

# EXAMINATION POLICY

(Updated Session 2016-17 and onwards)



SWAMI VIVEKANAND  
**SUBHARTI UNIVERSITY**  
**MEERUT**

# **RULES FOR EXAMINATIONS OF** **SWAMI VIVEKANAND SUBHARTI UNIVERSITY, MEERUT**

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## **A. PREAMBLE**

Approved by Examination Committee  
06.10.2016

The successful conduction of examinations depends greatly on the integrity, alertness and sincerity of all examination handling officials. These guidelines aim to set out uniform codes of conduct for each official engaged in connection with examinations held for various courses of Swami Vivekanand Subharti University, Meerut. It is, therefore, necessary that each one of these persons should follow the rules and guidelines strictly.

## **B. APPLICABILITY OF REGULATIONS FOR THE TIME BEING IN FORCE**

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**

Where the ordinance and curriculum of the statutory bodies like MCI, DCI, INC, Bar Council of India, NCET, PCI etc. are available, they will be applicable and will supersede these ordinances.

1. The University may follow the semester system or yearly system of examination, as maybe decided by the Executive Council of the University.
2. Uniform examination system with 30:70 ratio (Internal: University) will be followed.
3. (a) The examination will be centralized. The University shall select a centre / venue for students which will be different from their own College. However, under extraordinary situations, the Controller of Examinations may, with approval of the Vice Chancellor, decide to make the centre / venue in the same College.  
  
(b) The teachers / academic staff members of the Institute / College where examination is conducted; will be appointed by the Vice Chancellor 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.
4. In order to appear in the examination student must have
  - a. No dues from the concern institute,
  - b. Attendance: The students are expected to attend all the classes but should have minimum attendance as prescribed by the individual councils. 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. Short fall in attendance can however be condoned in deserving cases to the extent of 10% by the principal. If the short fall is more than 10% but not more than 20%, the Principal may recommend

deserving cases to the Vice Chancellor for condonation. The order of the Vice Chancellor in this regard shall be final.

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

- c. The student shall have to obtain minimum 20% marks in Internal / Sessional examination (Assessment) to be eligible for appearing in University examination.
5. The basis of internal/ sessional examination (Assessment) will be as follows: (for all University Courses where guidelines by the concerned regulatory bodies are not notified.)

- (i) Midterm written tests / practicals including in between snap tests, if any, shall carry 20 marks independently in each subject.
- (ii) 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 |
| 80% or more but less than 85% attendance | 9 marks  |
| 75% or more but less than 80% attendance | 8 marks  |
| 70% or more but less than 75% attendance | 7 marks  |
| 65% or more but less than 70% attendance | 5 marks  |
| 60% or more but less than 65% attendance | 3 marks  |
| 55% or more but less than 60% attendance | 2 marks  |
| Less than 55% attendance                 | 0 mark   |

- (iii) 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. Student has to complete his/her course in stipulated time as notified in the Ordinances.

#### 7. SPECIAL EXAMINATIONS

Special examinations / Supplementary examinations may be held in the month of July/August for the students of all years and for all courses and subjects of the university which are not governed by any other statutory body/council, to enable them to reappear in those papers in which they had failed or could not appear due to any reason other than shortage of attendance. Students detained due to shortage of attendance may also appear in special examinations provided they make up their attendance by attending extra classes which may be arranged by the College/ Institute. Students can also appear in the special examination if they want to improve their percentage. The examination fee will be payable for appearing in the special examinations as per the notification issued by the University from time to time.

#### 8. SCHEDULING OF EXAMINATIONS

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

## **D. RULES & REGULATIONS FOR EXAMINATIONS**

**1. Issuing of unique identification to the students for all courses:** Student will be given Enrollment Number and Roll Number on the prescribed format.

**2. Documents required for issuing of enrolment & roll number :**

The student shall have to submit an application for getting the enrolment number on prescribed format on the payment of prescribed fee, after the admission is confirmed and after migration certificate from the previous institution is submitted in original. The enrollment number once allotted will remain the same, till the student continues his studies in the University without break.

**3. Submission of examination forms (provisional)**

Important: Appearing in the examination will be subject to eligibility to appear in the examination.

- (i) All applications for permission to appear in any of the examinations of the University shall be submitted on the prescribed forms and forwarded to the Controller of Examinations through Head of the Institution concerned 30 days before the scheduled date of examination to be notified by Controller of Examinations.
- (ii) Application to appear in examinations shall be accompanied by the following endorsement signed by the Head of the Institute in the Examination form :
  - a. He/she has the required attendance as prescribed by the Ordinance of the university / statutory body.
  - b. He has acquired sessional marks / internal assessment as per the university ordinance / statutory body.
  - c. There is nothing against him/her which may disqualify him/her to take the examination.
- (iii) A candidate may be permitted to submit the examination form after the last date by the:
  - a. Head of the Institution with the prescribed late fee notified from time to time before the examinations, up to 15 days before the examination.
  - b. By the Vice Chancellor with the prescribed late fee, up to seven days before the examination.
  - c. Under special circumstances, the Principal may recommend to the Hon'ble Vice Chancellor for allowing a candidate to submit his examination form and grant permission to appear in the examination even at lesser than seven days, mentioning the reason for his recommendation. The Hon'ble Vice Chancellor may permit such a student, if he agrees, on payment of late fee and fine as he deems fit.
- (iv) The Examination for students reappearing in any papers shall be held along with the subsequent regular examination for the relevant semester.
- (v) Examination fees once paid shall not be refundable.

- (vi) Filling of 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 clause mentioned in ii (a-c).

#### **4. Declaration of programme of examinations (date sheet) & examination centre**

The date of programme of examinations (date sheet) denoting subjects and papers shall be notified by the Controller of Examinations at least 10 days prior to the first day of the commencement of University examinations and will be sent to the concerned college.

The examination programme fixed by the Controller of Examinations should be displayed in the concerned college and in 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.

#### **5. Issuing of admit cards**

- (i) Admit Cards will be issued to the eligible students after getting list of detained students from the concerned colleges, which must be provided by the colleges at least seven days before the commencement of examinations.
- (ii) After having ensured that the sessional marks have been entered in ERP, or have reached Examination Department and are more than the required for appearing in the examination.
- (iii) A candidate whose application has been accepted to appear in the examinations shall be issued an Admit Card containing the Name of the Candidate, the Examination Centre, Enrolment and Roll Numbers.

#### **6. Issuing of blank answer books**

Blank Answer Books 'A' & 'B' will be sent to the Senior Centre Superintendent of the Examination Centre before the conduction of examinations, after getting the requirement from the concerned college where students are appearing in the Examinations. The Senior Centre Superintendent will depute a person to collect 'A' & 'B' copies from the examination department, along with the prescribed format for keeping the account of answer books consumed during the examination. The prescribed format has to be filled and sent back along with the remaining answer books after the examinations are over on daily basis.

#### **7. Issuing of roll list, verification card**

Roll list and verification cards will be sent to the declared Centre of examination five days before the examination.

For those students who obtain permission to sit in the exam at a later date, their names shall be sent separately.

### **E. PROCEDURE FOR APPOINTMENT OF PAPER-SETTER / EXAMINER / EVALUATOR**

- The Faculty Board shall recommend to the Vice Chancellor through its Dean / Head of Institution the panel of the examiners for taking the exam/paper-setting/evaluating answer sheets in each subject. In making their recommendations the Faculty Board must ensure that the minimum eligibility criteria have been followed.

- The Vice Chancellor may appoint anyone for taking the exam/paper-setting/evaluating answer sheets from the panel list referred to him by the Head of the Institution. The Vice Chancellor may also appoint anyone else, who is eligible but his name has not been mentioned in the list for any of the purposes mentioned herein above.
- Controller of Examination shall issue general instructions for the guidance of the examiners/paper-setters/evaluators for the proper discharge of their duties.
- Where the appointed examiner/paper-setter/evaluator is incapable of acting as such or declines the offer, the Vice-Chancellor shall appoint a substitute.
- In situations where the appointed examiner is not able to come, the Vice Chancellor shall appoint any other eligible examiner out of the panel or otherwise.
- Under special circumstances the Principal / Dean can take permission from Vice Chancellor after meeting personally or on phone and call anyone else as examiner, if the already appointed examiner fails to come on the day of examination.

## **F. PAPER SETTING**

### **1. Paper Setting:**

- The question paper shall be set out of the entire syllabus of a course. It shall be ensured that no question comes out of the syllabus.
- The paper setter may set the Question paper taking guidance from the question papers of previous years provided to the paper setter by the COE.
- Paper setter will be given a unique Identity Code.

### **2. Materials to be send to paper setter:**

- Copy of syllabus along with the Evaluation Scheme will be sent to the external paper setter.
- Copies of question papers of previous years for reference.
- Appointment letter along with materials.

### **3. Setting of the question papers:**

Three question papers shall be prepared for each subject by Examiners. Duly sealed envelopes containing question papers will be sent to the office of the Controller of Examinations well in time.

### **4. Instructions for paper setter:**

- The question must be in neat hand writing / typed paper pasted on one side of the format provided. Technical terms should be in the capital letters.
- Session or year is not to be written on paper.
- Every question and every part of a question should be clear in language and free from ambiguity.

- The question paper will be strictly from the prescribed syllabus / scheme. The question paper should be fairly distributed over the whole course of study and not concentrated on any one or few portions.
- The numerical parts in question paper should not be more than 50% except in mathematic(s) (as subject of paper) and/or the papers similar in nature to mathematics.
- 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, etc. are to be supplied to the candidate even for general use. It should also be clearly mentioned in the head note by the paper setter whether the use of calculator is permitted or not and of which specification.
- Paper setter should clearly indicate in head note of Question paper regarding number of questions to be attempted from a particular section. He should ensure that sum of marks allotted to each section / question is equal to maximum marks and is as per Evaluation Scheme.
- The paper setter should not keep with him any copy or rough drafts of the question paper set by him. All the drafts and notes must be destroyed.
- Paper setters are requested to ensure that both the outer and the inner covers containing question paper are positively sealed in separate envelopes before they are posted or personally handed over to the authority of the university.
- Paper setter should certify that to best of his/her knowledge none of his / her direct or indirect dependents/relatives (i.e., wife, husband, son, daughter, grand son, grand daughter, brother, sister, nephew, niece, uncle, aunt, first cousin, son-in-law and daughter-in-law etc) are appearing in the examination in which his / her paper may be one of the paper. Paper setter has to avoid your own book material in the paper.
- 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 paper setter and can cease the remuneration.
- Vice Chancellor may also appoint more than one paper setter for same subject under special circumstances.

## **5. Methodology**

- a. Moderation of question paper: After receiving the paper from the paper setter, the paper will be printed and can be moderated, if necessary.
- b. Moderator
  - One senior Subject specialist (HOD / or a person detailed by HOD) shall visit the Controller of Examination's office and moderate the paper for checking the formation of questions, avoiding repetition of questions (if any) and checking if the questions have been set within syllabus, distribution of marks, subject name / code, quality of question paper, proof reading etc.
  - Sealed envelope should be duly authenticated by Moderator confirming the correctness of paper and forwarded. Moderator can be from the University or called from another university with the prior permission of the Vice Chancellor.

## **6. Printing and packing of question papers**

- Three sets of question papers for each subject are prepared, out of which one set of question paper is released on the day of examination with the approval of Hon'ble Vice Chancellor or nominated person to ensure the integrity of conduct of 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 paper shall be according to maximum number of students expected to appear, plus 15 to 20.
- Immediately after printing, they shall be sealed with number of printed question paper written on the envelope and kept in safe custody of Controller of Examinations.
- The balance two sealed envelopes having question papers shall be kept in safe custody of Controller of Examinations. In the next examinations only one new question paper may be prepared for that subject unless syllabus has changed, in which case three fresh question papers will be prepared.

## **G. RULES AND REGULATIONS FOR CONDUCTION OF UNIVERSITY EXAMINATIONS**

### **1. Senior Centre Superintendents**

Head of the Institution/Principal of the college shall be the Senior Centre Superintendent at each 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 will be of the Principal/Head of the institute. In the absence of the Senior Centre Superintendent, an authorized representative shall perform the functions of the Senior Centre Superintendent with intimation to the Controller of Examinations.

### **2. Assistant Senior Centre Superintendents**

- a) Assistant senior centre superintendent(s) will be appointed by the Senior Centre Superintendent from amongst the teaching faculty of the rank not lower than of Assoc. Prof. /Readers to make all preparatory arrangements for holding examinations including seating arrangement for candidates.
- b) One Assistant Superintendent may be appointed where the total number of candidate 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.
- c) He shall conduct the examinations under the supervision of the Senior Centre Superintendent according to the instructions given by the Controller of Examinations of the University from time to time in this regard. He will take all necessary measures for fairness and the smooth conduct of examinations at a centre.
- d) The Assistant Superintendent(s) will perform such duties as are assigned to him by the Senior Centre Superintendent of Examination Centre. He will particularly be responsible for opening of Question papers in the presence of Senior 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.

- e) He will also ensure that cases of UFM have been sent to Examination Department in a sealed Envelop on daily basis.

### 3. Invigilators

Invigilators shall be appointed by the Sr. 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:

| 1                   | 2               | 3                       | 4                                    | 5  | 6             |
|---------------------|-----------------|-------------------------|--------------------------------------|--|---------------|
| <b>Date of Exam</b> | <b>Room No.</b> | <b>Capacity of Room</b> | <b>Students allotted in the room</b> | <b>No. of invigilators appointed in the room</b> | <b>Reason</b> |

- (i) The teachers/academic staff members of the college appointed by the Sr. Centre Superintendent (Principal) shall perform as invigilators in different halls/rooms. The Duty Roster of the Invigilators must be maintained by the Asst. Centre Superintendent and Centre in-charge. The same along with day-wise signatures and contact numbers of the invigilators must be sent to the Examination Department a day prior to the conduction of Examinations.
- (ii) The Senior Centre Superintendent of the Examination centre may invite the invigilators from other constituent colleges of the university through Vice Chancellor.
- (iii) Only those teachers be engaged in whom the Senior Centre Superintendent has full faith.
- (iv) The librarian of the college may be engaged as an invigilator if required.
- (v) Teacher of the subject of which examination is conducted, will not be appointed as invigilator.

### 4. **Watch and ward: additional**

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 security staff of university.

- 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.
- ESO will be authorized to carry out search of students outside the examination hall for ensuring that prohibited materials are not taken into the exam hall. Search of female students shall be done only by female ESO.

### 5. **Examination halls and rooms:**

- 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.

- 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 relatively to the other should invariably be supplied to the university and a copy of same should be maintained in the college records for inspection as and when necessary.
- A space of not less than 20-25 square feet should be assigned to each candidate. If there is space constraints the candidates of different courses should be seated judiciously and maintain a reasonable distance between course mates.
- Seating arrangement for candidates should be properly notified at some prominent place and it should also be displayed outside the examination room. Changes made in seating arrangement on any particular day should be notified at least one day earlier.

## **6. Receipt of question paper & opening of question papers in examination centre**

- Sealed envelopes containing question papers will be sent to the Senior Superintendent through University messenger. He 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.
- Just before the time for distribution of question papers, the question papers shall be taken out without breaking the seal. Such envelopes along with undistributed question paper (if any) should be sent to the Controller of Examinations.
- The envelopes containing the question papers should be opened by the Senior Superintendent / Assistant Superintendent in the Examination centre in 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 correct envelope is being opened and no envelope is tampered with.
- The question papers should be counted and the number should be tallied with the figures given on the face of envelope containing the question papers. Before distributing the question papers to candidate 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. This precaution is very necessary since the possibility of wrong paper being packed in one packet cannot be ruled out. If the number of the question papers in any envelope falls short of the required number, the questions may be dictated and the Controller of Examinations should immediately be informed of this fact by phone. Student shall be given the usual time for answering questions after the paper has been dictated.

## **7. Invigilation duty**

### **i) Invigilation as a part of duty**

No teacher should absent himself/herself from 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

### **ii) 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 it is necessary that he should 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 commencement of the examination.
- (d) An invigilator may be required to act as witness when desired by the Senior Centre Superintendent for opening of the question paper packets and sealing of 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 hall / centre. She / he will report such malpractice or misconduct to the Asstt. Centre Superintendent / Senior Centre Superintendent and render such assistance to the Asstt. Centre Superintendent as required, in regard to the conduct of the examination.
- (f) Use of mobile is strictly prohibited in the Examination Hall. Invigilators should deposit their mobiles with 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, the disciplinary action will be initiated against him/her. The action against the candidate will also be taken as per UFM policy.

## **8. Responsibilities of the invigilators**

- (i) To check the Admit Cards,
- (ii) To distribute answer books and question papers to the examinees,
- (iii) To ensure that the examinees occupy their allotted seats in the room,
- (iv) To make announcements asking the examinees to -
  - Produce the Admit Card
  - Leave books, notes, copying material, mobile phone, Electronic devices, and / or paper outside the examination hall.
  - Announce that students should write Roll No. on the question paper and nothing else.
  - Use of only allowed accessories as may be applicable per paper.
  - Write subject, paper; roll number and Enrollment number, semester & year in the allotted spaces in the answer script, and sign the sheets.

- Time remaining.
  - To fill in the number of supplementary sheets used, strike out the unused pages and attach all A and B copies, supplementary sheets together.
  - etc
- (v) To check according to the verification sheet, and get the attendance/ verification sheets signed by the student.
  - (vi) To prepare the absentee statement in respect of the room under his / her charge and submit the same within one hour of start of examination to the senior/assistant centre superintendent.
  - (vii) 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 Answer Book with help of admit card of the candidate. That the candidate has signed at the appropriate place/space provided in Answer Book. The invigilator should sign only after checking all the above.
  - (viii) To ensure that the cover pages of A & B answer books bears the date stamp and his/ her signature.
  - (ix) 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.
  - (x) 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 prescribe time.
  - (xi) The invigilators must ensure that the Answer Book (duly closed) and Question paper of the candidate has been left behind on his/her seat in the examination hall when a candidate goes out to toilet etc.
  - (xii) At the end for the examination no candidate should be allowed to leave the room without permissions of the invigilator till all the answer books are collected, counted and found correct.
  - (xiii) 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 student's attendance sheet.
  - (xiv) To return surplus copies of loose sheets to the Assistant Centre Superintendent immediately after the examination.

## **9. Attendance & verification**

- The Enrollment number, roll number and signature of the all students appearing in the examinations shall be recorded in the daily attendance sheet and verification sheet on the prescribed Performa supplied by the Controller of Examinations.

- This statement duly countersigned by the invigilator, Assistant Centre Superintendent in charge and the Senior Centre Superintendent should be forwarded to the Controller of Examinations after the conduction of Examinations.
- However the copy of the attendance sheet should also be sent with the docket along with the question paper in the sealed packet of Answer Books.

#### **10. Dispatch of answer books:**

- Before the answer books are dispatched, the Senior 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.
- 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 case will be solely of the invigilators, Assistant Centre Superintendent and the Senior Centre Superintendent.
- All answer sheets duly sealed should be forwarded to the Controller of Examinations along with a copy of attendance sheet along with docket & question papers of the scheduled day of examinations.
- After the examinations are over, Senior Centre Superintendent should return the used and un-used envelopes of the question papers containing surplus question papers to the Controller of Examinations along with the verification sheets.
- The account of used answer books along with remaining answer books is also to be deposited.

### **H. DISCIPLINARY CONTROL**

- (i) During the examination the candidates shall be under the disciplinary control of the Senior Centre Superintendent of the Centre and they will obey his instructions. If a candidate disobeys the instructions of the Senior Centre Superintendent/Asst Centre Superintendent or any of the invigilators or misbehaves towards any of the examinee, he/she may be suspended by the Senior Centre Superintendent from that day's examination. The misbehavior done by the student should be reported by the Senior Centre Superintendent to the Vice Chancellor the same day.
- (ii) However if the student has any grievances against the Senior Center Superintendent/Assistant Centre Superintendent/Invigilator, he can submit the grievances to the Students Welfare Officer and in his absence to the Registrar. Appropriate action will be taken by them.

### **I. INSTRUCTIONS FOR THE CANDIDATES**

- a) All the candidates should be in proper uniform with the University ID card.
- b) The candidate is expected to be present at the examination Centre 15 minutes before the commencement of examination.
- c) No candidate shall be admitted to the examination hall after 30 minutes of commencement of the examination.
- d) The candidate shall have the proper Admit Card and the valid institutional Identity Card, without which he/she shall not be eligible to appear for the examination.

- e) Candidates are not permitted to leave examination hall during the initial one hour and last 30 minutes of the paper.
- f) Exchange of answer books, supplements and drawing instruments etc. among the Candidates is strictly prohibited.
- g) Students shall write their Roll Nos. on the question paper also.
- h) 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.
- i) The candidate shall behave properly before, during and after the examination to maintain the conducive atmosphere at the examination Centre
- j) The examinee shall cross the blank page(s) of Answer Book left after attempting the whole paper.
- k) 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.
- l) The candidate found guilty of misbehavior or using/attempting to use unfair means shall be liable for suitable punitive action.
- m) 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.
- n) 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.
- o) 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.

#### **1. Use of electronic devices / instruction booklets / other stationary**

The use of electronic devices such as, mobile phones, smart watches, smart glasses, tablets and personal audio equipment is not permitted in the examination Centre. All devices must be switched off and stored in a designated area as identified by Senior Centre Superintendent until such time that examinations has finished.

The use of Electronic Devices / Instruction Booklets / Other Stationary will be permitted in the University Examinations subject to the following:

- Electronic Devices / Instruction Booklets / Other Stationary, should be on the approved list of accessories permitted or else it shall be confiscated immediately if found.
- The type of electronic devices / instruction booklets / other stationary, used must be declared on the examination question papers.

- Electronic Devices / Instruction Booklets / Other Stationary must be available for inspection by the invigilators / Flying Squad.
- Instruction booklets / any other written material / any other stationary relating to the subject shall be permitted only when written on the question papers.

## **2. Issuing of Duplicate Admit Card:**

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 depositing the prescribed fee. The office of the COE will ensure that the duplicate Admit Card is issued to the student the same day or is sent to the examination centre of the student before the next examination of the student.

## **3. PROVISIONAL PERMISSION:**

The candidates who have not been issued Admit Cards and whose names/roll nos. are not in the Roll lists should not be allowed to sit in the examination unless permitted by Vice Chancellor.

The candidates who do not possess Admit card but are permitted in the exam at a later date, the following shall apply;

- (1) Their names shall be in the additional list of students.
- (2) They shall carry the original copy of the permission obtained.

## **J. FLYING SQUAD**

The flying squad will overview and supervise the conduct of examination as per instructions of the Vice Chancellor/COE and to take surprise inspection of examination venues, so as 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.

### **I. Appointment of flying squad**

- A flying squad shall consist of a Convener, 1 to 3 Squad Members and will be appointed by the Hon'ble Vice Chancellor or the COE with the permission of the Vice Chancellor.
- They shall be of the post of Associate Professor and above.

- They will be instructed about their duties and work on the same day as of the surprise visit planned.
- The flying squad will be accompanied by an officer from the security department of the rank of Security Officer or above.

## **II. Duties for flying squad**

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 misbehavior in examinations. These committees shall be adequately empowered to verify entire examination process at the examination Centre.

- 1) The team of the observers will carry their I-cards/Authority letter for disclosing their identity at the examination Centre.
- 2) 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.

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.

- 3) 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.
- 4) To observe that internal vigilance group (Invigilator, Asstt. Centre Superintendent etc.) is active and performing their duties in a proper manner.
- 5) 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.
- 6) It shall also inspect the toilets and other surrounding areas for hidden books/notes.
- 7) A detailed report of observations made by the flying squad along with any suggestions will be sent to the Hon'ble Vice Chancellor, duly signed by all the members, each time it operates.

## **K. APPOINTMENT OF AMANUENSIS**

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.

Principal/Dean will recommend 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 an application to the Principal at least one month before the commencement of exams. In case of accident occurred recently, student can write an application directly to Vice-Chancellor through the concerned Principal and in exceptional circumstances directly to Vice-Chancellor.

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.

- The amanuensis shall be a person of a lower qualification than the candidate concerned.
- The Superintendent of Examination shall arrange for a suitable space for the disabled candidate.
- An extra Half an hour shall be given to such candidates for 3 hours duration.
- The payment of the amanuensis if any, shall be borne by the candidate.

## **L. CANCELLATION OF APPOINTMENTS / EXAMINATIONS**

Vice Chancellor reserves the right to cancel or rescind any appointment relating to examinations or cancel or reschedule any examinations at any time in the interest of smooth conduct of examinations.

## **M. LOST ANSWER BOOK**

The Vice-Chancellor, after he is satisfied that the answer book of a candidate has been lost after having been handed in the Centre Superintendent of examination may:

- (a) Permit the candidate to reappear in the subject of which answer book has been lost, on a date and time to be fixed by the Controller of Examinations

OR

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

OR

- (d) 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 has appeared in one subject having one paper to clear carry over.

OR

- (d) Award him marks in the answer book lost, equal to the marks obtained by the candidate in the other paper, subject to a maximum of pass marks in case the candidate appeared in one subject having two papers A & B to avoid carry over.

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

## **N. REGULATION FOR UNFAIR MEANS/ PROCEDURE FOR DEALING WITH UNFAIR MEANS AND MASS COPYING CASES**

### **Unfair means cases**

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.

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

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

**The following shall qualify as use of U.F.M**

1. No candidate shall bring any objectionable material for the purpose of being used for answering the question paper in the examination hall.
  2. Writing name or putting signature or any other mark in the Answer Book which may disclose, in any way, the identity of the candidate.
  3. Writing Roll No. at any other place than the space provided for it.
  4. Having in possession book(s), notes, papers or any other like materials which may be used in the examination.
  5. Receiving or giving assistance to other student in copying in any form during the period of the examination.
  6. Smuggling in or out of the examination hall of Answer Book etc. and tearing leaf/leaves from the Answer Book or tampering with the Answer Book in any way.
  7. Impersonation i.e. sending some other person to appear in examination.
  8. Communicating with the Examiner or any other person connected with the Examination, with the object of unduly influencing him in any way.
  9. Any other type of misconduct or a deliberate attempt to cheat in the examination.
  10. Writing questions or answer on any paper other than the Answer Book.
  11. Any other case of Unfair Means detected at any stage during or after the Examination.
  12. Using mobile phone or any other smart device(s) for receiving/sending messages. Even keeping mobile phone or any such device shall be considered as an attempt to cheat.
  13. 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.
- I. Procedure to be followed by the invigilator/centre superintendent in booking UFM cases**

**1. Issuance of Second Answer Book.**

As soon as any case of unfair means comes to the notice of the Invigilator /Superintendent/Flying Squad of the examination centre, he/she shall take possession of the Answer Book of the candidate along with paper of other material found in his/her possession. 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.

**2. Statement of the candidate**

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

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

In case a student refuses to cooperate and does not agree with the observation of the invigilator/centre superintendent, he may be counseled that he should cooperate and write his comments in the remarks. He should be informed that he may write about his grievances to the Students Welfare Officer/Registrar after the examination.

### **3. Statement of the invigilator**

Flying Squad / Invigilator, who detects the use of UFM by a candidate, shall record the statement which shall be countersigned by the Centre Superintendent and the same should be enclosed.

### **4. Material found from the candidate**

Precise information on the prescribed format as to 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.

The incriminating material so 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.

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) prescribed format.

### **5. Other Cases of Unfair Means**

#### **a) Impersonation:**

The Senior/Assistant Centre Superintendent should hand over the person impersonating as the student to the Security Officer who will file an FIR at the Police Station and will hand over the person to the Police. The matter shall also be reported to the Vice Chancellor, the Principal of the concerned College in which the student studies, the Chief Proctor.

#### **b) Misconduct:**

In case of misconduct by any examinee, the statement of the Invigilator/ Assistant Centre Superintendent/ Chief Centre Superintendent shall be sent to the Principal of the Institute for taking appropriate action against the student.

### **6. Documents required to be sent in UFM cases.**

All cases of UFM should be recorded on the Performa.

The form shall be accompanied by the following documents:

- a) One + One = Two Answer Books/sets of Answer Books.
- b) Statement of the candidate on prescribed format

c) Statement of the Invigilator on prescribed format

d) “Unfair aid”/material found from the student.

## **7. Dispatch of UFM cases**

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 on daily basis.

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 Chief Centre Superintendent be sent to the Controller of Examinations, Swami Vivekanand Subharti University separately under sealed cover soon after examination is over on the same day.

His/her examination result shall be withheld till finalization by UFM committee. The decision of UFM case shall be made within 15 days from the registration of the case of UFM. The decision of the UFM Committee in imposing penalty for the offence committed by the candidate shall be final and binding on the student.

## **8. Student Grievance**

However if the student has any grievances against the Senior Center 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.

## **9. Miscellaneous.**

- i. The fact that a particular Roll No. was booked under UFM should be recorded in the attendance sheet as well in the statement for dispatch of Answer Book to the Controller of Examinations of SVSU.
- ii. 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.
- iii. Candidates found using any of the UFM are not to be debarred from appearing in the remaining papers except where so provided.
- iv. 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.
- v. 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.

**II. Guidelines for UFM committee regarding penalties for different types of offences under UFM w.e.f. 2014-15 session onwards.**

| <b>S. No</b> | <b>Offence</b>  | <b>Maximum Penalties</b>   |
|--------------|---|--|
| <b>1</b>     | <p>(i) Copying Material was found his/her possession but was not used, including electronics devices like smart mobiles, gazettes etc.</p> <p>(ii) If during a University Examination a candidate was found talking to another candidate or any person inside or outside the examination hall/during the examination hours, without the permission of a member of the supervisory staff, before he has handed over his answer-book.</p> <p>(iii) Writing identity in the answer book like name, request, roll no. at unauthorized place, etc.</p> | <p>a) A warning letter will be given to the candidate.</p> <p>b) Candidate shall not be considered for any kind of awards for one year.</p> <p>c) A fine up to Rs. 2500/- may be levied.</p> <p>d) Candidate shall be debarred from taking part in any extra-curricular activity of the University for one year.</p>   |
| <b>2</b>     | <p>Copying material was brought in the examination hall and used, including the script written in mobile or have searched internet in the duration of Examinations.</p>   | <p>a) A warning letter will be given to the candidate.</p> <p>b) If the material was used, monetary/financial punishment up to Rs. 5000/- will be added.</p> <p>c) Candidate shall not be considered for any kind of awards for one year.</p> <p>d) The candidate will not be eligible for grace marks.</p> <p>e) The question(s) attempted with the copying material will be marked zero.</p> <p>Candidate shall be debarred from taking part in any extracurricular activity of the University for one year.</p> |
| <b>3</b>     | <p>(i) Destroying evidence including tearing/swallowing of copying material or of answer book/Or running away with answer book or any other examination material.</p> <p>(ii)The answer book brought from outside and/or not written in Candidate's handwriting</p> <p>(iii) Extra ordinary electronics equipments and</p>  | <p>a) A warning letter will be given to the candidate.</p> <p>b) Candidate shall not be considered for any kind awards for one year.</p> <p>c) Concerned subject/ paper will be cancelled.</p> <p>d) Monetary/financial punishment up to Rs. 10,000/- will be added.</p>   |

|   |   |  |
|---|---|--|
|   | smart devices used by the student.  | e) Candidate shall be debarred from taking part in any extracurricular activity of the University for one year.  |
| 4 | Impersonation   | a) A warning letter will be given to the candidate along with disciplinary action.<br>b) Candidate shall not be considered for any kind of awards for one year.<br>c) Whole Current Examination will be cancelled.<br>d) Monetary/financial punishment up to Rs. 10,000/- will be added.<br>e) Candidate shall be debarred from taking part in any extracurricular activity of the University for one year.<br>f) FIR may be lodged against him/her. |
| 5 | Any other Unfair means not covered above which jeopardize the sanctity of SVSU Examination. | Any/All of the above penalties may be imposed by the UFM Committee   |

### III. Mass Copying Cases

Mass copying shall be dealt differently than the individual UFM cases. Modes of the mass-copying are as under:-

- i Copying from the printed sheet circulated in the examination hall.
- ii Displaying copying material on the blackboard.
- iii Use of loud speaker from outside.
- iv Dictating answer by the Invigilators etc.
- v Any other evidence which proves mass copying.

Each case of mass copying will be investigated separately by a committee constituted by the Vice-Chancellor and the enquiry report will be placed before Vice Chancellor who will take appropriate decision on case to case basis.

#### **Note:**

1. If in a University examination, a candidate voluntarily surrenders to the Superintendent or any other member of the supervisory staff papers books or notes in his possession before the question paper is distributed, no action may be taken against the student.
2. In exceptional cases where student is involved in criminal act, reporting to the Police authority may be recommended by the disciplinary committee to the Vice Chancellor who will take the appropriate decision.
3. In case, the invigilator or any other staff on/off duty is found assisting the candidate in unfair means, the disciplinary action will be initiated against him/her. The action against the candidate will also be taken as per UFM policy.

4. Disciplinary aspects of students pertaining to examination will be dealt with by the Principal concerned.

## **O. EVALUATION PROCEDURE**

After getting Answer Books from the centre:

- Answer books shall be coded (to hide the details of students) in Examination Department before handing them over to the evaluator.
- Evaluation by internal / external evaluators shall be done in Examination Department / Evaluation Hall only.
- In special circumstances (coded) answer books can be sent to external evaluator with prior permission of Vice Chancellor.
- 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.
- Decoding shall be done in the office of Examination Department before tabulation.

## **I. Important instructions for evaluators**

- 1.No question or part of a question should remain unevaluated. In particular, extreme care should be exercised in case where there are multiple choice / very short answer type questions.
- 2.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.
- 3.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.
- 4.Ensure that marks are correctly counted before writing the total sum on the front page.
- 5.Marks awarded to a question or any part of a question must be written legibly at both places. This is necessary to avoid any confusion during the process of re-checking / re-totalling.
- 6.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.
- 7.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.
- 8.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.
9. Assignment of evaluation should be completed within the stipulated period.

10. 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 honor 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.

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;

- a. It is necessary that evaluator should you 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.
- b. That none of evaluator's relatives (brother, sister son, daughter, cousin, nephew, niece, spouse, brother-in-law, sister –in-law or any other person financially dependent person) have appeared in the said examination.
- c. 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.
- d. For evaluation of answer book, should be used red pen alone.

## **II. Practical examinations**

Practical examinations will be conducted by the Internal and External examiners as approved by the Vice Chancellor and should be conducted strictly according to the curriculum and evaluation scheme.

Practical awards along with the attendance must reach the examination department either on the same day or the next day after the conduction of the practical examination.

## **III. Student grievances with respect to evaluation.**

In case of any written representation / complaints received from the students within seven days after completion of the examinations regarding setting up of question paper etc. along with specific recommendations of the Dean / Director / Head of the Department of the Institution, the same shall be considered by the Vice Chancellor. The Vice Chancellor shall take appropriate decision or may refer the case to the specially made committee for the purpose and can take the decision on the recommendation of committee.

## **P. DECLARING 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.

- (a) Minimum of 40% marks in each subject and in aggregate (internal & external combined)
- (b) The candidate shall have to obtain minimum 20% marks in Internal Examination to be eligible for appearing in University Examination.
- (c) Candidate shall have to pass in theory and practical examination separately.

### **2.Division**



The final result at the end of the course shall be prepared as below by aggregating the marks obtained in all the semesters:-

|   | <b>Grade</b> | <b>Division</b> |
|---|--------------|-----------------|
| Below 40% in aggregate                  | E            | Fail            |
| 40% or above but below 50% in aggregate | D            | 3 <sup>rd</sup> |
| 50% or above but below 60% in aggregate | C            | 2 <sup>nd</sup> |
| 60% or above but below 65% in aggregate | B            | 1 <sup>st</sup> |
| 65% or above but below 70% in aggregate | A            | Ist             |
| 70% or above but below 75% in aggregate | A+           | Ist             |
| 75% or above in aggregate               | A++          | Ist             |

A student has to secure at least grade 'D' for being declared to have passed the final examination.

For calculating marks, if a fraction is half or more it shall be rounded off to the next higher figure, but if it is less than one-half, it shall be ignored.

### **3. Awarding grace marks:-**

Any examinee/student of the courses of SVSU, Meerut shall be eligible for getting maximum of 05 (five) Grace Marks, after fulfilling the conditions given below:-

(A) If a candidate fails in only one subject and having passed in all other subjects of the given examination of **semester\*/ year**, then his/her deficiency of marks may be fulfilled by grace 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 by not more than five (05) marks 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.
- (iii) Further, benefit of grace marks may be given only to the candidate who will pass the entire concerned examination of the **semester\*/ year** after awarding the grace marks and not for the purpose of promoting the student to next year with back papers or for improvement of division or percentage.
- (iv) If in a subject of an examination passing in Theory, Practical or seasonal exams separately is mandatory, then the benefit of grace marks shall be given only in Theory examination of the University examination.
- (v) The award of grace marks permissible shall be on the basis of 1 grace mark for every 05 marks secured by an examinee over and above the minimum passing aggregate marks of all subjects of the year.

(B) Awarding of Grace Marks shall be done as given below:-

| <i>Aggregate Marks Obtained over &amp; above minimum passing marks</i> | <i>Permissible Grace Marks</i> |
|--|--------------------------------|
| 1 – 5  | 1                              |
| 6 – 10   | 2                              |

|         |   |
|---------|---|
| 11 – 15 | 3 |
| 16 – 20 | 4 |
| 21- 25  | 5 |

Total number of Grace Marks given to the student will be marked with asterisk (\*) at the bottom of the mark sheet.

#### **4. Approval and moderation of result**

- Before declaration, the results of examination together with a statement of percentage of passes in the whole examination and in each subject shall be submitted to the Vice-Chancellor.
- If the Vice-Chancellor feels, on scrutiny of the figures submitted that there is a distinct change of standard in the examination as a whole or in a particular subject, he may refer the matter to the examiners concerned for a report or may take such action as he considers appropriate or if he does not feel the need of any change may order for declaration of the results.

#### **5. Declaration of result**

The Controller of Examinations shall declare the results of various examinations in such manner as may be directed as per evaluation scheme as per the ordinance.

Simultaneously with their declaration, the results shall be communicated to the concerned Heads of the Institutions.

#### **6. Provisional result**

In emergent situation for the reasons given by the student, where the result has not been compiled but the examination department has received all the awards, the Vice Chancellor may order for the declaration of result of the individual or a group of students provisionally on payment of the prescribed fee.

#### **7. Promotion to Next Year**

The student will be promoted to the next year of his studies without consideration of his passing of any number of subjects or papers in that year and semesters. The student will have the right to clear his papers/subjects in which he has failed by appearing in those subjects when they are held regularly. At the end of the completion of his course if certain number of papers/subjects remained to be cleared by the student he will get opportunity to appear in the special examination held in the month of August. If the student does not clear any subject even in special examination, he will continue to have opportunities to clear his subjects in the course of conduction of regular examination in future and also in special examinations. However, a student is supposed to clear all his papers within the guidelines of the Ordinance of the course or Statutory Apex body. At each examination the student will have to give the additional examination fee.

#### **8. Issue of mark sheets**

The Mark sheets / Grade Cards will be issued to the candidates at the earliest after the declaration of the results. Marksheet will be printed on yearly basis i.e. both semesters of a year.

A Marks Sheet may be withheld by the Controller of Examinations on reasonable grounds.

## **9. Issue of duplicate mark sheets**

In case of loss or destruction of a marks sheet, a candidate may obtain a duplicate marks sheet, on submitting an application along with the prescribed fee, stating that the applicant has a real need for the duplicate marks sheet 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..

## **10. 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.

## **11. Merging of marks sheets**

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

## **12. Award of degree**

The student shall have to apply for a degree in the prescribed format along with the prescribed fee.

A student shall be awarded a degree if:

- He/she has enrolled himself/herself, undergone the course of studies, completed the project report / training report specified in the curriculum of his / her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree.
- There are no dues outstanding in his/her name.
- No disciplinary action is pending against him/her.
- Normally a degree shall be awarded during the convocation.

## **13. Rectification of results**

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.

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

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

1. A mistake is found in his result.

2. He is found ineligible to appear in the examination.

**14. Procedure of rechecking / scrutiny**

A candidate shall be entitled to have his answer books scrutinized by following the laid down procedure:-

1. 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.

The scrutiny form is available in the student section of the each college. Duly filled form, along with a photocopy of the marks sheet will be submitted to the Office Superintendent/ Clerk assigned for the purpose of the College, along with the fee and a no-dues certificate from the accounts office.

The scrutiny fee is subject to revision from time to time.

2. The Office Suptd of the College will place the scrutiny form before the Head of the Institution who will forward the same to the Controller of the Examination.
3. After receiving the scrutiny form, the 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.
4. In case he/she 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.
5. The result of scrutiny will be declared within two weeks from the date of receipt of application form.

**15. Showing the copy to the student:-**

- a. The student seeking permission for the above will submit an application in the office of the concerned College within 15 days of the declaration of results.
- b. In case the student had initially applied for scrutiny, he can submit the application for showing the copy within 15 days of the declaration of the result of the scrutiny.
- c. The students will attach a copy of marks sheet along with the application. He/she will also deposit Rs. 250/- per subject along with the application and a no-dues certificate from the accounts office.
- d. The concerned Office Superintendent will place the application before the Head of the Institution for his/her direction.
- e. The Head of the Institution will forward the application to the Controller of Examinations.

- f. The Controller of Examinations will inform the student regarding the suitable date and time, which will not be later than 15 days from the receipt of the application from the college, to come to his office to see his/her answer sheet(s).
- g. The Controller of Examinations will allocate an isolated place under his/her jurisdiction where the concerned answer sheet will be shown to the student.
- h. The answer sheet(s) will be shown to the student by the officer deputed by the Controller of Examinations, under cover of C.C.T.V.
- i. The student will not be allowed to carry a camera, mobile, pen or any other electronic device in the identified place. However, the student will be provided a pen to write down notes on a separate piece of paper provided to him by the office of the COE.
- j. The student will also not be allowed to write anything on the answer sheet. The student will not be accompanied by anyone. In case, it is found that the student has written anything in the copy, disciplinary action as per the decision of the Vice-Chancellor/Disciplinary Committee will be taken.
- k. Total 30 minutes per subject will be given to the student to see his/her answer sheet. Any discrepancy, if found will be written by the student on a sheet of paper provided to him by the office of COE and the same will be submitted to the Controller of Examination by the student in the form of an application. Application along with submissions of the student will be considered by the COE and will be forwarded to Hon'ble Vice Chancellor along with his comments for taking decision.
- l. The Vice Chancellor may seek comments from the Head of the Institution or the examiner if he desires so. In such a case the person concerned will give his/her comments to the Vice Chancellor preferably within three days.
- m. Hon'ble Vice Chancellor will take the appropriate decision on the issue within seven days of receiving the comments from the Head of the Institution or submission of application to Controller of Examinations by the student in case no comments are called by the V.C. from the Head of the Institutions or the examiner.
- n. The decision of the Hon'ble Vice-Chancellor shall be final in all respect.

**16. 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., Enrollment No., Course & Year/Semester, Subject and code of the subject and the Date of Examination.
- 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 @ Rs. 2/- per page from the applicant and will provide him the photocopy of the answer sheet. The charges may change with passage of time by a notification of the University/any Government authority.

**\*Note:**

- (i) Answer Books of University Examination will be kept safe in record for a minimum period of two years after completion of the course of the batch in which the student is studying.
- (ii) Any above mentioned facilities can be obtained by the student till the copy is available in the record.
- (iii) 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.**

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