



SUMANDEEP VIDYAPEETH

Deemed to be University



EXAMINATION MANUAL

SCOPE AND OBJECTIVES

The examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary knowledge, minimum skills along with clear concepts of the fundamentals which are necessary for him/her to carry out his/her professional day to day work competently. Evaluation will be carried out on an objective basis. It provides means to evaluate that student has attained the sufficient knowledge to complete the training or course objectives.

The conduct of examinations and declaration of results is one of the significant activities of any Institution. Central Examination Section is dedicated for conduction of Final Examination and declaration of results for students of its constituent institutes.

The examinations shall be conducted with precision, fairness and honesty to gain public credibility and esteem for the same. To achieve this, all rules and regulations should be well defined to conduct unbiased examinations.

The examination Bye-Laws/ Institutional Examination Manual is the set of rules and regulations formed to defines the roles, responsibilities of the people involved, protocols, Standard Operating Procedures, Policies, Measures to curb unfair and malpractices, procedures to be followed and various steps that have to be taken at all the levels associated with the conduct of the examinations of Sumandeep Vidyapeeth an Institution Deemed to be University.

Index

1. Terminology And Definitions

2. Board of Examinations: Constitution, Powers And Functions

- 2.1 Members
- 2.2 Powers and Functions of Board of Examinations
- 2.3 Functioning/ Meeting of Board of Examination

3. Department of Examination & Evaluation Constitution & Functions

- 3.1 Department of Examination and Evaluation shall consist
- 3.2 Functions of Department of Examination and Evaluation

4. Registration for Appearing in Examination

- 4.1 Rules for Eligibility to Appear for Deemed to be University Examination
- 4.2 Application for Deemed to be University Examination

5. Conduct of Examination

- 5.1 General Information
- 5.2 Empanelling the Teacher as External Examiner, Question Paper Setter
- 5.3 Question Paper
- 5.4 Appointment of Question Paper Setters
- 5.5 Functions and Responsibilities of Paper Setters
- 5.6 Handling Question Papers Received from Paper Setters
- 5.7 Moderation of Question Paper
- 5.8 Pre-Examination Work/ Activities

6. Conducting the Theory Examination

- 6.1 General guideline for the Students/ Examinee
- 6.2 Instruction Regarding Writing in Answer Books
- 6.3 Special Instruction
- 6.4 Duties and Responsibilities of the Senior Supervisor
- 6.5 Special Instructions
- 6.6 Hall Arrangements & Seating Arrangement for Examination
- 6.7 Packing of Answer Booklets after the Examination
- 6.8 Documentation of Reports of the Examination Session
- 6.9 Transportation of Answer-Scripts
- 6.10 Unfair Means Practice by Student in Examination
- 6.11 Provision for Scribes/ Writer for Disable Candidates

7. Conducting the Practical Examination

- 7.1 Conducting the Practical/ Clinical/ Viva-voce Examinations

8. Theory Evaluation

- 8.1 Pre-Evaluation Processing of Theory Answer scripts
- 8.2 Central Assessment Program Scheme
- 8.3 The Central Assessment Program shall consist

9. Declaration of Result

- 9.1 Result Status
- 9.2 Processing adversely affected result before its declaration
- 9.3 Amendment in Declared Results
- 9.4 Internal Marks
- 9.5 Amendment in Declared Result owing to misconduct
- 9.6 Announcement of the results and maintenance of records
- 9.7 Grace Marks
- 9.8 Loss of Answer Book(s)
- 9.9 Revaluation of Answer Books
- 9.10 Grievance Redressal Mechanism (Examination)

10. Issuing the Certificates/ Documents to Students

- 10.1 Procedure for obtaining duplicate degree certificate
- 10.2 Procedure for obtaining transcript/ consolidated mark sheet
- 10.3 Procedure for obtaining attestation of mark sheets
- 10.4 Procedure for applying for duplicate mark sheet/ pass certificate
- 10.5 Procedure for obtaining certificate of medium of instruction
- 10.6 Procedure for obtaining attestation of provisional degree certificates
- 10.7 Procedure for obtaining migration certificate

11. Miscellaneous

- 11.1 Dissertation/ Thesis
- 11.2 Convocation
- 11.3 Eligibility for Award of degree
- 11.4 Retention period of documents

1. Terminology and Definitions

1.1 Academic Year: means a year commencing on such date in August and ending with such date in July of the following year as may be decided by the Academic Council OR Certain Period which defines the period of study for one particular year with particular starting and ending date.

1.2 Admit Card: means a card/ticket with photograph of candidate issued by institution or examination section to eligible candidates to enter in the examination hall for particular examination. It is mandatory to possess admit card to get entry into examination hall.

1.3 Answer-booklet means a stitched booklet of fixed pages issued by the institution to the students in the examination Hall to write answers to the questions listed in the question paper of a subject of Examination.

1.4 Answer Script: means the Answer-booklet in which the examinee has attempted/ written his answer in response to the questions found in the question paper on the examination day. It shall only bear a dummy number in case of theory paper at the time of evaluation and the identity of the examinee shall NOT be revealed.

1.5 Applicant: means a person who has submitted an application to the Sumandeep Vidyapeeth an Institution Deemed to be University through Dean/Principal/Head of Institution in the prescribed form for admission to an examination.

1.6 Attempt: means either partial or complete appearance by a candidate at an examination. Mere remittance of examination fees shall not amount to an attempt at an examination. Absent for exam/s will not be considered as an attempt.

1.7 Candidate: means a person, who has been admitted to an examination by Sumandeep Vidyapeeth an Institution Deemed to be University

1.8 Candidate List: means the list of all eligible candidates registered for an examination which includes the name, register number and the subjects/ courses which the candidate has registered to take the examination.

1.9 Central Assessment cell: means well secured premises with restricted entry where the evaluation of the theory answer script is normally conducted.

1.10 Chairman of the Board of Examiners: means any Examiner appointed by the Vice-Chancellor from among the panel of Examiners to act as the Chairman of the Board of Examiners.

1.11 Code of Conduct: means the norms to be followed in conducting oneself in the context of the functions/ duties assigned to an individual.

1.12 Course: means any subject of study either in theory or practical during an academic period such as semester. A set of several courses constitute a Programme.

1.13 Dummy Number: means a number given on each Answer-Script after the examination in order to hide the identity of the examinee to prevent bias and malpractice in the examination.

1.14 Entire Examination: means the examination normally held at the end of an academic period such as a semester/ academic year and includes all the papers of theory, practical and viva-voce examination if any.

1.15 Examination Centre: means any premises consisting of examination halls, and other necessary facilities such as drinking water and toilets etc.

1.16 Examination Fee: means the fee for registering and securing admission to an examination. It is inclusive of the fee payable for the statements of marks but exclusive of fee for examination form as may be prescribed by institution from time to time.

1.17 Examination Hall: includes any Room, Laboratory, Workshop or any other premises used for conducting examinations

1.18 Examinee: means a person who actually presents himself/herself for an examination or a part thereof to which he/ she has been admitted.

1.19 Examiners: means teachers appointed by Hon'ble Vice-Chancellor from among the Panel of Examiners approved by the Vice-Chancellor for valuation of theory/practical papers/UG or PG dissertation etc. Internal Examiner is a teacher from constituent institute of Sumandeep Vidyapeeth an Institution Deemed to be University and external examiner is a teacher appointed for conducting theory or practical examination from universities other than the Sumandeep Vidyapeeth an Institution Deemed to be University outside the state or within the state.

1.20 Internal Assessment: means the assessment based on continuous internal assessment tests and assignments given to the students during an academic period.

1.21 Late Fee: means a sum of money paid through valid bank instrument that may need to be paid to the institution as a result of failure to meet the deadlines.

1.22 Misconduct: means any one or more of the acts such as disobeying the instructions, insolent/ violent behaviour, and causing hindrance to the duties of the staff on examination duty etc.

1.23 Near-Relative: means wife, son, daughter, son-in-law, daughter-in-law, grandson, granddaughter, grandson-in-law, granddaughter-in-law, sister in-law, brother-in-law, cousin, nephew, niece, brother, sister, uncle, aunt and such ones as may be indicated' by Institution.

1.24 Panel of Examiners: means pool of all available examiners from the Institute and other external Institutions who are enrolled in panel of examiners

1.25 Paper of Examination: means that particular paper belonging to a subject for which examination is being held on that day.

1.26 Paper Setter: means any person appointed by the Controller of Examinations or by any such Authorised person from among the Panel of Examiners in cases of any exigency with the approval of Vice Chancellor of the Institution Deemed to be University

1.27 Programme: means either Undergraduate or Postgraduate Degree or Diploma programme of study pursued by the students. A Programme consists of several courses that need to be studied by the candidate over the duration of the Programme.

1.28 Re-Evaluation: means a repeat evaluation of the written answer-script by a different examiner(s) based on submission of appropriate application with due fees thereof by the candidate. Can be done only in theory assessment.

1.29 Retotalling: means checking the totalling of the marks once again and is done in practical/clinical/theory examination

1.30 Questions Paper Moderation: means validating the question papers set by paper setters for conformity with the pattern and academic regulations in force. Any errata/ aberrations/ formats/ choice/ pattern deviation etc. are subjected to necessary corrections before printing.

1.31 Schedule of Examination: means a table giving details about the time, day and date of commencement of each paper, which is a part of a scheme of examinations. The practical examination schedule shall be declared separately.

1.32 Semester: means the duration of an academic period normally consisting of not less than 90 working days and applies to all programs of study which are conducted in the semester system. There shall be two semesters in an academic year.

1.33 Student: means and includes a person who is enrolled as such by the Institution/ Department, to pursue education, receive instructions, write examination(s) and qualify for any degree, diploma or certificate awarded by the Institution Deemed to be University.

1.34 Unfair Mean Practice: means use of any unauthorized means/ways/methods to get/give benefit in theory or Practical/Clinical examination by student or a person involved in work of Examination.

1.35 Unfair Means Enquiry Committee: means the committee formed to investigate into the cases of unfair means practice by a candidate or by a person involved in the work of examinations constituted under the Bye-law by the Vice-Chancellor.

2. Bord of Examinations: Constitution, Powers and Functions

2.1 Members:

Board of Examinations, which shall consist of the following members:

MEMBERS OF BOARD OF EXAMINATIONS	
Hon'ble Vice Chancellor	Chairperson
Deans of the Faculties	Member
One senior professor to be nominated by the Vice-Chancellor	Member
One evaluation expert to be nominated by the Vice Chancellor	Member
Controller of Examinations	Ex-officio Secretary

2.2 Powers and functions of Board of Examinations:

The Board of Examinations shall be the regulatory authority and involved in making policy decisions in regards to:

- a). Conducting Semester/Year Examinations of various programmes
- b). Organizing and holding examinations
- c). Improving the system of examinations
- d). Examination reforms
- e). Formats of answer book, Mark sheets, Degree/Diploma certificate
- f). Recommending appointing the paper-setters,
- g). Examiners and moderators
- h). Preparing the schedule of dates for holding examinations and
- i). Declaring the results
- j). Unfair means enquiry committee formation
- k). Vigilance during Examinations
- l). Examination remuneration and related issues
- m). Any grievances related to examination
- n). Issuing of certificates
- o). Reviewing of declared results
- p). Annual Convocation of the Deemed to be University
- q). Any other matter related to examination

The Board of Examinations shall also oversee and regulate the conduct of examinations in the off-campus centres (constituent colleges, institutions) and its departments if any.

Board of Examination with its power and functions deals with any other matter related to University/Institutional examination not mentioned herewith.

The Board of Examinations shall deal with all the matters in relation to examinations and shall hear and decide the complaints received pertaining to any matter arising out of conduct of examinations. The procedure to be followed by the Board in their deliberations shall be such as may be prescribed.

2.3 Functioning/Meeting of Board of Examinations:

2.3.1 The Board of Examinations shall meet at least three times in each academic year. The meeting shall be convened under the orders of Vice Chancellor who shall be the Chairperson of the board. The Vice Chancellor shall convene a meeting of the Board of Examinations, if a requisition, signed by not less than two-third of total members of the Board of Examinations, has been received by him.

2.3.2 The Controller of Examinations shall be the Secretary of the Board of Examinations. He shall issue the notices of meetings, get the minutes of the proceedings recorded and perform all other functions required to be performed by the Member Secretary.

2.3.3 Not less than seven clear days' notice of the date, time and place of a meeting of the Board of Examinations shall be given to the members. The agenda of the meeting should be sent to the members so as to reach them at least five clear days before the date of a meeting. In the case of an emergency meeting, notice shall be given as the circumstances may permit.

2.3.4 No issue/matter other than that specified in the agenda shall normally be considered at a meeting. Any business not specified in the agenda may be brought up by any member with the permission of the Chair.

2.3.5 Propositions to be laid before the meeting by any member must be received in the Controller of Examinations' office in the written form at least three clear days before the date of a meeting, other than an emergency meeting.

2.3.6 A meeting may be adjourned to any date to complete unfinished Agenda. Notice of such adjournment shall also be sent to members, who were absent on the scheduled date of the meeting.

2.3.7 Every meeting of the Board of Examinations shall be presided over by the Chairperson (Vice Chancellor) and in his absence, by a member chosen by the members present from amongst themselves.

2.3.8 All acts of the Board of Examinations, the decisions at every meeting, questions coming or arising before it, shall be decided by the majority of votes of members present and voting at the meeting.

2.3.9 Each member of the Board of Examinations, including the Chairperson, shall have one vote. In the case of equality of votes, the Chairperson shall have a casting vote. The Controller of Examinations, though he is the Secretary of the Board of Examinations shall not have right of vote.

2.3.10 Any issue/matter may be necessary for the Board to perform, may be carried out by circulating an appropriate resolution thereon among its members and any resolution so circulated, and approved by a simple majority shall be as effective and binding as if that resolution had been passed at the meeting of the Board of Examinations.

2.3.11 The decisions on various matters at the meeting of the Board of Examinations shall be regulated by the Chairperson in accordance with the rules laid down. The Chairperson may make such changes as he considers essential and changes made by him shall be final for that meeting. However, the changes so made shall not be inconsistent with rules, regulations and bye-laws.

2.3.12 More than half of the total members of the Board of Examinations shall constitute a quorum.

2.3.13 The minutes of proceedings of every meeting shall be drawn up by the Secretary and approved by the Chairperson. A copy of the minutes of proceedings of each meeting shall be placed before the Board at its next meeting. The minute such proceedings should be signed by all the members present in the particular meeting and should be filed and kept as record.

3. Department of Examination & Evaluation Constitution & Functions

3.1 Department of Examination and Evaluations shall consist of following:

- a) Controller of Examinations
- b) Asst. Registrar (Evaluation)
- c) Section Officer
- d) Sr. Clerks
- e) Clerks
- f) Peons

3.2 Functions of Department of Examination and Evaluations

3.2.1 Issue of calendar of events and schedule of examinations, notifications and inviting applications from the candidates for admission into Final Examination, Convocation and such other related work

3.2.2 Preparation of detailed Time Tables of Theory and Practical Examinations and their publication on time

3.2.3 Setting up centres of examinations for theory and practical examinations

3.2.4 Scrutiny of examination application forms of candidates before the commencement of Practical/ Theory examination for appearing subjects, name of candidate, course and endorsement by head of institution.

3.2.5 Allotment of Seat Numbers to the applicants and to prepare list of such students to send to respective constituent institutes of Sumandeep Vidyapeeth an Institution Deemed to be University

3.2.6 Allotment of 'Admit Card' duly signed by /stamped by the Controller of Examination. The Admit cards of all students are signed by Head of Institutions or a person designated for the same and are send to University examination Section for Signature of The Controller of Examinations.

3.2.7 Preparation of the subject-wise, paper-wise and date-wise statement to print question papers with code. Question Papers to be printed shall be 20% in excess of what is actually required in each subject.

3.2.8 The question paper packets shall indicate course, subjects, semester, date of examinations, Code and name of examination centre, time of examinations, number of question papers in each packet etc. such Packets shall be signed on all the joints by the Controller of Examinations or a person designated for the same.

3.2.9 Maintenance of all records, statistics, stock registers and database of candidates pertinent to examinations.

3.2.10 Processing and passing of Bills of remuneration of TA, DA, other Conveyance/Allowance, and Maintenance of correspondence thereon.

3.2.11 Registration, Distribution and dispatching of day to day communications/ letters

3.2.12 Appointment of Centre In-Charge, Senior Supervisors, Supervisors and Peons for each session of the examination for each of the examination centres and issue of instructions regarding the conduct of examinations

3.2.13 Appointment of officials and other staff required for conduct of examination.

3.2.14 Arrangements for the work for dispatching of all examination material to examination centres, valuation centres etc

3.2.15 Announcement of selection and issue of appointment orders to the Chairperson, members and internal and external examiners, Paper setters etc.,

3.2.16 Arrangement for conducting examination, collection of answer books, evaluation processing and declaration of results

3.2.17 Preservation and disposal of valued answer scripts as per policy after the announcement of results

3.2.18 Arrangement for preparation and distribution of marks cards and other certificates to the candidates

3.2.19 Collection and maintenance of statistical data regarding the number of examinations, number of candidates registered for each examination, the number of boys, girls, regular candidates and repeaters, percentage of passes, receipts and expenditure on each category of examination etc.,

3.2.20 Facilitate the students for Revaluation and retotaling procedures

3.2.21 Preparation of merit lists and their transmission to appropriate authorities/bodies

3.2.22 Collection of work done statements from the Paper setters, Dissertation evaluators, External and Internal Examiners and forwarding them to the Account Section for payment of remuneration

3.2.23 Scrutiny and passing of the bills of printing and purchase of stationery etc

3.2.24 Sanctioning of contingent expenditure to departments/valuation centres to conduct theory and practical examinations.

3.2.24 Assisting the Vice Chancellor in constitution of committees to deal with all types of cases of misconduct/ malpractices, detected before, during and after examinations

3.2.25 Dealing with matters of examination fees and refunds if any

3.2.26 Passing of conveyance bills, postal reimbursement bills and such other remuneration matters

3.2.27 Announcement of results of examinations, dealing the cases of withheld results for future announcement and follow up work in cases of any discrepancies

3.2.28 Issue of migration certificates, duplicate marks card/ duplicate degree certificate, consolidated marks card, provisional Degree certificate, rank certificate, etc.,

3.2.29 Preparation of Merit scholarship lists, in collaboration with the various Departments of Teaching/ Study and Faculties of the University.

3.2.30 Work related to Convocation as under:

- a) Inviting applications for award of Degrees in Convocation in Presentia and in Absentia
- b) Preparation of Eligibility lists for convocation, faculty wise and year wise.
- c) Receipt and scrutiny of applications for conferring degree in Presentia and in Absentia at the Convocation.
- d) Preparation of Presentation lists, faculty wise, year wise, in person and in absentia separately.
- e) Preparation of lists of Prize winners, and Gold medal winners.
- f) Print the lists of students attending the convocation and preserving the bound volume of such list.
- g) Writing/printing of degree certificates/Rank certificate/prize or medal certificate, Ph.D. certificate.
- h) Communication with applicants regarding Date, Venue, Timings and Dress Code of the Convocations.
- i) Intimating the candidates about the date and venue of convocation.
- j) Distribution of admission cards and parent passes to candidates for the convocation.
- k) Distribution of Degree Certificates.
- l) Seating arrangements in the convocation hall.
- m) Arrangement for obtaining degrees in Absentia by candidates

4. Registration for Appearing in Examination

4.1 Rules for Eligibility to Appear for Deemed to be University Examination:

4.1.1 Submission of Examination Form

The examination shall be open to any candidate who:-

- (I). Has been on the student roll of an institute affiliated to Sumandeep Vidyapeeth Deemed to be University for a full time/ part time academic Semester/Year / Session/Course.
- (ii). Has submitted his/her Examination Form along with prescribed examination fee, through the Head of the Institute at which she / he is/ was on rolls. The examination form should be endorsed by/signed by head of institution

4.1.2 Attendance

The candidate must have attended not less than as prescribed under respective statutes/rules for delivered lectures in theory and practical.

The candidate who fails to satisfy the conditions of the eligibility of attendance and internal marks as per rule shall not be allowed to appear in the examination and shall be required to repeat that semester/ year as regular candidate in the following Semester/year.

Lectures and practical shall be counted from the date of start of session to a date as fixed by the university/Institute before the commencement of the examinations. However, the last date for counting the attendance may be extended to the penultimate day of exam for recoded reasons.

Every period of lectures, tutorials, practical, Thesis work and workshop shall be considered as a unit for purpose of counting the attendance

A candidate who fails to appear in particular examination of the university after satisfying all the eligibility conditions, shall be allowed to appear in next examination when it is conducted again either for regular student or for repeater students as a repeater candidate as per eligibility and shall be eligible for promotion to next class/semester subject to his/her satisfying other conditions of promotion.

The respective constituent units shall prepare and submit the list of detained or ineligible candidates before the start of university theory exams.

4.1.3 Fulfilment of Pre-requisite

- a) Completion and acceptance of dissertation is the pre-requisite to be eligible for taking Final examination.
- b) Post Graduate Dissertations shall be submitted six months before the start of University examinations for DM/M.Ch/MD/MS,MDS and M.Sc. Nursing courses and shall be sent to evaluators four months before the start of Final theory examinations.
- c) For other master courses in allied sciences Post Graduate Dissertations shall be submitted three months before the start of University examinations and sent to evaluators at least two months before the start of University theory examinations.

4.1.4 Miscellaneous

- a) Students who are debarred from the University for Whatsoever Reason for stipulated time/ Year/ semester are not allowed to take University Examination during that period
- b) Students awarded with punishment by "Unfair Means Committee" for Practicing 'Unfair Means' in Examination and facing the exclusion for said period of time shall not be permitted for taking University Examination during such Periods.
- c) Students detained for one or the other reasons are not allowed to take University Examination for that Period.
- d) A candidate who is unable to present himself/herself for an examination or a part thereof shall not be entitled to any refund of his/her fees.
- e) If a candidate suppresses some vital information or gives false information to appear at an examination for which he/she is not eligible or entitled, the total amount of examination fee paid by him/her shall be forfeited. He/She may be debarred for one term from appearing in further examination and/ or a fine, not exceeding than Rs. 5000/- will be imposed. However, in case of subsequent indulgence of similar nature, this period may be extended up to three terms.
- f) Notwithstanding anything contrary to this bye-law, no person shall be admitted to the University examination, if he/she has already passed the same examination or corresponding examination of any other University, which has been recognised as equivalent to that examination.

4.2 Application for Deemed to be University Examinations:

4.2.1 Publication of Notification for Deemed to be University Examination

- a) The Head of Institute shall send the primary supplication for conducting Final Examination for students of particular Semester/Year/ Course. The Head of Institutes shall ensures that all the internal examinations, Preliminary Examination of such students are/ shall be completed well in advance before the announcement of Final Examination.
- b) A detailed time table mentioning date/day, Timing, venue of examination for both theory and practical/clinical examinations shall published by Central Examination Section.
- c) A notification regarding the time schedule for issue of exam application forms from the Institute, Last date for the distribution of the examination form, and deadlines for submission of application forms to the College shall also be notified.
- d) NOC format shall be available in each of the constituent institutes in sufficient quantity. After obtaining necessary NOC from concerned departments, Examination fess shall be paid in Account department and Examination form shall be obtained from Account Department.
- e) Duly filled Examination forms along with No Objection Certificate (NOC) issued by concerned Departments/Sections and required documents should be submitted to Student section of concerned Institute. The forms are to be arranged exam-wise/ programme/branch-wise / semester-wise/ year-wise and duly certified /signed by the Head of the Institute and submitted to the Examinations section by due date.
- f) All the application forms are submitted to University Examination Sections with covering letter from Head of the Institute mentioning the number of applicants, year, course with attached list of detained students (If any)

4.1.2 Scrutiny of Examination Applications

- a) All application forms received from the institute shall be subject to thorough scrutiny for the validity/ correctness of details.
- b) It should be verified that the candidates have filled the correct information, have obtained NOC from concerned Departments/Sections, attached required documents etc. and the head of institution has signed the examination form and NOC
- c) All valid applications are processed further for data entry into the appropriate database systems at the examination computer centre. Such data entry shall also be cross-checked and validated for correctness of the name of the candidate, subjects to be appeared for examination etc.
- d) Any noted discrepancy shall be informed to the head of the institute for needful and rectification if required.

4.1.3 Preparation of Candidates list

- a) A list of all eligible candidates for each examination shall be prepared after thorough scrutiny of filled and duly signed examination forms
- b) The list shall contain the candidate's name, Seat number and the Code numbers or name of the Courses/Subjects in which he/she has registered for appearing in the Examination
- c) The programme-wise list of candidates shall be sent to the concerned Departments of Teaching/ Study along with the printed Hall Tickets
- d) Programme-wise list shall also be made available at the Examination Hall of theory examinations centres for verification in certain exigencies/ circumstances by the Centre In-Charge or Senior Supervisor

4.1.4 Issuing the 'Admit Card'

- a) The Admit Card is issued to all the eligible candidates admitted to the University examination. Any Candidate found ineligible due to valid reasons such as attendance deficiency etc. shall not be issued the Admit Card.
- b) Admit Card shall contain information regarding the Name of the candidate, Exam seat number, Photograph, Programme of Study, Semester/Year, Department and the Code numbers of the Subject(s) in which he/ she is registered for the current examination. The admit cards with filled details are signed and officially stamped by the head of institution forwarded to central examination section for further needful.
- c) The controller of examination shall sign the admit cards and shall send the Admit Cards to the concerned Institute at least 2 days before the commencement of the examinations. The Institute office shall distribute it after due verification to the concerned student with due acknowledgement by signature. If any discrepancy or error is found in the Admit Card, it should be communicated to the concerned examination section with the recommendation of the Head of the Institute.

5. Conduct of Examination

The final examination procedure can be divided into three phases as under:

CONDUCTING FINAL EXAMINATIONS	
Pre-Examination Phase	<ul style="list-style-type: none"> • Examination notifications • Availability of examination forms • Receiving of filled exam forms from HOI office • Scrutinizing the filled examination forms • Generation of seat numbers • Sending the seat number to HOI office • Validating the Admit cards and sending back to HOI office • Availability of Question Paper in Examination Section • Availability of Answer sheets (Main and Additional) • Availability of Stickers, threads and other stationery • Sending practical/clinical mark sheet to institute • Sending the remuneration forms and refreshment forms
Examination Phase	<ul style="list-style-type: none"> • Examination notifications • Availability of examination forms • Receiving of filled exam forms from HOI office • Scrutinizing the filled examination forms • Generation of seat numbers • Sending the seat number to HOI office • Validating the Admit cards and sending back to HOI office • Availability of Question Paper in Examination Section • Availability of Answer sheets (Main and Additional) • Availability of Stickers, threads and other stationery • Sending practical/clinical mark sheet to institute • Sending the remuneration forms and refreshment forms
Post-Examination Phase	<ul style="list-style-type: none"> • Receiving the answer scripts at Central Assessment Cell • Scrutinizing the number of answer scripts and reports • Coding the answer scripts by allotting dummy numbers • Assessment of answer scripts • Preparation of marks entry sheets • Preparation of result • Declaration of result • Re-evaluation and re-totalling procedure • Declaration of result of re-evaluation and re-totalling procedure

5.1 General Information:

- a) The Institution shall conduct examinations normally two times in a year: There shall be one main examination and one supplementary examination in an academic Year. Final Examinations are generally conducted in May-June and October-November. However, no examination shall be conducted before four months and not later than six months after the last examination.
- b) Institution conducts Semester-end examinations, year-end examinations, and supplementary examinations. Some examinations are conducted at the end of the course.
- c) Save as otherwise specifically provided, the conditions prescribed for admission to examinations under this bye-law shall apply to all persons who seek to take the examinations of the University.
- d) A collegiate candidate, desirous of taking final examination, unless otherwise provided in any Bye-law, shall prosecute a regular course of study in any one of constituent colleges of the Deemed to be University for the course leading to the examination for which he/she applies for not less than the period prescribed in the concerned Bye-laws.
- e) The Principal / Dean of the constituent college shall send to the Controller of Examinations of the Deemed to be University, a certificate of completion of required attendance and other requirements of the applicant as prescribed by the Deemed to be University, well in advance before the date of the commencement of the written examination.
- f) The Syllabi and the scheme for the Deemed to be University Examinations shall be such as may be prescribed from time to time by the Academic Council of Deemed to be University.
- g) The Syllabus and the Text-books, if any, to be prescribed or recommended in connection with any subject in which the Deemed to be University conducts examination shall be determined from time to time by the Academic Council on the recommendation of Faculties and Boards of Studies. All changes in the syllabi or in the scheme of examinations shall be notified for general information before the commencement of the courses leading to the examination.
- h) All examinations except viva-voce / oral / practical / clinical shall be conducted by means of printed or photocopied question papers including such other modality as may be prescribed by the Deemed to be University from time to time. The examinees in all the examination centre shall receive the question papers on the same day and at the same time and hour.

- i) All arrangements for the conduct of the Examinations at the Deemed to be University level shall be made by the Board of Examinations.
- j) The Principal / Dean of the constituent college where the practical examination is to be held shall make all arrangements for the conduct of the practical examination at that centre.
- k) Batch distribution of candidates for appearing in clinical/practical examination shall be prepared by Deemed to be University Examination Section and same is shared with respective institutions and Institution shall display it on notice board for extensive visibility and information.

5.2 Empanelling the Teacher as External Examiner, Question Paper Setter

- a) The Controller of Examinations shall maintain a list of teachers in the Deemed to be University and of the teachers of other universities in the state and outside the state along with their academic qualifications, experience in examination, in which they have acted as examiner, moderator, paper setter in the past and such other information as may be relevant.
- b) A name can be included in such panel of examiners on recommendation of Board of Examinations, Board of Studies of respective college, as collected from reputed institution across the country, self-enrolment by person by submitting the required information in prescribed format and duly signed/attested by his/her head of department and head of institution. The format for enrolment should be made available on official website of university.
- c) Before empanelling the teacher for any role, it is desirable to scrutinize the information like education, subject expertise in, required experience of teaching etc. The rules and regulations prescribed by respective statutory council time to time shall be considered for such scrutiny.
- d) The question paper setter can be appointed from the panel of External examiners

5.3 Question Paper:

- a) The question papers, unless otherwise specified, shall be set in English.
- b) All arrangements shall be made to get the required sets of question papers for each paper of examination sufficiently in advance to the commencement of the examination period.
- c) The question paper(s) shall meet the specifications/ pattern as per the academic regulations of each programme of study in the Institution.
- d) Question papers for each subject shall be available in multiple sets to meet any eventuality.
- e) Whenever, a paper setter declines the offer, alternative arrangements shall be made expeditiously to get the paper set by a suitable alternative paper-setter.

- f) A question paper must be set in a way that can measure the change in the level of students' knowledge in a particular subject. Therefore, a good amount of care and caution is necessary for setting question papers. The types of question papers differ with the objective of the examination. The question Paper shall be relevant, clear, concise, purposeful, and should stimulate thinking.
- g) A subject expert/ teacher appointed for setting the Question paper is designated as "Paper setter." Paper Setter shall be appointed for setting the theory Question Paper of the subject for Undergraduate/Postgraduate/Diploma or any such course run by Deemed to be University.
- h) A formal invitation of appointment shall be sent by Examination Section. A blue print of question paper to be set by the paper setter being appointed for, a detailed syllabus of the subject, form for claiming remuneration, acceptance letter etc. shall be provided to paper setter along with appointment order for further needful and compliance. The Paper setters shall be required to maintain confidentiality about their appointment.
- i) Clear instructions shall be given for submission of Set Question Paper to Examination Section. The paper setter should mention 'Controller of Examination' following other postal address written on envelope containing papers to directly deliver the envelope to Controller of Examinations and to avoid any misuse by other unqualified recipients.
- j) Each paper setter shall set and submit required number of question papers to the Controller of Examinations. Each set of question paper is sealed in separate cover. All such covers should be enclosed in another sealed cover with other forms like filled remuneration bills etc. He/she shall also furnish a undertaking to the effect that he / she keep the appointment and all other matters concerning the examination strictly confidential.
- k) It is desirable to submit question paper in Hard copy. In Case of emergency and unavoidable circumstances, question paper in form of soft copy can be submitted on demand of Examination Section. Only password protected soft copy shall be submitted to, only to the official e-mail address of the Controller of Examinations. The password for such soft copy can be shared to official contact number of controller of examinations.
- l) Paper-setters, who do not set and submit their question papers to the Controller of Examinations within the prescribed time limit, shall, ipso facto, cease to be examiners.

5.4 Appointment of Question Paper setters:

- a) No one can claim appointment as paper setter or any other examination work as a matter of right.
- b) No person shall be appointed as a paper-setter for an examination if any of his/her near relatives are appearing for that examination.
- c) The paper setters are required to submit their intention of acceptance/ decline of the offer.
- d) The Internal paper setters shall normally not decline the assignment of examination work except in extraordinary situations since examination duty is treated as an essential service by the Institution.
- e) The external paper setters shall intimate their acceptance or otherwise as soon as they receive the communication from the Institution or in the prescribed time limit. The acceptance of the offer may also be informed by email to the examination section. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the paper setter.
- f) If by chance, a wrong subject has been assigned to the paper-setter, he/she shall indicate the same and decline the offer. He/she shall not accept an offer that is not related to his subject knowledge domain.
- g) The paper setters/ examiners shall follow all the regulations of the Deemed to be University from time to time

5.5 Functions and Responsibilities of Paper Setters:

- a) The Paper setter shall set the papers only on the texts and courses of study prescribed, and ensure that no question on topics not included in the prescribed syllabus is set.
- b) The Paper Setter shall take all the necessary precaution for the maintenance of confidentiality of his/ her appointment and the question paper(s) submitted set by him/ her.
- c) The Paper setter shall set the number of sets of question papers as requested, as per the prescribed pattern containing questions covering a wide range of contents of the courses for which they are set and send them all in sealed packets to the Controller of Examinations.
- d) The Paper setter shall ensure that the question papers set carry the correct name of the subject, Title and code of the paper, applicable Regulation(s). He/ she shall also indicate the duration of the paper, the maximum marks allotted to each question of the paper, choice, and maximum marks of the full paper. If the question paper is common to one or more schemes/courses, it shall be clearly indicated.
- e) The Paper setter shall provide necessary instructions for the guidance of candidates at the top of the question paper. Any Mathematical, Physical tables, charts, data and handbooks permitted to be used should also be clearly indicated.

CONDUCT OF EXAMINATION

- f) The question paper should be fairly distributed over the whole syllabus of study and not concentrated on any one or a few units/ portions only.
- g) The question paper setter shall indicate the permissible use of mathematical, Physical tables, Charts, data or hand books, gazettes etc. which are permitted to be used by the examinee in the instructions.
- h) If there are any sections which need to be answered in different answer booklets, the paper setter shall provide clear instructions for the same. The number of questions to be answered in each section shall also be indicated clearly. All questions and subdivisions shall be marked clearly as per the pattern provided.
- i) The Paper setter shall write the questions legibly in Ink or type personally, avoiding additions, alterations and erasures. Abbreviations are to be avoided. Special care shall be taken in the delineation of mathematical signs of index figures. He/she should workout the numerical problems before including them in the question papers.
- j) The paper setters shall write/type the questions in the blank booklets specifically supplied for the purpose by the Deemed to be University or on / A4 papers.
- k) The questions should be written/typed clearly and legibly. Sufficient space should be provided between two questions.
- l) The Paper setters shall observe strict secrecy regarding the work allotted to them. The Paper setter is not permitted to keep carbon copies of hand written question paper. Drafts or copies of the paper set should be destroyed as soon as the papers set have been sent to the exam section.
- m) The paper setter shall not delegate the task of setting the question paper partially or entirely to anyone else.
- n) The paper setters shall submit the Scheme of valuation whenever demanded while setting the question papers and send them in the same envelope.
- o) The question papers and scheme of valuation, if any, shall be enclosed in the labelled inner cover, sealed and included along with other information/ forms and claim bills in an outer cover.
- p) The check list shall be marked to ensure that all required documents/ components have been included in the cover.
- q) The Paper setter must carefully paste the inner cover provided by the Deemed to be University and affix his/ her signature on the joints of the cover and fix a cellophane tape on the signatures. The Paper setter shall fill in all the details required on the inner cover. This inner cover shall then be enclosed in a cloth lined outer envelope marked "confidential" and sent through Speed Post/ Registered post to the Controller of Examinations, or delivered in person.

- r) The paper setter shall also submit the remuneration and postal expenses claim bills in the outer cover/ or separately with all the details to the Examination Section.
- s) The paper setter shall send the declaration and check list along with the Question papers set.

5.6 Handling Question Papers Received from Paper Setters

- a) The question paper(s) received from the respective paper setters are received processed and stored securely maintaining full confidentiality warranted of an examination system. An account keeping must be done in order to send reminders to the paper setters if question papers are not received within the stipulated time.
- b) All the question papers received from the paper setters are subjected to scrutiny in order to validate its conformity with the pattern and academic regulations in force. Any errata or aberrations are subjected to necessary corrections.
- c) The printing of the question papers shall be done in a classified zone with restricted entry. The printing process shall NOT leave any trail which may eventually result in the leakage of full or part of the question paper.
- d) All the printed question papers shall be packed in cover and sealed securely for storage under the custody of the Controller of Examinations.
- e) The sealed envelopes containing Question papers should be arranged examination-wise, and Paper-Code Number-wise and kept under strict secrecy and vigil. The almirah, in which these Question papers are kept, should be sealed every time it is opened.
- f) Relevant sealed envelopes containing the Question-papers should be taken out of the confidential almirah strictly in accordance with the Examination Programme. Envelopes should be counted and an entry made in the Stock Register before the envelopes are carried to the Control Room of each of the Examination Centres.

5.7 Moderation of Question Paper:

Moderation process of question paper manuscript ensures that the question paper is fair, valid and reliable and is sufficient to evaluate skills and knowledge of students appearing for theory examination. Moderation process is carried out by subject expert. There should be minimum two members in Board of Paper setter/Moderation. There shall be a chairman of Board of Paper setter who shall be an external examiner and shall moderate the question Paper along with internal subject expert/examiner.

During moderation the moderator should consider following

- a) Correct Pattern/Scheme is followed for designing the question paper.
- b) All the questions are selected from within the syllabus.
- c) A question paper is having all type of questions in terms of difficulty level to check knowledge of students of all levels.
- d) Appropriate verbs are used for the questions at each level to assess higher levels of learning.
- e) Correct mark is displayed for each question.
- f) Question formation in terms of language is to be evaluated for understanding by students
- g) Any mathematical facts and figures, equations
- h) Appropriate distribution of marks for long question, if it has sub-questions as a part of it.
- I) Whether it can be answered within given time limit or not.
- j) Any repetition of any question within sections of question paper

Question Paper Moderation for MD/MS/PG Diploma/MDS Courses:

As per the guidelines of the University it is mandatory that MD/MS/PG Diploma/MDS Question papers be prepared/moderated by the Board of Paper Setters as identified by the controller of examinations under the guidance of the Vice Chancellor with one External examiner and one internal examiner. The external examiner shall be the chairman of moderation Board.

- a) There should be minimum of six question papers procured by the examination section from different examiners across the country which is to be placed before the moderator who shall mix up the questions from different papers and make as many new question papers sets as provided. The moderation of question papers to be done well in advance before the commencement of exams.
- b) The board shall review four question papers available with them and set three question papers (three MD/MS & three for PG diploma) out of the four-question paper sets available with them.
- c) The three Question Papers sets (three for PG MD/MS & three for PG Diploma) shall be put in separate envelop sealed & signal on rear side joints of envelops. Following label is to be put on envelop

Date of Preparation	-
Name of the examination	-
Subject	-
Set No	-
Paper Number	-

- d) The sealed, signed, labelled envelops shall be handed over to the controller of examinations immediately after moderation.

- e) All the rough work generated during the process shall also be handed over to the Controller of Examinations at the exam centre which shall then be destroyed as per procedure.
- f) The controller of examinations shall tick up any one of the envelop and get it printed just 24 hours prior to start of examination under close supervision as and when required.
- g) The copies of the manuscripts so prepared shall be kept in signed & sealed locker in strong room.
- h) Similar procedure is followed for MDS course.

For other Courses (Except For MD/MS/P.G.Diploma/MDS Courses):

As per the guidelines of the University it is mandatory that the Question papers be prepared by the Paper Setters as identified by the Vice Chancellor/Controller of Examinations.

- a) Two sets of question papers are requested from three external paper setters for university examinations in a confidential manner.
- b) The sealed question papers are to be submitted to the exam Controller of Examinations which is stored in the identified locker and to be sealed on daily basis in the strong room.
- c) Three selected Question papers are moderated by the eligible examiner prior to examinations and sealed, signed and kept in the designated locker in the strong room.
- d) One moderated question paper is selected by the Controller of Examinations 24 hours prior to examinations, typed and formatted under close scrutiny, and the Controller of Examinations takes up the initial scrutiny and gets the question papers photocopied.
- e) The final question manuscript and its photo copies to be used during the examination are put in an envelope, signed and sealed on all the joints and are preserved in a sealed locker in the strong room.
- f) The moderated Question Paper sets shall be put in separate envelop sealed & signal on rear side joints of envelops. Following label is to be put on envelopz

Date of Preparation	-
Name of the examination	-
Subject	-
Set No	-
Paper Number	-

- g) The rough work/spoiled copies of examination manuscripts are destroyed immediately by shredder machine and burned thereafter.

- h) The appointment of the moderators is done by the Controller of Examinations on advice of Vice-Chancellor.
- i) The sealed, signed, labelled envelopes shall be handed over to the controller of examination after moderation.
- j) All the rough work generated during the process shall also be handed over to the Controller of Examinations at the exam centre which shall then be destroyed as per procedure.
- k) The copies of the manuscripts so prepared shall be kept in signed & sealed locker in strong room

5.8 Pre-Examination Work/ Activities:

- a) The number of Candidates, day-wise, session-wise, shall be ascertained on the basis of the examination schedules, List of Candidates registered and admitted for the Finalexamination.
- b) On the basis of the Number of candidates and the seating capacity of halls available, the number of examination halls required should be fixed and necessary steps taken to make arrangements for the conduct of examinations.
- c) The order of appointment of invigilators be issued and communicated to the invigilators.
- d) Attendance sheets/ register of candidates seated in each of the examination hall are prepared based on the Programme of study and Semester/ Year of study.
- e) Preparation of Answer-booklets Stock register at the examination centre which need to be updated after each session of examination.
- f) Specific number of Answer-booklets shall be prepared hall-wise. The Deemed to be University seal shall be affixed.
- g) Seating Charts be prepared for each room and displayed in the respective rooms.
- h) It should be verified that sufficient quantum of Question Papers of each paper have been received in sealed envelopes. The sealed envelopes are arranged date-wise, hall-wise and paper-wise and kept inside a sealed almirah/safe/ locker.
- i) A copy of the time table is kept in the almirah/ safe with the envelopes of Question Papers. This should be available for ready reference every day. It should be seen every day before taking out the envelopes before the scheduled time of the examination.

6. Conducting the Theory Examination

6.1 General Guideline for the Students/ Examinee:

- a) The examinee is expected to be present at the examination centre 30 minutes before the commencement of examination.
- b) No examinee shall be admitted to the examination hall after commencement of the examination.
- c) The examinee shall have the valid Hall Ticket without which he/she will not be eligible to appear for the examination.
- d) Examinees are not permitted to leave examination hall till 30 minutes after the commencement of examinations and in the last 10 minutes.
- e) A bell will be sounded 30 minutes before the commencement of the examination after which the examinees are allowed to enter the examination halls.
- f) Next ringing of the bell shall announce the commencement of the examination.
- g) Exchange of answer books, supplements and drawing instruments etc. among the examinees is strictly prohibited.
- h) Student shall write their exam number on the question paper.
- i) Possession of any arms, weapons etc. in the examination hall or at the examination centre by the examinee is strictly prohibited.

6.2 Instruction Regarding Writing in Answer Books:

- a) The examinees shall check the answer book issued to him for loose sheets or improper printing etc. and if found so he/she shall get it changed before commencing to write the answers.
- b) No examinee shall be given extra or loose answer sheet.
- c) The examinee shall enter the requisite information on the cover sheet of the answer book properly before commencing to write the answers.
- d) Start each answer by leaving proper space and write question number at the beginning of each answer. Do not write anything in a margin of answer books.
- e) Use only black or blue ink pen to write answers. Use pencils for diagrams.
- f) Do not leave blank pages between the answers. If a page is left blank inadvertently, write "Please Turn over (PTO)". Answers written beyond a blank page may not be assessed.
- g) The examinee shall use separate answer book for each section, where there are sections in question paper.

- h) Do not write your name or examination seat No. or any objectionable matter anywhere inside the answer book.
- i) Do not tear off any page from the answer book.

6.3 Special Instruction:

- a) The examinee is prohibited from keeping in his possession in the examination hall any blank paper, notes, scribbles chits, books, mobile phone, pager, programmable calculator, electronic communication device etc. The violation of this instruction shall attract suitable punitive action.
- b) The examinee shall behave properly before, during or after the examination to maintain the conducive atmosphere at the examination centre.
- c) The examinee found guilty of misbehavior or using or attempting to use unfair means shall be liable for suitable punitive action.
- d) Discloser of identity on the part of examinee by way of communicating name/ seat number/ signature/phone number/address or any other request to the examiner in the answer book is a punishable offence.
- e) 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 under the extant rules.
- f) Drinking, intoxicating & smoking in the examination hall/ rooms is prohibited. A candidate, who is found to be taken in the examination under the influence of intoxicating drinks or found smoking, shall be turned out of the examination hall and shall be liable for suitable punitive action.
- g) The examinee shall cross the blank page(s) of Answer Book left after attempting the whole paper.

6.4 Duties and Responsibilities of the Senior Supervisor:

- a) The Controller of Examinations shall appoint the Senior Supervisor(s) and communicate his/her appointment order in sufficient advance of the commencement of examinations.
- b) Each Centre of examination shall have one or more Senior Supervisor(s) who shall preferably of the rank of Professor, based on the number of examinees and examination halls.
- c) The Senior Supervisor who finds it impossible to attend to the work assigned shall submit the appropriate form to the Controller of Examinations expressing the reasons and the details of alternative arrangement (Professor consenting to serve as Senior Supervisor) sufficiently in advance to the assigned time of duty.

- d) The Senior Supervisor(s) shall be responsible for the proper and smooth conduct of examinations at his/her/their centre. He/ She shall take all necessary action before, during and after the examination for the smooth conduct of examination and dispatch of answer-booklets promptly to the office of the COE.
- e) The Senior Supervisor(s) shall arrange to prepare a 'Session Report' of candidates present during the examination session at his/her centre for each programme of study and each subject of examination and forward the same to the Controller of Examinations. A record of the usage of Answer-booklet in an examination session shall also be prepared.
- f) The Senior Supervisor(s) shall ensure satisfactory seating of candidates taking the examination and resolve any contingency issues that may arise in seating arrangement. He/ She shall ensure that all candidates are treated equally without any discrimination.
- g) The Senior Supervisor(s) shall depute the required number of invigilators, Hall Assistants to each examination hall. One invigilator shall be allotted for every 30 students or part thereof as far as possible.
- h) The Senior Supervisor(s) shall make sure that as far as possible, The Senior Supervisor are allotted Halls at random and that no invigilators shall have prior information of the Hall to which he/ she shall be posted.
- i) The Senior Supervisor shall briefly address all the supervisory staff prior to the commencement of examination and remind them of their duties and responsibilities. He/ She shall particularly impress upon them the need to prevent malpractices by scrupulous observation of rules. He/ She shall also explain to the supervisory staff the procedure of reporting when a case of malpractice is detected.
- j) The Senior Supervisor(s) shall not leave the Centre of Examinations during the period of examination without the prior permission of the Controller of Examinations. In case of emergency, he/ she shall make arrangements for the proper conduct of examinations by entrusting the responsibility to an eligible member of faculty, and report the arrangements made to the Centre of Examinations and obtain approval, before leaving the centres of examination.
- k) The Senior Supervisor(s) shall arrange to collect back the undistributed question papers from the examination halls at the end of the examination session along with the Answer scripts.

- l) The Senior Supervisor(s) shall attempt to resolve any serious misprint, wrong code, mistranslation, omissions or ambiguity etc, noticed or reported to him in the question papers by referring to the original scripts of the respective question paper and shall not, on his own accord or at the instance of any other person, give any clarification, unless it is a clear case of apparent misprint. Serious disparity in the question paper shall be immediately reported to the Controller of Examinations by phone and the issue resolved according to his instructions.
- m) The Senior Supervisor(s) shall see that only candidates with valid Hall tickets issued by the Deemed to be University are allowed to take the examination. If a candidate has lost the Hall ticket, the Senior Supervisor shall arrange to issue ad hoc one-session conditional permission after verification of his/ her Identity and credentials in candidates list and getting an undertaking from the candidate.
- n) When the subject/paper is wrongly indicated in the hall ticket issued, the Senior Supervisor shall give the correct subject/paper provisionally after an undertaking given by the candidate. Such provisional permission is subject to the approval of the Deemed to be University. The student shall be made aware that in case the contention of the candidate is found to be not valid; his/her answer script may not be valued. All such cases of admissions are provisional till they are approved by the Deemed to be University.
- o) The Senior Supervisor(s) shall ensure that no candidate is admitted to the examination hall 30 minutes after the commencement of the examinations and no candidate is allowed to leave the examination hall within 30 minutes of the commencement of the examination. The Senior Supervisor shall arrange for the ringing of bells to mark the examination timings as per bell schedule
- p) The Senior Supervisor shall take action against an examinee indulging in malpractice or attempting to use unfair means as per unfair means policy of Deemed to be University. All malpractices shall be reported to examination section. All the confiscated materials used for malpractice along with the admit card should be packed in envelop and sealed to submit it to controller of examinations.
- q) The Senior Supervisor shall sign all relevant records such as invigilators attendance sheet, answer booklet usage in the session, Programme & subject-wise attendance summary for a session, remuneration acknowledgement sheet etc., relevant to the examination session.

- r) In case of any major law and order problem or in the event of any external factor causing a disturbance in the Examination centre, the Examinations section should be notified immediately by the Senior Supervisor. It is essential that any incident or condition which could potentially cause disturbance or discomfort to students is reported.
- s) The Senior Supervisor shall have the power to expel an examinee from examinations on subsequent examination days; on any of the following grounds:
 - 1. That the examinee created a nuisance or serious disturbance at the examination centre.
 - 2. That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
 - 3. If necessary, the Superintendent may get security guard assistance. Where a candidate is sent out of the examination hall, the Controller of Examinations shall be informed immediately

6.5 Special Instructions:

- a) The Invigilators are appointed by the Controller of Examinations to perform invigilation work during the specified sessions of theory examinations conducted by the university.
- b) The Invigilators shall report to the Senior Supervisor at least 45 minutes before the commencement of the examination on the first day and 30 minutes before on successive days/ sessions of examinations at the examination centre.
- c) The Invigilators should affix his signature in the duty attendance sheet of the session and wait for the allocation of the examination hall and issue of the question paper packet for the hall.
- d) On allocation of the examination block at the examination hall, The Invigilators shall go to the examination block allotted at least 10 minutes before the commencement of the examination with relevant examination materials and ensure that no incriminating or any other materials are found in the hall.
- e) All the invigilators must remain in the examination hall for the entire period of examination. The invigilators are advised to keep constant vigil on the examinees in the hall.
- f) The candidates shall be admitted into the examination hall 10 minutes before the commencement of the examination. The invigilators shall announce to the candidates to leave the books, papers and other reference materials etc., outside the examination hall.
- g) The invigilators should read out the warning note: “You should follow the instructions printed on the hall ticket and on the facing and last sheet of the answer-booklet. You should search your pockets, desks and tables and handover to the Invigilators any paper/ book/ notes/ manuscripts/ photocopies/ electronic gadgets which you may find there and close surroundings, before receiving the question paper in hand”.
- h) The invigilators shall ensure that any undesired materials brought by the candidates are left outside the room at his own risk.
- i) The invigilators should warn the candidates about the possession of Mobile phones, digital equipment and other electronic gadgets except a simple wrist watch.
- j) The candidates should be advised to submit the same to the invigilators if they have inadvertently brought to the examination hall.

- k) If any student has not brought his/ her hall ticket and Identity Card, the matter shall be brought to the notice of the senior supervisor for issuing provisional permission after the candidate gives due undertaking in exceptional circumstances after verifying the identity of the candidate and verification in the Candidate List.
- l) The invigilator shall ensure that candidates are seated before the commencement of the examination. No candidate is allowed to enter the examination hall after the first 30 minutes for whatever reason.
- m) The invigilator shall instruct the hall assistant or other support staff to distribute the Answer Booklets ten minutes before the commencement of examination, only to those candidates, who are seated in the examination hall and are not to be placed on the vacant seat.
- n) The invigilator shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given
- o) When candidates seek clarification on question paper that cannot be dealt with by the Invigilator(s) in the Examination Hall, the Invigilator(s) shall immediately notify the senior supervisor who will try to obtain and convey the necessary information to the student(s). If the matter cannot be resolved by senior supervisor, the Examinations Section must be informed immediately to resolve the issue.
- p) The Invigilators shall affix his signature at the appropriate place on the first page of the Answer Booklet only after checking the identity of the candidate with photo on admit card and also ensuring that the Candidate has written the correct seat number, Programme, Subject of examination, date of exam etc in relevant fields of the First page of the Answer Booklet. He shall also secure the signature of the candidates in the attendance sheet(s) provided for the hall.
- q) The Invigilators shall mark the absentees only after the first 30 minutes of commencement of the examination. A consolidated statement of the number of candidates present, absent and the absentees register numbers shall be prepared.
- r) The Invigilators should NOT allow any candidate who arrives later than 30 minutes into the examination hall. No extra time shall be given at the end of the examination to account for the late arrival of those candidates permitted within the first 30 minutes.

CONDUCTING THE THEORY EXAMINATION

- s) The Invigilators should NOT allow any candidate to leave examination hall for any purpose within the first half an hour of the commencement of the examination.
- t) The Invigilators shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the additional answer books, graph sheets & other relevant material.
- u) All Invigilator are expected to remain in the hall for the entire duration of the examination. In the eventuality that the Invigilators must leave the room in order to clarify a question or other emergency, it shall be made sure that there is at least one Invigilators present in the exam block. Such absences must be kept to a minimum.
- v) The candidate visiting the toilet should be properly escorted; however frequent visits to the toilet by the candidate should be discouraged. No student will be allowed to go to the toilet in the first half an hour and the last 30 minutes.
- w) Whenever the warning bell sounds every half an hour, the Invigilators shall alert the examinees about the time remaining for the examination session.
- x) The Invigilator shall ensure that, there is no communication among the candidates in the examination hall. The Invigilators shall not allow the candidate to use unfair means in the examination hall. Smoking, chewing tobacco/ paan/chewing gums etc. is strictly prohibited in the examination hall while the examination is in progress.
- y) The invigilator should report to the senior supervisor the cases of insolent, indecent, undisciplined and undignified behaviour of candidates.
- z) While making rounds of the examination hall, if the Invigilator notices that any candidate is indulging in copying or possessing a manuscript or Answer Booklet other than that of the candidate, any written material on calculator/ geometry box / scale, he/ she shall immediately take in his/ her possession the candidate's Answer Booklet, question paper, and the materials which he / she has used or intended to use for copying and immediately report to the senior supervisor.
- aa) Malpractices are recorded in the appropriate form along with a statement from the candidate in the presence of the senior supervisor.

- bb) Invigilator should ensure that if a candidate is asked to give a statement in connection with suspected or proven malpractice or use of unfair means but is unwilling to do so, she/he shall not be forced to give the statement. The fact of his/her having refused to make a statement shall be recorded by the Invigilator in the presence of the senior supervisor on duty, at the time of occurrence or detection of the incident or immediately thereafter.
- cc) The Invigilators shall arrange the written Answer Booklets returned by the candidates at the end of the examination in proper order for each subject and programme and tally the same with the attendance of the candidates.
- dd) He/ she shall be responsible for the safe possession of all Answer Booklets until it is handed over to the Answer-booklets receiving staff.
- ee) The receiving staff shall receive the Answer-booklets after due verification and tally with the attendance.
- ff) He should ensure that all the examinees have pasted the stickers on answer booklets in correct fashion to blind out the seat number.
- gg) The Invigilator shall not leave the Examination Centre premises until he/ she personally hands over the Answer Booklets to the designated staff and return the examination relevant materials of the examination session in his possession.
- hh) In the event of an emergency alert, all candidates should be instructed to stop writing, leave all papers, answer books and bags and silently leave the room. It should be made clear to students that examination conditions will continue until they are told otherwise.
- ii) When any candidate feels extremely sick/ distressed, the invigilator may request the senior supervisor to make arrangements to escort the sick candidate to the Hospital with necessary transport arrangement with the help of the supporting staff.

6.6 Hall Arrangements & Seating Arrangement for Examination:

- a) The Examination Hall(s) should have adequate light and ventilation. It should be clean and tidy. Sufficient furniture, viz desk, chairs, tables, benches should be provided to the candidates. It should be ensured that the atmosphere around the Examination Hall remains calm and quiet.
- b) The examination section shall prepare well in advance, the statement regarding seating arrangements for the candidates.
- c) Each Candidate shall be allotted a definite seat for each paper of the examination. It is preferable to allot the same seat for a candidate for his entire examination. The seat allocation for arrear candidate may vary for each of the arrear paper due to logistics and administrative constraints.
- d) Sufficient space is given between two examinees so that the neighbouring candidates may not peep into each other's' Answer booklets. As far as possible, two adjacent candidates shall not be writing the same subject/ paper. If necessary, a candidate of a different subject or paper shall be seated between two candidates of the same paper.
- e) Seating charts should be displayed prominently showing the position of candidates (according to their seat number) in each room for each day accessible place for the examinees (inside/ outside the room) and copy of the same shall be retained for the sake of documentation and record keeping.
- f) on the first day of Examination, the Examination Hall(s) should be opened half an hour before the commencement time in order to enable candidates locate their allotted seat. On the remaining days of the Examination, the rooms should be opened 15 minutes before the commencement of examination.
- g) Special care may be taken in providing a seat to a candidate who suffers from any infectious disease so as not cause an adverse effect on the other candidates. Candidates who cannot climb staircase due to their physical condition shall be provided sitting arrangement in a Hall in the Ground floor.

6.7 Packing of Answer-booklets after the examination:

- a) Immediately after every session, the answer scripts of each paper collected from candidates will be arranged as per sections available in question paper and after counting them and checking the number of answer scripts with the number of candidates appeared, the same shall be packed in covers of suitable size.
- b) Answer books of only one subject and one examination must be packed in sealed packet(s). Several such packets of answer scripts shall be bundled and wrapped in appropriate material (cloth/ paper). The consolidated report of all cases of reported malpractices/ misconduct shall be placed in the outer cover which shall contain all individual covers of reported malpractice cases.
- c) The sealed packets duly verified by the senior supervisor should be handed over to the authorised person from the examination section.
- d) Such received answer booklets are taken to examination section and handed over to assessment cell in-charge of the section

6.8 Documentation of Reports of the Examination Session

The following records are consolidated, packed and sent to the examination section after each session/ day of the examination at the examination centre.

- Attendance Statements of Candidates sorted programme-wise/ subject-wise, Attendance statement of supervisors and all Staff on Examination duty.
- Attendance Summary Statement programme-wise/ subject-wise be prepared and sent to the examination section.
- Record of the instances of Malpractice/ Misconduct and the related materials such as Answer-scripts, incriminating materials and reports or forms.

6.9 Transportation of Answer-Scripts

(Back and Forth from Examination Centre to Examination section)

- a) All the Answer-scripts, stationery and Reports/ Records of the examination held on the session/ day shall be packed safely and dispatched to the examination section of Deemed to be University in designated vehicle only to ensure secure and safe transport of the all-examination related materials and stationery.
- b) The person in-charge of the receipt and safe-keeping of answer scripts after the examination shall receive those bundles from examination centre(s), check for the integrity of the packing. He/ She shall then arrange to keep them safely and securely till taken up for further processing.

6.10 Unfair Means Practice by student In Examination:

- a) if the Invigilator notices that any candidate is indulging in copying or possessing a manuscript or Answer Booklet other than that of the candidate, any written material on Calculator, Geometry Box, Scale/ Electronic Gadgets, he/ she shall immediately take in his/ her possession the candidate's Answer Booklet, question paper, and the materials which he / she has used or intended to use for copying and immediately report to the senior supervisor.
- b) Malpractices are recorded in the appropriate form along with a statement from the candidate in the presence of the senior supervisor.
- c) Invigilator should ensure that if a candidate is asked to give a statement in connection with suspected or proven malpractice or use of unfair means but is unwilling to do so, she/he shall not be forced to give the statement. The fact of his/her having refused to make a statement shall be recorded by the Invigilator in the presence of the senior supervisor on duty, at the time of occurrence or detection of the incident or immediately thereafter.
- d) The senior Supervisor of the examination block will take related proof of unfair means and along with the prescribed format and that will be handed over to the controller of examinations.

e) Controller of Examinations will formulate the structure of Unfair Means inquiry Committee under the guidance of Hon'ble Vice-Chancellor to recommend actions against the students who are caught in Unfair Means Practices in the Examinations as follows:

- Chairman- Preferably Senior Professor from constituent institutions from which no student is booked for malpractice.
- Members- Deans/Principals of the institutions from which the students are booked for malpractice.
- Member Secretary- Controller of Examinations

f) There shall be not less than four members and not more than seven members in the committee and the Controller of Examinations is authorized to formulate the committee in consultation with the Vice Chancellor as and when necessary.

The unfair means enquiry committee will call the student involved in unfair means practice and enquire about the same and recommend the action against student based on following; Once the recommended final action against student by the unfair means enquiry committee is approved by the Vice-Chancellor, it is informed to examinee.

The Broad Categories of Unfair Means Resorted to by Examinee at the Examination and the Quantum of Punishment for each Category Thereof

SR. NO.	NATURE OF MALPRACTICE	QUANTUM OF PUNISHMENT
(i)	Possession of copying material. (Copying Material in any form)	Annulment/ Cancellation of the performance of the student at the University / College examination in full * (Note: - This quantum of punishment shall apply also to the following nature of malpractices at Sr. No.(ii) to Sr. No.(xii) in addition to the punishment prescribed thereat).
(ii)	Actual copying from the copying material.	Exclusion of the student from University / College examination for one additional examination.

CONDUCTING THE THEORY EXAMINATION

SR. NO.	NATURE OF MALPRACTICE	QUANTUM OF PUNISHMENT
(iii)	Possession of another student's answer book	Exclusion of the student from University / College for one additional examination. (Both the students)
(iv)	Possession of another student's answer-book + actual evidence of copying there from.	Exclusion of the student/s from Deemed to be University / College examination for two additional examinations (Both the students)
(v)	Mutual/Mass copying	Exclusion of the students from Deemed to be University / College examination for two additional examinations.
(vi)	(a) Smuggling-out or smuggling in of answer book as copying material.	Exclusion of the student from Deemed to be University / College exam for two additional exams.
	(b) Smuggling-in of written answer book based on the question paper set at the examination.	Exclusion of the student from Deemed to be University / College examination for three additional examinations.
	(c) Smuggling-in of written answer-book and forging signature of the invigilator thereon.	Exclusion of the student from Deemed to be University / College examination for four additional examinations.
(vii)	Attempt to forge the signature of the invigilator on the answer-book or supplement.	Exclusion of the student from Deemed to be University / College examinations for four additional examinations.
(viii)	Interfering with or counterfeiting of Deemed to be University /College seal, or answer-books or office stationery used in the examinations.	Exclusion of the student from Deemed to be University / College examination for four additional examinations.
(ix)	Answer-book, main or supplement, written outside the examination hall or any other insertion in answer-book.	Exclusion of the student from Deemed to be University / College examination for four additional examinations
(x)	To bribe or attempting to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the student from Deemed to be University / College examination for four additional examinations.

SR. NO.	NATURE OF MALPRACTICE	QUANTUM OF PUNISHMENT
(xi)	Using obscene language / violence/ threat at the examination centre by a student at the Deemed to be University / College examination to invigilators / Centre-in -charge or Examiners.	Exclusion of the student from Deemed to be University /College examinations for four additional examinations.
(xii)	(a) Impersonation at the Deemed to be University / College Examination.	Exclusion of the student from Deemed to beUniversity / College examination for five additional examinations (both the students if impersonator is University / College student).
	(b)Impersonation examinations.	Exclusion of the Impersonator from Deemed to be University / College examination for five additional Examinations.
(xiii)	Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the College or Institute examination.	Annulment of the performance of the student at the Deemed to be University / College examination in full.
(xiv)	Found having written on palms or on the body, or on the clothes while in the Examination.	Annulment of the performance of the student at the Deemed to be University / College examination in full.
(xv)	All other malpractice(s) not covered in the aforesaid categories.	Annulment of the performance of the student at the Deemed to be University /College Examination in full, and severe punishment depending upon the gravity of the offence.

NOTE:

*(Note: The Term “Annulment of Performance in full” includes performance of the student at the theory as well as annual Practical examination, but does not include performance at internal examinations, term work, project work with its term work, oral or practical & dissertation examinations unless malpractice is used there at. In view of Pharmacy council of India considering theory and practical of the same subject as separate entities to pass, it was resolved to annul the performance of the student at the Final examination in all theory papers if caught in theory malpractice and in all practicals if caught in practical malpractice and the other punishments accordingly depending on the nature of malpractice.)

6.11 Provision for Scribes/ Writer for Disabled Candidates

- a) The examinee applying for scribe/writer has to provide certificate from the treating doctor citing inability to write and the reason to be genuine.
- b) The writer shall be provided only if the inability to write examinations is due to health/physical disability issues.
- c) The application needs to be approved by the vice-chancellor and if needed the candidate may be subjected to health checkup again at Dhiraj General Hospital, Sumandeep Vidyapeeth Deemed to be University.
- d) The writer/Scribe shall be from other stream of course which does not have same subjects of that of the examinee.
- e) The writer/Scribe to be provided from examination section and not to be suggested by the examinee.
- f) The Examinee to be charged additional Rs. 300/- per subject as writer charges by Deemed to be University.
- g) The Writer to be paid remuneration of Rs. 250/- per subject by Deemed to be University.
- h) The compensatory time given for examination shall be 20 minutes per each hour of examination.
- i) The examination to be conducted preferably under CCTV surveillance and in a separate room with a supervisor so that other students are not disturbed in the main examination hall.

7. Conducting the Practical Examination

7.1 Conducting the Practical/ Clinical/ Viva-voce Examinations

- a) The Deemed to be University shall notify the examination schedule of conduct of Practical/ viva-voce examinations at least two weeks prior to the Practical examinations.
- b) Detailed time table of the Practical examinations, subject wise, batch wise etc shall be announced.
- c) The Internal and External Examiners are appointed as per rules and regulations of respective statutory councils.
- d) The senior most internal examiner will be chairman for practical examination and will be responsible for making all the arrangement required to conduct the practical/ clinical examinations.
- e) The required number of answer booklets and other material shall be demanded and obtained from the examination section of Deemed to be University by the Chairman.
- f) Practical kit containing student attendance sheet, appointment letters for internal examiners, practical mark sheet format, mess letter should be given to the office of the head of the institute day before practical/clinical examination. The head of institute will forward the same to Internal Examiner/HOD of the department.
- g) Candidates shall be in possession of Hall Tickets on all the days of Practical examinations. In the event of non possession or loss of Hall Tickets the internal examiner is empowered to permit the Candidate to appear in the examination in exceptional circumstances and after verifying the identity of the candidate.

CONDUCTING THE PRACTICAL EXAMINATION

- h) Practical answer scripts if any, after the practical examination shall be packed in separate covers and sent to the examination section of the deemed to be University after completion of all the Practical examinations.
- l) Marks allotted by the examiners for the practical and viva-voce examination shall be entered in figures on prescribed format and enclosed in covers prescribed for the same. Such mark sheets are handed over to the Controller of Examination, preferably on each day.
- j) The envelop/covers containing practical mark sheets should be sealed and signed on all the folds by the examiner
- k) All the students attending for practical/clinical examination should sign in the practical attendance sheet
- l) The student attendance sheet for practical examination should be counter signed by the chairman of examination
- m) The attendance sheet should be packed separate in cover/envelop and handed over to the examination section.

8. Theory Evaluation

8.1 Pre-Evaluation Processing of Theory Answer scripts

Preparation of answer booklets before theory evaluation is much needed step of evaluation to hide the identity of the examinee.

- a) The Deemed to be University shall notify the examination schedule of conduct of Practical/ viva-voce examinations at least two weeks prior to the Practical examinations.
- a) Dummy Number Printing/giving of Answer-scripts is undertaken after due random shuffling of the Answer-scripts.
- b) Part revealing the identity of the candidate is then cut off from the cover page of the Answer-script in a secure manner and stored safely in the place designated for the same as quickly as possible. Ensure that stickers are pasted on all the answer booklets.
- c) The Identity masked and dummy number printed Answer-scripts are then packed in packets.
- d) On the day of commencement of Central Valuation, the Identity masked Answer - script packets/ Bundles are given to external and internal examiners invited for the theory evaluation.

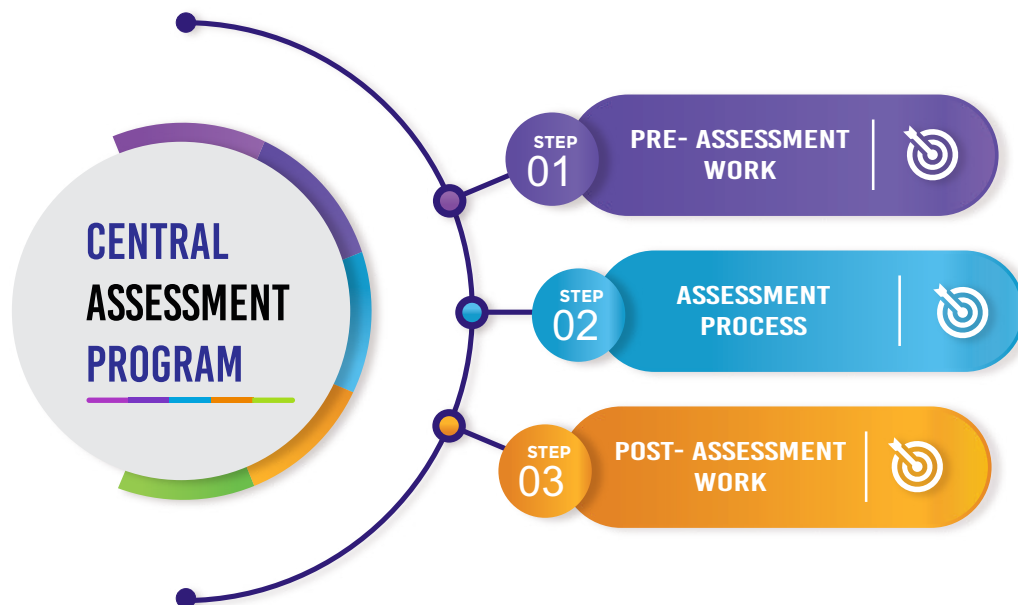
8.2 Central Assessment Program Scheme

The conduct of examinations and declaration of results is one of the important activities of the Deemed to be University. The Scheme of Central Assessment Program (CAP) is followed in the Deemed to be University by way of this bye-law with a view to

- a) Declaring the results in the shortest possible time,
- b) Increasing the reliability of the results,
- c) Maintaining uniformity and consistency in the assessment,
- d) Increasing accuracy and efficiency in the declaration of results and
- e) Creating confidence amongst the students about the assessment system.
- f) Central Assessment Program (CAP) Center :

- g) Answer-books of all final examinations will be assessed only at one centre of Central Assessment Program, set up by the Examination Section of the Deemed to be University.
- h) Central Assessment Program center shall have the following infrastructural facilities.
 - 1) Spacious hall, sufficient to accommodate the required number of examiners, moderators and the administrative staff;
 - 2) Sufficient number of tables (one each for examiners and moderators) chairs and steel cupboards;
 - 3) One separate room for the safe storage of all the sensitive and confidential material related to the examination and the required stationery articles;
 - 4) A separate telephone connection as well as intercom facility;
 - 5) Computer system with one printer-all in good, workable condition;
 - 6) Data entry operators.

8.3 The Central Assessment Program shall consist of following stages:



Pre-Assessment:

- a) Venue of the Central Assessment Program shall be within the Examination section of the Deemed to be University.
- b) Invitation to Examiners : Controller of Examinations under the guidance of the vice-chancellor, shall ascertain the number of examiners required per subject and shall make arrangements regarding the space and the supporting staff required for the central assessment.
- c) The Controller of Examinations shall send invitation letters to all the examiners shown in the lists finalized by the deemed to be University well in advance so as to enable the examiners to communicate their acceptance.
- d) In case of shortage of examiners the substitute appointments of examiners shall be made by the Controller of Examinations from the existing list of examiners after consultation of vice chancellor.
- e) On receipt of the answer-books at the central assessment venue / deemed to be University, the staff employed for this work shall check the number of answer-books, Invigilator's Reports and ascertain as to whether the number of candidates present and absent indicated in the report are correct. In case of any discrepancy, it shall be resolved in consultation with the COE / Officer nominated by the COE.

Assessment and Moderation Process:

- a) The head/in-charge of the central assessment cell of the examination section will hand over the answer booklet to the invited examiners for the further assessment of the answer booklets.
- b) The appropriate instructions regarding the evaluation of answer booklet for each section (Section I/II) by defined external or internal examination is given by the central assessment program in-charge
- c) If any examiner wants guidelines for theory assessment, it should be provided to him/her.

Duties/responsibilities of examiner in Central Assessment Cell:

- a) No one can claim appointment as examiner or any other examination work as a matter of right.
- b) The Controller of Examinations shall appoint examiners for each examination approved by the Vice-Chancellor depending upon the need in each paper. Persons whose names are not in the approved list shall not be appointed. However, under special circumstances after obtaining the permission of the Vice-Chancellor, exceptions may be made.
- c) The Internal examiners shall normally not decline the assignment of examination work except in extraordinary situations since examination duty is treated as an essential service by the deemed to be University.
- d) The external examiners shall intimate their acceptance or otherwise as soon as they receive the communication from the Deemed to be University in the prescribed time limit. The acceptance of the offer may also be informed by email or phone call to examination section. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the examiner.
- e) If by chance, a subject has been assigned wrongly to the examiner, he shall indicate the same and decline the offer. He shall NOT accept an offer that is NOT related to his subject/ expertise/ knowledge domain.
- f) The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations.
- g) The Examiners shall NOT evaluate the answer scripts NOT related to his/ her subjects.
- h) The Examiners have to count the number of answer scripts in the packet and ensure that it tallies with the claim on the Packet. The Examiners must ensure that Dummy Number printed on the answer script.
- i) The examiners shall evaluate the scripts strictly in accordance with the scheme of valuation given by the paper setters, if any.
- j) The examiner shall evaluate all the answers and take into account the marks of only the maximum required or permitted questions by considering the marks awarded to the questions advantageous to the candidate.
- k) The examiners shall write 'ZERO' wherever answers do not deserve any marks.
- l) The examiner shall total up the marks.

- m) The examiner shall ensure that no answer or part of any answer is left out in evaluation.
- n) The examiners should read the answer script in detail and evaluate the scripts.
- o) The marks awarded for each question shall be entered in the appropriate row & column on the mark-table on the Front Page of the Answer-booklet or any sheet used for such purpose.
- p) The total marks shall be entered in figures with his/ her signature.
- q) The examiner shall not take the answer scripts out of the valuation center under any circumstances.
- r) If the examiner during evaluation of the scripts suspects any case of malpractice, he/she shall immediately report it to the Controller of Examinations. He/she shall submit the suspected script after evaluating it fully along with his/her report to the controller of Examinations, who in turn shall forward the same to the vice-chancellor for further needful.
- s) The examiners shall value not less than 40 scripts if there are no sections and 60 scripts if only a section (Section-I/ Section-II etc.) of the answer-booklet is to be evaluated.

Post Assessment:

- a) Once the assessment of theory answer booklet is done by internal/external examiner, the head/in-charge of central assessment program should ensure that examiner has evaluated all the answer booklets given to him/her.
- b) It is to check that no answer booklet is left unchecked by mistake
- c) Grand total of allotted marks for different questions is done by examiner and mentioned in the designated place on the front page of the answer booklet.
- d) The central assessment program in-charge should ensure that the examiner has signed all the answer booklet he/she has evaluated.
- e) Name of the examiner, with other details like section evaluated, number of answer booklets evaluated, subject should be entered in central assessment register and signature of the examiner is taken in the same.
- f) A certificate is issued to the examiner mentioning the examination details and work performed by the examiner on particular day/date with signature and seal of the authorized person.
- g) Post assessment all the answer booklets are calculated and taken back from the examiner and stored in the safe and secure place defined for the same.
- h) The data entry operator in the central assessment enter the marks awarded for each candidate for each subject and prepares the marks entry sheets.

9. Declaration of Result

As soon as it is practicable, after completion of theory and practical examinations and subsequent valuation, the university, in accordance with prescribed rules, shall declare result of the said examinations.

Compilation and announcement of result

A candidate shall be declared to have passed as per the rules and regulations prescribed by the various statutory councils or by the Sumandeep Vidyapeeth Deemed to be University. It is desirable to declare results of all the examinations as early as possible but not exceeding 30 days after the completion of examinations.

9.1 Result Status

The result of a candidate shall fall into one of the following status categories. The status categories are applicable as per teaching and examination scheme for a particular course.

- a) First Class with Distinction: Candidates passing in all subject heads and securing minimum 75% of total marks without any re-appear shall fall in this category.
- b) First Class: Candidates passing in all subject heads and securing minimum 65% or more but less than 75% of total marks shall fall in this category.
- c) Pass Class: Candidates passing in all subject heads and securing minimum 50% but less than 65% of total marks shall fall in this category.

9.2 Processing adversely affected result before its declaration

When the result of an examination is found to have been adversely affected before its declaration, either on account of unexpectedly large number of failures in a subject due to the question paper/s being set beyond the scope of the Curriculum or on account of error, malpractice, fraud, improper conduct of examination or any other matter, such matter shall be placed before the Board of Examination for its consideration and recommendations on further course of action in this behalf.

9.3 Amendment in Declared Results:

In case, the declared result of an examination is later found affected by an error (except those covered under malpractice, fraud or improper conduct); the matter shall be placed before the BOE for scrutiny. The Secretary of BOE shall have the power to amend such result according to the recommendations of the BOE. No result shall, however, be amended after six months from the date of declaration of such result or after declaration of the result of the next examination at the same level, whichever is earlier.

9.4 Internal Marks:

- The head of the institute/ Dean/ Principal shall submit the internal marks before the said last date for submission in prescribed format.
- The respective constituent units shall calculate fresh internal assessment marks based on the performance, attendance etc. (vide respective statutory regulations) during the preceding period and also consider the previous internal marks if any and submit the best internal marks to the university before last date for use during subsequent examination of the failed candidate
- If head of the institute fails to communicate any of the internal assessment marks of a candidate before the set last date in this regard or before the declaration of the result of the related examination, the result of such candidate shall be held in abeyance.
- After the declaration of the result, if it is revealed that Deemed to be University has communicated erroneous internal assessment marks, the result shall be reviewed and duly modified in light of the provisions laid down.

9.5 Amendment in Declared Result owing to misconduct:

If the result of a candidate has been declared and later it is found that such result had been affected through malpractice, fraud or other misconduct, irrespective of whether the candidate has benefited by it or not, and that such candidate, has partly or fully participated in such malpractice, fraud or misconduct, all such cases shall be placed before the BOE for scrutiny. The BOE shall have power to advise COE to amend the result of such candidate at any time, as per the recommendations of the BOE and declare the result.

9.6 Announcement of the results and maintenance of records:

- The result of the examination shall be announced as early as possible, of the completion of the Examination. However normally, the result is announced within 30 days from the last day of last examination of the particular course.
- Any final examination result should be approved by the Vice-Chancellor of the Deemed to be University and then only published. A result copy shall be signed by maker, checker, controller of examinations, the registrar and Hon'ble Vice-Chancellor of the deemed to be University before declaration. A copy of the result notification shall be supplied to the Head of the Institution concerned immediately. Detailed mark certified shall be sent to the Institution preferably within 15 days of the declaration of results. One authenticated copy of detailed results of all the candidate shall be maintained in the Examination Section. However, the heads of various Institutions shall be maintaining the record of detailed marks of various examinations in respect of the candidates appearing from their Institution.

9.7 Grace Marks

- Marginal assistance in the form of grace marks shall be given to the candidates only if by awarding the same they are able to pass the subject(s). Provision of awarding grace mark is only for undergraduate programs. Five Grace Marks shall be awarded if, student is passed in all other subjects of that particular examination and failing in one subject. Total grace marks can be divided into practical and theory heads of same subject. The quantum of grace marks shall not exceed five marks.
- Whether in theory or practical, if by giving one additional grace mark over and above the grace marks in any subject, if it helps the student to clear the examination, the Controller of Examinations would have the discretionary power to do so” and the details of such gracing of one mark to be presented before the board in the next meeting. (This provision will be applicable for the courses where specific grace marks rules have not been defined by the statutory bodies).

9.8 Loss of Answer Book(s)

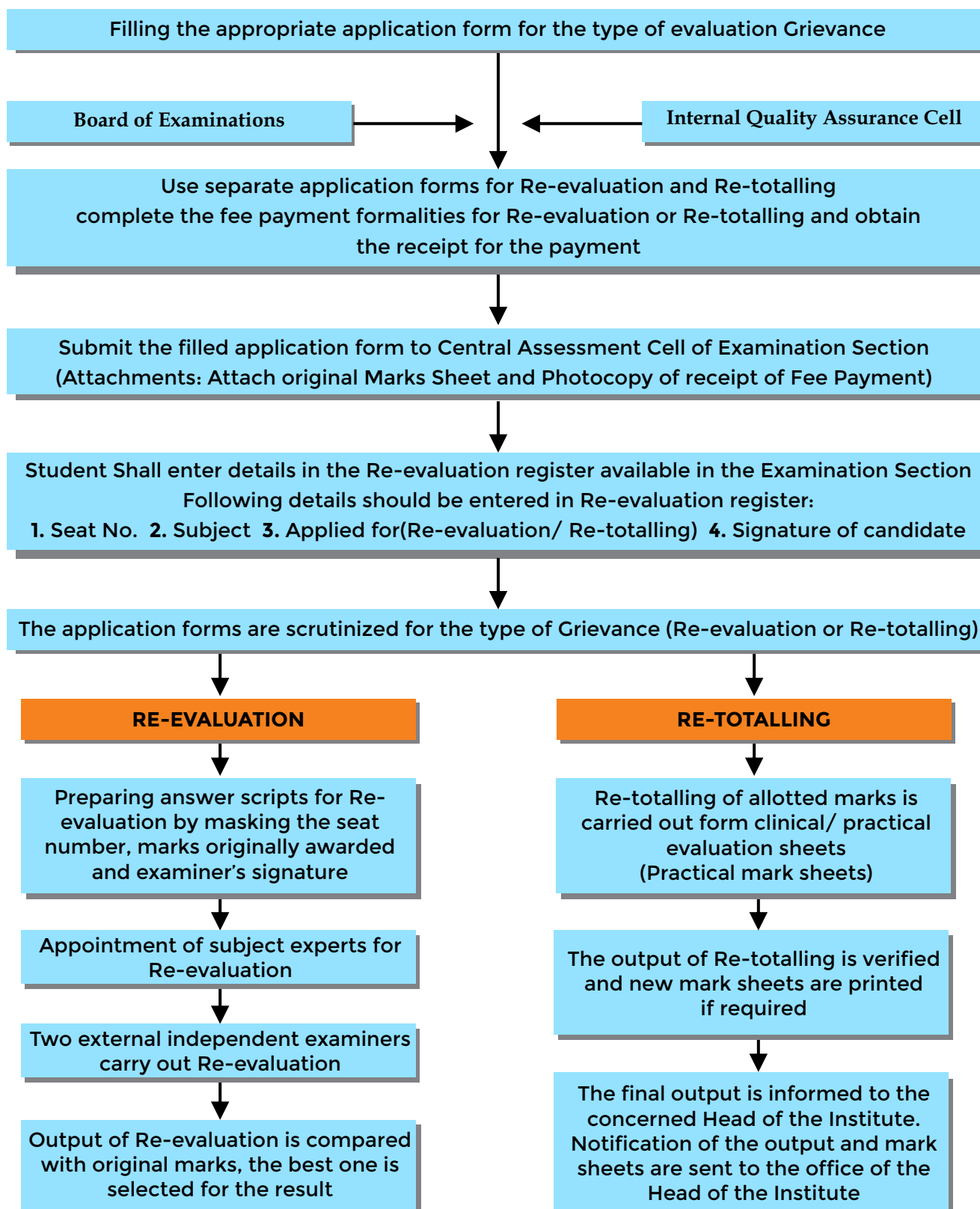
A candidate whose answer book is lost after having been received in university from the Examination Centre, then the candidate may be allowed to appear in the examination at a time and date fixed by the COE and will not be counted as second attempt. An inquiry however shall be made by the Controller of Examinations, about the loss of answer book & findings placed before the Board of Examination for further action.

9.9 Revaluation of Answer Books

- The re-evaluation process includes second evaluation of theory question papers of unsuccessful candidates by the subject's experts which were not involved in first evaluation.
- In interest of the students and to ensure fair justice, the system of re-evaluation & retotaling was introduced. The procedure of re-evaluation is available for theory answer scripts for all the Undergraduate and Postgraduate courses. There is no provision for re-evaluation for practical/clinical examination either for Undergraduate or Postgraduate courses. There is provision for retotaling for Clinical/Practical/Theory examinations for both Undergraduate and Post graduate courses.
- Notification for the process of re-evaluation, and retotaling should be sent to the office of the head of the institution along with the mark sheets of the students.
- The notification should clearly mention the last date for apply for the same Students should apply for re-evaluation and retotaling before the last date and should attached their original mark sheets with the application.
- The applicant need to submit the filled application form to the examination section and need to enter his/her information into re-evaluation register in the examination section and sign in the register.
- Any attempt to influence the examiner in any form by the candidate will be considered as adopting “Unfair Means Practice” by the candidate
- There will be re-evaluation of answer script for all the undergraduate / postgraduate courses by two independent examiners.
- If the student applies after paying the stipulated fees per subject, the re-evaluation shall be done by two examiners and the average of marks awarded by two examiners will be considered as marks obtained in revaluation.
- The best of marks obtained between regular evaluation and re-evaluation will be taken into consideration for declaring the result after re-evaluation.
- There shall be no re-evaluation of practical/clinical examinations.
- The application form for re-evaluation and retotaling shall be separate, and separate forms should be submitted by the candidate.

- The application form for re-evaluation and retotaling shall be separate, and separate forms should be submitted by the candidate.
- Retotaling procedure is available for the clinical/practical/theory examination.
- There is no re-evaluation for clinical/practical examination
- The result of the revaluation shall ordinarily be made known to the student through the Head of the institution within 2 months of the last date of receipt of applications by the Office of the Controller of Examinations. No interim enquiries of any kind will be entertained in this regard. It may be noted that the University can never set in any case a time limit for the issue of the results of revaluation. The University will also therefore, not be liable for loss of any kind sustained by candidates concerned on account of the delay, if any, in issuing the results of revaluation.
- Results Withheld/kept in abeyance and their Declaration If there is discrepancy in the subjects mentioned in the examination form and actual examination given by the candidate, the results of such examinee will be withheld and will be declared after due confirmation.
- The results of those candidates held in reserve for malpractice/unfair means practice and/or lapse in the examination will be declared as per the resolution passed by the Unfair means Enquiry Committee.
- The result of the candidate writing wrong subject in the examination form and actually appearing for the different subject shall be withheld. The result of such candidate will be declared after confirming from the Chairman of BoE regarding the subject.

9.10 Grievance Redressal Mechanism (Examination)



Note: In case of any other Grievance or Request, Separate Application to be submitted to Department of Examination

10. Issuing the Certificates/ Documents to students

10.1 Procedure for obtaining duplicate degree certificate:

- a) A requisition letter duly signed by the candidate addressed to The Controller of Examinations
- b) A payment of prescribed fee for Degree Certificate remitted into the Deemed to be University through payment gateway or by paying in account section.
- c) A Xerox copy of Degree Certificate/Mark statement(s), Photo identity card issued by the Institution/Employer.
- d) A self-addressed sufficiently stamped envelope for receiving the certificate(s) from the University if represented by other person with authority letter and the ID proof of person authorized.

10.2 Procedure for obtaining transcript/ consolidated marksheet:

- a) A requisition letter duly signed by the candidate addressed to the Controller of Examinations/Head of the institution
- b) Xerox copy of all mark statements.
- c) A payment of prescribed fee per copy remitted into the deemed to be University remitted through payment gateway or by paying in account section.
- d) A self-addressed sufficiently stamped envelope for receiving the Certificate from the deemed to be University if represented by other person with authority letter and the ID proof of person authorized.

Verification of Educational Qualification/ Degree Certificate

- For verification of educational qualifications / degree issued by this Deemed to be University, the Employer / Institution may send a written request or email with reason and copy of the Provisional Certificate (or) Degree Certificate with Registration Number assigned by the Deemed to be University to the examination section.
- This is issued by post/courier/email to the employer/institution on receipt of written request with required documents by post or email and NOT to any individual.

10.3 Procedure for obtaining attestation of marksheet

- a) A requisition letter duly signed by the candidate addressed to The Controller of Examinations,
- b) Xerox copy of all mark sheets that require attestation.
- c) A payment of prescribed fee per copy remitted into the deemed to be University remitted through payment gateway or by paying in account section.
- d) A self-addressed sufficiently stamped envelope for receiving the Certificate(s) from the Deemed to be University if represented by other person with authority letter and the ID proof of person authorized.

10.4 Procedure for applying for duplicate mark sheet / pass certificate:

- a) A requisition letter duly signed by the candidate addressed to The Controller of Examinations
- b) A payment of prescribed fee per copy remitted into the deemed to be University remitted through payment gateway or by paying in account section. A Xerox copy Mark statement(s) and Degree Certificate (if available)
- c) A self-addressed sufficiently stamped envelope for receiving the certificate(s) from the University if represented by other person with authority letter and the ID proof of person authorized.

10.5 Procedure for obtaining certificate of medium of instruction:

- a) A requisition letter duly signed by the candidate addressed to
- b) The Registrar/Controller of Examinations,
- c) Attested Xerox copies of
 - a. Internship Completion Certificate or Course cum Conduct Certificate issued by the Institution
 - b. Provisional Pass Certificate (if applicable)
 - c. Degree Certificate (if applicable)
- d) A self-addressed sufficiently stamped envelope for receiving the Certificate from the Deemed to be University if represented by other person with authority letter and the ID proof of person authorized.

10.6 Procedure for obtaining attestation of provisional degree certificates

- a. A requisition letter duly signed by the candidate addressed to The Registrar/controller of examinations.
- b. Xerox copy of all certificates that require attestation.
- c. A payment of prescribed fee per copy remitted into the deemed to be University remitted through payment gateway or by paying in account section
- d. A self-addressed sufficiently stamped envelope for receiving the Certificate(s) from the University if represented by other person with authority letter and the ID proof of person authorized.

10.7 Procedure for obtaining migration certificate:

- a) Candidates who are qualified under this university and intend to pursue higher studies in other Universities have to obtain Migration certificate from this University.
- b) The application in the prescribed form duly signed by the candidate with the required enclosures along with the fees has to be submitted to the University.
- c) A payment of prescribed fee for migration certificate remitted into the Deemed to be University through payment gateway or by paying in account section
- d) Following Certificates need to be enclosed for obtaining Migration Certificate:
 - 1. For candidates who have completed the course:
 - i. Degree Certificate or Provisional Degree Certificate
 - ii. Internship Completion Certificate and Course Completion Certificate
 - iii. Transfer certificate in original
 - 2. For candidates who have discontinued the Course:
 - I. Statement of Marks and Transfer Certificate.
- e) One set Xerox copies of all the documents should be enclosed along with the application in addition to the originals.
- f) A sufficiently stamped self-addressed envelope should be enclosed for despatching the Migration Certificate.

11. Miscellaneous

11.1 Dissertation/Thesis:

- Every post graduate student shall carry out work on an assigned research project under the guidance of a recognised Post Graduate Teacher, as per statutory council's guidelines, the result of which shall be written up and submitted in the form of a Thesis.
- Work for writing the Thesis is aimed at contributing to the development of a spirit of enquiry, besides exposing the candidate to the techniques of research, critical analysis, acquaintance with the latest advances in medical science and the manner of identifying and consulting available literature. Thesis shall be submitted at least six months before the theoretical and clinical / practical examination.
- The thesis shall be examined by a number of examiners as prescribed by the applicable statutory council.

11.2 Convocation:

- a) Convocation for admitting candidates to various degrees shall be held annually at Sumandeep Vidyapeeth Deemed to be University.
- b) The eligible candidates shall apply in annual convocation for receiving their Ph.D., Degrees, Diplomas, Certificates and other academic distinctions. The candidates can apply online by visiting the official website of the Deemed to be University and can pay convocation fee online.
- c) Candidates can apply either *in presentia* or *in absentia* mode to receive their awards
- d) If applying after last date, the candidate may have to pay late fees as prescribed
- e) The Gold Medals are awarded to meritorious students of constituent institutes at annual convocation event.
- f) The Gold Medals are awarded according to the Gold Medal policy of the deemed to be university

11.3 Eligibility for award of degree:

- A candidate to be eligible for award of UG Degree or PG Degree, Diploma shall be required to pass all examinations prescribed under the respective Examination scheme for that course, including missing and backlog subjects as applicable.
- Unless otherwise stipulated the result of final examination leading to the award of UG Degree/Post graduate Degree or Diploma or any other program shall be determined by the aggregate marks obtained at the final examination.

11.4 Retention period of documents:

The examination documents like Question papers, written answer scripts, Examiner's mark sheets, Timetable, Main seating charts shall be preserved for the period as prescribed by the Deemed to be University policy unless otherwise the retention of documents is mandatory as an evidence for some enquiry and/or judicial purpose.



At and Post: Piparia, Taluka: Waghodia, District: Vadodara, Gujarat State, INDIA.
Pin Code: 391760.

Website: www.sumandeepvidyapeethdu.edu.in