

R.11 Declaration of the Results

- 1) The Examination Section will compile the results of the examination in the form of a Master Mark-list, based on the individual mark-lists submitted by the Examiners concerned.
- 2) A Meeting of Examination Committee shall be convened with the following objectives:
 - (a) to overview the overall result.
 - (b) to take suitable action in case there are abnormalities listed in R.10.
 - (c) to decide and grant appropriate grace marks if any to the candidates as per the regulation R.10.
 - (d) to finalize the result.
 - (e) to take action on any representation made by the students.
 - (f) to take appropriate action on the cases brought to notice by the Examination Section.
- 3) Finalization of the Result:
 - (a) The committee shall take suitable decisions and record them in the form of the minutes of the meeting.
 - (b) The minutes will be approved by the Vice-Chancellor.
 - (c) The result of an examination will be approved by the Dean (Academic Programmes).
 - (d) Any changes made in the marks, as per the resolution, shall be entered on the consolidated Master Mark-list for the examination concerned, and shall be checked and certified by the Controller of Examinations.
 - (e) The mark-list will be properly secured, as per the rules, and no change in it shall be allowed after the declaration of the result, unless any correction is needed after verification of marks, etc; and such a change shall be done by the Controller of Examinations and indicated accordingly.
- 4) The result will be declared, as per the norms, after approval from the Vice-Chancellor, preferably within two days. The Institute shall strive to declare the results of every examination conducted by it within **21 days**.
- 5) No examination or the results of an examination shall be held invalid only on the reasons that the Institute could not follow the schedule as stipulated.
- 6) Mark-sheets will be given to the students within seven days of the declaration of the results.
- 7) The mark-list should show the date of actual issuance of the mark-list.
- 8) The answer papers for the examinations shall be preserved for a period of one more year after the completion of the programme.