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English

KLE ACADEMY OF HIGHER EDUCATION & RESEARCH BELAGAVI
(Formerly known as KLE University)

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Home > Examination/ Convocation

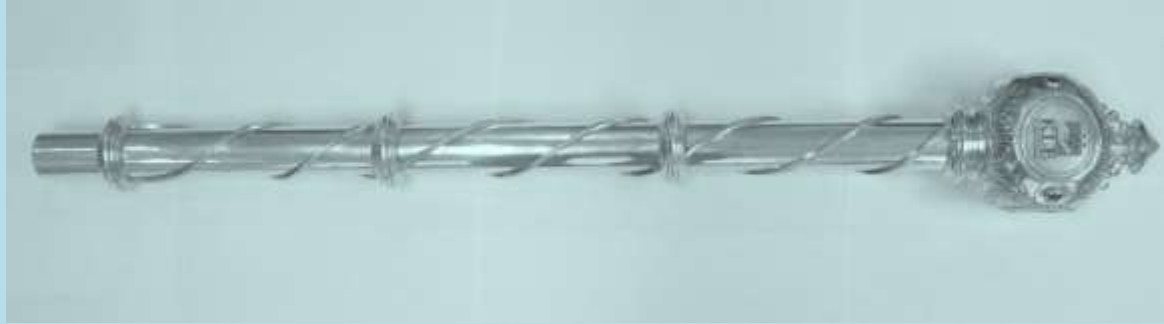
Examination/ Convocation

Provisional form for various purposes

NOTIFICATION **EXAM REGISTRATION** RESULTS FAQ'S CONVOCATION STANDARD OPERATING PROCEDURE

Old Website

STUDENT MANUAL



EXAMINATION SECTION
KLE ACADEMY OF HIGHER EDUCATION
AND RESEARCH, BELAGAVI



KLE Academy of Higher Education and Research, Belagavi
KLE University

[Declared as Deemed-to-be-University u/s 3 of the UGC Act, 1956 vide Government of India Notification No.F.9-19/2000-U.3(A)]

Accredited 'A' Grade by NAAC (2nd cycle)

Placed in 'A' Category by MHRD (GoI)

PREFACE

The Student Manual is a guidebook for Undergraduate, Post graduate, Super- specialty, Doctor of Philosophy examinations for nine constituent units of KLE Academy of Higher Education and Research.

This manual directs procedures and protocols to be followed by students involved with examination of this University.



Prof. (Dr.) S. S. Jalalpuri,
Controller of Examinations,
KAHER, Belagavi.

INDEX

STUDENT MANUAL

1. Conduct of Theory & Practical Examinations
2. Declaration of Results
3. Student Grievances (Retotaling, Viewing of Answer scripts)
4. Malpractice
5. Name correction in marks cards & certificates
6. Attestation of Documents & Transcripts
7. Issue of Rank certificates
8. Verification of Documents
9. Provisional Degree Certificates
10. Duplicate Marks Card
11. Dissertation valuation
12. Convocation Procedure
13. Conduct of UG & PG AIET
14. Ph.D. Thesis valuation & viva exam

CONDUCT OF EXAMINATION

- Notification of the examination notified to the constituent colleges 3 months before the scheduled exam as well as will be available online in university portal.
- Theory time table will be notified 2 months prior to the date of examination.
- Practical Time-Table will be notified 1 month before the examination.
- Student is supposed to pay examination fee as per the exam notification through online portal.
- Student can download hall ticket once the full payment of examination fee is made.

DECLARATION OF RESULT

- ❖ Declaration of results **within 7 working days** of the last day of the practical examination.
- ❖ A Photocopy of the same is displayed on the University Notice Board and original is sent to the respective college.
- ❖ A copy of result notification is also sent to IT Dept. for displaying on the University website for students along with provisional online marks card.
- ❖ Ledger copy of the result is sent to the respective colleges.

STUDENT GRIEVANCES

RETOTALING OF MARKS

- Last date to apply for retotaling is 15 days from the date of the declaration of results.
They can register their grievance through online at <https://kledeemeduniversity.edu.in/examination-convocation/>
- Candidate is required to fill the application in the prescribed format & submit it online with the prescribed fees.
- The application is will be processed at the Office of Controller of Examinations.
- The University officials verify the marks.
- In case of change in the marks, the same is placed before Hon'ble Vice- Chancellor by the Controller for necessary action.

VIEWING OF ANSWER SCRIPTS

- Last date to apply for retotaling is 15 days from the date of the declaration of results. They can register their grievance through online at <https://kledeemeduniversity.edu.in/examination-convocation/>
- Candidate is required to fill the application in the prescribed format & submit it online with the prescribed fees.
- The application is will be processed at the Office of Controller of Examinations.
- The photocopies of the answer booklet along with the marks are downloaded from scanned images from software are taken.
- The schedule for viewing of answer scripts is intimated to the candidate and the answer script is shown in the presence of a University official and subject expert under CCTV surveillance.
- The student will submit an undertaking after viewing the answer scripts.

MALPRACTICE CASES

DURING EXAMINATION

- ✓ If any student is caught copying or carrying any unwanted material, it has to be reported by the Official who notices it, either Invigilator or room Superintendent or Vigilance Squad.
- ✓ The same is informed to the Deputy Chief & Chief Superintendent for the concerned examination who in turn reports it to the Dean of the faculty.
- ✓ A photograph of the student with the material is taken in the examination hall.
- ✓ An undertaking from the student & the Official reporting it is taken in the prescribed format.
- ✓ The theory paper of the student indulging in malpractice is sealed separately at the completion of the examination & marked as MPC & handed over to the examination section.
- ✓ The action is taken as per the disciplinary committee decision.

DISCIPLINARY COMMITTEE MEETING

- ✓ After the processing of results of the said examination, a meeting of the Disciplinary committee is convened to discuss the malpractice case.
- ✓ The committee takes decision based on the nature & severity of offence & punishment is awarded as per the Bye Laws.

NAME CORRECTION

- The name of the candidate at the time of admission as approved by the Registrar's office is considered final.
- The documents submitted at the time of admission, including father's & mother's name is verified.
- Application with necessary documents attested by the Principal is submitted to Registrar's office.
- Registrar office verifies the documents submitted by the candidate with documents submitted at the time of admission.
- If any correction, the application is forwarded to the Office of the Controller of Examinations for necessary action.

ATTESTATION & TRANSCRIPT

- Request letter from the candidate forwarded by Principal.
- Photocopies of marks cards with prescribed fees.
- Verification of received documents by University official.
- Issue of documents by university.

RANK CERTIFICATES

- Request letter from the candidate forwarded by Principal.
- Verification of received documents by university officials.
- Rank certificate issued as per the eligibility defined for various courses.

VERIFICATION OF DOCUMENTS

- Request letter from the candidate, outside agency (police dept., various Universities, Employers, Foreign agency) with photocopies of the documents which are to be verified along with the prescribed fees.
- Verification of received documents by University official.
- Issue of the documents.

PROVISIONAL DEGREE CERTIFICATE

- Letter forwarded from the Principal with photocopy of Final year marks sheet & Internship /Industrial Training Completion Certificate.
- Verification of received documents by University official.
- PDC sent to the concerned college office for distribution to the candidates.

DUPLICATE MARKS CARD

- Request letter from the candidate forwarded by Principal with the prescribed fees.
- Notarized affidavit by the candidate.
- Acknowledgement for having lodged Police complaint.
- Advertisement in News Paper.
- Documents verified & duplicate marks card issued.
- Duplicate seal is put on the marks card.
- Error containing marks cards are incinerated after making as cancelled and entered in the register.

DISSERTATION EVALUATION

- Notification to receive dissertations is sent as per the Calendar of Events with details of format for sending dissertation, number of copies, last date for submission of dissertations to the college & University with & without fine.
- Number of copies to be submitted as per the course specification.
- CDs of dissertation are maintained in the Exam section.
- Soft copy of the Dissertations is sent to the Registrar office for uploading on website.
- The prescribed fees for dissertation are collected along with Examination fees.
- Evaluation report as per Examiners reports is sent to the respective colleges to intimate the status of the evaluation to the candidates along with comments of evaluators.
- In case of “Acceptable subject to modifications/ corrections and clarifications” or non-acceptance, it is informed to the College along with the comments of the evaluators to intimate the concerned for necessary modifications / corrections and re-submission of the dissertations.
- Resubmitted dissertations are re-evaluated and the evaluation report is sent to the College for further needful action.
- Forwarding Remuneration bill for payment through RTGS.

CONVOCAATION PROCEDURE

- The convocation forms are sent to the colleges for the candidates to fill, which is received from college duly signed by Principal.
- The lists of the candidates who are eligible for convocation is prepared.
- The list obtained from the colleges is cross checked with the data available in the examination section.
- Verification of data such as name of the candidate, father's name, mother's name, registration number, gender, class, year & month of passing done.
- The finalized verified data is sent for printing.
- Prior notification regarding the date of convocation will be intimated to students on university website.
- The certificates will be distributed as per schedule on the day of convocation.
- The certificates of the candidates' In-absentia are sent by post.

ALL INDIA ENTRANCE TEST – UG / PG

- ❖ Schedules of the test and center will be notified to the students.
- ❖ Help Desk will be available at each center to assist the students.
- ❖ Students to report half an hour prior to the exam timing at the center.
- ❖ Students have to get their admit cards.
- ❖ Screening for any prohibited material will be done before entry in the exam hall.
- ❖ The results will be notified online and the schedule of counseling will be intimated.

PH.D. THESIS EVALUATION & VIVA EXAMINATION

- Ph.D. Thesis has to be sent by the Director of Academic Affairs for evaluation along with synopsis to the Office of the Controller of Examinations for processing.
- Once the reports are received, candidate is intimated in case of modifications required. They are instructed to submit either a compliance report or resubmit the Dissertation with Errata.
- After the final evaluation, Viva Voce examination is scheduled in consultation with the examiner & the candidate is informed of the same.