



EXAMINATION RULES & REGULATIONS (With effect from January 28, 2026)

1. AUTHORITY

SASTRA Examination Wing has been formed to conduct the University Examinations for undergraduate, postgraduate and research programme students enrolled under SASTRA from the academic year 2001-2002.

SASTRA Examination Wing is headed by the Controller of Examinations.

2. CREDIT SYSTEM & QUALITY GRADING SYSTEM

SASTRA shall follow the Credit System for imparting education to the courses offered by different disciplines. SASTRA shall follow continuous assessment and end semester assessment with 50% weightage each. The academic performance will be graded on a 10-point scale and CGPA will be calculated. For details, please refer to Rules and Regulations of the programmes concerned.

For the students of all the Law programmes, the requirement for pass grade is as follows:

Continuous assessment for 30% weightage and end semester assessment for 70% weightage shall be followed. A candidate has to secure a total of 50 marks out of 100 with a minimum of 28 marks in the End semester.

3. REGISTRATION

Every student on the rolls of SASTRA and undergoing a course in Odd Semester or Even Semester shall register for the respective University Examinations. A candidate shall register for all the regular and arrear subjects for which he or she is expected to appear at that point of time.

University Register Number issued to every candidate signifies the following

X	XX	XXX	XXX
1	2	3	4

- 4 Serial Number of the student in that branch 001 to 899 for regular students & 900 to 999 for Lateral Entry students

- 3 Branch Identification
- 2 Terminal Year of Graduation
- 1 Campus Code

4. NOMINAL ROLL

Examination Wing of SASTRA shall accept the registration of a candidate for a given examination only if the Dean concerned certifies that the candidate is eligible to take the examination.

A nominal roll of candidates registered for the ensuing examination and the courses for which the candidates have registered will be released in the SWI as notified in the academic calendar.

The candidates must check the correctness of the particulars concerning them and discrepancies if any, should be reported to Examination Wing immediately.

5. ADMIT CARD

The Admit Cards are prepared based on the Nominal Roll. Every candidate eligible to appear for SASTRA Examinations can download the admit card from the Student Web Interface (SWI) three days before start of the examinations. No candidate will be permitted to enter the Examination Hall without a valid Admit Card.

Admit cards are subject to scrutiny by the Chief Superintendent or the Hall Superintendent and officials of the University Examination Wing, at any time during the examination.

In case a candidate forgets to bring the Admit Card or misplaces it or loses it, the candidate must report to the Chief Superintendent before the commencement of the examination to get a duplicate admit card.

The instructions given overleaf in the University Examination admit card is binding on the candidate.

6. ATTENDANCE REQUIREMENTS

- a. A minimum of 75% attendance in each course is required for appearing for the end semester examinations
- b. A student who has attendance below 75% but 70% or above in any course(s) will be permitted for end semester examinations by paying condonation fee for each such course as prescribed by the University.

- c. A student with attendance below 70% but 65% or above in any course(s) will be permitted to write the semester examinations by paying condonation fee for each such course and caution deposit as prescribed by the University.
- d. A student with attendance below 65% but 60% or above in any course(s) will be permitted to write the end semester examinations only after attending special classes in order to make up for the deficiency in attendance and paying condonation fee for each course and caution deposit as prescribed by the University
- e. A student with attendance below 60% in any course (s) and with cumulative attendance 50% or above, shall be permitted to appear for the end semester examinations of the other courses. The student needs to complete an equivalent or similar course (s) in the forthcoming semester from approved MOOC platforms with due certification. Course(s) and MOOC platform(s) shall be approved by the Controller of Examinations in consultation with the Dean of the respective schools for every such student on a case to case basis. Condonation fee per course and caution deposit shall be paid by such student before proceeding to next semester. This option is at the discretion of the student who can either advance to the next semester by undertaking to complete MOOC or repeat the semester in the next academic year in regular mode thereby losing one year.
- f. A student whose cumulative attendance in all courses in a semester falls below 50%, shall not be permitted to write the end semester examinations and has to redo the particular semester during the following academic year.

7. DECLARATION OF RESULTS

The evaluation of answer scripts will be done within 7 days from the date of examination and results will be declared within 15 days from the date of last examination.

The processed results will be placed before a Result Passing Board duly constituted by the Vice-Chancellor for approval and then the results will be declared through Student Web Interface.

7.1 Classification of Results

A candidate completing the programme within the specified period of study and securing CGPA of 7.5 and above and passing all the courses of the programme in first appearance will be declared to have passed in First Class with Distinction.

A candidate completing the programme within the specified period of study and securing CGPA of 6 and above will be declared to have passed in First Class.

A candidate completing the programme within the specified period of study and securing

CGPA of 5 and above but less than 6 will be declared to have passed by mentioning with overall CGPA.

A candidate who clears all the courses and is unable to secure a CGPA of 6 and above within the specified period of study or clears all the courses after the specified period of study will be issued degree certificate mentioning the overall CGPA.

Some candidates due to extraneous reasons score less marks in Continuous Assessment (CA) resulting in failing in the course. There is no scope of improvement of CA unless the candidates repeat the course. For such candidates who appear in the subsequent supplementary exams, the following formula will apply:

M=Marks scored out of 100 in any course which will be I+E or 2E whichever is greater. (I = CA marks out of 50 and E = End Semester examination marks out of 50).

7.2 Honours

Students with no history of arrears and a minimum CGPA of 7.5 are eligible to register for one additional course each from 5th to 8th semester for earning additional credits towards Honours degree. Those students who do not clear the Honours course in the first appearance in any of the four semesters become ineligible for Honours degree. However failing to clear an Honours course in the first appearance will not affect the classification of results (rule 5.1).

7.3 Accelerated Credit Registration System (ACRS)

Students with no history of arrears and a minimum SGPA & CGPA of 7.5 are eligible to register for one additional course per semester (a total of three courses) from 4th to 7th semester. Those students who do not clear the ACRS course in the first appearance in any of the three semesters become ineligible to get First Class with Distinction (as they have history of arrears).

7.4 Academic Rehabilitation Programme

Students who couldn't complete their degree programme within the specified period of study, may undergo equivalent courses in NPTEL prescribed by the AD (Academics)/ Dean of the respective school limiting to a maximum 4 courses. The student should not have appeared for any of these courses earlier or they should not be identical to a course in the regular curriculum for the purpose of transfer of credits.

7.5 Maximum Time Span for completion of the Course

The maximum period for completion of the courses offered by SASTRA (for the students admitted during 2016-17 and afterwards) (*In accordance with UGC guidelines D.O.No. F.12-1/2015 (CPP-II) dt.: 15.10.2015*) is as follows:

A student who for whatever reasons is not able to complete the programme within the normal period or the minimum duration prescribed for the programme, may be allowed two years period beyond the normal period to clear the backlog to be qualified for the degree. The general formula, therefore shall be as follows:

- a) Time Span = $N+2$ years for the completion of the programme. (where 'N' stands for the normal or minimum duration prescribed for completion of the programme)
- b) In exceptional circumstances, a further extension of one more year may be granted. The exceptional circumstances will be spelt out clearly by the relevant statutory body concerned of the University.

During the extended period, the student shall be considered as a private candidate and also is not eligible for ranking.

The above guidelines are subject to the Rules and Regulations of the statutory bodies and the University governing the grant of degrees.

If the candidate is unable to pass all the courses of the said programme within the maximum period of completion, the candidate shall be considered as not eligible to get the degree automatically.

8. REVALUATION

A candidate can apply for revaluation within 72 hours from the time of publication of the results through a link that would be made available on our University website (in the results circular). The revaluation fee will be raised in SWI and they can remit the fee before the specified deadline.

Any change in revaluation resulting in a higher grade will be declared and incorporated in the result accordingly. Otherwise it will be declared as "No Change" and grade will not be altered in the SWI.

Revaluation provision is not available for Project work and Viva-Voce, Seminar, Laboratory courses, courses with non-conventional assessment and soft skills. Any further information required will be provided from time to time through Examination Wing Circulars.

9. TRANSPARENCY SYSTEM

A candidate can apply for copies of answer books. The application must be made through a link that would be made available on our University website (in the results circular) within 72 hours from the time of publication of results. The fee will be raised in SWI and they can remit the fee before the specified deadline.

10. MISCONDUCT

A candidate who

- a. Attempts to disrupt the calm atmosphere of the examination session
- b. Tries to misbehave with the hall superintendent or other candidates or any person authorized to monitor the examination
- c. Attempts to run away from examination hall or abuses/hurts the hall superintendent when caught for indulging in malpractice
- d. Attempts to disrupt the examination

shall be deemed to have indulged in misconduct.

A candidate who has been booked for misconduct, after a fair enquiry, if proved guilty of misconduct, shall be debarred from writing the SASTRA examination for two full academic years (4 semesters).

11. MALPRACTICE

11.1. Possession of mobile phones, programmable calculators and wearable devices with internet/blue tooth facilities are construed as indulgence in malpractice.

11.2. Exchanging pen / pencil / rubber / calculator or any other material inside the Examination Hall, trying to signal or talk with neighbour or any other candidate, possession of any incriminating material, scribbling or writing on question papers, scales or calculators or examination reference materials or on the body of the candidate or the clothing, etc., or any action of the candidate which is detrimental to the fair conduct of the examination shall be construed as malpractice.

11.3.

- a. If a student has committed malpractice in any course(s) during a CIA examination, he/she shall be awarded zero for that course in all three CIAs and shall be permitted to write the end-semester examination for that course and whatever be the score above the passing minimum in the end-semester exam the student secures in that course, the student will be awarded the least passing grade D. If the student is involved in a malpractice for the second time in the same semester or anytime in future, the student shall not be able to write the end semester exams of all the courses in that particular semester. The student has to appear for the end semester exams in the subsequent semesters only as arrear courses with zero CIA marks.
- b. If a student has committed malpractice during end semester examination, the examination for the course(s) in which malpractice has been committed shall be cancelled and student will be given Grade E. The student shall also loose an

additional chance for writing the arrear examination for that course (s), should the student take multiple attempts.

- c. If a student commits malpractice for the second time in an end-semester examination, all exams written by the student for all the courses during the particular semester examination term shall be cancelled and student will be given Grade E in all courses. The student shall also loose an additional chance for writing the arrear examination should the student take multiple attempts.
- d. Students who have committed malpractice during CIA/End semester examinations shall not be eligible for Campus Placement, distinction/honours or any other form of scholarship.
- e. All malpractices shall be enquired by a committee duly appointed by the Controller of Examinations giving reasonable opportunity for the student and the student shall be allowed to write CIA or end-semester exam for all courses that follow after the alleged malpractice has been committed. All the above decisions shall become binding in the event the committee finds the student to have indulged in malpractice.

12. IMPERSONATION

- 12.1 Any attempt by a candidate to write the examination using the identity of some other candidate shall be construed as impersonation.
- 12.2 After a free and fair enquiry, a candidate who is charged with impersonation, if proved guilty, will be summarily removed from the University and handed over to the police authorities.

13. APPELLATE AUTHORITY

The Vice-Chancellor of SASTRA Deemed University shall be the appellate authority.

Candidates can make representations with respect to grievances related to examinations through the Dean of the concerned school and the Registrar to the Vice Chancellor.

14. SAVING CLAUSE

These regulations are subject to change from time to time without prior notice and such changes are binding on the candidates. Wherever these regulations find commonality with the Rules and Regulations issued by the Registrar with the approval of the Board of Management, such Rules and Regulations shall have overriding character and be more binding.
