

ASSAM SKILL UNIVERSITY (ASU) ORDINANCE OF EXAMINATION



ASSAM SKILL UNIVERSITY
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Assam, India

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ASSAM SKILL UNIVERSITY (ASU) ORDINANCE OF EXAMINATION

In exercise of the power under Section 25 (a) read with Section 26 (a) (ii) of the Assam Skill University Act. 2020

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| 1 | Short Title
Commencement | <p>1.1. These Ordinances shall be called the ASSAM SKILL UNIVERSITY (ASU) ORDINANCE OF EXAMINATION. It shall come into force with effect from the date of notification after approval by the Executive Council.</p> <p>1.2. The ASSAM SKILL UNIVERSITY (ASU) ORDINANCE OF EXAMINATION is applicable to the Under-Graduate Degree, Post-Graduate Degree, Certificate and Diploma Programs of the University.</p> <p>1.3. The “Ordinance” shall mean the Ordinance of Assam Skill University, framed under section 24 of Assam Skill University Act,2020.</p> <p>1.4. Any abbreviation or shortened form of word shall represent and mean exactly that word as defined in the Act, the Statutes, this Ordinance, Manuals, and such other documents of the University as may be framed from time to time.</p> |
| 2 | Objectives | <p>The objectives of the Assam Skill University (ASU) Ordinance of Examination of the University are:</p> <p>2.1. To maintain the highest standards of academic integrity and fairness in the examinations system.</p> <p>2.2. To establish guidelines for fair, secure, and standardized examination procedure, utilizing advanced technologies to prevent malpractices and to ensure credibility of the Examinations.</p> <p>2.3. To implement a robust system for question paper setting, administration of examination, grading, and re-evaluation, ensuring an accurate assessment of students’ knowledge and skills.</p> <p>2.4. To define protocols for handling cases of academic misconduct with appropriate consequences to uphold academic honesty.</p> <p>2.5. To confirm that the course outcomes and programme outcomes of the course and programme respectively and reflected in the overall assessment process.</p> <p>2.6. To deal with any other matter with respect to examinations and assessments in ASU.</p> |

3 Definitions

In this ordinance, unless the context otherwise requires:

- 3.1. "Act" means the Assam skill University Act, 2020.
- 3.2. "University"/"ASU" means the Assam Skill University established under the Assam Skill University Act, 2020.
- 3.3. "VC" means Vice-Chancellor of Assam Skill University.
- 3.4. "Course of study" means a structured academic curriculum leading to the award of degrees, diplomas, or certificates as approved by the University.
- 3.5. "CoE/COE" means Controller of Examination of the University, appointed by the Executive Council, and who bears the authority to hold examinations and to ensure that results are declared on time.
- 3.6. "Assessor"/ "Examiner"/ "Evaluator" means an appointed individual with expertise in a particular subject or area of study who evaluates and assesses students' academic performance in specific courses or examinations.
- 3.7. "Invigilator" means the faculty member or a person who has been assigned duty in the examination hall.
- 3.8. "Scrutiniser" means an academic expert appointed to review and ensure fairness and consistency of assessment processes and grading methods conducted by faculty members or assessors in various courses.
- 3.9. "Moderator" means an academic expert appointed to review the question paper set by the 'paper setters' to remove inconsistency and ensure that the question papers are in proper order & format.
- 3.10. "Student" means a student who has taken admission into a program under Assam Skill University.
- 3.11. "Benchmark disability" means someone who has at least 40% disability of any type recognized under the Rights of Persons with Disabilities (RPWD) Act, 2016.
- 3.12. "Amanuensis" means a person who writes down or types a candidate's dictated answers to the questions in an examination.
- 3.13. "Assessment" means a continuous and comprehensive process of gauging students' learning progress, knowledge, skills, and competencies throughout their academic journey. It involves multiple evaluation methods such as assignments, class participation, practical demonstrations, etc.
- 3.14. "Examinations" means formal and systematic assessment conducted at specific intervals to evaluate students'

- understanding and retention of course content. It typically includes written or practical tests conducted under controlled conditions to assess students' knowledge and proficiency in the subject matter. Examinations contribute to the summative evaluation and determine students' academic performance and final grades in the course.
- 3.15. "Gradesheet" means statement of grades and/or marks issued by the University to the students.
- 3.16. "Final Gradesheet" means the consolidated statement of marks issued by the University after completion of all semester-based examinations.
- 3.17. "Certificate" means the certificate issued by the University to the students.
- 3.18. "Examination Centre" means an institution or place approved by the University to conduct examinations of the University.
- 3.19. "Standard Operating Procedure (SOP)" means the written Rules, Regulations, Procedures and norms of Examinations framed by the University and approved by the Executive Council.
- 3.20. "Examination Superintendent" means an authorized individual appointed by the Controller of Examinations with the approval of VC, who is responsible for overseeing and managing the conduct of examinations, ensuring a smooth examination process, and maintaining examination integrity & secrecy. Normally the Head of the Department(HoD)s will play the role of Examination Superintendent, who will work as representative of CoE in respective examination centres.
- 3.21. "HoD" means the Head of the concerned Departments of the Assam skill University.
- 3.22. "NSQF" means the National Skills Qualifications Framework. A competency-based framework that organizes qualifications according to levels of knowledge, skills, and aptitude.
- 3.23. "NCrF" means the National Credit Framework framed by the Ministry of Education, Government of India.
- 3.24. If anything is not defined in this Assam Skill University (ASU) Ordinance of Examination, the definition provided in the Assam skill University Act, 2020 shall prevail.
- 3.25. The provisions of the Assam skill University Act, 2020 shall prevail in case of any contradiction contained in this ordinance.

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| 4 | Examination Committee | <p>4.1. The “Examination Committee” is an apex body for conduct of examinations and related matters of the University to be chaired by the Vice-Chancellor. The committee will comprise of members nominated by the Vice-Chancellor and the Controller of Examination would be the member convenor of the committee.</p> <p>4.2. The function of Examination Committee is to confirm and accomplish quality examinations, publish results in time and award certificates to the students who completed all the requirements and passed the examinations successfully. The ordinance, rules & regulations/ guidelines of the examinations will be framed by the Examination Committee, to be ratified by the Executive Council.</p> <p>4.3. Detailed examination pattern for Certificate Examination, Diploma Examination and Degree Examination will be finalized by the Examination Committee.</p> <p>4.4. The rates and operating procedures for provision of remuneration and / or honorarium related to examination matters will require prior approval of the Vice-Chancellor, which may be reviewed and notified time to time.</p> |
| 5 | Confidentiality of the Examination Branch | <p>5.1. The confidential works of the examination branch, to be carried out by the Controller of Examinations, except in cases where the orders for taking approval of Vice-Chancellor has been issued by the VC, especially in financial matters. Such delegations and approvals will be intimated to the Executive Council from time to time.</p> |
| 6 | General Guidelines | <p>6.1. The rules and regulations below with regard to examinations shall be applicable to all the students who are studying at the University in any mode.</p> <p>6.2. Students shall appear in the examination for the registered subjects/ papers only.</p> <p>6.3. Any person who has been expelled or rusticated from the University or has been debarred from appearing in the University examination for any reason shall not be permitted for any examination during the period for which the punishment is in operation.</p> <p>6.4. An amanuensis shall be allowed in case of visually impaired students or the students who are unable to write</p> |

the examination with their own hands due to physical deformity, an accident, or a disease.

- 6.5. The University shall lay down the eligibility conditions for appearing in the examination, such as minimum attendance in the regulations/ rules of the programmes, clearance of fees of the University etc.
- 6.6. No regular student will appear in the examination of the University if s/he:
 - 6.6.1. Has concealed valuable information from the University at the time of admission.
 - 6.6.2. Has been prosecuted in any case of indiscipline as per ASU rules.

7 Examinations

- 7.1. End Term Examination is the final examination conducted by the University at the end of each Semester and Summer Term, as applicable, during the dates specified in the Academic Calendar.
- 7.2. The detailed schedule of the End Term Examinations conducted by the University shall be published/ announced by the Controller of Examinations at least 01 (one) month before the scheduled date of examinations.
- 7.3. The End Term (Final) Examination shall be held at the designated examination centres of the University.
- 7.4. The Mid Term Examinations or the Sessional Examinations of the University shall be conducted by the HoDs of the concerned Departments/ Faculties/ Institutes on the dates specified in the Academic Calendar.
- 7.5. The detailed schedule of the Mid Term Examinations will be published/ announced by the HoDs concerned, at least 01 (one) week before the scheduled date of Mid Term Examinations.
- 7.6. The final Examinations of the Summer Term, where applicable, shall be conducted by the Controller of Examinations on the dates specified in the Academic Calendar. The Summer Term Final Examination shall be held at the designated examination centres of the University.
- 7.7. The detailed schedule of the Final Examinations of the Summer Term shall be published/ announced by the Controller of Examinations at least 01 (one) month before the scheduled date of the Final Examinations of the Summer Term.

- 7.8. The Mid Term Examination of the Summer Term, where applicable, shall be conducted by the HoDs concerned in their respective Faculties/Institutes.
 - 7.9. Special Examinations, if any, is the supplementary examination, conducted after End Term Examination, i.e. a second chance available to students to appear at the End Term (Final) Examination, shall be conducted by the University at designated centres of the University.
 - 7.10. The schedule of the Special Examinations shall be published/ announced by the Controller of Examinations in consultation with Dean.
 - 7.11. The Final Examinations for Practical, Jury, Viva Voce, Project Evaluation, etc., as applicable shall be conducted by the Examination Superintendent in consultation with their respective Faculties/ institutes under the supervision of dean.
 - 7.12. The detailed scheduled of the final examinations shall be published by the Controller of Examinations in consultation with HoDs concerned and Dean at least a month before the commencement of the Practical/ Jury/ Viva Voce, etc., Examinations.
 - 7.13. All other continuous assessment examinations/ tests/ assessments shall be conducted by the respective faculty member's / Course instructors as per the schedule announced in the respective Programme plan. The HoDs concerned shall be responsible for the smooth and timely conduct of such continuous assessments and the declarations/ publication of the results/ marks obtained in these continuous assessments/ tests.
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8. Controller of Examination
 - 8.1. The Controller of Examinations (COE) shall be the Principal Officer for conducting the Examinations of the University.
 - 8.2. The COE will be responsible for conducting examinations and evaluation of the Answer Books of the End Term Examinations and declaring the results of the End Term Examinations of the University.
 - 8.3. The Controller of Examinations, in consultation with the Dean and the approval of the Vice Chancellor, shall prepare and publish a schedule of examinations for each program conducted by the University at least 01 (one) month before the scheduled date of examinations.
 - 8.4. The Controller of Examinations of the University shall maintain the list of examining bodies, examiners etc.

proposed by the Chairman, Board of Studies, duly scrutinized and approved by the VC.

- 8.5. The Controller of Examinations of the University shall maintain a panel of Paper Setters, Moderators, Internal and External Examiners for each course from the list given by the Chairman, Board of Studies and approved by the VC.
- 8.6. The Paper Setter, Internal and External Examiners etc. shall be appointed from an approved panel list. In case of unavailability of Paper Setter and Examiner etc. so listed, another Paper Setter and Examiner etc. shall be appointed with the discussion of the Dean.
- 8.7. COE may add or remove the names of paper setter/ external examiner as and when required with the approval of VC.
- 8.8. The Controller of Examinations shall send intimation to the Paper Setter, Examiner and Moderator (as applicable) regarding their appointment with appropriate instructions, guidelines relating to the paper setting/ assessment, as the case may be.
- 8.9. The Controller of Examination (CoE) prepares an examination calendar and accordingly issue an examination timetable from time to time.
- 8.10. All examinations of the University shall be held at Assam Skill University campus, unless otherwise stated as per the examination notification released by the Controller of Examination (CoE).

9 Preparatory action
for Examination

To conduct the examination smoothly in the University, the following procedure will be followed by the CoE in addition to others:

9.1. Appointment of examiners & assessors

- 9.1.1. The examiners and assessors shall be the faculty member who have taught the course at the University or in another university/ or affiliated colleges/ institutions or an industry expert, related to the course.
- 9.1.2. The Dean/Head of the Department (HoD), after necessary scrutiny, shall forward the list of examiners and assessors with their experiences (in years) to the CoE for necessary approval of the Vice Chancellor (VC) & the Examination Committee.

- 9.1.3. All question papers and practical assignments of the department will be duly moderated by faculty members who are associated with the teaching of the course (s) concerned or other subject experts etc.
- 9.1.4. The examiners/ assessors shall primarily focus on the student assessment in theoretical knowledge and assessment of students in acquired skills through practical application. They also confirm that the program outcomes and course outcomes of a particular program and a course have been reflected in the evaluation process.

9.2. Setting of question papers

- 9.2.1. As per schedule specified in academic calendar, all processes and necessary action shall be initiated by the office of the CoE to conduct the examinations.
- 9.2.2. Request letter will be issued by the CoE to all the appointed paper setter to set the confidential question paper(s), mentioning important elements such as proper instruction, course outcomes, program outcomes, proportionate marks distribution, due date of submission, authority to whom the question papers are to be submitted, etc.
- 9.2.3. All individuals involved in the confidential works must have to maintain confidentiality.
- 9.2.4. The paper setters must ensure that the question paper is error-free.
- 9.2.5. All question papers shall be submitted within due dates to the CoE in a sealed cover.
- 9.2.6. All the question papers shall be duly moderated before finalization.
- 9.2.7. In case of open book examination, the examiner will clearly specify the kind of study material/ laptop that will be allowed with students during the examination.

9.3. Appointment of moderator

- 9.3.1. The Dean/ HoD shall forward the list of moderators to the CoE for the necessary approval of competent authorities. The moderator shall be an academician from the University or from other Higher Education Institutions (HEIs), who is competent (academically, or experience wise, or both) in the field in which s/he is called upon to moderate.
- 9.3.2. Role of Moderator is as follows:
- 9.3.3. To check the accuracy of the question papers; more importantly, ensuring the questions that have been set are

suitable, appropriate, and relevant for the level, for which they are intended to be addressed.

- 9.3.4. Moderate all questions of the paper, paying particular attention to the language and spellings.
- 9.3.5. Moderate the making pattern including moderating the outline of model answers for essay-type or open-ended question and the allocation of marks for each part/section or step.
- 9.3.6. Moderate the general instructions on the front cover of the question paper, including module name, code, time allocation, and any other instructions from the CoE office.
- 9.3.7. The moderator needs to ensure the difficulty levels of the questions are properly distributed.

9.4. Invigilation and related activities

- 9.4.1. All faculty members of the Department/Schools and research scholars may be assigned invigilation duties.
- 9.4.2. The nominated invigilators are required to collect examination material from the Examination Superintendent/ Examination Branch, 20 minutes before the commencement of the examination.
- 9.4.3. All invigilators are required to reach their assigned examination hall at least 15 minutes before the start of the examination, after collecting the question papers and the examination materials comprising:
 - a. Envelopes of question papers/ bundles of blank answer scripts.
 - b. Attendance sheets of students.
 - c. Absentee proforma/ attendance statement.
 - d. Top Sheets/ Leave Register.
 - e. Any other material as per the requirement.
- 9.4.4. Answer scripts/sheets will be issued 7-10 minutes before the examination.
- 9.4.5. The invigilator should ensure that the seating arrangements have not been disturbed and all seats/ desks are in order, and the students are seated as per seating plan.
- 9.4.6. Question papers will be issued 5 minutes before the start of the examination.
- 9.4.7. Invigilators will ensure that students' study material relating to the examination and or unauthorized material is kept at a place designated by the invigilation staff outside the examination hall. However, for open book

examination, the students may be allowed to keep the specified study material/ laptop with them or as per direction of the CoE.

- 9.4.8. Candidates coming late by more than one (01) hour time will not be allowed to enter in to the examination hall. The student arriving late will be asked to report to the Examination Superintendent/ CoE, who may allow the student to appear as per his/her discretion, but no extra time will be given.
- 9.4.9. Mobile phones or any other electronic gadgets will not be carried inside the examination hall. Non-programmable calculators may be allowed in some specific examinations with prior approval from the CoE.
- 9.4.10. Answer scripts are to be collected immediately after the examination is over, checked with the absentee list, and arranged serially before handing over to the CoE or the person who has been authorized for the purpose.
- 9.4.11. No candidate will be allowed to leave the examination hall for first half an hour from commencement of examination. If a candidate leaves the examination hall before one hour, he/she shall not be permitted to carry the Question Paper.

9.5. Evaluation of answer scripts

- 9.5.1. Answer scripts of the respective question papers shall be evaluated by the pool of Assessors. All answer scripts shall be evaluated and submitted to the office of the CoE within date mentioned in the appointment letter.
- 9.5.2. This shall be ensured that the marking has been applied fairly on assignments and the marking scheme/ grading criteria have been consistently applied before submission.
- 9.5.3. The assessor will grade the evaluation sheets and return the graded sheets to the office of the CoE .
- 9.5.4. Remuneration process will be approved by the competent authority, which may be change from time to time.

9.6. Role of Scrutinizer/ Head Examiner is as follows:

- 9.6.1. To check that each answer has been properly marked and that the marks have been correctly entered in the performance sheet.
- 9.6.2. To check that each section of the examination paper has been marked.
- 9.6.3. Scrutinizers will use a different color or ink (preferably green) as against the Examiner (preferably red), for the purpose of differentiation between the two. Scrutinizers

		will include brief comments/ annotations next to answers on scripts, if necessary.
		9.6.4. To check the accuracy of all totals.
		9.6.5. To report to the Head Examiner if any anomalies noticed.
		9.6.6. Head Examiner will finalize the marks considering all the reports of the scrutinizers.
		9.6.7. One or more Head Examiners may be appointed based on the number of examinees.
10	Weightage of Examination	<p>10.1. The weightage of the continuous assessment by the respective departments of the concerned School will be as per the scheme dully approved by the Academic Committee/Skill Council from time to time with separate notifications.</p> <p>10.2. The weightage of the Theory & Practical of the End Semester Examination will be as per the scheme dully approved by the Academic Committee/Skill Council from time to time with separate notifications.</p> <p>10.3. To pass in Practical, OJT, Internal Assessment, continuous evaluations and any other related hands-on assessments, students will have to secure minimum 50 percent of marks in each course. For evaluations in Theory examinations, students will have to secure minimum 40 percent of marks to pass.</p> <p>10.4. The credit and marks allocations shall be as per the credit framework published by the University.</p>
11	Declaration of Result	<p>11.1. CoE will compile the results of the end semester exam manually or with the help of software developed for this purpose.</p> <p>11.2. All results will be declared by the CoE after necessary approval from the VC.</p> <p>11.3. The continuous evaluation process will be at the faculty / instructor level, in supervision of the HoD. The marks or grades of the continuous evaluation should be submitted to the office of the Controller of Examinations in time for timely declaration of results.</p>
12	Re-examination	12.1. Re-examination for the students who failed in certain Courses, if any shall be conducted by the office of the

- Controller of Examinations within two months from the date of declaration of results.
- 12.2. If the student fails in the re-examination, he/she will be given another opportunity to pass the relevant course in the next year.
- 12.3. A student who for whatever reasons is not able to complete the programme within the normal period or the minimum duration prescribed for the programme, may be allowed two years period beyond the normal period to clear the backlog to be qualified for the degree. The general formula, should be as follows:
- (a) Time Span= $N+2$ years for completion of programme. Where, N stands for the normal or minimum duration prescribed for completion of the programme.
 - (b) In exceptional circumstance a further extension of one more year may be granted. The exceptional circumstances be spelt out clearly by the relevant statutory body concerned of the university.
 - (c) During the extended period the student shall be considered as a private candidate and also not be eligible for ranking.
- 13 Special Examination 13.1. If a student has missed semester examination (mid-term/end-term) in a subject, for whatsoever reason, it may be treated as a special case after being satisfied on the genuineness and gravity of the case. The special examination will be conducted for the student upon necessary approval from the VC of the university.
- 14 Grading System 14.1. A Letter Grade shall signify the level of qualitative/quantitative academic achievement of a student in a Course, while the Grade Point shall indicate the numerical weight of the Letter Grade on a 10-point scale.
- 14.2. There shall be 10 (ten) Letter Grades bearing specific Grade Points as listed in the Table below, where the Letter Grades 'O' to 'P' shall indicate successful completion of a Course, while 'F' shall indicate 'fail' and AB represent Absent & W represent Withheld of the result.

Table 1: Marks to Letter Grades and Grade Point Conversation for each paper (Under 10 point Scale System)

Marks Range Out of 100	Letter Grade	Grade Point	Description
90-100	O	10	Outstanding
80-<90	A+	9	Excellent
70-<80	A	8	Very Good
60-<70	B+	7	Good
50-<60	B	6	Above average
45-<50	C	5	Average
40-<45	P	4	Pass
0-<40	F	0	Fail
-	AB	0	Absent
-	W	0	Withheld

Table2: For Final CGPA and Final Grade for Course

CGPA Range	Final Grade	Description
09.50-10.00	O	Outstanding
08.50-09.49	A+	Excellent
07.50-08.49	A	Very Good
06.50-07.49	B+	Good
05.50-06.49	B	Above average
04.25-05.49	C	Average
04.00-04.24	P	Pass
00.00-03.99	F	Fail

■ **Weighted % (WP)**

$$\text{Weighted \% (WP)} = \frac{\sum_{i=1}^k C_i p_i}{\sum_{i=1}^k C_i} \dots\dots\dots(1)$$

Where, C_i : Number of credits of the i^{th} paper
 p_i : Marks obtained (out of 100) in the i^{th} paper
 k : Number of papers in the semester
 $i = (1, 2, 3, \dots, k)$

Grade Point
Average

14.3. Semester Grade Point Average (SGPA)

14.3.1. The Semester Grade Point Average (SGPA) of a student in a Semester shall be the weighted average of the Grade Points secured by the student in all the Credit Courses he/she registered in that Semester, irrespective of whether he/she could or could not complete the Courses. More specifically, the calculation of SGPA shall take into account the Courses graded with Letter Grades 'O' to 'F' as given in Table 1 above.

14.3.2. The SGPA of a student in a Semester shall be calculated on a 10-point scale using Equation (2)

$$\text{SGPA} = \frac{\sum_{i=1}^k C_i g_i}{\sum_{i=1}^k C_i} \dots\dots\dots(2)$$

Where, C_i : Number of credits of the i^{th} paper
 g_i : Grade points earned in the i^{th} paper
 k : Number of papers in the semester
 $i = (1, 2, 3, \dots, k)$

14.4. Cumulative Grade Point Average (CGPA)

14.4.1 The Cumulative Grade Point Average (CGPA) of a student in a Semester of a Programme shall be the accumulated weighted average of the Grade Points secured by the student in all the Credit Courses he/she registered and successfully completed so far starting from the enrollment in the Programme. In other words, taking into account all the Courses graded with 'O' to 'P' as given in the above Table1, generally the CGPA of a student shall be calculated starting from the first Semester of his/her enrolled Programme, while the CGPA of a lateral-entry student shall be calculated starting from the Semester of his/her enrollment.

14.4.2. The CGPA of a student in a Semester shall be calculated on a 10-point scale using Equation (3) up to two decimal places.

$$\text{CGPA} = \frac{\sum_{i=1}^n C_i g_i}{\sum_{i=1}^n C_i} \dots\dots\dots(3)$$

Where,

C_i : Number of credits of the i^{th} paper
 n : Total number of papers in the program
 g_i : Grade points earned in the i^{th} paper
 $i = (1, 2, 3, \dots, n)$

14.5. The CGPA shall be convertible into equivalent percentage of marks using Equation below:

$$\text{Equivalent percentage of marks} = 10 \times \text{CGPA} \dots\dots\dots(4)$$

14.6. Grading System may be changed, update, amended time to time depending on the course, curriculum, programme, marking pattern etc.

14.7. Academic Bank of Credit (ABC) will be maintained as per University Grants Commission (UGC).

- 14.8. Academic Credits earned, if any, by a student from other recognized authorities may be accepted and added to the Academic Bank of Credit of the student.

15 Unfair Means
Committee (UMC)

Unfair Means & Expulsion

- 15.1. In the examination hall, if a candidate is found copying, from the answer book of other candidates or allows his/her answer book to be copied by other candidates or has got assistance, in answering the question papers or is found copying from papers/ books/ soft copy materials/ electronic devices etc. or got such things/ materials in his/her possession or adopting any other means which in the opinion of the Invigilator /HoD or any person like Supervisory Officer/ Examination Monitoring Officer etc. appointed by the CoE, is unfair, then such candidate will be considered to have adopted unfair means.
- 15.2. If a candidate is found using unfair means, the Invigilators should report the matter to the Examination Superintendent. In such a case, a written statement by the candidate and the Examination Superintendent are to be submitted along with the answer book and implicating documents, if any, to the CoE, ASU in a separate sealed confidential cover. If a candidate refuses to give a written statement, the Examination Superintendent may send the report directly to CoE, ASU.
- 15.3. Use of 'Warning' or 'W' in the answer script:
If an invigilator finds any candidate(s) to be engaged in talking even after first warning, the invigilator may put 'Warning' or 'W' mark with Red Pen on the top of the answer script of the candidate with signature. Such 'Warning' or 'W' mark is to be countersigned by the Examination Superintendent after the examination. The matter will be forwarded to Unfair Means Committee (UMC) for appropriate punitive action as per clause 16.
- 15.4. Expulsion:
- 15.4.1. A candidate may be expelled either in theory or in practical /project examination. A candidate may be expelled by the CoE, ASU under the situations mentioned in clauses 15.1. and 15.2. above. However, the Examination Superintendent is empowered to expel a

candidate on the spot with intimation to CoE, ASU, if the situation like misbehaviour, use of force etc. by the candidate occurs. Observers like Supervisory Officer/ Examination Monitoring Officer etc. deputed by CoE, ASU, if any, may also take decision to expel a candidate; however, such decisions must be communicated immediately to the Examination Superintendent and CoE, ASU and a detailed report in this regard must be submitted to the CoE.

15.4.2. The expelled candidate may be allowed to sit provisionally in other remaining examinations at his/her own risk till the expulsion order is ratified by the CoE, ASU. Once the CoE ratifies the decision of expulsion, all papers of that examination of the candidate will be cancelled.

15.4.3. The seized documents/materials are to be signed by the concerned candidate. However, if the candidate refuses to sign it, the Examination Superintendent are authorized to expel the candidate directly and intimate the matter to the CoE for ratification.

15.5. Expulsion period:

15.5.1. Under normal condition, a candidate once expelled will not be allowed to appear in any examination for a period of one year, and all papers of the concerned examination will be cancelled and marked as expelled.

15.5.2. In certain cases, like use of violence misbehaviour etc. on recommendation from the Invigilator/ Observer/ Examination Superintendent, a candidate may be expelled for a period of maximum three years and during that period he/she will not be allowed to appear in any other examination conducted by the ASU. This decision must be ratified by the CoE, ASU through special Disciplinary Committee meeting or Unfair Means Committee (UMC) meeting.

15.5.3. An expelled candidate may appeal against expulsion, but the decision of the CoE/ Unfair Means Committee (UMC)/ Examination Committee of ASU will be final after going through all relevant materials.

15.6. Unfair Means Committee (UMC) will comprise of the following:

- CoE as Chairperson
- Dean of the Concerned School

- Head of the Concerned Department
- Deputy Controller of Examinations as Convenor

15.6.1. All the Unfair Means & Expulsion cases must be ratified by the Unfair Means Committee (UMC) of the ASU through the CoE.

16 Award of
Punishment (UMC)

- 16.1. The punishment will be recommended by the UMC. Penalties may include but are not limited to:
- a. Paper cancellation
 - b. Subject cancellation
 - c. Debarring the student for one or more semester (s)
 - d. Expulsion for one year or two years or three years from the University as decided by the UMC
 - e. Any other punishment appropriate for the offence committed by the student.
 - f. The final yearly report may be submitted to the Registrar for appraisal of the Executive Council (EC).

17 Appointment of an
Amanuensis

- 17.1. Amanuensis shall be allowed only if a candidate suffers from a benchmarked disability which renders him/her unable to write normally, provided that the fact is duly certified by a Registered Medical Practitioner.
- 17.2. The student must follow the rules of amanuensis framed by the examination branch. He/she will apply to the Dean/ HoD with a medical certificate at least four weeks before the start of examination. If recommended by Dean/ HoD, the examination branch will obtain approval of the competent authority.
- 17.3. The candidate shall select suitable amanuensis (below in academic qualification than the candidate) in consultation with the Dean/ HoD concerned. The approval of competent authority will be obtained through examination branch.
- 17.4. The amanuensis must show document proof of his/her qualification. His/her highest qualification must be recent one.
- 17.5. The qualification of the amanuensis should be lower than the candidate appearing for the exam, or she/he should have a qualification unrelated to the course for which the exam is conducted.

- 17.6. The Controller of Examination shall arrange a suitable room if require for the candidate with proper invigilation.
- 18 Compensatory time for an Amanuensis
- 18.1. All the candidate with benchmark disabilities who are eligible for availing the facility of amanuensis may be allowed additional time of minimum of one hour for an examination of 3 hours duration whether they use the facility of amanuensis or not. (The compensatory time should be not less than 20 minutes per hour of examination)
- 18.2. In case, the examination is less than an hour, then the duration of additional time should be allowed on pro-data basis. Additional time should not be less than 5 minutes and should be multiples of 5 minutes.
- 19 Re-scrutiny, Photocopy & Re-evaluation
- 19.1. Re-scrutiny, Photocopy & Re-evaluation are allowed in the answer book of theory papers only.
- 19.2. The application fee for Re-scrutiny, Photocopy & Re-evaluation along with completed form available with the CoE office or in the website, will have to be submitted within 30 days from the declaration of results. However, with an additional late fee, the candidate can apply for Re-scrutiny, Photocopy & Re-evaluation up to next 10 days as decided by the CoE of the University. No application of Re-scrutiny, Photocopy & Re-evaluation will be entertained if the application is received after ninety (90) days from the date of declaration of results.
- 19.3. Re-scrutiny, Photocopy & Re-evaluation is not allowed in practical/ project examination/ on the job training (OJT) etc.
- 19.4. In case of a Re-scrutiny plea, the answer sheet will be handed over to the concerned HoD, who will re-scrutiny the answer sheet as per following criteria:
- That the script is completely checked, and no part is left unchecked or unmarked.
 - That the total marks granted is correct or not.
 - Whether the marks allocated by the examiner is as per the total marks indicated in the question paper.

20	Custody of Record Examination	<p>20.1. Graded answer sheets of mid-term/end-term examinations will be forwarded to the examination branch by the concerned departments along with the result.</p> <p>20.2. The answer sheets will be kept for one semester in the examination branch, and thereafter, the sheets will be preserved in the strong room under the custodian of the CoE.</p>
21	Misplacement of Solved answer sheets	<p>21.1. If a candidate's answer sheet is misplaced after being received by the examination branch, a committee will be formed to investigate the incidence of misplacement of the answer sheet. The committee will fix responsibility for the lapse, decide whether to award marks to the student as per last exam or any other decision that the committee may take and recommend measure to avoid recurrence in the future.</p>
22	Medium of Instruction and Examinations	<p>22.1. The medium of instruction and examination at all stages of education in all courses in the University shall be English but supported by Assamese to the extent possible.</p> <p>22.2. But in the case of language subjects, the instruction and examination may be in the respective languages.</p>
23	Preservation of answer-scripts	<p>23.1. All the evaluated answer scripts shall be kept in the custody of the Controller of Examinations for two years after the students complete their Programme. After that the same may be disposed.</p>
24	Certificates & Awards	<p>24.1. Award of Certificate, Diploma or Advanced Diploma, graduate or post graduate, as the case may be, would depend on acquisition of requisite credits as per NCrF or prescribed in the guidelines and not on the duration of the calendar time spent in pursuing the course.</p> <p>24.2. The certificate for skilling component would be awarded in terms of NSQF level either singly by the Assam Skill University or jointly with the Sector Skill Council/Institution concerned.</p> <p>24.3. The Certificates will be awarded to the students of the Assam Skill University as per the National Education Policy (NEP) 2020. The Assam Skill University follow the multiple entry and exit system (MEES) for the students</p>

that allows students to earn certificates, diplomas, and degrees based on the credits they accumulate as follows-

- (a) **Undergraduate Certificate:** Awarded to the students of Assam Skill University who exit after the successful completion of the first year (two semesters) of an undergraduate program.
- (b) **Undergraduate Diploma:** Awarded to the students of Assam Skill University who exit a programme after successful completion of the first two years (four semesters) of an undergraduate program.
- (c) **Bachelor's Degree:** A three-year (six-semester) bachelor degree will be awarded to the students who successfully completed three-year (six-semester) under the Assam Skill University. In case of B. Tech or equivalent courses, Advanced Diploma will be awarded to the students after successful completion of three years (six semesters).
- (d) **Bachelor's Degree with Honours or Research:** A four-year (eight-semester) bachelor degree with Honours will be awarded to the students who successfully completed four-year (eight-semester) programme under the Assam Skill University.
- (e) **One Year Postgraduate Diploma Program:** A one-year (two-semester) "Post-Graduate Diploma" will be awarded to the students who successfully completed one-year (two-semester) under the Assam Skill University.
- (f) **Two years Postgraduate Degree/Diploma Program:** A two-year (four-semester) post graduate degree/diploma will be awarded to the students who completed two-year (four-semester) programme successfully under the Assam Skill University.
- (g) **Three years Postgraduate Degree Program:** A three-year (six-semester) post graduate degree will be awarded to the students who completed three-year (six-semester) programmes successfully under the Assam Skill University.

25 Examination fee &
other related fees

- 25.1. Examination fee and other related fees would be notified by the competent authority of the University from time to time.
- 25.2. Whenever examination and other related fees is included with the semester admission fees, no separate fees need to be paid by the students.

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| 26 | Refund of fee | <p>26.1. The examination fee to be taken at the time of admission once paid by the candidate shall not be refunded/adjusted for any course or the subsequent examination under any circumstances. Every candidate shall ensure his eligibility for particular, examination before submitting the admission form.</p> |
| 27 | Rules to award University Medals | <p>One University Medal may be awarded for each School run by the University to a meritorious candidate.
The following shall be the criteria for award of University Medal:</p> <p>27.1. The minimum requirement of CGPA for a candidate to be eligible for award of University Medal shall be 6.32 (1st division).</p> <p>27.2. a) The candidate must have passed the examination in the regular period of the programme in first attempt/sitting semester and year wise i.e. there has been no reappear in any subject (s)/ course (s) during the period of his/her study. However, if a candidate passes the subject(s) after re-evaluation of the main examination then it shall be treated as single attempt. Such re-evaluated marks shall be considered for ascertaining the award of University Medal.
b) The candidate who got re-appear on account of absence in any paper/subject in exam will not be eligible for award of University medal.</p> <p>27.3. For those Programmes where there is a requirement of thesis/dissertation for the partial fulfilment of the degree, the candidates who have submitted their thesis/dissertation up to 30th of June of the final academic year of their studies shall be considered for the award of University Medal.</p> <p>27.4. The final decision for award of University Medal shall be taken after completion of re-evaluation process of the final semester examination in that particular programme.</p> <p>27.5. The candidate who has secured highest CGPA among the eligible candidates (As per the criteria) shall be awarded the University Medal.</p> <p>27.6. In case, two or more candidates have secured the same CGPA, the following criteria, in order of preference, shall be followed to decide the University Medal.</p> |

- a) The candidate who has secured higher/highest CGPA by considering up to 3rd decimal of CGPA shall stand higher in rank.
 - b) The candidate with highest actual marks/scores obtained in final year shall stand higher in rank.
 - c) The candidate with highest actual marks/scores obtained in theory papers only of the end semester examinations of the final year shall stand higher in rank.
- 27.7. University Medal shall not be awarded for those programmes where strength of class is less than 10 at the time of admission in 1st semester/1st year. It is further clarified that the strength means the number of students registered in the class.
- 27.8. The specifications of the medal will be approved by the Vice-Chancellor.
- 28 Interpretation
- 28.1. If any dispute arises with respect to the interpretation of any of the clauses of this ordinance, the interpretation of the Executive Council of Assam Skill University will be final.
- 29 Amendments
- 29.1. Any kind of amendments in this ordinance may be done only after approval by the Executive Council of the Assam Skill University.
