



# SRM

INSTITUTE OF SCIENCE & TECHNOLOGY  
*Deemed to be University u/s 3 of UGC Act, 1956*

## **SRM INSTITUTE OF SCIENCE AND TECHNOLOGY**

(Deemed to be University u/s 3 of UGC Act 1956)

**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

**ORDINANCE FOR EXAMINATIONS**

## **SECTION – A**

### **RULES AND REGULATIONS FOR THE CONDUCT OF EXAMINATIONS**

The following are the procedure for conducting the internal assessment (in – semester, continuous evaluation) and end semester (University) examinations.

#### **I. REGISTRATION AND ENROLLMENT OF COURSES:**

1. The registrations for all the courses offered to the students in a semester / year by various schools / departments/ colleges under in the different faculties are controlled by the office of the Controller of Examinations.
2. Only eligible (as per the respective regulations) are permitted to complete the course enrollment process.
3. For course enrollments, all the guidelines mentioned in the respective regulations should be followed.
4. If a student did not appear for all the courses during the end semester examinations (University examinations) of the previous semester, he or she shall give an appeal to the Vice-Chancellor through concerned head of the institution within two weeks from the commencement of University examinations with valid reasons (medical grounds). Only if the Vice –Chancellor permits, he or she will be allowed to register for the courses in the subsequent semester. The delayed submission will not be accepted.
5. The enrollment of courses shall be done as per the procedure given in the respective regulations using ERP software through online either by the student themselves or by the concerned staff advisor.
6. Once the course enrollment is over, a copy of the course enrollment for all the students shall be submitted to office of COE duly signed by the student, Faculty advisor/ Head of the department and Head of the Institution.

7. Wherever the online registration is not possible, the course registrations are permitted manually and shall be submitted to the office of COE through proper channel.

## **II. ADMISSION TO EXAMINATIONS**

1. Registration for examination is mandatory. There will be a fee for each course (for all courses which are to be reflected in the mark sheet / grade sheet) and payment of examination fee is mandatory.
2. Applications for admission to an examination shall be made on the prescribed form accompanied by the requisite fee so as to reach the University by the date fixed for the purpose. The prescribed examination fees may be posted online through student's portal.
3. Applications for admission to the examinations shall be accompanied by the following certificates duly signed by the authority specified in the admission form:
  - (a) that the candidate bears a good moral character
  - (b) that the candidate is eligible to appear in the examination as per the provisions of the Ordinances governing the examination concerned
  - (c) any other certificate(s) required under the Ordinances.
4. In the case of an ex-student, the application for admission to an examination shall be accompanied by a certificate signed by the Dean/Head/ Director/ Faculty/ institution, last attended, that the candidate has completed the prescribed course of lecturers and earned the credits, within the period specified in the Ordinance governing the examination concerned.
5. The Academic Council shall have power to exclude any candidate from examination permanently or for a specified period for reasons to be recorded, if it is satisfied that such a candidate is not a fit and proper person to be admitted to the examination for reasons (s) to be duly recorded in the relevant register maintained at the University.

6. If a candidate after admission to an examination-
  - (a) Commits an immoral act; or
  - (b) Is discovered to have committed an immoral act which in the opinion of the Academic Council is such that had it come to their knowledge in time, they would have excluded him/her from the examination.

The Academic Council may-

    - (i). Cancel his/her candidature; and/or
    - (ii). Disqualify him/her permanently or for a specified period.
7. If a candidate, before issue of hall ticket or before appearance in an examination, is found to be ineligible to take the examination, his/her candidature shall be cancelled by the Controller of Examinations.
8. If a candidate, subsequent to the issue of hall ticket or subsequent to appearance in an examination, is found to be ineligible to take the examination, his/her candidature shall be cancelled by the Controller of Examinations.
9.
  - (a). Where a candidate for an examination in which the number of chances available are limited, has missed one or more chances on account of illness, only one additional chance may be allowed by the Vice-Chancellor if the candidate, having submitted his/her admission form and fee, informs the Controller of Examinations before the commencement of the University Examination of his/her inability to appear in the examination and also furnishes a Medical Certificate from Civil Surgeon or the Medical Officer authorized by the University. This additional chance shall be availed of immediately next to the last admissible chance.
  - (b) Where chances of the candidate to clear an examination are limited, the Vice Chancellor shall have authority to grant an extra chance, for valid reasons other than illness, in lieu of one or more chances missed by a candidate for no fault of his/her, provided that the extra chance shall be

- availed of immediately next to the last admissible chance.
10. Provided that the condition of maximum period prescribed for passing an examination shall not apply to the candidates who are allowed additional chance under Sub clauses (a) & (b) above.
  11. A candidate who misses one or more chances of appearing in an examination due to late receipt of result of his/her use of unfair means case in which he/she is exonerated of the charge or due to late receipt of result of re-evaluation/re-checking of answer books wherever applicable, may be allowed one additional chance by the Vice Chancellor.
  12. Unless otherwise provided, a person who-
    - (a) Has already passed an examination of this University or any other University shall not be permitted to re-appear in that examination or a corresponding examination;
    - (b) A candidate for an examination in full subjects of this University cannot simultaneously study/admit for, or appear at, another examination of this University or of another University/Board, in full subjects, in the same academic year.
  13. The bar shall not apply to a candidate appearing in another examination of the University for passing or for improvement of division/result or for additional subject; provided that he/she does not take the examination in more than two subjects/papers simultaneously with the full subjects of his/her main examination.
  14. Notwithstanding anything contained in any other Ordinance, the Academic Council shall, for reasons to be recorded, have power to admit a person provisionally to the next higher class pending his/her qualifying in the paper or papers, which he/she may have missed for no fault of his/her own. The Academic Council shall record reasons for granting such, permission in each case.

### **III. EXAMINATION TIME TABLE**

1. The academic schedules for the different programmes under various faculties are finalized by the respective faculties. Based

- on this, the office of the Controller of Examinations prepare the time table for University Examinations and get the approval from the Registrar and the Vice – Chancellor.
2. The detailed time table is communicated to the students well in advance at least two months prior to the commencement of examinations.
  3. The time table will also be made available in the University website: <https://www.srmist.edu.in/controller-of-examinations/examination-time-tables/>

**IV. ISSUE, COLLECTION OF EXAMINATION APPLICATION FORMS & PAYMENT OF EXAMINATION FEES.**

1. For each course (purely internal course, seminar, theory, practical, theory combined with laboratory, projects, pedagogy etc.,) which should be reflected in the mark sheet / grade sheet, there is prescribed fees for appearing the examinations.
2. The examination application forms will be posted through online only for the eligible students.
3. The examination fee dues are raised through online at least six weeks before the commencement of examinations. Once the fee due is raised, then the student can pay their examination fee through student portal.
4. The online application form contains, all the details, such as the name of the candidate, register number, degree and branch, semester, subject / course code with title of the course, etc. This include arrear / failed courses to which the student will be appearing.
5. After payment, the concerned college offices download the examination application forms and arrange to send all the examination forms to the office of COE for further process.
6. Sufficient time is allowed to the students for the payment of examination fees.
7. Late applications are collected with a minimum amount of fine.
8. Extension of last date/s:

- (a) The Vice-Chancellor / Registrar may, when he/she considers it appropriate in any exceptional case:
    - (i). Extend the date for submission of the examination Admission forms and fees by the constituent College/Institutions/ keeping in view the circumstances; and
    - (ii). Accept the Examination Admission form and fee after the expiry of the last date with late fee as prescribed by the University from time to time.
  - (b) The Vice-Chancellor / Registrar may condone the late fee in case a Department or a constituent College/Institution has failed to deposit the Examination fees in full, within the prescribed period/last date, due to a clerical mistake, viz. totaling of the amount payable, rate of Examination fees payable, etc.
9. For the purpose of calculating late fee, the date of remittance of money by the candidate from the Bank shall be taken as the date of receipt thereof by the University.
10. A candidate who-
- (a) Fails to present himself/herself for an examination; or
  - (b) Has appeared in an examination provisionally and is subsequently declared ineligible by the Controller of Examinations, according to the Ordinances, shall not be entitled to refund of the fee or to have it kept in deposit for a subsequent examination.
11. A candidate shall not be entitled to refund of examination fee paid by him/her-
- (a) If permission accorded to him/her to take an examination is subsequently cancelled, as a result of misstatement of facts or suppression of important fact or want of relevant information in his/her examination admission form;
  - (b) If he/she tried to obtain admission to an examination by making a false statement of facts in his/her Admission form.

12. Refund of examination fee shall not be allowed
  - (a) When a candidate's name is withdrawn for non-payment of college/Departmental dues.
  - (b) When a candidate's name is withdrawn on account of his/her rustication or expulsion from the Department/constituent College or withdrawal of character certificate for misconduct.

#### **V. DETENTION/CANCELLATION OF CANDIDATURE FOR APPEARING IN THE EXAMINATION**

1. If a candidate does not earn the required attendance and required minimum internal assessment marks as prescribed in the respective ordinances / regulations, he / she will be allowed to sit for the examinations after satisfying the required attendance and internal assessment marks during the subsequent semester / year.
2. The candidature of a student for appearing in the examination in particular subject (s) in which he/she falls short of attendance and the same has neither been made up nor condoned in accordance with the Ordinance may be withheld in that particular subject(s) / paper(s) wherever prescribed in the relevant Ordinance.
3. The candidature of a student for appearing in the examination shall stand withheld /cancelled, if his/her name is struck off from the rolls of the University, teaching department/ constituent college provided such action is taken before the commencement of the examination.
4. The candidature of a student shall stand withheld /cancelled if he/she is rusticated or expelled from the University Department/Constituent college or his/her character certificate is withdrawn for misconduct before the commencement of examination.
5. When the candidature of a candidate is to be cancelled before his/her sitting in the examination on grounds of his/her being

- ineligible, the Controller of Examinations is authorized to pass orders.
6. The Controller of Examinations shall have authority to cancel the candidature of a candidate for any University Examination on grounds of his/her ineligibility after he/she had actually appeared in the exam (s) and to file/withhold (Not to publish) his/her result.

## **VI. PRINTING AND ISSUE OF HALL TICKETS**

1. The hall tickets are printed and sent to the students through college concerned, who in turn distribute them to the eligible candidates as per the regulations, at least one week prior to the commencement of examinations.
2. The Hall Tickets can also be downloaded from the students info wherever possible (i.e., online downloads)
3. Necessary instructions relating to the conduct of the students during the examinations are made available at the back side of the hall tickets.

## **VII. COLLECTION OF INTERNAL ASSESSMENT MARKS FOR THE THEORY OR PRACTICAL/ PURELY INTERNAL COURSES AND EXTERNAL ASSESSMENT MARKS PRACTICAL / CLINICAL EXAMINATIONS**

1. The internal marks for theory / practical's / fully internal / projects are collected from the concerned faculty by transferring the data from the academic module to examination module.
2. The internal marks are also collected by using OMR sheets for certain departments or examinations.
3. The OMR sheets are printed and distributed to the faculty through concerned Head of the Institution / Department, at least two weeks prior to the commencement of examinations.
4. The duly filled in OMR sheets are collected back within a week from the commencement of examinations, for further process.

5. The OMR sheets for the Practical External Examinations are also printed and sent to the faculty concerned through the Head of the Institution / Department.
6. The duly filled in OMR sheets for practical externals, are collected back, after the completion of Practical Examinations, for further process
7. Wherever the marks (internal / external) are transferred through online, a hard copy of the same should be submitted to the office of COE through concerned Head of the institution duly signed by the internal and external examiners.
8. Internal assessment examinations for theory / Practical/ seminar/ Projects/ Comprehension and it courses etc. are conducted at the institution level as per the regulations of the respective programmes and are updated in the academic module of E-varsity as and when is completed.
9. Wherever there is a passing minimum in the internal assessment marks (as prescribed in the respective guidelines of the programmes), he / she should satisfy the same for appearing the examinations.
10. The improvement in IA marks is permitted only if there is a provision in the respective regulations.

**VIII. QUESTION PAPERS FOR THE END SEMESTER / UNIVERSITY EXAMINATIONS AND APPOINTMENT OF EXAMINERS (EXTERNAL/INTERNAL) FOR EXAMINATIONS**

1. The question papers for the end semester / University examinations are collected from the internal / external examiners. Each Board of Studies shall recommend, persons for appointment as Paper-Setters and Examiners for various University Examinations, by the dates notified by the Controller of Examinations keeping in view the dates of semester/annual examinations.
2. An External Examiner shall be one who is not teaching in any department of this University or in a constituent College/Institution. He/she shall be a teacher with a requisite

qualification and experience in the subject as laid by the concerned council of the course or. as per the University regulation, working, shall have/worked in other than this University/College/Institution.

3. An Internal Examiner shall be one who is teaching at this University and is having requisite qualification and experience laid by the respective council or this University as applicable.
4. The Board of studies for a programme / specialization shall recommend for each examination, alternate names for appointment as Paper-Setters and a list of requisite number of Examiners.
5. Notwithstanding anything contained in any other Ordinance for the time being in force, the Controller of Examinations /Vice-Chancellor in consultation with the Chairperson of the Board of Studies concerned shall have the power to remove permanently for a specified period, any Paper- Setter/Examiner in any Faculty for any examination, if his/her work is found unsatisfactory as to standard of marking or who was found to have committed irregularities or caused inordinate delay in the submission of Awards/Question-paper etc., or there is some doubt with regard to his/her integrity or was otherwise unable to perform the work or to conform to directions of the University.
6. Where the appointment of any Paper-Setter/Examiner is cancelled under Clause VII (5), any Paper-Setter/Examiner is incapable of acting as such or does not accept the appointment or, in an emergency, to meet a particular situation, the Controller of Examinations is empowered to appoint a substitute as deemed suitable.
7. External Paper-Setters and External Examiners shall be appointed on semester to semester basis, but no such person will ordinarily continue to act as such for a period of more than two successive examinations continuously in the same paper and shall not be eligible for re-appointment unless there is a gap of at least one semester.

8. No person shall be appointed as Paper-Setter / Examiner
  - (a) If he/she has written or revised a help-book or Guide relating to that paper for use of candidates for the examination concerned;
  - (b) If he/she does not possess sufficient teaching experience in the subject for a minimum of 4 years provided that this condition may be relaxed in the case of a subject in which qualified teachers are not easily available.
  - (c) If any of his/her relations is appearing in the examination. For this purpose "relation" shall mean—"Wife, husband, son, daughter, sister, wife's brother and wife's sister, brother's son and daughter, sister's son and daughter, first cousin, husband's sister, brother, nephew, niece, grandson, grand-daughter, daughter-in-law and son-in-law".
  - (d) If he/she-
    - (i). Is convicted of any offence which, in the opinion of the Vice-Chancellor; involves moral turpitude;
    - (ii). Is declared insane.
  - (e) If a person has already been appointed and has acquired any of the above disqualifications, his/her appointment shall be cancelled.
9. The Controller of Examinations shall issue instructions to the Paper- Setters/Examiners with regard to due provision for secrecy and any other matter incidental thereto.
10. The Paper-Setters shall send the question-papers to the Controller of Examinations in sealed covers before a date notified in their appointment letters.
11. The appointment or a Paper-Setter shall be deemed to be cancelled, if he/she fails to send the question-paper by the date fixed in this behalf provided that the Controller of Examinations may, for sufficient cause, extend the period.
12. Two or three different sets of hand written / soft copy of the question papers are collected confidentially from the examiners

- for each course.
13. The question papers are typed at the office of COE at the confidential section and are submitted to the scrutinizing committee for scrutinizing the question papers.
  14. The Board of Examinations (BOE) (comprises of Dean / Head of the Department as Chairman and two or three senior most Professors as members) will meet at the office of the controller of examinations and scrutinize the question papers. The BOE go through the question papers and check for the language, standard of the question paper, coverage of syllabus, difficulty level of questions etc., and suggest for modification if any (Pre audit of the question papers)-(Annexure -I)
  15. After scrutiny, one question paper is selected by COE and The Controller of Examinations of University will maintain complete secrecy in' printing, copying and distribution of question papers.
  16. The printed question papers are packed and sealed under the custody of COE.
  17. Complaints against Question-Papers
    - a) Complaints against question-papers shall be entertained only if they are made by and / or through the Head of a constituent College/ Institutions/ Head, University Department and received by the Controller of Examinations under registered cover or in person, within three days of the examination in that paper. No complaint will be entertained thereafter.
    - b) A Committee of the Board of Studies concerned including the Controller of Examinations shall, within a week of the receipt of the complaint, or as soon as possible, consider and determine, in consultation with the Paper-Setters, if necessary.

## **IX. CONDUCT OF THEORY EXAMINATIONS**

1. The Head of the Institution or a senior most faculty, as recommended by the Head of the Institution is appointed as the

Chief Superintendent (CS) by the Controller of Examinations for smooth conduct of the examinations.

2. The attendance sheets, nominal roll etc., are sent to the CS through concerned Head well in advance for planning and smooth conduct of the examinations.
3. Hall / Seating arrangements for the conduct of theory examinations are prepared and displayed at all vintage points by the CS for the benefit of the students.
4. The question papers are handed over to the CS on the day of Examination.
5. For other campuses, the question papers are handed to the CS one or two days before the commencement of examination. It is the responsibility of the concerned CS/Concerned head of the institution to keep them in safe and shall be opened on the day of examination in front of the university observers/squads.
6. Bar coded answer scripts are only used for end semester examinations.
7. After the examinations, the answer scripts in the sealed covers along with attendance sheets are handed over to the Controller of Examinations, for further process.
8. The COE appoints University Squad Members. These squad members visit the various venues of Examinations to ensure the smooth conduct of examinations as well as to check malpractices. If any malpractice is noticed by the squad members, they will report to the COE through CS.
9. A student who is suffering from Dyslexia, a physical disability can be considered for exempting him from appearing language papers in his/her End semester University examination and request for additional one hour for writing theory exam may also be considered provided the student submits the physical disability certificate through proper channel.
10. Students suffering from contagious diseases like chicken pox, mumps, and Madras eye are isolated and allowed to take up the examinations, in a separate hall with a hall superintendent.

11. Students who have registered and eligible for regular end semester examinations but couldn't able to attend the same due to any one of the following reasons are permitted to take up in the subsequent University end semester examinations. It will be considered as first appearance.
  - (a) Sudden demise of student's father /mother /spouse/ children,
  - (b) Met with an accident,
  - (c) Participation of student in a sport meet of national/ international level, representing the institution/ department / SRM Institute of Science and Technology.
  - (d) Participation of student in a national / international conference representing the institution / department / SRM Institute of Science and Technology.
12. Taking into consideration of the employment opportunities of the students, a supplementary examination shall be conducted for the final semester courses only. It is applicable only for under graduate programmes under Faculty of Engineering and Technology / Science and Humanities / Management. The supplementary examinations shall be conducted within two months from the date of declaration of final semester results.
13. Duties of CS of Examinations:
  - (i). All communications of confidential nature relating to the examinations should be addressed to the Controller of Examinations by Name and not by Designation.
  - (ii). On receipt of question papers, the Chief Superintendents are requested to check the description of each packet with the Regulation, Schedule of Examinations and to report any discrepancies to The Controller of Examinations immediately.
  - (iii). The CS should represent a senior faculty to collect the question papers from COE office, one hour before the commencement of the examinations.

- (iv). Written answer scripts should be submitted session-wise to the COE office along with the bundle details and consolidated reports.
- (v). At the end of each session, the student's attendance and excess of question papers should be returned to COE office.
- (vi). Chief Superintendents are requested to put a copy of instructions to the candidates and punishments of malpractice cases at a prominent place in the venue of examination.
- (vii). For non-possession of Hall Ticket, the students may be issued duplicate Hall Ticket by collecting a fine amount for only one session.
- (viii). In case, the student lost the hall ticket, the student shall approach the office of COE and the Duplicate hall ticket shall be collected after the payment of necessary fee.
- (ix). Students with no Identity Card should obtain the authorization letter from concerned Class In charge/ Counselor/ HOD.
- (x). If a candidate presents himself whose name does not appear in the attendance, the chief superintendent should permit the candidate after obtaining an undertaking that he has paid the examination fee for the subject and report the matter to the Controller of Examinations immediately.
- (xi). Candidates should not be admitted presenting themselves more than half an hour after the commencement of examination.
- (xii). Candidates who enter the examination hall under no circumstances should not be permitted to leave the hall. Students are expected to be available inside the examination hall for the whole duration. Only on rare occasion, the students may be permitted to leave the hall during the last half an hour of the examination.
- (xiii). If any candidate found involved in malpractice, the Chief Superintendent should make preliminary investigation and

communicate to the Controller of Examinations immediately. Candidate may be allowed to write the subsequent examinations, pending the decision by the University Authorities.

- (xiv). Answer scripts of malpractice cases should be forwarded to the Controller of Examinations in a separate cover with the statements obtained from the candidate and hall superintendent, including all materials of evidence available together.
  - (xv). Hall superintendents are to be instructed not to answer any enquiries whatsoever relating to the question papers.
  - (xvi). Answer books are to be affixed with the facsimile of Chief Superintendent before hand over to the hall superintendents.
  - (xvii). Correct Answer books should be distributed to the students.
  - (xviii). Detained students are to be marked "D" in the attendance sheet. Check other boxes also.
  - (xix). At the end of university examinations, unused answer books and stationery items are to be returned to COE office.
14. Permissible materials inside the Examination Hall:
- (a) Mobile phones / smart watches / Programmable calculator or any other Electronic gadgets are strictly prohibited to bring inside the examination hall for both the students as well as the Hall superintendents.
  - (b) However, students can bring non -programmable calculators (the list of non-programmable calculators is available under student portal of SRM Institute of Science and Technology website).
  - (c) Students who are suffering from illness can bring the required medicines.
15. Duties of Hall Superintendent:
- (a) HS should report to duty well in advance at least one hour prior to the commencement of Examinations.

- (b) HS shall make frequent announcement to the examinee's, to check themselves for mobile phones, bit materials, programmable calculators etc., inside the Examination Hall before the commencement of Examinations.
- (c) Strict silence is to be maintained in the examination hall and HS should not move out to attend any other works.
- (d) HS should wear the Identity card and do not BRING MOBILE PHONES inside the examination hall.
- (e) HS shall check the number of Answer books and Question papers with the attendance before distribution.
- (f) HS shall check the facsimile of the Chief Superintendent affixed on the answer book before distribution and distributes the correct answer booklets.
- (g) HS shall check the identity of the students with the help of Hall Ticket Identity Card before entering into the examination hall.
- (h) Possession of Mobile phones/ Programmable calculators/ Electronic gadgets by the STUDENT is strictly prohibited inside the examination hall.
- (i) HS should not collect and keep the mobiles of candidates during the period of examination.
- (j) HS shall instruct the candidates to write the correct subject code, subject title and date of Examination.
- (k) In the answer booklet, on the top portion – Part I, at two places, the students are supposed to write the semester:
  - (i). Semester /year: Students should write the current semester / year in which he/she is studying (viz: 3<sup>rd</sup> Semester / II Year).
  - (ii). At the right top corner of the answer booklet (above Register number columns / rows), the students should write the semester of the examination (as mentioned in the question paper).
- (l) HS shall encircle the Absentee's Register No. and write ABSENT in the signature column of the attendance sheet.

Also shade appropriate box in the OMR attendance sheet.

Fill up other details in the OMR attendance sheet.

- (m) HS shall instruct the candidates to put their signatures and to write the answer booklet serial number against their names. Also, check the total in the attendance OMR sheet with that of the student writing examination in the hall.
- (n) Candidates should not be admitted to enter into the hall after half an hour of the commencement of examination.
- (o) Candidates writing the examinations should sit inside the examination hall for the whole duration of the examination.
- (p) Detained students should not be allowed to write the examinations on any account. Check the attendance sheet for this purpose. The detained students name will be encircled in RED by respective Chief Superintendent.
- (q) During first half an hour each candidate present in the examination hall should be asked to sign in the attendance sheet and write the serial number of the answer booklet serial number.
- (r) HS should check the correct shading of Register Number before signing in the answer book.
- (s) HS should instruct the students to write the Register Number in the Question Paper.
- (t) On rare occasions, when a candidate has to leave the examination hall, they should be accompanied by a Teaching staff.
- (u) HS should not answer to any enquiries whatsoever relating to the question papers.
- (v) Malpractice should be reported immediately to the Chief Superintendent.
- (w) HS should collect answer books directly from the candidates before leaving the hall. Hall superintendent should not allow the candidates to keep answer books on the desk.

- (x) At the end of examination, collected answer books are to be arranged in the order of Register Number and hand over to the Chief Superintendent.

## **X. CONDUCT OF PRACTICAL / CLINICAL EXAMINATIONS**

1. For Practical / Clinical courses, the University examinations are conducted as per the Regulations.
2. The dates for the end semester practical / Clinical courses, submitted by the concerned course teacher through proper channel, are approved by COE.
3. The practical external marks can also be collected through online wherever possible

## **XI. CONDUCT OF PROJECT VIVA-VOCE EXAMINATIONS**

1. For project viva-voce, the final examinations are conducted as per the Regulations.
2. The dates for the end semester project viva voce courses, submitted by the concerned head teacher through proper channel, are approved by COE.
3. Project final Viva Voce examinations are conducted as per the Regulations. For the conduct of the viva voce examinations, external/internal examiners from other Universities are appointed from the panel of examiners recommended by the concerned Head of the Department/Institution.

## **XII. INSTRUCTIONS TO THE CANDIDATES APPEARING FOR EXAMINATIONS**

The following are the instructions to the candidates appearing for the end semester examinations. These guidelines are to be made available in the website.

1. Students are advised to deposit your bags in the BAG DEPOSIT ROOM in the respective venue of Examination. They should NOT KEEP VALUABLE THINGS inside the bag.
2. Student has to identify the correct Hall Number from the display board before going to the examination hall. If the register number

is not displayed, he or she can contact the chief superintendent immediately.

3. If any of the students who have not brought the Hall ticket, then have to approach the Chief Superintendent for getting the duplicate hall ticket after the payment of prescribed fees.
4. If the student lost their Hall Ticket, then they shall approach the office of the COE immediately, for obtaining duplicate hall ticket.
5. Students have to identify the seat number from the seating arrangement notice displayed outside the examination hall.
6. Students should not come late for the examination. They are expected to be available in the examination hall at least half an hour before the commencement of examination. In rare situations, they may be permitted to enter into the examination hall during the first half an hour from the commencement of the examination. Students who are late to an examination do not get extra time.
7. Before entering into the hall, the student has to check themselves and ensure that they do not possess mobile phones, programmable calculators, electronic gadgets, any material notes pertaining to the examination etc.
8. Student must bring their HALL TICKET and IDENTITY CARD to all examinations and display it on the desk throughout the examinations. The ID card will be checked by an Invigilator once the examinations have started.
9. Students are not permitted to TALK / GESTURE inside the examination hall.
10. Students have to collect their answer booklet and write the registration number, subject code, subject title and date of the examination along with session in the BAR CODING SHEET attached in the answer booklet properly. And also they are instructed to shade the appropriate boxes / circles by using BALL POINT PEN. IMPROPER SHADING will lead to rejection of answer script.

11. Students are not supposed to WRITE Their REGISTER NUMBER OR NAME INSIDE THE ANSWER BOOK / ADDITIONAL BOOK / DRAWING SHEET/ GRAPH SHEET.
12. Students are strictly prohibited to bring MOBILE PHONES / PROGRAMMABLE CALCULATORS (Except non-programmable Calculators) OR ANY OTHER ELECTRONIC GADGETS INSIDE THE EXAMINATION HALL.
13. Students are asked to check whether they have collected the correct question paper, also they have to see that all pages are printed or not. If not, intimate to the Hall invigilator immediately.
14. Students are instructed to follow the special instructions given in the question paper. If the question paper contains more than one section, the answers should be written in the separate answer books.
15. Students should not commence reading or writing until they are instructed to do so. The students should write clearly; illegible answers will not be awarded marks.
16. Students should NOT WRITE ANYTHING ON THE QUESTION PAPER OTHER THAN YOUR REGISTER NUMBER. WRITING ANY HINT OR NOTE IN THE QUESTION PAPER IS ALSO A KIND OF MALPRACTICE.
17. Students are asked to put the signature and write the Answer Booklet Serial Number in the attendance sheet.
18. If any student who are in need of any data book, then they have to ask for the same to the invigilator at the commencement of the examination. They should not write anything in the special materials issued. Data books/IS codes/Tables brought by the students properly attested by the concerned HOD with seal and should not contain any written material or additional sheets in them.
19. Students should not tear any pages out of the answer book. Rough working may be done in the last page of the answer book. Clearly cross out rough working before handing over your answer book.

20. Students should bring their own pen, pencil, scale, calculator, eraser etc. that are required for the examination. THEY SHOULD NOT BORROW ANY ARTICLES INSIDE THE EXAMINATION HALL.
21. Students are not being permitted to go leave the examination hall before handing over answer booklet. In rare situations, students will be permitted to go outside the examination hall for toilets, accompanied by a teacher / attendant.
22. Students are not allowed to leave the hall during the examination and sit for the whole duration.
23. If a student wishes to speak to an invigilator he/she should raise a hand and stay seated.
24. At the end of an examination the invigilator will instruct the students to stop writing. Students must remain seated at their desks until all examinations scripts have been collected by an invigilator and they are instructed that they may leave.
25. Severe penalties apply for misconduct, cheating, possession of unauthorized materials, improper use of materials, and unauthorized removal of materials from examination rooms or ignoring the instructions given by supervisors. STUDENTS SHALL BE REMINDED THAT CHEATING IS REGARDED AS AN ACT OF GRAVE MISCONDUCT FOR WHICH THERE ARE HEAVY PENALTIES APPLIED, INCLUDING A FAIL IN THE SUBJECT/ CANCELLATION OF ALL SUBJECTS WRITTEN IN THE SEMESTER / DEBARRING FROM THE EXAMINATION AND POSSIBLE EXPULSION FROM THE UNIVERSITY

### **XIII. SPECIAL ARRANGEMENTS FOR AMANUENSIS / SCRIBES**

1. A candidate may be allowed help of an amanuensis (writer) if:-
  - (a) he/she is blind;  
OR
  - (b) he/she is permanently disabled to write with his/her own hand;  
OR
  - (c) he/she is temporarily disabled to write, such as fracture of

- the right or left-arm, fore-arm or dislocation of a shoulder, elbow or wrist, etc.
2. For practical courses, no amanuensis / scribe are permitted
  3. The candidate shall produce a certificate from a Professor of the specialty concerned of a Medical College/Institution, and where there is no Medical College/Institution, from the Civil Surgeon of the District concerned, to the effect that the candidate is unable to write his/her answer books because of the temporary disablement.
  4. On the written request from the blind candidate(s) through the Head of the teaching Departments/Directors/Principals of the constituent colleges/institutions, the Superintendent in Chief or Controller of Examinations are authorized to appoint amanuensis in accordance with prescribed qualifications of the writer. Intimation with full particulars on the prescribed pro-forma will be sent to the University by Superintendent-in-Chief in the last packet. In case of the other handicapped persons, amanuensis will be appointed with the approval of the Vice-Chancellor.
  5. In case a person's Physical handicap is such as to render him/her incapable of answering the paper in the prescribed time, an extra time up to one hour for a paper may be allowed. For blind persons, however, the extra time of one hour will be allowed.
  6. The amanuensis should be lesser qualified person than the candidate (for UG, the scribe should be qualified not more than higher secondary level or equivalent and for PG, the scribe should be qualified not more than UG in a department not relevant to the student's discipline), but he/she must not have secured more than 55% marks in the Examination. The requirement of having obtained not more than 55% marks in the last examination may be relaxed if the qualification of the writer is more than two grades lower than that of the examinee.
  7. Provided further that in case of Blind candidate amanuensis shall be of one grade lower in education than the candidate but he/she must have not secured more than 50% marks in the examination.

8. The Superintendent shall arrange for a suitable room for the disabled candidate and put on duty there one additional Assistant Superintendent for him/her out of the list supplied by the University Office.
9. The students after getting the consent of the Chief Superintendent of the Examinations should be present in the examination hall well before the commencement of the examinations along with the scribe and hand over the original documents mentioned.
10. The candidate other than blind person asking for writer on genuine medical grounds shall pay in advance to the University an additional prescribed fee per paper. No payment shall be made to the writer by the University which will be the responsibility of examinee himself/herself.
11. The amanuensis should neither be a blood relative of the student nor should be from the same faculty/degree/discipline.
12. The amanuensis should submit the following documents before the commencement of examinations:
  - (a) Original / Attested copy of the final degree /certificate of qualification and
  - (b) Identification card i.e. College / School / Voter ID/Driving license / Passport.

#### **XIV. PUNISHMENT FOR USE OF UNFAIR MEANS**

The standing Committee on unfair means shall deal all cases of use of unfair means in the examinations. It shall consist of the following: -

1. The intimation for the date and venue of enquiry will be given to the students who have indulged in Malpractice on the same day when they were booked for malpractice
2. The member Committees are decided and appointed by the Vice-Chancellor of the University.
3. A malpractice enquiry committee will consist of One Senior most Professor as convener and two or more professors as members as recommended by the Head of the Institution.

4. The Committee shall consider the report of the person detecting the unfair means during the examination and shall provide opportunity to the candidate for due explanation and shall also consider the other Circumstantial and/or oral evidences for arriving at a logical conclusion regarding further necessary action by the competent authority.
5. If any person or the staff of the University or a constituent College/Institution maintained by it, who is found to be guilty of connivance at the use of Unfair Means at an examination, by omission or commission, or, when called by the Unfair Means Cases Committee, fails to appear before the committee, his/her case will be reported to the Vice-Chancellor for such action as considered necessary/deemed fit.
6. If the Unfair Means adopted by a candidate come to the notice of the University after the Examination, his/her case will be decided by the Unfair Means Committee on such evidence as may be available after giving the candidate reasonable opportunity to defend himself/herself.
7. The Punishments for use of unfair means are listed under Annexure – II.

#### **XV. EVALUATION OF ANSWER BOOKLETS:**

1. Optical Mark Reader (OMR), Bar-coded dummy numbers are being used for the answer booklets.
2. All the answer scripts of the end semester examinations are evaluated by arranging a central valuation camp.
3. The COE appoints a senior most faculty member as the Camp Officer (CO) who will be in charge for the smooth conduct of central valuation. Depending upon the number of answer scripts, COE shall appoint any number of COs.
4. The answer scripts are handed over to the CO for the further process.
5. The dates of central valuation are intimated to the External/Internal Examiners well in advance after getting approval of Vice-Chancellor.

6. Senior most faculty members are appointed as Chief Examiners (CE) for different courses as recommended by the Head of the Department/Faculty.
7. The evaluation of answer books shall be done by the Internal/External examiners as per Regulations of the respective Regulating Bodies and as provided in the relevant ordinance of each course. However, the COE where deemed necessary, may appoint a moderation committee for each subject for sample checking of evaluation of answer books by the examiner so as to avoid erratic/under-evaluation.
8. The answer keys for the question papers are collected from the concerned faculty members and are checked by the Chief Examiners.
9. Evaluation of the answer scripts are done as per the answer key and the evaluation is checked by the CE.
10. COE gives necessary instruction to all CE and Examiners.
11. Not more than 50/60 answer scripts are evaluated by each faculty per day.
12. After evaluation the answer scripts are handed over by the CO to COE.
13. The coding and decoding of register numbers along with marks will be done using OMR bar code reader under the direct control of COE.

## **XVI. PROCESSING OF EVALUATED ANSWER SCRIPTS**

The coding and decoding of Register numbers along with marks are done under the direct supervision of COE.

## **XVII. RESULT PASSING BOARD MEETING**

1. The Final data are uploaded in the software and the results are prepared, as per the guidelines given in the regulations of respective programmes.
2. A result passing board comprises of the Director/ Head of the institution as chairman and the head of the Department/senior

- most Professors as members, as approved by the Vice-Chancellor is formed.
3. A separate result passing board meeting is convened at the office of COE for finalizing the results.
  4. The concerned BOS Chairman recommends moderation marks based on the wherever the question paper being tough, questions beyond the scope of the syllabus, question paper being lengthy and the recommended moderation should not exceed 10% of the maximum marks. Moderation marks shall be applicable only for University end semester theory examinations.
  5. Award of grace marks:
    - (i) A candidate who fails in one or more paper(s)/subject(s) (Written, /internal Assessment) and/or in the Aggregate shall be given Grace Marks to a maximum of 5 marks.
    - (ii) The above grace marks shall be applied for University end semester theory examinations
  6. The abstracts of the results are submitted to the approval of the Registrar and the Vice – Chancellor.

## **XVIII. DECLARATION AND PUBLICATION OF RESULT**

1. The results are declared after getting approval from the Registrar and the Vice – Chancellor.
2. The results will be declared within fifteen working days from the last date of the end semester examinations.
3. The results are uploaded in the University website [www.srmist.edu.in](http://www.srmist.edu.in) and are made available for about ten days from the date of declaration of results.

## **XIX. RECTIFICATION OF RESULTS**

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

- (a) He/she is disqualified for using unfair means in the examination; or
- (b) A mistake has been found in his/her result; or

- (c) He/she has been found ineligible to appear in the examination; or
- (d) If so directed by a court of law of applicable jurisdiction.

## **XX. GRIEVANCES**

Students can express their dissatisfaction or grievances regarding their evaluation under three categories: "**Review, Revaluation, and Retotaling**" within 7 days from the date of declaration of results.

Students can apply for the grievance through the <https://www.srmist.edu.in/controller-of-examinations/review-revaluation-retotalling-of-answer-scripts>. Students can also send their grievances to the COE at his email address ([coe@srmist.edu.in](mailto:coe@srmist.edu.in)) or through e-varsity.

The detailed mechanisms followed in place for the redressal of evaluation-related grievances of students and to ensure transparency are:

1. In the case of review of answer scripts, the review dates are fixed and would be intimated to the students and faculty members well in advance. On the review date, students and faculty members who have evaluated the answer scripts sit together and go through the answer scripts. If there is any modification in the mark, the faculty member has to give a proper explanation, and based on this explanation, the marks/grades will be revised and declared if need be. Thus, transparency in the matter of evaluation and declaration of results is ensured.
2. In the case of re-evaluation, the office of COE arranges for reevaluation.
3. The examiners for reevaluation who have not corrected the answer scripts previously are selected from the panel of examiners already approved by the Vice-Chancellor. If the reevaluation mark has a difference of more than 10%, a third examiner should evaluate the answer script, and the average mark of the nearest two marks will be taken as the final. The Review/Revaluation / Re-totaling results are intimated to the students through the head of the institutions.

4. For retotaling, the office of the COE arranges for the same, and the person nominated by COE should recheck the total marks awarded by the examiner. If there is any answer left uncorrected, the COE arranges an examiner once again for the evaluation of answer script.
5. SRMIST conducts examinations for programs under different Faculties. Examinations for programs under the ambit of Regulatory bodies like NMC, AICTE, etc., are conducted in accordance with the stipulations/guidelines specified by them, whereas examinations for other programs are conducted by SRMIST's own rules and regulations, which are well documented. The type and process of review of corrected examination answer scripts differ for different programs. Therefore, the grievance redressing mechanism consists of many options available to the students, including single/double/multiple review/revaluation/retotaling. Further grievance redressal based on the appeal made by students includes a committee consisting of senior faculty, which will recommend the course of action as guided by Statutory Bodies as well as SRMIST's Statutes, Rules, and Regulations

The above-outlined process ensures that transparency is maintained in the grievance redressal mechanism and that students' interests are safeguarded.

6. Review / re-valuation / re-totaling of answer scripts are not permitted for practical/clinical / viva voce examinations.
7. The results of the review / re-valuation and retotaling are given within 10 working days from the date of application of the grievance.

## **XXI. STORAGE OF ANSWER SCRIPTS**

All the answer scripts of theory and practical are stored at University for the purpose of review / re-totaling / re-valuation / any other issues related to the conduct of examinations for a period of one year (two semesters).

## **XXII. PRINTING AND DISTRIBUTION OF GRADE CARDS (TRANSCRIPTS) / MARK SHEETS**

1. After the declaration of review/revaluation/retotaling results, the mark sheets/grade sheets are printed and distributed to the students through the concerned Head of the Institution.

2. Normal time for printing and distributing the grade cards is one month from the date of declaration review/ revaluation/ retotaling results.
3. All the details are made available in the student info in [www.srmist.edu.in](http://www.srmist.edu.in).

### **XXIII. ISSUE OF CONSOLIDATED GRADE CARD AND PROVISIONAL CERTIFICATES:**

1. After the successful completion of all courses prescribed in the curriculum of the programme, a consolidated grade card and provisional certificates are printed as per the Regulations.
2. The consolidated grade card and provisional certificate are distributed to the students who have successfully completed, through concerned Head of the Institution.
3. A candidate, who has passed the final semester/annual examination or a part of examination, may apply for Migration Certificate from the University on the prescribed application form along with a fee of this amount is on higher side.

### **XXIV. ISSUE OF MIGRATION CERTIFICATE**

The Migration Certificate shall be issued by the University as per the guidelines issued from time to time. The student leaving the University in mid-course will have to deposit the fee for the remaining course for issuance of the migration certificate.

### **XXV. ISSUE OF DEGREE CERTIFICATE**

1. Convocations are held in each year and are informed to the students well in advance and notifications to this effect are published in the newspaper besides being hosted in the University Website.
2. The degree certificate will be issued to the graduands on the day of convocation.
3. For those who have opted for IN-ABSENTIA, the degree certificates are sent by post with proper documentation.
4. For the graduands, who desire to obtain degree certificate, prior to convocation, can apply to the office of COE in the prescribed

format along with necessary fees. The certificate is issued after getting the necessary permission from the Registrar and Vice – Chancellor.

## **XXVI. ISSUE OF DUPLICATE CERTIFICATES**

The duplicate/mark sheets/ grade card / consolidated grade card /Consolidated mark sheets/ Degree certificate are issued to the candidate after obtaining the application form, with necessary fees and supporting documents.

## **XXVII. INTERPRETATION OF RULES**

Where there is an ambiguity in the rules and the interpretation of the same is required, the decision/interpretation of the Vice-Chancellor shall be final.

## **XXVIII. MISCELLANEOUS**

In case of any dispute / situation not included in the above rules and regulations, the Vice- Chancellor is empowered to take the final decision.

## **SECTION B**

### **EXAMINATIONS – RULES AND REGULATIONS** **FOR THE AWARD OF DEGREE / DIPLOMA**

#### **AWARD OF DIPLOMAS, DEGREES AND OTHER ACADEMIC DISTINCTIONS**

- I. The procedure for award of diplomas, degrees and other academic distinctions by the University shall be as follows:
  1. The information regarding curriculum and scheme of examinations shall be as given in the respective syllabi of the diploma and degree programmes. Student shall be deemed to have successfully completed the programme and eligible to appear in the examination provided he /she, has:
    - (a) Achieved the minimum of the attendance percentage as prescribed in the respective regulations for the theory, practical, seminars, projects etc. and as approved by the Academic Council and Board of Management from time to time.

- (b) Has completed all the requirements within the stipulated time prescribed for the programme.
  - (c) No fee/ or any other arrears are pending against him/her.
  - (d) Where the number of chances for passing a particular examination is limited, a candidate who fails to pass the examination within the limited chances even after exhausting all the chances, may be considered for an additional chance by the Vice-Chancellor on his/her written prayer on genuine reasons/medical grounds and on payment of such fee as prescribed from time to time.
2. If the duration of the programme is less than one year, the end semester examinations can be conducted at the department or college levels. The Director /Dean / Head of the Department are responsible for conducting the certificate level programmes. The student shall be eligible to receive the final certificates provided he/she complete all courses as prescribed in the respective regulations. The final certificate shall carry the signatures of the coordinator / Head of the Department and the respective head of the institution.
  3. The students who have enrolled in the various diploma or degree programmes at the University, on their successful completion and passing of prescribed examinations, shall become entitled to receive the award of the corresponding diploma or degree for that programme, as the case may be, as provided in the relevant Ordinance / regulations for the respective diploma and degree programmes
  4. Wherever there is an internship attached in a programme (as per the guidelines given in the respective regulations), he/she should complete to be eligible to receive the degree.
  5. The successful candidates shall be classified in division, as given in the respective regulations of the programme.
  6. No diplomas or degrees shall be issued by the Controller of Examinations under his signature. Controller of Examinations can issue only mark sheets / Grade sheets and consolidated

- grade sheet. However, the degrees shall bear the signatures of the Vice Chancellor and Registrar. The provisional certificate, to be issued in lieu of original degree on payment of such fee as prescribed by the University, shall be issued by the Controller of Examinations. The provisional certificate is valid till the original degree is prepared and conferred on the students.
7. The diplomas or degrees will be awarded to the students on University convocation as decided by the University from time to time. However, a student may be awarded his/her diploma or degree in absentia also.
  8. The University convocation shall ordinarily be held every academic year and the dates for the convocation shall be notified by the Registrar well in advance to all the graduands (At least three weeks before the date of convocation) and the invitees with concurrence of the Chancellor. The University may hold a special convocation at any time as approved by the Academic Council and Board of Management.

## **II. A PROCEDURE FOR RANKS AND MEDALS DURING CONVOCATION:**

The following is the procedure for the award of ranks and medals during convocation:

1. One rank (Gold Medal) for every 50 students or less, two ranks (Gold and Silver Medals) for 100 students and maximum of three ranks (Gold, Silver and Bronze Medals) irrespective of the strength of the students in each branch/specialization in undergraduate and post graduate level will be amended. Each of the students who obtain the rank is being awarded with a medal and a certificate. The rank certificates issued to the students shall carry the signature of the COE.
2. Normally students who have secured First Class (or) First Class with Distinction are only awarded with Rank and Medals.
3. Rank and Medal will not be issued to the graduands who have obtained Second Class even if they are topper in their respective specialization.

4. Ranks and medals will be awarded to those graduands who have completed their courses / subjects in their First Appearance itself for the entire programme.
5. If the student is detained or absent in any of the course during the entire programme he/she will not be considered for medals and ranks.
6. If any of the students opted for break of study during the programme, he/she will not be eligible to receive the ranks and medals.
7. If two or more students secure same percentage of marks / CGPA during the entire programme, all the students irrespective of numbers shall be provided with medals and ranks.
8. Students who have registered and eligible for regular end semester examinations but couldn't able to attend the same due to any one of the following reasons are considered for ranks and medals as they are permitted to take up in the subsequent University end semester examinations as a first appearance.
  - (a) Sudden demise of student's father /mother/ spouse/ children,
  - (b) Met with an accident,
  - (c) Participation of student in a sport meet of national / international level, representing the institution / department / SRM Institute of Science and Technology.
  - (d) Participation of student in a national / international conference representing the institution / department / SRM Institute of Science and Technology.

### **III. AWARD OF MEDALS AND PRIZES FROM EXTERNAL ORGANIZATION /FROM INDIVIDUAL / ETC:**

1. The University shall facilitate/encourage an organization, or an individual, intending to sponsor scholarship, medal and/or prize etc. in the name of organization or individual. The organization or the individual shall submit a request letter for the award of medals mentioning the name of the organization / individual along with the amount to be deposited as corpus fund. The

- individual /organization shall lay the conditions for the award of medals and prizes. The University may enter into Memorandum of Understanding (MOU) with them to facilitate the process of grant of scholarship/medal to the meritorious students.
2. The University may also provide for award of scholarships, medals and prizes from its own funds. The number and value of scholarships, medals and prizes to be awarded shall be determined by the Board of Management of the University, either on its own initiative or on the recommendation of Standing Committee for Fee Concessions/ Scholarships.
  3. Scholarships, medals and prizes will be awarded on the basis of academic and for other achievements as decided by the Board of Management/ Standing Committee for Fee Concessions/ Scholarships subject to the availability of adequate funds in the relevant head.

#### **IV. CONDUCTION OF THE ANNUAL CONVOCATION:**

The University shall adopt the following procedures for conducting the Annual Convocation.

1. Convocation for the purpose of conferring Degrees, Diplomas and other Distinctions of the university, shall be held every year on a date fixed by the Vice-Chancellor in consultation with the Chancellor.
2. Not less than three weeks, notice shall be given to the recipients of degrees, diplomas and certificates by the Registrar. If any of the constituent college / institute is willing to conduct a separate graduation day, it is permitted. It shall follow the same procedure as that of the convocation. The graduation day shall be fixed after the main convocation at the university is over.
3. The procedure to be followed for university convocation / graduation day is given in Annexure – III

#### **V. ACADEMIC COSTUMES:**

The colour of the academic robes for the various members of the Board of Management, Academic Council, Planning and Monitoring Board, Finance Committee are as follows:

The Chancellor	Velvet (Blue with gold border)
The Pro Chancellor (Administration)	Velvet (Blue with gold border)
The Pro Chancellor (Academics)	Velvet (Violet with silver border)
The President	Velvet (Violet with silver border)
The Vice-Chancellor	Velvet (Violet with silver border)
Pro Vice- Chancellor(s)	Velvet (Violet with silver border)
The Registrar	Satin (Purple with gold border)
The Controller of Examinations	Satin (Purple with gold border)
The Academic Directors	Velvet (Sky Blue border)
The Members of Board of Management	Satin (Green with gold border)
The Members of Planning and Monitoring Board, Academic Council and Finance Committee	Poly-cloth (Blue with red border)
The Recipient of Honorary degree	Velvet (Red with gold border)
The Chief Guest	Velvet (Green with gold border)

## **VI. COLOURS OF ROBES FOR VARIOUS DEGREE / DIPLOMA:**

The academic colour's of robes for various Degree / Diploma graduands are as follows (this may be subject to change according the strength of the graduands):

Ph.D	Poly-Cloth (White Colour with orange border)
<b>Faculty of Engineering and Technology</b>	
UG	Yellow with red border hood
PG	Cream with green border
<b>Faculty of Science and Humanities</b>	
UG	Orange with white hood
PG	Yellow with white border
<b>Faculty of Medicine and Health Science</b>	

UG	Lavender with blue facings
PG	Lavender with blue facings
<b>Faculty of Management</b>	
UG	Orange with red hood
PG	Orange with red hood
<b>Faculty of LAW</b>	
UG	Orange with red hood
PG	Orange with red hood
<b>Faculty of Agriculture</b>	
UG	Orange with red hood
PG	Orange with red hood

**ANNEXURE - I****Format for pre-audit question papers. (FOR ALL FACULTIES.)**

Pre Audit Question Paper-End Semester / University Examinations, \_\_\_\_\_

Department	
Degree &Branch	
Semester / Year	
Sub.Code& Title	1
	2
	3
	4
	5
	6
	7
	8
	9
	10

<b>S.No</b>	<b>The Following have been checked in detail in the question paper</b>	<b>Remarks</b>
1	Standard of Question paper	Yes /No
2	Coverage of Syllabus	Yes /No
3	Question paper conforms to syllabus	Yes /No
4	Marks are distributed correctly	Yes /No
5	Programme, branch semester, subject name verified	Yes /No
6	Grammar errors and spelling checked	Yes /No
7	Question are complete without missing any data	Yes /No
8	Diagrams Checked	Yes / No
9	Modifications made in question paper	Yes /No
10	Repetition of questions checked	Yes /No
11	Any standard data book required. If yes, mention then with regard to particular subject	Yes /No
12	Reason for Rejection (If applicable)	Yes / No
13	Other comments / recommendations:	

#### Declaration

I/we will not discuss or inform anything related to this pre-audit to anyone else.

<b>S.No</b>	<b>Name of the Examiners</b>	<b>Designation</b>	<b>University/ College</b>	<b>Signature with Date</b>
1				
2				
3				
4				
5				

## ANNEXURE – II

### **Malpractices and Punishments:**

<b>Nature of Malpractices</b>	<b>Punishments</b>
Appeal/ threats/ bribe offers to the Examiner, Use of abusive, obscene language or threatening remarks in the answer book etc.	Particular Subject will be cancelled.
Writing of Candidate's Name / Register Number in papers other than in the earmarked spaces / any other special marking, using colour pencils or sketch pens or shades / tearing off or spoiling the stationary supplied by the University.	Particular Subject will be cancelled.
Carrying or possession of material relating to the examination / writing on the desk / any part of the body /writings on scale, calculator, handkerchief, hall ticket or any other electronic storing devices like electronic watches with memory calculators, walkie-talkie sets, mobile phones etc., into the examination hall.	<p><u>Material(s) relevant to the examinations:</u> All Examinations taken up in the session will be cancelled.</p> <p><u>Material (s) not relevant to the examination:</u> Particular subject will be cancelled.</p>
Helping others to copy or getting help from others in the examination hall in the form of writing on question paper or passing question paper / answer book to other candidates with anything written on it.	Particular subject will be cancelled.
Taking away the answer script.	All examinations taken up in the session will be cancelled.
Manhandling / injuring personnel connected with examination	<ol style="list-style-type: none"> <li>1. All examinations taken up in the session will be cancelled.</li> <li>2. Debarred for three years.</li> </ol>

<b>Nature of Malpractices</b>	<b>Punishments</b>
Impersonation -Students on the roll	<ol style="list-style-type: none"> <li>1. All examinations taken up in the session will be cancelled.</li> <li>2. Debarred for three years (both impersonator and beneficiary).</li> </ol>
Impersonation in the case of past students or outsiders	<ol style="list-style-type: none"> <li>1. All examinations taken up in the session will be cancelled.</li> <li>2. Debarred for three years.</li> </ol>
Tampering with Hall Tickets / Certificates	<ol style="list-style-type: none"> <li>1. All examinations taken up in the session will be cancelled</li> <li>2. Debarred for three years.</li> </ol>
Insertion of additional sheets, graph sheets, drawing sheets, use of answer books which is not issued at the examination hall.	<ol style="list-style-type: none"> <li>1. All examinations taken up in the session will be cancelled.</li> <li>2. Debarred for one year.</li> </ol>
Possession of mobile phones, digital diaries, programmable calculators etc., in the examination hall.	<ol style="list-style-type: none"> <li>1. The particular examination will be cancelled.</li> <li>2. Question of returning the confiscated mobile phone or any electronic gadget will be decided on case to case basis.</li> </ol>
Destroying or attempting to destroy evidence pertaining to the malpractice.	<ol style="list-style-type: none"> <li>1. All examinations taken up in the session will be cancelled.</li> </ol>
If reported case of malpractice already exists against the candidate and again indulges in malpractice. (Not a first case).	<ol style="list-style-type: none"> <li>1. All examinations taken up in the session will be cancelled.</li> <li>2. Debarred for three years.</li> </ol>

## **ANNEXURE – III**

### **THE PROCEDURE FOR THE CONDUCTION OF CONVOCATION:**

The Vice-Chancellor the Pro-Vice Chancellors and the Registrar will assemble in the room opposite to the Mini Auditorium at the Dr. T. P. Ganesan Auditorium after wearing the Academic Robes and wait for the Chancellor, the Pro-Chancellor (Administration), the Pro-Chancellor (Academics), the President, SRMIST to arrive.

#### **I ARRIVAL OF DIGNITARIES**

##### **1. Arrival of the Pro-Chancellor (Administration), the Pro-Chancellor (Academics), the President, SRMIST.**

The Vice-Chancellor, Pro Vice – Chancellors and the Registrar will receive the Chairman, President and Vice – President, SRM Institute of Science and Technology on their arrival.

##### **2. Arrival of the Chancellor, SRMIST:**

The Vice-Chancellor, Pro-Vice Chancellors and the Registrar will receive the Chancellor on his arrival.

#### **II ROBING**

The Chancellor will proceed to the room opposite to the Mini Auditorium to wear academic robes. The Members of the Board of Management, Members of the Academic Council and the Directors/Deans of the Faculty assembled at the Robing Room (Mini Auditorium - I) will keep themselves ready by wearing the academic robes for the Special Meeting of the Academic Council to pass the Grace.

#### **III GRACE PASSING**

##### **1. SPECIAL MEETING OF THE ACADEMIC COUNCIL TO PASS THE GRACE:**

- a) The Chancellor, the Pro-Chancellor (Administration), the Pro-Chancellor (Academics), the President, the Vice-Chancellor, Pro-Vice Chancellors, the Director/Deans and the Members of Board of Management and Academic Council will assemble in the Mini Auditorium - I.
  
- b) After the Chancellor sits the other Dignitaries will sit,
  - [i] The graces of the academic council for admission of the candidates to the several degrees and diplomas in various faculties will be supplicated by the Deans of the faculty in the following order.

**“Respected Chancellor, I move that the grace of the Academic Council be passed and that be conferred the Degree of Doctor of Literature (D. Litt.) / Degree of Doctor of Science (D.Sc.,) – HONORIS CAUSA”.**

[ii] The Chancellor will then put the question:

**“Does it please you that the Grace be Passed”**

and the Academic Council will assent

**“YES”.**

The Chancellor will then say,

**“The Grace is Passed”.**

[iii] The graces of the Academic Council for admission of the candidates to the several degrees and diplomas in various faculties will be supplicated by the Directors / Deans of the faculty in the following order at one stretch.

2. The Dean of the Faculty of Engineering and Technology will commence the presentation for the Graces in the following order:

**Faculty of Engineering & Technology**

**Faculty of Science & Humanities**

**Faculty of Medicine and Health Sciences**

**Faculty of Management**

**Faculty of Law**

**Faculty of Agricultural Sciences**

3. The format to be used for Grace by the Directors / Deans of the Faculty shall be as follows:

**“Respected Chancellor, I move that the Grace of the Academic Council be passed that those persons whom the Board of Management on the reports of the Examiners has certified to be qualified for the Degrees in the faculties of Engineering and Technology / Science and Humanities / Medicine and Health Sciences / Law / Agricultural Sciences be admitted to these Degrees and Diplomas”.**

After all the Directors / Deans of Faculty have completed the presentation for the Graces;

The Chancellor will raise the question:

**“Does it please you that these Graces Be Passed”**

and the Academic Council assenting,

**“Yes”**

The Chancellor will then say,

**“These Graces are passed.”**

## **i.ARRIVAL OF THE CHIEF GUEST AND RECIPIENT(S) OF THE HONORARY DEGREE**

The Chancellor, the Pro-Chancellor (Administration), the Pro-Chancellor (Academics), the President, the Vice-Chancellor, Pro-Vice Chancellors and the Registrar will receive the recipient(s) of the honorary degree and the Chief Guest on arrival. The guests will be taken to the mini room for robing and after robing, they will join other dignitaries for the group photo.

## **ii.GROUP PHOTO (Along with the Chief Guest and the Recipients of the Honorary Degree)**

## **iii.PROCESSION**

After the photo session, the Chancellor, the Pro-Chancellor (Administration), the Pro-Chancellor (Academics), the President, the Chief Guest, the Vice-Chancellor, Pro-Vice Chancellors, the Registrar, the members of Board of Management and Academic Council and the Deans of Faculty shall proceed in procession to the Auditorium in which the Degrees are to be conferred. The order of procession is as follows:

**THE REGISTRAR**

**THE MEMBERS OF THE BOARD OF MANAGEMENT**

**THE MEMBERS OF THE ACADEMIC COUNCIL**

**THE DIRECTORS OF THE FACULTY**

**THE PRO VICE-CHANCELLORS**

**THE VICE-CHANCELLOR**

**THE RECIPIENT(S) OF HONORARY DEGREE**

**THE CHIEF GUEST**

**THE PRESIDENT**

**THE PRO CHANCELLOR (ACADEMIC)**

**THE PRO CHANCELLOR (ADMIN)**

**THE CHANCELLOR**

When the procession is entering the Auditorium, the candidates and the invitees shall keep standing until all those on the dais have taken their seats.

The members of the Board of Management, the Academic Council, the Deans of the Faculty except the presenters (Directors/ Dean) will take their seats at the rear row on the dais.

## **iv. INVOCATION**

The Chancellor shall announce:

***“Invocation”***

“Thamizh Thai Vazhthu” - Recorded Music will be played.

v. **INVITING THE VICE CHANCELLOR TO DELIVER THE WELCOME ADDRESS AND ANNUAL REPORT**

The Chancellor shall say:

**“I invite the Vice Chancellor of SRMIST to deliver the Welcome Address and Annual Report”**

The Vice – Chancellor will deliver the welcome address and annual report.

vi. **FELICITATIONS OF THE DIGNITARIES ON THE DAIS**

The Chancellor will felicitate The Chief Guest and other invitees.

vii. **DECLARING THE CONVOCATION OPEN**

After the welcome address and annual report, the Chancellor shall say:

**I declare the convocation open. This Convocation of the SRM IST has been called to confer the Degree of Doctor of Literature (D.Litt.,) / Degree of Doctor of Science (D.Sc.,) HONORIS CAUSA and the Degrees and Diplomas upon the candidates who in the examinations recently held for the purpose have been certified to be worthy of the same.”**

viii. **PRESENTATION OF HONORARY DEGREE TO \_\_\_\_\_.**

After reading the Citation, the Chancellor shall say:

**“I request \_\_\_\_\_ to come forward to receive the Honorary Degree”**

**“I request the Honorable Chief Guest to present the Degree of Doctor of Science (Honoris Causa) / Doctor of Literature ((Honoris Causa) to**

**\_\_\_\_\_”**

The said recipient shall remain standing while the Chancellor admits him to the Honorary Degree.

ix. **CONFERMENT OF HONORARY DEGREE**

The Chancellor shall say:

**“By VIRTUE of the authority vested in me as the Chancellor of SRMIST, I admit Dr.\_\_\_\_ to the Degree of Doctor of Science (Honoris Causa) / Degree of Doctor of Literature (Honoris Causa) in the University”**

Then facing the awardee, the Chancellor will say:

**“In token thereof, you have been presented with this Degree and authorized to wear the Robe ordained as the Insignia of your Degree”.**

Then the recipient will be seated.

x. **ACCEPTANCE SPEECH BY THE RECIPIENT OF THE HONORARY DEGREE.**

The Chancellor shall say:

**“I invite \_\_\_\_\_ to deliver the acceptance speech”**

**xi. INVITING THE CHIEF GUEST TO DELIVER THE CONVOCATION ADDRESS**

The Chancellor shall say:

**“I invite the Chief Guest to deliver the Convocation Address”**

**xii. DELIVERY OF THE CONVOCATION ADDRESS**

The Chief Guest will deliver the Convocation address.

**xiii. PRESENTATION OF THE CANDIDATES FOR THE AWARD OF MEDALS,  
RANKS, DEGREES AND DIPLOMAS**

The Chancellor shall say:

**“Let the Candidates be now presented”**

The Candidates who have been awarded Medals / Ranks / Degrees and Diplomas shall be presented to the Chancellor by the Directors / Deans of the Faculty (Presenters). The names of the candidates will be read by the Presenter as follows:

The respective candidates will remain standing with their certificates in their respective places.

**PRESENTER: Dean (Engineering & Technology)**

**“Respected Chancellor, I present unto you \_\_\_\_ candidates of Doctor of Philosophy, \_\_\_\_ candidates of Bachelor of Technology and \_\_\_\_ candidates of Master of Technology in person and \_\_\_\_ in absentia and whose names are given in the list, who have successfully completed the programmes and have been certified after the examination to be duly qualified to receive the same and I request that the Degrees be awarded to them”.**

**PRESENTER : Dean (Science and Humanities )**

**“Respected Chancellor, I present unto you \_\_\_\_ candidates of Doctor of Philosophy\_\_\_\_ candidates of Bachelor of Arts and Science and \_\_\_\_ candidates of Master of Arts and Science \_in person and \_\_\_\_ in absentia whose names are given in the list, who have successfully completed the programmes and have been certified after examination to be duly qualified to receive the same and I request that the Degrees be awarded to them”.**

**PRESENTER: Dean (Medicine and Health Sciences)**

**“Respected Chancellor, I present unto you \_\_ candidates of Doctor of Philosophy, \_\_ candidates of Bachelor of Medicine and Health Sciences and \_\_ candidates of Master of Medicine and Health Science \_\_\_\_\_ in person, \_\_ in absentia, whose names are given in the list, who have successfully completed the programmes and have been certified after examination to be duly qualified to receive the same and I request that the Degrees be awarded to them”.**

**PRESENTER: Dean (Management)**

**“Respected Chancellor, I present unto you \_\_ candidates of Master of Business Administration and \_\_ candidates of Bachelor of Business Administration, \_\_ in person, \_\_ in absentia, whose names are given in the list, who have successfully completed the programmes and have been certified after examination to be duly qualified to receive the same and I request that the Degrees be awarded to them”.**

**PRESENTER: Dean (Law)**

**“Respected Chancellor, I present unto you, \_\_ candidates of Legum Baccalaureus (Honours), \_\_ candidates of Bachelor of Arts and Legum Baccalaureus (Honours), candidates of Bachelor of Commerce and Legum Baccalaureus (Honours), \_\_ in-person, \_\_ in-absentia, whose names are given in the list, who have successfully completed the programmes and have been certified after examination to be duly qualified to receive the same and I request that the Degrees be awarded to them”.**

**PRESENTER : Dean (Agricultural Sciences )**

**“Respected Chancellor, I present unto you \_\_ candidates of Bachelor of Science (Honors) in Horticulture, and \_\_ candidates of Bachelor of Science (Honors) in Agriculture, \_\_\_\_\_ in-person and \_\_ in-absentia whose names are given in the list, who have successfully completed the programmes and have been certified after examination to be duly qualified to receive the same and I request that the Degrees be awarded to them”.**

#### **xiv. AWARD OF MEDALS AND RANKS**

**“Respected Chancellor, I present unto you \_\_\_ candidates for the award of Medals and Ranks in the Faculty of Engineering and Technology / Faculty of Science and Humanities / Faculty of Management / Faculty of Medicine and Health Sciences / Faculty of Law / Faculty of Agricultural Sciences and I request that the Medals and Ranks be awarded to them”.**

The Candidates who have been awarded Medals and Ranks shall go up to the dais when called and receive the same from the Chancellor.

<b>Presenter (Faculty of Engineering and Technology)</b>	: Dean
<b>Presenter (Faculty of Science and Humanities)</b>	: Dean
<b>Presenter (Faculty of Medicine and Health Sciences)</b>	: Dean
<b>Presenter (Faculty of Management)</b>	: Dean
<b>Presenter (Faculty of Law)</b>	: Dean
<b>Presenter (Faculty of Agricultural Sciences)</b>	: Dean

#### **(b) ADMINISTRATION OF THE PLEDGE**

When all the candidates for the Degrees and Diplomas in various faculties have been awarded, the Chancellor will administer the pledge as follows and the candidates will repeat the pledge (in standing).

**“We shall, in thought, word and deed, ever endeavour, to be scrupulously honest, in the discharge of our duties in our profession, and shall uphold, the dignity and integrity of our profession, and the honour of our University”.**

**“We shall, uphold and advance, social order, and the well-being of our fellow members, and shall devote, all our energy, to promote, unity, integrity, and the secular ideal of our Country”.**

#### **i. CONFERMENT OF THE DEGREES AND DIPLOMAS**

After administering the pledge, the Chancellor shall say [the candidates, shall remain standing]:

**“By virtue of the authority vested in me as the Chancellor of the SRM Institute of Science and Technology, I admit you to the several Degrees and Diplomas (both in-person**

**and in-absentia) in the Faculties of Engineering and Technology / Science and Humanities / Medicine and Health Sciences / Management / Law / Agricultural Sciences for which you have been declared qualified in this University and in token thereof you have been presented with these Degrees and Diplomas and I authorize you to wear the robes ordained, as the insignia of your Degrees / Diplomas”.**

Then the candidates will resume to their seats.

## **ii.SIGNING THE REGISTER OF GRADUATES**

The Registrar shall lay the records of the Degrees that have been conferred before the Chancellor, who shall sign the same.

## **iii.DISSOLUTION OF CONVOCATION**

The Chancellor shall say,

**“I dissolve this convocation”**

At the conclusion of the proceedings, the Chancellor, the Pro-Chancellor (Administration), the Pro-Chancellor (Academics), the President, the Chief Guest, the Recipient(s), the Vice-Chancellor, Pro-Vice Chancellor(s), Registrar, the Members of the Board of Management, the Academic Council and the Director(s) / Dean(s) of the Faculty, all the Graduates and invitees shall rise up for national anthem.

The Chancellor shall then say

**“National Anthem”**

## **iv.NATIONAL ANTHEM - RECORDED MUSIC**

## **v.RETURN OF PROCESSION TO THE MINI AUDITORIUM – I**

The Chancellor, the Pro-Chancellor (Administration), the Pro-Chancellor (Academics), the President, the Chief Guest, the Recipient, the Vice-Chancellor, the Pro-Vice Chancellors, the Members of the Board of Management, the Academic Council, the Directors of the Faculties and the Registrar shall retire in procession to the VIP robbing room. The Graduates and Invitees shall remain standing.

## **vi.DEROBING**

## **ANNEXURE: IV**

### **ONLINE ASSESSMENTS FOR THE COURSES OFFERED THROUGH ONLINE**

1. The Evaluation shall include two types of assessments; Continuous or Formative assessment and Summative assessment in the form of end semester examination or term end examination as given in the respective regulations. For any deviation from the regulations, a special approval need to be obtained from the Vice-Chancellor. The SRMIST shall notify all assessment tools to be used for the Formative and Summative assessments.
2. Remote Proctored Examinations can be conducted for the courses offered through online/offline either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination, as may be laid down by the regulatory body. As restriction of territorial jurisdiction is not applicable for online learning, the technology enabled Remote Proctored Examination shall be used to conduct examinations for National & International learners. SRMIST shall adopt the guidelines issued by the regulatory body for the conduct of proctored examinations.
3. Each award of Degree at undergraduate and postgraduate levels and post graduate diploma for online mode shall be assigned a Unique Identification Number and shall have photograph and Aadhaar number or other government recognized identifier or Passport number, as applicable, with other relevant details of the learner along with the Programme name. Each award shall also be uploaded on the National Academic Depository.