SWAMI VIVEKANAND
SUBHARTI UNIVERSITY
MEERUT – 250005 (U.P.) INDIA

EXAMINATION MANUAL

(Updated in 2025-26)

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PREFACE

The Examination Department of Subharti University, with strong conviction that *'Assessment Derives Learning,' and/ or 'Learning Style of Student Is Influenced by The Type of Assessment Method'* has evolved an efficient, objectively structured, IT-integrated, digitalized system of examination. The Examination Committee works continuously to innovate and improve its quality of performance, efficiency, and effectiveness and has evolved following broad guidelines over the last 5 years; **Examination System:**

The examinations are held on a semester pattern, twice a year. Student promoted to next year on clearing of minimum 50% subjects. The Examinations of carried over papers of previous year/ years are conducted in next odd or even semester accordingly.

The examinations are held on an annual pattern as directed by the apex bodies and the promotion of the students is also processed as per their guidelines.

Digital submission (on ERP) of 3 sets of each question paper on a standardized format and digital moderation of question papers, maintains the confidentiality of Question Papers. Finally printing, packaging, and sealing in three envelopes followed by only one set selected and approved by the competent authority randomly, just before the examination, has ensured absolute confidentiality.

Impartial Unbiased Evaluation of Answer Scripts has been implemented by coding each answer script before evaluation, preparation of the award sheet by the evaluator, and decoding by Evaluation Section staff for submission to the Result Section has eliminated personal favour and bias.

The criterion of Promotion: on clearing 50% or more of Odd and Even Semester subjects put together in one year, the student is promoted to the next semester/ year. However, there is **IT integrated process** through which, if the total of unsuccessful subjects is >50% in one year or the cumulative number of un-cleared papers of previous years put together is more than 50%, the student is detained and not promoted—reappearance in failed subject/ subjects permitted in next identical – odd or even semester examination. The final chance is to be given to the students, as a Special Examination, to clear failed subjects, if the student has back after the final semester or final annual examination. For the programs governed by statuary bodies (NMC, DCI, PCI, BCI, INC, etc.), the concerned guidelines apply, as applicable.

The university adopted the CBCS system in 2018 and NEP 2020 from 2021 duly passed it at the Academic Council Meeting and Examination Committee Meeting. The Comprehensive & **Continuous Internal Assessment** is a part of the CBCS system, in which a minimum of two sessional and practical examinations besides assignments, viva-voce, Group Discussion, Dissertations, practical, etc. are Practiced. Best of the sessional marks added to external examination. The attendance of students in a particular semester also carries marks, which are added to the sessional marks. The **New Education Policy- 2020** has been adopted by the University as per the guidelines of the state govt. and UGC.

Work Place Based Assessment and **Self-Assessment in internal/sessional assignments** are practiced especially in medical, dental, nursing, and allied branches in clinical OPD and IPD through discussions, case presentations, and bedside examinations to ensure that the knowledge gets expressed and

applied for correct judgments and decisions is done through integration of learning, skill developed and its application for a particular course and program has led to enhancement in professionalism and employability of students. **Competency-based assessment** is calculated in most programs in the form of SGPA & CGPA (UGC Credit, Credit Transfer, and Grade system).

Objective Structured Clinical Examination (OSCE) is already implemented as per the guideline of Apex Body, in medical and allied courses in particular, development of SOPs, policy and technical procedures for accuracy, regularity, and consistency in performance, data interpretation, and problem-solving. It helps in the integration of learning, knowledge, and clinical skills for standardized outcomes. Simulation of patient and station was also conceived under OSCE. **Objective Structured Practical Examination (OSPE)** the well-structured assessment tool with predetermined checklists has helped in reliable, just, unbiased, and appropriate assessment of student's skills, both held in medical courses.

Digitalization of Examination System: ERP-based Examination Management Module is the platform for all activities related to the Examination.

Upload of Migration / Transfer Certificate → submission of student's Enrolment Form → Generation of Enrolment Number → upload of sessional marks of theory and practical → Upload of student's attendance on ERP, are the essential eligibilities to appear in examination followed by declaration of Date Sheet → Time-bound opening of ERP window to download examination form → Printing of student's verification sheet → Preparation of Roll List → On-line printing of Admit Card → allotment of digital numerical code to answer scripts →system based allocation of answer scripts to Evaluator,

system controlled time-bound return of scripts→ uploading of marks awarded, on EMS → Authentication of print out of award sheet by the concerned Evaluator → Automatic transfer of marks to the Tabulation Register in Result Section → declaration of result → Finally printing of Grade Card→ Degree Certificate. All these activities are performed on EMS Module. Student Grievance Redressal cell works in the Examination Department and has a documented policy of showing answer scripts, scrutiny and re-evaluation to an aggrieved student. Opportunity for the Improvement Examination has also being provided to the students to improve the marks/grades.

RULES FOR EXAMINATIONS

SWAMI VIVEKANAND SUBHARTI UNIVERSITY, MEERUT
Approved by the Academic Council on Dated ……..

A. PREAMBLE

The successful conduction of examinations depends greatly on the integrity, alertness, and sincerity of all examination ***Officials handling the system***. These guidelines aim to set out uniform codes of conduct for each official engaged in connection with examinations held for various courses at Swami Vivekanand Subharti University, Meerut. It is, therefore, necessary that each one of these persons should follow the rules and guidelines strictly. ***In addition, the points for improvement as suggested by the Members of the Committee has also been incorporated in the Manual.***

B. APPLICABILITY OF REGULATIONS-

Notwithstanding the integrated nature of a course spread over more than one academic year, the regulations in force at the time a student joins a course shall hold good only for the examinations held during or at the end of the academic year. Nothing in these regulations shall be deemed to debar the University from amending the regulations subsequently and the amended regulations, if any, may apply to all students whether old or new, as decided by the University.

C. POLICIES OF EXAMINATIONS: - SVSU follows UGC rules to conduct examinations with specific course codes allotted to each program.

Whereas the courses running under the curriculum of the statutory bodies like NMC, DCI, INC, Bar Council of India, NCET, PCI, etc. follow the rules/regulations of their apex body and supersede the other rules.

1. The university follows the semester system or yearly system of examination, as per the UGC & regulatory body norms & decided by the Executive Council of the University.
2. A uniform examination system with a ratio of 30:70 for CBCS & 25:75 for NEP (Internal: University) will be followed.
3. The examination will be centralized. The University shall select a center/venue for students which will be different from their College of normal study. However, under extraordinary situations, the Controller of Examinations may, with the approval of the Vice Chancellor, decide to make the centre/venue in the same College.
4. The teachers / academic staff members of the Institute / College where examination is conducted; will be appointed by the Controller of Examination as Invigilators, on recommendation by the Head of the Institute / College. They shall not be of the same subject of which examination is conducted at a particular Centre, as far as possible.
5. To appear in the examination student must have

a. No dues from the concerned institute
b. Attendance: The students are expected to attend all the classes but should have minimum attendance per university rules or as prescribed by the regulatory councils.

c. In cases where no directions of the regulatory council have been prescribed, the student should have at least 75% attendance in theory as well as in practical classes.

d. Shortfall in attendance can however be condoned in deserving cases to the extent of 10% by the Principal of the college. If the shortfall is more than 10% but not more than 20%, the Principal may recommend consideration, and permission by Vice-Chancellor. The order of the Vice Chancellor in this regard shall be final.

e. The Principal of the College/Dean of the Faculty may conduct extra classes, assignments, etc. to improve the attendance of the students with the prior permission of the Hon'ble Vice-Chancellor. The Vice-Chancellor may fix payment for extra classes/practicals, to be paid by the students.

6. Criteria for Appearing in University Examination.

a. Minimum 75% attendance

b. Fee deposited as per the schedule

c. Obtaining minimum 40% marks for the internal/ sessional examination (Assessment) for all University Courses (Theory & Practical), where guidelines by the concerned regulatory bodies are not notified.

d. The student will be given two attempts for sessional exams. The best score will be uploaded on ERP by the College end.

e. Mid-term written tests/practical's including in-between snap tests, if any, shall carry 20 marks independently, in each subject.

f. A maximum of 10 marks in each subject shall be awarded for attending classes (Theory / Practical) as per the following norms:

85% or more attendance	10 marks
81-85% attendance	9 marks
76- 80% attendance	8 marks
71-75% attendance	7 marks
66-70% attendance	5 marks
61- 65% attendance	3 marks
55- 60% attendance	2 marks
Less than 55% attendance	0 marks

g. The Vice-Chancellor shall have the right to call for all the records of sessional examinations for scrutiny if it deems fit in any specific case.

6. The student has to complete his/her course in the stipulated time, as notified in the Ordinances.
7. Students are permitted to appear in Back papers of odd/even semester during regular University Odd /even semester examinations.
8. Special Examination will be conducted only for students who have completed their course of study for the program, however, programs governed by any Statuary Body will follow the rules accordingly.
9. Special Exams shall be conducted each year after a minimum of four weeks of the declaration of end Semester results or only after completion of all received requests of scrutiny and/ or showing answer sheets for the students who have completed the program of study & have some back paper(s).
10. No special exam shall be conducted for students who have not completed their program of study.

D. SCHEDULING OF EXAMINATIONS: - The Examinations will be scheduled as per the Academic Calendar finalized by the Vice Chancellor. However, under special circumstances, the Vice Chancellor has the authority to modify the Academic Calendar.

Usually, Odd Semester Examinations are scheduled from December to January & Even Semester Examination / Year end Examination are scheduled from May to June.

E. RULES & REGULATIONS TO APPEAR IN EXAMINATIONS

1. **Issuing of unique identification to the students for all courses:** Students will be given an enrolment number in the prescribed format.
2. **Documents required for issuing of enrolment: -**The students are required to submit a Migration/Transfer Certificate within the first month of their admission, for the issuance of the enrolment number of SVSU. The enrolment number once allotted will remain the same, till the student continues his studies at the University without a break.
3. If a student does not submit a Migration/Transfer Certificate, the enrolment number will not be generated and he/she will not be permitted to fill up examination form.

Important: Appearing in the examination will be subject to the eligibility to appear in the examination as per University rules.

F. PROCESS OF EXAMINATION FORMS

1. The Office of the COE will release the TIMELINE for the conduction of the Examination, a minimum of 45 days before the exams. The Colleges/ Departments will adhere to the Timeline strictly.
2. The ERP-based Examination Management Module is the platform for all activities related to the Examination
3. The schedule for filling/Submission/Verification of the examination form will be defined on ERP by the Office of the COE as per the timeline released.
4. All enrolled/ admitted students fill up the examination forms electronically. Forms will be verified by the HOI on ERP. Verified forms will be received and verified in the Office of the COE through ERP.
5. The last date of filling up the examination form will be strictly followed by the College/Departments as specified in the Timeline.
6. The Verification parameters/ conditions are:-

a. 100% semester/ year fee deposited & updated on ERP,
b. 40% Marks obtained in Sessional exams and uploaded on ERP,
c. Attendance as per the rule,
d. Migration / TC submitted and updated on ERP.
e. There is nothing against him/her which may disqualify him/her from appearing in the examination.

7. Once the HOI verifies the Examination Form, it will automatically be forwarded to the COE office with the student's Roll List.

8. No need to submit a hard copy of the Examination Form to the Office of the COE.
9. In specific circumstances, a candidate may be permitted to fill up the examination form after the last date, if-

a. Permitted by the Vice Chancellor, with the prescribed late fee, as specified in the Timeline of examination as per rule.

b. The Head of the institution may recommend to the Hon'ble Vice Chancellor to allow a candidate to fill up the examination form and grant permission to appear in the examination even in less than five days, mentioning the reason for his/ her recommendation. The Hon'ble Vice Chancellor may permit such student, if he/she agrees, to payment of late fee and fine, as deemed fit.

10. The Examination for students reappearing in any papers shall be held along with the subsequent regular examination for the relevant semester.
11. Examination fees once paid shall not be refundable.
12. Filling out the examination form does not ensure that the student will be issued an admit card but the issuance of admit card will depend upon the fulfillment of the conditions mentioned in serial number 7.

G. DECLARATION OF SCHEDULE OF EXAMINATIONS (DATE SHEET) & EXAMINATION CENTRE

1. The examination schedule approved by the Vice Chancellor will be declared as per the academic calendar, at least 15 days before the first day of the commencement of the University Examination.

2. The date of the program of examinations (date sheet) denoting subjects and papers shall be notified by the Controller of Examination and will be sent to the concerned college/ Departments.

3. The Examination schedule will be sent to the concerned section to upload on the University website.

4. Examination Centres / Colleges can download the verification sheet and roll list through ERP to conduct the exam smoothly.

5. The Examination program fixed by the Controller of Examination should be displayed in the concerned college and at a conspicuous place at the Examinations centre (notified by the University), before the commencement of the examinations, and it should remain there till the completion of the examinations. Instructions for the candidates shall also be displayed on the Notice Board.

H. ISSUANCE OF ADMIT CARDS & VERIFICATION SHEET

1. The admit cards of the students will be generated automatically on the ERP system, and the college can take the print out of the admit card through the login ID of the HoI, subject to the fulfilment of the following conditions:

a. 100% semester/ year fee deposited & updated on ERP,

b. 40% Sessional Marks obtained and uploaded on ERP,

c. Attendance as per the rule,

d. Migration / TC submitted and updated on ERP.

e. There is nothing against him/her which may disqualify him/her from appearing in the examination.

2. Admit Cards will be issued to the students after checking and verifying at the College end.
3. Examination Centres as well as the colleges can download the verification sheet

and roll list through the ERP system for further processing.

I. ISSUING OF BLANK ANSWER BOOKS

1. Blank Answer Books 'A' & 'B' will be sent to the Centre Superintendent of the Examination Centre at least one week before the commencement of university examinations, after getting the demand from the constituent college, where students are appearing in the Examinations.
2. The Examination Centres will send the demand of the fresh answer sheets at least ten days before the commencement of the exams.
3. The controller of Examinations will schedule the distribution of "A" & "B" answer sheets through university transportation under the supervision of security personnel. To optimize available resources and personnel, one or two vehicles can carry all the answer sheets meant for constituent colleges to distribute.
4. The Centre Superintendent will depute a person, who will be accountable for receiving "A" & "B" copies from the Examination Department, and will maintain the account of answer books consumed during the examination.
5. The Centre Superintendent will send back the remaining answer books to the office of the Controller of Examination with details on the prescribed format after the examinations get over.

J. PROCEDURE TO APPOINTMENT OF PAPER-SETTER/ EXAMINER/ EVALUATOR

1. For the University Examinations, the **appointment of Paper Setters, Evaluators and Examiners for Practical & Viva-Voce** for all the Programmes running in the University, the rules will be followed as per the recommendation of the Academic Council of the University. However, Programmes governed by the Apex body will adopt & follow the rules & regulations as per the direction of their statutory body.
2. The Internal and External Examiners for Question Paper Setting, Evaluation of answer books, and moderation of question papers and Practical & Viva-voce Examinations shall be appointed as per the specific subject, if he/she fulfils the minimum requirements i.e., minimum designation Assistant Professor, minimum teaching experience, after obtaining the Postgraduate Degree 03 (Three) years.
3. **"No person must be appointed as an examiner in any subject unless he/she has three years' experience as a recognized PG teacher in the concerned subject".**
4. The Board of Studies will recommend the name of the Examiners (internal & external) at least two months before the commencement of examination, for all the programs running in the colleges. The panel of Examiners has to be sent to the Office of Controller of Examination at least 45 days before the commencement of the examination/as notified in the Timeline.

5. The Vice-Chancellor shall approve the panel of paper setters, evaluators, and moderators and Practical & Viva-voce examiners amongst persons recommended by the Controller of Examination.
6. However, The Vice-Chancellor may appoint anyone else, for taking the exam/ paper-setting/ evaluating answer sheets, who is eligible but whose name has not been mentioned in the list.
7. No person shall be appointed as a paper-setter or examiner or moderator **either** in theory, viva-voce, **or** practical examination in any subject for an examination at which any of his/her near relations intend to appear in that year.
8. The panel should be updated on the ERP system well before each exam, with the latest phone number, email IDs, and address of the examiner.
9. The Controller of Examination shall issue general instructions for the guidance of the examiners/paper-setters/evaluators for the proper discharge of their duties.
10. In case the appointed examiner/paper-setter/evaluator is incapable of acting as such or declines the offer in writing, the Vice-Chancellor shall appoint a substitute.

K. PAPER SETTING: The whole process of question paper setting will be completed through the ERP system. The process includes the following steps-

1. Colleges will upload the panel of paper setters (Internal & External) on ERP under the intimation to the office of Controller of Examination before 45 days of commencement of exams/as notified in the Timeline.

2. The Vice Chancellor on the recommendations of the Controller of Examination shall approve the panel of paper setters on ERP.
3. Paper setters will receive the message to prepare the question papers within the stipulated time.
4. Paper setters will prepare the question paper on ERP from their own ERP login ID, in the given format & submit it.
5. The question paper shall be set from the entire syllabus of a course in **Bloom's Taxonomy** with CO, PO mapping. It shall be ensured that no question comes out of the syllabus.
6. A copy of the syllabus is available on the University website- https://subharti.org/iqac-act-statutes-ordinances.php
7. Each question paper shall be prepared in three sets, for each subject on ERP, by paper setters through his/her login ID, and will upload on ERP as well.

L. INSTRUCTIONS FOR PAPER SETTER:

1 The question paper must be typed in the prescribed format as per instructions. Technical terms should be written in the capital letters.

2 The question paper should be prepared in given number of sets specifically marked set **A, B, C……** Sets should not repeat any part of each other as part or as whole. However **MUST KNOW** topics can be asked in a different way.

3 The Questions must be typed carefully as per attached format of Question Paper and checked properly to avoid mistakes.

4 Every question and every part of a question should be clear in language and free from ambiguity.

5 The question paper will be prepared strictly from the prescribed syllabus/scheme. The questions should be fairly distributed throughout the whole course of study and not concentrated on any one or a few portions.

6 The numerical parts in the question paper should not be more than 50% except in mathematics (s) (as a subject of paper) and/or papers similar in nature to mathematics.

7 Log tables or other materials are supplied to the candidates only when it is recommended by the paper setters. It is, therefore, necessary to write specifically in the **Head Note,** if the log tables, PWF tables, graph papers, steel code, calculator (with specification), etc. are permitted to the candidate.

8 The paper setter should indicate in the head note of the Question paper regarding number of questions to be attempted from a particular section. He/she should ensure that the sum of marks allotted to each section/question is equal to the maximum marks and as per the Evaluation Scheme.

9 The paper setter should not keep with him any hard or soft copy or rough drafts of the question paper set by him/ her. All the drafts and notes must be destroyed.

10 Paper setters are supposed to maintain the confidentiality of question papers.

11 Paper setter should certify that to the best of his/her knowledge, none of his / her direct or indirect dependents/relatives is/are appearing in the examination in which his / her paper may be one of the papers.

12 In case serious mistakes are found in the paper, which may create confusion in the minds of the examinee, the university can drop the name as a paper setter and can cease the remuneration.

13 Answer keys have to be submitted alongwith Question paper.

14 Vice Chancellor may also appoint more than one paper setter for the same subject under special circumstances.

M. METHODOLOGY:

1 Moderation of question papers will also be processed through ERP.

2 Moderation can be done by a senior Subject specialist (HOD / or a person deputed by HOD), who shall visit the Office of Controller of Examination and moderate the paper on ERP with his/her login ID, which includes checking –

a. the formation of questions,
b. avoiding repetition of questions (if any),
c. questions have been set within the syllabus,
d. distribution of marks, the marking scheme is sufficiently detailed,
e. double marking of questions is not there,
f. there is no unmarked section /question /part subject name/code,
g. there is no error or spelling mistake in the question paper,
h. there are no technical /mathematical errors,
i. paper code – subject and content are synchronized,

j. serial no. of the question is correct and according to format,

k. MCQs- answer options are according to the question,

l. checking the quality of questions, proofreading, etc.

3 As the Moderator is satisfied with the correctness of the Question Paper, it will be frozen on ERP for further processing.

4 The moderator can be from the University or called from another university with the prior permission of the Vice Chancellor.

N. GUIDELINES FOR THE MODERATORS:

1. The questions given in the paper are according to the time allotted.
2. The marking scheme is sufficiently detailed.
3. There is no unmarked section /question /part.
4. Ques. paper is defined as per the syllabus & guidelines.
5. There is no error or spelling mistake in the question paper.
6. Double marking of questions is not there.
7. Repetition of questions is not there.
8. Paper code – subject and content are synchronized.
9. The serial no. of the question is correct. None of the numbers are missing or repeating.
10. The options in MCQs- answers are according to the question.
11. There are no technical /mathematical errors.
12. The moderator has to submit the Q P Moderation Report and undertaking as below

The following Question papers have been moderated by me/ us on dated- ……				
S no.	Course Name	Course Code	No. of sets	Remark

Undertaking by the Question Paper Moderator

I have gone through the instructions for the Question Paper Moderation and made sure that the given Question paper has been moderated, as specified in the instructions, and all the parameters i.e. prescribed syllabus/Units, subject/subject code & max. marks, exam type, exam month, marks distribution, question paper pattern, time allotted, sections, etc. have been checked properly, and all the questions have been fairly distributed throughout the syllabus taught and found free from ambiguity.

Full Name of Moderator: ……Contact Number: ……

College ……Dept.……

Designation……..

Sign with date ……

O. PRINTING AND PACKING OF QUESTION PAPERS

1 Three sets of question papers for each subject are prepared, out of which one set of question papers is released on the day of examination with the approval of the Vice Chancellor or nominated person to ensure the integrity of the conduct of the examination. The year of examination will not be mentioned on the Question paper rather a code will be given for each year.

The number of printed question papers shall be according to the maximum number of students expected to appear.

2 Immediately after printing, they shall be sealed with the number of printed question papers written on the envelope and kept in safe custody of the Controller of Examination.

3 The balance of two sealed envelopes having question papers shall be kept in a strong room under the safe custody of the Controller of Examination. In the next examination, only one new question paper may be prepared for that subject unless the syllabus has changed, otherwise, three fresh question papers will be prepared.

P. RULES & REGULATION FOR CONDUCTION OF UNIVERSITY EXAMINATION

1. **Centre Superintendents**: The head of the Institution/ Principal of the college will be designated as the Centre Superintendent of the examination Centre, who shall be responsible for the safe custody of answer books and satisfactory conduct of the examinations. Overall responsibility for safe and fair conduct of that examination
2. The Centre Superintendent will assign the invigilation duties, and the seating plan, seating arrangements, and look into various other aspects concerning the examinations as per university guidelines.
3. Assistant Centre Superintendent (s) will be appointed by the Centre Superintendent well before the commencement of examinations to ensure smooth conduct.

4. **Assistant Centre Superintendent (s)** will be appointed by the Centre Superintendent from amongst the teaching faculty of a rank not lower than Associate. Professor/Readers to make all preparatory arrangements for holding examinations including seating arrangements for the candidates.
5. Assistant Centre Superintendent shall perform the functions of the Centre Superintendent in the absence of the Centre Superintendent under the intimation to the Controller of Examinations.
6. One Assistant Superintendent may be appointed where the total number of candidates registered for all examinations at a particular centre in one particular session does not exceed 50, two Assistant Superintendent where such number exceeds 50 but is less than 200 and three Assistant Superintendent where such a number is more than 200.
7. He/ She shall conduct the examinations under the supervision of the Centre Superintendent according to the instructions given by the Controller of Examinations of the University from time to time in this regard. He/ She will take all necessary measures for fairness and the smooth conduct of examinations at a centre.
8. The Assistant Superintendent(s) will perform such duties as are assigned to him/her by the Centre Superintendent of Examination Centre. He/ she will particularly be responsible for opening of Question papers in the presence of Centre Superintendent, seating arrangement, checking the absentee statements, updating the record of consumed answer books on daily basis, packing of answer books along with the attendance sheet, docket,

question paper etc. and then dispatch to Controller of Examinations immediately on the same day of Examination.

9. He will also ensure that cases of UFM have been sent to Examination Department in a separate sealed Envelope on a daily basis.

Q. INVIGILATORS: -

1. Invigilators shall be appointed by the Centre Superintendent in a manner that their ratio to candidates does not exceed one invigilator to 20 candidates registered at any particular session with a minimum of two invigilators in a room, even if the number of examinees is less than 20 in the concerned room. In case the number of invigilators appointed in any room exceeds the prescribed ratio of 1:20 the college will submit the following report:

S. No.	Date	Room No.	Capacity of the room	Students allotted	No. of invigilators	Reason

2. The teachers/ academic staff members of the college appointed by the Centre Superintendent (Principal) shall perform the duty as invigilators in the designated examination halls/rooms. The Duty Roster of the Invigilators must be maintained by the Centre Superintendent and the Asstt. Centre Superintendent. The same along with day-wise signatures and contact numbers of the invigilators must be sent to the Examination Department a day before the conduction of Examinations.

3. The Centre Superintendent of the Examination Centre may invite the invigilators from other constituent colleges of the university through the Vice-Chancellor/Controller of Examination.
4. The librarian of the college may be engaged as an invigilator if required.
5. The teacher of the subject of which the examination is conducted, will not be appointed as invigilator.

R. INVIGILATION DUTY

1. **Invigilation as a part of duty**: - No teacher should absent himself/herself from the invigilator's duty without the prior permission of the Senior Centre Superintendent of the Centre at which he/she has been deputed for invigilation work.
2. **Duties of the invigilators: -** The sanctity of the examination depends greatly on the conduct of an Invigilator. Any laxity on the part of an invigilator is likely to result in undesirable consequences affecting the reputation of the University.

a. An invigilator is expected to be alert at every moment beginning from the entry of the candidates till such time that all answer books are collected from them, so he must make frequent rounds in the Examination Room.
b. An invigilator is under the control of the Senior Centre Superintendent. During the period they are on duty and she/he should not leave the examination centre without the permission of the Senior Centre Superintendent or Asst. Centre Superintendent.
c. An invigilator should report at the centre at least half an hour before the time fixed for the commencement of the examination.

d. An invigilator may be required to act as a witness when desired by the Senior Centre Superintendent for opening the question paper packets and sealing the packets of answer books.

e. It shall be the duty of the invigilators to guard against all kinds of malpractice or misconduct on the part of any candidate inside the examination hall. She/he will report such malpractice or misconduct to the Senior Centre Superintendent / Assistant Centre Superintendent and render such assistance to the Asstt. Centre Superintendent as required, about the conduct of the examination.

f. Use of mobile is strictly prohibited in the Examination Hall. Invigilators should deposit their mobiles with the Sr. Centre Superintendent while on duty.

g. An invigilator shall not be allowed to take refreshments inside the examination hall during the exam.

h. In case, the invigilator or any other staff on/off duty is found assisting the candidate in unfair means, disciplinary action will be initiated against him/her. The action against the candidate will also be taken as per UFM policy.

3. Responsibilities of the invigilators

a. To check the Admit Cards,

b. To distribute answer books and question papers to the examinees,

c. To ensure that the examinees occupy their allotted seats in the room.

d. To make announcements asking the examinees to - Produce the Admit Card, Leave books, notes, copying material, mobile phones, Electronic devices, and/or paper outside the examination hall

e. To announce that students should write Enrolment No. on the question paper and nothing else and time remaining.

f. Use of only allowed accessories as may be applicable as per paper.

g. Write the subject, paper code, roll number Enrolment number, date, semester & year in the allotted spaces in the answer script, and sign the sheets.

h. To fill in the number of additional sheets (B copy) used, strike out the unused pages and attach all A and B copies, etc.

i. To check the presence of examinees according to the verification sheet, and get the attendance/ verification sheets signed by the student.

j. Prepare the absentee statement in respect of the room under his / her charge and submit the same within one hour of the start of the examination to the senior/assistant centre superintendent.

k. To check all the entries filled in, including that the correct roll number is written in words at the allotted space on the answer sheet by the candidate, on the cover page of the Answer Book with the help of the admit card of the candidate. That the candidate has signed at the appropriate place/space provided in the Answer Book. The invigilator should sign only after checking all the above.

l. Ensure that the cover pages of A & B answer books bear the date stamp and his/ her signature.

p. The invigilator shall sign each answer book at the assigned box as evidence of verification of candidature of the student. She/he shall also check (at the assigned space) the number of supplementary sheets used by the examinee in each case and he will issue B Copy to an examinee (supplementary /

continuation sheets) only after verifying that the answer book has been fully utilized.

q. Not to allow any examinee who reports after 30 minutes of commencement of the examination to sit for the examination and not to allow any examinee to leave the examination hall half an hour before the prescribed time.

r. The invigilators must ensure that the Answer Book (duly closed) and Question paper of the candidate have been left behind on his/her seat in the examination hall when a candidate goes out to the toilet etc.

s. At the end of the examination, no candidate should be allowed to leave the room without the permission of the invigilator till all the answer books are collected, counted, and found correct.

t. To collect answer books from the examinees as soon as the examination is over and to hand over the same to the Assistant Centre Superintendent in sequential order of roll after duly counting and tallying these with the student's attendance sheet.

u. To return surplus copies of loose sheets to the Assistant Centre Superintendent immediately after the examination.

S. WATCH AND WARD: ADDITIONAL

1. There shall be an Examinations Security Officer (ESO) whose function shall be to maintain discipline outside the examination hall /halls. He may be assisted by additional staff. This duty can be given to the security staff of the university.

2. A room/ place may be allocated in each college where the students may keep their belongings; however, the university shall not be responsible for the security of such material.
3. ESO will be authorized to carry out searches of students outside the examination hall to ensure that prohibited materials are not taken into the exam hall. Search of female students shall be done only by female ESO.

T. EXAMINATION HALLS AND ROOMS:

1. The doors of the examination hall and rooms should be opened each day only 30 minutes before the time fixed for the commencement of the examination.
2. Roll numbers of candidates may be written on desks with chalks or through roll cards. A seating plan of the examination showing the measurement of each room used and the position of each candidate relative to the other should invariably be supplied to the university and a copy of the same should be maintained in the college records for inspection as and when necessary.
3. A space of not less than 2.0-2.5 square feet should be assigned to each candidate. If there are space constraints the candidates of different courses should be seated judiciously and maintain a reasonable distance between course mates.
4. Seating arrangements for candidates should be properly notified at some prominent place and it should also be displayed outside the examination room. Changes made in seating arrangements on any particular day should be notified at least one day earlier.

U. RECEIPT OF QUESTION PAPER & OPENING OF QUESTION PAPERS IN EXAMINATION CENTRE

1. Sealed envelopes containing question papers will be sent to the Centre Superintendent through the COE Office under the supervision of security in university transportation.
2. Centre Superintendent shall note carefully the state in which the envelopes have been received, if tampered with or opened it should be brought to the notice of the Controller of Examinations immediately. These sealed envelops will be kept under a lock at a place under CCTV covered area.
3. Every sealed envelope will hold sealed envelopes equal to the number of examination rooms with 10% more question papers in every envelope than the allotted maximum number of students in the examination room. These examination room-wise sealed envelopes will reach the examination hall 10 minutes before the commencement of the examination.
4. A minimum of two students along with invigilators will certify that the received envelope has not been tampered with and is properly sealed.
5. The envelopes containing the question papers should be opened by the Superintendent / Assistant Superintendent in the Examination centre in the presence of at least two invigilators. The envelopes should be slit opened and the seals be left unbroken. The invigilator and the Senior Superintendent should affix signatures at the place provided on each cover after being satisfied that the correct envelope is being opened and no envelope is tampered with.
6. The question papers should be counted and the number should be tallied with the figures given on the face of the envelope containing the question

papers. Before distributing the question papers to the candidates it has to be made sure either by personal inspection or through invigilators that the correct question paper for the session is being given to the candidates in the Examination hall.

7. This precaution is very necessary since the possibility of the wrong paper being packed in one packet cannot be ruled out. If the number of question papers in any envelope falls short of the required number, the Controller of Examinations should immediately be informed of this fact by phone. The Controller of Examinations immediately will manage to provide the deficit Xerox copy of the live question paper to the Centre Superintendent. Students shall be given the usual time for answering questions after the paper has been distributed.
8. Envelopes along with undistributed question paper (if any) should be sent back to the Controller of Examinations, along with sealed packets of duly accounted answer sheets.

V. ATTENDANCE, VERIFICATION & DISPATCH OF ANSWER BOOKS

1. The Enrolment number, roll number, and signature of all students appearing in the examinations shall be recorded in the daily attendance sheet on the prescribed Performa provided by the office of the CoE, and the verification sheet supplied by the College from which the student belongs.
2. The duly signed attendance sheet should be sent to the Controller of Examinations, along with the docket and question paper, in the sealed packet of Answer Scripts on the scheduled day of examinations.

3. Before the answer books are dispatched, the Centre Superintendent / Assistant Centre Superintendent should ensure that the title page has been filled in correctly by the candidate and signed by the invigilator concerned.
4. In some cases, candidates do not write their full Roll no. and other particulars on the title page of the answer books. The responsibility in such cases will be solely of the invigilators, Assistant Centre Superintendent & the Centre Superintendent.
5. As the examinations are over, the Centre Superintendent should return the used and unused envelopes of the question papers containing surplus question papers to the Controller of Examinations along with the verification sheets.
6. The account of used answer books along with remaining answer books is also to be maintained regularly.
7. The Centre Superintendent with the assistance of the Assistant Centre Superintendent will ensure through invigilators that answer sheets are packed and sealed in serial and there is no discrepancy between submitted answer sheets and the number of students who attended the examinations.
8. The controller of Examinations will get all the sealed packets of answer sheets collected through university transportation with security personnel after the examination.

W. DISCIPLINARY CONTROL

1. During the examination, the candidates shall be under the disciplinary control of the Centre Superintendent of the Centre and they will obey his/her instructions. If a candidate disobeys the instructions of the Centre Superintendent/Asst. Centre Superintendent or any of the invigilators or misbehaves towards any of the examinees, he/she may be reported by the Centre Superintendent to the Vice Chancellor and the Controller of Examination on the same day.
2. However, if the student has any grievances against the Senior Centre Superintendent/Assistant Centre Superintendent/Invigilator, he/she can submit the grievances to the Students Welfare Officer and in his absence to the Registrar. Appropriate action will be taken by them.

X. INSTRUCTIONS FOR THE CANDIDATES

1. All the candidates should be in proper uniform, with an Admit Card and a valid institutional Identity Card, without which he/she shall not be eligible to appear for the examination.
2. The candidate is expected to be present at the examination Centre 15 minutes before the commencement of the examination.
3. No candidate shall be admitted to the examination hall after 30 minutes of the commencement of the examination.
4. Candidates are not permitted to leave the examination hall during the initial one hour and last 30 minutes of the paper.
5. Exchange of answer books, supplements, drawing instruments, etc. among the Candidates is strictly prohibited.
6. Students shall write only their Enrolment number on the question paper.

7. Possession of any arms, weapons, mobile phone, electronic devices etc. in the examination hall or at the examination Centre by the candidate is strictly prohibited.
9. The candidate shall behave properly before, during, and after the examination to maintain a conducive atmosphere at the examination Centre
10. The examinee shall cross the blank page(s) of the Answer Book left after attempting the whole paper.
11. The candidate is prohibited from keeping in his possession in the examination hall any blank paper, notes, scribbles chits, books, mobile phone, programmable calculator, electronic communication device etc. The violation of this instruction shall attract suitable punitive action.
12. The candidate found guilty of misbehaviour or using/attempting to use unfair means shall be liable for suitable punitive action.
13. Disclosure of identity on the part of examinee by way of communicating name/ sheet number/ signature/phone number/address or any other request to the examiner in the answer book is a punishable offence as per rule and shall be treated as a case of U.F.M.
14. The examinee is prohibited from taking away the answer book(s)/part of Answer Book or any enclosure(s) issued to him out of examination hall. Violation shall attract punitive action as per the rules of the University.
15. A candidate, who has come to appear the examination under the influence of intoxicating drinks/drugs, shall not be allowed to enter in the examination hall and if found appearing in the examination, will be turned out from the examination hall immediately.

Y. USE OF ELECTRONIC DEVICES/INSTRUCTION BOOKLETS/OTHER STATIONARY

1. The use of electronic devices such as mobile phones, smart watches, smart glasses, tablets, and personal audio equipment are strictly prohibited in the examination Hall. All devices must be switched off and stored in a designated area as identified by Centre Superintendent until such time that examinations have finished.
2. The use of calculator/ Instruction Booklets /Other stationery will be permitted in the University Examinations subject to the following:

a. The calculators/ Instruction Booklets/ Other Stationery, should be on the approved list of accessories permitted or mentioned in the note line of the question paper, otherwise it shall be confiscated immediately if found.

b. The type of calculator/instruction booklets / other stationery, used must be declared on the examination question papers.

Z. ISSUING OF DUPLICATE ADMITS CARD:

1. If any candidate enters the examination hall without his/her admit card, he/she should be allowed to take examination only in the following condition

a. If the Senior Centre Superintendent/Assistant Superintendent of an examination centre is satisfied that admit card of a student is left at home/room, he/she may permit the student to appear in examinations. However, the same shall be noted on his/her attendance sheet and the

information will be sent to the COE and the Accounts Department for adding Rs.100/- in his/her dues against the penalty for losing the card.

b. If admit card is lost or destroyed by the student, the student will apply on the prescribed form to the COE for issuing the duplicate Admit Card after submitting the prescribed fee receipt. The office of the COE will ensure that the duplicate Admit Card is issued to the student, on the same day or is sent to the examination centre of the student before the next examination of the student.

2. Provisional Permission may be given to the candidates to write the examination if permitted by the Vice Chancellor, who have not been issued Admit Cards and whose names/roll nos. are not mentioned in the Roll lists. However, they have to issue the admit card before the next exam otherwise the result will be withheld.

AA. FLYING SQUAD

The flying squad will overview and supervise the conduct of the examination as per instructions of the Vice Chancellor/COE and take surprise inspections of examination venues, to eliminate possibilities of use of unfair means by candidates, to hold the examination in a fair, impartial, and smooth manner and to maintain credibility of examination.

1. **Appointment of Flying Squad**

a. A flying squad shall consist of a Convener, 1 to 3 Squad Members, and will be appointed by the Vice-Chancellor or by the COE with the permission of the Vice Chancellor.

b. They shall be of the post of Associate Professor and above.
c. They will be instructed about their duties and work on the same day as the surprise visit plan.
d. The flying squad will be accompanied by an officer from the security department of the rank of Security Officer or above.

2. Duties for Flying Squad

a. The Flying Squad shall monitor all aspects of the conduct of examinations and ensure the examinations are conducted in punctual manner, thus enhancing the general credibility of the system and discouraging any tendencies on the part of the examinees or any other person to indulge in malpractice or misbehaviour in examinations. These committees shall be adequately empowered to verify entire examination process at the examination Centre.
b. The team of the observers will carry their I-cards/Authority letter for disclosing their identity at the examination Centre.
c. The Flying Squad / Invigilators or Supervisory staff shall have the authority to search any student to find out as to whether the student has got any objectionable material with him/her or not. However, female student can be searched only by female members of the flying squad.
d. Refusal of the candidate to be searched would raise a presumption against him/her that he/she is in possession of objectionable material to be used in the examination.
e. To inspect the examination halls and check the seating arrangement. If the seating arrangement is improper, it shall inform the Assistant Centre Superintendent and get it corrected.

f. To observe that internal vigilance group (Invigilator, Asstt. Centre Superintendent etc.) is active and performing their duties in a proper manner.

g. To keep vigil on all aspects of the conduct of examination at the centre and report the cases of malpractice/misconduct, if any, to the Assistant/Senior Centre Superintendent. The centre Superintendent shall take action in such cases as per prescribed procedure.

h. It shall also inspect the toilets and other surrounding areas for hidden books/notes.

i. A detailed report of observations made by the flying squad along with any suggestions will be sent to the Controller of the Examination, duly signed by all the members.

BB. APPOINTMENT OF AMANUENSIS

1. An amanuensis is allowed in case of Blind Candidates and those candidates who are disabled to write due to an accident, disease or congenital deformity.
2. Principal/Dean will recommend the appointment of amanuensis for a particular student to the Vice Chancellor. The Vice Chancellor can take the decision on the basis of application, meeting the student personally, or may ask the student to submit a medical certificate from the Senior Medical Superintendent of Subharti Hospital. The candidate should submit the application to the Principal at least one month before the commencement of exams. In case of an accident that occurred recently, the student can write an application directly to the Vice-Chancellor

through the concerned Principal and in exceptional circumstances directly to the Vice-Chancellor.

3. Exception can only be in case of any unforeseen mishap, in which case the student may apply any time before starting of exam or even during the exam; however, in such cases, the appointment of amanuensis will depend upon the availability of the appropriate person at that time.
4. The amanuensis shall be a person of a lower qualification than the candidate concerned. As proof of the writer's Aadhar Card & the certificate of recently completed qualification have to be submitted.
5. The Superintendent of Examination shall arrange for a suitable space for the disabled candidate.
6. An extra Half an hour shall be given to such candidates for 3 hours duration.
7. The payment of the amanuensis if any, shall be borne by the candidate.

CC. MISCELLANEOUS:

1. **Cancellation Of Appointments / Examinations-** The Vice Chancellor reserves the right to cancel or rescind any appointment relating to examinations or cancel or reschedule any examinations at any time for any unavoidable circumstances in the interest of smooth conduction of examinations.
2. **Lost Answer Book-** In case of the answer book of a candidate has been lost after having been handed over to the Centre Superintendent of Examination, enquiry will be setup and after the satisfaction of Vice-Chancellor, following actions can be taken-

a. Permit the candidate to reappear in the subject for which answer book has been lost. The date and time to be fixed by the Controller of Examination.

OR

b. Award him marks in the answer book lost equal to the marks obtained by the candidate in the other papers, subject to a maximum of 60% marks in that paper in case the candidate has appeared in one subject having two papers A & B to avoid carry over.

OR

c. Award him the average marks of the remaining subjects/papers which he has already cleared, subject to a maximum of pass marks in case he/she has appeared in one subject having one paper to clear carry over.

OR

d. If there is a dispute as to whether a candidate's paper was duly handled or not, the decision of the Vice-Chancellor, to whom the Controller of Examinations shall report his/her findings, shall be final.

DD. Regulation for Unfair Means / Procedure for Dealing with Unfair Means Cases and Disciplinary Control of Students –

1. University Examination:

a. Examination is a formal procedure intended to measure the examinee's knowledge/talent. Since the result of the examination has an impact on an individual's future academic career and vocational goal, he/she may get tempted to adopt unethical/unfair means (UFM) with the purpose of obtaining the desired goal which puts him/her at an advantage as compared to others.

b. During examinations, the candidates shall be under the disciplinary control of the Examination Centre Superintendent who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff University Observer or representative or the invigilators at the Centre, strict disciplinary action shall be taken with monitory to expel from the examination for that session. The Examination Centre Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The said Committee will make recommendations for disciplinary action as it may deem fit, to the Vice-Chancellor.

c. The students shall maintain proper discipline and orderly conduct during the examinations. No candidate shall bring any objectionable material for the purpose of being used for answering the question paper in the examination hall. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct during the examinations.

2. Acts of Disorderly Conduct in the Examination (For Theory, Practical & Oral Examination):

a. Misbehaviour in the examination hall with the Centre Superintendent, the Invigilator on duty, the Examiner conducting a practical or oral examination, or the members of flying squads, the observers, the representatives of the University, or the other staff working at the Examination Centre, or with any other Candidate, in or around the examination centre, or threat to the life of these examination staff,

observers, members of flying squads etc. before, during or after the examination hour.

b. Intentionally tearing off the answer book(s) or a part thereof or a continuation sheet or any other specific response sheet used in the examination;

c. Writing name or putting signature or any other mark in the Answer Book which may disclose, in any way, the identity of the candidate or writing Roll No., Enrolment No. at any other place than the space provided for it.

d. Exchange of the answer book or passing the answer book with/to another examinee

e. Causing damage to laboratory equipment, books in the library, and other properties.

f. Disturbing or disrupting or instigating others to disturb/disrupt the examination.

g. Instigating others to leave the examination room.

h. Carrying any weapons into the examination centre.

i. Non-surrender of previous Grade sheets as required.

j. Any act not specified above as determined by the Academic Council.

3. Acts of Unfair Means: The following shall be deemed to be an act of unfair means:

a. Talking to another candidate or any person, inside or outside the examination hall, during the examination without the permission of a member of the supervisory staff.

b. Leaving the examination hall without handing over the answer book, or any other specifically designed response sheet to the Invigilator or Supervisor

concerned or Centre Superintendent or the concerned authorized officer of the University deputed to the examination center, and taking away, tearing off or otherwise disposing of the same or any part thereof.

c. Writing matter connected with or relating to a question or solving a question on anything (such as a piece of paper or cloth, scribbling pad), other than the answer book, the continuation sheet, or any other response sheet specifically provided by the University to the candidate.
d. Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.
e. Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
f. Appealing to the Examiner/Evaluator soliciting a favour through the answer book or any other mode.
g. Possession by a Candidate or having access to books, notes, paper, or any other material, whether written, inscribed, or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.
h. Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of, or attempting to do any of these things in respect of any book, notes, paper, or other material or electronic device, used or attempted to be used by a student for assistance or help in answering a question or a part there of.
i. Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof, to any other Candidate or to any person.

j. Smuggling into the examination hall and or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a solution to a question paper or to a part thereof or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet or any other response sheet during or after the examination with or without the help of or in connivance with any person connected with the examination, or through any other agency, whatsoever.

k. Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer, or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any source before the examination or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.

l. Any attempt by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during, or after the examination. This would include any such person who;

   i. Abuses, insults, intimidate, assault any member of the supervisory or inspecting staff, or threaten to do so.

   ii. Abuses, insults, intimidate, assault any other candidate, or threaten to do so, shall be deemed to have interfered with or influenced the discharge

of the duties of the Supervisory and the inspecting staff within the meaning of this Para.

m. Copying, attempting to copy, taking assistance or help from any book, notes, paper, or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things.

n. Using a mobile phone or any other smart device(s) for receiving/sending messages. Even keeping a mobile phone or any such device shall be considered an attempt to cheat.

o. Arranging to impersonate for any person, whosoever he may be, or for himself or impersonating for other candidates at the examination.

p. Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.

q. Refusal of the candidate to be searched by the invigilator/flying squad would raise a presumption against him/her that he/she is in possession of objectionable material to be used in the examination hall.

r. Any other case of Unfair Means detected at any stage during or after the Examination. Any other act not specified above as determined by the Academic Council/Executive Council will be considered unfair in respect of any or all the examinations.

4. Reporting Of Cases of Unfair Means, Misbehaviour, Misconduct or Disorderly Conduct of Examinations:

a. A candidate who is suspected to have used unfair means or misbehaved or committed any of the acts mentioned in the above Para during the course of the examinations is expected to give a statement about the facts of the

incident. He shall, however, not be forced to give a statement, but the fact of his having refused to make a statement shall be recorded by the Invigilator and the Centre Superintendent which shall be witnessed in writing by two other members of the supervisory staff on duty at the time of occurrence of the incident.

b. A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, in a separate answer book for the remaining duration of the examination.. The answer book in which the use of unfair means is suspected shall be seized by the Invigilator or Centre Superintendent, who shall send both the answer books to the Controller of Examinations with his report. This will not affect the concerned candidate's appearance in the rest of the examinations.

c. All the cases relating to disorderly conduct of examinations, misbehaviour/ misconduct of students, and their use of unfair means in the examinations and mass copying shall be reported to the Controller of the Examination by the concerned invigilator through the Centre Superintendent with all the relevant material. The Controller of Examinations shall place before the Examination Discipline Committee all those cases for consideration and decision in each case. The Committee shall recommend penalties, if any.

d. Documents required to be sent for UFM cases: All cases of UFM should be recorded and reported. The form shall be accompanied by the following documents:

   i. One + One = Two Answer Books/ sets of Answer Books.
   ii. Statement of the candidate on the prescribed format
   iii. Statement of the Invigilator on the prescribed format

iv. Unfair aid/material found by the student.

5. Dispatch of UFM cases-

i. Copies of UFM should be sent separately in a sealed envelope duly labeled to the Controller of Examinations of SVSU along with the prescribed Performa for each case booked under UFM, the same day.

ii. All the material (answer books of unfair means, together with the material recovered from the students) duly signed by the candidate, invigilator, and by the Centre Superintendent, has to be sent to the Controller of Examination separately under sealed cover, soon after the examination is over on the same day.

iii. His/her examination result shall be withheld till finalization by the Examination Disciplinary Committee. The decision of the EDC in imposing a penalty for the offense committed by the candidate shall be final and binding on the student.

iv. The fact that a particular Roll No./ En. No. was booked under UFM and should be recorded in the attendance sheet as well as in the statement for dispatch of the Answer Book to the Controller of Examinations of SVSU.

(f) The candidate booked under UFM shall not be expelled from the examination center for that paper; rather a fresh copy is to be issued to attempt his/her paper except in the cases of impersonation.

(g) Candidates found using any of the UFM are not to be debarred from appearing in the remaining papers except where so provided.

(h) Candidates may be physically searched by the Centre Superintendents/ Invigilators/Members of the Flying Squad deputed by the COE of SVSU

before or during the examination at any time. In the case of a female candidate, the search should be made by female faculty members only.

(i) If a candidate forces his way out with the answer book, the complete statement explaining the circumstances under which the candidate has left the examination hall with the answer book should be reported separately to the Chief Centre Superintendent. The invigilator's statement should also contain the time of the incident and details of the case as to how the candidate took away the Answer book. If any effort was made to recover the Answer Book that should also be stated and the same may be sent to the University.

6. Disciplinary Proceedings:

(a) After considering all the material on record including the explanation, if any, submitted by the candidate, the Examination Discipline Committee, if satisfied that the candidate is guilty of the use of dishonest or unfair means or disorderly conduct in the examination, will take a decision in each case and recommend to the Vice Chancellor the punishment that may be imposed on the candidate according to the nature of the offense.

(b) Ordinarily, all decisions shall be taken by the Examination Discipline Committee by a simple majority. If the members are equally divided, the case shall be referred to the Vice Chancellor, whose decision shall be final.

(c) All decisions of the Examination Discipline Committee as approved by the Vice Chancellor shall be communicated to the student through the Head of Department/Constituent Unit by the Controller of Examinations.

(d) Penalties- The 'Examination Discipline Committee' may recommend penalties against the offenses as under.

(e) A candidate against whom an inquiry is pending about his/her use of dishonest or unfair means, or disorderly conduct in the examination or against whom action is initiated under the provisions of the preceding clause, if he takes or has taken any subsequent examination. That subsequent examination will stand cancelled and his result thereof shall not be declared if on account of the punishment imposed on him as a result of the said inquiry or action, he would not have been entitled to take that examination.

(f) CCTV recording is compulsory for UFM cases. Examination Centre must follow this rule strictly.

Offense	Maximum Penalties
Category - 1	
During the conduct of the examination, if the examinee found (a) Talking to another examinee or any other person without the permission of the supervisory staff on duty. (b) Influencing invigilator/staff on duty to allow him/her to use unfair means. (c) Taking help from other examinees in writing the answers of the question(s) during the examination.	A warning letter by the respective Dean/Principal will be given to the defaulter and a penalty of Rs. 2500/- will be imposed.

(d) Indulging in making inappropriate sounds and unsolicited gestures to get hints at answers during the examination. (e) Changing allotted seats without prior approval of appropriate authority. (f) Leaving the examination room before the expiry of the stipulated period without obtaining the permission of the Invigilator. (g) Pressurizing the Superintendent and Invigilator to allow him/her to sit in the exam in the absence of a University/ College ID Card, demanding extra time allotment, etc. (h) Writing anything in the answer book; name, request, enrolment/ roll number, etc. at any unauthorized place to reveal his/her identity. (i) Writing anything on the Question paper, except the enrolment number.	
Category – 2	
Examinee, if found in possession with- (a) Unauthorized material in any form (electronic devices not included) but did not make use of to write Examination. (b) Any paper, book, note, or any other unauthorized material which has relevance to the syllabus of the subject for examination. (c) An ordinary phone or any electronic gadget, even in switched-off mode, can potentially be used for communication or copying.	1. A warning letter by the respective Dean/Principal will be issued to the candidate. 2. A monetary punishment of Rs. 5000/- will be imposed. 3. Cancellation of the university scholarship/awards/ prizes/ medals awarded to him/her. 4. The candidate will not be eligible for grace marks.

Category – 3	
The examinee if found involved in- (a) Bringing copying material into the examination hall, and used by the examinee. (b) Bringing mobile phone where the answers were downloaded but not found copied in the answer book (c) Bringing mobile phone where the answers were downloaded and found copied in the answer book (d) Bringing a mobile phone and searching the internet during Examinations. (e) Using unfair means but refuses to sign the Unfair Means Form. (f) Forging University ID/ Admit Card, with an intent to defraud and sit in the examination.	1. A warning letter by the respective Dean/Principal will be issued to the candidate. 2. The question(s) attempted with the copying material will not be considered for evaluation. 3. A monetary punishment of Rs. 10,000/- will be imposed. 4. The candidate shall not be considered for any kind of award for one year. 5. Cancellation of the university scholarship/ awards/prizes/ medals already awarded.
Category - 4	
The examinee if found involved in- (a) Destroying or attempting to destroy a copying material from his/her possession i.e. note or piece of paper by tearing/swallowing or running away with the answer book. (b) Bringing the written extra pages of the answer book from outside with the intention of copying. (c) Possession of extraordinary electronic equipment like an iPhone, smartwatch & smart devices whether used or not	1. A warning letter by the respective Dean/Principal will be issued to the candidate. 2. Cancellation of the whole Examination, however, he/she can appear in a supplementary examination. 3. A monetary punishment of Rs.15,000/- will be imposed 4. The candidate shall not be considered for any kind of award for one year.

used by the examinee during the examination. (d) Possession of unfair material and does not hand over the same to the invigilator when demanded. (e) Misbehaving (shouting, using abusive or obscene language/symbols, etc.) at the Examination Centre before, during, or after the examination hours. (f) Disturbing or disrupting the conduct of the Examination and inciting or compelling other examinees to leave the examination room.	5. Cancellation of the university scholarship/ awards/ prizes/ medals already awarded to him.
Category - 5	
The examinee if found involved in- (a) Attempting to gain/gain access to the question paper, in whole or part, before the examination. (b) Taking out or arranging to send out the Question paper. (c) Take away the Answer Book(s) from the examination room. (d) Exchanging the answer book / Question paper or passing the answer book / question paper to another examinee. (e) Entering the Examination Centre in an intoxicated state or consuming any prohibited substance during the examination.	1. A warning letter by the respective Dean/Principal will be issued to the candidate along with disciplinary action. 2. Marks given on the UFM answer book will not be considered. However, a fresh answer book will be considered for awarding marks. 3. The whole Current Examination will be cancelled for him/her for one year. 4. Monetary punishment of Rs.15000/- or more will be imposed, as decided by the Examination Disciplinary Committee.

Category - 6	
The examinee if found involved in- (a) Impersonating the examination. (b) Caught multiple times using UFM during one span of the exam. (c) Write any unethical/abusive/obscene /nasty language in the exam answer sheet. (d) Using resistance/violence against the invigilator or any other person on examination duty or consistently refusing to obey the instructions (e) In possession of any weapon in the university / Examination Centre. Calls unauthorized people to the center. (f) Using physical force to assault the Superintendent, Invigilator, or other Staff working at the Examination Centre or another examinee during or after the examination hours.	1. An inquiry committee is to be set up. Based on the report of the inquiry Committee. 2. A warning letter will be issued to the candidate along with disciplinary action to be taken by the respective Dean/Principal. 3. Cancellation of the exam for the subject with the intimation to the parents. 4. Counselling of the student by the University's Wellness Centre. 5. He/she will be debarred from appearing in any subsequent examinations for one year. 6. Monetary punishment will be imposed as suggested by the inquiry committee and decided by the Examination Disciplinary Committee. 7. Expulsion of the student from the rolls of the university and subsequently FIR may be lodged against him/her as per the intensity of the offense.
Category - 7	
(a) Any other act, commission, or omission on the part of the examinee, including but not limited to the list provided	As per the decision of the Examination Disciplinary Committee. OR

herein above may also be dealt with in appropriate punitive action (b) An examinee involved in using unfair means during Practical examination or writing a dissertation/Project report shall be dealt with the similar Punitive actions as applicable for the theory examination mentioned and decided by EDC.	The case may be put before the Hon'ble Vice Chancellor for decision, in exceptional cases.
The Provision of Grace Marks is revoked for all above mentioned categories.	

Note:

a. The Examination Disciplinary Committee (EDC) will use its discretionary power and shall award penalty/penalties as warranted for the category of offense committed.
b. Any one or combined or all the penalties will be imposed for any one or all or combination of offense(s) under that particular category as decided by the EDC.
c. The Examination Disciplinary Committee is not bound to decide as per the above-mentioned regulations considering them as air-tight compartments. The committee will use its discretionary wisdom to make decisions.
d. The Committee has the right to recommend differently to the Hon'ble Vice Chancellor giving reasons in exceptional circumstances not covered above. The Hon'ble Vice Chancellor will be within his/her authority to make the final decision.

7. Appeals and Review

a. A student on whom any punishment has been imposed may, within 15 days from the date of the receipt of the communication on that behalf, make a representation to the Vice Chancellor for review of his case. The

Vice-Chancellor, if he deems it necessary, refers it back to the Examination Discipline Committee for review. The recommendations of the Examination Discipline Committee on the Appeal shall be placed before the Vice Chancellor who will thereupon review the case and pass such orders as he may consider fit or refer it to the Academic Council for advice.

b. In the case of a candidate who has been expelled from the University in terms of provisions of these Regulations, the Academic Council on the recommendation of the Vice Chancellor, on the expiry of three years or such period as specified after such expulsion exempt a candidate from further operation of the punishment awarded.

c. If within four months of the publication of the results, it is brought to the notice of the Controller of Examinations that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of these regulations shall apply mutatis mutandis to the case of such a candidate provided that before imposing any penalty including the penalty of cancellation of his result, he shall be given another opportunity to show cause against the proposed punishment and his explanation, if any, shall be considered by the Academic Council.

8. Mass Scale Copying or Use Of Unfair Means

a. If the Invigilator in charge is satisfied that 33-1/3% or more students were involved in using unfair means or copying in a particular examination/hall, it shall be deemed to be a case of mass copying. A

report to this effect shall be sent to the Controller of Examinations by the Superintendent of the examination centre without any delay and on the day of the occurrence, if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate(s) concerned, if any, on the prescribed form supplied by the University for the purpose;

b. Where the Evaluator/Examiner is satisfied that 33-1/3% of the answer books evaluated by him have identical response in a particular Examination, it shall be deemed to be a case of mass copying and a detailed report to this effect with documentary evidence shall be prepared by the concerned Evaluator/Examiner and sent to the Controller of Examinations separately in sealed cover. The answer books of copying cases shall be separately sealed before transmission to the Controller of Examinations;

c. If the Vice Chancellor is satisfied that there has been a mass-scale copying or use of unfair means at a particular centre(s), he/she may cancel the examination of all the candidates concerned and order re-examination.

9. Inspection of Examination Centre

a. Every examination centre shall be open to inspection by the Chancellor, Vice Chancellor, Pro-Vice Chancellor or Controller of Examinations and such other officers so authorised by the Vice Chancellor or Controller of Examinations in this behalf. There shall be

the Observers/Flying Squads who shall be required to visit centres allotted to them during the course of examination and check that the examinations are being conducted properly according to the Regulations. Every Observer/member of Flying Squad shall submit his inspection report on the same day to the Controller of Examinations by name.

b. Examination is a formal procedure intended to measure examinee's knowledge/talent. Since result of examination has an impact on individual's future academic career and vocational goal, he/she may get tempted to adopt unethical/unfair means (UFM) with a purpose of obtaining the desired goal which puts him/her at an advantage as compared to others.

c. Code of conduct for an examinee is framed so as to keep him/her away from adopting unethical methods during the examination. Each examinee should follow this code of conduct.

d. A candidate found guilty of any of the following offences shall be deemed to have used unfair means.

10. Procedure to be followed by the invigilator/Centre superintendent in booking UFM cases-

a. Issuance of Second Answer Book.

b. As soon as any case of unfair means comes to the notice of the Invigilator/Superintendent/ Flying Squad of the examination centre, he/she will take possession of the answer book of the examinee along

with paper or other material found in his/her possession duly signed by the examinee.

c. The candidate shall be provided another answer book immediately and a stamp of "Fresh Answer Book" will be placed on the top of the Answer Book. In case, the examinee refuses to do so, the fact of his/her refusal will be recorded by the Invigilator /Superintendent / Flying Squad which should be attested by at least one Invigilator present on duty and present at the time of refusal. The record of the fact will be submitted with Examination Department on the same day.

d. While issuing the fresh Answer Book, statement of the candidate the candidate shall be asked by the Invigilator/Centre Superintendent to submit the information on prescribed format.

e. If he/she does not give such information, the verification can be done by another Invigilator/Examination Superintendent as a witness.

f. In case a student refuses to cooperate and does not agree with the observation of the invigilator/centre superintendent, he/she may be counselled to cooperate and write the comments in the remarks. The student should be informed that the university provides the opportunity to write about the grievances (if any) to the Students Welfare Officer/Registrar after the examination.

11. Statement of the invigilator

a. Flying Squad / Invigilator, who detects the use of UFM by a candidate, shall record the statement material found from the candidate and fill in the form provided properly and completely.

b. Precise information on the prescribed format, from where the material was found should be mentioned in the statement of the invigilator/s for example from of the pocket, desk, shoes etc. of the student or from nearby lying on the floor, table, chair etc.

c. The incriminating material, detected by an Invigilator should also be signed by the invigilator on each page and the total number of pages detected should be mentioned on the title of the Answer Book duly signed by the Invigilator and Centre Superintendent.

d. If it is a mobile phone/electronic device, it should be packed in the envelope and sealed. It should be signed by the Invigilator and Centre Superintendent and should be mentioned on the envelope / packet as UFM material. The packet should preferably be signed by the student also. The same should also be mentioned in UFM (incrementing material) and submitted to the Examination Cell for further enquiry.

12. Submission of UFM cases-

a. Documents to be submitted with UFM cases: All cases of UFM should be recorded on the Performa. The form shall be accompanied by the following documents:

   i. One + One = Two Answer Books/ sets of Answer Books.
   ii. Statement of the candidate on prescribed format
   iii. Statement of the Invigilator on prescribed format
   iv. Unfair aid / material found from the student.

b. Copies of UFM should be sent separately in a sealed envelope duly labelled to the Controller of Examinations of SVSU along with the prescribed Performa for each case booked under UFM on daily basis.

c. All the material (answer books of unfair means, together with the material recovered from the students) duly signed by the candidate, invigilator and by the Centre Superintendent, has to be sent to the Controller of Examination separately under sealed cover soon after examination is over on the same day.
d. His/her examination result shall be withheld till finalization by UFM committee. The decision of the UFM Committee in imposing penalty for the offence committed by the candidate shall be final and binding on the student.
e. The fact that a particular Roll No. was booked under UFM should be recorded in the attendance sheet as well as in the statement for dispatch of Answer Book to the Controller of Examinations of SVSU.
f. The candidate booked under UFM shall not be expelled from the examination centre for that paper rather a fresh copy is to be issued to attempt his/her paper except in the cases of impersonation.
g. Candidates found using any of the UFM are not to be debarred from appearing in the remaining papers except where so provided.
h. Candidates may be physically searched by the Centre Superintendents/ Invigilators/Members of the Flying Squad deputed by the COE of SVSU before or during the examination at any time. In case of a female candidate, search should be made by female faculty members only.
i. If a candidate forces his way out with the answer book, the complete statement explaining the circumstances under which the candidate has left the examination hall with the answer book should be

reported separately to the Chief Centre Superintendent. The invigilator's statement should also contain the time of the incident and details of the case as to how the candidate took away the Answer book. If any effort was made to recover the Answer Book that should also be stated and the same may be sent to the University.

j. However, if the student has any grievances against the Senior Centre Superintendent/Assistant Centre Superintendent/ Invigilator or he has reasons to be dissatisfied with the decision of the UFM Committee, he can submit the grievances to the Dean Students Welfare and in his absence, to the Registrar of the University, who will take necessary action to redress of the grievance of the student.'

EE. Evaluation Procedure- After getting Answer Books from the centre:

a. Answer books shall be coded (to hide the details of students) in Examination Department before handing them over to the evaluator.

b. Evaluation by internal / external evaluators shall be done in Examination Department / Evaluation Hall only.

c. In special circumstances (coded) answer books can be sent to external evaluator with prior permission of Vice Chancellor.

d. Marks shall be entered for each question in the space provided and total marks on the front page of answer book in addition of awarding them at the end of the answer.

e. Decoding shall be done in the office of Examination Department before tabulation.

f. Important instructions for evaluators

g. No question or part of a question should remain unevaluated. Special care should be exercised in case where there are multiple choice / very short answer type questions.

h. Marks awarded to a question or any part of a question must be written at two places. Firstly, where the answer of the question ends. Secondly, on the front page against the serial number of the question.

i. There should be no mismatch between the marks given and entered on i.e. in the table, on the front page and where the question is written.

j. Ensure that marks are correctly counted before writing the total sum on the front page. This is necessary to avoid any confusion during the process of re-checking/re- totalling.

k. Overwriting / corrections may be avoided. However, where correction becomes unavoidable it should be encircled and authenticated by signatures of the evaluator on the right side of the circle.

l. While evaluating an answer book if any new page(s) is found, inserted or any handwritten chit pasted on any page of the answer script, it should be brought to the notice of the Controller of Examinations. Same procedure should be followed if there is any evidence of double handwriting in any answer script.

m. If the candidate has attempted more questions than asked for, the marks of best attempted / scored requisite number of questions

must be granted on the front page and word „over attempted" be mentioned at the end of those answers which have not been taken into account.

n. Assignment of evaluation should be completed within the stipulated period.

o. In certain cases, a student also leaves a few blank pages and then writes the answer of a fresh question, hence the following should be followed;

p. It is necessary that evaluator should put initial or at least a tick mark at the end of each attempted answer. It will convince the student that each answer has been thoroughly evaluated / checked.

q. That none of evaluator's relatives or dependent have appeared in the said examination.

r. Word "END" should be written at the end of the last attempted answer and should be written the remaining pages should be crossed (X) if the same are uncrossed.

s. For evaluation of answer book, should be used red pen only.

t. Last but not the least, due to RTI in operation, Xerox copy of any evaluated answer script could be demanded by the student immediately after the declaration of the result. Any compromise with the instructions mentioned above can seriously discount the honour and integrity of the evaluator on one hand and name and fame of the University on the other hand, so evaluators must ensure that no question escapes evaluation particularly where the answer is attempted at two places.

FF. PRACTICAL EXAMINATIONS:

Internal and External Practical examiners will be appointed to conduct the Practical examinations, as approved by the Vice Chancellor and practical exam should be conducted strictly according to the curriculum and evaluation scheme. Practical awards sheets along with the attendance must reach the examination department preferably on the same day or maximum by the next day after the conduction of the practical examination.

GG. FINALIZING THE RESULT OF EXAMINATIONS: -

1. **Criteria for passing-** (Where guidelines by the concerned regulatory bodies are not notified) Pass percentage in theory, practical, internal / external / Aggregate etc. will be as per University policy.

a. The candidate shall have to obtain minimum 40% marks in Internal Examination to be eligible for appearing in University Examination.

b. Candidates appeared in university exam & failed due to marks less than passing marks, can be permitted to take up exams as and when held, on payment basis to improve their marks.

c. University has adopted **NEP system from 2020** as per the guidelines of UGC. The CBCS system in which minimum two sessional and practical examinations besides assignments, viva-voce, Group Discussion, Dissertations, Practical's etc. are Practiced. Best of the sessional marks added to external examination. The attendance of student in a particular semester also carries marks, which are added to the sessional marks.

d. **Work Place Based Assessment** and **Self-Assessment in internal / sessional assignments** are practiced specially in medical, dental, nursing and allied branches in clinical OPD and IPD through discussions, case presentations and bed side examinations to ensure that the knowledge gets expression and applied for correct judgements and decisions is done through integration of learning, skill developed and its application for a particular course and program has led to enhancement in professionalism and employability of students.

e. **Competency Based Assessment** is calculated in most programs in the form of SGPA & CGPA (UGC Credit, Credit Transfer and Grade system).

f. **Objective Structured Clinical Examination (OSCE)** is already implemented as per the guideline of Apex Body, in medical and allied courses for the development of SOPs, policy and technical procedures & for accuracy, regularity and consistency in performance, data interpretation, problem solving. It helps in the integration of learning, knowledge and clinical skills for standardised outcomes. Simulation of patient and station also conceived under OSCE. **Objective Structured Practical Examination (OSPE)** the well-structured assessment tools with predetermined check lists has helped in reliable, just, unbiased and appropriate assessment of student's skill, both held in medical courses.

2. **Division -** The final result at the end of the course shall be prepared as per NEP-2020 & according to the UGC 10 pointer scale by aggregating the marks obtained in all the semesters: -

Letter Grade	Description	Percentage	Grade Point
O	Outstanding	91-100%	10
A+	Excellent	81-90%	9
A	Very Good	71-80%	8
B+	Good	61-70%	7
B	Above Average	51-60%	6
C	Average	41-50%	5
D	Pass	33-40%	4
F	Fail	0-32%	0
AB	Absent	Absent	0
Q	Qualified		
NQ	Not Qualified		

A student has to secure at least "Grade D" for being declared to have passed the final Examination. Marks more than one half shall be round off to next higher figure, but if it is less than one half, it shall be ignored.

3. **Policy for awarding Grace marks** –

a. The policy of grace marks is applicable in regular exam only or if the student is appearing first time.

b. Any examinee/student of the University program shall be eligible for getting Grace Marks 1% of the grand total of the semester/ annual exam but not more than 10 marks a mximum, after fulfilling the conditions given below: -

c. The grace marks can provided in more than one subjects, as per the criteria mentioned in previous point, if student is being pass by fulfilling the deficiency of marks, under the following conditions: -
   i. Grace marks are not a matter of right of the student but the discretion of the University.
   ii. These shall only be given provided that the candidate has appeared in the main examination of the concerned course and falls short of pass marks 1% of the grand total in theory paper only. Benefit of above mentioned shall not be given to the candidates who have appeared in supplementary/special examination/carry over examination.

d. Further, benefit of grace marks may be given only to the candidate who will pass the entire concerned examination of the year, not for the purpose of promoting the student to next year with back papers or for improvement of division of percentage.

e. If in a subject of an examination passing in Theory, Practical or sessional exams separately is mandatory, then the benefit of grace marks shall be given only in Theory examination of the University examination.

f. Grace marks to the extent of 1% of the aggregate/ total marks prescribed for an examination will be awarded to a candidate failing in more than one theory paper, as the case may be in which minimum pass marks have been prescribed; provided the candidate passes the examination by the award of such Grace marks. Such grace marks shall be split in a manner that may serve to pass all the papers wherever applicable.

g. If 1% of the aggregate marks work out in fractions, the same will be raised to the next whole number. For example, if the maximum mark prescribed for the examination is 750, grace marks to the extent of 8 will be awarded to the candidate.

h. No grace marks shall be awarded in the case of failure in practical examination(s).

i. If a candidate who passes in all subjects and heads of passing in the examination without the benefit of any grace marks but misses Distinction or First Division by marks less than 1% his/her aggregate in the final examination, such grace marks shall be awarded to him/ her so as to entitle him for the respective higher division, with the permission of the Hon'ble Vice Chancellor. Such marks shall be added to the paper in which he/she gets the least marks in the final. The marks entered in the marks-sheet will be inclusive of such grace marks and it will not be shown separately.

j. The Grace marks will be awarded only, if candidate appears in all the papers prescribed for the regular examination or appearing first time during supplementary examinations. Absence of a candidate in any paper(s) that he or she has registered for the examination will make him ineligible for grace marks.

k. The grace marks of Candidate(s) who have completed their period of study and yet could not clear one or more papers shall be subjected to a maximum of 2% of the aggregate of the maximum marks in which he/ she has altogether appeared in that examination. For example, if the aggregate marks of papers written by him are 300, the maximum

eligible grace shall not exceed 6 marks, which may be split according to the need.

l. Grace marks shall be awarded only to the required extent to help the candidate pass the paper/subject and not more even if the candidate has a higher limit of eligible grace marks in that examination.

m. In the case of professional degree/ diploma programs, the grace marks awarded shall be in concurrence with the rules and guidelines, if any, of professional statutory bodies at the all-India level such as AICTE, NMC, DCI, PCI BCI, etc.

HH. APPROVAL AND MODERATION OF RESULTS BY PASSING BOARD- GENERAL GUIDELINES:

1. The Passing Board shall meet within the University campus on the assigned day with select members as appointed by COE under the intimation to the Vice Chancellor from the respective Board of Examiners.
2. The members shall consider any moderation issues arising out of wrong/ out-of-syllabus questions/ unsolvable problems, etc. and the number of marks to be awarded to the candidate affected by such issues.
3. The members shall review the shortfall in marks of failed candidates for each subject and arrive at the criteria for awarding grace marks in

such a manner that marginally failed candidates may clear the course/subject.

4. Moderation of marks may be carried out in special/ unique circumstances such as, out-of-syllabus questions, wrong questions etc., to benefit all the candidates in a paper/ subject of the examination irrespective of the marks secured by candidates individually.

5. The moderation of marks may be done based on the representation by the examinees concerned or based on the unanimous decision of the Board of Examiners concerned for valid reasons that have to be substantiated in the minutes of the BoE Meeting.

II. DECLARATION OF RESULT

1. The Controller of Examinations shall declare the results of various examinations as per evaluation scheme specified in the ordinance. The results shall be communicated to the concerned Heads of the Institutions.

2. Provisional result

In emergent situation for the reasons given by the student, where the result has not been compiled, the Vice Chancellor may order to hold the declaration of result of the individual or a group of students provisionally.

3. Criterion of Promotion:

On clearing 50% or more of Odd and Even Semester subjects put together in one year, the student is promoted to next semester/ year. However, there is IT integrated process through ERP system, if the total of unsuccessful subjects is >50% of in one year or the cumulative number of un-cleared papers of previous years put together is more than 50%, the student is detained and not promoted. Reappearance in failed subject/ subjects permitted in next identical – odd or even semester examination. Final chance is to be given to the students, as a special examination, to clear failed subjects, if student has back after final semester or final annual examination. For the programmes governed by statuary bodies (NMC, DCI, PCI, INC etc.), concerned guideline applies, as applicable.

4. Sop To Issue The Grade Card:

a. The Examination Department issues the **Yearly Grade Card to the students of all years (for regular, supplementary & carryover exams) excluding the Final year Grade Card** within 30 days of the declaration of the result, as a routine process, **if dues of the student are cleared**. No application or an extra fee is needed for the same. Grade Card will be printed every year i.e. combined for both semesters of a year. A Marks Sheet may be withheld by the Controller of Examinations on reasonable grounds.

b. The Grade Card of the students, those who are involved in **UFM** (Unfair Mean case), **RWH** (result withheld for any

reason) **NA** (Not appearing in the exam, being detained, etc.) are not released.

c. Applications with requisite fees and supporting documents are needed to issue the –

i. Transcript Certificate.

ii. Merged Grade Card **(if the student passes any subject(s) in more than one attempt)**

iii. Required duplicate Grade Card.

v. Required any correction in the already issued Grade Card.

5. Transcript Certificate

The University may issues the transcript on demand with requisite fee after the completion of the programme. The Transcript is a detailed record of the grades of year of all the subjects with the scores in the form of marks or grades given by the institution of study to the student studied.

6. Merging of Grade Card

There is also a provision for the conversion of multiple Grade Cards to consolidated Grade Cards in each passing year by submitting all the original marks sheets of the concerned year along with the prescribed fee.

7. Issue of duplicate Grade Card

In case of loss or destruction of a Grade Card, a candidate may obtain a duplicate Grade Card, on applying along with the prescribed fee, stating that the applicant has a real need for the duplicate Grade Card and submitting an affidavit signed and certified by the Notary / First

Class Magistrate, showing that the original has been lost/destroyed; along with the General notice in two Newspapers out of which one must be of at least National/State level.

8. Change of date of birth

The date of birth as entered in the record of the student shall not be altered except after the Controller of Examinations being satisfied that there has been a clerical error in the University Office or there is any proof provided by the student.

9. Award of degree

a. The Degree will be provided during the University convocation, to the students declared pass. However the student could not get the degree during convocation, due to some reason, he/she may apply for the degree in the prescribed format along with the prescribed fee after the convocation.

b. A student shall be awarded a degree if:

   a. He/she has enrolled himself/ herself, undergone the course of studies, completed the project report/ training/ internship within the stipulated time as specified in the curriculum of the programme, and secured the minimum credits prescribed for the award of the concerned degree.

   b. No dues are outstanding in his/her name.

   c. No disciplinary action is pending against him/her.

JJ. GRIEVANCES & REDRESSAL: MECHANISM:

Subharti University has a documented policy of Scrutiny of Answer scripts, Showing Answer scripts, and Re-evaluation of the answer scripts of the students, who are dissatisfied with the awarded maks.

1. Scrutiny:

a. A Candidate shall be entitled to have his / her answer books scrutinized. A Candidate may apply, within two weeks from the date of the declaration of the result, for Scrutiny of the Examination answer books of a specific course(s) on the payment of prescribed fees. Scrutiny shall mean verifying whether all the questions and their parts have been duly evaluated and marks given as per the question paper and the totaling of the marks are correct.

b. In the event of any discrepancy being found, the same shall be rectified through appropriate changes in the results as well as in the marks sheet of the concerned examinations.

The Vice-Chancellor / Examination Committee shall have power to revoke the result of a candidate after it has been declared, if:-

i. A mistake is found in his/her result.

ii. Student is found ineligible to appear in the examination.

c. A candidate shall be entitled to have his answer books scrutinized by following procedure: -

i. The Candidate who is not satisfied with his/her award of marks in theory paper, may apply on a prescribed scrutiny form, along with scrutiny fee prescribed per subject for scrutiny, within 15 days from the date of declaration of result.

ii. The Scrutiny Form is available in the student section of each college.

iii. The procedure of the scrutiny - The applicant has to deposit requisite fee per subject as per University policy.

iv. The Student has to apply in the college in prescribed format with the fee receipt.

v. Application will be sent to the Head of Institution for verification.

vi. The HoI will call for a 'Board of Studies' meeting with the members for the approval/ authentication of application.

vii. Verified application will be submitted to The Office of Controller of Examinations for further process.

viii. After checking the application, Controller of Examinations will call the subject expert (scrutinizer) from the concerned college and the scrutinizer will check that all the questions are being evaluated or not and their numbers are being correctly posted on the front page and their sum is correct or not. The Controller of Examinations will preferably call the faculty member who has examined the copies as scrutinizer.

ix. In case examiner finds any discrepancy, he/she will inform the Controller of Examinations and will rectify the same after informing the Controller of Examinations in writing. In case he/she finds that any question or a part of the question has not been evaluated, he/she will evaluate the same and give marks and the same will be posted on the front page with the permission of Controller of Examination.

x. The result of scrutiny must be declared within two weeks from the date of receipt of application form.

2. Copy Seeing:

a. A Candidate shall be permitted to see his / her exam answer scripts. A Candidate may apply, within two weeks from the date of the declaration of the result, for Copy seeing of the Examination answer scripts of specific course(s), on the payment of prescribed fees. Copy seeing shall mean verifying whether all the questions and their parts have been duly evaluated and marks awarded as per the question paper and whether the totalling of the marks are correct or not.

b. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in the results as well as in the marks sheet of the concerned examinations.

c. The Vice-Chancellor / Controller of the Examination shall have power to revoke the result of a candidate after it has been declared.

d. A candidate shall be entitled to see his/her answer books by following procedure: -

i. The Candidate who is not satisfied with his/her award of marks in theory paper, may apply on a prescribed copy seeing form, along with prescribed fee per subject for copy seeing, within 15 days from the date of declaration of result.

ii. The Copy Seeing Form is available in the student section of each college.

iii. Procedure of Copy showing - The applicant has to deposit copy showing fees per Subject as per University policy.

iv. The Student has to submit application in college enclosed with the original receipt of fees paid for the copy seeing.

v. The HoI will call for 'Board OF Studies' meeting with the members for the approval/ authentication of application.

vi. Verified application will be submitted to the Office of Controller of Examinations for further processing.

vii. After checking the application, COE Office calls the student on scheduled time & date.

viii. There after student is shown his/her answer Scripts under CCTV Surveillance and he/she will be barred from taking Mobile Phones, Pen, Pencil and any other Device so that he/she may not take image of answer written & alter awarded marks in the answer sheet. However he/she is given a chance to report their observation in writing to the COE.

ix. The COE take action according to the observation received i.e., unchecked portion in answer script or entire question, error in totalling of marks etc. and declare revised result, if needed with the approval of Vice Chancellor.

x. Dead line for all copy showing cases should be given for 15 days after the declaration of results. The students should submit their application within a stipulated time frame and after completion of deadline no application will be accepted except in a very special circumstances with the permission of the Hon'ble VC when the student requests He/She will be charged additional amount as late fee.

3. Re-Evaluation of Answer Sheets

a. Re-evaluation shall be permitted with genuine reason, in which re-evaluation of the paper of particular subject executed completely, under the process, student has to surrender his/her original marks of particular paper and accept the final marks, as & when declared by the university, as a result of re-evaluation.

b. Procedure of Re-evaluation- Students are advised to go through all the terms & conditions as mentioned below, before apply for re-evaluation.

c. Re-evaluation of answer sheets can be processed if student already has completed the process of Copy seeing and Scrutiny.

d. Re-evaluation shall not be permitted where a student has obtained less than 20% marks in a particular paper.

e. A candidate can apply for the re-evaluation in theory papers for UG/PG/Diploma programmes within 20 days of the date of publication of the result /notification, on a prescribed form accompanied by the original detailed Marks Card & requisite fee per answer book.

f. Application form should be signed by the candidate & forwarded by HOI with seal & sign before sending to the office of COE.

g. All entries in the application for re-evaluation should be complete & correct in all respect, the office will not be responsible for delay / rejection of case.

h. No refund of fee shall be admissible after the deposit of the fee for re-evaluation.

i. Late procurement of application form shall not be entertained as a plea for its late submission in any case.

j. The applicant will give an affidavit that he or she will accept new marks even if those are reduced and no further evaluation of re-evaluated answer book will be permitted.

k. The score of re-evaluations shall supersede the original score and student cannot challenge the same.

l. Revaluation process will be done in COE office under confidential manner by the faculty / evaluator approved by Hon'ble Vice Chancellor.

m. COE shall obtain the approval of Hon'ble Vice Chancellor for senior faculty /course-experts from the concerned college. However, Hon'ble Vice Chancellor reserves the right to call evaluator from other college/university from concerning Department.

n. Before handling over the answer sheet to the re-evaluators, code number must be given to the answer sheet.

o. COE will ensure that marks & remarks awarded by previous evaluators in answer sheets should be completely hidden in all respects from current evaluators. Roll no. & Enrolment number must also be covered without any harm to answer sheets.

KK. OBTAINING PHOTOCOPY OF THE ANSWER SHEET: -

a. The student seeking copy of his/her Answer Book will submit an application under RTI Act to the Public Information Officer of the University after declaration of result along with the following details therein:

b. Name, Father's name, Roll No., Enrolment No., Course & Year/Semester, Subject and code of the subject and the Date of Examination should be mentioned in application.

c. The student will attach a copy of the concerned marks sheet and NO DUES certificate along with the application.

d. The Public Information Officer of the University will inform the Controller of Examinations to provide a photocopy of the answer sheet to the Public Information Officer mentioning on a separate paper regarding the number of pages in the answer sheet(s).

e. The Public Information Officer of the University will obtain cost of photocopy per page from the applicant and will provide him/her the photocopy of the answer sheet. The charges may change with passage of time by a notification of the University/any Government authority.

LL. ISSUANCE OF PROVISIONAL DEGREE

A Provisional Degree Certificate can be issued shortly after the program completion. It is a temporary document provided by the University until a permanent degree is issued and imparted on convocation. Generally, it continues to be a valid certificate for around 6 months or until a degree is issued to the students. It has no expiry date per se. However, the day of the degree certificate is issued to the student, the Provisional Certificate will no longer hold any importance. It is mainly dispensed as a temporary replacement for the degree and this certificate is proof of the fact that the

degree has not been issued yet. It is widely used when one has to apply for higher education or a job. The provisional certificate includes essential details such as the student's name, photograph, and date of birth, program/course completed, and completion date. It may also feature the institution's name, logo, and official seal.

MM. ISSUANCE OF MIGRATION CERTIFICATES

The University issues the Migration certificate, if student wants to continue his/her studies to another college/ University and applies with requisite fee as per University policy. The Grade Card of appeared in last exams must be attached with the application.

NN IMPROVEMENT EXAMINATION

1. In the University Examinations sometimes, few good students could not perform as well as they could have, due to some specific reason/ailment, etc. resulting that despite declared pass they could not qualify for the higher studies. Low percentage / fewer marks/ grades become a hurdle in their career. So this process is aimed at strengthening the belief of all stakeholders regarding the University's commitment, to ensure the students' development.
2. Policy Regarding the Re-Sit/ Improvement Examination:- The student may be allowed to improve their grades by offering one additional opportunity to appear for the current semester course(s) in succeeding semesters/ years or through supplementary

examinations in compulsory courses to improve their grades despite declared pass in that particular subject code.

3. Students may apply for Re-Sit / Improvement Exam by filling out the relevant form and making the payment of the necessary fee as per rule. There will be no fee waivers or refunds.
4. The result of the improvement examination will be considered as a final result.
5. Examination Rules:-

a. Improvement Examination is permissible in only compulsory theory courses of all Diploma, Bachelor and Post-Graduate programs.
b. Only one opportunity will be provided to the candidate to appear for the Improvement exam(s) during forthcoming Supplementary or Special Examinations.
c. The student has to pay the fee according to the number of subjects, in which he/she is willing to appear for Improvement Exams.
d. No refund of fee shall be admissible after the deposit of the fee for Improvement Examination.
e. The candidate has to apply at least one month before the commencement of the next scheduled University Exams. Late procurement of the Application Form shall not be entertained as a plea for its late submission in any case.
f. Based on the Improvement Examination requests, the Office of the COE shall begin the process of conduction the examination for the requested course code(s).

g. Students are advised to go through all the terms & conditions before they apply for the Improvement Examination.

h. The application form is to be filled correctly and clearly with complete information and signed by the student (concerned) only and forwarded by the HOI.

i. The candidate has to select the paper code carefully in which he/she wants to appear for the Improvement Exam. No second application or additional request shall be accepted.

j. The application is to be made by the student in his/her handwriting and under his/her signature and not by anyone else on his/her behalf.

k. Marks awarded in Improvement Exam shall be considered as final marks scored by the student.

l. The student has to accept the marks as declared in the Improvement examination Result.

5. Note:

a. Answer book of University Examination will be kept safe in record for a minimum period as per university norms, after completion of the course of the batch in which the student is studying.

b. Any above-mentioned facilities can be obtained by the student till the copy is available in the record.

c. No application will be considered unless the college dues have been cleared by the student.

****Notwithstanding anything stated in this ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of difference of interpretation the Vice Chancellor may take a decision, after obtaining the opinion / advice of an Examination Committee. The decision of the Vice-Chancellor shall be final.**