

Policy on Declaration of Results

1. Purpose:

This policy outlines the procedures and guidelines for the timely and accurate declaration of academic results at Manonmaniam Sundaranar University (MSU), Tirunelveli.

2. Scope:

This policy applies to all academic programs offered at MSU, including undergraduate, postgraduate, and doctoral programs across various disciplines.

3. Declaration of Results Procedure:

Submission of Grades:

- Faculty members must submit grades for each course within the stipulated timeframe per the academic calendar issued by MSU.

Verification and Approval:

- Submitted grades undergo thorough verification by the respective department heads or designated authorities.
- Any discrepancies or errors identified during the verification process should be rectified promptly by the concerned faculty member.

Processing of Results:

- Once verified, grades are processed by the Examination Wing of MSU. The processing includes calculating final marks, determining cumulative grade point averages (CGPAs), and assigning academic standings.

Review and Approval:

- Processed results are reviewed and approved by the Controller of Examinations. The Controller of Examinations ensures adherence to university policies and standards in the declaration of results.

Publication of Results:

- Upon approval, the results are published on MSU's official website and notice boards. They are also communicated to individuals via SMS.

4. Result Confidentiality:

Privacy Protection:

- MSU is committed to maintaining the confidentiality of student records, including academic results.
- Access to student results is restricted only to the authorized personnel involved in the result declaration process.

Data Security:

- Stringent measures are in place to ensure the security of student data and prevent unauthorized access or tampering.
- Electronic transmission and storage of results adhere to industry-standard encryption protocols and data security best practices.

5. Appeals and Grievances:

Appeals Procedure:

- Students have the right to appeal against declared results within a specified period after the publication.
- The university provides a formal appeals process, including submission guidelines and review mechanisms such as retotalling and revaluation as approved by the authority.

Grievance Redressal:

- Grievances related to the declaration of results are addressed through the established grievance redressal mechanisms outlined in MSU's policies.
- Students have access to counselling and support services for assistance with grievances related to academic matters.

6. Implementation and Compliance:

Communication and Training:


- Faculty members, administrative staff, and students are informed of this policy through university circulars, official communications, and orientation programs. Training sessions are conducted periodically to familiarize stakeholders with the procedures outlined in this policy.

Monitoring and Review:

- The Examination Wing of MSU monitors the implementation of this policy and conducts regular reviews to ensure effectiveness and compliance.
- Feedback from stakeholders, including students and faculty, is solicited and incorporated into policy revisions as necessary.

7. Policy Revision:

This policy is periodically reviewed by the Standing Committee on Academic Affairs of MSU and may be revised as necessary to reflect changes in academic practices, regulations, or stakeholder feedback.


Prof. J. Sacratees
Registrar