CENTRAL UNIVERSITY OF KARNATAKA

EXAMINATION MANUAL



CENTRAL UNIVERSITY OF KARNATAKA

FORWARD



An academic institution is defined by the integrity and fairness with which it evaluates its students as much as by the knowledge it imparts. A credible assessment system builds trust among learners, reassures parents, and ensures that the degrees awarded by the University reflect genuine competence and understanding.

For many years, higher education across the country relied almost exclusively on high-stakes, terminal examinations. This approach is easy to administer, but it often rewards last-minute memorisation rather than deep conceptual understanding. In line with the National Education Policy (NEP) 2020, the Central University of Karnataka is changing this practice. The University is moving toward a continuous, outcome-based evaluation framework that assesses student progress consistently throughout the academic term.

This Examination Manual sets out the operational framework for all Undergraduate, Postgraduate, and Doctoral programmes at the University. It brings together clear rules on course credits, attendance, continuous assessment formats, research dissertations, grading, and records management. Clear guidelines protect both students and faculty. When evaluation procedures are transparent, standardised, and well documented, administrative ambiguity is reduced, and academic departments can concentrate on teaching and student mentoring. An examination policy works only if it is followed with discipline. Meeting administrative deadlines is essential for declaring results on time and for maintaining confidentiality.

I thank the members of the Examination Manual Committee for the time and expertise they gave to compiling this manual, and the Academic Council, Executive Council, and Deans of Schools for their suggestions.

All the Deans, Heads of Departments, faculty members, and administrative staff shall familiarise themselves with these provisions and apply them consistently across all departments. Through our collective efforts, the Central University of Karnataka will remain a centre of academic credibility, transparency, and student growth.

Prof. Battu Sathyanarayana

Vice Chancellor

PREFACE

An examination system is the operational engine of a university. Educational frameworks set pedagogical goals, but it is the administration of examinations that turns those goals into credible, repeatable, and transparent outcomes.

With the adoption of the National Education Policy (NEP) 2020 and the Learning Outcome-Based Curriculum across its undergraduate and postgraduate programmes, the Examination Branch has restructured its operational workflows. This Examination Manual provides a single, standard operational code for all faculty members, Heads of Department, administrative staff, and students of the Central University of Karnataka.

The manual sets out how the continuous assessment (formative) and end-semester examination (summative) components of the evaluation model are to be carried out in practice. For continuous assessment, it gives guidelines for combining written tests with alternative assessment modes, sharing evaluated scripts with students promptly, and entering marks on the designated portal within the specified deadlines. For the end-semester examination, it covers the scaling of examination duration to course credits, Bloom's taxonomy mapping for paper setters, deadlines for question paper moderation, and rules for the custody of answer scripts. For dissertations and projects, it provides plagiarism screening protocols, evaluation criteria, and procedural rules for evaluation committees. Finally, it sets mandatory retention schedules for tabulation ledgers, answer books, entrance examinations, and student records.

I thank the Hon'ble Vice-Chancellor for his guidance and continuous support in bringing this manual to completion. I also acknowledge the contributions of Prof. G. R. Angadi, Dr. Sai Krishna Kota, the Deans of Schools, the Heads of Department, the members of the Academic Council and Executive Council, Mr. Sravan Kumar PVJ., and the staff of the Examination Branch, who helped draft and refine these provisions.

Prof. Bharat Kumar
Controller of Examinations

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GOVERNMENT OF KARNATAKA

1. PREAMBLE

The **Central University of Karnataka**, in its unwavering commitment to academic excellence, equity, and holistic human development, hereby adopts this *Examination Manual* as a foundational framework for its academic evaluation ecosystem. This manual is fundamentally rooted in and driven by the visionary goals of the **National Education Policy (NEP) 2020**, which envisions transforming India into a vibrant, global knowledge superpower through an inclusive, flexible, and multidisciplinary higher education infrastructure.

Recognizing that assessment is the cornerstone of pedagogical integrity, this manual marks a structural paradigm shift away from the traditional, high-stakes, rote-memorization culture toward a continuous, comprehensive, and learner-centric assessment model. The objective is not merely to "test and certify" a student's retention capacity at a single given moment, but to actively facilitate, enrich, and enhance the absolute potential of every individual learner.

Vision and Assessment Philosophy

In alignment with NEP 2020, the Central University of Karnataka establishes an assessment architecture guided by the following core principles:

1. **Focus on Core Competencies and Higher-Order Thinking:** Assessments shall be meticulously designed to move beyond passive information recall. They will explicitly measure conceptual understanding, critical thinking, creative problem-solving, and real-life application capacities.
2. **Increased Focus on Formative Assessment:** Embracing the dynamic nature of learning, the evaluation framework prioritises **"Assessment for Learning"** over mere "Assessment of Learning". A robust system of continuous internal evaluation will balance final assessments, offering timely diagnostic feedback to guide both student improvement and faculty instruction.
3. **Holistic and 360-Degree Evaluation:** Acknowledging that 21st-century preparedness demands both academic and interpersonal competencies, evaluations will address the multifaceted growth of students. This covers cognitive capabilities alongside essential soft skills, including emotional, social, and ethical quotients, utilizing diverse methodologies like projects, presentations, portfolios, and peer/self-evaluations.
4. **Flexibility and Learner-Centered Dynamics:** To seamlessly support the Multiple Entry and Exit options, the Choice Based Credit System (CBCS), and multidisciplinary academic streams mandated by NEP 2020, this manual operationalizes flexible, modular, and credit-based assessment tracks that respect individual learner variations and timelines.
5. **Mitigation of Examination-Induced Stress:** By distributing assessment weightages equitably over the course of the semester through varied formats, the University aims to eliminate unscientific academic anxiety, creating a trusted, supportive, and unthreatening examination environment.

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Institutional Commitment

Built firmly upon the five foundational pillars of the NEP 2020—**Access, Equity, Quality, Affordability, and Accountability**—the Central University of Karnataka pledges to execute all evaluation processes with absolute transparency, efficiency, and academic rigour. Through regular capacity-building of evaluators and the strategic integration of technological advancements, the University ensures that its examination ecosystem remains progressive, robust, and aligned with global standards of educational excellence.

This manual serves as a definitive operational directive for all administrators, faculty members, and student stakeholders, steering our educational practices toward nurturing enlightened, skilled, and socially responsible citizens capable of navigating a rapidly changing world.

This manual consolidates the procedures, obligations, standards, and quality assurance mechanisms governing the conduct of examinations, evaluation and promotion of students enrolled in Undergraduate (UG), Postgraduate (PG), Doctor of Philosophy (Ph.D.) and other short term certificate programmes of the University. The objective is to ensure transparency, fairness, reliability, confidentiality and academic integrity in all the assessment processes.

Objectives

The examination and evaluation system shall:

1. Assess attainment of programme outcomes and course outcomes.
2. Ensure fair and unbiased evaluation of student performance.
3. Maintain confidentiality and integrity of examination processes.
4. Promote continuous and comprehensive assessment.
5. Comply with national regulatory requirements and University regulations.

Abbreviations and Definitions

- Controller of Examinations (CoE): Officer exercise such power and perform such duties, as may be prescribed by the Statutes.
- Continuous Assessment Tests (CAT): Continuous Assessment conducted during a semester.
- End Semester Examination (ESE): Examination conducted at the end of a semester.
- Grade Point: Numerical value assigned to a letter grade.
- SGPA: Semester Grade Point Average.
- CGPA: Cumulative Grade Point Average.
- Research Advisory Committee (RAC): Committee supervising doctoral progress.

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2. General Rules and Regulations

i. Applicability of the Manual:

The examination manual shall be applicable to all the examinations/evaluations matters subject to the provisions of the Central University of Karnataka Act, Statutes and Ordinances of the University. The manual applicability is also subject to the regulations and guidelines issued from time to time by the statutory agencies of the Government of India. Specific provisions approved by the Academic Council on recommendations of the Board of Studies (BoS) shall prevail and be deemed to be made under the provisions of this manual.

ii. Modification of the Manual: Review, Amendments & Exceptional Cases

The examination manual committee shall review the rules and procedures as and when required with the approval of Vice-Chancellor, and recommend changes to Academic Council/Executive Council for consideration.

If a literal application of the rule produces injustice (e.g., pandemic-related delayed exams), the Academic Council / Executive Council may, on recommendation of the Committee/Vice-Chancellor, exercise discretion and issue a reasoned decision.

iii. General Rules and Regulations:

a. The medium of instruction in respect of all courses conducted in the Schools, Centres and Departments, admitted to the privileges of the University shall be English, except in cases of studies / research in Languages.

b. The continuous assessments and end-semester examinations shall be held under the general supervision of the Head of Department by the faculty member concerned. The HoD shall be responsible for the fair and orderly conduct of the examination.

c. All examinations of the University (except entrance examinations) shall be conducted at headquarters i.e. CUK campus, Kalaburagi, through continuous assessment by the faculty members concerned.

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d. The format of continuous assessment (formative assessment) shall be decided by the concerned faculty member.

e. The format of the end semester examinations (summative assessment) shall be decided by the School Board.

f. All the end semester examinations for different Departments / Centres shall normally be conducted in a commonly agreed time frame within the semester.

g. The schedule of End Semester Exam for the common courses shall be prepared by the office of CoE as per the academic calendar and notified by the beginning of the academic year. The

Department / centre shall accordingly prepare and notify the examination time table to the concerned and send a copy of it to the office of CoE.

h. The University shall follow UGC/Statutory agency guidelines for conducting the written examination for Persons with Benchmark Disabilities.

iv. Course Assessment Framework

The National Education Policy (NEP) 2020 revolutionises higher education assessments by shifting away from high-stakes, rote-learning terminal exams. It mandates a continuous, formative, and competency-based evaluation system that prioritises higher-order thinking, practical application, and holistic student development.

Central University of Karnataka has adopted the NEP 2020 guidelines for assessing students' learning outcomes. The University follows Outcome Based Education (OBE) and choice based credit system (CBCS). Each programme comprises a certain number of courses that carry a specific number of credits. The examination for all undergraduate (UG), postgraduate (PG) and PhD courses is internal in nature. The assessment of learning outcomes shall have the formative and summative components. The weightage for each of the components is as follows.

a. Continuous Assessment (Formative Component): Carries a weightage of 40%.
b. End Semester Examination (Summative Component): Carries a weightage of 60%.

More details about the assessments, evaluation pattern and marking system are given in the following chapters.

v. Code of conduct for students during examinations

a. Attendance and Academic Integrity

- Candidates must maintain regular attendance and arrive promptly for all internal assessments, class tests, project submissions, and evaluation milestones.
- Skipping tests or failing to submit assignments without valid justification is strictly discouraged.
- Engaging in deceitful practices during class assessments will be categorized as academic malpractice and penalized under existing University regulations.
- Any form of academic dishonesty—including copying, identity fraud, unauthorized collaboration, or exchanging answer materials during the continuous assessment tests or end-semester exams will face severe disciplinary penalties as per the CUK ordinance no. 24.
- Students are responsible for keeping track of all examination related announcements shared on the CUK website / email / notice boards. Overlooking official updates will not be accepted as a valid excuse.
- Both the University Student ID card and the official Hall Ticket/Admit Card must be clearly displayed to invigilation staff at the examination center during the End Semester Examinations.

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- Prior to the start of an examination, candidates are strictly prohibited from loitering, gathering, or making noise in the verandas and hallways.

b. Scheduling and Timings

- Examination timetables must be verified by students individually via online portals or notice boards. Candidates should check their online portals / emails regularly for any schedule modifications.
- Candidates arriving more than 10 minutes after the scheduled start time of an examination will be barred from taking the test.
- No extra time will be provided to compensate for delays to candidates who arrive late but within the initial 10-minute grace period.
- Students who leave the examination hall mid-session will not be allowed to return unless they are continuously monitored by an official/invigilator.

c. Permitted Items:

- Students should exclusively bring their University ID, a clear water bottle, the required stationery for the specific exam, and their Admit Card/Hall Ticket.
- The University does not supply basic writing instruments or tools (such as pens, pencils, or rulers).
- All permitted writing materials must be kept in a transparent pencil pouch or clear plastic bag.
- The institution does not provide calculators. For exams where mathematical aids or laptops are approved, students must bring their own devices. The approval to use such aids for the courses shall be clearly given by the corresponding Board of Studies.
- Devices featuring alphanumeric keyboards or text-storage capabilities are generally prohibited, unless the specific course demands the use of such devices as recommended by the Board of Studies and approved by the Academic Council.
- Under no circumstances may a mobile phone be used as a substitute for a standalone calculator.
- Calculators must be cleared of all pre-programmed data and memory blocks before the test. Borrowing or sharing devices during the examination is strictly prohibited.

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d. Prohibited Items:

- No food is allowed inside the hall, except for students with verified medical conditions documented via a Student Support Action Plan.
- Smartwatches, mobile phones, or any network-connected gadgets are strictly barred. The gadgets connected to the network can be permitted if a specific course demands the use of such devices as recommended by the Board of Studies and approved by the Academic Council.
- Bags, textbooks, and personal items should not be brought to the hall. If brought, they must be deposited in the designated storage area indicated by the invigilator at the owner's risk.

e. Examination Room Protocols and Scripts

- Before beginning their work, examinees must thoroughly read all instructions printed on the question booklet.
- Marking, highlighting, underlining, or adding random notes within the official answer book is strictly forbidden unless explicitly authorized by the prompt.
- All preliminary or rough work must be executed within the designated pages of the answer booklet and clearly crossed out before submission.
- Tearing pages from the official answer scripts for rough notes or any other purpose is treated as a serious breach of rules.
- To seek clarification or attract an invigilator's attention, candidates must quietly raise their hand.
- Students wishing to exit the hall before the scheduled conclusion must signal by raising a hand and wait until the invigilator has securely collected and verified their completed answer script. No student shall leave the examination hall in the first 30 minutes of the examination duration.

f. **Breaches of Conduct:** Examination misconduct includes, but is not limited to, the following behaviours:

- Engaging in verbal, written, or electronic communication with other candidates.
- Looking at or copying from another student's script.
- Possessing unauthorized printed or handwritten materials in the hall.
- Accessing digitally stored data unless explicitly sanctioned by the specific program/course guidelines.
- Any act violating the baseline regulations—whether caught in real-time or identified during post-exam review.

Such breach of conduct shall be dealt as per the University rules of "unfair means".

g. Stationery and Paper Verification

- It is the candidate's duty to accurately fill out all required registration fields on the cover page of the answer booklet.
- Students must immediately count the pages of the answer script upon receipt. Any structural defect or missing page must be reported to the invigilator for a replacement booklet within the first 5 minutes.
- Once a student writes or marks within the booklet, it will not be replaced under any circumstances.
- Examinees must check the question paper immediately upon distribution to ensure all print is visible and legible. Any formatting or print quality issues must be reported for a replacement paper right away.

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3. Entrance Examination

Admission of students to the University for regular on-campus-mode shall be governed by the provisions in Ordinance No. 17 and Act Sections 6(xviii), 28(1)(a).

i. Admission of students shall be made strictly on the basis of merit adjudged through All-India Common Entrance Test wherever applicable aimed at assessing knowledge, comprehension and aptitude of the student to pursue higher studies through written test / viva / group discussion / personal interview or a combination of these.

ii. The Academic Council may recommend the admissions to UG, PG and PhD programmes based on the performance of candidates in the corresponding common entrance tests/exams conducted by Statutory bodies of Government of India in lieu of separate entrance examination conducted by Central University of Karnataka. For example, the CUET (PG) and CUET (UG) exams conducted by NTA can be considered as an entrance test for admissions to PG and UG programmes in CUK, respectively. Other national level examinations which may be considered by Academic Council for admissions to CUK are CSIR-NET, UGC-NET, GATE, JEST, etc. for PhD admissions, IIT-JEE (mains) or IIT-JEE (advanced) for admissions to UG admissions and GATE and IIT-JAM examinations for admissions to PG programmes, subject to the regulations by the Statutory bodies of Government of India.

iii. In case the University conducts the entrance examination as per the approval from the Academic Council, then the Entrance Examination shall be held at headquarters and other such places as notified by the University from time to time.

iv. Question Paper(s) for entrance examination(s) shall be set by expert(S)appointed by the Vice-Chancellor.

v. During an entrance examination the candidates shall be under the disciplinary control of the Chief Superintendent to be appointed by the Controller of Examinations, whose instruction on the conduct of examination shall be final and binding.

vi. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he/she may be expelled from the examination.

vii. The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee for such further action as the Committee may deem fit.

viii. Relevant provisions aimed at maintenance of discipline during entrance examinations of the relevant Ordinance shall be applicable to entrance examinations wherever applicable.

ix. The syllabi, format, duration, scheme of evaluation of the entrance examination shall be decided by the Admission Committee (CUK Ordinance No. 43) and approved by the Academic Council.

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x. Minimum qualification for admission to the programmes in various Department/Centres shall be prescribed by the Academic council in consultation with the Dean of the School/Heads of the Department/Centres each year, subject to the concessions provided for by the Regulations.

xi. In case of a tie / bracketed score in the marks scored in the entrance test, the marks obtained in the qualifying exam will be taken in consideration for deciding merit.

xii. Only such candidates who have passed an examination of an Indian University / Board established or recognized by State / Central governments or such other examination as has been recognized equivalent by State / Central government / University shall be considered for admission.

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4 Attendance Regulations

i. Minimum Attendance Thresholds and Deficit waivers

a. CUK expects 100% classroom attendance across all registered courses.

b. A Student shall be required to attend at least 75% of the classes actually held to the satisfaction of the School / Department / Centre and such seminars, sessional and practical as may be prescribed.

c. For programmes which are governed by the statutory regulatory agencies (NCTE, AICTE, BCI, etc.) of the Government of India, the minimum attendance threshold shall be as per the norms set by these agencies.

d. Provided that the Dean of the School concerned on the recommendations of the Head of the Department / Centre may condone the shortage in attendance· not exceeding 5% for valid and convincing reasons.

e. Provided, further that students deputed by the University to take part in the extra-curricular events be given a concession of up to 5% attendance, if necessary, in addition to the relaxation in the attendance requirement as provided above. Such concessions would be available for the days of actual participation in the event, including journey time with the prior approval of the Dean of the Students' Welfare in the format given in Annexure – 1.

ii. First-Semester Critical Minimum for Attendance

First-semester students must maintain a **minimum aggregate attendance of 40%** across all registered courses. If a student falls below this 40% aggregate threshold, **their University admission is cancelled** and all paid fees are forfeited.

iii. Tracking and Reporting Lifecycle

a. **Monthly Tracking:** Teachers must compile monthly attendance sheets, and submit the records to the HoD office by the **10th day of the following month**.

b. **Final Eligibility Reporting:** Teachers must submit their final attendance ledgers within **3 working days** after the last instruction day.

c. **Departmental Attendance Monitoring Committee:** Operating under the HoD, this internal committee of mentors monitor all attendance data and handles student compliance issues.

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5. Continuous Assessment

5.1 For theory and practical courses

As mentioned in the chapter 2, the continuous assessment in all the courses carry a weightage of 40% of overall assessment of the course. However, the weightage for the CAT and ESE for the professional courses which are regulated by statutory agencies of the Government of India, shall be as prescribed in the corresponding regulations.

i. Administration and Execution

a. The course teacher conducts all individual continuous evaluations.

b. The teacher details the evaluation structure appropriate for the course and secures approval from the HoD before announcing it to students at the beginning of the semester. At least 50% of the CAT for the theory courses shall be through two written tests.

c. Respective course instructors must make evaluated CAT answer scripts available to students for review immediately after evaluation.

d. **Single-Teacher Protocol:** Typically, a single faculty member manages a course, tracking attendance, teaching, and assessments. In multi-instructor setups, an appointed Teacher-in-Charge coordinates all grading and evaluations.

e. In case of a student who fails to appear in the theory course of ESE, his/her mark in CAT shall remain valid for the course until he / she appears in ESE and secures overall passing marks in the course.

ii. Formatting and Timeline

a. **Distribution:** Continuous assessments must be spread systematically throughout the entire semester. **Pooling of assessments shall be avoided**.

b. **Timing:** The continuous assessment schedule shall be communicated to the students in the beginning of the semester. The written tests for CAT must be organized as per the Academic Calendar. Other assessments can be completed after each syllabus unit.

c. **Submission Deadlines:** Faculty members must finalize all continuous assessment and viva-voce exams before the start of the End-Semester Examinations. Final CAT marks must be uploaded to the SAMARTH / online portal.

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iii. Assessment Tools

The Continuous Assessment Test (CAT) encompasses 40% of the maximum marks for the course, utilizing at least **two distinct assessment modes**.

a. For theory courses, at least 50% weightage shall be given to the written form of the continuous assessment tests.

b. The remaining CATs 50% marks for theory courses can be from the following formats (not an exhaustive list): Presentations, Home assignments / worksheets (5% or more in theory courses), Quizzes, Group discussions, Seminars, etc.

c. For practical courses, the assessment methods may include (but not limited to), practical tests, viva-voce, record books, seminars, demonstrations, industrial/academic/field visits or tours, etc.

d. For practical courses, successful completion of the weekly scheduled practical sessions by the student (as recorded in the observation book maintained by the student) may also be considered for formative assessment.

e. For courses with both theory and practical components, mixed assessment tools prescribed above shall be used. The assessment tools for such courses shall be detailed by the course teacher (or teacher-in-charge) after securing the approval by the HoD.

5.2 For project, internships, field work etc. courses

In case of projects, internships and field work courses, which are mainly intended to enhance the employability of the students (for more details refer Guidelines for Internship/Research Internship for Under Graduate Students, 2023, published by UGC), the assessment shall be as follows.

i. The formative assessment weightage for these shall be 40% of the total marks allotted to the course. The interns will be evaluated by research internship supervisor based on their efforts and research output.

ii. The assessment tools for the formative assessment can include presentations made by the student about the progress made during the course, literature review, daily performance in the laboratory or workplace in case of internship/field work, etc. The following list of tools may be considered for the evaluation.

    a. Activity logbook and evaluation report of Internship Supervisor
    b. Format of presentation and the quality of the intern's report
    c. Acquisition of skill sets by the intern
    d. Originality and any innovative contribution
    e. Significance

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It is not mandatory for the assignments / term papers / project reports / course work / essays and answer scripts etc. to have the plagiarism clearance as per the UGC standards, *if the learning outcomes of such courses, as recommended by the BoS, involve only training or enhancing the employability skills of the students without requiring the student to demonstrate original ideas or carry out research work*. Typically, such courses shall have 12 or fewer credits. However, the standard ethical practices of writing reports and other scripts shall be followed for such courses.

5.3 For Research-based Dissertation

The formative assessment weightage for the research-based dissertation courses shall be 40% of the total marks allotted to the course. The assessment tools for the formative assessment can include presentations made by the student about the progress made during the course, literature review, daily performance in the laboratory or workplace and the assessment is subject to the plagiarism clearance as per the UGC guidelines.

Absences and Grievances

i. If a student misses a scheduled assessment, the course instructor handles the contingency internally. If unresolved, the student may formally appeal to the HoD for administrative consideration.
ii. A record of assessment procedure shall be maintained by the course instructor and shall be made available to the students for clarifications.
iii. In case of any disparities in marks the students can contact the course instructor. If unresolved, the student may contact HoD of the concerned Department.

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6 Summative Assessment or End Semester Examinations

6.1 For Theory and Practical Courses

The ESE shall be conducted in the concerned Department or any such place as designated by the office of CoE in consultation with the Department.

i. General Rules:

a. The controller of examination shall prepare the examination calendar for every academic year in consultation with all the Schools. The information regarding the same shall be circulated to Heads of all the Departments.

b. The CoE shall prepare the common timetable for common courses registered by students of different Schools and disciplines in consultation with the Schools.

c. All the students who are registered for UG, PG and PhD programmes fill the online application through SAMARTH or online portal for registering to the end semester examinations of regular courses and for backlog courses.

d. The eligible candidates shall be issued the Examination Admit card based on the recommendation of the HoD through SAMARTH or online portal.

e. The evaluated answer scripts of the end-of-semester examination can be shown to the corresponding students on demand.

Examination Duration and maximum marks in ESE for theory courses of different credits

No. Credits	01	02	03	04	05	06
ESE maximum Marks	15	30	45	60	75	90
Duration of Exam	60 Min	90 Min	120 Min	150 Min	180 Min	180 Min

ii. Setting of Question Paper & Quality control for theory exams

Under usual circumstances, the course instructor shall prepare the question papers as per the Ordinance no. 35. Paper setters must verify comprehensive syllabus coverage and assess the course's learning outcomes in terms of

a. Knowledge, Understanding, Application, Analysis, Evaluation and factual or conceptual Creativity for undergraduate courses of 100 and 200 level.

b. Application, Analysis, Evaluation, and Creativity for 300 level and above courses for UG, PG and PhD programmes.

In the absence of teachers with the necessary expertise in the institute for any specific course, external subject experts can be nominated by the competent authorities to prepare the question papers (HoDs shall submit the list of subject experts to the office of CoE).

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iii. Conduct of Practical Examinations:

Practical examinations shall be conducted by Internal Examiners, usually the course instructors. If the subject expert for specialised practical courses are not available in the institution, external subject experts may be nominated by the competent authorities from the list of experts submitted by the HoD.

Assessment tools shall include (but not limited to):

a. Experiment / practical performance (mandatory component) (appropriate rubrics to be informed to the students by the course instructor)
b. Viva voce
c. Project demonstration, if applicable

iv. Operational Deadlines:

a. Question papers must be finalized at least **25 days** before the examinations begin.
b. The question papers must be delivered to the Controller of Examinations (CoE) office at least **10 days** before the exams after due verification by Moderating Committee.
c. The CoE office circulates the exam papers back to the Department one working day before the exam session. The HoD / Department Examination Coordinator shall be the custodian of the question papers.

v. Grievances and Re-evaluation of theory answer scripts

a. If the students have grievances about the end semester examination results they may apply for re-evaluation or theory courses during the 7 – day window opened for re-evaluation after due notification through SAMARTH or online portal. Students who miss the window are not allowed to apply for re-evaluation under normal circumstances. Under exceptional cases, where the student had no access to the declared results due to administrative reasons, the candidate may be permitted to apply for re-evaluation with the approval of competent authorities.
b. If an evaluation discrepancy is not resolved directly by the re-evaluation, the student can lodge a formal written appeal with the HoD within 8 days of the results of re-evaluation.
c. If the marks after the re-evaluation are more than the marks in the original re-evaluation, then the marks in the re-evaluation are considered to be final and the same are considered for calculating the SGPA/CGPA. If the marks obtained after the re-evaluation are less than the marks in the original re-evaluation, then the original marks obtained will be retained for calculating the SGPA/CGPA. If the student fails after the re-evaluation, then again the original marks obtained will be retained for further processing.
d. Once grades are officially processed by appropriate committees and deposited with the Controller of Examinations, no subsequent re-evaluation requests will be entertained.

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6.2 For Projects, Internships and Field Works

In case of projects and internships, the assignments / term papers / project reports / course work / essays and answer scripts etc. the plagiarism clearance as per the UGC standards is not mandatory *if the learning outcomes of such courses, as recommended by the BoS, involve only training or enhancing the employability skills of the students without requiring the student to demonstrate original ideas or carry out research work* (typically, such courses shall have 12 credits or fewer). However, the standard ethical practices in writing reports and other scripts shall be followed.

The weightage for the Summative assessment of Project (or internship or field work) Report shall be 60% of the total marks allotted to the corresponding course.

The assessment tools for the summative assessment shall be based on the project (or internship) report, final presentation and viva-voce.

Comprehensive Viva-Voce

The comprehensive viva-voce, if recommended by the BoS, shall be conducted in the final semester of the programme. The evaluation shall be based on the viva-voce on the topics covered in five theory core courses of at least 3 credits each. The students shall choose five theory core courses which is credited by them in the ongoing programme. The assessment can be based on subject knowledge, communication and presentation skills, etc.

6.3 For Research-based Dissertation Courses

The summative assessment of the research–based dissertation courses shall be evaluated by a committee constituted by the Department as follows:

1. Head of Department or his/her nominee not below the Associate Professor cadre (Chairperson)
2. At least two faculty members from the Department (member) out of which one member shall be the research supervisor.
3. If the students have carried out the dissertation course outside CUK and subject experts in the corresponding area of research are not available in the Department, then one external member who has expertise in the area of research can be nominated by the HoD with the approval of the competent authorities.

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Where a department offers a research-based dissertation course for UG or PG programmes, the summative assessment or evaluation (dissertation report, presentation and viva-voce) is subject to an automated digital plagiarism check conforming to UGC standards. Once cleared, assessment follows a specific marks distribution as follows:

i. **Plagiarism Clearance:** Mandatory baseline before academic evaluation.
ii. **Dissertation Report Weightage:** 70% of the total marks allotted to the summative assessment.

iii. **Presentation and Viva-Voce Weightage:** 30% of the total marks allotted to the summative assessment.

iv. The marking/grading system for the research – based dissertation is given in the chapter 8.

Submission of report: Candidates must submit 1 digital copy and 4 physical hard copies to the department for evaluation. The format of the hard copy shall be as per the University standards.

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7 MOOCs courses and Credit Transfer

The guidelines for the MOOCS courses prescribed by the Central University of Karnataka from time to time shall be adopted. As per the current provisions the following guidelines are applicable.

In alignment with the directives from the UGC, as outlined in their communication D.O.F.No.1-8/2017(SWAYAM), dated August 27, 2024., the following guidelines for the MOOCs courses shall be followed.

1. Students can complete up to 40% of their semester courses online via SWAYAM, as per the "UGC Credit Framework for Online Learning Courses (SWAYAM) Regulations, 2021."
2. The SWAYAM Nodal Officer appointed by the University will organize an awareness and orientation program on SWAYAM courses at the beginning of each semester (January and July) in alignment with the SWAYAM academic calendar. The officer will also communicate detailed information on available SWAYAM courses to all the deans and the heads of schools and departments.
3. With the approval of the respective Board of Studies (BoS), the respective department will identify and recommend the SWAYAM course that align with the student's needs and curriculum requirements and publish these on the relevant School or Department's notice boards and the University website.
4. The number of credits for the SWAYAM courses should be as prescribed on the SWAYAM Platform. The same can be checked by the students and Departments as per their credit requirements before enrolling. Students must obtain prior Departmental approval before enrolling independently in any of such online courses.
5. The Department may assign SWAYAM mentor(s) to assist with timely student registration for approved SWAYAM courses. These mentor(s) will ensure that registered students participate actively in discussion forums, quizzes, and assignments.
6. The University may provide workload relief to these mentor(s) responsible for overseeing the course, setting up question papers, and evaluating answer scripts.
7. A minimum enrolment of ten students is required in a Department to recommend the SWAYAM course, assign a mentor, and conduct the examination.
8. The respective Department or School will be responsible for conducting the end-term examination, including setting question papers, evaluating answer scripts, and declaring results in consultation with the University.
9. The University must conduct the SWAYAM course exam within the same semester.
10. To be eligible to appear and clear for the end semester offline exam(s) conducted by the University, the student must fulfil the following criteria:
    (i) The University will assign 70% weightage to the end-term examination conducted by the Department, while the assignments and quizzes managed by the SWAYAM online

Course Coordinator will contribute 30%, with results available on the SWAYAM portal.

(ii) To pass a SWAYAM course, students must achieve a minimum of 40% overall, which includes at least 12 out of 30 marks in assessments and quizzes, and 28 out of 70 marks in the end-term examination.

(iii) The Department/University will permit students to appear for the end-term examination only if they have completed the entire SWAYAM course, submitted at least 75% of the assignments and quizzes, and secured a minimum of 40% marks in the internal assessment, which is conducted online by SWAYAM course coordinator.

(iv) The Nodal Officer will verify this through the SWAYAM Admin dashboard and communicate it to the departments.

(v) After completion of the end semester examination conducted by the University, the departments should submit the end semester marks out of 70, to the Nodal officer. The Nodal Officer of the University shall upload the same on the SWAYAM platform.

(vi) The Nodal Officer of the University shall submit the total marks (out of 100) obtained by students from the SWAYAM platform to the Controller of Examination (CoE), and the same shall be reflected in the students' University Mark-sheet / Transcript.

(vii) University to ensure that marks of all students who have appeared in the SWAYAM Examination are mapped and visible to the students in their Academic Bank of Credits (ABC) account.

(viii) The University may conduct examinations, as per its norms, for students who could not pass or appear in the end-term SWAYAM course exams.

11. For SWAYAM-based credit courses where the University cannot conduct end-term exams offline, students must take online exams administered by the National Testing Agency (NTA) or the National Programme on Technology Enhanced Learning (NPTEL) at designated centres nationwide. For such students, it is recommended that the University may reimburse 50% of the course registration fee for a maximum of two courses per student in a semester, provided that.

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(i) The student should use the course to transfer credit.

(ii) Secure 60% and above in the case of the General/OBC/EWS category.

(iii) Secure 55% and above in the case of the SC/ST/PWD category.

(iv) The above fee concession is applicable only for the students who could clear at first attempt.

(v) The students who get the fee reimbursement from the SWAYAM/NPTEL/from any other sponsors are not eligible.

12. If a student fails in SWAYAM-based credit courses where the University cannot conduct end-term exams offline, such student should clear the same through online mode as per SWAYAM norms.
13. The University need to appoint a dedicated Technical team/support team in matters related to SWAYAM courses including registration and credit transfer and the Nodal Officer needs to coordinate with the team.
14. The Nodal Officer shall ensure that all SWAYAM Mentors shall review and understand the course requirements.
15. Any additional credits earned by students through the SWAYAM platform (in online mode) shall be included in their mark sheets, as this can significantly support their future academic and professional pursuits. However, such additional courses shall not be included to calculate the SGPA and CGPA (and total percentage for the programme).

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8 Marking/grading system, Evaluation Pattern and Academic Bank of Credits

8.1 Marking System for examinations conducted by the course instructor in CUK

The University follows choice based credit system (CBCS). Each programme comprises certain number of courses that carry specific number of credits. Credit corresponds to the number of hours that a course requires in terms of not only the quantum of teaching/ instruction hours but other contact hours too that include tutorials, term papers/ written assignments, practical work, and seminars/presentations.

Each course credit equals 15 contact hours per semester and is worth a maximum of 25 marks. Consequently, a four-credit course requires 60 hours of student learning and is evaluated out of 100 marks, which includes written assignments, seminars and other tools for CAT. The maximum marks for a few courses with different numbers of credits are as follows:

a) **2 Credits:** 50 marks

b) **3 Credits:** 75 marks

c) **6 Credits:** 150 marks

As mentioned in the chapter 2, the assessment will be continuous with two components of formative and summative assessment. The formative assessment involving the continuous assessment tests with different tools is worth of 40% of maximum marks for the course and the summative assessment involving end semester examination will be worth of remaining 60% of maximum marks for the course. The fractional percentage marks a student earns in a course is ***rounded*** **to** the nearest whole number. Based on the percentage of marks secured by a student in a course, the grade points and letter grade are allotted for the course as per table – 1.

Table: 1

Percentage of marks in the range for a course	**Grade point (GP)**	**Letter Grade (G)**	**Result/Class Description/Award**
96 -100	10	**O** - Outstanding	Outstanding
91 - 95	9.5		
86 - 90	9.0	**A**$^{+}$ - Excellent	First Class Exemplary
81 - 85	8.5		
76 - 80	8.0	**A** – Very Good	First Class with Distinction
71 - 75	7.5		
66 - 70	7.0	**B**$^{+}$ - Good	First Class
61 - 65	6.5		
56 - 60	6.0	**B** – Above Average	High Second Class
51 - 55	5.5	**C**- Average	Second Class
46 - 50	5.0	**P** – Pass	Pass Class
40 - 45	4.5		
Below 40	0	**F** – Fail	Fail/Reappear
Absent	0	**Ab**- Absent	

i. **Minimum Passing Standard for all courses (except research-based dissertation course)**

To successfully pass a course, students must satisfy both of the following minimum requirements.

a. The student has to secure a minimum grade point of at least 4.5 (corresponding to letter grade "P") in a course, i.e., the sum of CAT and ESE marks is at least 40% of the total marks allotted to the course or above.
b. The student has secured at least 40% of maximum marks allotted to the summative assessment component i.e., end semester examination (ESE).

Note: If either one or both the above conditions are not satisfied, the student shall be considered as "Fail" in the corresponding course and the grade point of 0 is allotted.to the course.

For example, if a course is of 4 credits then the maximum marks for the course will be 100, out of which maximum of 60 marks can be earned through end semester examination. To pass the course students shall secure at least 40 marks when CAT and ESE marks are combined and in addition the students must secure at least 24 marks (40% of 60 marks) in the end semester examination (ESE).

ii. **Minimum Passing Standards and Administrative Actions for Research-based Dissertation Courses**

The research–based dissertation courses shall be evaluated by a committee constituted by the Department as follows:

1. Head of Department or his/her nominee not below the Associate Professor cadre (Chairperson)
2. At least two faculty members from the Department (member) out of which one member shall be the research supervisor.
3. If the students have carried out the dissertation course outside CUK and subject experts in the corresponding area of research are not available in the Department, then one external member who has expertise in the area of research can be nominated by the HoD with the approval of the competent authorities.

A student must secure a **minimum of 40% combined marks** (Continuous Assessment + Report + Viva) to pass the dissertation course. The evaluation committee performs one of three actions: (1) Pass award, (2) Mandatory Revision and (3) Rejection.

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1. **Pass Award:** The student secures 40% of maximum marks allotted to the course or higher and the student shall be considered as passed in the course.

2. **Mandatory Revision:** If the committee recommends for mandatory revision then the student must revise and resubmit the work within **14 days**. If exceptional hurdles arise, a maximum departmental extension of **6 months** may be granted with official approval. Failure to secure a pass mark on the revised submission results in an automatic program failure.

3. **Rejection:** If the dissertation is rejected by the committee, the student has **6 months** to complete research on a new topic or implement major structural modifications. Failure on this second attempt results in an automatic program failure.

8.2 Marking System for examinations conducted by the SWAYAM / NPTEL

As described in the chapter 7, a student can take up to 40% of the courses through SWAYAM / NPTEL platforms. If a candidate has taken additional courses through SWAYAM / NPTEL platforms in addition to the mandatory courses in the course structure of the programme, then the marks obtained by the student shall be printed in the marks sheets of the corresponding semester, however they shall not be counted for calculating the aggregate percentage and SGPA/CGPA.

i. Minimum Passing Standards:

The passing standards for the courses taken via **SWAYAM / NPTEL** platforms shall be same as the one given in the course provider. In case if the students audit the SWAYAM/NPTEL course and write the corresponding examination in CUK as per the points under the paragraph 10 of the 7th chapter.

The marks for the SWAYAM/NPTEL courses shall be based on the total score of the candidate in the course and the number of credits for the course. The SWAYAM/NPTEL score shall be converted to marks as per the formula given below:

$$\text{Marks} = \frac{\text{SWAYAM or NPTEL score}}{4} \times \text{no. of credits for the course}$$

If the calculated marks are not whole numbers, then the marks shall be **rounded to** the nearest whole number.

For example: If a candidate has obtained a score of 73 in the 3 credit NPTEL course then the marks shall be 55, because $\frac{73}{4} \times 3 = 54.75$

8.3 <u>Computation of SGPA, CGPA and aggregate percentage</u>

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

a. The SGPA (S_i) is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses in the semester and the sum of the number of credits of all the courses in the semester i.e.,

   a. **SGPA** $= \frac{\sum_i C_i \times G_i}{\sum_i C_i}$

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

b. The CGPA is calculated by taking into account of all the courses undergone by a student over all the semesters of a programme, i.e.,

   a. **CGPA =** $= \frac{\sum_i C_i \times S_i}{\sum_i C_i}$

b. Where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

c. The aggregate percentage for a programme is calculated by sum of marks in all the courses taken in the programme ($\sum_i m_i$) and the sum of maximum marks for all the courses in the programme ($\sum_i M_i$) i.e., aggregate % $= {\sum_i m_i}/{\sum_i M_i}$.

d. The SGPA, CGPA and aggregate percentage are maintained up to 2 decimals only.

ii. Addition of Grace Marks to the Total Score

a. The Deans' Committee/Vice-Chancellor may authorise the office of CoE to add grace marks to a maximum of one regular theory course in each semester of the UG / PG / Integrated PG programmes, if the student has passed in all the other regular courses and the addition of permissible grace marks (see "**Procedure for adding of Grace Marks in the failed theory courses**" in the next section) to the total marks earned by a student in the course results in passing of all the courses listed in the course structure of the corresponding semester of a programme.

b. There shall be no grace marks added to the total marks of the repeated examinations.

c. A student can opt out of the awarded grace marks, if he/she would like to apply for the re-evaluation or would like to re-appear in the repeat examination as per the provisions of the University.

d. If a student applies for the re-evaluation, then the grace marks are automatically cancelled.

e. Grace marks shall be given to a student for the theory courses.

iii. **Procedure for adding of Grace Marks in the failed theory courses**:

The grace marks can be added as follows.

a. The grace marks shall be added in one theory course if the candidate has failed in only one theory course out of all the courses recommended for the semester:

b. The grace marks shall be added to the extent that the candidate secures minimum marks for passing as per the **Minimum Passing Standard**. However, the added grace marks to a course shall not exceed the 2% of the total marks allotted for the course (rounded up to the next whole number) or 5 marks, whichever is lower.

c. If the addition of permissible grace marks does not change the fail status for the course, then no grace marks shall be added.

The formats of the marks sheets and other certificates issued by the office of CoE is presented in the Annexures.

8.4 **Academic Bank of Credits:** All the marks sheets, certificates shall be forwarded to the National Academic Depository for updating the ABC platform about the achievements of the students against their APAAR ID. The ABC platform shall also be used for credit transfers and credit recognition across Universities and reputed institutions as per the UGC / Central University of Karnataka guidelines.

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9 Examination Reappear, Improvement Examinations and Course Repeat Policies

9.1 Backlog Re-Appear Examinations

i. Students who meet attendance limits but fail to secure **P** or higher grade in a course, or miss the End Semester Examination, may re-appear during subsequent exam cycles (odd in odd and even in even) within the maximum programme duration.

ii. The maximum duration of a programme shall be as per the applicable regulations of the statutory bodies.

iii. Prior CAT marks carry forward automatically to blend with the new end semester exam score

iv. Even-semester backlogs must be cleared during even-semester exam cycles; odd-semester backlogs must be cleared during odd-semester exam cycles. Examinations are based on the specific syllabus in force when the student originally registered for the course.

v. **Administrative Fee:** The backlog examination fee shall be fixed by the University. Students can apply for backlog examinations through the SAMARTH portal after paying the applicable fee.

vi. **Final Semester Grace Rule:** If a student in their final semester has accumulated the backlog of courses, the department can arrange a backlog re-appear exam for all the failed courses during the End Semester Examination, waiving the standard odd/even cycle restriction. Such a waiver can also be extended to the students who have completed the minimum duration of the enrolled programme. In any case, all the courses shall be completed before the maximum programme duration.

vii. ***Restriction:*** Students who have already received a Migration or Transfer Certificate from CUK are ineligible for backlog exams.

9.2 Improvement Examinations

If a student wishes to improve her/his grade(s) in any course (s), s/he can apply for improvement examination in the End-Semester Examination in the subsequent odd/even semester(s), whenever the examination of the particular course(s) is held, on payment of the prescribed fee (may be revised time to time by the University), *within the maximum permissible duration for the Programme of study of the student* (refer notification no. CU.Exams.F52.2018-19 dated 26.03.2019). The following conditions shall apply for applying to the improvement examination.

i. Students are permitted to avail the facility if improvement examination to a maximum of four papers/courses of their respective programmes as detailed below.
   a. One paper/course at the end of the second semester
   b. Two papers/courses at the end of the third semester
   c. Three papers/courses at the end of fourth semester and
   d. Four papers/courses at the end of programme semester
   e. Maximum of four papers/courses are allowed in the concerned UG and PG programme

ii. Students can apply for improvement examination only once for a particular course/paper.

iii. The offer of improvement examination shall be open for only once.
iv. Application for improvement examination shall be made by the students concerned to the Controller of Examination through concerned HOD in the prescribed format available in the university website along with the prescribed examination fee of Rs. 2000/- per paper.
v. Student shall be permitted to apply for the improvement examination 45 days in advance of the pertinent semester examination whenever held.
vi. If the student passes in improvement exams, then higher of the two aggregate marks secured by the student (earlier exam and improvement exam) shall be awarded for that semester. In case the candidate fails in the improvement examination, student shall retain the earlier result and his/her previous marks will continue to be taken into account.
vii. For the purpose of determination of division and class of the programme, the better of two performances in the examinations (earlier examination marks and marks in improvement examination) will be taken into consideration, however, the marks obtained in the improvement examination shall not be considered for award of ranking, prizes, medals etc.
viii. In case the student fails to appear for the improvement examination, the fee paid will not be reimbursed/refunded/returned or readjusted for any other examination or purposes connected to University even.
ix. The syllabus for the course for which a student has applied for the improvement examination shall be as per the course taught in the semester during which he / she has applied for the improvement examination. The end semester question paper of a course for the regular students and the improvement examination shall remain same.
x. The revaluation/challenge evaluation facility is not available for improvement attempts.
xi. The improvement examination is permitted for only theory courses. There shall be no improvement examinations for continuous assessments, internal tests, courses offered as a part of MPhil/PhD programme, practical papers, internship, research dissertation, project work, viva-voce etc.

9.3 Course Repeat Policies (Attendance Shortages)

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i. Students with an attendance shortage must repeat all the courses of the semester by taking re-admission during a subsequent semester (odd in odd and even in even).
ii. Repeating a course requires completing all components a new, including attendance, CAT tasks, and the final exam, based on the current active syllabus. If the original course is no longer offered, students may choose an equivalent course recommended by their mentor and approved by the HoD.
iii. **Administrative Fee:** The applicable fee fixed for the active semester shall be paid.

10 Result Declaration, Marks Sheets, Certificates and Gold Medals

Result Declaration:

After the completion of the evaluation the office of CoE shall prepare the marks sheets and bring it to the notice of the Deans' Committee/Vice-Chancellor. After approval by the Deans' Committee/Vice-Chancellor, the results shall be declared either by uploading the results on the CUK website or by releasing it in the CUK SAMARTH portal. The student will have seven days to file their grievances with the HoD, if there are any errors in the result sheet (like student name, programme title, course title, etc). The results declared in the SAMARTH / online portal shall be updated in case of re-evaluation of the answer scripts. The result data of all the students will be further forwarded to the National Academic Depository (NAD) as per the schedule fixed by NAD, after which the students will be able to download their result sheets in their DigiLocker. The records in the NAD can be made use of on the academic bank of credits (ABC) platform for credit accumulation, credit transfer and personalising the learning paths.

Marks Sheets or Grade Card:

i. The marks sheets or Grade Card containing the performance of the student in each course registered in the semester shall be printed by the office of CoE as per the format shown in the Annexure – 2.

ii. If the grade card is issued to a candidate is later found out/reported to be wrong either in entries of marks/grades etc. of in the details of subjects recorded in the grade card, the defective card shall be cancelled and a fresh grade card shall be issued to the candidate.

iii. The CoE shall issue orders for cancellation of the grade card.

iv. If the entries like name in the marks sheets is due to the wrong details given by the student, then a prescribed fee shall be paid by the student to get the marks sheet updated/corrected.

Attestation of Certificates and Grade Card

i. A student can apply in a prescribed format (Annexure – 9) for attestation of documents issued by the examination section of the University by paying a prescribed fee.

ii. The documents to be attested shall be verified by the concerned staff for similarity with those in the records maintained in the section and then forwarded for the CoE for attestation.

Verification of Genuineness of Certificates and Grade Card

i. In order to verify the genuineness of certificates and grade cards issued by the University an application in the prescribed format (Annexure – 9) shall be submitted by the candidate or by the employer after paying the applicable fee.

Certificates:

The following certificates shall be issued by the office of CoE to the students who have completed the programme upon payment of fee, wherever applicable. The fee mentioned in the Table – 2 is as on 1st June 2026. The formats of the certificates are enclosed in the Annexure – 2 to 8.

S.No	Particulars		Fee (₹)
1	Original Degree Certificate (extra fee for issuance before Convocation)		4,000/-
2	Duplicate Degree Certificate (Convocation)		2,000/-
3	Duplicate Grade Card (Semester Grade Cards)		300/-
4	Duplicate Certificate of TC, MC, PC & PDC (per certificates)		1,300/-
5	Rank / Merit Certificate		300/-
6	Transfer Certificate		300/-
7	Migration Certificate		300/-
8	Provisional Degree Certificate	**UG/PG**	300/-
		PHD	500/-
9	Passing Certificate		300/-
10	Transcript		1,500/-
11	Medium of Instruction Certificate		100/-
12	Back Ground Check / Educational Verification Certificate (Fee waived off if requested against the Government employment)		1,500/-

Gold Medals and Merit Certificates for toppers/first rank holders in UG and PG programmes:

(For more details please refer the CUK guidelines for award of gold medals to UG/PG students)

The Gold medals are awarded to the eligible students who have successfully qualified in a UG or PG programmes. The gold medallists shall be selected only for those UG and PG programmes for which there are at least 10 students enrolled and have appeared for examination in that year. One gold medal shall be awarded to the first rank holder in each UG and PG programme if s/he satisfies all the following criteria:

ii. The student in an UG/PG programme must be a first rank holder, i.e., s/he shall have highest CGPA as compared to the CGPA of all the other students who are admitted to the same programme offered by the University in the same academic year.

iii. The CGPA shall be calculated without considering the grace marks

iv. The student shall have a CGPA shall be at least 7.0 or more on a 10-point scale

v. The student shall pass all the requisite examinations in the first attempt along with the regular batch within a minimum prescribed period for the programme.

vi. The student must be a regular student of the programme offered by the University and shall have good conduct with no disciplinary action pending/recorded during the programme.

vii. In case of tie, the first rank holder is selected based on the following order of tie-breakers

   a. Higher average percentage of marks obtained in the programme (computer to two decimal places)
   b. Higher marks in compulsory/core courses of the programme
   c. Higher total credits with grade 'O' / 'A+' grades across the programme
   d. Higher aggregate marks in the end-semester examinations
   e. If the tie still persists then the medal shall be shared (joint award)

Merit Certificate:

Gold medal shall not be awarded for the programmes of a particular academic year batch, if in that batch of the programme fewer than ***ten*** enrolled candidates appear for the examination. A student who satisfy all the criteria of a first rank holder enrolled in a programme where fewer than ***ten*** enrolled candidates appear for the examination will be awarded a Merit Certificate.

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11 Evaluation Pattern in PhD programmes (For details refer PhD regulations for CUK 2023)

11.1 ADMISSION AND REGISTRATION

Admissions shall be governed by University Ph.D. Regulations and applicable national regulatory requirements. The registration of the students shall be made after successful completion of the course work immediately after the admission.

11.2 COURSE WORK EVALUATION

i. As per the existing regulations the course work of minimum 12 credits shall include:
    a. Research Methodology
    b. Subject-specific courses
    c. Research and Publication Ethics
ii. Minimum grade requirement to qualify the course work shall be as prescribed by regulations from time to time. As per the existing regulations a PhD student is eligible for registration for PhD programme if he/she secures at least 55% aggregate marks or its equivalent grade in the UGC 10-point scale in the course work.
iii. Upon successful completion of the PhD course work, the student shall apply for PhD registration using the application format given (Annexure – 10).

11.3 RESEARCH PROGRESS MONITORING

i. Progress Reports

Research scholars shall submit to the Research Advisory Committee (RAC) the following documents and appear for meeting with RAC every six months:

a. Semester-wise progress reports in the format given in the Annexure – 11.
b. Publications and presentations.
c. Work completed during the period.

11.4 PRE-SUBMISSION REQUIREMENTS

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i. Before thesis submission, the scholar shall:

a. Complete prescribed coursework and formally register for the PhD.
b. Satisfy publication and other mandatory requirements of presenting papers in conferences.
c. Deliver pre-submission seminar.
d. Obtain Plagiarism clearance report and RAC/CASR approval.

ii. Thesis Structure

A standard Ph.D. thesis shall have the following sections.

1. **Title Page**: Includes the thesis title, degree name, scholar's name, registration number, supervisor's name, department, and the official University address.
2. **Declaration / Originality**: Scholar's signed statement declaring the work is original.
3. **Certificate**: Signed by the supervisor, Head of the Department, and Dean.
4. **Table of Contents**: List of chapters, sections, figures, and tables with page numbers.
5. **Abstract/Preface**: A concise summary of the research (typically 300–500 words).
6. **Acknowledgements**: Appreciation for supervisors, institutions, and funding agencies.
7. **Main Body**: Divided into standard chapters (e.g., Introduction, Literature Review, Methodology, Results, Analysis, Discussion, Conclusion).
8. **References / Bibliography**: Standard academic format appropriate to your discipline (e.g., APA, MLA, IEEE).

In addition to the above sections a PhD thesis can have one or more following sections

a) **List of abbreviations**
b) **List of figures**
c) **List of symbols**
d) **Appendices**: Source code, Survey data, Supplementary data, Plagiarism report, etc.

The check list for the thesis submission is given in the Annexure – 14.

11.5 THESIS EVALUATION

The PhD thesis evaluation shall be carried out as per the procedure given in the University's PhD regulations. The PhD viva-voce board shall assess the following (but not limited to) for evaluation/adjudication:

- Originality
- Research contribution
- Methodology
- Analytical rigor

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The recommendations of the PhD viva-voce board (Annexure – 15 and16) shall be sent to CASR board of the corresponding School. Based on the recommendations of PhD viva-voce board and CASR board (Annexure – 17), the Vice Chancellor shall approve the award of PhD in the relevant subject which is subject to ratification by the Academic Council.

12 Prohibited Conduct and Unfair Means (UFM)

12.1 Prohibited Conduct

a. Bringing books, papers, notes, mobile phones, iPads, electronic storage units, smartwatches, Bluetooth devices, or hearing aids into the examination room is strictly prohibited. Non-programmable calculators without alphabetic input are permitted if required by the course.

b. Writing anything on desks, furniture, walls, or any part of the body or clothing is prohibited. Only the official answer book may be written on.

c. Students may not visit the restroom more than once during a 3-hour examination, except in cases of documented medical necessity.

d. Exchanging answer scripts, consulting with outside individuals, or changing assigned seats without explicit permission from the invigilator is prohibited.

e. Leaving the examination room during the first 30 minutes of the session is prohibited.

12.2 Disciplinary Matrix for Violations (as per the guidelines in ordinance no. 24)

Category	Specific Offence	Mandated Disciplinary Action
Category A	a) Found in possession of incriminating material related /unrelated to the subject of the examination concerned. b) Found copying either from the possessed material or from a neighbour. c) Inter-changing of answer scripts. d) Change of seat for copying. e) Trying to help other candidates. f) Found consulting neighbours. g) Exchange of answer sheets or relevant materials.	Cancel the University Examination of all subjects registered by the candidate in that session.
Category B	If the candidate has repeated the unfair means in category A a second time.	Cancel the University Examination of all subjects registered by the candidate in that session and debar him/her for the next examination session (i.e. all University Examinations in the subsequent session)
Category C	If the candidate has repeated the unfair means in category A a third time.	Cancel the University Examination of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the University Examination.

Category	Specific Offence	Mandated Disciplinary Action
Category D	Writing some other candidate's register number in the main answer paper	Cancel the University Examinations of all subjects registered by the candidate during that semester only.
Category E	a) Insertion of pre- written answer sheets (Main sheets or Additional Sheets) b) Using electronic devices for the purpose of malpractice.	Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two subsequent examination sessions.
Category F	Threatening the invigilator or insubordinate behaviour as reported by the Chief Superintendent and/or Hall Superintendent.	Cancel the University Examinations of all subjects registered by the candidate for hat session and debar him/her for two years from registering and appearing for the University Examination.
Category G	Consulting the invigilator for answering the questions in the examination.	Cancel the examination of all subjects registered by the candidate for that session.
Category H	Cases of impersonation	Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the examination sessions. Moreover, relevant legal action shall be initiated if an outsider is involved.
Category I	Mass copying.	a) In the Single Hall: Cancel the relevant examination taken by the students of that Hall. Debar the concerned Hall Superintendent and other involved directly or indirectly form the examination work such as invigilation, question paper setting, valuation, etc. for the next six examination sessions. b) In a Centre: Cancel the relevant examination taken by the students of the center. Debar the Hall Superintendents and the Chief Superintendent and other involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation etc., for the next six examination sessions and cancel the examination center for two years.

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12.3 Invigilator Intervention Protocols

1. **Evidence Seizure:** The invigilator must immediately seize the compromised answer book and all incriminating materials. The student must be issued a new answer book to answer the question paper in the the remaining exam time. No compensatory time will be granted for time lost during this process. The HoD shall be informed about the same.
2. **Documentation:** The student and invigilator must sign all seized physical evidence. If evidence is found on a student's body or clothing, the invigilator must print and attach a digital photograph of the violation.
3. **Form Processing:** The invigilator completes the Unfair Means Form (Annexure – 18), records their professional comments and forwards the same to the HoD for further processing. The HoD submit all the documents and records to the Dean of the concerned school.
4. **Expulsion:** If a student actively disrupts the examination process, the invigilator can consult with the Coordinator and HoD to order the student to vacate the premises immediately.
5. **Reporting:** The Dean of the concerned school shall submit all seized materials and completed forms to the CoE in a sealed cover immediately after the examination session concludes.
6. The office of the CoE will process the UFM form and submits it to the Examinations Discipline Committee.

12.4 Examinations Discipline Committee

The Examinations Discipline Committee will be a standing committee tasked with evaluating UFM cases and is appointed by the Vice-Chancellor. The structure and functions of the committee shall be as per the CUK ordinance No. 24.

CENTRAL UNIVERSITY OF KARNATAKA

13 Governance and Administrative Responsibilities

13.1 Key Functions of the Controller of Examinations (CoE)

i. Oversees the administration of all University examinations, result declarations, and student academic progress record management.

ii. Manage the preservation of the evaluated answer scripts for a **minimum of 5 years** following result announcements, managing safe disposal thereafter except for scripts tied to pending court cases.

iii. Publishes the comprehensive Academic Calendar and releases specific examination timetables at least **15 days prior** to End-Semester sessions.

iv. Manages the confidential printing and secure distribution of question papers, marks sheets, transcripts, and degree certificates.

v. Investigate exam malpractices through formal inquiry boards and applies disciplinary sanctions.

13.2 Departmental Examination Coordinator and Invigilator Duties

i. Appointed by the HoD on a rotating **1-semester tenure** to manage departmental examination procedures. However, he/she may be assisted by another co-coordinator of the examination or an examination committee if it is necessary.

ii. The Examination Coordinator shall discharge all such functions which are necessary to conduct the examination fairly and smoothly in the respective department.

iii. Verifies receipt of exam materials, student lists, and stationery at least **3 working days before** examinations begin.

iv. The examination coordinator shall prepare the examination schedule in consultation with the Head of the department and communicate the same to the office of the Controller of Examination.

v. During the preparation of the examination schedule, a reliever shall also be appointed along with the invigilator(s).

vi. During the appointment of invigilators, each faculty member shall discharge her/his responsibilities irrespective of their designation and post in. order to successfully complete the examination.

vii. The examination coordinator shall organise student seating arrangements.

viii. The Head of the department shall also be assigned examination duty on the date of examination of his/her own subject, if any, which he/she has taught in the respective semester. Provided that at the time of discharging any other responsibility, s/he may be relieved by the reliever.

ix. The examination coordinator coordinates question paper distribution and maintains the departmental exam registry.

CENTRAL UNIVERSITY OF KARNATAKA

x. Examination Coordinator shall take the initiatives to disseminate examination rules or the Do's and Don'ts to the students before the commencement of examination.

xi. Invigilators shall be required to be present in the examination hall at least 20 minutes before the examination time and the students are expected to be in the hall 15 minutes before the commencement of the examination.

xii. Invigilators are requested to maintain norms by not carrying textbooks and other personal material to the examination hall.

xiii. Invigilators are requested to keep on moving and watching the students carefully in the examination hall without sitting at one place, to prevent copying.

xiv. Invigilators shall desist from using the cell phones and talking in the examination hall to avoid inconvenience to the students.

xv. Use of mobile phones and other electronic items (except scientific calculators) are strictly prohibited in the examination hall by the invigilators, except in case of an emergency.

xvi. It is always better to prevent copying rather than finding fault while copying.

xvii. In case of overlapping of examination duty and any other academic duties, examination duty shall prevail over other academic duties. In case of conflict, the invigilation work shall be adjusted assigned to any other staff of the same cadre under unavoidable circumstances with intimation to HoD and the Examination Coordinator of the Department.

xviii. No invigilator shall carry any laptop, books, or copies in the examination hall and they are not supposed to use mobile phones during the examination except in an unavoidable situation. They must keep their mobiles in silent mode during the examination.

xix. Everyday, before an examination begins, the invigilators shall call upon all the candidates to search their persons, tables, desks, etc. and ask them to hand over all papers, books, notes or other reference material which they are not allowed to have in their possession or accessible to them in the examination hall. Where a late-comer is admitted this warning shall be repeated to him at the time of entrance to the examination hall. They are also to see that each candidate has his/her identification card and hall ticket with him/her.

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xx. No invigilator shall leave the examination room/hall during the examination without arranging an alternative invigilator or reliever.

xxi. The examination coordinator may also be appointed as a reliever during the examination.

xxii. Each invigilator and reliever shall report to the examination hall at least 15 minutes before the commencement of the examination.

xxiii. The Examination Coordinator shall arrange two copies of the attendance sheet of each course and get it signed by the examinees/invigilators. One copy of the attendance sheet shall be preserved in the Department, and the other copy shall be sent to the office of the Controller of Examination by each examiner at the time of submission of result sheets.

13.3 Squad Deployment

i. Appointed by the office of CoE for the end semester examination to maintain integrity during examinations.

ii. If a member detects cheating or malpractice, the group's Member-Secretary completes the official Unfair Means (UFM) form given in the Annexure – 18, collects student and invigilator signatures, and forwards the file to the office of CoE.

13.4 Duties of the Evaluators

i. Each Examiner shall receive the answer books/answer scripts from the Examination Coordinator for evaluation purposes by putting his/her signature with the date in the said register. The number of answer scripts received shall also be mentioned in the register.

ii. After the completion of the evaluation of answer scripts, each examiner will upload the marks of each course on the SAMARTH portal and one signed copy of the result sheet shall be submitted through the concerned HoD to the office of the Controller of Examination.

13.3 Responsibilities of Deputy Registrar/Assistant Registrar – Examinations

i. Shall assist the CoE in the smooth functioning of the office of Controller of Examinations and in the absence of the CoE shall take charge of their duties under the orders of the Vice – Chancellor.

ii. Shall adhere to the academic calendar for scheduling the theory, practical and other examinations.

iii. Shall ensure that the resuls sheets are properly prepared by the detailed staff.

iv. Shall check whether correct entries are made in the tabulated mark registers with reference to the Mark statements.

v. Shall verify tht the declaration of the results is in accordane with the examination manual, regulations, and scheme of examinations concerned.

vi. Shall check the printout of the statement of marks to ensure whether the candidates name, gender, registration number, subjects are correctly printed.

vii. Shall be responsible for proper accounting of the spoiled/mutilated/canceled certificates.

viii. Shall be responsible in maintaining the accounts and ledgers of payments received for issuing various certificates, and document verification.

ix. Shall also carry out any other duties assigned by the Vice-Chancellor/CoE.

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14 Records Preservation Schedules

The University complies with a strict schedule for preserving academic and examination records across all departments and central registries:

Record Type	Authorized Office Retention Period	Mandated Format
Student Personal Files (Graduated)	Permanent (Following Convocation processing)	Soft Copy
Counterfoils (Transfer, Migration, Character)	7 Years from the date of issue	Soft Copy
Entrance Examination Question Papers	Permanent Retention (2 sets each in CoE, and Department)	Both Soft & Hard Copy
Student Exam Disciplinary Case Files	Permanent Retention (DR Academic, CoE, and Department)	Both Soft & Hard Copy
Exam Applications & Registration Forms	2 Years after the conclusion of the specific semester exam cycle	Both Soft & Hard Copy
Tabulation & Result Ledgers	Permanent Retention by the office of CoE	Both Soft & Hard Copy
Final Result Notifications	Permanent Retention by the office of CoE	Soft Copy
Undistributed Degree Certificates	Retained permanently by the office of CoE until delivery is executed	Hard Copy Only
Cancelled Degree Documents	Retained for 1 year after Convocation, then counted and destroyed in the presence of 3 administrative witnesses	Hard Copy Only
Semester Examination Answer Books	**Destroyed after 5 years** of the end of the declaration of results after the end of the programme	Hard Copy Only
Thesis/Dissertation Copies	Permanent Retention (1 copy in Department; 1 copy in Central Library)	Both Soft & Hard Copy

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ANNEXURE – 1: Format of Application Form for Attendance Concession for Extra Co-Curricular Events

To,
The Dean of Students Welfare,
Central University of Karnataka

Subject: Request for prior approval and concession of attendance for participation in extra co-curricular events.

Respected Sir/Madam,
I am writing to request prior approval and the designated attendance concession (up to 5%) for participating in the upcoming University-deputed extra co-curricular event. My details and event schedule are provided below:

1. Student Details

Full Name: _____

Roll No. / Enrolment No.: _____

Department / Program: _____

Semester / Year: _____

Name of the Event: _____

Organizing Body / Institution: _____

Venue of the Event: _____

2. Schedule & Attendance Relaxation Required

Dates of Actual Participation: From [DD/MM/YYYY] to [DD/MM/YYYY] (Total Days: ___)

Journey Time Required: From [DD/MM/YYYY] to [DD/MM/YYYY] (Total Days: ____)

Total Days of Absence Requested: _____ Days

Undertaking by the Student
I hereby declare that the information provided above is true to the best of my knowledge. I understand that this concession is subject to an upper limit of 5% in addition to the standard relaxations, and is applicable only for the days of actual participation and journey time verified by the University. I have attached the official invitation/deputation letter for your review.
Date: [DD/MM/YYYY]
Place: _____ **(Signature of the Student)**

For Office Use Only
Verification by the Head of Department (HOD) / Event Coordinator
The details provided by the student have been verified. The student is officially deputed by the University to participate in the aforementioned event.
Recommended / Not Recommended.
Date: [DD/MM/YYYY] **(Signature & Stamp of HOD/Coordinator)**
Approval of the Dean of Students Welfare (DSW)
In accordance with University regulations, the student is hereby:
[ ] **Approved** for an attendance concession of up to 5% for a total period of _____ days (including journey time).
[ ] **Not Approved**
Remarks (if any): _____
Date: [DD/MM/YYYY]

(Signature & Stamp)
Dean of Students Welfare

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ANNEXURE – 2: Format of the marks sheet

x SEMESTER EXAMINATION – MONTH YEAR

NAME OF THE STUDENT		
PROGRAMME OF STUDY		
SCHOOL		
DEPARTMENT		
STUDENT'S APAAR ID		
MEDIUM OF INSTRUCTION	**ENGLISH**	

COURSE CODE	COURSE TITLE(S)	COURSE TYPE*	MAX MARKS	CREDITS	CAT	ESE	TOTAL MARKS SECURED	GRADE POINTS	LETTER GRADE
TOTAL:									
RESULT:		**PASS (%)**				**SGPA:**			

Date of Result:

CENTRAL UNIVERSITY OF KARNATAKA

GRADE POINT AND LETTER GRADE CONVERSION TABLE

Letter grades and corresponding grade points for each course are determined based on the total percentage of marks achieved in the course (rounded to the nearest whole number), as detailed in the grading scale below.

Percentage of marks in the range for a course	Grade point (GP)	Letter Grade (G)	Result/Class Description/Award
96 -100	10	**O** - Outstanding	Outstanding
91 - 95	9.5		
86 - 90	9.0	**A⁺** - Excellent	First Class Exemplary
81 - 85	8.5		
76 - 80	8.0	**A** – Very Good	First Class with Distinction
71 - 75	7.5		
66 - 70	7.0	**B⁺** - Good	First Class
61 - 65	6.5		
56 - 60	6.0	**B** – Above Average	High Second Class
51 - 55	5.5	**C**- Average	Second Class
46 - 50	5.0	**P** – Pass	Pass Class
40 - 45	4.5		
Below 40	Below 4.0	**F** – Fail	Fail/Reappear
Absent	0	**Ab**- Absent	

COMPUTATION OF SGPA AND CGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

i. The SGPA (S_i) is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses in the semester and the sum of the number of credits of all the courses in the semester i.e.,

$$\textbf{SGPA} = \frac{\sum_i C_i \times G_i}{\sum_i C_i}$$

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

ii. The CGPA is calculated by taking into account of all the courses undergone by a student over all the semesters of a programme, i.e.,

$$\textbf{CGPA} = = \frac{\sum_i C_i \times S_i}{\sum_i C_i}$$

Where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

iii. The aggregate percentage for a programme is calculated by sum of marks in all the courses taken in the programme ($\sum_i m_i$) and the sum of maximum marks for all the courses in the programme ($\sum_i M_i$) i.e., aggregate $\% = \sum_i m_i \Big/ \sum_i M_i$.

iv. The SGPA, CGPA and aggregate percentage are maintained up to 2 decimals only.

ABBREVIATIONS OF COURSE TYPES

Theory (T), Practical (P), Research (Project / Dissertation) (R), Field exposure (F), Internship/ Placement (I), Theory and Practical combined (C), Workshop/Training (W).

* on the course title refers to repeat examination

** on the course title refers to improvement examination

ANNEXURE - 3: Format of provisional degree certificate for UG and PG programmes

PROVISIONAL DEGREE CERTIFICATE

This is to certify that [Student's Full Name] (Enrollment No: [Enrollment Number], has successfully completed the Undergraduate/Postgraduate (UG) programme requirements of the University. The candidate was admitted to Undergraduate/Postgraduate (UG) programme in the year [Year of admission] and has qualified for the award of the Degree of [Name of the Degree, e.g., Bachelor of Arts (Honours with Research) / Bachelor of Science] with the following academic specifications:

Major Discipline: [Name of Major Subject, e.g., Economics]

Minor Discipline: [Name of Minor Subject, e.g., Data Analytics]

The candidate completed the prescribed course of study and passed the final examinations held in [Month and Year of Passing] with a [CGPA] corresponding to [Percentage]% of marks, securing a [Class / Division, e.g., First Class with Distinction].

This provisional certificate is valid until the original degree certificate is officially conferred by the University at the convocation.

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Place: Central University of Karnataka, Kalaburagi

Date of Issue: _____ **Controller of Examinations**

ANNEXURE - 4:

RANK CERTIFICATE

This is to certify that _____ with Enrolment No. _____has secured 1st rank among the _____ successful candidates enrolled for the _____ programme.

Place: Central University of Karnataka, Kalaburagi

Date of Issue: _____ Controller of Examinations

CENTRAL UNIVERSITY OF KARNATAKA

ANNEXURE - 5:

MERIT CERTIFICATE

This is to certify that _____ with Enrolment No. _____has secured 1st position among the _____ successful candidates enrolled for the _____ programme.

Place: Central University of Karnataka, Kalaburagi

Date of Issue: _____ Controller of Examinations

CENTRAL UNIVERSITY OF KARNATAKA

ANNEXURE - 6:

TRANSFER CERTIFICATE

Sl. No.	Particulars	Details
1	Name of the student in full	
2	Mother's Name	
3	Father's Name	
4	Enrolment Number	
5	Date of Birth	
6	Nationality	
7	Religion	
8	Category	
9	Name of the program for which the student was admitted	
10	Program in which the Candidate was studying at the time of leaving	
11	Date of Leaving	
12	Date of application for certificate	
13	Date of issue of the certificate	
14	Reasons for leaving the University	
15	Remarks (if any)	

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ANNEXURE - 7:

MIGRATION CERTIFICATE

This is to certify that _____, with Enrolment No. _____ passed _____ Examination in the year _____. This University has no objection to his/her continuing studies or appearing in any examination at any recognized University/Institution established by law.

Place: Central University of Karnataka, Kalaburagi

Date of Issue: _____ **Controller of Examinations**

CENTRAL UNIVERSITY OF KARNATAKA

ANNEXURE - 8:

PASSING CERTIFICATE

This is to certify that [Student's Full Name] (Enrollment No: [Enrollment Number], has successfully completed the Undergraduate/Postgraduate (UG) programme requirements of the University. The candidate was admitted to Undergraduate/Postgraduate (UG) programme in the year [Year of admission] and has qualified for the award of the Degree of [Name of the Degree, e.g., Bachelor of Arts (Honours with Research) / Bachelor of Science] with the following academic specifications:

Major Discipline: [Name of Major Subject, e.g., Economics]

Minor Discipline: [Name of Minor Subject, e.g., Data Analytics]

The candidate completed the prescribed course of study and passed the final examinations held in [Month and Year of Passing] with a [CGPA] corresponding to [Percentage]% of marks, securing a [Class / Division, e.g., First Class with Distinction].

The degree will be conferred on the candidate at the next Convocation or thereafter.

Place: Central University of Karnataka, Kalaburagi

Date of Issue: _____ **Controller of Examinations**

ANNEXURE – 9: Format of Application for Attestation of Certificates and Grade Cards

To,

The Controller of Examinations,

Central University of Karnataka,

Kadaganchi – 585367, Kalaburagi, Karnataka

Subject: Application for Attestation of Academic Documents.

1. Personal Details of the Applicant

Full Name of the Student: _____

Roll Number / Registration Number: _____

Program / Course of Study: _____

Department / Specialization: _____

Month & Year of Passing: _____

Contact Number: _____ Email ID: _____

2. Details of Documents to be Attested

Please specify the number of copies required for each document:

S.No.	Document Description (e.g., Degree Certificate, Consolidated Marksheet, Semester Grade Card)	Semester / Year	No. of Copies Required
1			
2			

3. Fee Payment Details

Prescribed Fee per Copy/Document: ₹_____.

Total Amount Paid: ₹_____

Mode of Payment (Online/DD/Challan): _____

Transaction ID / DD Number: _____Date: / /20___

4. Declaration by the Candidate

I hereby declare that the particulars given above are correct to the best of my knowledge. The copies of the documents submitted by me for attestation are true replicas of the original documents issued to me by the University. I understand that any discrepancy found during verification will lead to the rejection of my application.

Date: / /20___ (Signature of the Applicant)

Place: _____

P.T.O

FOR OFFICE USE ONLY

(To be filled by the Examination Section)

Application Received Date: / /20___

Fee Verification Status: Paid / Not Paid (Receipt Verified: Yes/No):

Verification Notes:

Certified that the documents submitted by the applicant have been verified line-by-line with the master records maintained in the Examination Section and are found to be perfectly identical.

Verified By: _____ (Name & Signature of Dealing Staff)

Approved By: _____ (Signature of Superintendent/Controller of Examinations)

Date of Issue: / /20___

Checklist for the Applicant:

[ ] Duly filled and signed application form.

[ ] Original payment receipt/challan.

[ ] Clear photocopies of the documents that need attestation.

[ ] Original certificates/grade cards (for physical verification, if required by the counter).

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ANNEXURE – 10: Format of application for PhD registration

ಕರ್ನಾಟಕ ಕೇಂದ್ರೀಯ ವಿಶ್ವವಿದ್ಯಾಲಯ
कर्नाटक केंद्रीय विश्वविद्यालय
Central University of Karnataka
(Established by an Act of the Parliament in 2009)

Application for Registration to the Ph.D. Degree

(To be submitted after successful completion of Ph.D. Coursework)

Section I: Personal & Admission Details

1. Name of the Candidate	[Full Name in Block Letters]
2. Enrolment / Registration No.	[Your Number]
3. Date of Initial Admission	[DD/MM/YYYY]
4. Department / Center	[e.g., Department of Mechanical Engineering]
5. Faculty / School	[e.g., School of Engineering & Technology]
6. Category of Registration	[ ] Full-Time [ ] Part-Time [ ] Sponsored
7. Contact Details	**Mobile:** [Number] **Email:** [Email Address]

Section II: Coursework Completion Record

(Attach a self-attested copy of your official grade sheet)

Course Code	**Title of the Course**	**Credits**	**Grade / Marks Obtained**	**Result Status**
[e.g., RM-101]	Research Methodology	[e.g., 4]	[Grade]	Pass / Fail
[e.g., PH-102]	Advanced Core Subject	[e.g., 4]	[Grade]	Pass / Fail
[e.g., PH-103]	Elective / Literature Review	[e.g., 4]	[Grade]	Pass / Fail
[e.g., PH-104]	Research Ethics	[e.g., 2]	[Grade]	Pass / Fail
Cumulative Metrics		Total Credits Cleared: [e.g., 12]	CGPA / %: [e.g., 8.5]	Overall: PASS

CENTRAL UNIVERSITY OF KARNATAKA

P.T.O

Section III: Proposed Research Profile

8. Proposed Topic of Ph.D. Thesis: *"[Insert your finalized, approved research topic here]"*

9. Name & Designation of Research Supervisor: [Name, Designation, Department]

10. Name & Designation of Co-Supervisor (if any): [Name, Designation, Department/Institution]

Section IV: Declarations & Signatures

Declaration by the Candidate:

I hereby declare that the information provided above is correct to the best of my knowledge. I have successfully fulfilled the minimum credit and grade requirements for Ph.D. coursework as per University ordinances. I request that my formal registration to the Ph.D. program be approved.

Signature of the Candidate: _____ **Date:** [DD/MM/YYYY]

Section V: Recommendations & Forwarding *(For Office Use Only)*

1. Certificate by the Research Supervisor(s):

We certify that the scholar has completed the required coursework under our guidance. The research proposal has been vetted and approved by the Research Advisory Committee (RAC). We recommend formal registration.

Signature of Supervisor: _____ **Date:** _____

Signature of Co-Supervisor: _____ **Date:** _____

2. Recommendation of the Research Advisory Committee (RAC):

The coursework results and research proposal of the candidate were evaluated by the RAC on **[Date of Meeting]**. The committee recommends / does not recommend the candidate for formal Ph.D. registration.

Signature of Chairperson, RAC / HOD: _____ **Office Seal:**

3. Forwarded by CASR committee of the School:

The coursework results and research proposal of the candidate were evaluated by the CASR on **[Date of Meeting]**. The committee recommends / does not recommend the candidate for formal Ph.D. registration.

Signature of Chairperson of CASR / Dean: _____ **Office Seal:**

4. Final Approval by Academic Section:

The application is found to be in order as per Ph.D. regulations. Registration is approved with effect from **_____.**

Signature of Registrar / Director (Academics): _____ **Office Seal:**

Date:

CENTRAL UNIVERSITY OF KARNATAKA

ANNEXURE – 11: Format of Progress report to be submitted by PhD student

ಕರ್ನಾಟಕ ಕೇಂದ್ರೀಯ ವಿಶ್ವವಿದ್ಯಾಲಯ
कर्नाटक केंद्रीय विश्वविद्यालय
Central University of Karnataka
(Established by an Act of the Parliament in 2009)

CENTRAL UNIVERSITY OF KARNATAKA

SCHOOL OF _____

Department of _____

PROGRESS SUMMARY OF PHD STUDENTS (or shodha chakra)

Name of student		
Enrolment No.	**Date of Joining:**	
Name of Supervisor		**Name of Co-Supervisor (if any):**
Date of CASR meeting		
Research topic		
Major updates in the last 6 months. Please write in short sentences. Each update shall have one sentence only.	1) 2) 3) 4) 5)	
Plan of action to be taken in the next 6 months. Please write only short sentences. Each item must not exceed the width of one line.	1) 2) 3) 4) 5)	
Do you require an extension of your PhD tenure beyond the		

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normally permitted duration? If yes, please state your reasons in a single sentence. *only for students in the last stage of their PhD work.	
When do you anticipate submitting your thesis? *only for students in the last stage of their PhD work.	

Details of publications and conferences:

Publications			**Conference Proceedings**		**Conferences attended**	
Last 6 months	Until now	Under preparation	Last 6 months	Until now	Last 6 months	Until now

List of publications JA: Journal article CP: Conf. Proceedings

It is recommended to use the Google Scholar "Cite" button and paste the details of the publication in Harvard style. You must also indicate the first author of the paper with a **bold** font. Please enter only SCOPUS or WoS indexed / CUK approved list of journals.

S.No	**Title of publication with full details including author, journal name and year of publication**	**JA / CP**

Add more rows if required

List of Conferences attended O: Oral; P: Poster; A: Only attendance

S.No	Date	Name of Conference	Place	O/P/A

Add more rows if required

Visit to National/ International Labs

S.No	Name of Institution	Date	Duration (m)

Signature of Student

Forwarded by:

CENTRAL UNIVERSITY OF KARNATAKA

1. Thesis supervisor	
2. Co-supervisor (if any)	

P.T.O

DETAILED PROGRESS REPORT

from July to December <u>YEAR</u> / January to June <u>YEAR</u>

PLEASE NOTE THE DETAILED PROGRESS REPORT MUST BE ON A SEPARATE PAGE AND SHOULD NOT BEGIN IN THE MIDDLE OF THE PREVIOUS PAGE SO THAT A SEPARATE PRINTOUT OF DETAILED PROGRESS REPORT CAN BE TAKEN. IF IT BEGINS IN ANOTHER PAGE PRESS CTRL+ENTER TO FORCE IT. DO NOT EXCEED ONE PAGE IN FONT SIZE 11 ARIAL. IN THIS PAGE YOU MUST HIGHLIGHT AND ELABORATE ON WHAT YOU HAVE ACCOMPLISHED IN THE LAST 6 MONTHS.

Name and Signature of the PhD student:

Name and Signature of the Supervisor:

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ANNEXURE – 12: Format of minutes of RAC meeting

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कर्नाटक केंद्रीय विश्वविद्यालय
Central University of Karnataka
(Established by an Act of the Parliament in 2009)

nth – RESEARCH ADVISORY COMMITTEE MEETING

(n - RAC Meeting Number for the concerned student)

Name of the Research Scholar	
Enrolment Number	
Date of Enrollment	
Name of Department	
Fellowship -CSIR/UGC/INSPIRE/NON-NET/ICMR/Others (If others, please specify)	
Name of the Research Supervisor	
Name & affiliation of the co-supervisor (if any)	
Date of RAC Meeting	
Date of previous RAC Meeting	

Broad/Specific topic of the proposed research work:

Comments by the RAC committee after presentation and discussion*:

1.
2.
3.
4.
n.

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*Please attach additional sheet, if required and obtain signature of members on it

Forwarded by CASR committee with recommendations**

A. Fellowship to be continued? (Yes / No):

B. Any comments to the student:

1.

2.

3.

Name and signature of:			
RAC Convenor (Supervisor)	**Co-supervisor (if any)**	**RAC member**	**RAC Chairperson (HoD)**

**Please attach additional sheet, if required and obtain signature of members on it

I have noted the Comments (if any): Name and Signature of the Research Scholar

_____

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ANNEXURE – 13: Format PhD attendance from Supervisor during thesis submission

CENTRAL UNIVERSITY OF KARNATAKA

Kadaganchi, Aland Road, Kalaburagi Dist-585367

ATTENDANCE CERTIFICATE

Certified that Ms./Mr._____ is regular research scholar of the department of _____ and he/she has not absent/discontinued the programme during the entire duration of the programme.

Research Supervisor

Forwarded through

Signature of HOD

Signature of the Dean

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ANNEXURE – 14: Format of checklist during PhD thesis submission

CENTRAL UNIVERSITY OF KARNATAKA

Kadaganchi, Aland Road, Kalaburagi Dist-585367

CHECKLIST FOR THE Ph.D PROGRAMME

(for the use of Exam Section only)

Name of The Student:
Enrolment Number:
Gender:
Category:
Person with Disabilities (Yes / No):
Date of Admission:
Subject of PhD:
Thesis Title:
Mode of PhD (Regular or Part-time):
Contact No & E-Mail ID of the Student:

	PARTICULARS	Yes / No
1	*External Evaluators List (to be submitted by the research supervisor in a sealed envelope) (All the Evaluators must be from different universities/institutions - A maximum of two experts from any state and one expert from each organization).	
2	*Undertaking from HOD as per Ordinance 54 (9) (to be submitted by the Guide in a sealed cover along with External Evaluators list)	
3	No Dues Certificate with fee challans	
4	Payment Receipt /Challan of Thesis Submission Fee	
5	Synopsis 3 Sets of hard copy and one soft copy	
6	Progress Reports (Original)	
7	Pre Ph.D Presentation report in the Dept. (Report & Attendance statement)	
8	Plagiarism Certificate (from CUK Library)	
9	** Ph.D scholars shall present at least one (1) research paper in a conference/seminar and Ph.D. scholars must publish at least one (1) research paper in refereed journal before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints. (if applicable)	
10	3 Copies of Ph.D Thesis – S**oft Binding (paper back binding) for Initial Submission** (Hardbound copy to be submitted before the Viva Voce Examination)	
11	**2 USB PEN DRIVES consisting Chapter-wise softcopy of the thesis** ***[****01_title, 02_prelimpages, 03_content, 04_abstract, 05_chapter 1,2,3,4,5 etc. (till completion of chapters), 06_annexures (bibliography + references + questionnaire + maps + publications etc.), 80_Recommendation* (title page which contains Recommendation/conclusion/summary/Future finding), 90_Plagiarism Report (One-Page Plagiarism/Summary Report adding ORCID iD, *Soft Copy of Entire Thesis in Single PDF* ***]*** **in PDF format**	
12	Certificate by the guide (in thesis)	

13	Copy of Marks Cards of course work	
14	Attendance Certificate (to be issued by the Supervisor as per prescribed format Annexure – 13)	
15	Passport Size Photo (soft copy and one print)	
16	Registration Certificate (Date of Registration)	
17	CASR approved copy for having extended time period	
18	Copy of Ethical Clearance Certificate by Institutional Human Ethics Committee, if applicable	
19	Copy of permissions to use the copyright materials, if applicable	

* to be submitted by the Guide / Supervisor.

** to be certified by the Guide, HOD and Dean.

Name and Signature of officer in the CoE section:

Date of Submission:

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ANNEXURE – 15: Format of viva-voce format for PhD thesis

CENTRAL UNIVERSITY OF KARNATAKA

Dept. of

VIVA VOCE REPORT OF A PH.D SCHOLAR

Ref: CUK letter No. (letter sent by the office of CoE)

TITLE OF THESIS:

Name of the student	Registration No.	Date of Viva-Voce	School & Department

RECOMMENDATIONS:

As per letter from the office of CoE (No.____) dated _____ and as per suggestions made in adjudication reports of the experts, the Viva-Voce Board verified the revised and certified thesis and accepted the same.

The Viva-Voce Board evaluated the PhD thesis of the candidate by taking into account the queries/doubts raised by the external examiners and recommend that **(Tick one)**

1	The thesis submitted by the candidate is his/her own work and the grasp of the candidate of the broad field of his/her study is satisfactory. The candidate be awarded the Ph.D degree in _____ (subject name)	
2	The thesis be referred back to the candidate for revision	
3	The thesis be rejected and the candidate may not be awarded the Ph.D degree.	
	Remarks if any:	

Signatures of the Members

Contd….2

VIVA-VOCE BOARD

Sl. No.	Name & Address	Designation	Signature
1			
2			
3			
4			
5			

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ANNEXURE – 16: Format of Proceedings of the PhD Viva-Voce Examination

CENTRAL UNIVERSITY OF KARNATAKA

Department of …….

Proceedings of the PhD Viva-Voce Examination

Ref: CUK Permission letter No.

The Ph.D Viva-Voce examinaiton in the Department of _____, (SCHOOL NAME) was conducted as per the details below:

Name of the Research Scholar	
Name of the Research Supervisor	
Name of the External Examiner	
Date & Time	
Venue	
Title of the thesis	

The Viva-Voce examination started at _____ and concluded at _____.

The candidate defended the Ph.D thesis by presenting objectives, methodology and results of the investigation and successfully completed the Viva-voce examination, as per the CUK rules and guidelines.

----------, Research Scholar answered all the questions and clarified the doubts raised by the participants, the external examiner and other members of the viva-voce board.

The external examiner who was present in the open viva-voce, based on the evaluation reports of the external examiners, recommended the award of Ph.D degree in _____ (subject name) to Mr/Ms. _____, Research Scholar, Dept. of _____, Central University of Karnataka.

Members (Viva Board) present (Name and Signature):

ANNEXURE – 17: Format of MINUTES OF THE MEETING OF CASR after PhD viva-voce exam

CENTRAL UNIVERSITY OF KARNATAKA

School of _____

MINUTES OF THE MEETING OF COMMITTEE FOR ADVANCED STUDIES AND RESEARCH (CASR) HELD ON ……..…… AT THE DEPT. OF ……., CUK.

Members present:

1. Chairman
2. Member
3. Member
4. Member

At the outset, the chairperson welcomed all the Members and then agenda was taken up for discussion.

Agenda 1: Approving Proceedings of Ph.D Viva-Voce of Mr/Ms. _____.

Resolution: The CASR discussed the agenda and unanimously approved the proceedings of Ph.D Viva-Voce Examination and recommended to award Ph.D Degree in _____ (subject name as approved in BoS) to Mr/Ms. _____ _____ and authorized the research supervisor to forward the thesis along with the required documents to the office of CoE through proper channel for the award of the Ph.D Degree as per norms.

The CASR meeting concluded with the vote of thanks to the Chair.

Signature of the CASR Members.

1. 2. 3. 4.

ANNEXURE – 18: Format of Unfair Means Reporting Form

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कर्नाटक केंद्रीय विश्वविद्यालय
Central University of Karnataka
(Established by an Act of the Parliament in 2009)

Form for Reporting Cases of Unfair Means / Unfair Practices / Acts Interfering with the Proper Conduct of Examinations

Examination Year: 20___

PART-I: Invigilator Report Summary

(To be completed by the Hall Invigilator)

- **Candidate Enrolment Number:**
- **Full Name of Candidate:**
- **Permanent Postal Address:**

- **Registered Email ID: _____ Mobile Number: _____**
- **Father's / Guardian's Name: _____**
- **Academic Department Name: _____**
- **Course Name & Course Code: _____**
- **Exam Day: _____ Date: Time:**

Specific Details of the Alleged Malpractice / Violation:

_____
_____
_____
_____
_____
_____

Inventory of Confiscated Material Evidence:

1. *Books / Printed Matter Titles:*

2. *Number of Torn Leaves / Pages: _____*
3. *Manuscript Slips / Loose Papers: _____*
4. *Mobile Models / Electronic Devices: _____*
5. *Body Part / Clothing Markings: _____*
6. *Other Unauthorized Materials: _____*

P.T.O.

- **Invigilator / Squad Remarks:**

_____

_____

_____

_____

_____

_____

_____

Date:

Invigilator/Squad Name(s): **Signature(s):**

PART-II: Student Statement

(To be completed by the Candidate)

1. Do you agree with the specific allegations detailed in Part-I? **[YES / NO]**
2. If you agree, explain the circumstances:

_____

_____

_____

3. If you disagree, detail your grounds for contest:

_____

_____(use additional sheets if required)

4. Additional statements or defense notes:

_____

_____

_____

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Candidate Signature: _____ **Date:**

PART-III: Departmental Review

(To be completed by the Head of Department)

- **Specific Recommendations / Observations of the HoD:**

_____

_____

Name of HoD/Department Exam Coordinator**:** _____

Signature:

Date: