



ఆంధ్రప్రదేశ్ కేంద్రీయ గిరిజన విశ్వవిద్యాలయం  
ఆంధ్ర ప్రదేశ్ కేంద్రీయ జనజాతీయ విశ్వవిద్యాలయ  
Central Tribal University of Andhra Pradesh  
(A Central University)

Transit Campus: AU PG Centre, Kondakarakam, Vizianagaram-535003

F.No.G2/2025/CTUAP/Exam Cell/ ౩౮

Date: 17.12.2025

**NOTIFICATION**

In continuation of the existing Examination Rules and Guidelines, and with the approval of the Competent Authority, the Additional Examination Rules and Guidelines-2.0 pertaining to the processing, evaluation, and reevaluation of theory answer scripts are hereby issued to further strengthen the examination and evaluation framework of the University.

The detailed **Additional Examination Rules and Guidelines-2.0** are enclosed herewith in addition to the existing examination rules and guidelines and shall come into force with effect from the date of this notification.

All concerned are hereby requested to strictly adhere to the above rules and guidelines to ensure the smooth conduct of examinations and accurate evaluation of answer scripts.

This issues with the approval of the Competent Authority.

*S. Suresh* 17/12/2025.

**Controller of Examinations (I/c)**  
*Controller of Examinations*  
Central Tribal University of Andhra Pradesh  
Vizianagaram, Andhra Pradesh

**Copy to:**

- All the Deans
- All the HoDs
- All faculty members
- Notice boards
- Academic Cell
- Guard File

## Examination Rules and Guidelines

### ATTENDANCE

1. The students are permitted to fill the exam form who have **75% of attendance in aggregate** will be allowed to pay fee within the stipulated time and appear for theory and practical examinations. A student will appear the exams s/he having **required % of attendance**. However, a student is promoted to the next semester as per the Promotion Rules of the University.
2. The Course Instructor submits the final attendance of each student for each course s/he handles at least 10 days prior to the commencement of the semester end and practical exams of the concerned students to the HOD. HOD will submit consolidated students attendance list to the Exam section for further course of action.
3. A student shall not be permitted to appear for the practical and semester end examination he/she does not have required % of attendance as per the norms.
4. However, 5% of attendance can be condoned by the Dean of the Faculty on the recommendation of the Head of the concerned Department on the basis of student's participation in sports at the state/national level and also on medical ground. The students who claim such a concession on medical ground have to produce a valid medical certificate issued by Medical Officer/Doctor.
5. The NCC/NSS students attending national camps, parade may be given attendance in proportionate to the number of days they are away from academic work only on the production of valid certificates and recommendation of the concerned officers.
6. The students who were detained from writing the semester end exam in any semester one or more courses for want of attendance has to re-register such course/courses **odd with odd and even with even** and he/she acquires the required percentage of attendance by attending classes in the concerned course/courses and appears for the exam on par with other students. Such student shall appear for internal and practical exams also afresh.
7. If a student is failed, or is detained from writing the practical, semester-end examination (SEE) for want of attendance, in **50% of the total courses**, s/he shall **repeat the semester** by taking fresh **admission** and paying the **requisite fee**. In such a case a student has to appear for internal examinations in all subjects afresh on par with the regular students.
8. If a student is not permitted to appear for the SEE because of shortage of attendance and/or not completing the requirement of appearing in any component of the continuous internal assessment (CIA). If such course is a core and Elective course, the student will have to repeat the entire course again at the next available opportunity including fulfilling the requirements of the attendance, the CIA component and the SEE. If such course is discontinued or modified, the student will take an alternative equivalent course as approved by BoS and permitted by the HoD.
9. The attendance requirement is not applicable for self-study courses, courses involving field/project work or industry internship for which there are no formal class room instructions. However, for such courses the HoD shall obtain a certificate from the industry supervisor/academic guide and satisfy that all requirements prescribed for the course are completed.

10. If a course has a part of lectures and part of field work, attendance will be counted for the regular lectures portion of the course along with the certificate of satisfactory participation in rest of the course.
11. The students who were detained from writing the exam for the above said reason have mistakenly paid the semester fees and such students may request the university to refund the same.

### **Attendance**

Sl. No	Enrolment No.	Name of the Student	Name of the Subject	Attendance (%)	Remarks Eligible/Not Eligible
1					
2					
3					

### **Minimum Marks for Passing the Examination:**

#### **Examinations**

Examinations are of two types:

- i) Internal Assessment (IA): 30 marks (3 & 4 Credits) and 15 marks (1& 2 credits) where 2 midterm exams will be conducted and average is done, for which 10 marks are added which are from Seminars, assignments or any other academic activity. IA is purely under the control of the respective departments.
- ii) End Semester Examinations: Examinations will be conducted 70 marks (3 & 4 Credits) and 35 marks (1& 2 credits) at the end of the semester as planned according to the academic calendar.
- iii) There is no internal assessment for labs. Only final exams are conducted for the labs/practical.

A student he /she must secure at least 40% marks in theory and Internal Assessment against Max Marks in each subject, and 50% marks in each of the practical subject.

Theory Max. Marks	70	IA Marks	30	Practical Marks 50/100
Pass marks (40%)	28		12	50% of Total Marks

## Passing and Promotion Rules

These rules shall be applicable to all students of UG and PG.

1. To clear any program of study, a student shall have two years over and above the specific duration of the program, from the date of his/her admission in the first semester i.e., for three year Under-Graduate (UG) program, s/he shall get 05 years (03+02). Similarly for two-year Post-Graduate (PG), s/he shall get (02+02), a total of four-year time shall be permitted.
2. A student shall only be promoted to the next semester, if s/he has a minimum eligibility to appear in the Semester End Examination (SEE) and fulfill other criteria as given below. Else, the student shall remain in the same semester and shall be treated as an ex-student:
  - a. S/he must have paid all the requisite fee;
  - b. In order to appear in the End Semester Examinations, it is mandatory for a student (across all programs) to secure a minimum of attendance of  $\geq 75\%$  in aggregate of in that particular semester.

A student who has been detained from appearing in the SEE in more than 50% of the total courses for want of attendance shall not be promoted to the next semester; and s/he shall be required to re-register as a regular student in the same semester with the next batch of students;

**A student has to pass at least 50% of the total courses which includes practicals of that semester, to be promoted to the next semester.**

In case the number of courses to be cleared falls in decimal points, the next whole number shall be considered, as specified in the table, in the SEE of the particular semester;

Total number of courses	Minimum Number of courses a student have to clear
03	At least 02 courses
05	At least 03 courses
06	At least 03 courses
07	At least 04 courses
08	At least 04 courses

3. It is compulsory for all students to appear in the Internal Assessment (IA) examinations, and secure a minimum of 40 % marks to be eligible to appear for the SEE. To pass a course a student has to secure a minimum of 40% marks in continuous internal assessment and 40% in the semester end exam against maximum marks.
4. A student, who failed in practical/field work/project work etc. examinations of a particular semester, has to clear the same with the next batch of students.

## Evaluation System of the University

The University follows a semester system. Each programme comprises a certain number of courses that carry a specific number of credits. The credit system implies that students are evaluated throughout the duration of the programme.

The process of continuous assessment translates the student's performance into marks, which is converted into a percentage range that corresponds to a 10-point grade scale, which in turn is represented as letter grade. The process helps the standardization of inevitable variations at the levels of student performance and teacher evaluation.

**Internal assessment (IA) is assigned 30 marks and End semester Examination (ESE) 70 marks.** The 10 point relative scale of grade used for the purpose of evaluation is illustrated in the table given. The lowest passing grade is C and a candidate has to secure a minimum total of **40 (ESE - 28 marks and IA – 12 marks) marks** in each course to secure a pass in that course. A candidate who does not obtain **40 marks for IA and ES exam** together shall be deemed to have failed in that course.

**Internal assessment (IA) is assigned 15 marks and End semester Examination (ESE) 35 marks.** The 10 point relative scale of grade used for the purpose of evaluation is illustrated in the table given. The lowest passing grade is C and a candidate has to secure a minimum total of **20 (ESE - 14 marks and IA – 06 marks) marks** in each course to secure a pass in that course. A candidate who does not obtain **20 marks for IA and ES exam** together shall be deemed to have failed in that course.

### Minimum marks for passing the examination:

A student he /she must secure at least **40% marks in theory and Internal Assessment against Max Marks** in each subject, and **50% marks** in each of the **practical subject/Internship/Field work and Project work**.

	Theory Course	IA Marks	Practicum/Practical Course
Pass Marks	(40%) of Max. Marks	40% of Max. Marks	50 % of Total Marks

$$\text{SGPA} = \frac{\text{Sum of (Credits X Grade Points) Obtained}}{\text{Total Credits of Concerned Semester}}$$

$$\text{CGPA} = \frac{\text{Sum of (Credits X Grade Points) of all Semester}}{\text{Total Credits of all Semester}}$$

Conversion of SGPA/CGPA to Percentage:

$$\text{Equivalent Percentage of Marks} = \text{SGPA/CGPA} \times 10$$

### **Declaration of Division**

A candidate who has passed in all the courses of examinations of all Semesters taken together will be declared as “Passed”. Such candidates may be awarded the division according to following criterion:

- i. First Division: CGPA 6.0 and above
- ii. Second Division: CGPA 5.0 and above but below 6.0
- iii. Third Division: CGPA 4.0 and above but below 5.0

### **Important:**

- i. Students should immediately check the personal details and bring any discrepancies to the notice of exam section.
- ii. Students should make sure that the papers mentioned in the grade card are those they have attempted.

### **Grading System of the University**

The university follows a ten point grading scale (as given below) for evolution of student’s academic performance in the course during the semester:

<b>Marks Range</b>	<b>Letter Grade</b>	<b>Grade Point</b>	<b>Academic performance</b>
90 - 100	O	10	Outstanding
80 - 89	A+	9	Excellent
70-79	A	8	Very Good
60 – 69	B+	7	Good
50 – 59	B	6	Above Average
40 – 49	C	5	Average
Less than 40	F	0	Fail
--	Ab/Dt	0	--
--	I	0	--
--	W	0	--
--	X	0	--
--	AU	0	--

There is no rounding off either of the Semester Grade Point Average or Cumulative Grade Point Average or Final Grade Point Average at the end of each successive semester as well as at the end of the programme.

The CGPA obtained by the student shall be classified into the following division:

<b>Marks Range</b>	<b>Letter Grade</b>	<b>Grade Point</b>	<b>Academic performance</b>
9.0 and above	O	10	Outstanding
8.0 and above but less than 9.0	A+	9	Excellent
7.0 and above but less than 8.0	A	8	Very Good
6.0 and above but less than 7.0	B+	7	Good
5.0 and above but less than 6.0	B	6	Above Average
4.0 and above but less than 5.0	C	5	Average
Less than 4.0	F	0	Fail
--	Ab/Dt	0	--
--	I	0	--
--	W	0	--
--	X	0	--
--	AU	0	--

For proper evaluation of student's academic standing, his/her performance in all semesters including grade obtained in the dissertation, should be taken into consideration.

**Central Tribal University of Andhra Pradesh**  
**Semester End Examination**

<b>Name of the Program:</b>	<b>Semester:</b>
<b>Name of the Subject:</b>	<b>Subject Code:</b>
<b>Credit:</b>	<b>Max. Time:</b>
	<b>Max. Marks:</b>

**Note: Pattern of question paper for 3 and 4 credits is:**

**Max. Marks: 70 Marks (End Semester Examination) Internal Assessment (IA): 30 Marks**

**Max. Time: 3 Hours**

**Part A**

Answer all Ten questions. Each question carries 1 Mark each.  $10q \times 1 = 10M$

**Part B**

Answer any Four Questions. All questions Carry 5 marks each  $(4q \times 5) = 20M$

**Part C**

Answer either A or B from each question. All questions carry 10 Marks each.  $(4q \times 10) = 40M$

**Note: Pattern of question paper for 1 and 2 Credits is:**

**Max. Marks: 35 Marks (End Semester Examination) Internal Assessment (IA): 15 Marks**

**Max. Time: 2 Hours**

**Part A**

Answer all 5 questions. Each question carries 1 Mark each.  $(5q \times 1) = 5M$

**Part B**

Answer any Two Questions. All questions Carry 5 marks each  $(2q \times 5) = 10M$

**Part C**

Answer either A or B from each question. All questions carry 10 Marks each.  $(2q \times 10) = 20M$

**Question paper setting**

1. Questions must be set with relation to the prescribed course of study. It must conform to the standard and syllabi.
2. Each question shall be clear and definite in language as also in regard to the form and nature of the answers expected from the candidates. Questions shall not be beyond the standard prescribed and shall be fairly distributed over the whole course of study.
3. Question papers are set at the Department level under the supervision of the Heads of Departments and the Heads shall moderate the question papers and make changes if required.
4. **Each faculty should submit two question papers per subject (Theory) to the Head of the Department concerned who in turn submit them in sealed covers to the Exam Section. The Competent Authority shall pick up one of the two question papers for printing.**

## UFM Rules and Guidelines

### **Disciplinary Action for Malpractices / Improper Conduct in Examinations**

	<b>Nature of Malpractices/Improper conduct</b>	<b>Disciplinary action</b>
1 (a)	If the candidate possesses or arranges access in examination hall, any paper, note book, programmable calculators, Cellphones, pager, palm computers electronic gadgets etc. or any other form of material (in any forma) concerned with or related to the subject of the examination (theory or practical) in which he/she is appearing but has not made us of ( material shall include any marks in any format (diagrams, clues, writing) on the body of the candidate which can be used as an aid In the subject of examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	If the candidate gives assistance or guidance or receives it from any other candidate orally or by anybody language methods or communicates through any means with any candidate or persons in or outside the Exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that paper only of all the candidates involved. In case of an outsider, she/he will be handed over to the police and a case is registered against him/her.
2	If the candidate has copied in the examination hall from any paper, book, programmable\calculators, palm computers, electronic gadgets etc. or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all Other subjects the candidate has already appeared. Including practical examination and project work and shall not be permitted to appear for the remaining examination of the subjects of that Semester/year. The Hall Ticket of the candidate will be cancelled.
3	If the candidate impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits. The performance of the legitimate candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practical and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from admission class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.  If the imposter is an outsider, he will be handed over to the police and a case is registered against him.

4	If the candidate carries in the Answer Book or Additional Sheet or takes out <b>or</b> arranges to send out the question paper during the examination <b>or</b> answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from admission class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection With forfeiture of admission.
5	If the candidate uses objectionable, abusive or offensive language in the answer paper, or in letters to the examiners or communicates with the examiner in any form requesting her/him to award pass marks <b>or</b> Makes any other request.	Cancellation of the performance in that subject.
6	If the candidate leaves the exam hall taking away answer script or intentionally tears off the script or any part thereof making it illegible in any form <b>or</b> outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other papers the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from admission class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with Forfeiture of admission.
7	If student of the School, who is not a candidate for the particular examination or any person not connected with the school indulges in any malpractice or improper conduct.	Student of the school : expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the admission. Person(s) who do not belong to the School/University will be handed over to police and a police case will be registered against them.
8	Copying detected on the basis of internal evidence, during evaluation or during special scrutiny as may be undertaken by the University.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
9	If any malpractice/misbehavior is detected which is not covered in the above clauses 1 to 8 shall be reported to the Examination Section for further action to award suitable disciplinary action.	

**B) Roles and responsibilities of the Invigilator in the examination hall**

<b>Sl. No</b>	<b>Students</b>	<b>Responsibilities of the Invigilator</b>
1	Shall not carry any material, phones, electronic gadgets etc., except instruments to write, scale, pencil, Scientific Calculator. Only admit card shall be permitted	Shall ensure that not to carry any material to the examination hall.
2	Shall not talk, Communicate in any manner with anyone except the invigilator.	Shall invigilate personally.
3	Shall not be allowed to go out during the first half-hour and not more than once during the examination.	Shall ensure that no more than one student goes out of the hall at any given time. Shall provide water etc. so that movements of the students are restricted

## **Additional Examination Rules and Guidelines-2.0**

### **Rules and Guidelines on the Processing and Evaluation of Theory Answer Scripts**

#### **i) Pre-Evaluation Processing of Theory Answer Scripts**

1. Random Shuffling and Code Number Assignment:
  - a) All answer scripts shall undergo random shuffling prior to the printing of code numbers.
  - b) Code numbers shall be printed on each answer script in a secure and confidential manner.
2. Masking of Candidate Identity:
  - a) The portion of the answer script containing the candidate's identity shall be carefully detached from the cover page.
  - b) The detached portion shall be sealed and securely stored under the custody of the Office of the Controller of Examinations (CoE) immediately after removal.
  - c) Access to these records shall be strictly restricted to authorized personnel.
3. Packing of Answer Scripts  
The identity-masked, code-numbered answer scripts shall be securely packed into packets for transmission to the Central Valuation Centre (CVC).

#### **ii) Central Valuation Schedule**

The Controller of Examinations shall determine the schedule for central valuation of answer scripts in consultation with the respective Heads of Departments and Deans of Schools. The schedule shall be notified in advance to all concerned.

#### **iii) Dispatch to the Central Valuation Centre**

All theory answer scripts shall be transmitted to the Central Valuation Centre only after:

1. Assignment of codes, and
2. Removal of the flap or portion containing the examinee's register number.

The CoE office shall ensure secure handling and transport of the packets.

#### **iv) Appointment of Examiners**

1. Only examiners duly appointed by the Controller of Examinations, in consultation with the respective Heads of Departments and Deans and approved by the University, shall be authorized to value answer scripts.
2. No individual not included in the approved panel shall be permitted to undertake valuation under any circumstances.

#### **v) Maintenance of Records**

The CoE office shall maintain proper registers and documentation regarding:

1. Issue of answer scripts to examiners,
2. Receipt of valued answer scripts, and
3. Any replacement, discrepancy, or reporting by examiners.

#### **vi) Allotment of Answer Scripts for Valuation**

1. Examiners shall be issued only one packet of answer scripts at a time. A subsequent packet shall be issued only after the examiner submits the completed valuation of the previous one.
2. Each examiner shall be allotted 40–60 answer scripts per day, depending on the nature of the subject and scheme of evaluation.

#### **vii) Scheme of Valuation**

1. All examiners shall strictly adhere to the approved scheme of valuation, if prescribed.
2. Examiners shall ensure that the valuation is carried out carefully, objectively, and without undue haste.
3. The examiner shall value all the answers and take into account the marks of only the maximum required or permitted questions by considering the marks awarded to the questions advantageous to the candidate and round off those not considered.
4. The examiners shall write 'ZERO' wherever answers do not deserve any marks.
5. The examiner should give marks only up to the first decimal places and should round off at the end to the nearest whole number. The examiner shall total up the marks.
6. The examiner shall ensure that no answer or part of any answer is left out in valuation.
7. The examiners should read the answer script in detail and evaluate the scripts.
8. The marks awarded for each question shall be entered in the appropriate row & column on the mark-table on the Front Page of the Answer-booklet.
9. Examiners shall not write any marks, signatures, initials, comments, corrections, annotations, or any other form of marking directly on the answer script.
10. The total marks shall be entered both in figures and words with his/ her signature.
11. The examiner **shall not take the answer scripts** out of the valuation centre under any circumstances.
12. Any ambiguity or discrepancy in the question paper or scheme of valuation shall be reported immediately to the CoE.

**viii)** The internal assessment answer scripts (if any) and marks shall be shown to the students within a reasonable time after the assessment is conducted, in order to maintain transparency. The relevant records shall be maintained by the course teacher.

#### **ix) Entry of Marks**

After completion of evaluation, the examiner shall enter the awarded marks (internals and SEM end marks) into the University's **Smarath Portal** accurately and within the prescribed timelines. The CoE office shall verify the entries for completeness and correctness before result processing.

#### **ix) Monitoring and Compliance**

The CoE shall monitor compliance with all clauses of these Regulations. Any deviation or violation shall be reported to the Vice-Chancellor for appropriate action.

### Re-evaluation guidelines

1. The application for re-evaluation shall be submitted by the candidate in the prescribed form, accompanied by the prescribed fee, and must reach the Office of the Controller of Examinations in response to the Re-evaluation notification issued by the CoE.
2. The paper for Re-evaluation should not be valued under any circumstances by the same examiner who has done the first valuation.
3. Only regular teachers with at least 2 years of teaching experience who have taught the same/allied discipline subject concerned are eligible to undertake re-evaluation.
4. Upon receipt of all required documents, the CoE shall arrange for revaluation by selecting an examiner from the panel submitted by the HoD of the concerned department through proper channel. However, the competent authority reserves the right to nominate any examiner beyond the prescribed panel, if deemed necessary.
5. Award of marks after revaluation:
  - a) If the marks obtained after Re-evaluation are lower than the original marks, the original marks will be retained.
  - b) If the difference between the marks awarded in the first valuation and the Re-evaluation exceeds 20% of the maximum marks prescribed for the paper, a third valuation shall be conducted. For instance, in the case of a 70-mark paper, a difference of more than 14 marks shall necessitate a third valuation. The final marks shall be awarded based on the average of the two nearest marks, as illustrated below:

Case 1: Average of nearest two marks

First Valuation	Re-evaluation	Third Valuation	Final Marks after Re-evaluation
22	52	48	50

Case 2: When the difference between the nearest two marks is equal in such cases, the average of the higher two marks will be awarded.

First Valuation	Re-evaluation	Third Valuation	Final Marks after Re-evaluation
30	50	40	45

Re-evaluation shall be applicable only to theory papers and shall not be permitted for any other components, including practical examinations, thesis, dissertation, or internal assessment.

6. If a student who has failed in practical examinations, thesis, dissertation, fieldwork, internal assessment, etc., has any grievance regarding the marks awarded, they may submit a written representation to the Dean of the School. A three-member committee, chaired by the Dean, shall examine the matter.
7. In cases where the external examiner requires it for the purpose of revaluation, the Office of the Controller of Examinations may transmit the scanned copy of the answer script to the examiner via email for evaluation. The external examiner shall be paid remuneration in accordance with the prevailing University guidelines.