

Examinations Rules



Gokhale Institute of Politics and Economics

(Deemed to be University u/s 3 of the UGC Act, 1956)

Pune 411 004

Examination Rule Book

(Edition 01 – Version 1.0)

(To be Shared with all the students)

GOKHALE INSTITUTE OF POLITICS AND ECONOMICS

(Deemed to be University u/s 3 of the UGC Act, 1956)

Pune — 411 004

Ref. No.: AC/68/2026

Dated: April 24, 2026

Subject: Revised Examination Rule Book (Edition 01 – Version 1.0)

WHEREAS, the Academic Council, vide Resolution No. AC/68/08/24042026 Dated: April 24, 2026, has approved the revised **Edition 01 – Version 1.0** of the Examination Rule Book of Gokhale Institute of Politics and Economics (Deemed to be University);

NOW THEREFORE, it is hereby informed to all concerned that the revised Examination Rule Book (Edition 01 – Version 1.0), attached herewith as **Annexure A**, shall come into effect from the date of this notification and shall supersede all earlier versions of the Examination Rule Book.

Authority: Resolution No. AC/68/08/24042026

Dated: April 24, 2026



Baikunad
Offg. Deputy Registrar

Copy for information to:

1. The Hon'ble Chancellor
2. The Vice-Chancellor
3. All Deans

EXAMINATION RULE BOOK (EDITION 01 – VERSION 0.1)

Information	
Title	Examination Rule Book
Policy Owner	Controller of Examinations
Responsible Department	Examination Section
Approved By	Academic Council
Date of Approval	24/04/2026
Effective date	24/04/2026
Version Number	Edition 01 – Version 0.1
Frequency of Review	Two (2) years

Section - I

Introduction: It broadly defines the terms used in this rule book and describes various roles associated with examinations.

Section - II

Governance: This section covers the policies and procedures. The rules and norms are defined in this section.

Section - III

Annexure/Appendix: All the relevant Forms and SOPs

Table of Contents:

Section – I (Introduction)	8
I-1 CONSTITUENTS OF THE UNIVERSITY:	8
I-2 -DEFINITIONS OF TERMS AND ROLES	8
I-2.1 Terms	8
I-2.1.1 Programme:	8
I-2.1.2 Credit Recognition and Transfer:	8
I-2.1.3 Programme Outcome:	9
I-2.1.4 Course Catalogue:	9
I-2.1.5 Course:	9
I-2.1.6 Course Outcome:	9
I-2.1.7 Semester:	9
I-2.1.8 Assessment:	10
I-2.1.9 Continuous Assessment:	10
I-2.1.10 Trimester / Semester End Assessment:	10
I-2.1.11 Examination:	10
I-2.1.12 Examination Session:	10
I-2.1.13 Examination Season:	10
I-2.1.14 (Term Not Granted (TNG):	10
I-2.1.15 (Course Not Granted (CNG):	10
I-2.1.16 Not Eligible (NE):	11

Examinations Rules

I-2.1.17 Supplementary Examination:	11
I-2.1.18 Backlog Examination:.....	11
I-2.1.19 Re-evaluation:.....	11
I-2.1.20 Grace Marks:.....	11
I-2.1.21 Condonation:	11
I-2.1.22 Credit:	11
I-2.1.23 Letter Grade:.....	11
I-2.1.24 Marks & Grade Point (GP):	11
I-2.1.25 Semester Grade Point Average (SGPA):.....	12
I-2.1.26 Cumulative Grade Point Average (CGPA):	12
I-2.1.27 Conversion of CGPA to Percentages:.....	12
I-2.1.28 Centralise Assessment Programme (CAP):	12
I-2.1.29 Un-Fair Means:	12
I-2.1.30 Statement of Grade Sheet:	12
I-2.1.31 Transcript:.....	12
SECTION II – EXAMINATION PROCESS	13
II-1. Components of Examination:	13
II.1.1 Governing of Different Components of Examinations:.....	13
II.2 EXAMINATION SCHEDULE AND REGISTRATION	13
III-2.1 Rescheduling examinations for candidates representing Gokhale Institute of Politics and Economics for Sports at the National/ Zonal Level	14
II-2.2 Registration for Examination and distribution of hall tickets	14
II-3. Eligibility for Exam Appearing for Examination:	14
II-3.1. INSTRUCTIONS TO CANDIDATES WHILE ENTERING THE EXAMINATION HALL:.....	15
II.4 Post Assessment	16
II-4.1 Supply of a photocopy of the Assessed Answer Script.....	16
II-4.2 Fee Structure for Supply of a photocopy of the Assessed Answer Script	16
II-4.3 Terms Relating to Supply of Photocopies	16
II- 4.4: Re-evaluation:.....	17
II- 4.5 Supplementary Examinations	18
II- 4.6 Backlog Examination	18
II- 4.7 Discrepancies in Internal Marks:.....	19

Examinations Rules

II- 5	Validity of Terms for Programmes	19
II- 5.1	Post Graduate Degree Programmes	19
II- 5.2	Under Graduate Degree Programmes	19
II- 5.3	Programme:	19
II- 5.4	Rules for four-year UG Programmes, as per NEP 2020.....	19
II- 5.5	Expiry of Validity	20
II- 6	Allowed To Keep Terms (ATKT)	20
II- 6.1	ATKT Regulations for the 4-Years B.Sc. (Economics) Programme	20
II- 6.2	ATKT Regulations for the 2-Years M.A. Economics and M.S.(Economics) All programmes	21
II- 7	Eligibility for availing facilities for differently-abled candidates (DA) – (Appendix-I)	21
II- 8	Availing writer and extra time due to medical reasons- (Appendix-II)	22
II- 9	Time slot for Term End Examinations:	22
II- 10	EXAMINATION FEES	22
II- 10 (A)	Examination Fees: For Postgraduate/ Undergraduate and Diploma Programmes	22
II- 10. (B)	Examination Fees: For Postgraduate/ Undergraduate and Diploma Programmes	23
II- 11	Reappearing in the Examination:	24
II- 11.1:	Internal Examination	24
II- 11.2:	Reappearance in Midterm Examination:.....	24
II- 11.3:	Reappearance in Sem-end Examination:.....	25
II- 12	GRADING AND RESULTS	25
II- 13	Credit Based Semester System (CBSS):	25
II- 13.1	Calculation of Grade Points	27
II- 14	RULES FOR GRACE MARKS AND AMENDMENT OF RESULTS	32
II- 15	Rules for Condonation:	33
II- 16	PROCEDURE TO DEAL WITH CASES OF UN-FAIR MEANS:	33
II- 16.1	Definitions:.....	33
II- 16.2	Procedure to be Followed by the Invigilator of the Examination Centre	34
II- 16.3	Procedure to be Followed by the Invigilator Detecting Unfair Means in Examination section	35
II- 16.4	Procedure of Inquiry in Cases of Unfair Means	35
II- 17	Appointment of Unfair Means Committee	36
II- 17.1	Procedure to be Followed:	36
II- 17.2	Recommended Categories and Quantum of Punishment.....	37

Examinations Rules

*Possession or Use of Copying Material	37
**Possession or Mutual Copying of Answer Scripts	37
**Mutual Involvement in Unfair Means.....	37
II- 17.3 Recommended Quantum of Penalty (Indicative)	38
II- 17.4 Liberty to Appeal.....	38
II- 18 Issuance of Documents	39
II- 18.1 Issuance of Duplicate Documents: (Statement of Grade Sheet)	39
II- 18.2 Issuance of Duplicate Degree/ Diploma Certificate:.....	39
II- 18.3 Issuance of Transcripts:	39
II- 18.4 Document Verification – Pass out students: (APPENDIX – V).....	40
Section - III	41
III- 1. APPENDIX – I	41
Certificate Regarding Physical Limitation in Writing	41
III- 2. APPENDIX – II	42
Letter of Undertaking for Using Own Scribe.....	42
III- 3. APPENDIX – III	43
III-3.1 APPENDIX – III.1	46
III- 4. APPENDIX – IV	47
Disciplinary / Internal Unfair Means Scrutiny Committee Report.....	47
III- 5. APPENDIX – V	48
III- 6. Annexure – VI.....	49
III- 6.1 Annexure – VI (Form).....	50
III.7. Contact Details of Examination Section:	52
III.7.1. Communication Protocol For Students:.....	52

Section – I (Introduction)

This Rule Book sets forth the definitions of key terms, the roles and responsibilities of stakeholders, the policies and processes, and the rules governing the conduct of examinations.

It applies to all University constituents that have been duly notified by the appropriate authority, and will also extend to any constituents established in the future.

For the purpose of this document, the term “constituent” refers to department / sections functioning under the University.

The rules are subject to change with changes in the evaluation pattern, credit structure of any course/program as approved by competent authorities.

I-1 CONSTITUENTS OF THE UNIVERSITY:

Faculty of Economics

- 1) Gokhale Institute of Politics and Economics (Pune)

I-2 -DEFINITIONS OF TERMS AND ROLES

I-2.1 Terms

I-2.1.1 Programme:

The Institute / University’s programs operate on a semester basis. A program consists of a series of pre-defined courses sanctioned by the Institute / University’s Academic Council. Successfully completing these courses will result in the conferral of a Degree or Diploma, e.g. Bachelor of Science in Economics or a Master of Science in Economics.

I-2.1.2 Credit Recognition and Transfer:

“Credit Recognition and Transfer” refers to the process by which academic credits awarded by a Foreign Higher Educational Institution are formally recognised, quantified, and incorporated into the credit requirements of a programme offered by the University. Such programmes may be delivered solely by the University or jointly in collaboration with a Foreign Higher Educational Institution.

This definition also applies in the reverse context, wherein credits earned at the University may be recognised and transferred towards the requirements of a programme offered by a Foreign Higher Educational Institution.

Examinations Rules

I-2.1.3 Programme Outcome:

Programme outcomes are broad statements that define the overall knowledge, skills, competencies, and attitudes that students are expected to develop and demonstrate upon successful completion of the programme.

They represent the cumulative achievements of learners over the duration of the programme, integrating multiple areas of interrelated knowledge and skills acquired through a wide range of courses, academic activities, and experiential learning opportunities.

Programme outcomes serve as:

- Guiding Benchmarks for curriculum design and delivery.
- Indicators of Graduate Attributes such as critical thinking, problem-solving, communication, and ethical responsibility.
- Measures of Academic Achievement that reflect the effectiveness of teaching, learning, and assessment processes.

I-2.1.4 Course Catalogue:

A curated collection of approved courses that outlines each course's objectives, detailed syllabi, teaching methodologies, and assessment strategies.

I-2.1.5 Course:

A course refers to an individual subject formally approved by the Institute or University's Academic Council. It is incorporated into the structured curriculum of a programme and identified by a specific code and title, such as C-03: Basic Financial Methods.

I-2.1.6 Course Outcome:

Course outcomes are precise statements that define the significant, observable, and measurable knowledge, skills, and attitudes students are expected to acquire upon completing the course.

I-2.1.7 Semester:

A semester is defined as a teaching–learning period of approximately 90 to 100 working days. The structure of programmes is organized into semesters based on their duration:

- A 2-year programme comprises 4 semesters.
- A 3-year programme comprises 6 semesters.
- A 4-year programme comprises 8 semesters

Examinations Rules

I-2.1.8 Assessment:

The assessment comprises both continuous and semester-end evaluations. Continuous assessment is typically formative, focusing on ongoing learning and development, while semester-end assessment is summative, evaluating overall performance at the end of the semester.

I-2.1.9 Continuous Assessment:

The Institute/University follows a continuous assessment policy in accordance with its rules and regulations. This system ensures multi-level evaluation through diverse components such as classroom or online tests, quizzes, open-book examinations, research essays, assignments, case studies, practical work, presentations, and viva voce, as approved by the Board of Studies. All assessment activities are systematically distributed across the semester to support ongoing learning and fair evaluation.

I-2.1.10 Trimester / Semester End Assessment:

At the end of each semester, the Institute / University will conduct the Semester End examination, Trimester End examination under its supervision and jurisdiction. (as per programmes)

I-2.1.11 Examination:

The examination is the entire process of assessment carried out at the Institute / University level, which includes both continuous and semester end assessment.

I-2.1.12 Examination Session:

An examination session refers to the officially designated time slot for conducting a specific exam. Generally, one session is scheduled per day; however, with prior approval, additional sessions may be arranged, including on Sundays or holidays, if required.

I-2.1.13 Examination Season:

Each academic year is divided into two examination seasons. Generally, one will be called as January-April season and the other will be July-December season. For a few programme, academic year divided in to three examination season.

I-2.1.14 (Term Not Granted (TNG):

A minimum of 75% aggregate attendance is mandatory for all students to be eligible to appear for the term-end examinations of all courses in the term. If a student's aggregate attendance, as well as attendance in each individual course, falls below 75%, he/she will not be granted permission to appear for the semester-end examinations.

I-2.1.15 (Course Not Granted (CNG):

If a student falls under the TNG category (i.e., aggregate attendance is less than 75%), the CNG rule is applied by reviewing course-wise attendance. For courses where the student has recorded more than 75% attendance, he/she may be permitted to appear for the examination. The remaining courses, where attendance is below the required threshold, will be marked as Course Not Granted.)

Examinations Rules

I-2.1.16 Not Eligible (NE):

NE for examinations (for a course or for entire program) refers to a student who does not satisfy the prescribed academic or administrative requirements to appear for an examination as per the rules of the institution or after sitting for the examination not be permitted to continue writing, or the answer script may not be accepted or evaluated, and no grades or results will be awarded.

I-2.1.17 Supplementary Examination:

A supplementary examination refers to the opportunity provided to a student who has not successfully cleared the semester-end examination of a course. Such students may reappear in subsequent examinations designated as supplementary examinations, in order to fulfill the academic requirements of the programme.

I-2.1.18 Backlog Examination:

A student who had failed in semester end examinations of a course shall appear in subsequent examinations as backlog examination.

I-2.1.19 Re-evaluation:

Re-evaluation is a mechanism that allows students to have their answer scripts reassessed by a different examiner, ensuring fairness and accuracy in the evaluation process.

I-2.1.20 Grace Marks:

The student shall be given the benefit of grace marks to pass a particular course as per the BEE (Board of Examination and Evaluation) of Semester End Examinations, Institute / University rules.

I-2.1.21 Condonation:

If a candidate fails only in one course, having passed in all the remaining courses, his/her deficiency of marks in that course up to a maximum of 10 marks will be condoned and these marks will be added to the concerned course.

I-2.1.22 Credit:

A credit is defined as follows:

- a. 1 Credit = 15 hours of face to face contact sessions including continuous assessment.
- b. Each credit is assessed for 25 marks unless otherwise explicitly mentioned by the BoS / Academic councils.

I-2.1.23 Letter Grade:

Grades are denoted by letters O, A+, A, B+, B, C and F.

I-2.1.24 Marks & Grade Point (GP):

Each grade is assigned a numeric value known as a grade point. A numerical weight allotted to each letter grade on a 10-point scale.

Examinations Rules

I-2.1.25 Semester Grade Point Average (SGPA):

The Grade Point Average for the semester is calculated by taking the weighted average of the course grade points.

I-2.1.26 Cumulative Grade Point Average (CGPA):

The Cumulative Grade Point Average for the programme is calculated by taking the weighted average of the GPA of each semester.

I-2.1.27 Conversion of CGPA to Percentages:

Conversion of CGPA to percentages can be done by multiplying the CGPA by ten.

I-2.1.28 Centralise Assessment Programme (CAP):

After the Semester end examination the assessment programme will be conducted in the respective / department.

I-2.1.29 Un-Fair Means:

Un-Fair Means includes any unethical means and malpractices adopted by the student during the examination.

I-2.1.30 Statement of Grade Sheet:

Based on the grades earned, a grade card shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester.

I-2.1.31 Transcript:

At the passing of the programme a consolidated transcript indicating the performance in all semesters along with CGPA will be issued to the student.

SECTION II – EXAMINATION PROCESS

II-1. Components of Examination:1

		Internal (Continuous Assessment)				Semester end	Grand total
		Assignment	Midterm	Quiz or similar assessment	Total		
U.G programmes	2 credit	15	-	10	25	25	50
	4 credit	15	20	15	50	50	50
P.G programme M.A/M.Sc.	2 credit	10	-	10	20	30	50
	3 credit						
	4 credit	15	15	10	40	60	60
PGPFE	4 credit	20	20	20	60	40	100
P.hd	2 credit	10	-	10	20	30	50
	4 credit	20	-	20	40	60	100

II.1.1 Governing of Different Components of Examinations:

Internal Assessment components (Apart from midterm examinations) are governed by the Dean of Academics Office in case of all U.G and P.G program and Dean of Research Office in case of Ph.D. Program . Midterm examination and semester end examinations are Governed by Controller of Examinations Office.

II.2 EXAMINATION SCHEDULE AND REGISTRATION

The midterm examination Schedule will be announced at least seven days before the commencement date. The University will announce the semester-end examination schedule at least one month prior to the commencement of examinations. the Institute deserves the right to change the announced dates in case of any unavoidable circumstances. Students will be given a maximum of seven days to submit their online examination forms for backlog attempts without late fees. After the last date for submission with late fees, a super late fee of ₹500 per day will be charged. The super late fee will be applicable for up to 10 days beyond the due date for forms with late fees, subject to a maximum limit of ₹5000.

¹ Components are subject to change depending on decisions of Board of Studies and Academic Council of the Institute

III-2.1 Rescheduling examinations for candidates representing Gokhale Institute of Politics and Economics for Sports at the National/ Zonal Level

- The sports Committee shall send the list (approved by Dean of Student Affairs) of the final team selected to represent Gokhale Institute of Politics and Economics at the Inter-Varsity level to Academic Section..
- The academics section shall send the necessary information about the students to the examination section for further processing of rescheduling the examination.
- All the semester end examinations of the concerned students scheduled during the tournaments shall be rescheduled (Supplementary Examination) by the University/Institute.
- University Sports Board shall send the attendance of students during the camp and Inter-Varsity Tournament to the University & respective Dean of Academic and Controller of Examinations Affairs to confirm the claim made by the students.

II-2.2 Registration for Examination and distribution of hall tickets

- Examination forms will be issued to eligible students who have cleared all dues, submitted the required eligibility documents, and uploaded a photograph in formal attire. Additionally, Indian students must register on the Academic Bank of Credits and possess a valid ABC/APAAR ID.
- Eligible students are required to register online through ERP login for both regular examinations and backlog examinations, if applicable. . Please see Rule No. II.4.1.5 for eligibility, Rule No. II-8.1 for examination fees.
- The University examination section shall generate the Hall Tickets and provide access to eligible students to print the Hall Tickets through the ERP login.
- Students with NE (declared prior to examination), TNG shall not be issued hall tickets. CNG shall be marked with '*' in the hall tickets. for the particular course.

II-3. Eligibility for Exam Appearing for Examination:

At the end of each semester, the Academic Section will declare the attendance records. A minimum of 75% attendance is mandatory in each course for students to be eligible to appear for the Semester End Examination. Student whose eligibility is not cleared for any non-submission of required documents to the Academic section, will not be permitted to register for examination from second semester onwards. The academic section shall declare a list of students awarded Term Not Ganted/ Course Not Granted (TNG/CNG) who do not fulfil minimum requirement for all part time/ full time degree/diploma programmes. The academic section will announce the cut-off date for calculation of the attendance of students and should communicate TNG/CNG list to the Examination section. Students who are awarded TNG/CNG or falling under ATKT shall appear for the relevant courses during the examinations in the next season as backlog(s). The student will have to pay backlog examination fees. The students who become NE due to non-submission of documents, the Institute administration will take the decision about their reappearing in the examination, once the documents in required form are received.

Examinations Rules

II-3.1. INSTRUCTIONS TO CANDIDATES WHILE ENTERING THE EXAMINATION HALL:

1. Candidates are required to be present at the respective block of examination fifteen minutes before the commencement of the examination. They need to compulsorily carry Institute ID card and Hall Ticket.
2. Candidates are not allowed to enter the Examination Hall after commencement of the examination unless explicitly permitted by the Chief Conductor but not beyond 15 minutes.
3. Candidates are not allowed to leave the Examination Hall for the first 30 minutes, after commencement of examination.
4. Candidates are forbidden from taking any material into the Examination Hall that can be used for malpractice at the time of examination.
5. Candidates are not allowed to carry any electronic devices such as smart phones, smart watches, audio/video players, etc. in the Examination Hall.
6. Use of Scientific calculator, electronic dictionaries and similar devices are not allowed unless and until it is explicitly permitted in the concerned question paper.
7. The candidates must ensure that nothing is written on any part of the body, clothes and any belongings carried in the Examination Hall.
8. It is the responsibility of the candidates to note the examination time table and any changes thereafter.
9. Candidates should bring Identity Card & Hall ticket at the time of examination.
10. Request for any special concessions such as a change in date or time fixed for the University Examinations shall not be granted for any reasons.
11. Candidates should bring with him/her their own pen, pencil, scales and water bottles.
(Pouches are not allowed)
12. Candidates should write answers in BLUE/BLACK ink only. Use of Pencil and other colours are permitted only in case of diagrams, graphs etc. Answer Scripts written with pencil or ink of other colours will not be evaluated.
13. Candidates are not allowed to carry answer script/s or supplement/s written in or blank while leaving the Examination Hall.
14. Candidates are not allowed to communicate in any manner with any other candidates in the examination hall while the examination is in progress.
15. Candidates should not write anything on the question paper.
16. Candidates are required to follow the instruction/s given by the Invigilator/Senior/Junior Supervisor/ any person designated by COE.

Examinations Rules

17. If a candidate is found in possession of any prohibited item during the examination, they must immediately surrender the item to the invigilator. The item may be examined and accessed by the examination authorities for verification and further clarification.

18. If a student wishes to use a writing pad, they are only permitted to use one that is transparent, Pencil pouch and Water bottle also should be transparent.

19. Candidates should not behave in rude OR disobedient manner with any staff during the examination.

II.4 Post Assessment

II-4.1 Supply of a photocopy of the Assessed Answer Script

Procedure for Submission of Application

Photocopies of assessed answer scripts of theory papers for semester-end examinations conducted by the University shall be provided to students as per the following procedure:

- a. Students must submit an online application through the ERP system login to request photocopies of their assessed answer scripts.
- b. The requisite fees must be paid online through the ERP system at the time of application.
- c. Applications must be submitted within three working days / the last date to submit mentioned in the notification from the date of declaration of the results of the semester-end examination.
- d. In any case, late application will not be entertained

II-4.2 Fee Structure for Supply of a photocopy of the Assessed Answer Script

- Elective and Core Courses: ₹300 per answer script
- Fees are non-refundable.

II-4.3 Terms Relating to Supply of Photocopies

1. Photocopies of assessed answer scripts will be supplied by the examination section.
2. The examinee shall be the sole custodian of the photocopies and must not transfer or misuse them in any way that could harm the reputation of the University. They need to give it as an undertaking, which is a built-in part of the application form.
3. Misuse of photocopies may result in disciplinary action under Section 48(5) of the Maharashtra Public Universities Act, 2016.

Examinations Rules

4. Photocopies will be provided only after corrections, if any, in marks on the cover page, and after concealing the identity of the examiner/moderator/re-evaluator.
5. Upon receipt of photocopies, the examinee may submit an application through ERP within two days if any of the following discrepancies are found:
 - Marks in the answer script do not match the marks on the cover page of the answer script.
 - Question-wise marks are not correctly carried over to the cover page.
 - Totals on the cover page are incorrect.
 - Any answer or part of an answer has not been assessed.
 - Any other discrepancy in the totalling of marks.
6. Complaints regarding the manner of assessment will not be entertained.
7. Applications regarding discrepancies will be scrutinised by the examination section. Verified cases will be forwarded to the Controller of Examinations within two days.
8. Corrections will be made within seven days of receipt of the application. If any part of the answer script is found unevaluated, it will be assessed by the same examiner. If unavailable, another examiner from the approved list will be appointed.
9. Students will be informed of corrections within ten working days of receipt of application.
10. Photocopies of an evaluated answer script will be permitted only once for the concerned examination.
11. The University shall not be held liable for failure or delay in supplying photocopies due to reasons beyond its control.

II- 4.4: Re-evaluation:

Rules of Revaluation:

- After the declaration of Semester End Examination results, if a student is not satisfied with their grades, they may apply for re-evaluation.
- Students appearing at the Semester End Examinations and have submitted the application for the supply of the assessed answer script are eligible to apply for re-evaluation of his/ her answer script of the theory courses of the Semester End Examinations, subject to the following conditions:
 - a. Only for semester end examinations.
 - b. Not caught in Unfair means.
 - c. Not for viva and presentations
- A candidate shall apply for Re-evaluation in the prescribed structure which the Institute will announce time to time in this regard within one weeks or as per time line given by the examination section , along with a non-refundable fee. (The fee prescribed by the Institute from time to time in this regard as per communicated by Finance Sections).
- Revaluation includes the following process:
 - a. A candidate may apply for re-evaluation only for those subject which he/ she has submitted the

Examinations Rules

application of supply of assessed answer script after result declaration of semester which they have taken Semester end written examination.

- b. The re-evaluation includes the process of verification of total marks. In case of any error in total marks, the verified marks, if more, shall be considered.
- c. The entire answer script will be re-evaluated by other teacher than the faculty who corrected the answer sheet.
- d. The re-evaluation of answer scripts shall not be permitted in respect of scripts of Practical Examination/ Continuous Assessment/ Project/ Thesis/ Viva-Voce/Presentations etc.
- e. A candidate applying for re-evaluation should be aware that the result of the re-evaluation for their theory paper(s) will be final and binding. They must accept the revised marks or grades.

II- 4.5 Supplementary Examinations

For PG Programmes

- The supplementary examination will be conducted immediately after the declaration of the Semester-End Examination results and the closure of the revaluation process. The announcement regarding the same will be made through the ERP system.
- Eligibility: Students who have failed in the Semester-End Examination or were absent from the Semester-End Examination due to a valid reason approved by the Controller of Examinations (COE) will be eligible to appear for the supplementary examination after completing all the formalities within due date.
- For supplementary examinations, the latest version of the syllabus will be used for setting the question paper.
- Students appearing for supplementary examinations must procure the latest syllabus from the Academic Section and prepare for the examination accordingly.

For UG Programmes

- Supplementary examination will be conducted at the end of VI semester for all V & VI courses and at the end of VIII semester for VII & VIII courses. Only as a one-time exception.

II- 4.6 Backlog Examination

- For backlog examinations, the latest version of the syllabus will be used for paper setting. Accordingly, in any given examination season, the same paper will be administered to both regular and backlog students. A student undertaking to this effect is obtained during the online exam registration process through ERP login with the backlog examination form.
- A separate backlog paper will be set only if there is a change in the course title or credits.
- Students are required to procure the latest syllabus from the Academic Section and prepare for the backlog examination accordingly.
- With prior approval from the Dean of Academic Affairs, students may attend classes to cover new topics with a convenient batch or through any other arrangement provided.

II- 4.7 Discrepancies in Internal Marks:

The component-wise Internal Assessment marks shall be displayed to students prior to the commencement of the Semester End Examination. Students are required to verify the displayed marks and report any discrepancy to the concerned faculty member and the Academic Section within the deadline specified by the faculty. The decision of the concerned faculty member regarding any correction in Internal Assessment marks shall be final and binding. In case a discrepancy is noticed after the declaration of results, the student must submit a written representation to the concerned faculty member within 48 hours of the declaration of the result, along with valid documentary evidence. Upon verification and approval by the concerned faculty member, the Academic Section shall process the request and obtain the approval of the Dean of Academics and the Controller of Examinations (COE). After receiving the necessary approvals, the Examination Section shall carry out the required corrections in the records. Requests received after the stipulated time shall not be considered, and no request regarding discrepancies in Internal Assessment marks pertaining to earlier semesters shall be entertained.

II- 5 Validity of Terms for Programmes

II- 5.1 Post Graduate Degree Programmes

Students admitted to the Institute / University's postgraduate degree programs are permitted an additional two-year period beyond the standard duration of the program to complete their studies. For example, a student enrolled in a two-year program must finish within four years from the date of admission. (or as prescribed by the Institute / as per UGC guidelines/direction from time to time)

II- 5.2 Undergraduate Degree Programmes

Students admitted to the Institute / University's undergraduate degree programs are permitted an additional two years beyond the standard duration to complete their studies. For instance, a student enrolled in a three-year program must finish within five years from the date of admission. (or as prescribed by the Institute / University as per UGC guidelines/direction from time to time)

II- 5.3 Programme:

One Year Post Graduate Programme in Financial Economics

Students admitted to any of these programs are permitted to extend their term by an additional one year beyond the prescribed duration of the program (or as prescribed by the Institute / as per UGC guidelines/direction from time to time)

II- 5.4 Rules for four-year UG Programmes, as per NEP 2020

1. Validity: All Four-Year UG Programmes (FYUGP) validity and existing students re-joining the programme within the stipulated time period is subject to the terms and conditions of admission.

Examinations Rules

2. Exit Intimation: Students intending to exit must inform the University/Institute before registering for the EVEN semester examinations. The Academic Section will communicate the list of exiting students to the Examination Department.
3. Exit Eligibility: A student with no backlog, who meets the requirements for the award of a Certificate/Diploma/Degree, may exit only after completing the EVEN semesters.
4. Additional Attempt: Students exiting with a Certificate/Diploma will be granted an additional attempt in the consecutive examination season (Original attempt, Backlog examination, and immediate ODD examination).
5. Re-entry: in the FYUGP will be permitted at the beginning of the academic year as per the Lateral Entry Policy of the University.

II- 5.5 Expiry of Validity

Students who do not complete their program within the specified time frame will need to apply for a fresh admission according to current regulations. Their previous examination performance and terms will be considered null and void.

II- 6 Allowed To Keep Terms (ATKT)

II- 6.1 ATKT Regulations for the 4-Years B.Sc. (Economics) Programme Effective from Academic Year 2025

The Four-Year Undergraduate Programme – B.Sc. (Economics), the following ATKT (Allowed to Keep Terms) regulations shall apply:

Progression Rules Allowed to Keep Terms (After incorporation suggestion of AC on 3.07.26)

Progression to the next year is based on cumulative credits earned. (As per the NEP ,2020 Guideline)

Stage of Progression	Rule Type	Condition for Progression
Semester I to Semester II	Automatic	A student may enrol in Semester II regardless of failed courses in Semester I.
Semester II to Semester III	Credit Threshold	A student may enrol in Semester III only if the student has earned a minimum of 50% cumulative credits from Semesters I and II combined.
Semester III to Semester IV	Credit Threshold	A student may enrol in Semester IV only if the student has earned a minimum of 50% cumulative credits from Semesters I, II and III combined.

Examinations Rules

Semester III to Semester IV	Credit Threshold	A student may enrol in Semester IV only if the student has earned a minimum of 50% cumulative credits from Semesters I, II and III combined.
Semester IV to Semester V	Credit Threshold	A student may enrol in Semester V only if the student has earned 100% of cumulative credits from Semesters I and II, and a minimum of 50% cumulative credits from Semesters III, and IV combined.
Semester V to Semester VI	Credit Threshold	A student may enrol in Semester VI only if the student has earned a minimum of 50% cumulative credits from Semesters III, IV and V combined.
Semester VI to Semester VII (Fourth Year)	Mandatory Full Clearance	A student may enrol in Semester VII (Fourth Year: Honours) only if the student has passed all courses from Semesters I through VI with zero active backlogs. No exceptions shall be made to this condition.

II- 6.2 ATKT Regulations for the 2-Years M.A. Economics and M.S.(Economics) All programmes Effective from Academic Year 2025 (2025-2027 only)

- **First-Year Requirement**
Students who fail to complete all first-semester courses shall not be permitted to register or seek admission into the Third Semester of the programme.
- **Second-Year Requirement**
Students who do not clear all second-semester courses shall not be permitted to register or seek admission into the Fourth Semester of the programme.

II- 7 Eligibility for availing facilities for differently-abled candidates (DA) – (Appendix-I)

- Students admitted under the differently-abled category can access additional facilities based on recommendations from Doctor. Please refer to the guidelines provided by the Government of

Examinations Rules

India's Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan)

II- 8 Availing writer and extra time due to medical reasons- (Appendix-II)

Students facing medical issues can avail the facilities of writer and/ or extra time based on the recommendations from the Doctor

- The Controller of Examinations / Asst. Controller of Examinations / Sr. Supervisor are authorized to appoint a writer for a candidate unable to write their answer scripts due to serious medical conditions, blindness, or disability. The appointed writer must not be from the same subject stream and should have a lower qualification than the student.

II- 9 Time slot for Term End Examinations:

Semester End Marks	Duration of Examination	Compensatory Time
Less than 40	1 hour to 1 hour and 30 minutes.	10 min.
40 Marks	2 Hour	15 min.
50 Marks	2 hours and 30 minutes	20 min.
60 Marks	3 hours	20 min.

* in case of writer or physical disability approved by authority or Health Centre Department.

II- 10 EXAMINATION FEES

II- 10 (A) Examination Fees: For Postgraduate/ Undergraduate and Diploma Programmes
(1) Applicable from the AY 2023-24 onwards

Sr. No.	Particulars	Current Fees (Indian Student)	Current Fees (International Student)
(A)	Certificate Fee		
	Fee for Degree Certificate (In person)	1400	2900
	Fee for Degree Certificate (In absentia)	2600	5200
	Fee for T.C. and Migration Certificate	900	1700
(B)	Examination Fees-Backlog Paper (Fees payable, at the time of filling in the examination form, by the students with a backlog course)		
	M.Sc. Examination Form fee	900	2000
	Late fee for Examination Form (Rs./Paper)	500	900
	Fee for Supplementary / Backlog Papers (Rs./Paper)	700	1400
	Fee for Statement of Marks	400	700
	Not Eligible Students – Penalty (Rs./Paper)	1300	1500

Examinations Rules

	Fee for Statement of Marks (Duplicate)	1300	2700
		700	700
(C)	Medical Examination Fee (Rs./Student)	400	400

(2)

Sr. No.	Particulars	Amount of Fees
1	Super Late Fees (Backlog Exam Form)	Late Fees + Rs. 500/- per day
2	Supply of photocopy of Assessed Answer Script	Rs. 300/- per subject
3	Fee for Revaluation and Verification (Rs./Paper)	Rs 700/per subject

(3) Other Fees

Sr. No.	Particulars	Amount of Fees
1	Issue of Transcripts	(1) Rs. _____ per set + postal charges, as applicable (Indian Student) (2) _____ per set + postal charges, as applicable (International Student)
2	Academic Document Verification	Rs. _____ (per candidate)
3	Academic Document Attestation	Rs. _____ per certificate per copy
4	Postal Charges	Rs. 250/- within India Rs. 2,500/- Outside India (International Speed Post)

II- 10. (B) Examination Fees: For Postgraduate/ Undergraduate and Diploma Programmes
Applicable from the AY 2026-27 onwards

	Indian Students	International Students
--	------------------------	-------------------------------

Examinations Rules

(A) Certificate Fee		
Fee for Degree Certificate (In presence)	2,000.00	3,000.00
Fee for Degree Certificate (In absentia)	3,000.00	6,000.00
Fee for T.C. and Migration Certificate	1,000.00	2,000.00
(B) Examination Fees-Backlog/Supplementary Paper (Fees payable, at the time of filling in the examination form, by the students with backlog course)		
M.Sc. Examination Form fee	1,000.00	2,000.00
Late fee for Examination Form (Rs./Paper)	1,000.00	1,000.00
Fee for Backlog /Supplementary Papers (Rs./Paper)	1,000.00	2,000.00
Fee for Statement of Marks	500.00	1,000.00
Not Eligible Students - Penalty (Rs./Paper)	2,000.00	2,000.00
Fee for Statement of Marks (Duplicate)	2,000.00	3,000.00
Fee for Revaluation and Verification (Rs./Paper)	1,000.00	1,000.00
Penalty fees for Unfair means cases	6,000.00	6,000.00
B.Sc. Re-registration Fees	24,000.00	48,000.00
M.Sc. Re-registration Fees	24,000.00	48,000.00
M.A. Re-registration Fees	24,000.00	48,000.00
(C) Medical Examination Fee (Rs./Student)	500.00	500.00

II- 11 Reappearing in the Examination:

II- 11.1: Internal Examination

-----Whether to retake the quiz or Assignment part will be governed by the concerned faculty member. The examination section will have nil role to play.

II- 11.2: Reappearance in Midterm Examination:

The process for a mid-term re-examination application is straightforward: the student collects the form from

Examinations Rules

the Academics Section, fills it with required details, and attaches supporting documents. It must then be endorsed by the faculty and Programme Coordinator, followed by the Dean's approval. Once submitted, the Academics Section verifies the application and forwards it to the Controller of Examinations (COE). The COE office reviews, approves, and schedules the re-exam, with notifications sent to all concerned parties through the ERP system. [III- 7. Annexure – II (SOP) and III- 7.1 Annexure-II (Form)]

II- 11.3: Reappearance in Sem-end Examination:

Already detailed in Supplementary, Backlog and ATKT rules (**Examination Rules II.4.1.5, II.4.1.6, II.6**)

II- 11.4: Reappearance not Allowed for Viva, Presentations, Internship, Project work, Field Work, Dissertation.

II- 12 GRADING AND RESULTS

The results of the relevant examinations will typically be declared within 45 days from the last date of the examination or as specified by the Institute / University.

II- 13 Credit Based Semester System (CBSS):

- Programme Credits & Assessments All University programmes shall follow the total credits as recommended by the Board of Studies and approved by the Academic Council. Each programme will adhere to the prescribed distribution between continuous assessment and semester-end examinations, as outlined in the approved programme structure.
- Re-evaluation In cases of re-evaluation, the revised scores will be adjusted to fit within the original grade range.
- Backlog Examinations For backlog examinations, the marks obtained will be mapped back into the earlier distribution, i.e., the original grade range.
- Calculation of CGPA
- Semester CGPA: The Grade Point Average (GPA) for a semester will be calculated as the weighted average of the course grade points, with the respective course credits serving as weights.
- Overall CGPA: The Cumulative Grade Point Average (CGPA) for the programme will be calculated as the weighted average of the semester GPAs, where the total credits of each semester act as the weight.
- The SGPA and CGPA shall be rounded off to 2 decimal points.

Illustration for computation of Semester Grade Point Average (SGPA)

Course	Grade	Grade Point	Credits	Credit Points
Course 1	B+	7	4	28
Course 2	A	8	4	32
Course-3	A	8	4	32

Examinations Rules

Course 4	B	6	4	24
Course 5	A+	9	4	36
Total			20	152

Semester Grade Point Average (SGPA) = $152/20 = 7.6$

Illustration for computation of Cumulative Grade Point Average (CGPA)

Semester	Credits	SGPA
Semester I	20	7.6
Semester II	20	6.7
Semester III	20	7.8
Semester IV	20	5.9
Total Credits	80	

Cumulative Grade Point Average (CGPA) = $(20 \times 7.6) + (20 \times 6.7) + (20 \times 7.8) + 20 (5.9) / 80 = 7.0$

The weights shall be determined according to the credit points assigned to each course. In the same manner, the Cumulative Grade Point Average (CGPA) for the programme will be calculated by taking the weighted average of the semester grade points, with the total credits of each semester serving as the weight.

$$\text{CGPA} = \{(\text{SGPA of Sem. I}) (\text{Credit Points of Sem. I}) + (\text{SGPA of Sem. II}) (\text{Credit Points of Sem. II}) + (\text{SGPA of Sem. III}) (\text{Credit Points of Sem. III}) + (\text{SGPA of Sem. IV}) (\text{Credit Points of Sem. IV})\} / \{\text{Total Credit Points}\}$$

- CGPA will be calculated up to two decimal points
- Conversion of CGPA to percentage marks: $\text{Percentage} = \text{CGPA}/10 \times 100$
- There is no provision to appear in examination to improve marks or grade.
- Standard of passing: A student has to pass Continuous Assessments, Semester End Examinations and/or Practical (as applicable) and must obtain minimum 40% in the aggregate; taking the Continuous Assessments, Semester End Examinations in obtained in a course.
- Award of Degree/ Diploma:
A student in order to be eligible for the award of the Master's Degree of GIPE must meet the following requirements within a period of four years from the date of admission.
 - (i) Passing all the sixteen compulsory course and four elective course with minimum 40% in each course.
 - (ii) Every student must appear for Semester End Examinations.

Examinations Rules

- For Four-year UG Programme aligned with NEP 2020, the students who have opted to exit the programme after semester II/IV, will be awarded Certificate / Diploma, as applicable, after successful completion of a 4 credit.

II- 13.1 Calculation of Grade Points

For Postgraduate Programmes

Letter Grade and Grade Points (8 Credits, 200 Marks)

Marks	Grade	Grade Point
180 and above	O (Outstanding)	10
160 to 179.9	A+ (Excellent)	9
140 to 159.9	A (Very Good)	8
120 to 139.9	B+ (Good)	7
100 to 119.9	B (Above Average)	6
80 to 99.9	C (Average)	5
Below 80	F (Fail)	0
Absent	Ab (Absent)	0
Not Eligible	N.E. (Not Eligible)	0

Letter Grade and Grade Points (6 Credits, 150 Marks)

Marks	Grade	Grade Point
135 and above	O (Outstanding)	10
120 to 134.9	A+ (Excellent)	9
105 to 119.9	A (Very Good)	8
90 to 104.9	B+ (Good)	7
75 to 89.9	B (Above Average)	6
60 to 74.9	C (Average)	5
Below 60	F (Fail)	0
Absent	Ab (Absent)	0
Not Eligible	N.E. (Not Eligible)	0

Examinations Rules

Letter Grade and Grade Points (4 Credits, 100 Marks)

Marks	Grade	Grade Point
90 and above	O (Outstanding)	10
80 to 89.9	A+ (Excellent)	9
70 to 79.9	A (Very Good)	8
60 to 69.9	B+ (Good)	7
50 to 59.9	B (Above Average)	6
40 to 49.9	C (Average)	5
Below 40	F (Fail)	0
Absent	Ab (Absent)	0
Not Eligible	N.E. (Not Eligible)	0

Letter Grade and Grade Points (3 Credits, 75 Marks)

Marks	Grade	Grade Point
67.5 and above	O (Outstanding)	10
60 to 67.4	A+ (Excellent)	9
52.5 to 59.9	A (Very Good)	8
45 to 52.4	B+ (Good)	7
37.5 to 44.9	B (Above Average)	6
30 to 37.4	C (Average)	5
Below 30	F (Fail)	0
Absent	Ab (Absent)	0
Not Eligible	N.E. (Not Eligible)	0

Letter Grade and Grade Points (2 Credits, 50 Marks)

Marks	Grade	Grade Point
45 and above	O (Outstanding)	10
40 to 44.9	A+ (Excellent)	9
35 to 39.9	A (Very Good)	8
30 to 34.9	B+ (Good)	7
25 to 29.9	B (Above Average)	6
20 to 24.9	C (Average)	5
Below 20	F (Fail)	0
Absent	Ab (Absent)	0
Not Eligible	N.E. (Not Eligible)	0

Examinations Rules

For Undergraduate Programmes

For course with 4 Credits

Marks	Letter Grade	Grade Point
90 and above	O (Outstanding)	10
80 to 89.9	A+ (Excellent)	9
70 to 79.9	A (Very Good)	8
60 to 69.9	B+ (Good)	7
55 to 59.9	B (Above Average)	6
50 to 54.9	C (Average)	5
Below 50	F (Fail)	0
Absent	Ab (Absent)	0
Not Eligible	NE	0

For course with 2 Credits

Marks	Grade	Grade Point
45 and above	O (Outstanding)	10
40 to 44.9	A+ (Excellent)	9
36 to 39.9	A (Very Good)	8
31 to 35.9	B+ (Good)	7
28 to 30.9	B (Above Average)	6
25 to 27.9	C (Average)	5
Below 24.9	F (Fail)	0
Absent	Ab (Absent)	0
Not Eligible	NE (Not Eligible)	0

Examinations Rules

For PGPFE programme

Letter Grade and Grade Points

16 Credit /400 Marks Range	4 Credit/100 Marks Range	Grade	Grade Point
360 and above	90 and above	O (Outstanding)	10
320 to 359.9	80 to 89.9	A+ (Excellent)	9
280 to 319.9	70 to 79.9	A (Very Good)	8
240 to 279.9	60 to 69.9	B+ (Good)	7
220 to 239.9	55 to 59.9	B (Above Average)	6
200 to 219.9	50 to 54.9	C (Average)	5
Below 200	Below 50	F (Fail)	0
Absent	Absent	Ab (Absent)	0
Not Eligible	Not Eligible	NE (Not Eligible)	0

Classification of CGPA

Sr. No.	CGPA Calculation	Class / Division
1	CGPA of 8 and above	High First Class
2	CGPA of 7.0 and above, less than 8.0	Middle First Class
3	CGPA of 6.0 and above, less than 7.0	Lower First Class
4	CGPA of 5.5 and above, less than 6.0	Second Class
5	CGPA of 5.0 to 5.49	Average

Computation of SGPA and CGPA

$$SGPA (S_i) = \sum (C_i \times G_i) / \sum C_i$$

where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

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

where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester carried forwarded for computation of the revised SGPA.

In case of improvement/backlog courses, the credits from the respective semesters are carried forwarded for computation of the revised SGPA.

Examinations Rules

For Ph. D programme in Economics/ Agricultural Economics/ Sociology/ Law and Economics/ Public Policy

The course work will be of one semester (August- December) duration with 16 credits and five courses.

Structure for Ph.D. Course Work

Course Code	Name of the Course	Credit Value	Marks		
			Internal/ Continuous Evaluation	End Semester Evaluation	Total
PhD001	Research Methodology	4	40	60	100
PhD002	Research and Publication Ethics	2	20	30	50
PhD003	Academic Writing	2	20	30	50
PhD004	Empirical Modelling	4	40	60	100
PhD005 ¹	Advanced Economic Theory- Microeconomics and Advanced Economic Theory Macroeconomics	2+2	20+20	30+30	50+50

A student has to qualify (non-F Grade) in each of the compulsory courses and the grade obtained would be used for final CGPA calculations. On the average, a minimum grade equivalent to 55% of marks has to be obtained by the student in order to be eligible to continue in the Ph.D. programme.

By the end of the Semester, I, Office of the Dean of Research and Publication will set up a RAC (Research Advisory Committee) for each student with the approval of Research and Recognition Committee (RRC) of the University and the Vice Chancellor.

Apart from these compulsory courses, if a PhD student wishes or his/her supervisor(s) or RAC members suggest to opt for any one course or more than one course of the Master Programme of the Institute in any semester, then students can register for the same as certificate course as per the existing rules governing Masters Programme in the Institute.

¹ Scholars who register under the faculty of Sociology, Public Policy, Population Studies, and Sustainable Development may have to undergo a course in lieu of this course.

Letter Grade and Grade Points

Marks	Grade	Grade Point
90 and above	O (Outstanding)	10
80 to 89.9	A+ (Excellent)	9
70 to 79.9	A (Very Good)	8
60 to 69.9	B (Good)	7
55 to 59.9	C (Average)	6
Below 55	F (Fail)	0
Absent	Ab (Absent)	0
Not Eligible	N.E. (Not Eligible)	0

Computation of CGPA $CGPA = \Sigma (C_i \times G_i) / \Sigma C_i$

where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

Classification of CGPA

S. No.	CGPA	Class/ Division
1	CGPA of 8 and above	High First Class
2	CGPA of 7.0 and above, less than 8.0	Middle First Class
3	CGPA of 6.0 and above, less than 7.0	Lower First Class
4	CGPA of 5.5 and above, less than 6.0	Second Class
5	CGPA of less than 5.5	Fail

For NEP compliant M. A/M.Sc. Program -----

II- 14 RULES FOR GRACE MARKS AND AMENDMENT OF RESULTS

Rules for Grace Marks for Passing in each course of passing:

- In case a candidate fails to get an aggregate of 40 per cent marks in a course, he / she shall be given not more than three grace marks by the Examination Committee to enable him to pass in that course.
- The grace marks will be added to the marks obtained by him/her in the end semester examination.
- The consolidated statement of grade sheet will carry the remark "Grace Marks" against such a course, in the remarks column (or prescribed by the Institute or UGC guidelines from time to time).

II- 15 Rules for Condonation:

- If a candidate fails only in one course, having passed in all the remaining courses, his/her deficiency of marks in that course up to a maximum of 10 marks will be condoned and these marks will be added to the concerned course. The student will be eligible for this facility only in one course during the tenure.
- The consolidated statement of grade will carry the remark “Condonation” against such course, (or prescribed by the Institute or UGC guidelines from time to time), in the remarks column.

II- 16 PROCEDURE TO DEAL WITH CASES OF UN-FAIR MEANS:

Disclaimer: This rule is applicable for mid term, semester end, backlog and supplementary examination.

Procedure to Deal with Cases of Unfair Means Resorted to by Students

II- 16.1 Definitions:

- a) Unfair Means (General Definition) Acts or omissions by students during the examination period that violate rules or integrity standards.
- b) Unfair Means Relating to Examination: Any direct or indirect attempt to commit, or threat to commit:
- Coercion
 - Undue influence
 - Fraud
 - Malpractice with the intention of gaining wrongful advantage for oneself or others, or causing wrongful loss to others.
- c) Unfair Means Material :Any unauthorized material related to the examination, including:
- Soft copy, printed, typed, or handwritten notes
 - Writing on question papers
 - Audio-visual aids
 - Charts, diagrams, maps, or drawings
 - Electronic devices or aids carried by the person, clothing, body, or otherwise brought into the examination hall.

Examinations Rules

d) **Possession of Unfair Means Material:** Having unauthorized material on one's person, desk, chair, table, inside the body or within reach inside the examination centre or its premises, from the start of the exam until its conclusion.

e) **Student Found in Possession :** A student reported in writing as being in possession of unfair means material by an authorized official (Junior Supervisor, Senior Supervisor, Vigilance Squad member, or other designated authority).

- This definition applies even if the material is destroyed, swallowed, snatched, or otherwise made unusable.
- A formal report must be submitted to the Controller of Examinations or Assistant Controller of Examinations by the authorized official.

II- 16.2 Procedure to be Followed by the Invigilator of the Examination Centre

In cases involving unfair means, the Invigilator shall adhere to the following procedure:

I. Surrender of Materials: The student shall be required to hand over to the Invigilator any unfair means material found in his/her possession, along with the answer script.

II. Authentication of Evidence:

- The student's signature shall be obtained on the seized material and the accompanying list.
- The Senior Supervisor and Invigilator shall also sign all relevant documents.
- The Invigilator or Senior Supervisor, or an authorized representative, may access electronic/digital copying material to establish evidence.

III. Recording of Statements:

- The Assistant Controller of Examination or an authorized representative shall record the written statements of the student (in the prescribed format), the Junior Supervisor, and the Senior Supervisor. (Appendix – III and III.1)
- If the student refuses to provide a statement, surrender material, or cooperate in evidence collection, this refusal shall be documented and signed by the Senior Supervisor and Assistant Controller of Examinations.

IV. Immediate Decisions Depending on the gravity of the case, the senior supervisor

- Obtain a written undertaking from the student that the decision of the competent authority shall be final and binding, and permit the student to continue the examination.
- Confiscate the student's answer script, mark it as a "suspected unfair means case," and issue a fresh answer script duly marked.
- Debar the student from that particular examination

Examinations Rules

II- 16.3 Procedure to be Followed by the Invigilator Detecting Unfair Means in Examination section

I. Preparation of Report: The invigilator or an authorized representative shall prepare a detailed written report outlining the suspected unfair means, supported by the relevant evidence. (APPENDIX – III)

II. Submission of Report: The report, along with the evidence, shall be submitted to the Controller of Examinations or Assistant Controller of Examinations for further consideration.

Submission of Reports and Evidence All relevant materials and documents, including:

- Statements of the Candidate, Junior Supervisor, and Senior Supervisor
- Reports of the Internal/External Senior Supervisor
- Course Expert's report if applicable
- All reports shall be recorded in a file under the "Unfair Means" and answer scripts must be forwarded to the Controller of Examination and the Unfair Means Committee.

III. In cases involving oral-type unfair means, the Junior Supervisor, Senior Supervisor, or any other authorized person shall:

- Record the facts of the incident in writing.
- Report the matter formally.
- Treat the case as a disciplinary issue subject to appropriate inquiry and action.

II- 16.4 Procedure of Inquiry in Cases of Unfair Means

I. Reporting of Cases: All cases of unfair means with prima-facie evidence during semester-end examinations shall be reported to the Controller of Examinations or Assistant Controller of Examinations. Such reports must bear the signatures of the Junior Supervisor, Senior Supervisor, and/or examiners.

II. Submission of Preliminary Report: The invigilator and senior supervisor or an authorised representative shall submit the case, along with the preliminary report, to the controller of examinations or assistant controller of examinations.

III. Referral to Inquiry Committee: If the controller of examinations is satisfied that a prima-facie case exists, the matter shall be referred to the Unfair Means Scrutiny Committee for further investigation.

IV. Results During Inquiry/Scrutiny: The examination results of the concerned student(s)—covering the entire season (including both Regular and Backlog examinations)—shall be withheld until the Competent Authority issues a final decision in the matter. The affected student(s) and the Constituent to which they belong shall be duly informed of this status.

II- 17 Appointment of Unfair Means Committee

A) Unfair Means Scrutiny Committee (The First Level Committee) For investigating cases of unfair means during mid term and semester-end examinations:

The Controller of Examination shall appoint an Internal Unfair Means/Disciplinary Committee. This committee shall consist of:

1. Controller of Examinations (Chairperson)
2. One senior faculty member nominated by the Controller of Examinations
3. Faculty members in charge of the programme (Program coordinator) of the concerned students

B) Prevention of Unfair Means Committee (The Second Level Committee): For investigating cases of unfair means during Mid term /semester-end examinations, the first level committee after scrutinizing may refer to the case to Prevention of Unfair Means Committee for further action like imposition of penalty etc.

This committee shall consist of:

1. Chairman (Appointed by VC)
2. Programme Co-ordinators (Nominated by VC)
3. Dean Student Affairs/ Dean Academic/ Dean Faculty
4. Registrar

C) Apex Committee (The Apex Level Committee) under Honourable Vice Chancellor:

The Apex Committee (The Apex Level Committee) will be the highest Committee to review the decision of earlier committees on unfair means/exam malpractices. The Committee shall meet when the student appeals after the decision of second level, ie Prevention of Unfair Means Committee.

II- 17.1 Procedure to be Followed:

- I. Review of Case: the Controller of Examinations (CoE), or an authorized representative appointed by the CoE, shall review all disciplinary/unfair means cases.
- II. Remarks and Submission: Remarks shall be recorded for each case and submitted for review and decision by the Unfair Means Scrutiny Committee (The First Level Committee)
- III. Committee Meeting: After meeting and scrutiny, the first level committee will referee the cases to the Prevention of Unfair Means Committee (The Second Level Committee). The COE office will arrange for the meeting of Second Level Committee.

Note:

- Any of the committees (if it feels so) may ask the student to present his/her case before the Committee, either in person or online.
- If the student fails to appear, the Committee shall proceed to take a decision in absentia.
- All the committee deserves the right to check the CCTV footage .

Examinations Rules

IV. Recommendation of Penalty: The second level: Committee members shall recommend the quantum of penalty after reviewing the evidence, documents, and any hearings conducted. (Appendix-IV)

V. Principles of Justice: The Committee shall ensure:

- The principle of natural justice has been upheld.
- The recommended penalty aligns with the categories of penalty prescribed by the University.

VI. Documentation and Reporting: Scanned copies of all correspondence—including the University's Unfair Means Committee decision, warning/termination letters, and acknowledgements by the student/parents—shall be filed by the Examination Section at the University as part of the official Action Taken Report.

II- 17.2 Recommended Categories and Quantum of Punishment

- Cases of unfair means identified, after due scrutiny and hearing, shall be forwarded to the Unfair Means Scrutiny Committee with appropriate and adequate evidence. These cases will then be presented before the Prevention of Unfair Means committee for further verification and action.
- The Prevention of Unfair Means Committee's decision regarding the quantum of punishment shall be final and binding on the student concerned.

Sr. No.	Nature of Un-Fair Means
1	*Possession or Use of Copying Material Possession of copying material related to the concerned course, or actual copying from such material—whether in print, electronic form, written on body parts, clothing, or otherwise—shall be treated as an act of unfair means.
2	**Possession or Mutual Copying of Answer Scripts Possession of another student's answer script—whether or not there is direct evidence of copying—or engaging in any form of mutual copying shall be treated as an act of unfair means
3	**Mutual Involvement in Unfair Means When more than one student is found to be involved in the act of unfair means, including mutual copying, the incident shall be treated as a collective violation of examination rules and dealt with accordingly.
4	** Smuggling in/ out of blank or written Answer Script—main or supplement/question paper as copying material.
5	Unauthorized alteration or falsification of supervisor signatures on examination scripts (main or supplementary) will be treated as a serious violation.
6	Placing currency notes inside examination scripts or attempting to bribe any individual associated with the conduct of examinations will be treated as a serious offense

Examinations Rules

7	Use of obscene language, acts of violence, or issuing threats at the examination centre by a student against the Junior Supervisor, Examiners, or fellow students will be considered a serious violation
8	Engaging in impersonation during a University Examination will be regarded as a serious violation
9	A student found resorting to unfair means multiple times within the same examination season will be subject to strict disciplinary action.
10	If a student previously subjected to disciplinary action for unfair means is found involved again in any such misconduct, it will be treated as a repeated violation and attract stricter penalties.
11	Use of any unfair means not specifically covered under the aforementioned categories, or any other conduct amounting to academic misconduct, will be treated as a violation.

II- 17.3 Recommended Quantum of Penalty (Indicative)

- I. Declaring the student Non-Eligible (NE) to be awarded a grade for the concerned course or recording the marks as "0" in that semester, even if the student was not debarred by the Senior Supervisor.
 - II. Debarring the student from appearing for the examination of the concerned course in the upcoming semester.
 - III. Stoppage of scholarship and restriction from appearing for placement opportunities.
 - IV. Deduction of a percentage of marks from the concerned course, either in the present examination (if the answer sheet is considered for evaluation) or in a future examination when the student next appears (if approved by the committee) for the course. The percentage of deduction shall be determined by the Second Level Committee.
 - V. In cases of severe offence, termination of studentship may be enforced.
- Note: The above list is indicative. The quantum of punishment may vary depending on the findings of both the First Level Committee and the Second Level Committee and the second level committee to decide the penalty.
- VI. Communication of Punishment; The competent authority at the University (Controller of Examinations / Assistant Controller of Examinations) or authorized officer shall inform the student in writing of the punishment imposed.
- A warning letter shall be issued to students receiving a warning

II- 17.4 Liberty to Appeal

- The student shall have the liberty to appeal the decision taken by the Prevention of Unfair Means Committee before the Apex Committee (The Apex Level Committee) under VC within one week,

Examinations Rules

once they receive the Prevention of Unfair Means Committee decision. The Apex Committee (The Apex Level Committee) will be the highest Committee to review the decisions of earlier committees on unfair means/exam malpractices. The Committee shall meet when it requires and recommend the final penalty.

II- 18 Issuance of Documents

The procedures and fees for obtaining transcripts, duplicate degree or diploma certificates, attestation, and verification are available on the Institute / University's website.

II- 18.1 Issuance of Duplicate Documents: (Statement of Grade Sheet)

- The candidate has to apply to the Examination section along with the prescribed fees through the ERP login.
- Duplicate documents will be sent to the candidate within 20 working days from the receipt of the application.

II- 18.2 Issuance of Duplicate Degree/ Diploma Certificate:

- The candidate has to apply to the Examination section along with the prescribed fees through the ERP login.
- With the application candidates should attach:
- Attested copy of any one of the following documents: a) Statement of Grade sheet, b) Degree/ Diploma Certificate.
- Affidavit, duly notarized.
- Off line / Online FIR copy of misplace of documents (wherever is available state wise)
- Duplicate degree or diploma certificate will be sent to the candidate within one month from the receipt of application along with the requisite fees.

II- 18.3 Issuance of Transcripts:

- The Institute / University alumni should visit the Institute / University website to obtain their transcripts.
- The transcript process will be completed within 30 working days from the date of receiving the application and requisite fees.
- The transcript softcopy can only be forwarded directly to the Indian or foreign university by the University if required.
- An application form is available on the Institute / University website for alumni.

Examinations Rules

II- 18.4 Document Verification – Pass out students: (APPENDIX – V)

- Access the Verification Form: Students or verification agencies must complete the verification template form available on the institute's website:
<https://gipe.truecopy.in/fe/v2/files/submitdocverify.tc>.
- Provide Student Information: Fill in the table with the required details of the student whose documents are being verified.
- Upload the Completed Form: Submit the filled .docx template in the designated upload field.
- Attach Supporting Documents: Upload a scanned PDF copy of the student's grade sheet or certificate as additional proof.
- Proceed to Payment: You will be redirected to the online payment gateway to complete the verification fee transaction.
- Approval by Institute Authority: After payment, the submitted documents are forwarded to the Controller of Examinations via email for approval.
- Receive Verified Copy: A verified copy of the document will be sent to the email address specified in the form, typically within 3–4 working days.

Section - III

III- 1. APPENDIX – I

Certificate Regarding Physical Limitation in Writing

This is to certify that I have examined Mr./Ms./Mrs. _____ (name of the candidate with disability), who is a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____, residing at _____ (Village/District/State).

It is hereby stated that he/she has a physical limitation which hampers his/her ability to write owing to the said disability.

Signature Chief Medical Officer / Civil Surgeon / Medical Superintendent, Government Health Care Institution

Name & Designation: _____

Name of Government Hospital/Health Care Centre with Seal

Place: _____ Date: _____

Note: This certificate should be issued by a specialist in the relevant field of disability (e.g., Ophthalmologist for visual impairment, Orthopaedic Specialist/PMR for locomotor disability, etc.).

Examinations Rules
III- 2. APPENDIX – II

Letter of Undertaking for Using Own Scribe

I, _____, a candidate with _____ (name of the disability), appearing for the _____ (name of the examination) bearing Roll No. _____, at _____ (name of the centre) in the District _____, _____ (name of the State). My qualification is _____.

I hereby state that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned during the aforesaid examination.

I further undertake that his/her qualification is _____. In case it is subsequently found that his/her qualification is not as declared by me and is higher than my own qualification, I shall forfeit my right to the post and any claims arising therefrom.

Signature of the Candidate with Disability

Place: _____ Date: _____

III- 3. APPENDIX – III

PART-A (STATEMENT OF THE CANDIDATE)

PART-B TO BE FILLED BY THE EXMINATION (For Office use)

Countersigned by:

Name & Signature of Invigilator _____

Senior Supervisor: _____

Date: _____

Evidence of unfair means: Attached (please mention the type and number of documents)

Office of Controller of Examinations: Received the complaint and evidence (s)

Name and Signature: _____

Receipt for Forfeited Item(S)

(Keep a copy of this receipt with the examination section)

Receipt No.: _____

Date: _____

This is to acknowledge that the Examination Section has forfeited and taken into custody the following item(s) from the student mentioned below, as per the examination rules:

Student Details

Name of Student: _____

Roll No.: _____

Programme / Semester: _____

Course Code & Title: _____

Examination Date & Session: _____

Details of Forfeited Item(s)

1. Description of Item: _____
(e.g., Mobile Phone / Smart Watch / Calculator / Written Material)
2. Brand / Model (if applicable): _____
3. Colour / Identifying Marks: _____
4. Quantity: _____

The above item(s) have been forfeited due to violation of examination rules. The student is hereby informed that the item(s) shall be retained by the Examination Section and dealt with as per the decision of the competent authority / Unfair Means Committee. The student shall have no claim over the item(s) unless otherwise decided by the authority.

Examinations Rules

Acknowledgement by Student

I acknowledge the forfeiture of the above-mentioned item(s) and agree to abide by the decision of the competent authority.

Signature of Student: _____

Name: _____

Date: _____

For Examination Section

Name of Invigilator / Senior Supervisor: _____

Signature: _____

Date: _____

Official Seal of Examination Section

Examinations Rules

III-3.1 APPENDIX – III.1

Report of the Junior Supervisor (Invigilator)

Date: ____ / ____ / ____

To,

The Controller of Examinations,

GIPE

Sir/Madam,

I am submitting herewith my report regarding the case of unfair means committed by Roll No. _____ for the Course _____.

I have verified the evidence, including the answer script provided to me, and would like to state the following:

- The contents found on the copied material are related to the course: Yes / No
- The candidate has copied the material into his/her answer script: Yes / No
- Observations:

I hereby confirm that the above details are correct to the best of my knowledge.

Thanking you,

Signature: _____

Name: _____

Classroom No. _____

Examination Time: _____

Contact Number: _____

Examinations Rules

III- 4. APPENDIX – IV

Disciplinary / Internal Unfair Means Scrutiny Committee Report

Day & Date of Meeting: _____ Time: _____

Venue: _____

A. Student Details

- Name of the Candidate: _____
- Roll No.: _____
- Programme: _____
- Course (Unfair Means Resorted): _____
- Semester: _____
- Batch: _____
- Date of Exam: _____
- Time of Exam: _____ to _____

B. Nature of Complaint _____

C. Observations of the Committee _____

D. Recommendation of the Committee _____

Members of the Committee

Name of Member

Signature

1)

2)

3)

Note:

- A written notice must be sent to the student to attend the meeting. (If require)
- Attendance of the student should be recorded (If require)
- The student must be informed of the rules pertaining to unfair means and associated punishments.

III- 5. APPENDIX – V

Date:

EDUCATIONAL VERIFICATION

This is to confirm the information as follows:

Name of Student	
Course	
Month / Year of Joining	
Month / Year of Passing	
Roll No / Seat Number	
Degree	
Final Passing Percentage	
Class	
Remarks	

Verified by:
GIPE

III- 6. Annexure – VI

Standard Operating Procedure (SOP) Mid-Term Re-Examination Application Process

Procedure

1. Application Collection

- The concerned student shall collect the Application Form for Mid-Term Re-Examination from the Academics Section.
- A reference copy of the application form is attached for guidance.

2. Form Completion and Document Attachment

1. The student must fill in all required details in the application form.
2. Supporting documents (e.g., Medical Certificate, Letter of Approval, or an email from the concerned authority) must be attached.
3. The completed application and documents must be submitted within the stipulated time period.

3. Faculty and Programme Coordinator Endorsement

1. The student must obtain the faculty undertaking signature.
2. The Programme Coordinator shall provide their recommendation on the application.

4. Dean's Approval and Submission to the Academics Section

1. After obtaining the faculty undertaking, Programme Coordinator's recommendation, and Dean's approval, the student shall submit the application to the Academics Section.

5. Verification by the Academics Section

1. The Academics Section will verify all details and attached documents.
2. Upon successful verification, the Academics Section will sign the application form and forward it to the Controller of Examinations (COE) office for further processing.

6. COE Office Approval and Scheduling

- The COE office will review the application and obtain approval from the COE.
- Once approved, the COE office will schedule the re-examination.
- Notification of the scheduled re-exam will be communicated to the student, faculty, Programme Coordinator, and Academics Section through the ERP system.

Only in cases of extreme medical reasons, where the student is unable to travel to campus, the Academic Coordinator of the respective program from the Academic team may, upon receiving a formal request from the student, collect the required signatures. In all such cases the student needs to do the follow up patiently.

III- 6.1 Annexure – VI (Form)

Gokhale Institute of Politics and Economics
(Deemed to be University u/s 3 of the UGC Act, 1956) Pune, Maharashtra 411004)

Application for Mid-Term Re-Examination

Date: _____

1. Student Details

- Name of Student: _____
- Programme / Batch: _____
- Roll Number / ERP ID: _____
- Contact Number: _____
- Email ID: _____

2. Nature of Request (tick whichever applicable) (by the student)

- ☐ Academic activity (Conference / Competitive Examination / Workshop / Others)
- ☐ Non-academic activity (Specify: _____)

3. Reason for Request (to be filled by the student) (attach document duly verified by the Course Coordinator)

Signature of the Student (with date)

4. Faculty Undertaking

I undersign and declare that I shall submit the question paper for the subject mentioned against my name as and when the CoE office instructs and hand over the same to the coordinator three days in advance of the date of examination.

Sr No	Name of the course (s)	Name of the faculty	Signature

Examinations Rules

5. Recommendation by Programme Coordinator

☐ Recommended

☐ Not Recommended

Remarks: _____

Signature of Coordinator: _____ Date: _____

6. Dean's Approval:

Sr No	Activity	Signature of Dean	
A	Only academic activity (check point no 2)	Academics	☐ Approved ☐ Not Approved
B	Non-Academic Activity (check- point no 2)	Student Affair	☐ Approved ☐ Not Approved
		Academics	

7. Document verified and collected by :

Academic Office: Name and signature with Date

8. CoE Office

- Supplementary / Re-exam scheduled on: _____
- Invigilation & arrangements: _____
- Fees (if applicable): _____

Signature of Assistant CoE: _____ Date: _____

ERP Cell: Information updated on Date

Name and Signature:

Signature of CoE: _____ Date: _____

Instructions for Students:

1. Submit this application at least 5 working days in advance of the first date of the midterm examination.
2. Attach supporting documents (conference letter, exam admit card, medical certificate, etc., where applicable).
3. Ensure the Programme Coordinator forwards the form with a clear recommendation.
4. Applications without complete signatures will not be processed.

III.7. Contact Details of Examination Section:

Name of the Programme/Person	Email ID
Controller of Examinations:	controllerofexamination@gipe.ac.in
Assistant Controller of Examinations:	assistantcoe@gipe.ac.in
BSc. Economics and Data Science :	bscexam@gipe.ac.in
M.A. Economics :	maexam@gaipe.ac.in
M.Sc. Economics (IBEF, Economics, PP):	mscexam1@gipe.ac.in
M.Sc. Economics (GPGE, FE, AE, PSHE):	mscexam2@gipe.ac.in
PGPFE Programme:	pgpfeexam@gipe.ac.in
Ph.D. Programme:	phdexam@gipe.ac.in

Contact number:

- 020-02025683390 / 020-02025683383

III.7.1. Communication Protocol For Students:

All communication made by examination section to students will be through ERP system only. Students are strictly advised to follow the guidelines below for any examination-related communication.

❖ **Official Channel for Communication**

All specific examination-related queries must be sent only to the official Program Email ID for examinations of that particular program.

The appropriate email ID as listed below:

- mscexam1@gipe.ac.in - Programme M.Sc. Economics (IBEF, Economics, and PP) - Handled by Mr. Ulhas Dangat
- mscexam2@gipe.ac.in - Programme M.Sc. Economics (GPGE, FE, AE, and PSHE) - Handled by Mr. Shrikant Katkar
- bscexam@gipe.ac.in - Programme B.Sc. Economics - Handled by Mr. Tejas Walje
- bscdsexam@gipe.ac.in – Programme B.Sc. Economics (Data Science) – Handled by Mr. Shrikant Katkar
- maexam@gipe.ac.in - Programme M.A. Economics - Handled by Mr. Ulhas Dangat
- pgpfeexam@gipe.ac.in - Programme PGPFE - Handled by Mr. Tejas Walje
- assistantcoe@gipe.ac.in - Assistant Controller of Examinations - Mr. Tejas Walje
- phdexam@gipe.ac.in - **Ph.D. Programme** - Handled by Mr. Ulhas Dangat

Examinations Rules

- ❖ Email format

Students must address their emails as follows:

To: **Concerned Program Email ID of examination as stated above**

CC: Controller of Examinations (COE) and Assistant Controller of Examinations (Assistant COE)

- ❖ Any general query to be addressed to the Assistant COE id CC to COE.

Students are strictly advised not to send emails to multiple faculty members or administrative staff regarding examination matters (mid-term and semester-end exams) unless required.

******End******

