

EXAMINATION MANUAL
APPLICABLE FOR THE POST GRADUATE
COURSES

Implemented with effect from 2019-20 Session



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as per Section 2(f) of UGC Act.1956

SARALA BIRLA UNIVERSITY

Birla Knowledge City, PO-
Mahilong, Purulia Rd,
Ranchi, Jharkhand 835103

Website: www.sbu.ac.in


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EXAMINATION MANUAL

For implementation of these rules, the user of this document shall follow the guidelines in the form of instructions and procedures issued by Sarala Birla University, Ranchi, from time to time.

CONTENTS

Sl. No.	Topic	Page No.
1	INTRODUCTION	1
2	ACADEMIC CALENDAR	1
3	ADMISSION	2
4	ATTENDANCE	2
5	COURSE STRUCTURE	3
6	REGISTRATION / ENROLLMENT OF COURSES	4
7	EXAMINATION PATTERN	6
8	MAXIMUM DURATION OF THE PROGRAMME	10
9	METHOD OF AWARDING LETTER GRADES	10
10	COMPUTATION OF SGPA AND CGPA	11
11	GRADUATION/ DIPLOMA REQUIREMENT	12
12	RESULT & MARKSHEET	12
13	AWARD OF DEGREE	12
14	PRESERVATION OF ANSWERS SCRIPTS & ATTENDANCE	12
15	SCRUTINY	13
16	RE-VIEW OF ANSWER SCRIPTS	13
17	GRADE CARD AFTER COMPLETION OF COURSE	13
18	GUIDLINES FOR ASSIGNMENT	14
19	RE-ADMISSION	14
20	CHANGE OF REGULATIONS	14
21	ANNEXURE I – Responsibilities of various officers appointed for the examinations	15
22	ANNEXURE II - Guidelines for Invigilators	17
23	ANNEXURE III -Students Grievance and Information	19
24	ANNEXURE IV - Form Book	23
25	ANNEXURE V - SIRE Programme	24
26	ANNEXURE VI - Guidelines for use of Project Record	26

1. INTRODUCTION

The provisions contained in these regulations govern the conditions for imparting courses of instruction, conducting examinations and evaluation of student's performance leading to the Degree of Master of Business Administration (MBA) & Master of Yoga & Naturopathy programme. These are applicable to all the batches with approval of Examination Council of the Sarala Birla University, Ranchi from time to time.

1.1. Disciplines: The disciplines in which the courses of study are available in master course will be offered are as follows:

- a) Master of Business Administration
- b) Master of Yoga & Naturopathy

1.2. New disciplines may be added in future with approval of Academic Council of Sarala Birla University, Ranchi.

1.3. The provisions of these regulations shall also be applicable to any new disciplines that will be introduced from time to time and added to the list in Section 1.1.

1.4. Any regulation, as and when required, may be changed on the recommendation of the Academic Council of the University.

2. ACADEMIC CALENDAR

2.1 The academic session is divided into two semesters each of approximately 90 working days duration: having an Odd Semester and an Even Semester.

2.2 The Sarala Birla University, Ranchi will approve the academic calendar consisting of schedule of activities for a session inclusive of dates for registration, Mid-Semester and End-Semester Examinations; inter-semester breaks. It will be announced at the beginning of the semester. The academic calendar shall usually provide for at least 90 working days (including examination dates) in each semester, excluding holidays and days when classes are suspended.

2.3 All subjects/courses are to be registered by the student in a semester to earn credits which shall be assigned to each subject/course in an L: T: P: C (Lecture Periods: Tutorial Periods: Practical Periods: Credits) structure based on the following general pattern.

- One credit for one hour/ week/ semester for Theory/Lecture (L) courses.
- One credit for one hour/ week/ semester for Theory/Tutorial (T) courses.
- One credit for two hours/ week/ semester for Laboratory/Practical (P) courses.
- Activities like NCC/NSO and NSS are identified as mandatory non-credit courses.

3. ADMISSION

3.1. Admission to all courses will be made in an Odd Semester of each session at the First Year-1st semester & in Second year-3rd semester (for Lateral Entry for Master of Yoga & Naturopathy programme) through National level examination conducted by Sarala Birla University, Ranchi. Basic qualification for entry in both levels will be as per University norms. Norms of Sarala Birla University, Ranchi will always be applicable.

a) Basic qualification for admission to MBA/Master of Yoga & Naturopathy programme in First year: Graduate in any discipline and he/she has minimum marks as per university norms.

b) Basic Qualification for admission to Master of Yoga & Naturopathy programme in second year through lateral entry: The student willing to take admission in Master of Yoga & Naturopathy programme in 2nd year must have passed a degree of post graduate diploma in yoga and naturopathy.

3.2 The University reserves the right to cancel the admission of any student at any stage of his/her study on grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline.

3.3 At the time of admission, the student is required to provide the following documents:

a) A certificate for proof of age (Birth certificate or Board certificate).

b) Pass certificate of the qualifying examination.

c) College/ School leaving certificate. [CLC/SLC]

d) Migration certificate (If applicable)

e) 04-recent passport size color photographs

f) Other relevant category certificate, if any.

3.4 The student is also required to fill up prescribed forms for semester registration in the Sarala Birla University, Ranchi.

3.5 A provisional admission may be permitted if any of the certificates is not produced, except CLC and the rest has to be submitted on any other date as fixed by the University.

4. ATTENDANCE

4.1 Every student is required to attend all the lectures, tutorials, practical/sessional & other prescribed curricular & co-curricular activities. A student having at least 75% attendance (including attendance in mandatory non-credit courses, e.g. PDP, NCC/NSO and NSS for that semester) will be allowed to appear in end semester examination.

4.2 The attendance shall be counted from the date of admission in the University or start of academic session, whichever is later.

4.3 Attendance sheet will be provided to each and every Teacher for maintaining the monthly attendance of the students and same will be documented in centralized manner by the Academic office of the respective

Department. The V.C/Registrar/Dean (Academics) will look after the whole process. Failing which admission will be cancelled and all fees deposited will be forfeited.

The credit for the attendance will be calculated as follows:

$$\% \text{ Attendance} = \frac{\text{Number of Classes attended in a course}}{\text{Total number of classes taken in that course}} \times 100$$

And the weightage of attendance would be as:

Attendance %	75-79 %	80-85 %	86-90%	91-95 %	96-100 %
Weightage	01	02	03	04	05

5 COURSE STRUCTURE

- 5.1 The curricula for the different post graduate programmes as proposed by the respective departments and recommended by the Academic Council shall have the approval of the Board of Studies of Sarala Birla University, Ranchi. The departments will also prepare the syllabus of each subject containing the scope of studies and instructions to be imparted which must have the approval of the Academic Council of Sarala Birla University, Ranchi.
- 5.2 All subjects will have Lecture-Tutorial-Laboratory/ Design components (L-T-P) to indicate the contact hours. Theory courses will have 2-0-0 (2-credits) or 3-0-0 (3-credits) or 3-1-0 (4-credits) structure. Design or laboratory courses will be offered as distinct (0-0-P) (1-credits) courses without being mixed with lecture components.
- 5.3 The prescribed coursework in case of MBA/Master of Yoga & Naturopathy programme shall be grouped under heads-Core Courses, Skill Enhancement Courses, Generic Elective, Ability Enhancement Elective Course, Major Group, Minor Group, Breadth Course, Mandatory Non-credit Course.
- 5.4 The curricula for MBA will include a programme of “Short term Industrial or Research Experience (SIRE)” of 08 weeks duration after the 2nd semester. The experience may be obtained from any reputed industry, research organization, or any other organization of comparable repute. The place of work has to get prior approval of the Department/Training & Placement. On completion of the programme, the student shall submit a report to the Department, which will earn 4-credits after evaluation and viva-voce examination in the 4th semester. Detailed procedure for administration of SIRE is given in Annexure-II.
- 5.5 In addition to regular course work, Master of Yoga & Naturopathy student must carry out a major project in final year and for MBA-2019 it is in second semester under the guidance of one or two supervisors. The project work will carry a total of 2 credits in 2nd semesters for MBA Programme.

6. REGISTRATION / ENROLLMENT FOR COURSES

6.1 Every student in Postgraduate programme is required to be present and register for each semester on the date fixed and notified in the Academic Calendar. The registration process will have 3 components:

- a) Physical presence of the student on the campus on the first day of semester,
- b) Payment of semester fees including any unpaid dues of past semesters and
- c) Selection of courses/subject's papers to be studied during the semester will be known from time to time as approved by the Sarala Birla University, Ranchi

6.2 Registration of students in each semester will be organized by the Academic/Admission Section. The subject details will be verified by the faculty members of respective Department. Payment of dues will be verified by the Academic/Admission Section and Account Section. An appropriate semester registration form will be used for the purpose.

6.3 A student who does not register on the day announced for the purpose may be permitted by the V.C/ Registrar/ Dean, in consideration of any compelling reason, late registration within next 5 working days on payment of an additional fee as prescribed by the University. Normally no late registration shall be permitted after the fifth working day from the scheduled date, except in special cases, a serious medical problem, a family calamity, etc. to be approved by the V.C/Registrar/Dean (Academics). However, under no circumstance's late registration after 15 calendar days from the scheduled date of registration is allowed.

6.4 Only those students will be permitted to register who have

- a) Cleared all University and Hostel dues of the previous semesters,
- b) Paid all required prescribed fees for the current semester,
- c) Not been debarred from registering for a specified period on disciplinary or any other ground
- d) Satisfied the academic requirements and not been struck off from the rolls of the University.

6.5 To be able to enrolled in the higher semester a student must

- a) He/she shall have 50 % of total marks for passing in practical examinations and projects.
- b) He/she shall have appeared in the end semester examinations of at least two courses in previous semester.
- c) Further, to become eligible for enrolment in II, III and IV semesters in MBA/Master of Yoga & Naturopathy a student shall have earned at least 50% of the credits prescribed in I, II and III Semesters cumulatively. Operation is explained in the following Table: -


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Regular Students:

To Enroll for	Minimum no of credit Points to be earned	Appearance in the previous end semester Examination
II Semester	-	At least 2-course in I Semester
III Semester	50% of the credits Points prescribed in I and II semester.	At least 2-course in II Semester
IV Semester	-	At least 2-course in III Semester

- d) In case the student does not meet the above requirements he/she shall discontinue the studies temporarily, earn the requisite credits points and re-join the programme in the semester to which he/she was disallowed to join due to not meeting the enrolment requirement specified in clause 6.5.
- e) Further at the time of readmission no disciplinary action shall be in force against the student and the student has to pay prescribed fee at the time of readmission.
- 6.6 While registering for 3rd, or 4th semester in postgraduate programme, a student may register for backlog papers of 1st and 2nd semester respectively. A student need not attend classes in papers registered as “backlog papers”. He has to sit for end-semester examinations only and the grade will be awarded based on the scores of the Latest End semester examination and previous marks of Internal. The registration for backlog papers must be done at the time of semester registration. In all such cases of “backlog paper”, the grade awarded will be one step lower than what the student actually obtained, provided, CGPA should not be less than 5 except for the grade “F” which remains unchanged. If a student has completed 4th semesters of study but has a few F grades in previous semester he/she must clear backlog papers of previous semester within maximum stipulated time to complete the course. The classes of all semesters will start from the day following the registration, or any other date decided by the V.C/Registrar/Dean with concerned faculty of the University.
- 6.7 A student who has been debarred from appearing for an examination either:
- As a measure of disciplinary action or
 - For adopting malpractice in the examination,
- may register for the subject(s) as backlog papers in the following semester. Those who have been debarred because of poor attendance or for any other reason need to register for the course and attend classes as per rules.
- 6.8 For appearing at any semester examination, a student must attain minimum 75% of lecture delivered in each theory and in each sessional/ practical paper. Condonation of 10% of attendance on serious medical ground may be allowed by University authority.

6.9 Grace Marks Pattern

- a) If a candidate fails in one or maximum two subjects in a semester, the candidate will be eligible for maximum of Five (5) grace marks.
- b) Grace marks not applicable to Practical Exams. Only applicable to Theory Exams.
- c) Priority of Grace Marks giving in theory papers will be as per how to close the gap to pass with minimum possible marks.
- d) The permitted Grace Marks (maximum of 5 marks) can also be awarded to the students to meet the criteria of FIRST CLASS / DISTINCTION in final result of the degree.

6.10 Any other decision regarding promotion, Grace marks, Special Examination, Supplementary Examination will be taken in consideration by the discretionary powers of the examination council.

7 EXAMINATIONS PATTERN:

Examination	Marks
End Semester Examination	70 Marks
Internal Assessment	30 Marks

7.1 The Controller of Examination, Sarala Birla University, Ranchi will conduct the End Semester Examinations (ESE). The end semester examinations (3 Hours) will be of 70 marks. Questions will be set from the entire syllabus, at least one question from each module (wherever possible).

7.2 One mid semester examination (One and Half Hours) of 20 marks (out of total internal marks 30) will be conducted by the University. The mid-term examination shall be conducted on 50% of the syllabus.

The Internal Assessment will comprise of following:

Internal Assessment	Marks
One Mid Semester Examination	20
Teachers assessment (through tutorials, assignments, Quizzes etc.)	05
Attendance	05
Total:30	

7.3 Practical / Viva-Voce examination marks (Total 50 marks) for MBA/Master of Yoga & Naturopathy:

- External examiner viva-voce examination marks 20 Marks
- Practical performed during lab period 20 Marks
- Attendance 05 Marks
- Lab record/lab file maintenance up to the mark 05 Marks

7.4 Marks for Seminar/Project in Post graduate Programme

MBA has Summer Internship (Semester-3) for 100 marks. Minor Project (Semester-4) for 100 marks & Marks

distribution for which is 75 for internal and 25 for external.

7.5 Examination Schedule

End-Semester Examinations are scheduled as per the Academic Calendar notified by the V.C/Registrar every semester. The Examinations Time Table for every class is communicated to the students and all concerned at least one week prior to the commencement of the examinations.

7.6 Appointment of examiners

- 7.6.1 Question paper setters and question paper moderators are appointed by the HoDs in consultation with the Registrar/CoE/Dean of the Faculty, at the beginning of the Semester and sent to the Examination Section.
- 7.6.2 The Controller of Examinations appoints the Center Superintendent, Deputy Superintendent and independent flying squad for smooth, impartial, safe and secure conduct of examination.
- 7.6.3 The Departmental Exam Coordinator/Assistant Exam Coordinators are appointed by the Registrar/CoE/Dean of the Faculty in consultation with the Registrar of the University.
- 7.6.4 Responsibilities of all the above personnel are given in Annexure 1.

7.7 Printing of question papers

- 7.7.1 A Department-wise schedule of printing of question papers is notified to all concerned prior to the commencement of the examinations.
- 7.7.2 Prints of question papers are to be taken from CoE office only by the paper setter/authorized personnel.
- 7.7.3 The question papers should be properly sealed in the envelope super-scribing Course Name, Course Code, Date and Time of the examination and number of copies.
- 7.7.4 The sealed envelope should be submitted to the departmental exam cell and is not to be kept with faculty members.
- 7.7.5 Paper setters should make sure that none of the material related to the question paper is left in the CoE Office and should destroy all the misprinted/waste copies of the question paper before leaving.
- 7.7.6 Paper setters/authorized personnel should sign in the register /file maintained for record keeping (No. of copies taken, No. of envelopes used).

7.8 Answer Booklet Evaluation and marks entry

A detailed marking scheme/solution should be prepared for each course before the examination and should be followed by all faculty members teaching that course, for evaluating the answer booklets. The department should prepare the schedule (date, time, venue, etc) for showing evaluated answer booklets (only Mid Semester) to the students in accordance with the Academic calendar and notify the same to the students. After the examination is over, the following procedure is to be followed:

- 7.8.1. The concerned faculty members should get the answer booklets issued from the Department of Exam cell.
 - 7.8.2. They should evaluate the answer booklets in a secluded place and should not leave them unattended anytime.
 - 7.8.3. They should enter the marks obtained by the student in each question on the front sheet of the answer booklet and sign in the space provided.
 - 7.8.4. After showing the answer booklets (only Mid Semester) to the students, faculty members should upload the marks in the ERP and submit the checked answer booklets, along with 2-copies of the question paper, one copy of the marking scheme/ solution and properly filled and duly signed (on each page) marks list to the office of the CoE as per the schedule notified.
 - 7.8.5. If the student is not satisfied with the evaluation of Mid Semester, he/she can approach to the concerned HOD regarding his/her grievance. But for End Semester answer booklets will not be shown to students. If the student is not satisfied with the evaluation of End Semester, he/she can fill the application form for Scrutiny and submit it to Examination Section. The applicant must apply within 10-days from the date of publications of the results through the concerned Head of Department/In-Charge/Co-coordinator. No application shall be entertained after the stipulated period.
- 7.9 Permission for writer:
- 7.9.1. Permission for writer would be granted to a candidate only if he / she is physically unable to write the answers and has been medically certified, at the time of examination.
 - 7.9.2. Any physical disability, which existed during the study, shall not be considered as valid reason for permitting a writer.
 - 7.9.3. The writer so permitted shall be less qualified than the candidate. Further, the writer shall neither be a relative of the candidate nor an employee at the center of examination. The Registrar/CoE of the University shall ascertain this fact.
 - 7.9.4. Change of writer: Changing the permitted writer is not allowed. In exceptional circumstances, the Controller of examination may permit the change, after ascertaining that the new writer also satisfies the conditions applicable for a writer as mentioned in (7.9.3) above and inform the CoE office.
 - 7.9.5. For obtaining permission for writer, the candidate or his parent/s shall apply to the CoE in writing along with medical certificate and supporting documents issued by a registered medical practitioner not below the rank of Assistant Civil Surgeon.
 - 7.9.6. The University would make separate seating arrangement for such disabled candidate/s and the writer. The candidate and the writer, both shall be present together, during the sessions of the examination.

7.10 Malpractice / Unfair Means

The following acts committed by the students during the conduct of the university examination shall be construed as malpractices. The punishment for each level of malpractices given below and may be modified from time to time, if found necessary.

Level	Definition (Type)	Indulged during Mid Semester Examinations	Indulged during End Semester theory examinations	Indulged during lab End examinations
Punishment				
1	Possession of mobile phones or other electronic gadgets. Chatting with other students Possession of loose sheets/extra books/extra notes in open book exams	2 marks shall be deducted from the marks obtained by him/her in the current Mid Sem (out of 20) in this course/ Liable to Expulsion.	5 marks shall be deducted from the marks obtained by him/her in End Sem (out of 70) in this course/Liable to Expulsion.	4 marks shall be deducted from the marks obtained by him/her in lab end exam (out of 50) in this lab/Liable to Expulsion.
2.	a) Carrying examination related material in mobile phones or in paper, scribbling on parts of body, hall tickets, calculators, etc, but not found using it. b) Misbehavior with officials.	5 marks shall be deducted from the marks obtained by him/her in the current Mid Sem (out of 20) in this course/Liable to Expulsion.	0 marks shall be awarded in End Sem (out of 70) of current semester in this course/Liable to Expulsion.	0 marks shall be awarded in this lab (out of 50). Liable to Expulsion.
3.	a) Carrying examination related material in mobile phones or in paper, scribbling on parts of body, hall tickets, calculators, etc, and found using the same. b) Taken away answer book without submitting to the room invigilator c) In open book examination carrying any material prohibited by the department like solution manual etc. and found using it.	0 marks shall be awarded in current Mid Sem (out of 20) in this course/Liable to Expulsion.	F grade shall be awarded in this course /Liable to Expulsion.	F grade shall be awarded in this lab. / Liable to Expulsion.
4	Repeated offence in the same academic year	0 marks shall be awarded in all the courses of the current sessional.	F grade shall be awarded in all the courses of the current semester/Liable to Expulsion.	
5	Impersonation, threatening exam officials or fellow students, destroying answer papers, disrupting examination	Debarring from examination for a minimum of one year/Liable to Expulsion.		

The committee formulated for finalizing the punishment for malpractice cases registered is as follows:

Sl. No.	Designation	Responsibility
1	Registrar	Convener
2	Assistant Registrar (Examination)	Member
3	Controller of Examination	Member Secretary
4	Deputy/Assist Controller of Examination	Member
5	Invigilator	Member

If the committee finds any discrepancy or controversial statements in the report submitted by center superintendent, they may call the student to appear before the committee for recording his/her statement. After the approval of V.C/Registrar the recommendations of the committee will be implemented by CoE.

8 MAXIMUM DURATION OF THE PROGRAMME

For MBA/Master of Yoga & Naturopathy programme, each semester shall normally consist of 90 working days or 450 hours. A student is ordinarily expected to complete the MBA/Master of Yoga & Naturopathy programme in Four (4) semesters for regular programme and Two (2) semesters for lateral Entry in Master in yoga and naturopathy programme. However, a student may complete the programme at a slower pace by taking more time but in any case, not more than 6 semesters under regular programme and 4 semesters for the lateral entry programme excluding semester withdrawn on medical ground etc.

9. METHOD OF AWARDING LETTER GRADES

As a measure of student's performance, a 7-scale grading system using the following letter grades and corresponding grade points per credit shall be followed:

9.1 Performance Letter Grade point per credit:

Excellent	A+	10
Very good	A	9
Good	B+	8
Above Average	B	7
Average	C+	6
Pass	C	5
Fail	F	0


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9.2 Method of Converting percentage marks to grades. The absolute grading system will be used as under.

% of marks obtained	Letter Grade
90% and above	A +
80% to 89%	A
70% to 79%	B+
60% to 69%	B
50% to 59%	C+
40% to 49 %	C
Less than 40 %	F

To earn academic credit in a subject, a student should get a grading of “C” or above. Where prerequisite is specified for a course, a grading of C, or above shall be deemed as satisfying the prerequisite requirement.

10. Computation of SGPA and CGPA

10.1 Semester Grade Point Average (SGPA) shall be calculated as under:

$$SGPA = \frac{\sum \text{Semester (Course credits x Grade point) for all courses}}{\text{Semester (Course credits)}}$$

The academic progress of the students in each semester shall be maintained in a grade card or transcript, wherein the grades awarded to students as well as the points secured by the students in the examinations, shall be entered. The transcript given to the students at the end of their complete undergraduate program shall indicate the Cumulative Grade Point Average (CGPA) which shall be calculated as follows:

$$CGPA = \frac{\sum \text{All Semester (Course credits x Grade point) for all courses}}{\text{All Semester (Course credits)}}$$

The CGPA shall be rounded off to one place of decimal. While calculating CGPA, the “F” shall be replaced by the better grade earned in these courses in the subsequent semester/ Summer/Special Examination.

10.2 The university shall follow the following conversion between CGPA and % marks.

$$\% \text{ marks} = (CGPA) \times 10.0$$

10.3 The Summer/Special Examination programme will be scheduled during the long university vacations after completion of regular semester. A student is permitted to register only for three theory papers for course scheduled in the Summer/Special Examination programme, only if, he/she had registered for these courses earlier in the semester and wishes to repeat them because of failure in the courses.

11. POST-GRADUATION REQUIREMENT

In order to qualify for MBA/Master of Yoga & Naturopathy covered under these Regulations, a student must:

- 11.1 Complete all the credit requirements for the degree/diploma, as laid down in the prescribed curriculum of the discipline, with a minimum grade "C" scored in every subject.
- 11.2 Obtain a CGPA of 5 or higher at the end of the semester in which he/she completes all the requirements for the degree.

12. RESULT & MARKSHEET

As soon as possible after completion of the examination of a semester, Sarala Birla University, Ranchi shall publish the result and separate merit list for each discipline over the signature of the Controller of Examinations as mentioned in the academic calendar. As soon as possible after publication of the results of semester, every student shall be given a mark sheet over the signature of the Controller of Examinations, Indicating the name and roll number of the student.

13. AWARD OF DEGREE

- 13.1 Eligibility for Award of Degree: A candidate to be eligible for award of Degree shall be required to pass all examinations prescribed for that course.
- 13.2 Issuance of Provisional Certificate: A candidate, who has passed all examination prescribed for the course, shall be issued Provisional Certificate.
- 13.3 Issuance of the Certificate: The Sarala Birla University, Ranchi shall issue the Certificate of Degree in the prescribed format to the successful candidates after the declaration of result.
- 13.4 Issuance of Duplicate Certificates: A duplicate copy of the relevant Certificates shall be issued to a candidate on receipt of an application, accompanied by an affidavit issued by First Class Executive Magistrate/Public Notary and a copy of information lodged with nearest Police Station stating that the previously issued original or duplicate copy, as the case may be, is lost. The application should be submitted through the head of his Department along with requisite fees. Further, the copy shall be marked as "DUPLICATE". A candidate shall apply in the prescribed form along with requisite fees for duplicate certificate of marks.

14. PRESERVATION OF ANSWERS SCRIPTS & ATTENDANCE

The answer scripts of each theoretical paper of each semester examination of each student have to be preserved by the Controller of Examinations in general for at least two years after the publication of result to the corresponding semester. The answer scripts of each Continuous Internal Assessment of each theoretical subject of each semester of each student have to be preserved by the concerned subject teacher(s) for at least two years after the publication of result to the corresponding semester. The attendance of students of each subject of each semester has to be preserved in attendance sheet by the concerned Department over Centre Superintendent signature(s) for at least two years after the publication of result to the corresponding semester.

15. SCRUTINY

There shall be provision of scrutiny of answer scripts of the semester examinations before publication of result. The Scrutinizers of for scrutiny of answer scripts will be appointed by the Controller of Examinations. "Scrutiny" shall consist of checking whether all the questions(s) was (were) answered in excess, checking whether the marks secured by the applicant in one & all the answers were caged correctly in the top sheet of the answer script, and, checking the total of the marks secured in different answers.

- If any question(s) is (are) found to be not examined, then arrangement has to be made for re-examination of the answer script.
- If any question(s) is (are) found to be answered in excess, then the answer to the questions securing the lowest mark in a "group" as per the question paper shall not be considered.

16. RE-VIEW OF ANSWER SCRIPTS

A student may apply for review of his / her answer scripts to the Controller of Examinations in not more than 3 papers on payment of requisite Review Fees. The last date of submission of such applications, normally 15 days from the date of issue of mark sheet, shall be declared by the Controller of Examinations at the time of publication of the result. The result of review shall preferably be published within 45 working days of the last date of submission of applications for the same. "Review" shall consist of assessment of an answer script afresh by an examiner other than the original examiner. The examiners for review will be appointed by the Controller of Examination.

17. GRADES CARD AFTER COMPLETION OF COURSE

Classification of the degree award: Class/Distinction will be awarded to the students after they successfully complete the MBA/Master of Yoga & Naturopathy programme as per the norms stipulated in the following table:

For Regular Students: -

Category	C.G.P.A (From I-IV) Semesters	Class/Distinction
Students who successfully complete the Postgraduate programme within the time duration of 4-semesters.	≥ 5 & < 6	Second Class
	≥ 6 & < 8.0	First Class
	≥ 8.0	First Class with Distinction (Should not have backlog)
Students who are unable to complete the Programme within 4 semesters but completes it successfully within the time duration of 6 semesters	≥ 5 & < 6	Second Class
	≥ 6	First Class

For Lateral Entry Students:-

Category	C.G.P.A (From II-IV) Semesters	Class/Distinction
Students who successfully complete the Postgraduate programme within the time duration of 2-semesters.	$\geq 5 \text{ \& } < 6$	Second Class
	$\geq 6 \text{ \& } < 8.0$	First Class
	≥ 8.0	First Class with Distinction (Should not have backlog)
Students who cannot complete the Postgraduate program in 2 nd semesters but complete it successfully within the time duration of 4 semesters.	$\geq 5 \text{ \& } < 6$	Second Class
	≥ 6	First Class

18. GUIDELINES FOR ASSIGNMENT

A specific assignment shall be given to each student in every theory course immediately after registration. This may comprise new problems in emerging areas in the subjects/ design methodology/ modelling/ software development/ collection of new results and discussion /analysis etc. The main objective of the assignment is to improve self-learning process and exposure to current literature on the subject. The assignment shall be an extension of the prescribed syllabus and in no case the repetition of the class work or problems. The assignment should be submitted by the students in hand written form after 50% completion of syllabus of the concerned semester.

19. RE- REGISTRATION IN THE PROGRAMME

A student may be allowed for re-admission provided he/she satisfies one of the following conditions:

- A student is declared fail.
- A student did not appear in a semester examination or he/she was not granted permission to appear for the examination.
- A student has been detained by the University and subsequently has been permitted to take re-admission.
- A student as an ex-student passed the examination of the academic year or qualified for carryover system.
- A student promoted with carry over subjects and he/she opted for readmission.

20. CHANGE OF REGULATIONS

Any regulation can be modified by the Academic Council of Sarala Birla University, Ranchi.

ANNEXURE –I

Personnel to be appointed for conduct of University End Semester examinations

Sl. No	Category of Staff	Staff to be deputed in proportion to the number of students	
		No. of students	No. of Staff
1	Chief Superintendent/Chief Flying officer	Not applicable	01
2.	Deputy Chief Superintendent/Squad members	For every 300 students	01 (max.05)
3.	Invigilator (Room Superintendent)	For every 30 students	01
4.	Office Superintendent (Head Clerk)	For every 1500 students	01
5.	Clerk	For every 200 students	01
6.	General Duty workers	For every 6 rooms	01

Responsibilities of various officers appointed for the examinations

A. Responsibilities of the Chief Superintendent/Chief Flying officer

1. The Team shall be responsible for the smooth conduct of the examination in coordination with HOD/departmental examination coordinators.
2. The Team should ensure that proper time schedule is been followed as per the time table notified.
3. While the examination is in progress the team should ensure that all the room Invigilators are discharging their duties properly and that there is no scope formal practice.
4. In the event of the detection of cases of malpractice, the team shall investigate the case and forward their recommendations - as per guidelines framed for managing malpractice cases, to the office of CoE.
5. The Team should ensure that at the end of the examination, collected answer books from Invigilators are been sent to the respective HoDs/Departmental exam coordinator and room wise students attendance sheets is been forwarded to the office of CoE.
6. The team shall be present in the institution throughout the examination. Under no circumstances member of the team should leave the premises of the Centre where examination is in progress. In case he/she wants to avail leave from the duty he/she has to inform at least 2-days in advance and seek prior permission of the Chief Superintendent/CoE.
7. The team must take surprise round in examination rooms to ensure that if any student is found indulged in unfair means then a malpractice case against him/her is registered.
8. Forward both the answer sheets along with unfair-means material and duly filled in malpractice case registration form with Chief Superintendent Report to the examination cell to finalize appropriate punishment.

B. Responsibilities of the Deputy Chief Superintendent/Squad members

1. The Deputy Chief Superintendent should keep a record of the answer booklets issued from CoE office. If any booklet is found damaged, it should be returned to CoE office.
2. Safe keeping of question paper. A Record should be maintained regarding receiving of sealed question paper envelopes from the paper setter. The Deputy Chief Superintendent should keep all the sealed envelopes under lock and key. Also, the exam cell room should be locked at all times. The seal should be opened in the presence of two faculty members. A record should be maintained regarding the time, seal is opened and signature of the faculty member present. Any tampering of the envelopes should be reported to center superintendent/HoD. The envelope should be opened 30-45 min (depending on the no. of students appearing in the exam) in presence of HoD/Course Coordinator.
3. Invigilation duties will be assigned by the CoE in a ratio of 30:1 ratio (i.e. 1 invigilator up to 30 students)
4. One reliever/ Assistant exam coordinator may be appointed for 4-6 rooms. The Reliever should be available for the complete duration of the exam. He/she should provide the malpractice form or extra answer sheets, if and when needed in the assigned room.
5. Exam Coordinator will supply the question paper, answer booklets and attendance sheet to invigilators at least 20 minutes before the commencement of examination.
6. After the completion of the exam, the Deputy Chief Superintendent should collect attendance sheet, used answer booklets, remaining question papers and unused answer booklets, if any, from the Invigilators. He/she should ensure that the students, answer booklets and attendance sheet is properly filled and is signed by the invigilator.
7. He/she must also ensure that no other students, apart from those whose names appear in the attendance sheet, have appeared in the examination.

C. Responsibilities of the Invigilators

1. The Invigilator should collect the blank answer booklets, question paper and attendance sheet from the departmental Exam Control room at least 20 minutes prior to the commencement of the Exam.
2. He/ She should ensure that all the answer booklets are in proper condition and carry the booklet number.
3. He/ She should ensure that number of answer booklets and question papers are same as the number of students listed in the attendance sheet.
4. He/ She should reach the respective room 15 minutes prior to the commencement of the examination so as to ensure that students should enter the exam room only in his presence.


Registrar
ARALA BIRLA UNIVERSITY

ANNEXURE –II

Guidelines for Invigilators

1. All Invigilators must report at the reporting time sharply to examination section and must reach to respective examination hall before 20 minutes of the examination schedule time.
2. Question papers, answer books, attendance reports will be made available in the examination section before 20-minutes of the examination schedule time.
3. Invigilators must check the seating arrangement and ensure that the candidates have occupied their respective seats.
4. Distribute the answer books to the candidates before 05 minutes of the examination and ask them to fill all details in the answer book correctly. Instruct the candidates about the information's given in the cover page of the answer book.
5. Verify the admit card/I-Card of candidates while taking the attendance and maintain the absentee report. If any discrepancy in Roll No. is detected, the CoE/Officer of Examination Section should be informed.
6. Candidates must be advised to keep bags/mobiles/electronic gadgets etc. outside the examination hall. Carrying or using of mobile phone/ any smart electronic gadgets (except calculator) are strictly prohibited inside the examination hall as it comes under the category of UFM. Any type of material used in UFM will be seized and submitted to examination section. However, mobile phone/smart electronic gadgets will be seized in examination hall and return back to the candidates by the invigilators at the end of examination. It is compulsory for the invigilator to record the statement (both invigilator and candidate) in UFM form for any type of UFM cases.
7. Invigilators are prohibited to use the mobile phone inside the examination hall/room during the examination period. Invigilators are not allowed to do any reading or writing not connected to Invigilation duty.
8. The following instructions may be observed regarding the timing:
 - a) No candidate should be allowed to enter the examination hall/ room later than 10/30 minutes after the commencement of Mid/End examination.
 - b) Candidates are not allowed to go out of the examination hall / room during the first 30 minutes and last 10 minutes of the exam. In case a candidate has to necessarily go to the toilet, he/she should be thoroughly checked before going and while coming back. Candidates are not allowed to take the question papers or answer books with them, while going outside.
 - c) Close the door 10 minutes before the end of examination time.

- d) Candidates must tie their supplementary sheets (i.e graph paper, drawing sheet etc.) before 05 minutes of the end of the examination time.
9. Distribute the supplementary sheets (i.e graph paper, drawing sheet, log table, data book etc.) to the candidates on request. No supplementary answer book will be provided to the candidate under any circumstances.
 10. Once examination is completed, collect the answer books and ensure that the received papers are in accordance with attendance sheet. If everything found correct, open the door and allow the candidate to leave the examination hall/room.
 11. Submit the collected answer books and return back all materials (unused answer book, question paper) concerning to examination section. Kindly submit the UFM form and answer books separately.
 12. Invigilators should be active and vigil enough to ensure that no impersonation takes place in their room. Invigilators are individually and collectively responsible for smooth and fair conduct of examination.

ANNEXURE –III

A. How to reach the examination section of Sarala Birla University?

Grievance 01: Any Grievances / Applications: Applicant can address their grievances/application to examination section through **SBU/ES-01:** (Common Application Form). Please note that the common application form should not be used for applying for transcript, scrutiny, appearing the examination in dispensary, duplicate grade card, person with benchmark disabilities etc. However, an applicant shall use the Common Application Form for addressing the grievance like name correction in grade cards, transcripts and certificates. Also, they may address any other grievance which is not listed below.

Grievance 02: Appearing the Examination in Dispensary: If the candidate is unfit to appear the examination in examination hall / suffering with infectious disease, then the candidate need to fill the application form for appearing the examination in dispensary **SBU/ES-02:** (Application Form for Appearing the Examination in Dispensary) and submit it to examination section at least one day before of examination date through Head, SBU Dispensary. In exceptional cases, the candidate may contact the examination section for special arrangement.

Grievance 03: Procedural Guidelines for Scrutiny:

Step 01: Please fill in the application form **SBU/ES-03:** (Application Form for Scrutiny) and submit it to Examination Section/Examination Section of respective centers. The applicant must apply within 10days from the date of publications of the results through concerned Head of Department/In-Charge/Co-coordinator. No application shall be entertained after the stipulated period.

Step 02: Clearly mention the papers to which scrutiny of answer script is sought and annex the required supporting documents, if any as mentioned in application form.

Step 03: Pay the requisite fee. Fee for scrutiny is ₹ 1000.00 per paper.

Step 04: Duration for Processing: The scrutiny result shall be published in the website / notice board of examination section within 15 days from the last date of receiving of Application. Marks awarded after scrutiny shall be retained as the final marks.

Grievance 04: Procedural Guidelines for Transcript:

Step 01: Please fill in the application form **SBU/ES-04:** (Application Form for Transcript) and submit it to Examination Section.

Step 02: Clearly mention the required number of transcripts (Ex. one pair, two pair etc.), mode of collection (i.e. Request-I or Request-II) and annex the required supporting documents, if any as mentioned in application form.

Step 03: Pay the requisite fee.

- a) ₹ 1000 per pair transcript for sending it within India or collecting personally.
- b) ₹ 1000 per pair for transcript and additional ₹ 5000 for sending it to abroad.

Step 04: Duration for Processing: Normal required time for the issue of transcripts shall be at least 07 working days (excluding postal) from the date of receiving of application at examination section. Hence, the applicant may apply for transcript in advance, in accordance with this.

Grievance 05: Procedural Guidelines for Obtaining the Duplicate Grade Cards:

Step 01: Please fill in the application form **SBU/ES-05** : (Application Form for Duplicate Grade Cards) and submit it to Examination Section.

Step 02: Clearly mention the name of semesters for which duplicate grade card is required, mode of collection (i.e. Request-I or Request-II) and annex the required supporting documents, if any as mentioned in application form.

Step 03: Pay the requisite fee.

- a) ₹ 2000 per duplicate grade card for sending it within India or collecting personally.
- b) ₹ 2000 per duplicate grade card and additional ₹ 5000 for sending it to a broad.

Step 04: Duration for Processing: Normal required time for the issue of duplicate grade cards shall be at least 07 working days (excluding postal) from the date of receiving of application at examination section.

Grievance 06: Procedural Guidelines for Course Completion Certificate: Course Completion Certificate shall be issued if the provisional certificate /final grade card of the candidate is yet to be issued by the university and the same is demanded by any organization / Institute for higher studies / employment etc.

Step 01: Please fill in the application form **SBU/ES-06:** (Application Form for Course Completion Certificate) and submit it to Examination Section.

Step 02: Clearly mention the required information in the application form, mode of collection (i.e. Request-I or Request-II) and annex the required supporting documents, if any as mentioned in application form.

Step 03: Pay the requisite fee.

- a) ₹ 500 for sending it within India or collecting personally.
- b) ₹ 500 and additional ₹ 3000 for sending it to abroad.

Step 04: Duration for Processing: Normal required time for the issue of course completion certificate shall be at least 07 working days (excluding postal) from the date of receiving of application at examination section.

Grievance 07: Application Form for Alternative Arrangement for Clashing of Exam Dates: In case of clashing of examination, the candidates need to fill the **SBU/ES-07:** (Application Form for Alternative Arrangement for Clashing of Examination, immediately (within maximum 3 days) after the display of examination schedule and submit it to the examination section.

Grievance 08: Procedural Guidelines Conducting the Examination for Person with Benchmark Disabilities: SBU guidelines for conducting the written examination for persons with benchmark disabilities shall be followed strictly. The person with benchmark disabilities are required to inform the examination section through, **SBU/ES-01:** (Common Application Form).

Grievance 09: Procedural Guidelines for Name Correction in Grade Cards, Transcript and requirement of any other miscellaneous documents/certificates: Student can address such problems through **SBU/ES-01:** (Common Application Form). The fee and supportive documents requirement for all such cases shall be decided

by the official of examination section. If the fee is required, it shall be applicable as under. The requirement of supporting documents may depend on the merit and requirement of the case.

- a) Fee for Name Correction in Grade Card, Transcript: Fees for name correction depend on the merit of the cases. Students are advised to visit examination section before paying the fee. Usually same fee as applicable for duplicate grade cards and transcript respectively.
- b) Fee for any other miscellaneous documents: ₹ 500 per document/certificates for sending within India or collecting personally. ₹ 500 per document/certificates and additional ₹ 2000 for sending it to abroad.

Grievance 10: Unfair Means Reporting Form:

No candidate shall use unfair means or indulge in disorderly conduct in examination hall. If a candidate found using unfair means or involved in disorderly conduct or disturbance in examination hall then the invigilator will record the statement of candidate as well as the observation of invigilators **SBU/EE-01: (UFM Reporting Form)** and submit it to examination section. The examination section shall refer it to Examination Committee for decision. The examination committee after consideration of the case can award the punishment. The decision shall be documented at examination section and notified by the office of Registrar, if required.

B. Information related to Examination:

Type of Session/Semester: Odd, Even.

Type of Examination: Mid Semester, End Semester, Short Semester, Backlog.

Schedule: Scheduling is usually based on no clashing formula. It is usually uploaded in Examination section website well before the start of examination.

Seating Arrangement: The seating arrangement is usually based on matrix algorithm. Examination section also maintain the necessary distance among the candidate horizontally/vertically/longitudinally/diagonally. The algorithm may varies as per the requirements and type of examination. It is prominently displayed by the examination section to guide the student to their respective hall. Also, it is uploaded in examination section website well before the examination.

Timing: The students are required to be present outside the examination hall at least 15 minutes before the start of the examination. Students will only be allowed to enter the examination hall 10 minutes prior to commencing the examination. No student should be allowed to enter the examination hall/ room later than 10/30 minutes after the commencement of Mid/End examination. Students are not permitted to leave the examination hall during the last 10 minutes. They must tie their supplementary sheets (i.e graph paper, drawing sheet etc.) before 05 minutes of the end of examination time.

Identity/Documents Check-up: Students will not be allowed to write the examination without presenting an appropriate photo identity card, issued by the University along with the registration slip, admit card (If issued). However, If a student forget his/her University identity card, any other authorized photo identity card may be

accepted subject to verification by the concerned invigilators.

Breaks: Candidates are not allowed to go out of the examination hall/room during the first 30 minutes and last 10 minutes of the exam. In case a candidate has to necessarily go to the toilet/rest room, the candidate should be thoroughly checked before going and while coming back. Candidates are not allowed to take the question papers or answer books with them, while going outside.

Question Paper and Answer Sheets: The invigilator shall distribute the question papers & answer sheets among students 05 minutes before the start of examination.

Personal Belongings: Candidates are required to keep their personal belonging such as Bags / mobiles /electronic gadgets (except regular scientific calculator) etc. outside the examination hall.

Unfair Means: Candidates are strictly prohibited to talk with each other during the examination. Carrying or using of mobile phone/ any smart electronic gadgets (except regular scientific calculator) are strictly prohibited inside the examination hall as it comes under the category of UFM. Any type of material used in UFM will be seized and submitted to examination section. However, mobile phone/smart electronic gadgets will be seized in examination hall and return back to the candidates by the invigilators at the end of examination. Smuggling of answer scripts may lead to serious punishment. The final decision on UFM and all such offences are usually taken by the Examination Committee.

Miscellaneous: Student should bring their own pen, pencils, erasers, regular scientific calculator etc. The student must ensure before they leave the examination hall that they have signed in the attendance sheet and correctness of student information in answer books. While leaving the examination hall the students should not hang around to discuss the paper. As there may be other examinations still in progress, quietly leave the building to ensure that you do not disturb them.

C. Information related C.G.P.A to Percentage Conversion and Medium of Examination: This is to certify that the university follows grading pattern in examination and the conversion formula for C.G.P.A into percentage is as under.

$$\text{Mark in percentage} = 10 \times \text{C. G. P. A}$$

The Script of examination is Roman. The student/organization may use this document at their own discretion.

Note: For Yoga Programmes script of examination is Roman/Devanagari.


Registrar
SARALA BIRLA UNIVERSITY

ANNEXURE –IV

FORM BOOK

Grievances	Category	Reference No	Form Name	
Any grievances, Scrutiny, Transcript	ES	SBU/ES-01	Common Application Form	
		SBU/ES-02	Application for Appearing the Examination in Dispensary	
		SBU/ES-03	Application Form for Scrutiny	
		SBU/ES-04	Application Form for Transcript	
		SBU/ES-05	Application Form for Duplicate Grade Cards	
		SBU/ES-06	Application Form for Course Completion Certificate	
		SBU/ES-07	Application Form for Alternative Arrangements for Clashing of Examination Dates	
Remuneration, Completion of Evaluation, Payment Information	ER	SBU/ER-01	Remuneration Form for UG & PG Viva/Project/ Thesis Evaluation	
		SBU/ER-02	I	Remuneration Form for Paper Setting (Internal)
			E	Remuneration Form for Paper Setting (External)
		SBU/ER-03	I	Remuneration Form for Evaluation (Internal)
			E	Remuneration Form for Evaluation (External)
		SBU/ER-4	Remuneration Form for Result Processing	
		SBU/ER-5	Application for Completion of Evaluation	
		Annexure-A: Payment Information Form		
Examination	EE	SBU/EE-01	UFM Reporting Form	
		SBU/EE-02	Attendance Report for Mid/End/SS Semester/Backlog	
		SBU/EE-03	Temporary Absence Report	
Office	EO	SBU/EO-01	Application Form for Requirement of Answer Sheets/ Quiz Answer Sheets/Ruled Papers	
		SBU/EO-02	Appointment Letter for External	

ANNEXURE-V

1. Procedure for Administration of Short Term Industrial or Research Experience (SIRE Programme) for post graduate Programme
2. The SIRE programme shall be of at least 8-weeks duration after 2nd semester of MBA. The experience should preferably be earned in an industry of National repute, major R & D laboratory or an IIM's.
3. The Training and Placement department shall arrange places of work for all students of 2nd semester of MBA. It may also assist students of 2nd semester of MBA to find work opportunities at mutual convenience.
4. The work may be carried out either in India or abroad. The university shall not bear the cost of travel or accommodation to any place. The student shall bear the expenses.
5. Students are encouraged to receive financial support from the organizations where they are placed or from other sources. Such financial offers will not count as alternative scholarships.
6. Students will not be permitted to enroll in regular, or a periodic offered by companies, even if the subject is of interest to the academic programme. If a subject is of relevance to the university's academic programme, it should be included in the curriculum instead of requiring the students to study it outside the university by paying additional fees.
7. Considering difficulties of accommodation and travel, the university shall work out places of work taking into account the convenience of students. For this to happen, the T & P department shall put up a notice seeking suggestions from students for possible work sites.
8. Sometime around February-March of the year, the T & P department shall finalize the list of work sites for the students and announce it on the notice boards. The students will then make railway reservation and take other necessary steps. Students will have no freedom to choose their own places of work beyond giving suggestions to the T & P Department. In case a student faces difficulty with the assigned place, he/she should bring it to the attention of the Professor T & P so that he can be given a fresh allotment. Any change of place of work after starting of the summer vacation must be approved by the Professor T & P on the merit of the case. Any work at a place not approved in advance will not count towards credit requirement.
9. The T & P Department shall have the responsibility to inspect the places of work to ensure that the students are sincere in their assigned responsibility. If it is found that a student is not attending his work place on full time basis, the student shall get "F" grade and the SIRE programme is to be repeated at the end of the 4th semester with consequent delay in completion of the students' academic programme.
10. The SIRE report will be evaluated by the department in the 4th semester. The department will assign one or two faculty members to coordinate presentation by the students and evaluation of the reports. The grades must be sent to the examination office with the end semester exam

marks.

11. The T & P Department shall be the nodal agency for arranging places of industrial experience. But departments also need to play a strong role. Many faculty members are well known in industry and the industry honors the requests of faculty members and Heads of Departments.
12. There will be a Training & Placement Advisory Committee headed by the Professor of Training & placement. Every department shall nominate one faculty member having strong connection with industry and a strong perception of all aspects of the department's academic programmes.


Registrar
SARALA BIRLA UNIVERSITY

ANNEXURE -VI

Guidelines for Use of Project Record Book

1. The Project Record Book constitutes the bona fide record of project work carried out by undergraduate, postgraduate and research students of Sarala Birla University, Ranchi.
2. The book contains day to day record of all conceptual, analytical, Laboratory and computational activities carried out by a student as a part of his/her project.
3. It is a permanent record of academic activity and contains intellectual property created by the student and his supervisor.
4. The book should be treated with respect and maintained with care. Pages must not be torn or used for rough work.
5. The student should record all his thoughts, observations, flow charts, computational steps etc., directly on this notebook. Use of second rough book and final copying to this record book is discouraged.
6. All information recorded here must start with a date on the left margin. The work of the day must be organized into sections such as objective, experimental or computational methods, observations, program flow charts, pseudo-codes, conclusion, discussion etc., as relevant to the problem at hand. Short computer prints, photographs, charts and graphs may be pasted neatly wherever necessary.
7. The supervisor should examine the progress of the student and record his observations, comments and suggestions in a regular manner, typically once every week.
8. The student must produce this record book before all Examination Boards for evaluation and grading of his day to day performance, and for award of medals and prizes. The first evaluation of the project will be made basing on the record book only.
9. On completion of the project, the student must surrender this book to his supervisor for archiving. If the same problem is continued by students of the following batch, the supervisor may choose to give it to those students for the sake of continuity. Projects with supervisor intellectual material may be sent to Departmental Library for permanent archival.
10. The students who do work worth publishing and/or patenting are advised to proceed with those activities. The university will organize the patenting process.