



INSTITUTE OF ADVANCED RESEARCH  
*The University for Innovation*

Established under the Gujarat Private Universities Amendment Act 2011 and recognized under section 22 and 2(f) of UGC

**University's Assessment and Examination Policy and Procedures**  
**(for Academic Session 2023-24)**

S. J. P.  
24/7/23



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# INSTITUTE OF ADVANCED RESEARCH

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### Preamble

Institute of Advanced Research (IAR) treats assessment with all its flavors in a broad sense one of the pillars of education to realize its vision and fulfilling its mission. The university relies on assessment to ascertain the quality of its academic programs and as a tool to assess and further improve the teaching-learning process including grading as well as academic monitoring. Without effective examinations, all these important university functions would be ineffective. In this realization, it has become necessary to explicitly prescribe policies that guide examinations in the university.

### Scope of the Policy

1. This Policy lays out standard rules, procedures and practices of assessment and examination of the Institute of Advanced Research for all students enrolling with the University for pursuing academic programs of their choice. All students must know that it is incumbent upon them to abide by the policy and understand their rights, responsibilities including the restrictions flowing from it. The University by means of enforcing this policy attempts to establish a robust and reformative system of examination to assess the learning outcomes of various courses offered in all academic programs.
2. Assessment is a generic term for the processes that measure the outcomes of students' learning, in respect of knowledge acquired, understanding developed, and cognitive, course-specific and transferable skills gained.
3. At IAR, assessment:
  - provides the means by which students are graded, passed or failed (this process is referred to as 'summative assessment');

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- provides the basis for decisions on whether a student is ready to proceed, to qualify for an award or to demonstrate competence to practice;
  - enables faculty to identify whether students have acquired a particular area of knowledge, understood a concept or developed a skill (this is referred to as 'diagnostic' assessment);
  - enables students to obtain feedback on their learning and development and helps them improve (this process is referred to as 'formative'); and
  - enables faculty to evaluate the effectiveness of their teaching.
4. Assessment at IAR is guided by the principles of Systematic, Competence, Integrity and Honesty, Transparency and Mutual Respect between evaluator and student.

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### University Examination and Progression Committee

**Constitution:** There shall be a University Examination and Progression Committee which will consist of following members:

Composition	Position
Provost	Chairperson
Controller of Examination	Member Secretary
Dean (Academics)	Member
Head of Departments	Members
Department Examination Coordinators	Members

#### Roles and Responsibilities of University Examination and Progression Committee:

1. The Examination and Progression Committee shall ensure proper performance of the various duties in conducting mid-semester, regular semester-end, reexamination and supplementary examination, namely, setting of question papers including reexamination and supplementary, preparation of examination time table, assessment and the declaration of semester end examination results.
2. It shall recommend the examination reforms and implement them after following due process with approvals.
3. It shall approve the prepared detailed time table of examinations by Examination Cell of the University.
4. It shall schedule for close monitoring during the conduct of examination so as to deter unfair means by the students and invigilators.
5. It shall ensure that the rules and regulations relating to academic progression are applied consistently and those standards are maintained.

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6. An Examination Grievance Redressal Committee to be constituted and shall work as a sub committee consisting of senior faculty members, appointed by Chairperson, Examination and Progression Committee as and when required to deal with complaints related to the conduct of examinations and other examination related matters.
7. The recommendations of the Examination Grievance Redressal Committee shall be approved by Chairperson, Examination and Progression Committee to take appropriate actions in the concerned matter. The actions shall be endorsed by the Examination and Progression Committee.
8. The members of Examination and Progression Committee shall meet at least once during the academic semester and at other times as and when necessary. For any meeting, fifty percent of the members shall constitute a quorum.
9. The various forms and formats shall be prepared by Examination Cell of the University and approved by Examination and Progression Committee for record keeping.
10. The Examination and Progression Committee shall perform duties and responsibilities that are assigned by authorities of University from time to time.
11. Controller of Examination (CoE) would be assisted by department examination coordinators, nominated by the Heads of Departments, for carrying out necessary activities as required during Mid Semester and Semester-End Examination and other Competitive Examinations, if any.

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### **Roles and Responsibilities of Controller of Examinations**

The Controller of Examinations shall be accountable for the smooth conduct of all the examinations of the university and it shall be his/her responsibility to arrange for preparation, scheduling, conduct of Mid-Semester, Semester-End, Reexamination and Supplementary Examination and all other contingent matters connected with examinations. The Controller of Examination shall be responsible for the fair and orderly conduct of the examination. The Controller of Examinations in the execution of his/her office shall report to the Provost from time to time on the performance of his/her duties.

The roles and responsibilities of the Controller of Examinations shall include: -

1. He/she shall be responsible for the conduct of all examinations and it shall be his/her duty to arrange for the preparation, scheduling, evaluation, reporting and result declaration of all examinations.
2. Direct superintending control over the examination cell, examination store(s), strong room and examination records.
3. Taking decision on all matters related to examinations not falling within the powers of statutory officers of the university.
4. Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the university, documents, certificates etc. by the officers under whom such documents are kept.
5. He/she shall convene meetings of the University Examination and Progression committee and conduct official communications thereof including maintenance of the meeting records.
6. To take extra care to see that secrecy and confidentiality are kept in connection with all examinations conducted by the University.
7. Exercising control over the space allotted for the examination cell including that for centralized evaluation. Further he/she should ensure that the rooms, building, laboratories, stores etc. are well in order / prepared to conduct the examinations.
8. The Controller of Examination shall hold a pre-examination meeting to brief the members of faculty with regard to the examination procedures and responsibilities.

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### **Roles and Responsibilities of the Examination Cell of the University.**

The examination cell plays a very active role in preparation and conduct of the examination, moderation and declaration of the results of the examinations. The members of the cell are in active contact with the faculty, staff and the administrators in order to execute their responsibilities with consistency, fairness and absolute honesty. Following are some of the activities but not limited to of the examination cell.

- i. Conduct of Mid-Semester, Semester-End, Reexamination and Supplementary Examination as per the academic calendars issued by University by circulating notices well in advance.
- ii. Managing examination modules in the ERP-EduSec.
- iii. Collection of Question Paper well in advance of mid-semester and semester-end examination after moderation from the departments and follow ups, if necessary.
- iv. Preparation of Date-sheet, vetting from examination coordinators and its release to students.
- v. Ensuring on-time reporting of invigilator in examination cell, availability of adequate stationery like answer sheets, drawing sheets, charts, graph paper etc.
- vi. Preparation of invigilator duty chart, seating arrangement in the examination hall and its display to faculty and students well in advance.
- vii. Appointment of flying squad/observers and other support staff in consultation with the Controller of Examination for smooth conduction of the examination.
- viii. Collection of reports from each examination-room and prepare a consolidated report.
- ix. After completion of Semester End Examination, distribution/collection of answer scripts to the concerned faculty for the centralized evaluation and collection of award list.
- x. Preparation of cumulative results for each academic program of the University for analysis and follow up action.
- xi. Announce the results to students and guide them for applying to revaluation or for reexamination as per the examination notifications.

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- xii. Assist in conduction of Examination, Progression and Unfair Means committee meetings.
- xiii. Preparation, Printing, Record keeping and Distribution of Degree certificates to passing out students.
- xiv. Monitor and resolve the grievances arisen by the students in conduct/evaluation of examinations.
- xv. Maintenance of all records pertaining to conduct and evaluation of the examination.
- xvi. Maintenance of strict confidentiality for the conduct of examinations and also in the examination cell including strong room.
- xvii. Any other assignment connected to the conduct of examination delegated by the University authorities.

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### **Roles and Responsibilities of Department Examination Committee**

Department Examination Committee is constituted at the level of the Department by the Head to participate actively in the process of the assessment and evaluation. The members remain in consultation with the faculty members and the staff of the examination cell for the smooth organization of the University level examination.

The Head of Department shall serve as the Chairman of the committee and in the event of multiple coordinators in the department, the Examination Coordinator designated by the Head shall assume the role of Member Secretary. Senior faculty members shall be nominated in the committee as member by Head as desired.

Following shall be the responsibilities of the department examination committee.

1. Enforce the University's examination policies and procedures, ensuring that the faculty complies with them appropriately.
2. Create schedules for the departmental practical examinations during the semester-end examinations.
3. Oversee the moderation process for the question papers used in the mid-semester and Semester-End Examinations.
4. Take part in moderating the Semester-End Examination results at the University level.
5. Evaluate examination reports and respond accordingly based on the analysis of the results.
6. They are also responsible to create rubrics for the assessment at the level of department.
7. Vet the date sheet of the mid-semester and semester examination as prepared by the examination office.
8. Moderate the mid semester and semester end examination (theory and practical) marks at department level.

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### Assessment Criteria

1. Course coordinators are required to publish and disseminate clear briefings and assessment criteria for all assessments. Mark schemes should be accessible to students to inform their preparations for assessments.
2. The assessment for theory courses includes the following components – one Assignment, one Mid-Semester Examination and one Semester End Examination in each semester. Assignment and Mid-Semester examination together are termed as the Internal Assessment and is an indicator of continuous evaluation.
3. The weightage of the various assessment components is following. Internal Assessment in Theory and Practical courses treated separately constitute 40% of the maximum weightage. Semester-End Examination in Theory and Practical courses treated separately constitute 60% of the maximum weightage. In Internal Assessment of Theory courses the Assignment carries 20% weightage and Mid-Semester Examination carries 20% weightage. The Internal Assessment for Practical courses will be based on the students' performance during laboratory sessions, understanding, maintaining the record book etc.
4. The duration of Mid-Semester Examination shall be one hour and for Semester-End Examination three hours, irrespective of the course being a theory or practical and the credits assigned to it.
5. The system of evaluation shall be as follows:
  - i. Complete evaluation and award of grades shall be done by the faculty members teaching the course with no external paper setting or evaluation.
  - ii. Under special circumstances, the Head of the Department may assign the responsibility of evaluation of any of the components to any other faculty member(s).

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### Grading

IAR follows the absolute grading system (as recommended by UGC). SGPA (Semester Grade Point Average)/GPA and CGPA (Cumulative Grade Point Average) are computed based on the grades.

Marks Range	Grade	Letter Grade
> 90	10	O (Outstanding)
81 - 90	9	A+ (Excellent)
71 - 80	8	A (Very Good)
61 - 70	7	B+ (Good)
51 - 60	6	B (Above Average)
46 - 50	5	C (Average)
40 - 45	4	P (Pass)
00 - 39	0	F (Fail)
---	0	Ab (Absent)

$$\text{GPA (Si)} = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

$$\text{CGPA} = \frac{\sum (C_i \times S_i)}{\sum C_i}$$

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### **CGPA to Equivalent Percentage Conversion Formula**

1. The CGPA is calculated on the basis of weighted average method which cannot be directly related to the actual percentage of marks scientifically. The conversion formula is an approximate representation of CGPA to percentage.
2. The CGPA of all IAR passed out graduates across all academic programs notionally be converted to percentage by multiplying the CGPA (on 10 point scale) by a factor of 10. Percentage = (CGPA \* 10). This bears approval from the competent authority.
3. The certificate will not be issue to individual candidates/agencies. It may be downloaded from the IAR website.

### **Eligibility for Examination**

To be eligible to appear in the examination, it is mandatory to fulfill the criteria of minimum 75% class attendance as per the provisions of the IAR Student Attendance Policy. In case of special circumstances, the detention criteria for attendance may be reviewed in that semester as approved by the competent authority.

### **Suspension of Classes during Examinations**

The classes shall remain suspended during mid-semester and semester-end examinations taking into account the best interests of the students and ensuring the integrity of the examination process. Suspending classes during exams can help alleviate the academic workload on students. It allows them to focus on one aspect—preparing for examinations—rather than juggling between regular class assignments, projects and exam preparation simultaneously.

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### **Moderation of Question papers, Assessment Marking and Results**

1. Moderation of Mid-Semester and Semester- End Examination question papers shall be done by Department Examination and Moderation Committee comprising of examination coordinators and other senior faculty members whose field of expertise falls in the same discipline and as nominated by the Head of the Department in the capacity of Chairperson.
2. Moderation of examination papers should be done after an interactive session between the Setter and the Department Examination and Moderation Committee.
3. During the Moderation process Moderators and Setter should pay attention to the following focal points:
  - Compliance with a prescribed standard format
  - Clear instructions to the candidates in the rubric
  - Time allocation against the number of questions
  - Mark allocation for questions and distribution of marks within sections and sub sections of a main question
  - Availability of a detailed marking scheme. (Should submit with the paper)
4. The process of moderation of examination papers should be done as an interactive session between the setter and the moderator without any prejudices. During the process, the moderator should present constructive criticisms professionally to improve the standard of the question paper. During the process of moderation both setter and examiner work in tandem with Examination Cell to achieve timely printing of question papers.
5. IAR is committed to sustaining high standards of student achievement, consistency in the standards of its awards and both rigor and fairness in the assessment of students against those standards.
6. The Moderation of examination results is a quality assurance process that ensures appropriate and uniform standards across all academic programs of the University. It is essentially a form of feedback to evaluators to assist them in aligning their marking standards with those of other evaluators. The Examination and Progression Committee of the University conducts the

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- moderation and takes appropriate measures to bring fairness in the overall evaluation process of the Examinations.
7. In order to ensure that standards remain appropriate and are met through the set assessments, systems for the continuing monitoring and moderation of assessment processes and outcomes are crucial.
  8. It is necessary to have a clearly articulated and consistently applied policy for assessment moderation, in order that:
    - assessments are related to the aims and aligned with the learning outcomes of courses and courses;
    - assessed student work is marked consistently across courses;
    - the outcomes of assessments are clear, reliable and valid; and
    - Fairness is achieved for students in all their assessment elements.
  9. The department examination committee moderates the marks/result of the mid semester and semester end examination at department level within fourteen days of examination completion. The mark lists are submitted to examination cell by the examination coordinator.
  10. A team of moderators including department examination and moderation committee members reviews the results of the Semester-End Examination.
  11. The team moderates the course grade of students to assess if excessive number of students has been put to a disadvantage because of reasons beyond one's control.
  12. The team also reviews award of grace marks to marginally failed students as per the Grace Policy of IAR.

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### Appointment of Scribe/Amanuensis

Physically handicapped candidate writing the Semester End Examination can take assistance from another person who is normally called as Amanuensis. An Amanuensis can be appointed by the Controller of Examination to the candidate who is disabled (temporarily disabled because of an accident/injury) to write his/her examination with his own hand. While appointing an Amanuensis the following guidelines are to be followed strictly.

1. A candidate seeking the assistance of an Amanuensis shall submit an application to the CoE through the Head of Department, with the following documents.
2. Medical Certificate from Medical Officer of a Government District or higher-grade hospital or a registered Medical Practitioner showing the inability of the candidate to write the examination with his/her own hand.
3. No relation Certificate - An undertaking by the student and the Amanuensis showing that there is no family/blood relationship between them.
4. Copy of educational qualification of the Amanuensis and a passport size photo pasted on the application.
5. An Amanuensis appointed must be of lower qualification than the candidate and should not be studying/studied in the same discipline.
6. The Controller of Examination shall arrange a suitable room for the candidate and the amanuensis and appoint an invigilator.
7. If the disabled candidate (temporarily disabled) requests to write the examination with his own hand with an extra time (60 minutes for 3 hours examination i.e. 20 minutes per hour), he/she shall submit an application to the Controller of Examination seeking grant of extra time to write the examination, with concerned medical certificates.
8. The permission granted in the case of permanently disabled students shall be valid for the entire period of his study in the program, whereas, in the case of temporary disability the facility extended shall be for the specific period only.

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9. The blind student may select the scribe. The scribe need not have a qualification lower than that of the student, provided that the scribe should not have the qualification pertaining to the examinations, which the student is writing.
10. A physically disabled / blind / hearing impaired candidate and the scribes for such a candidate shall be allowed an extra time of 20 minutes per hour.
11. As the hearing impaired students are having language problems, possibilities of grammar mistakes, mistakes in building the sentences are there. Hence, the answer papers shall be identified separately and evaluated with additional care.

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### Conduct of Examinations

#### Mid-Semester Examination:

- i. Mid-Semester examinations shall be conducted in the middle of the semester as per the Academic Calendar.
- ii. The duration of a mid-semester theory examination shall not exceed one hour and the set of examinations shall not spread over more than seven consecutive working days.
- iii. The schedule for the mid-semester theory examinations shall be issued by the Controller of Examinations at least fifteen days ahead of the examinations.

#### Semester-End Examination:

- i. Semester-End Examinations shall be conducted centrally at the end of the semester as per Academic Calendar.
- ii. The duration of a Semester-End theory examination shall be restricted to three hours and the set of examinations shall not spread over more than ten consecutive working days.
- iii. The schedule for the end-term theory examinations shall be issued by the Controller of Examinations at least fifteen days ahead of the examinations.

#### Practical Examination:

- (a) The concerned course coordinator(s) shall conduct the practical examination.
- (b) The practical examination shall be conducted before the Semester-End theory examinations.

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### Evaluation

The process of evaluation of answer sheets shall comprise the following constituent steps:

1. A central spot evaluation center has to be established. The spot evaluation process for all the . Faculties shall be carried out in this center.
2. On each day of examination, the written answer books shall be delivered to the evaluator by the examination cell staff.
3. The number of answer sheets in each packet received shall be verified by the respective evaluator.
4. In the normal run of circumstances, faculty will proceed on vacations only after having completed their assigned spot evaluation work.
5. Spot evaluation shall ordinarily be completed within 10 days from the day of examination.
6. Each evaluator shall fill the marks awarded by him/her in the award list. The awards in the list must be moderated in the departmental examination committee meeting and the final list should be . submitted to the examination cell after uploading the erp system by the evaluator.
7. After the spot evaluation, evaluated answer books shall be sent to the Examination Branch in sealed covers.
8. Centralized evaluation shall be for the Semester End Examination only.

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### **Display of Awards and Assessment feedback to students.**

The mid semester examination awards should be displayed to students normally within two weeks of the end of the mid-semester examination. The total of Internal Assessment should be displayed to the students before the beginning of the semester-end examinations. The program coordinator will ensure that the course coordinators display the mid-semester awards.

1. Students receive individual feedback, on all assessed work within maximum two weeks of the submission/assessment date.
2. Large pieces of work (for example, a portfolio, final year project or dissertation) require considerably longer marking than other coursework, the feedback (and grade) may be provided outside the standard 2-week period.
3. Individual feedback is required for all assessments, both summative and formative.
4. Given the principle that assessment and feedback are integral to learning and teaching activities, then feedback methods may vary considerably, as appropriate to context.
5. The three-week period to give feedback to student excludes officially declared holidays/closure days.
6. The feedback offered to students must be related to learning outcomes and assessment criteria and be consistent with the grade awarded.
7. The feedback should inform students on their progress and help them to improve their future performance.
8. Course Coordinator should ensure that students have opportunities to reflect on their performance and development, while recognizing that it is each student's responsibility to take up these opportunities.

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### Course results

1. A course is formatively and summatively assessed by a component or components of assessment.
2. Each assessment component is marked from 0 to its maximum on a whole number basis. The sum of maximum marks of all assessment components for all courses will be 100, irrespective of the number of credits.
3. The Course Aggregate Mark shall be the weighted average of the contributing assessment components and shall be rounded to the nearest higher whole number. Where a course is assessed by a single assessment component, the Course Aggregate Mark shall be the same as that of the component.
4. The University shall strive to declare the results of every examination and evaluation conducted by the University within thirty days from the last date of the examination and shall in any case declare the results latest within forty five days.

### Declaration of Examination Results

1. The examination results are declared by the Controller of Examinations. The notice for examination result declaration shall be made available on homepage of the University under Examination sub menu. In order to strengthen the process of examination result declaration, the following important points shall be taken into consideration:
  - i. Timeliness of declaration of result: Timeliness is essential in case of both internal and external components of evaluation. Semester End Examination results should be declared within 30 working days of the last date of examination.
  - ii. Clarity in the interpretation of the Grade sheet.
  - iii. Comprehensive Format

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2. The Semester End Examination result of a student could be withheld when he/she has not paid their dues or a pending case of disciplinary action or provisional admission has not been confirmed.
3. Following the announcement of semester results, the Controller of Examinations will provide every student with a Grade Sheet. This document will encompass the grades achieved in the various courses the student has enrolled in, along with their SGPA (Semester Grade Point Average), CGPA (Cumulative Grade Point Average), and the total credits accumulated up to that point.
4. Upon fulfillment of all program requirements by a student, the Controller of Examinations will provide them with a Transcript and Provisional Degree certificate. This Transcript will encompass a comprehensive record of the courses the student has successfully completed, including their pass grades, final grades obtained in each course, the total credits earned, and the CGPA

### Minimum pass grade

The minimum pass grade for a course is an aggregate mark of 40% with a minimum of 30% in the Semester End Examination.

### Reexamination attempts

1. A student may not demand reexamination in a course that is no longer offered in the course. University Examination and Progression Committee may, at its discretion, make special arrangements where it is not practicable for students to be reassessed in the same courses and by the same methods as at the first attempt.
2. A student is entitled to a Course Aggregate Mark of 40% only for passing a course after reassessment by reexamination.

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3. A student may be allowed for reexamination in a maximum of five courses at each level.
4. Reexaminations (2<sup>nd</sup> attempts, 3<sup>rd</sup> attempts, so on) are administered by the end of each semester for UG and PG courses in every academic year.
5. Assessment Brief(s) for reexaminations will remain the same as for the 1<sup>st</sup> attempt.
6. The maximum number of attempts for a student to pass a course will be available until the end of the maximum duration of the course. These reexaminations will be called 2<sup>nd</sup> Attempt, 3<sup>rd</sup> Attempt and so on.
7. If student fails to clear all the courses during the maximum allowed duration to clear the course, he/she will be terminated from the academic program.
8. Reexamination applies only to semester end theory and practical components. Assignment, mid semester marks will be carried forward.
9. In the event of any kind of breach of examination regulations, the Provost may order for holding any of the examinations afresh on the recommendation of the Controller of Examination.

### **Reevaluation and Reassessment**

In case a student is not satisfied with the quality of marking an application could be put up with the examination cell for Re-evaluation and Re-assessment. For his/her re-evaluation student has to apply within the duration as informed by the examination cell after the notification of the examination result and deposit of requisite fee.

- i. Re-evaluation of the answer scripts shall be permitted for the theory courses of the semester end examination of the current semester. Re-evaluation shall not be permitted for Practical courses/Viva/Project Report/Mid-Semester examination/Assignment/Dissertation/Internship.
- ii. In Re-evaluation, answer scripts are checked just to ensure that all the questions attempted by the candidate have been valued, the marks awarded have been totally corrected and the total marks have been correctly carried over to the result statement.

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- iii. If the average marks awarded by two Evaluators for Re-Evaluation varies from the original award up to 15% of the total marks secured earlier, the original award of marks shall remain unchanged.
- iv. If the average of marks awarded by two Evaluators for Re-Evaluation varies from the original award more than 15% of the total marks awarded earlier, the average of the marks awarded earlier and Re-Evaluation shall be final.

### Termination of studies

1. A University Examination and Progression Committee is authorised to terminate a student's studies for the following reasons:
  - b. The student has exhausted the maximum duration allowed to clear the program. No student shall be allowed to remain a student in any class of any program for a period longer than the maximum duration for the program irrespective of the number of examinations taken by him/her during the period or irrespective of the cause of his/ her not qualifying for promotion to the next level or as the case may be.
  - c. The student has an overall poor record of performance, attendance, participation or commitment on the course and the University Examination and Progression Committee judges that there are no grounds to permit the undertaking of further reexamination attempts.
  - d. Major academic irregularities.

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### Academic Progression and Graduation

1. A student who passes all the courses of a level is eligible to be promoted to the next level of the course.
2. A student who fails in not more than five courses of a level (odd and even semesters taken together), and has passed all the courses of previous level(s), is still eligible for a provisional promotion to the next level. Such students will undertake reexamination in failed courses along with the courses of the next level.
3. A student who fails in more than five courses of a level, will be declared Fail and will repeat the level to clear the backlogs.
4. In four year degree program a student will not be progressed to third year if any backlog(s) in first year remains. Similarly a student will not be progressed to fourth year if any backlog(s) in second year remains.
5. The student will be required to pay additional fees for the reexamination as per the University rules applicable from time to time.
6. In case the students does not appear in semester-end examination, he/she will be declared fail in the respective course(s).
7. Progression Rules for all academic programs to the next level are underlined below in a table.

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### Rules of Progression for four/three years undergraduate (UG) and two years post graduate (PG) academic programs.

Semester	Progression Rules for Academic Programs		
	Four Years UG	Three Years UG	Two Years PG
I	<i>Not Applicable for any academic program</i>		
II	Student will be progressed to <b>Semester-II</b> from Semester-I irrespective of course(s) failed in Semester-I. He/She is allowed to appear in maximum five failed course(s) at the end of each semester of the academic program.		
III	Student can have a maximum backlog of four course(s) of Semester-I and Semester-II together. If backlog is in more than five courses, he/she will not be progressed to <b>Semester-III</b> . He/She is allowed to appear in maximum five failed course(s) at the end of each semester of the academic program.		
IV	Student will be progressed to <b>Semester-IV</b> from Semester-III irrespective of course(s) failed in Semester-III. He/She is allowed to appear in maximum five failed course(s) at the end of each semester of the academic program.		
V	Student can have a maximum backlog of five course(s) of Semester-III and Semester-IV together. He/She must have cleared all the backlogs of Semester-I and II to get progressed to <b>Semester-V</b> . He/She is allowed to appear in maximum five failed course(s) at the end of each semester of the academic program.		<i>Not applicable for two years PG academic programs</i>
VI	Student will be progressed to <b>Semester-VI</b> from Semester-V irrespective of course(s) failed in Semester-V. He/She is allowed to appear in maximum five failed course(s) at the end of each semester of the academic program.		
VII	Student can have a maximum backlog of five course(s) of Semester-V and Semester-VI together. He/She must have cleared all the backlogs of Semester-I,II,III and IV to get progressed to <b>Semester-VII</b> . He/She is allowed to appear in maximum five failed course(s) at the end of each semester of the academic program.		<i>Not applicable for three years UG and two years PG academic programs</i>
VIII	Student will be progressed to <b>Semester-VIII</b> from Semester-VII irrespective of course(s) failed in Semester-VII. He/She is allowed to appear in maximum five failed course(s) at the end of each semester of the academic program.		

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### Determining awards and Division

1. Consideration of a student's final award will take place after the student has completed all courses comprising all the levels of the program.
2. The university normally classifies all undergraduate and post graduate degrees based on the following bands:
  - a. First division: 60% or above
  - b. Second division:  $\geq 50\%$  and less than 60%
  - c. Third division:  $\geq 40\%$  and less than 50%

### Award of Degree

1. Normally, all courses incorporate the awards and the outcomes for each will be set out in course documentation.
2. The maximum duration for a student for complying with the Degree requirement.
3. A minimum cumulative Grade Point Average of 5.00 is required for obtaining the degree. Students who do not meet the minimum CGPA criterion after completion of required credits may be allowed to enroll for additional elective courses to improve the CGPA within the maximum duration for completion of that program.

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### Policy on Grant of Grace Marks

- i. Grace marks to the extent of 1% of the total weighted marks of the semester, rounded off to the next whole number and maximum upto 5 marks, wherever applicable, could be considered for the grant.
- ii. The grant of grace marks shall not be applicable to non-credit/bridge/project/dissertation courses.
- iii. The student cannot claim the grant for grace marks as a matter of right.
- iv. Grace marks will be incorporated by Controller of Examination with the approval of Provost/Chairperson of Examination and Progression Committee.

Not with standing any of the above, the benefits of the grace marks shall be given to the students.

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### **Policy on Prevention of Unfair Means (UFM) and Malpractice during Examinations**

#### **Scope**

Resorting to malpractices at examinations is a serious concern in the examination system. It shows disrespect towards the educational system and demoralizes sincere students. Therefore, cases of unfair means in examinations need to be dealt sternly and students involved need to be penalized. This policy is designed to prohibit the exercise of Unfair Means practices during mid-semester and semester-end examination of the University. It also enables the stakeholders to impose penalties as a measure to deter malpractices during the examinations. The outcome of the policy is to improve quality of academics and examination.

#### **What constitutes an UFM**

A student necessarily need not be actively involved in cheating to be viewed as a case of UFM. Willful or even unintentional mistake of noncompliance of instructions/guidelines for the examination may also be termed as UFM. The acid test for the same is possession of material or indulgence in an act which may provide unlawful gains.

#### **Constitution of the Committee for prevention of Unfair Means**

The Committee for prevention of Unfair Means shall be constituted by the Vice Chancellor of the University as under:

1. Dean Academics of the University to be nominated as Chairperson.
2. Head of Departments shall be Members of the Committee.
3. Controller of Examination shall be Member Secretary of the Committee.

#### **Function of the Committee for prevention of Unfair Means:**

The Committee for prevention of Unfair Means shall perform the following functions:

1. To enquire into alleged act of unfair means during examination referred to it by the Controller of the Examinations.
2. To give personal hearing to the students involved in alleged act of unfair means.

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3. To level penalties against the students involved in alleged act of unfair means in the examinations.

### Procedure for Processing the Cases

#### 1. Procedure to be followed by Invigilator:

- i. The Invigilator of the room/hall shall immediately take the possession of the answer book along with the relevant material found with the student both duly signed by the student.
- ii. The invigilator shall inform the Superintendent/Controller of Examination of the incident.
- iii. The Invigilator shall get the prescribed form for unfair means filled and signed by the student and give his/her comments on the same in the presence of Superintendent/Controller of Examination. If the student does not hand over the relevant material and/or refuses to fill up and sign the prescribed form the same shall be recorded on the prescribed form. He shall then issue another answer book and marked as Answer Book II and the student will continue to work in that book.
- iv. No extra time will be given for completing the examination as a result of this exercise.
- v. After the examinations is over these answer books duly marked as I and II, the material found in possession and the prescribed form duly filled and signed by the Invigilator shall be delivered separately to the Superintendent/Controller of Examination for the necessary action.

#### 2. Procedure to be followed by Controller of Examination:

- i. The Controller of Examination shall inform the student concerned in writing of the act of unfair means alleged to have been committed by the student and require them to appear

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- themselves in front of the enquiry committee on the day and time fixed for the meeting with a written reply/explanation to the show cause notice served on the student. No representatives are permitted to appear on behalf of the student.
- ii. The documents that are being taken into consideration for the purpose of proving the charges against the student, shall be shown at the time of enquiry committee meeting. Reasonable opportunity shall be given to the student to present their defense in front of the enquiry committee. The members of the committee shall take into consideration the written explanation given by the student to the show cause notice before giving their recommendation for penalty.
- iii. If the student remains absent during the meeting, the enquiry committee shall take decision in their case, in absentia, on the basis of the documents.
- iv. The Controller of Examination along with Committee for prevention of Unfair Means shall submit the recommended penalty against the students concerned to the Chairperson of the committee. After approval, the student concerned shall be informed of the penalty imposed in writing by Controller of Examination through an email. The parents are informed by the Student Affairs office.
- v. An appeal for reconsideration against the penalty could be submitted within seven days of the intimation of penalty by the student concerned. However the Controller of Examination reserves the right to reject the application based upon the evidences proposed by the student concerned. If accepted, the application would be brought to an Unfair Means Appellate committee for final decision which will be intimated to student in writing.

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**Classification of Categories of UFM and penalties during conduct of an Examination**

Category Offence	Range of Punishment
<p>1. Writing the solutions of the questions on the question paper itself /electronic device / writing pad during the Examination whether with or without - intention to use/circulate the same.</p> <p>2. A student is found to be talking to a person inside or outside the Examination hall before submission of the answer sheet e.g. while going to the wash room etc.</p> <p>3. A student is found possessing any notes or printed unauthorized material or notes written on any part of the body-clothes, electronic device during Examination but as per assessment of invigilator has not used the same.</p> <p>4. A student tries /appeals to the Invigilator for changing seating to help during the Examination.</p> <p>5. Disrupting the smooth conduct of Examination in any way.</p>	<p><b>Level I:</b> Issue a letter of warning (Answer book will be evaluated without any marks deduction).</p>
<p>1. Making use of unauthorized material like written/photocopied notes/written on the body parts, on the clothes or the desk or calculator or box. etc./ by himself/herself or through assistance of others.</p> <p>2. Found to be allowing other student's to copy from his/her answer book or help passing some written material/electronic device pertaining.</p> <p>3. Found to be guilty of swallowing or destroying any note or paper or any other material found with him/her</p>	<p><b>Level II:</b> Answer book of the student will be evaluated with the penalty of 50% deduction of marks. Note: (Any content match with the material carried by the student will be considered null/void, resultant not to be evaluated.)</p>

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4. Using threatening or foul language etc. during the Examination.	
1. The Students found with 2 previous UFM cases of any of the penalty level. 2. All the absentees with material or electronic device found cheating with. Note: Cases not covered under mentioned levels of penalty are to be decided by the Vice-Chancellor.	<b>Level III:</b> Examination of the student will be cancelled and given zero mark.

### Mercy Chance

1. Students who have failed to pass their examinations within the maximum duration of their program are considered eligible for mercy chances.
2. Reexamination and failure: These students must have attempted to clear the failed courses by re-appearing for them but were unsuccessful.
3. Hard and exceptional circumstances: Mercy chances shall be typically granted in cases where students have faced significant hardships or exceptional circumstances that affected their ability to pass the examinations. These circumstances could include serious health issues, personal/family emergencies or other valid reasons.
4. The Head of the department will assess the student's situation and make a recommendation for granting the mercy chance.
5. The recommendation from the Head will be forwarded to the Dean Academics for consideration. If the Dean Academics approves the request, it will then be sent to the Provost, who has the final authority to grant the mercy chance.
6. Students who are granted a mercy chance are typically required to pay a prescribed fee set by the university.

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### Guidelines for the conduct of Online Examinations

#### Mid Term Examinations (Theory) Online

#### Guidelines for setting up question papers:

##### *Mode of Examination:*

Online Open Book Examination.

##### *Preparation of Question Papers:*

##### 1. Marks and duration

##### 20 marks question papers

2 questions, each carries 10 marks.

Maximum allowed duration for submission will be 1.5 hours.

2. Each course will have multiple sets of question paper, one set for every 5 students.
3. Students are required to opt for two questions out of three provided.
4. Other general guidelines:
  - The solutions/answers should not be readily available in books, on the internet or elsewhere. Google your questions by yourself before finalizing the question papers.
  - The questions should not be on a level of facts and definitions. They should rather be aimed at to test the understanding, insight and ability of the students to apply what they have learned.
  - Students may be asked to apply a concept/theory from the syllabus to an unfamiliar situation not discussed in class.
  - Ask for relations or let them contrast or compare something.
  - Some latest research concepts may be asked to be explained. Possible solutions/ideas for some simpler research problems may also be given, especially to masters students.

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**Evaluation:**

- The evaluation should be based on the conceptual understanding, insight into the course and the ability of the students to apply the learning, rather than seeking the full/correct answers.
- All the answer-sheets should be strictly checked for any plagiarism.
- All the cases of plagiarism should be brought to the notice of the Controller of Examination.

**Procedure:**

All the question papers will be distributed and collected via emails. The email(s) will be shared along with the Examination Schedule.

**Instructions to Course Instructors/Faculty for the Mid Term Examinations (Theory) Online:**

- Collect contact information of each student, such as email, mobile number.
- Course coordinator will serve as invigilator.
- Send the question papers to the students as per the examination schedule by email with a cc or bcc to coe@iar.ac.in.
- Download the answer sheet and evaluate them.
- Please submit the attendance sheet (format to be provided/collected by/from the Examination Cell).
- All the students must download the question papers within 30 minutes of the commencement of the examination and reply with 'Present'. A student will be considered absent if she/he fails to do so.
- The question papers should be sent to the students at 10:00 am on the scheduled date (as per the examination schedule) and submit the answer sheets in the due time.
- Students must submit an answer sheet within the stipulated time. A student will be considered absent if she/he fails to do the submission within the stipulated time.
- Only hand-written answer sheets are acceptable (photographed or scanned and converted to PDF format).
- Send the answer sheet submitted by students to examination cell.
- Please follow the examination schedule to conduct online examinations.

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- If any unexpected events encountered, please inform examination cell and students appearing the exam.

### **Instructions to students for the Mid Term Examinations (Theory) Online:**

- Mode of Examination: Online Open Book Examination.
- Any knowledge resources (books, web etc.) are allowed to be used.
- Collaborations (taking help of other students/persons) are not permitted.
- The answer-sheets will be strictly checked for plagiarism. Any plagiarism will be considered as unfair means (cheating). That will be subjected to Unfair Means Procedures.
- University reserved the right to conduct whole or partial additional examinations. For example, in case of suspicion of plagiarism, the university may conduct an interview with the students involved in the plagiarism.
- Students will receive the questions papers from subject instructors via email.
- All the students must download the question papers within 30 minutes of the commencement of the examination by replying 'Present'. A student will be considered absent if she/he fails to do so.
- Students will receive question papers at 10:00 am on the scheduled date (as per the examination schedule) and submit the answer sheets in the due time.
- Students must submit an answer sheet within the stipulated time. A student will be considered Absent if she/he fails to do the submission within the stipulated time.
- Only hand-written answer sheets will be accepted. The answer sheets must be scanned or photographed and converted into PDF formats for submission.
- Please make the necessary arrangements for ICT tools (internet connection, desktop / laptop / Mobile phone, scanner, Gmail, google meet etc.) To download the question papers and upload the answer sheets.
- Late submissions will attract the penalties (beyond the 15 minutes grace period).

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- Any technical difficulty should be immediately informed to the subject instructors. The contacts will be shared with the examination schedule. No concerns will be entertained after the duration of the examination is over.
- Before submission. Check if all the entries (name, registration number, subject name, code, signature etc.) on the top of the answer-sheet are filled correctly.
- Course instructors will be available over phone/email in case there are doubts/queries.

Students would receive personal contact numbers from subject instructors.

- All the students are expected to follow honesty.

Marks and duration:

20 marks question papers

Two questions, each carries 10 marks.

Maximum allowed duration for submission will be 1.5 hours.

### **Guidelines for the Semester End Examination**

This document presents the guidelines to conduct the Semester End Examinations for theory as well as practical courses for the students. These guidelines have been prepared by taking into consideration the UGC guidelines, Gujarat State Education Department guidelines, our own views and preparedness, and largely the health and safety of the students.

#### ***Mode of Examination:***

Online Open Book Examination

#### ***Preparation of Question Papers:***

1. Marks and duration .

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- A. 60 marks question papers (for subjects having theory credits)
    - 4 questions, each of 15 marks.
    - Maximum allowed duration for submission will be 4 hours.
  - B. 60 marks question papers (for courses having theory credits only)
    - Students has a choice of answering three questions out of five, each of 20 marks.
    - Maximum allowed duration for submission will be 12 hours.
2. Each course will have multiple sets of question paper, one set for every 5 students.
3. Other general guidelines
- The solutions/answers should not be readily available in the books, on the internet or elsewhere. Google your questions by yourself before finalizing the questions papers.
  - The questions should not be on a level of facts and definitions. They should rather be aimed at to test the understanding, insight and ability of the students to apply what they have learned.
  - Students may be asked to apply a concept/theory from the syllabus to an unfamiliar situation not discussed in class.
  - Ask for relations or let them contrast or compare something.
  - Some latest research concepts may be asked to be explained. Possible solutions/ideas for some simpler research problems may also be given, especially to masters students.

### ***Evaluation:***

- The evaluation should be based on the conceptual understanding, insight into the course and the ability of the students to apply the learning, rather than seeking the full/correct answers.
- All the answer-sheets should be strictly checked for any plagiarism.
- All the cases of plagiarism should be brought to the notice of the Controller of Examination.

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### ***Schedule:***

- The examination will be conducted in July. Theory examinations will be followed by the practical examinations
- Controller of Examination will release the examination schedule for theory as well as practical examinations with the help of departments (programs leaders, examination coordinators, others).
- The examination schedule is to be shared with all the students at least one week in advance.

### ***Procedure:***

- All the question papers will be distributed and collected via emails. The email(s) will be shared along with the Examination Schedule.

### ***Practical Examinations:***

- All the practical examinations will be conducted in viva mode.
- List of experiments and supplementary study material to be provided to the students e.g., manuals of the experiments.
- Viva for all practical courses to be conducted in one go for each student, in the presence of all the instructors. 10-15 minutes allotted for each course.
- Viva questions may include the usage and description of apparatus/equipment used, experiment procedure, experiment outcomes, theory and formula used etc.

### **Instructions for Students**

- Any resources (books, web etc.) are allowed to be used.
- Collaborations (taking help of other students/persons) are not permitted.
- The answer-sheets will be strictly checked for plagiarism. Any plagiarism will be considered as unfair means (cheating). That will be course to Unfair Means Procedures.
- University reserved the right to conduct a whole or partial additional examinations. For example, in case of suspicion of plagiarism, university may conduct an interview with the students involved in the plagiarism.

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- All the question papers will be distributed and collected via emails. The email(s) will be shared along with the Examination Schedule.
- All the students must download the question papers within 30 minutes of the commencement of the examination by replying 'Present'. A student will be considered absent if she/he fails to do so.
- Submissions can be done either hand-written or computer-typed document converted to PDF/JPG/JPEG format. Hand-written answer-sheets should be scanned and attached in the email.
- Submissions should be done within the allowed duration. Late submissions will attract the penalties (beyond the 15 minutes grace period).
- Any technical difficulty should be immediately informed to the examinations office.

The contacts will be shared with the examination schedule. No concerns will be entertained after the duration of the examination is over.

- Course instructors will be available over phone/email in case there are doubts/queries.
- Before submission. Check if all the entries (name, registration number, course name, code, signature etc.) on the top of the answer-sheet are filled correctly.

All the students are expected to follow the honesty.

S. J. P. / 24/7/23



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### Annual Convocation Policy

#### **Purpose:**

Convocation is the University ceremony at which students, who have successfully completed an approved program of study, and whose program completion has been endorsed by Academic Council, receive their respective Undergraduate/Postgraduate/Doctoral degree parchments.

This policy aims to establish guidelines for the University in acknowledging the official fulfillment of academic programs. It also aims to ensure a memorable and dignified event for all participants, including students, faculty, staff and invited guests.

#### **Scope:**

All students enrolled in the IAR programs that have satisfactorily fulfilled the requirements for an approved Bachelor's, Master's or Doctoral degree, as well as faculty and staff members of the University taking part in the Convocation ceremony.

#### **General Guidelines**

1. Once a year, convocation will take place at IAR Gandhinagar, where degrees and other honors of the University will be conferred. The specific date of the convocation will be determined by the President.
2. Students who have successfully completed an approved Bachelor's, Master's, or Doctoral degree and have received endorsement from the Academic Council for their program of study will be eligible to participate in the Convocation ceremony.
3. A Convocation Committee shall be formed, consisting of representatives from relevant departments, faculty members, administrative staff and student representatives.
4. The Convocation Committee will be responsible for planning, coordinating, and overseeing all aspects of the convocation ceremony.

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*20/12/2023*



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5. Adequate notice should be provided to students and participants regarding the convocation ceremony to allow for necessary preparations.
6. The Convocation will be presided over by the President of the University or his/her representative from the Trust.
7. The Academic Council will periodically decide which degrees will be conferred in person to graduates attending the Convocation and which degrees will be awarded in absentia.
8. The Degree Certificates will display the printed signatures of the Registrar and the President of the University.
9. The University's official degree certificates serves as a formal document indicating the successful completion of the approved program of study for the specified degree. It is desirable for all parchments issued by the University to have a consistent design, appearance, and layout.
10. Degree certificates will be presented exclusively during the relevant Convocation ceremony. Students who are unable to attend the ceremony can collect their degree certificate from the Controller of Examination's Office.
11. If necessary, the Academic Council will determine the procedures to be followed at the Convocation on an ongoing basis.
12. The following order of precedence shall be observed at the time of Convocation.
  - a. President
  - b. Chief Guest
  - c. Vice Chancellor
  - d. Registrar
  - e. Members of the Governing Body
  - f. Members of the Board of Management
  - g. Members of the Academic Council
  - h. Deans/Heads of the Departments in order of seniority.
  - i. Controller of Examination
  - j. Professors of the various Departments of the University in order of seniority

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### k. Faculty of the Departments.

13. A detailed program agenda, including the sequence of events, shall be prepared and adhered to during the convocation ceremony. The program should include key components such as the academic procession, invocation, addresses by dignitaries, presentation of degrees, guest speakers, award of Gold Medals and vote of thanks. .
14. On the Procession entering the Hall, the candidates and the audience shall stand and remain standing until the members of the procession have taken their seats.
15. The Registrar will request the President or in his absence of the Provost, to declare the Convocation open.
16. The proceedings of the Convocation shall then begin with the recitation of "Saraswati Vandana"
17. The Provost will present the annual report of activities of the University.
18. The candidates who are to be awarded degrees at the Convocation shall be presented by the Dean Academic.
19. The Chancellor shall confer the approved Bachelor's, Master's or Doctoral degree on students.
20. The Chief Guest shall deliver their address to the audience.
21. The Registrar shall request the President to declare the Convocation closed.
22. The Procession will leave in the same order as it entered. The audience shall remain standing till the procession has left the Convocation Hall.
23. A rehearsal shall be arranged on or before the date of the Convocation at which candidates for degrees must be present. Candidates not present at the rehearsal run the risk of not being admitted at the Convocation.
24. Candidates who are unable to attend the Convocation must inform the Registrar Office well in advance. Such candidates will be admitted to the degree in absentia in accordance with the rules prescribed from time to time.
25. A post-convocation evaluation shall be conducted to gather feedback from participants and identify areas for improvement. The Convocation Committee will review the feedback and make necessary adjustments for future convocation ceremonies.

S. P.  
21/7/23





**INSTITUTE OF ADVANCED RESEARCH**  
***The University for Innovation***

Established under the Gujarat Private Universities Amendment Act 2011 and recognized under section 22 and 2(f) of UGC

26. Candidates participating in the convocation ceremony must adhere to the prescribed convocation attire as specified by the University. The specifications of the costumes shall be as under:

S. No.	Designation	Specifications of the Costume
1.	President	Robe-Red Colour with Golden strips Mortar Board-Red Colour with Tassel-Golden Colour White Stole
2.	Chief Guest	Robe-Red Colour with Golden strips Mortar Board-Red Colour with Tassel-Golden Colour White Stole
3.	Provost	Robe-Mustard Yellow Colour with Golden strips Mortar Board- Mustard Yellow Colour with Tassel-Golden Colour White Stole
4.	Registrar	Robe-Mustard Yellow Colour with Golden strips Mortar Board- Mustard Yellow Colour with Tassel-Golden Colour White Stole
5.	Members of the Governing Body	Robe-Mustard Yellow Colour with Golden strips Mortar Board- Mustard Yellow Colour with Tassel-Golden Colour White Stole
6.	Members of the Board of Management	Robe-Mustard Yellow Colour with Golden strips Mortar Board- Mustard Yellow Colour with Tassel-Golden Colour White Stole
7.	Deans	Robe-Mustard Yellow Colour with Golden strips Mortar Board- Mustard Yellow Colour with Tassel-Golden Colour White Stole
8.	Faculty	Robe-Purple Colour with Off white strips Mortar Board- Purple Colour with Tassel-Off white Colour White Stole
9.	Non-Teaching Staff	Koti-Purple Colour and Off white Kurta Pyjama
10.	Graduands- Undergraduate	Robe-Purple Colour with Green strips Mortar Board- Purple Colour with Tassel-Green Colour White Stole
11.	Graduands-Post Graduate	Robe-Purple Colour with Yellow strips Mortar Board- Purple Colour with Tassel-Yellow Colour White Stole
12.	Graduands- Doctorate	Robe-Purple Colour with Red strips Mortar Board- Purple Colour with Tassel-Red Colour White Stole

S. P. S.  
12/12/23