigilator on duty that no student takes the answer script out of the examination hall under any circumstances. In case a student is found to smuggle the answer book

out of the examination hall, the matter should immediately be reported to the Superintendent of examination and forwarded to the COE for necessary action.

- Ensure that only one main answer book is given to a student for each paper unless there is some specific instruction in the question paper to use more than one answer book. Supplementary answer book can be given to a student after satisfying that the student has already fully utilized all pages of the main answer book. The supplementary answer book can be similarly verified and signed by the invigilator as the main answer book. Supplementary answer book be marked as S1, or S2 etc., whichever the case may be.
- Ensure collection of answer scripts immediately after the end of examination time, tally the answer scripts with the list of students present in the session as mentioned in the attendance sheet of students appearing in the examination, and further ensure that all relevant forms and filled and sealed in proper envelopes.

NOTE: The answer books be arranged in ascending order of roll number as per the attendance sheet and packed along with 3-4 copies of the question paper in it. The left over question papers may be recorded, sealed separately and returned.

Name of the students who are absent be marked “Absent” and encircled with red ink in the attendance sheet.

- Ensure that properly sealed envelopes are signed by the invigilators and witnessed by the Dy. Superintendent of examination before sending the envelopes to the examination superintendent/controller office.
- Ensure reporting of any untoward incident including use of unfair means immediately to the examination superintendent. Documentary evidence, if any, must be sealed and signed by witness. Invigilator shall categorically write, ‘Unfair Means’ or UFM against the roll number of the student caught to use UFM in RED INK.

NOTE: Answer Book relating to the use of unfair means must be packed separately in an envelope and marked “UFM”, along with the documentary evidence and report the matter in prescribed form as detailed below:

- (a) Letter marked “Confidential” reporting Unfair means case
- (b) Report of the concerned invigilator of each case of unfair means
- (c) Report of the superintendent of examination on UFM
- (d) Signed statement of student using unfair means
- (e) Documentary evidence, if any, in support of the use of UFM

Deputy Superintendent of Examination

- Head of the Department or a person nominated by the Superintendent of Examination for a particular school/ center shall act as Deputy Superintendent of Examinations.
- The Dy. Superintendent shall be appointed to assist the Superintendent of Examination in all matters concerning the end-term examination such as making all the arrangements for an efficient and timely conduct of the examination, security of answer books and other confidential material, and prompt dispatch of answer books.
- Dy. Superintendent will do such other work as may be assigned to him/her by the Superintendent of Examination from time to time with regard to conduct of end- semester/ annual examination.
- Dy. Superintendent, in the absence of Superintendent of examinations, will perform all such functions, duties and responsibilities as assigned to the Superintendent of examination.

Duties and Responsibilities of the Invigilators

Invigilators will be under the supervision of the Superintendent/ Dy. Superintendent of examinations during the period they are on examination duty. They should report at the Centre at least 30 minutes before the time fixed for commencement of examination. Invigilators have such functions and duties as under:

- Invigilator will be appointed by the Office of the Controller of Examinations well before the commencement of examination on a particular day/time.
- On receipt of invitation to act as invigilator, an invigilator will provide self- declaration to the Controller of Examinations to the effect that none of his/her relations is appearing in the examination at the center allocated to him.
- The service of an invigilator during the period of invigilation will be an essential service and no invigilator can refuse it.
- Invigilator will act as a witness as and when required by the Dy. Superintendent/ Superintendent of the examinations for opening of question paper packet, and sealing of the packets of answer books after the examination. He/she shall be responsible for filling up required forms and getting the signatures of students (attendance sheet) and Dy. Superintendent/ Superintendent of examination on all documents filled by him/her, as well as arrange answer scripts as per the list and seal the packets.
- Invigilators shall ensure that students occupy their allotted seats in the room under their supervision and that they do not possess books, notes or any other paper or electronic material that can be misused in the examination. Any such material can be confiscated by the invigilator and deposited to the Dy. Superintendent/ Superintendent of the examinations. The definition of electronic material include Mobile, Laptop, iPod, Tablets, Smart watch, Bluetooth and other devices that can be used for teaching.
- Invigilator will make repeat announcement at the commencement of examination to confirm if every student got the correct question paper, and that no paper and electronic material is permitted in the examination hall.
- Invigilators shall make repeated calls upon all the students to search their personal belongings, tables, desks, and deliver all papers, books, notes or other reference material which they are not allowed to have in possession or accessible to them in the examination hall. Where a latecomer is admitted this warning shall be repeated to him at the time of entrance to the examination hall.
- No student should be allowed to sit in examination if he/she is late by 40 minutes.
- No student should be allowed to leave the examination hall within an hour of the commencement of examination.
- Arrangement of drinking water should be made within the examination hall and any unnecessary movement of the examinee should be restricted.
- Use of toilet may be allowed only after an hour of the commencement of examination; and the time of leaving the seat and returning must be recorded. Any suspicious activity by the student should immediately be brought to the notice of the Dy. Superintendent/ Superintendent of the examination.
- Students must be instructed not to write their name, or make any distinguishable sign or mark anywhere in or outside the answer-book except for on the designated place.

- Invigilators will be required to sign only on designated space on answer script to verify the correctness of the information/ particulars filled by the student.
- An invigilator or an authorized person, authorized by the Superintendent/ Dy. Superintendent of the examination may search a suspicious student physically before or during the course of examination, provided a male examinee is searched by a male, and a female examinee by a female.
- Invigilator shall verify the identity of students under his/her charge by checking their admit cards and matching the face with photo on admit card as well as by tallying their signatures on attendance sheet with the signatures of the student on the admit card. In case of doubt, the matter may be reported to the superintendent immediately.
- Invigilators will make continuous round in the examination hall to prevent malpractice or use of UFM during the examination.
- Invigilators will ensure complete silence during the examination to avoid any disturbance to the examinees. In case more than one invigilators are deputed in an examination, they should avoid talking each other during the examination.
- An invigilator should not ordinarily supervise more than 20 students in examination hall. In case, the number of examinees is higher, additional invigilator(s) may be provided accordingly.

1.22 Instruction for the Students

- (i) A student may not be admitted into the examination hall, if he/she fails to present to the invigilator his/her Admit Card and/or satisfy the Superintendent of examinations. If time permits, a duplicate admit card may be issued by the department/ controller office.
- (ii) Entry to the examination hall shall be restricted to authorized personnel and students taking the examination.
- (iii) Doors of the examination hall/ venue will be opened to students 15 minutes before the commencement of the examination. Students arriving late shall be dealt with as per the instruction to the invigilators on entry and exit of the examinees in and out of examination hall.
- (iv) Students in examination hall shall strictly obey and follow all instructions given to them from time to time by the invigilator or examination superintendents, or an authorized official of the University connected with the examination.
- (v) Students shall maintain and observe strict discipline in and around the examination center/hall and shall not indulge in any such act as misbehavior or creating nuisance which causes disturbance, obstruction, or disruption in the conduct of examination.
- (vi) No student shall be allowed to leave the examination hall within one hour of commencement of examination.
- (vii) No student shall leave his/her place or go out of the Hall without the permission of the Invigilator, unless he/she has handed over his/her answer book to the Invigilator concerned.
- (viii) Student can be allowed to go to washroom/drinking water only after 1 hour of the start of the examination and only 1 time except exigency.
- (ix) As soon as the time to answer the questions expires, the students shall have to hand over their answer books to the invigilator.
- (x) Student will not write name or leave any other mark or a distinguishable sign or mark anywhere in the answer book.

- (xi) No paper or electronic material that can be used for cheating will be allowed in examination hall. Any such item will be confiscated as evidence of UFM.
- (xii) Misbehavior of students with the staff at the examination center may attract disciplinary action including debar from writing the paper.

1.23 Guidelines for Examination for Persons/ Students with Disability/ Special Need

- (1) Examinees with disability may be provided appropriate facilities provided a student claiming this category meet the following conditions:
- (2) The facility of a reader/ assistant can be provided on prior request to any person who has a disability of 40% or more, if so desired by the person in advance.
- (3) Examinees having temporary disability like fracture or an injury which hinders his/her ability to write may also be provided assistance. The writer provided must not be from the same subject/field, should be low in qualification.

1.24 Examination Disciplinary Action Committee (EDAC)

An examination disciplinary action committee or EDAC will be constituted to look into the cases of use of unfair means (UFM) in examination. The committee will consist of the Controller of Examinations as Chairman, Chief Proctor, Dean/Head of the concerned school/department, Dean, Students Welfare (DSW) or a person nominated by DSW and Foreign Students Advisor. The committee may be proposed by the Controller of Examinations and notified.

Directions on the use of UFM :

- Relevant details of examinees found giving or obtaining, or attempting to give or obtain, unfair assistance, or otherwise indulging in any dishonesty whatsoever, will be reported to the superintendent of examinations. The answer scripts of such examinees may be taken back immediately on detecting the use of UFM. However, the confiscated answer scripts must be packed and sealed separately and send to the Controller of Examinations on the same day, giving the relevant details on the cover.
- Any matter pertaining to the use of UFM will be processed as indicated elsewhere (duties and responsibilities of invigilator) in these bye-laws and forwarded by the superintendent of the examination/concerned Dean to the controller of examinations.
- In case examinee concerned refuse to give explanatory statement, he/she may not be forced to do so and the invigilator shall record only the fact of refusal. However, the invigilator shall not permit such students to answer the remaining part of the question paper, and the said examinee will be debarred from exam/paper on the same day.
- Cases of examinees found guilty on the following accounts shall be reported to the Superintendent of Examinations and such examinees will be liable for a strict disciplinary action:
 - Bringing in answer sheets; or
 - Taking out or attempting to take out answer sheets; or
 - Unlawfully substituting answer scripts or getting answer scripts replaced during or after the examination, with or without the help of any person connected with the examination center, or of any outside person within or outside the examination center.
- If it is subsequently discovered and the examination office is satisfied that the examinee has either copied from other students/ used UFM, or given an opportunity to other students to copy, or

communicated dishonestly with other students, by way of similar answers or any other circumstantial evidence such an examinee will be liable for strict disciplinary action.

- Students found approaching directly or indirectly any member of the staff with the object of influencing him/her regarding the examinations will be liable for strict disciplinary action.
- Students guilty of disorderly conduct or responsible for causing any kind of disturbance in or near the examination room will be liable to disciplinary action and may be refused admission for subsequent papers for the entire ongoing semester examination.
- Examinees obtaining admission to the examination on false representation shall be expelled from the examination hall and debarred from appearing in the entire semester examination till a time the issue is resolved.
- Decision of the Examination Disciplinary Action Committee shall be final in all cases under examination misconduct.

1.25 Flying Squad - Duties and Responsibilities

Controller of Examination will constitute a team of 3-4 faculty members as flying squad with the following duties and responsibilities:

- a) The team will take rounds of the examination venue as per the direction of the office of the controller of examinations. The team will be deputed to observe the activities and conduct of the examinees and deputed personnel at the venue to maintain the sanctity of the examination.
- b) Flying squad team leader will submit/email his/her report to the controller of examinations under intimation to team members at the earliest, preferably immediately after the visit.

1.26 Answer Scripts submission

- (i) Answer scripts will be collected by the Superintendent of Examination and would be kept in a sealed packet with the signature of the superintendent or Dy. Superintendent of examinations/concerned HOD immediately after the examination is over.
- (ii) Following is a list of documents to be prepared in separate sealed cover:
 - Dispatch Memo for each course showing the exact number of answer books
 - Attendance sheet after working out the number of students present and absent
 - Number of packets of answer books
 - Account of continuation sheets

NOTE:

- 1) Any unauthorized possession of the examination answer scripts will be a serious breach of discipline and may attract action against the person, examinee or other, in whose possession it will be discovered.
- 2) The existing system of evaluation at the school level may continue, as per previous practice, till further orders.

1.27 Checking of Answer Scripts

The answer scripts collected at the examination venue under security will be got evaluated confidentially by the respective Deans of the school/ heads of the departments as per the laid down procedure/ SOPs developed by the examination department and approved by the Board of Examination.

1.28 Re-evaluation policy

Re-evaluation will be of two types:

- (1) Re-totaling of marks
- (2) Re-evaluation/ rechecking of answers by another examiner

A student may seek retotaling or rechecking/ re-evaluation of his/her answer script by submitting a written application and paying a fee within 15 days after declaration of the results. Fee for reevaluation will be INR 1,000/- per paper for retotaling, and INR 2,000/- per paper for rechecking by another examiner.

NOTE:

- (1) Re-evaluation will be restricted to a maximum of 25% of total papers in a semester.
- (2) Controller of examinations will publish the re-evaluation result within 20 days from the date of the receipt of the application. The result will categorically state “No Change”, or provide new marks and grade if the process has resulted in an increase in marks.

1.29 Interpretation of these bye-laws

The Board of Examination shall have authority to interpret and review these bye-laws. As and when the Government of India issues any statutory notification concerning the content of this bye-laws, same shall be adopted and adapted by the Board of Examination, and it shall be referred to the Academic Council of the University.

1.30 Adoption of bye-laws

All departments and schools shall revise their existing course/ programme bye-laws in accordance with this bye-laws. However, any exception to this shall be permitted under the appropriate authority and approval of the Board of Studies, School Board, and the Academic Council.

CHECKLIST TO ENSURE THE QUALITY OF THE QUESTION PAPER AT THE TIME OF MODERATION

Check	Item	YES	NO
Balance	a) The questions measure a representative sample of the learning outcomes b) The allocation of marks to each question reflects the question difficulty		
Relevance	The questions present relevant tasks which reflect the current syllabus		
Conciseness	The questions and tasks are stated in simple, clear language		
Soundness	a) The questions are of the proper difficulty, free of defects and have answers that are defensible b) Questions do not contain gender, cultural or religious bias		
Independence	The questions are free from overlapping, so that one item does not aid in answering another		
Arrangement	The questions measuring the same outcome are grouped together and are in order of increasing difficulty		
Numbering	Questions are numbered in order throughout the test paper		
Instructions	a) There are clear, concise instructions for each part in the whole test paper b) There are directions for how to write answers The time limit is specified		
Spacing	The spacing on the page contributes to ease of reading and responding		
Typing	a) The final copy is free of typographical errors. b) The marks for the whole paper add up to the total number of marks specified in the syllabus course outcome.		

Difficulty level of the question Paper (Please indicate): High/Average/Low

Any other observations:-

Name & Signature of Moderator/Head of the Department Name/ stamp:

Date:

Semester-Courses Registration Form
JAMIA HAMDARD

Date of filling the form: ____/ ____/ ____

Semester-Course Registration No.

(To be allocated by the Department as per the examination guidelines)

- | | |
|------------------------------------|--------------------------------|
| 1. Name: | 6. Enrolment Number: |
| 2. Gender: | 7. Programme of Study: |
| 3. Department/ Centre: | 8. Year of Admission: |
| 4. School: | 9. Fee Receipt/Payment Detail: |
| 5. Registration for Semester/Year: | |

Course information, including the core, MOOCS, elective, and language.

Course Code	Course Title	Credits

Signature of the Student

Checked by,

Name of Office staff: _____

Signature _____

Signature of Programme Coordinator/ HOD/ Dean

Date: _____

Note: A record of this information/ forms to be kept in the Office of the Department.