



Greenwich University

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N.B: This policy may be amended at any time without prior notice. All revisions shall supersede any previous versions and shall take effect immediately upon approval.

QUALITY ENHANCEMENT CELL

GREENWICH UNIVERSITY

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EXAMINATION POLICY

INTRODUCTION

Examinations at Greenwich are given utmost priority and attention. The Department is fully equipped and works independently. There is a complete procedure which ensures the credibility of academic degrees being awarded to students. These procedures safeguard the interest of every individual student. The transparency of all records during the procedure is maintained strictly by adhering to rules and regulations

Semester Schedule / Academic Calendar

- The entire semester schedule is formulated and issued by the Office of the Registrar, Greenwich University
- The Examination Department plans the Academic Calendar accordingly
- All important dates and details of the semester are put up on all the notice boards around the campus.

Student Attendance

- It is required for students to have 100% attendance. However, on extremely compassionate ground, students may avail 3 absences in each course throughout the semester.
- Final clearance to students is allowed at 80% attendance.
- Records are maintained as hard copy and also updated in the software on daily basis.
- The attendance sheet of the students, is monitored by the faculty and one of the members from Examination Department. The teacher gets the attendance signed by the students at the beginning of the class and after the break.
- The members of the Examination Department visit the class twice, once at the start of the class, and the second time just after the break. He counts the students and tallies it with the number of students who signed in the class room, puts up his remarks and signature in red pen which is evident on the screen.
- The record is also maintained the very same day by another correspondent of the examination department on software installed in the examination center.
- Along with the attendance, the quiz and assignment marks are also maintained on the attendance sheet against the name in the column given. The same is also entered on the software by the Exam Department. This helps to maintain a comprehensive record of the student, which can be produced at the end of the semester if any mishap occurs.

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Conduct of Examinations

- There are two types of exams conducted:
- Mid-Term & Final Term Examination
- Duration of Mid-Term Exam is 2 hours
- Duration of Final Exam is 3 hours
- Letters are issued to the faculty members from the Examination Department for the submission of the exam papers in the 2nd and 9th week of the semester for their Mid-Term and Final Exam papers respectively.
- The faculty submits the question papers in a sealed envelope to the Controller of Examinations.
- Schedules of Examination are posted on all Notice Boards around the campus as well as on the Greenwich University website in the fourth week and the ninth week for the midterm and final term respectively.

Moderation of Exam Papers

- The Moderation Committee works diligently and efficiently with complete confidentiality and devotion towards the University.
- The Controller of Examination issues the letter to the moderation committee in the 4th and 11th for the Midterm and Final term Examination week of the semester.
- The Moderation Committee evaluates the question papers. They do not evaluate their own papers.
- The examination paper after evaluation is referred back to the faculty member for amendment are changes if any.
- The remarks of the moderation are recorded.
- Teachers acknowledge if any changes are required
- The Moderation committee fills the moderation Performa and signs as a record.

Examination Rules

- Examination Rules standees are put up at various places in the campus before and during the examinations
- Students are expected to maintain examination room decorum
- ID card must be carried and displayed by all students, and is mandatory to be worn at all times
- No students is allowed to enter examination room without clearance slip
- Students are not allowed to leave the examination room until half an hour has passed after the commencement of the exam
- No unfair means are allowed
- If caught cheating during a midterm exam, grade 'F' in particular course is given
- If caught in final exam, grade 'F' is given in all the registered courses for the semester.

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- To reach the examination room before or within 30 minutes after the commencement of the examination
- Students use black or blue ink.
- During the exam, lending or borrowing of stationery is not allowed
- To bring transparent pencil box / pouch
- No mobile phone or digital diary and digital watch is allowed.
- In case of any unfair means during the examination, the student is asked to leave the room, and evidences are collected through the surveillance cameras and the invigilator's report, etc.
- The student is asked to write a statement explaining his/her case
- The case is put to the Examination Standing Committee for decision / recommendation, and student is informed of this decision accordingly in writing.
- A notice is also placed on the notice board regarding the name of the student and the unfair means used by him / her in the examination hall so as deterrence rest of the students.

Students Clearance Slip

- The Examination Department issues a notice regarding the availability of clearance slip
- Male students are not allow to visit to the washroom during the exams
- No student is allowed to enter the examination hall without the ID card and clearance slip
- Students are asked to download the clearance slip from the Greenwich University's Official website
- Students download it and get it verified by the computer department
- The clearance slip and the ID card are also checked at the entrance of the examination room

Entry to Examination Room

- Invigilators are available in the examination room half an hour before the start of the exam.
- The answer sheets are issued exactly in number as per the students in the class.
- The student ID cards and clearance slips are checked at the entrance of the exam room.
- The students are not allowed to take any book/written material inside the exam room.
- Head of the examination delivers the sealed question paper enveloped to the invigilator about 15 minutes before the start of exam.
- Use of digital diary / computer note book during exam is strictly prohibited
- Mobile phones should be switched off during examination

- - Use of highlighters is prohibited unless otherwise directed by the teacher.

Midterm Examination

- Midterm examination is held after the seventh weeks of the start of the semester
- Midterm examination is of 2 hours duration
- Midterm examination is usually of 30 marks
- Midterm examination papers are reviewed in the class. The students discuss the answers of the question with the teacher.
- After review, the faculty is not allowed to take away the papers, but submit them in the Examination Department.
- There is no makeup midterm examination
- If there is a case of misconduct by the student during the exam, the subject paper is cancelled and grade 'F' (Fail) is recorded in his / her grade report.

Final Examination

- Final examination is held at the end of 14th teaching session
- Final examination is of 3 hours duration and 40 marks
- Final examination papers are not reviewed in the class like the midterm exam, however, their rechecking is allowed within 3 days of the declaration of result of the respective paper.
- If a student for any genuine reason can't take his/her final examination, he/she can apply for an I-Grade (incomplete grade) on a specified form supported with documentary evidence as to why he/she could not appear in the exam.
- White card register shall be submitted by the faculty before the final exam
- Final examination submission/presentation are not recheck
- Final examination papers are marked within 3 days of the conduct of exam and the result is declared.
- There can be no change in the result once it has been announced, except through the rechecking of the paper.
If there is a case of misconduct by a student during the final exam the work of whole semester is declared null & void and grade 'F' is recorded against all the courses registered in that semester.

Exam Working Procedure

- The Controller Examinations play a vital role in the commencement of the examination. He personally hands over the question papers to the invigilators 15 minutes before the commencement of the examination.
- The examination attendance is of extreme importance and significance.

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All the students are required to sign the attendance sheet in the examination room which is given to them after half an hour of the start of the paper.

- The students sign against their names on the attendance sheet provided to them by the invigilator.
- Additional sheet is also provided to the students if required
- The record of the additional sheet is also maintained
- The invigilator signs it and maintains the record of it on a separate proforma provided by the Examination Centre.
- Examination Department provides assessment sheet to the invigilators and maintains its records.
- Assessment sheet consists of: Student Roll Number, and the leaving time from the Examination Hall.
- The proforma is given to maintain a record of the student and to conduct a research whereby evaluating the standard of the paper and the students' performance and the grade achieved in the paper.
- It helps to monitor victimization and favoritism if any.
- It helps to find out the weakness and strength of student towards various discipline/subjects and to analyze the learning performance of low-grade students accessing their history of attempts.
- The Invigilator collects all the question papers and answer scripts and submits them to the Examination Department.
- Whereby the Invigilator stamps the answer scripts in front of the Controller of Examinations
- The three stamps are made the 'End of the page', the 'Blank page', and 'Work Completed.'
- These stamps further prevent any unfair means from any end.
- The answer sheet is further ended with a specific number, which is allocated serial wise on two places, the bottom and top of the first page of the answer sheets.
- After ending, the perforated part is removed from the answer sheet in order to secure the identity of the student from the faculty to avoid any biased decisions.
- The Examination Department after ending, counts, seals, and stamps the answer sheets. One question paper is also put in the envelope and handed over to the faculty member.
- The faculty member signs the Acknowledgement memo confirming that he has received the examination papers.
- The record is also maintained through this procedure.
- Instructions regarding the submission of marks answer scripts are given on the envelope
- Total marks on the answer Script will be written in numerical as well as in words

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. Receiving of rechecking / 'I' Grade Applications

Rechecking:

- The examination department follows a complete procedure for the rechecking of the paper.
- The notice for received of applications is put up on the board within 3 days of the announcement of the examination results of the respective course.
- The paper(s) to be rechecked is/are coded once again to disguise the identity of the paper(s)
- Once the application is submitted, the answer script is forwarded to another faculty member teaching the same course
- They evaluate the marks given by the faculty members
- The rechecking marks are compiled on a proforma and placed before the examination standing committee
- After a thorough analysis by the committee, it is forwarded to the Director Examinations for the final decision and approval for the change of marks if any, and the student is informed through a letter accordingly.
- The midterm examination sheets are given for review by the students in the class held in the week after the Midterm examination.
- The final examination scripts are not given for review during the class, However, they can be rechecked on the request of the students
- However, if the student is not satisfied he / she may apply for rechecking.
- The faculty member is required to check and return the scripts within 3 days of the commencement of the examination.

'I' Grade:

- If a student for some Plausible reason has not appeared in the final examination papers of any course, he / she may apply for an 'I' Grade Exam – (Incomplete Grade)
- Application is required to be submitted within three days of the conduct of the respective course examination
- Examination Department prepares the proforma of the selected students applying for an 'I' grade exam.
- Final list is placed on the notice board after the approval of Examination Standing Committee
- List of the approved students I grade is placed on the portal as well as on notice board
- The 'I' grade exam schedule is placed on the notice board within 2 weeks of the final result

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Coding and Decoding of the answer sheet

- The answer script are collected by the invigilator and brought to the Examination Department.
- The answer script are stamped with three stamps as mentioned blow:
 - a) **Blank page stamp:** it is a fixed on all the pages left blank in the answer script of students.
 - b) **End page stamp:** This stamp is fixed at the end of each page written by the student.
 - c) **Work Completed:** This stamp is fixed at the end of the work by the student.
- After fixing all three types of stamps. The invigilators hands over answer scripts, the representative of the examination department against the attendance of the student.
- The Examination Department fixes code No. at the two places. Top right-hand coder and the bottom right-hand coder of the top sheet of answer script.
- After coding, the perforated lower portion of the answer script carrying the name and registration numbers is removed to disguise the identity of the student. The slip detached is kept as a secret document.
- The answer script are then handed over to faculty for marking against a receipt.

Issue of Faculty White Card/Students Assignment Marks List:

- The faculty maintains manual attendance and course work record of the students in the white card provided to them by the Examination Department in the second week of the semester.
- The faculty member is also issued an assignment list to enter marks of assignment/quizzes/class participation/project and return it to the Examination Department before Final examination duly signed by the students and faculty.
- This helps to maintain transparency and also the portfolio are marks are justified and non to the students so as not to create any miscommunication or issues after the result is declared.

Use of Form/Application in Exam:

- The different forms used at the examination center by the students throughout the semester □ The Red application form is used by the students for any attendance or general issues. These issues include the leave applications, attendance issues, or complaint/queries about exam result, rechecking, etc.
- The Green form is used for applying for an 'I' Grade.
The Challenge Exam may be taken by the student if he / she has previously attempted that subject during their academic career and has sufficient knowledge about the course. The eligibility criteria is 2.75 CGPA.

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- The concerned Dean or Head of the Department interviews the student. If the student qualifies in the interview, then the student is allowed to take the challenge exam.
- The challenge exam applications can be obtained from the Examination Department.
- The second form is the duplicate degree form which is used in case degree being misplaced or lost.
- The third form is the Transcript/Grade report form. It is used to apply for the Consolidated Grade Report and consists of course detail which he / she has acquired throughout the tenure at Greenwich.
- The queries of the students through the different forms shown are answered on a daily basis.
- The response to the query is entered in the software whereby the student can access it through the software installed in the computer, which is placed on the Examination Department's front desk.
- The students may approach it and check their responses accordingly throughout the working hours i.e. From 9:00 Am to 9:00 Pm.

Semester Promotion Policy:

- Upon clearance of the previous module and fulfillment of the prerequisites (mentioned below), a student is allowed to register for courses for the subsequent module.
- The conditions for undergraduate semester promotion are that the student should secure at least 2.0 CGPA of the current and last two modules, in order to be able to take the full course load of six courses in the subsequent module.
- Those students having CGPA below 2.0 will be restricted to register for a maximum of four courses in the subsequent module.
- The conditions for master's program semester promotion are that the student should secure at least 3.0 CGPA of the current and last two modules, in order to be able to take the full course load of five courses in the subsequent module.
- Those students having CGPA of below 3.0 will be restricted to register for a maximum of three courses in the subsequent module.

Examinations and Grading Policy

Examination Plan

1. dates for the start of semester are received from The Registrar's Office well before time
2. On receipt of date, an Academic Calendar is issued by Examination Department well before the start of the semester.

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 3. By the end of 2nd week of the semester, a letter (request) is forwarded to the faculty for submission of the Midterm Examination paper of 30 marks covering the syllabus to be covered in 1st seven weeks of the start of the semester.
 4. 30 marks question paper is submitted by the faculty by the end of the 3rd week.
 5. A Moderation Committee is constituted from amongst the faculty duly approved by the V.C.
 6. The question papers shall be submitted by the faculty through the Faculty Desk Portal. Access to view and open the submitted question papers is restricted exclusively to the Controller of Examinations.
 7. Controller Examination keeps these papers under lock and key under his personal supervision.
 8. Papers requiring typing, etc. are typed at an unspecified time and place.
 9. Moderation Committee members are requested to meet at a specified time and place.
 10. At least two members moderate a paper at a time.
 11. Moderation Proforma is handed over to the Moderation Committee members.
 12. Moderators make their observations /recommendations in writing and sign in a specified place on the moderation form.
 13. After the remarks of the committee, the faculty is contacted and the observations are resolved before the paper is processed further.
 14. The papers are then forwarded for printing.
 15. Papers printed correspond to the number of students in the class plus 2 for official use.
 16. The papers are thoroughly checked for their accuracy. They are serially numbered and sealed by the Controller of Examinations.
 17. Sealed envelopes are placed under lock and key.
 18. These papers are taken out by the Controller of Examination 5 minutes before the start of the examination and are personally handed over to the invigilator in the examination room.
 19. The exam is conducted under strict personal as well as electronic supervision.
 20. Students are not allowed to leave the examination room before half an hour after the start of the examination.
 21. At the end of the examination time, the papers are collected by the invigilator.

Winding up of papers

1. At the end of the exam, the papers are brought into the exam department
2. The papers are stamped with the following stamps:
 - i. **End of Page** - is stamped at the end of each page
 - ii. **Blank Page** – Page left blank / all blank pages
 - iii. **Work Completed** – where the writing ends
3. The papers are coded with a specific number at two places.
4. The perforated part is removed to disguise the identity of the paper
5. The papers are counted again, sealed in an envelope and handed over to the respective faculty against the receipt.
6. The faculty marks these papers and return them to the Examination Department within 3 days of the conduct of the examination
7. Examination Department counts the pages against the receipt.
8. These papers are then decoded with the help of counter foils kept with the examination department
9. These coded papers are then forwarded to examination coordinator for manual as well as computer entries
10. After the marks are entered in the computer the result is announced.
11. Once the result is declared, no changes can be made in the computer data, unless otherwise there is a change as a result of rechecking.

Submission of Exam Papers **Midterm**

Exam

Examination Department issues letter to faculty for submission of Midterm papers in the 2nd week of the semester. The faculty submits the midterm exam papers by the end of the 3rd week.

Final Exam

Examination Department issues letter to the Faculty in the 9th week of classes. The faculty submits the final examination papers by the end of the 10th week.

Examination Paper Moderation

Moderation Committee

The examination question papers are moderated by a Moderation Committee during both examinations, strictly in close doors, before they are finally typed and printed. The Moderation Committee is assisted by:

1. Provision of respective course outline.
2. Three previous semesters' papers.
3. Question papers which require Moderation.

The Following points will be kept in view by the Moderation Committee while Moderating:

- a. The question paper should justify the paper time allocated.
- b. The questions from papers for the last 3 semesters should not be repeated.
- c. The question paper should cover the whole course as per the course outline.

- d. The questions are aligned with the course learning outcomes
- e. Midterm papers are of 2 hours and final papers of 3-hour duration.
- f. The Moderation Committee must sign after their remarks/suggestions.

Examination Moderation Process

A moderation Committee is constituted by the Vice-Chancellor to moderate midterm as well as final examination papers. After the examination paper is received from the faculty, the moderation committee meets to evaluate the examination papers. At a time, two teachers jointly evaluate the paper of their respective field. The examination papers after evaluation are referred back to the faculty for amendment / if any amendment is recommended by the Moderation Committee. The Moderation Committee remarks are recorded on a Moderation Committee evaluation proforma.

Assessment (Moderation of Papers)

The moderation process is a foolproof system adopted by the university. Moderation Committee members are not allowed to moderate their own papers. Such papers are given to other committee members. After moderation, the papers are not sent to printing unless the observations made by the Moderation Committee are fully settled. In case of a dispute / unresolved observations, the Vice-Chancellor office is requested to intervene. In whole of the process, the Moderation Committee is provided complete information such as course outlines, papers of 3 previous semesters to assess that the paper covers the course outline, matches the course learning outcomes and the questions are not repeated. The Moderation Committee members are also required to endorse their remarks on the Moderation Committee proforma.

Internal Verification Policy

At Greenwich all steps are taken to ensure the quality of each step taken. Therefore, the Internal Verification is introduced. It is the process whereby grades and feedback are confirmed to ensure that they are appropriate, fair and reliable across all items of assessment. It begins with the process of second marking in relation to the appropriate sample size.

Internal Verification is usually carried out by the first and second assessors discussing and agreeing the grade and any feedback. Where agreement cannot be reached between the first and second assessors, the relevant Head of Department will adjudicate.

All Internal Verification discussions regarding first, second and agreed marks, as well as information regarding the assessment sample must be recorded in the Instructor/Grading Notes. If there are any queries about the reliability of the grading, the Head of Department will provide oversight to ensure that one of the following will be undertaken: □ Second marking of a larger sample

- Agreed revisions to the markers' interpretation of assessment criteria
- Use of a third assessor

- Remarking or adjustment of grades for the whole batch of scripts

Once Internal Verification has occurred, grades will be provided to the Student Records team for input onto the student records system.

Once graded, all assessments must be stored for external scrutiny, usually by the QEC, in line with the University's policy on data storage.

Revised Grading Policy

Grading System

The following are the two major grading systems:

- Relative Grading System
- Absolute Grading System

Greenwich follows the **Absolute Grading System**

Grading Scheme

1. A system of recording achievement based on a numerical value of the grades attained in each course.
2. The GPA is determined by dividing the total grade points earned by the total number of attempted credit hours.
3. The Cr Hrs for each subject is multiplied by grade points achieved for each subject is totaled, and then divided by the total number of credit hours registered in all semesters.
4. The results are computed in terms of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)
5. Grade Point Average (GPA) is calculated on a four points system.

Table-2 given below shows the relation between letter grade and grade points.



Letter Grade	Percentage Range	GPA Points	Quality Points (Per Credit Hour)
A	85% - 100%	4.00	12.00
B+	79% - 84%	3.50	10.50
B	72% - 78%	3.00	9.00
C+	66% - 71%	2.50	7.50
C	60% - 65%	2.00	6.00
D*	50% - 59%	1.00	3.00
F	Below 50%	0.00	0.00
I	Incomplete	0.00	0.00
W	Withdrawal	0.00	0.00
TR	Transfer Credit	0.00	0.00

F. (FAILED)

*. (Repeated course)

#. (Extra Course)

@. (Improvement course)

5.13. Marks Distribution

Quizzes / Assignments / Presentations / Class participation:	30%
Mid term Examination:	30%
Final term Examination:	40%

Pass percentage is 60% with C grade

Assignment / Quiz Policy

Assignments/Projects

- Assignment/Projects missed by a student during the period for which his/her leave has been approved by the administration shall be accepted by the teacher.
- Late submission of assignments/Projects and the assignments/Projects missed by a student during his/her absence for a period for which leave has been refused is entirely left at the discretion of the teacher.

Quizzes

- There should be a minimum of Three (3) Quiz tests during a semester. However, there is no restriction on having more quizzes than three (3).

- b. Instead of taking three best quizzes a more appropriate formula would be $n - 1$ where "n" represents the total number of quizzes given during the semester. Thus, if three quizzes are given, the two best will be considered. In case of, say, five quizzes, four best quizzes will be considered.
- c. A student who has missed a quiz or more will not be allowed to re-take quiz irrespective of his/her leave approved by the administration.
- d. In case a student has missed more number of quizzes and has appeared only in one or two; his marks of the quiz(s) obtained will be taken as his/her final score.
- e. Quiz test will not be conducted other than the combined class. This will follow Greenwich University policy regarding Quiz/Assignment/Project and will be adhered to by all faculty members.
- f. The faculty will conduct quizzes/assignments from the 2nd lecture onwards.
- g. There should be 10 quizzes/assignments during the semester.
- h. The quiz can be taken only during the class at staggered timings. This is to ensure the attendance and participation of students during class.
- i. In case a student misses/assignment he/she misses the marks, which are included in the final score of the course.

Rechecking / 'I' Grade Policy

Rechecking

If a student is not satisfied with the result and he/she feels that there could be some mistake made in the marking /totaling/some question might have been left unmarked, he/she can make a request for the rechecking of the paper.

1. If the student wants his/her paper to be rechecked he/she will forward the request within 3 days of the declaration of result.
2. The answer sheet of the student is again taken out from the record, its top sheet is changed, it is again coded to disguise the identity of the student and forwarded to the faculty other than the one who had previously checked.
3. The re-checked answer script is received within two to three days. The result is compiled on Proforma which is placed before the examination standing committee.
4. The result after the recommendations of the examination standing committee is forwarded to Controller Examination for his perusal.
5. After the approval of the Controller Examinations the result is prepared and handed over to the student in the form of a letter

'I' Grade

1. If a student for any reason has not appeared in any of the final papers he/she can apply for an I Grade (Incomplete Grade), (IF HIS/HER ATTENDANCE IS OK AND ALL DUES ARE PAID).
2. The application for an 'I' Grade can be submitted on a proper 'I' Grade form within 3 days of the conduct of the respective examination.

3. The application must be supported with the documentary evidence as to why he/she could not appear in the examination.
4. All applications received are scrutinized and a complete comprehensive state is prepared.
5. All applications along with the details are put-up to the Exam Committee for consideration & approval.
6. The Performa is then forwarded to the Director Examination for his perusal/approval.
7. After the approval of the Director Examination, the students are allowed to appear in the incomplete grade exam.
8. 'I' Grade examination is held during the eighth week of the semester.
9. 'I' Grade examination is of 40 marks.
10. The 'I' Grade examination extension is allowed only once.
11. Students are not allowed an 'I' Grade, if he/she has missed midterm examinations.
12. Students are not allowed an 'I' Grade if he/she has attendance less than 80%.

Attendance/Leave Policy

It has been experienced that the students do not go through the notices placed on the notice board for their information, hence face problem during the clearance process for the final examination. Therefore, it has been decided that a comprehensive policy regarding sanctioning leave be formulated for the guidance of the students as well as for the university staff dealing with attendance. It is expected that the students will read it carefully and adhere to it religiously. After the issue of this policy no relaxation will be allowed and there will be no exceptions.

This information is provided for the information/guidance of the students and will be followed in its true letter & spirit.

The policy is as under:

Attendance policy

- a. Students are required to attend all classes (100% attendance) and ensure that they sign the Attendance Sheets in the classrooms and ensure that the signatures used on the attendance sheet must be the same as on the application form.
- b. They should appear on time and remain in the classroom for the scheduled time. If a student is absent from a part of a two-part class, he/she shall be deemed absent for the whole class.
- c. Students having attendance percentage less than 80% will not be allowed to sit in the final examinations.
- d. No medical certificate or any other reason would be accepted to condone the attendance.

Leave Policy

- a. There are usually twelve (14) classes in a semester for each course.
- b. 80% attendance is a must i.e. a student can only be absent in maximum of three classes in a particular course during the semester.
- c. In case of absence on genuine grounds, students must submit leave application within three days. Otherwise, the application will not be considered.
- d. Leave application must be supported by proper evidence.
- e. It is the students' responsibility to be aware of their attendance status always.
- f. Students must check from Examination Department whether leave application has been approved or not. This should be done within a week after the date of submission of application. Mere submission of leave application does not guarantee approval of the application.
- g. If a student brings a medical certificate from a doctor, i.e. not the university doctor he/she can be allowed only one day leave for one medical certificate.
- h. Only Hajj leave will be given in full, from the date of departure from Pakistan to the date of arrival in Pakistan.
- i. In exceptional cases of hospital admission, the special consideration will be given keeping in view the admission and discharge dates. However, in no case the student with less than 50% attendance will be allowed to take the final examination.
- j. Business trips/ Umrah and own marriage may be planned during the semester break.
- k. Leave sanctioned will not be counted as present, but will be excluded (omitted) in calculating the percentage. This means leave sanctioned as per the above rules will be deducted from the total number of classes to work out the attendance percentage.
- l. If a student is late in a class and he/she has been marked absent, will be taken as absent and no concession will be given that the student was late by 5 minutes or half an hour.
- m. The reply of student application & attendance record can be checked from the computer placed at Examination/Communication Center

Invigilation Guidelines for Resource Persons / Invigilators

Invigilators shall carry out their responsibilities with the minimum of distraction and unnecessary harassment in the examination room. Instructions must be given to the students politely and prior to the commencement of examinations. A copy of the Examination Rules shall be posted on the examination hall and notice boards for information to students before the start of examinations.

General Instructions:
Prior to Examination

1. Invigilators shall report to the Office of Controller Examinations fifteen minutes (15) before the schedule time to collect the answer sheets, sealed envelope of the question papers and other examination material for the scheduled exam.
2. Admit the students in the examination room after checking their college/University ID cards. In case student does not have the ID card, he/she may be asked to obtain certificate of bona fide student from the Office of Registrar.
3. Shuffle students once they are seated in the examination room on their own.
4. Open the seal of question paper envelope in the examination room on the scheduled time in front of the students.
5. Write down start & end time of the exam on the white board legibly.
6. Do not let students go outside the examination room until attendance list is not duly signed by all students.
7. Invigilators must refrain from using their mobile phones in the examination hall.
8. Do not leave examination room for any reason without arranging a substitute.
9. Any student who commits any breach of academic discipline other than UMC will be subjected to action under Discipline statute.

During Examinations:

10. Do not let students lend / borrow of pen, pencil, calculator etc. during the examinations.
11. During the exam supervise strictly that there is no cheating or use of any unfair means or copying or any consultation between the examinees.
12. Students are not permitted to communicate by any means with another student or looking around. Even an attempt to do that will be considered cheating.
13. Invigilator will put his/her signature on the extra sheets of the students.
14. If a candidate is found with any unauthorized material in his/her possession, the material will be confiscated and resource person / invigilator will record all the facts on the "Performa" and submit it to Controller Examinations.
15. No Student will be permitted to leave the examination room until after the expiry of thirty minutes from the commencement of the examination, except in special circumstances.

16. Students are not allowed to take the question paper out of examination room if he/she completes the paper before the prescribed time.
17. Only one student at a time will be allowed to go to washroom/toilet by submitting her answer sheet/extra sheet & question paper to the invigilator.
18. Ensure that extra sheets are immediately signed and stapled when issued to the students.

After the Examinations:

19. Resource Person/ Invigilator will collect and arrange answer books in accordance with the attendance list and fill up the required information printed at the bottom under his/her signature.
20. No student will leave his / her seat until all solved answer sheets have been collected and the announcement is made that students may now leave the examination room.

Examination Rules for Students

1. Reach Examination room at least 10 minutes before the schedule time. No additional time shall be given to students arriving late.
2. Students having short attendance in any of his/her course shall not be allowed to sit in the Examination room for that particular exam.
3. Students may only bring basic writing material or authorized material in the examination room as permitted under permitted by examination rule.
4. Students are not allowed to bring weapons of any kind in the campus and examination hall.
5. Personal belongings such as bags / books /files may be taken into examination room and kept at the front stage / dice
6. Switch off mobile phones or any similar electronic gadgets that are prohibited inside the examination room. (please handover mobile phones and digital watches to the invigilators against the token)
7. Maintain complete silence in the examination room. Only raise your hand if any query and wait for the Invigilator response.
8. Lending / borrowing of pen, pencil, ruler, calculator etc. is strictly prohibited in the examination hall.
9. Produce Greenwich ID Card on the request of Resource person / Invigilator / Controller Examinations.
10. Students must immediately complete particulars mentioned on answer books /extra sheets and write down their ID No. on the question paper as well.
11. No rough work is to be done on the question paper. Any Student found writing anything other than own answer book will be considered as use of unfair means.

12. Don't forget to mark your attendance on the attendance sheet during the examinations. In case, your name is not listed, report to invigilator immediately.
13. Remain silent and seated while your papers are being distributed or collected.
14. Student found, chatting, gesturing or misbehaving in the examination room shall be dealt with under the UMC rules.
15. Any student using abusive or obscene language in the answer sheet shall be dealt with under disciplinary rules.
16. Do not leave the examination room without prior permission of the invigilator.
17. Students are requested to adhere to the examination rules prescribed by the university failing which strict action shall be taken as permissible under University rules.
18. The students shall use end page of the answer sheet for rough work.

Admission Test Guidelines for Invigilators

Important Note

1. Invigilators shall carry out their responsibilities with the minimum of distraction and unnecessary harassment in the examination hall.
2. All the necessary instructions must be given to the students politely and prior to the commencement of entry test.
3. Invigilators shall report to the Office of Controller Examinations at 10:00 am and collect the test booklets, answer grids, pencils and other examination material from OCE.
4. Each invigilator will be allocated an examination hall and will be responsible to conduct entry test independently.

General Instructions for Invigilators

1. Admit candidates in the examination hall after verifying their admit cards, room no. and program.
2. In case, student does not have the admit card, he/she may be requested to get Permission Slip from the office of admissions.
3. Distribute envelope 10 min before the scheduled time and ask the candidates to read instructions printed on envelope, booklet and answer grid carefully.
4. Give them 5 minutes to write down their particulars on the answer grid only.

During Test

1. Student coming after 15 minutes from the start up time will not be allowed to sit in the entry test. However late comers will be allowed without any extra time.
2. Take the attendance of the candidates immediately after exam starts and verify reference number, program, picture before putting your initials on the answer grid only on the right top corner.
3. Mark ABSENT against those candidates who did not appear.
4. Do not leave examination hall for any reason without arranging a substitute.
5. Do not let candidates go outside the examination hall until attendance is done completely.

Instructions to be Given to the Candidates

1. Ask the candidates to read the instructions given on envelope and answer grid carefully.
2. Students should switch off their mobile phones/ calculators/electronic devices and keep it in their pocket/bags.
3. Put your belongings / bags beneath your seats
4. Students are not allowed to lend or borrow of pen, pencil, calculator etc. during the test.
5. Students can only use pencil in the entry test
6. Students must write their name, reference no and program correctly on the answer grid only.
7. Do not write anything on the booklet. Answers shall be marked on the answer grid only.
8. Shade the circle for the answer you think is the correct one.
9. No Negative Marking.
10. Student will not be allowed to leave the Examination Hall if he/she completes the test before the end time.
11. Students are not permitted to communicate by any means with another candidate or if a candidate is found with any unauthorized material in his/her possession, his/her test will be disqualified hence with.
12. In case there is any clarification needed, the candidate will just raise his hand and wait for invigilator's attention.
13. Students are not allowed to take the test booklet or any other examination material out of Examination Hall.

Unfair Means in Examinations

Participants are expected to be honest, committed and dedicated to their cause. University does not believe in forced inculcation of these values, rather provides an atmosphere conducive to nourishing moral values. However, in order to keep a standardized Code of conduct in

examination, following are major manifestations of unfair means in examination;

1. A participant fails to part with or is found to have in his possession or accessible to him, papers, books or notes, in hard or soft copy, relating to the subject of examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination,
2. A participant has access to, or is in possession of papers, books, or notes, in soft or hard copy, which might possibly be of assistance to him/her:-
 - (a) but that his/her access to, or possession of such books, notes or papers was inadvertent, and was not mala fide, his/her answer-book shall be cancelled, as a disciplinary measure without any implication of moral turpitude, and
 - (b) In other cases of possession be disqualified from passing the examination.
3. A participant is detected in giving or receiving assistance, or found guilty of copying from any paper, book or note, or allowing any other participant to copy his answer-book, or using or attempting to use these or any other unfair means.
4. Notwithstanding any other law for the time being in force and without prejudice to any remedy open to the University under such Law:-
 - (a) any participant found guilty of deliberate previous arrangement to cheat in the examination such as smuggling in another answer-book, impersonates or misconduct of a serious nature and the person who impersonate such participant, is on the rolls of Greenwich, shall be disqualified for a period of not less than three and not more than five years or declared as not a fit and proper person to be admitted to any future examination of the University, according to the seriousness of the offence and the other circumstances of the case.
 - (b) If the impersonator is not on the rolls of Greenwich, the Controller of Examinations shall report the matter to the police and shall send intimation of the same to the Vice Chancellor.

Penalties

Using unfair means may lead to one or more of the following penalties:

- i) Grade "F" in the course; and/or ii) Fine upto Rs. 10,000/-; or iii) Suspension from the Program; or iv) Expulsion from the University.
- ii)

Final Paper Review Policy

Following guidelines should be adhered:

1. The resource person shall hold a paper review session after marking the Answer sheets of final examinations, with the whole class.
2. The paper review session shall be announced well before time to avoid absentees.
3. The review session shall be conducted once before the Submission of Results date as per Academic Calendar and no further date /time shall be announced.
4. In case of Multiple Choices Questions (MCQs), the answer key shall be displayed in the paper review session. Answer key will be provided in Online Learning Management System.
5. The Answer sheets shall be handed over to each student for review purpose and if anomaly arises out shall be resolved then and there by the respective resource person.
6. The duration of the session shall be the same of a regular contact hour of study i.e. 90 minutes.
7. It would be mandatory for the resource person and the students as well to attend the paper review session.
8. The paper review session shall be conducted by the respective resource person and not any other person on his/her behalf.
9. Answer sheet of one student shall not be given to any other student for review purpose.
10. The answer sheets of the students marked absent in the paper review session shall be kept by the concerned resource person until after one month of the last day of examination as per Academic Calendar.
11. The student will have no right or claim on the result of his/her final Answer sheet after the expiry of one month of the last date of examination and the answer sheets shall be disposed-off by respective schools with the consultation of Office of Facilities Management.

Grader / Teaching Assistant Policy

Objective: To lay down rules governing graders and teaching assistants.

Scope: This policy is applicable to all faculty members, graders and teaching assistants.

Policy:

Eligibility Criteria:

1. For Faculty Members

A Teaching Assistant/Grader may be assigned to a faculty member if total number of students in his/her respective courses, in a semester, is more than 100. Further more only one TA will be assigned to a teacher.

2. For Teaching Assistants/Graders The student must be;

1. enrolled in the MBA / MS / M.Phill. degree and studied the course(s) at undergraduate level and got 'A' grade for which he/she may be appointed as TA/Grader,
2. having not less than 3.0 CGPA,
3. having no disciplinary/unfair means case.

. Total number:

Total number of Teaching Assistants/Graders shall not exceed 50 in a semester which may be distributed among all the Departments/Schools.

Teaching Responsibility: Based upon a student's performance as TA and his/her potential for the task, teaching responsibilities may be given to a TA. He/she will be duly compensated for this effort and in cases where the TA is getting financial aid the scope of such aid may be enhanced.

Class participation:

Teaching Assistants must be encouraged to participate in the class this would help groom them to become better teachers.

Responsibilities of Teaching Assistants/Graders:

Teaching Assistants/Graders shall be responsible for:

1. grading quizzes, assignments, and tutorial for sessional evaluation (grading of presentations, case studies, end term, etc are excluded)
2. any other assignments, as and when required,
3. spending at least 10 hours per week.

Application Procedure:

- a. The eligible student may submit application along with CV, copy of CNIC and recent photograph to the concerned faculty member/Department Chairperson,
- b. The candidate will be interviewed by the Committee including concerned Chairperson, faculty member and Student Advisor. Upon selection of the candidate, the concerned faculty member shall forward his/her application to the Office of Human Resources duly approved by the concerned Chairperson and the Dean/DiVice Chancellor by 3rd week after the start of the semester,
- c. The concerned faculty member shall initiate the TA/Graders Contract/PAN Form duly approved by the concerned Chairperson and

- the Dean/DiVice Chancellor and send it to the Office of Human Resources at least two weeks before the end of the semester,
- d. The Office of Human Resources shall verify and send the PAN Form to the Office of Treasurer for payment.

Compensation:

Remuneration (as per Contract) divided into two part Mid /Final term clearance at the semester through crossed cheque. However, if a TA/Grader is getting financial aid than he/she is not eligible for compensation as he/she is already drawing benefit from the university.

Independent Study

Objective: To lay down rules governing independent study.

Scope: This policy is applicable to all faculty members of Greenwich.

Policy: Where a student has already studied a course and got 'F' grade and he/she is unable to retake the course due to graduation deadlines, required courses not being offered in a particular term, scheduling difficulties, to cover special areas, an independent study may be assigned to the student.

The Dean approves all cases of independent study and refers them to the concerned HoD who will assign the concerned Faculty member to conduct independent study assignment. When permission is given, the faculty member organizes the course requirements, including exams, homework and lab assignments, case study, project and research/position papers, to compensate for the absence of classroom participation. The student will complete and submit all the required work. Upon completion of independent study the faculty member will grade the effort by the student and send the result to the examination department.

Conduct of Independent study means extra effort by the teacher that is duly compensated by provision of additional remuneration. The teacher will fill out the Personnel Action Notice form and get approval from the concerned HoD and the Dean submit the same to the HR department for verification and onward submission to the Accounts department for payment of dues to the teacher. The compensation for independent study will only be paid if the concerned faculty member has completed his / her quota of required course load.

Guided Study

Objective: To lay down rules governing independent study.

Scope: This policy is applicable to all faculty members of Greenwich.

Policy: Greenwich offers a variety of programs from undergraduate to graduate to post graduate. In case of post graduate (PhD program) a high number of students may not be expected to join. The policy of waiting for a suitable number of students for a regular formal class may become an obstacle for future progression of PhD program. It is therefore necessary to have a mechanism governing the conduct of PhD program.

Minimum number of student for a regular class is five. If the number of students is less than five they will be guided through guided study.

1. The resource person will plan every week a meeting with students to discuss and guide the relevant topics to be studied, books/articles to be read and assign the task of writing assignment/research paper/term paper for the next meeting. Total eight regular meetings are required for the completion of coursework in one semester.
2. Assignments/research papers must be evaluated by the resource person and assessment must be conveyed to the student in the very next meeting.
3. The word limit of assignment/term paper is suggested to be between 20,000 to 30,000 words.
4. A student file shall be maintained by the resource person of all the work done by the student.
5. Resource person will also maintain the necessary record of the meetings i.e., what has been discussed and what supportive material has been given, what topic is assigned to write upon etc. A supervisory sheet will be provided to the resource person responsible for graduate studies/centre.
6. By the end of semester eight supervisory sheets with full record will be submitted to the concerned person/center along with the student file. If midterm or end-term examination is to be taken, should be also mentioned.
7. By the end of semester final result should be submitted to the concerned person/center.
8. Approved remuneration rates will be given for guided study. It will only be paid if the concerned faculty has completed his / her quota of required teaching load.

Makeup Class Policy

Objective: To promote disciplined work environment and to ensure optimal use of university resources.

Scope: This policy is applicable to all faculty members of Greenwich.

Policy: Teaching requires dedication, commitment and discipline. Faculty members must be prompt in attendance, preferably for every class. It is, however understood that there may be cases of force majeure due to which absence from work may be necessitated. But, at the same time excessive absences are disruptive not only to the learning process but also to the work environment and university resources. Therefore, faculty members must avoid taking excessive number of makeup classes.

In case a faculty member misses a scheduled class the concerned Dean will call for an explanation regarding the issue. Where the rescheduling is due to genuine reasons e.g. medical emergencies, traffic jams etc. no further action may be taken, but cases of deliberate absences without any just cause will be subject to appropriate disciplinary action. Faculty members must give advanced notice of class cancellations to the concerned university officials to ensure smooth planning.

Process: In case of gazetted holiday or any holiday announced by the government the concerned teacher would fill in the Makeup Class Form and get it approved from the concerned HoD/Program Incharge. The teacher would confirm that there are no scheduled classes on the day of the makeup class. The approved form will be forwarded to the Class Coordinator. The Class Coordinator would ensure that the classroom is available on that day and duly inform the teacher. It is the responsibility of the teacher to clearly and promptly inform the students about the time and place of the makeup class.

Quality Assurance of the Examination Processes

The Quality Enhancement Cell will evaluate/ audit of the examination process from time to time, or as per directives of the Competent Authority.

The guiding criteria for QEC audit will be Greenwich Policies, Rules and Regulations as per its Statutes.