



MAYA DEVI UNIVERSITY DEHRADUN

(Est. under Uttarakhand Private University Act, 2023 (Uttarakhand Act No. 02 of 2024), as amended by the Uttarakhand Private University (Amendment) Act, 2024 (Uttarakhand Act No. 05 year 2024)

EXAMINATION MANUEL

**AS APPROVED BY BOARD OF MANAGEMENT VIDE ITS
MEETING REF. NO MDU/BOM/2.16 DATED 23 AUG 2024**

Introduction

Maya Devi University has been established vide Uttarakhand Private University Act No. 05 of 2024. Examinations are an essential component for the Academic Evaluation of students. It helps students to evaluate their knowledge and understanding of the subject and provide feedback for further improvement. It also enables teachers to assess the students' knowledge, understanding and skills so that they can take appropriate measures to improve teaching and research methods. Examinations provide a measure of a student's progress, identify areas that need improvement, and help students to develop essential skills such as time management and critical thinking. The credibility of the university to a great extent depends, on the reliability of the examination process.

The examination cell plays a very significant role in the MDU academic administration. It shall, therefore, be responsibility of all persons connected with the examination process to execute all examinations related work efficiently while taking utmost care and precautions for maintaining the reliability, integrity and validity of the processes. This Manual of Examinations has been prepared to ensure the proper functioning of the examination system of the University.

The Manual includes procedural aspects of the various activities related to the examination process and shall be the guidelines on the basis of which all examination related steps should be ensured.

All functions and activities related to the examination process shall be carried out in accordance with the rules and regulations laid down by the respective statutory bodies and as prescribed in the Statutes/Ordinances and the Rules & Regulations.

BOARD OF EXAMINATIONS

1. Composition of the Board of Examinations

There shall be a Board of Examinations, which shall consist of the following members:-

(i) Vice-Chancellor	Chairperson
(ii) Pro Vice-Chancellor	Member
(iii) Registrar	Member
(iv) Deans/ Directors/ Principals of Schools	Member
(v) One IT Expert to be nominated by the Vice-Chancellor-Member	
(vi) Controller of Examinations	Member Secretary.

2. Powers and Duties of Board of Examinations

- 2.1** The Board of Examinations is responsible for the complete examination system of the University and shall take decisions connected to entrance tests, midterm and semester end examinations of various courses, making policy decisions in regard to organizing, conducting examinations, improving the system of examinations, appointing the paper-setters, examiners, moderators, preparing the schedule for holding examinations and for declaring the results as per University timeline.
- 2.2** The Board of Examinations shall arrange for strict vigilance by appointing Vigilance squads/UFM Committee as to avoid & deterrence against the use of unfair means by the students/candidates, faculty, and invigilators.
- 2.3** The Board may recommend examination reforms as suggested by the Expert committee. The Examination Cell shall implement them with the approval of the Board of Management of the University.
- 2.4** In case of any emergency requiring immediate action to be taken, the Chairperson of the Board of Examinations or any other officer or person authorized by the Chairperson of the Board of Examinations on his behalf, shall take such action as considered fit and necessary, and at the next meeting of the Board, the action so taken shall be approved by the Board.
- 2.5** In order to appoint paper-setters, examiners, thesis evaluators, moderators and referee, the Controller of Examinations shall obtain panel of experts (Board of study) from concerned Dean and shall get the approval of Vice-Chancellor.

- 2.6** The COE shall obtain three sets of question papers in sealed cover and get one of such sealed covers containing question papers randomly drawn by the Vice-Chancellor on the day or a day before the conduct of examination. The COE shall get it printed after moderation.
- 2.7** Assessment of answer scripts for all examinations shall be done centrally after coding.
- 2.8** The Board shall prepare the budget for entire activities of Examination Cell and shall submit the same to the Finance Department for scrutiny and getting it approved by the competent authority.
- 2.9** The Board of Examinations shall take decision on any matter connected with the Examinations and also on the matters not covered by this ordinance as may be referred to it.
- 2.10** The Board of Examinations shall meet at least once in each academic term. The meeting shall be convened by COE with the approval of Vice-Chancellor.
- 2.11** In case of any dispute/doubt about implementation of examination rules & regulations, the decisions shall be taken by the majority of votes of members present in the meeting.
- 2.12** In order to investigate and take disciplinary action for malpractices and lapses on the part of paper-setters, examiners, moderators, referees, teachers, supervisors, Centers-In-charges, Centre observers or any other persons/students connected with the conduct of examinations, the Board of Examinations shall constitute a committee if deemed fit. This committee shall be called "Examination related Lapses and Malpractices Enquiry Committee", the composition of the Committee shall be as under:
- Chairperson - Pro-Vice Chancellor Members –
- 1. Chief Proctor
 - 2. Dean / Principal of the concerned School/Institute.
 - 3. One neutral person nominated by Vice-Chancellor
- Committee shall submit its report with recommendations to the vice-chancellor, who shall take further necessary action in the matter as per gravity of offence, which may include counseling, with-holding of annual increment,/promotion, expulsion, cancellation of examination & conduction of re-examination or any other punishment as deemed fit.
- 2.13** In case of leakage of any question paper(s), the said examination shall be cancelled & new date of examination shall be declared by the Controller of Examinations with the approval of Vice Chancellor.

- 2.14** Another 03 sets of question papers shall be made by paper setter from the approved Panel of paper setters and any 01 (one) set of question paper shall be selected by the Vice – Chancellor for the cancelled examination paper.

3. ACTIVITIES FOR THE CONDUCT OF THE EXAMINATIONS

EXAMINATION PROCEDURES:

For the programmes governed by statutory bodies (PCI, INC, BCI etc.), the relevant guideline concerned Regulatory Body shall be applicable.

- 3.1** The Examinations shall be scheduled as per Academic Calendar of the University approved by the Vice Chancellor. However, under special circumstances, the Vice Chancellor is empowered to modify the Academic Calendar and the schedule of the examinations.
- 3.2** Usually, Odd Semester Examinations are scheduled in the month of December to January & Even Semester Examinations / Year end Examination are scheduled in the month of May to June.
- 3.3** The examinations for semester pattern shall be held twice a year.
- 3.4** The examinations for the annual pattern shall be as directed by the apex bodies (PCI, INC) and the promotion of the students is also processed as per their guidelines.
- 3.5**
- (a) The Comprehensive & Continuous Internal Assessment is a part of CBCS system and shall be as per the Academic Ordinances notified for the program.
 - (b) The attendance of student in a particular semester shall carry marks, and are to be added to the seasonal marks (As per the relevant ordinance of the Schools/ Institutes).
- 3.6** **COMPETENCY BASED ASSESSMENT** shall be done as per relevant Academic ordinances of the programmes.
- 3.7** **Digitization/Automisation of Examination System:**

The digitization of the Examination System shall be done through an ERP based Examination Management Module which shall be the platform for conducting all activities related to the Examinations. The processes which shall be incorporated into the ERP based Examination Management Module shall include the following activities

- in the sequence as given below**
- upload of seasonal marks of theory and practical
 - Upload of student's attendance on ERP, is the essential eligibilities to appear in examination followed by declaration of Date Sheet
 - Time- bound opening of ERP window to download examination form
 - Printing of student's verification sheet
 - Preparation of Roll List
 - On-line printing of Admit Card
 - Allotment of digital numerical code to answer scripts
 - Uploading of marks awarded, on EMS
 - Authentication of print out of award sheet by the concerned Evaluator
 - Automatic transfer of marks to TR sheet in Result Section
 - Declaration of result and
 - Finally, printing of Mark Sheet

All these activities are included in EMS Module.

4. PRE-EXAMINATIONS WORK

4.1. APPOINTMENTS OF PAPER SETTERS / EXAMINERS / MODERATORS / THESISEVALUATER AND OTHER FUNCTIONARIES

For the University Examinations, appointment of Paper Setters, Examiners for Practical & Viva-Voce, & Evaluators for all the Programmes, as per the recommendation of Academic Council of the University shall be followed. However, for Programmes governed by statutory bodies (PCI, INC, BCI etc.) shall adopt & follow the rules & regulations laid down by these Statuary Bodies.

4.2.1.2 B.Sc. Nursing/ / PARA MEDICAL/ BPT/ D.PHARM COURSES

- a. The Internal and External Examiner, Examiners for Practical Examinations & Viva-voce Examinations, Paper Setters, Thesis Evaluators and moderation of question papers shall not be appointed, unless he/she fulfils the minimum requirements i.e., they must be lecturer / Assistant Professor and must have minimum 03 (Three) years or as decided by the University of teaching experience, after obtaining the Post Graduate Degree.
- b. No person shall be appointed as an examiner in any subject unless he/she has three years' or as decided by the University experience as a recognized PG teacher in the concerned subject.

- 4.2.2** Board of Studies of respective department / college/ Dean/ Principal shall recommend the name of the Examiners (internal & external) at least one and a half months prior to the commencement of examinations, for all the programmes running in their Schools/ colleges/ Institutes. The panel of Examiners has to be sent to the Office of Controller of Examinations at least 45 days prior to the commencement of examinations. The Vice Chancellor on the recommendations of the Controller of Examinations shall approve the panel of paper setters, Practical & Viva- voce examiners, evaluators, moderators amongst persons (including reserve list) recommended by the Controller of Examinations.

- 4.2.3** However, The Vice Chancellor may appoint anyone else, for taking the examinations/ paper-setting/ evaluating answer sheets, who is eligible but his name has not been mentioned in the list.
- 4.2.4** No person shall be appointed as a paper-setter or examiner or moderator either in theory, viva-voce or practical examination in any subject for an examination at which any of his/her near relations intend to appear in that year.
- 4.2.5** Panel should be updated well before each examination, with latest phone no., email IDs or addresses of examiners.
- 4.2.6** Controller of Examinations shall issue general instructions for the guidance of the examiners/paper-setters/evaluators for the proper discharge of their duties.
- 4.2.7** In case of the appointed examiner/paper-setter/evaluator is incapable of acting as such or declines the offer in writing, the Vice-Chancellor shall appoint a substitute.

4.3 PAPER SETTING:

- 4.3.1** The whole process of question paper setting shall be completed through ERP system. The process includes the following steps.
- 4.3.2** School shall upload the panel of paper setters (Internal & External) on ERP under the intimation to the office of Controller of Examinations prior to 30 days of commencement of examinations.
- 4.3.3** The Vice Chancellor on the recommendations of the Controller of Examinations shall approve the panel of paper setters on ERP.
- 4.3.4** Paper setters shall receive the message to prepare the question papers within stipulated time.
- 4.3.5** Paper setters shall prepare the question paper on the given format provided by the University.
- 4.3.6** The question paper shall be set from the entire syllabus of a course. It shall be ensured that no question comes out of the syllabus.
- 4.3.7** Copy of syllabus along with the Marking Scheme shall be sent to the paper setter.
- 4.3.8** Each question paper shall be prepared in two sets, for each subject by paper setters. Assigned question paper shall be sent to the office of the Controller of Examinations, well in time.

4.4 INSTRUCTIONS FOR PAPER SETTER

(Recommended, not to use any hard copy instead use (official) e-mail.)

- 4.4.1** The question paper must be typed at prescribed format as per instructions.

Technical terms should be written in the capital letters.

- 4.4.2** Every question and every part of a question should be clear in language and free from ambiguity.
- 4.4.3** The question paper shall be strictly from the prescribed syllabus / scheme. The questions should be fairly distributed covering the whole course of study and not concentrated on any one or few portions.
- 4.4.4** Paper setter should clearly indicate in head note of Question paper regarding number of questions to be attempted from a particular section. He / She should ensure that sum of marks allotted to each section / question is equal to maximum marks and is as per Evaluation Scheme.
- 4.4.5** The paper setter should not keep with him any hard or soft copy or rough drafts of the question paper set by him/ her. All the drafts and notes must be destroyed.
- 4.4.6** Paper setters are requested to maintain the confidentiality of question papers.
- 4.4.7** Paper setter should certify that, to best of his/her knowledge none of his / her direct or indirect dependents/relatives is / are appearing in the examinations in which his / her paper may be one of the papers.
- 4.4.8** 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 to be indicated.
- 4.4.9** The paper setter must carefully paste the envelope provided by the 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 envelope and submit to the CoE.
- 4.4.10** In case serious mistakes are found in the paper, which may create confusion in the minds of the examinee, the university can drop the name as paper setter and can cease the remuneration.
- 4.4.11** Vice Chancellor may also appoint more than one paper setter for same subject under special circumstances.

4.5 SCHEDULE OF EXAMINATIONS

The University shall prepare and publish a Schedule of Examinations for each & every Programme conducted by it at least 10 days before the examinations. The Schedule of Examinations which includes the name of the Examination, last date of submission of examination forms with and without late fee, examination fees, date of commencement and conclusion of theory & practical examination and probable date of declaration of result etc. approved by the Board of Examinations shall be made available to all the constituent Colleges/Institutes and other concerned within stipulated time and shall be also uploaded on University website.

4.6 ELIGIBLE LIST OF STUDENTS FOR APPEARING IN UNIVERSITY

EXAMINATIONS AND FILLING OF FORMS

- 4.6.1** School/Institute shall forward/ upload duly approved list of eligible students as per Apex statuary body's guideline, 20 days before appearing in the university examination.
- 4.6.2** The system of submission of online examination forms and online payment of examination fees are to be adopted for the examinations.
- 4.6.3** The examination forms are to be uploaded on ERP and all the candidates should be able to access it through their respective student ID for ERP login. The candidates concerned should login to ERP using their student ID login credentials, fill up the required information, make online payment of examination fee and submit the examination forms only within the stipulated period. Offline examination form in Special cases shall also be accepted. The access to the examination forms through ERP shall be withdrawn after the due date of filling with late fee and the candidates shall not be able to fill examination form any more. Students who wish to apply after the due date of filling with late fee shall be able to do so through a special link activated in their ID ERP login after their application is duly approved by the concerned authority. If the last date of filling the examination forms falls on holiday/bank holiday or any other holiday decided later, the examination form shall be available on ERP on the next working day.
- 4.6.4** The Schools should take daily review of the status of examination forms submission and approve the forms which fulfill the criteria, print them and get them signed by the concerned Dean / Principal / Director and the incomplete form or forms with incorrect information shall be referred back to the candidate by the School for necessary action. After the due date has passed, the School / Institute shall prepare the report in the prescribed format and forward to the Registrar Office along with the authorized examination forms and details of Examination fee.

4.7 TIME TABLE OF EXAMINATIONS

The time table of various examinations shall be prepared and uploaded on the university website normally 10 days before the commencement of the examinations. The Schools/Institutes concerned should ensure that the time table of the respective examination is downloaded and displayed on the Notice Board of the School / Institute for the information of candidates and all other concerned stake holders.

4.8 EXAMINATION Cell

The Examination Cell shall have the following facilities: -

- a. Telephone
- b. E. Mail ID
- c. Computer with printer, scanner
- d. Photocopying Machine
- e. Steel Almeras with lock for safe custody of Question Papers & other confidential material.
- f. Well protected Room for storage of examination related materials.
- g. Any other means of communication as may be required from time to time.

4.9 SCHEDULE OF STAFF

Payment to be made to external invigilator/staff as engaged by University as per norms.

4.10 PRINTING AND PACKING OF QUESTION PAPERS

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

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

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

4.10.4 The balance two sealed envelopes having question papers shall be kept in strong room under the safe custody of Controller of Examinations. In the next examinations only one new question paper may be got prepared for that subject unless syllabus has changed and in case of change of syllabus three fresh question papers shall be got prepared.

5. EXAMINATION CONDUCTION AND RESULT WORK:

- 5.1 CENTER SUPERINTENDENT:** A senior professor of a School shall be the Center Superintendent at each examination Center who shall be responsible for the safe custody of answer books and satisfactory and smooth conduct of the examinations. Overall responsibility for safe and fair conduct of that examination shall be of the Controller of examinations/ Centre Superintendent. Assistant Center Superintendent if any shall perform the functions of the Center Superintendent in the absence of the Center Superintendent; under intimation to the Controller of Examinations.
- 5.2 ASSISTANT CENTER SUPERINTENDENTS:** Assistant Center Superintendent (s) shall be appointed by the Center Superintendent from amongst the teaching faculty of the rank not lower than of Assistant Prof. / Associate Professor to make all preparatory arrangements for holding examinations including seating arrangement for the candidates.
- 5.3** One Assistant Superintendent may be appointed where the total number of candidates registered for all examinations at a particular center in one particular session does not exceed 250, and for more than 250 candidates 1 assistant superintendent shall be added for every 150 Examinees.
- 5.4** He / She shall conduct the examinations under the supervision of the Center Superintendent according to the instructions given by the Controller of Examinations from time to time in this regard. He/ She shall take all necessary measures for faire and the smooth conduct of examinations at a center.
- 5.5** The Assistant Superintendent(s) shall perform duties assigned to her/him by the Center Superintendent of Examination Center. He/ she along with Center Superintendent shall be responsible for opening of Question papers, seating arrangement, checking the absentee students, updating the record of consumed answer books on daily basis, packing of answer books along with the attendance sheet, question paper etc. and then dispatches to Controller of Examinations immediately on conclusion of the Examination.
- 5.6** They shall also ensure that cases of UFM have been sent to Examination Department in a separate sealed Envelope on daily basis.
- 5.7 INVIGILATORS:** - Invigilators shall be appointed by the Center Superintendent in a manner that their ratio to candidates does not exceed one invigilator to 25 candidates. In case the number of invigilators appointed in any room exceeds the prescribed ratio of 1:25 the Centre Superintendent shall submit the following report:

S. No.	Date	Room No.	Capacity of Room	Students allotted	No. of Invigilators	Reasons

- 5.7.1** The teachers/ academic staff members of the University appointed by the Center

Superintendent shall perform as invigilators in different halls/rooms. The Duty Roster of the Invigilators must be maintained by the Assistant Center Superintendent and Center Superintendent. The same along with day-wise signatures and contact numbers of the invigilators must be sent to the Examination Cell a day prior to the conduction of Examinations.

- 5.7.2** The Center Superintendent of the Examination Center may invite the invigilators from other Institute/ colleges of the university with prior approval of the Vice Chancellor in some special circumstances.
- 5.7.3** Only those teachers be engaged in whom the Center Superintendent / COE has full faith.
- 5.7.4** The librarian of the University may be engaged as an invigilator if required.
- 5.7.5** One Teacher of the subject of which examination is conducted, may be appointed as invigilator.

5.8 WATCH AND WARD: ADDITIONAL

- 5.8.1** The police personnel from local police station and University security staff shall be on Examinations Security their function shall be to maintain discipline outside the examination hall /halls.
 - 5.8.2** Search officers male and female also to be appointed at every centre with the responsibility to carry out search of students outside the examination hall for ensuring that prohibited materials are not taken into the examination hall. Search of female students shall be done only by female member.
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5.9.1 INSTRUCTIONS TO CANDIDATES

- a. Candidates who are not present in the examination hall as per the notified time, shall not, as a rule be admitted to enter the examination hall thereafter. The Center In-charge may after approval of COE, however, allow the candidate to enter in the examination hall up to half an hour late of the scheduled time prescribed for the particular examination, on genuine satisfactory reason for the delay.
- b. Smoking, chewing tobacco or consumption of any intoxicating substance is strictly prohibited in the examination hall.
- c. An hourly bell /announcement shall be sounded / made after completion of every hour as also ten minutes before the close of the examination. Students shall not leave their seat until the Supervisors/ invigilators collect all answer-sheets.

5.9.2 INSTRUCTIONS TO THE EXAMINEE IN THE EXAMINATION HALL

- a. Make sure that students are not in possession of any material such as books, note-books, scribbled notes, technology based calculating and communication devices like mobile, watches, pager and calculator etc.
- b. Do not carry any answer-sheet or supplement sheet written in or blank inside the examination hall.
- c. Do not speak or communicate in any way with any other candidate in the examination hall while the examination is going on.
- d. Do not disobey any instructions issued to you by the Center In-charge or the Invigilators.
- e. Do not behave in a rude or disobedient manner.
Failure to observe the instructions may result in disciplinary action as per university regulations.

5.9.3 WHILE WRITING THE ANSWER SHEETS IN THE EXAMINATION HALL

- a. Write on both sides.
- b. Write the answer-sheets in blue or black ink/ball pen only. Use of colored pencil or ink in case of diagrams and sketches is permitted.
- c. Do not write name in any part of your answer-book or disclose identity in any other manner.
- d. Do not write anything on the question paper or the blotting paper.
- e. Do not write seat number anywhere except at the place provided. If seat number is written anywhere else, it shall be treated as unfair means and the performance of the candidate shall be treated as null and void for the entire examination.
- f. If a student wants anything, he/she shall request to Invigilator, but shall not leave his/her Seat on any account.
- g. If there is some error in the body of the question paper, bring it immediately to the notice of the Invigilators so as to enable him to rectify it after making the necessary enquiries. In case the invigilators are unable to rectify the error while the paper is in progress, bring the suspected error to the notice of the Controller of Examinations through the Center In-charge of the examination center immediately after examination is over.
- h. Write answers in a legible hand. Answers written in an illegible and undecipherable hand are liable to be un-assessed.
- i. In case a part of the answer to a question is written on a page not immediately succeeding the page on which the main body of the answer is written, the fact must be clearly indicated at the end of complete answer, otherwise the part of the answer

is liable to remain un-assessed.

- j. Students shall not be permitted to leave the examination until one hour or any other period prescribed in this regard.
 - k. Exchange of writing materials, pencils, mathematical instruments, etc., is strictly prohibited.
 - l. Do not write answers in wrong sections as these shall not be assessed. Write only in the designated space for the answer of a particular question.
- 5.9.4** The doors of the examination hall and rooms should be opened each day only 30 minutes before the time fixed for the commencement of the examination.
- 5.9.5** Roll numbers of candidates may be written on desks with chalks or through roll cards. A seating plan of the examination showing the measurement of each room used and the position of each candidate relatively to the other should invariably be supplied to the Controller of Examinations and a copy of the same should be maintained in the college records for inspection as and when required.
- 5.9.6** A space of not less than 2.0 to-2.5 square feet should be assigned to each candidate. If there are space constraints the candidates of different courses should be seated judiciously and maintain a reasonable distance between course mates.
- 5.9.7** Seating arrangement for candidates should be properly notified at some prominent place and it should also be displayed outside the examination room. Changes made in seating arrangement on any particular day should be notified at least one day earlier.

5.10 RECEIPT OF QUESTION PAPERS & OPENING THEREOF AT EXAMINATION CENTER

- 5.10.1** Sealed envelopes containing question papers shall be collected by Center Superintendent from COE personally.
- 5.10.2** Center Superintendent shall note carefully the state in which the envelopes have been received, if any of them is tampered or opened it should be brought to the notice of the Controller of Examinations immediately. These intact sealed envelopes shall be kept under lock at a place under CCTV covered area.
- 5.10.3** The examination room wise sealed envelope shall reach examination hall 10 minutes before commencement of examination.
- 5.10.4** Chief Invigilators shall certify that received envelop has not been tampered with and is properly sealed.
- 5.10.5** The envelopes containing the question papers should be opened by the Chief Invigilator and Invigilator. The envelopes should be slit opened and the seals be left unbroken. The chief invigilator and invigilator should affix signatures at the place provided on each cover

after being satisfied that correct envelope is being opened and no envelope is tampered with.

- 5.10.6** The question papers should be counted and the number should be tallied with the figures given on the face of envelope containing the question papers.
- 5.10.7** This precaution is necessary since the possibility of wrong paper being packed in one packet cannot be ruled out. If the number of the question papers in any envelope falls short of the required number, the required number of question papers may be photocopied and the Controller of Examinations should immediately be informed of this fact by phone. Student shall be given the prescribed time for answering questions after the paper has been made available to them.
- 5.10.8** Envelopes along with undistributed question papers (if any) should be sent back to the Controller of Examinations, along with sealed packets of duly accounted answer sheets.

5.11 INVIGILATION DUTY

Invigilation is a part of duty: - No teacher should absent himself / herself from invigilator's duty without the prior permission of the Controller of Examinations / Center Superintendent of the Center at which he/she has been deputed for invigilation work.

5.12 DUTIES OF THE INVIGILATORS

The sanctity of the examination depends greatly on the conduct of an Invigilator. Any laxity on the part of an invigilator is likely to result in undesirable consequences affecting the reputation of the University.

- 5.12.1** An invigilator is expected to be alert at every moment beginning from the entry of the candidates till such time that all answer books are collected from them, so it is necessary that he/she should make frequent rounds in the Examination Room.
- 5.12.2** An invigilator is under the control of the Center Superintendent. During the period they are on duty and she/he should not leave the examination center without the permission of the Center Superintendent or Assistant Center Superintendent.
- 5.12.3** An invigilator should report at the center at least half-an-hour before the time fixed for commencement of the examination.
- 5.12.4** An invigilator may be required to act as witness when desired by the Center Superintendent for opening of the question paper packets and sealing of the packets of answer books.
- 5.12.5** It shall be the duty of the invigilators to guard against all kinds of malpractice or misconduct on the part of any candidate inside the hall / center. She / he shall report such malpractice or misconduct to the Center Superintendent and render such assistance to the Center Superintendent as required, in regard to the conduct of

the examinations.

- 5.12.6** Use of mobile phone is strictly prohibited in the Examination Hall.
- 5.12.7** An invigilator shall not be allowed to take refreshments inside the examination hall during the examination.
- 5.12.8** In case, the invigilator or any other staff on/off duty is found assisting the candidate by use of any unfair means, the disciplinary action shall be initiated against him/her. The action against the candidate shall also be taken as per UFM policy.

5.13 Responsibilities of the invigilators

- 5.13.1** To check the Admit Cards.
- 5.13.2** To distribute answer books and question papers to the examinees,
- 5.13.3** To ensure that the examinees occupy their allotted seats in the room.
- 5.13.4** To make announcements asking the examinees to produce the Admit Card.
- 5.13.5** Ensure that books, notes, copying material, mobile phone, Electronic devices, and / or paper are not carried by the examinees in the examination hall.
- 5.13.6** Announce that students should write Roll No. on the question paper and nothing else.
- 5.13.7** Use of only allowed accessories as may be applicable per paper.
- 5.13.8** Write subject, paper; roll number and Enrolment number, semester & year in the allotted spaces in the answer script, and sign the sheets.
- 5.13.9** Announce hourly about the time used and the time remained to complete the paper.
- 5.13.10** To check according to the verification sheet, and get the attendance/ verification sheets signed by the student.
- 5.13.11** To prepare the absentee statement in respect of the room under his / her charge and submit the same within one hour of start of examination to the Center Superintendent.
- 5.13.12** To check all the entries filled in, including that the correct roll number _____ is written in words at the allotted space on the answer sheet by the candidate, on the cover page of Answer Book with help of admit card of the candidate.
- 5.13.13** To ensure that the cover page of answer book bears the dated stamp and his/ her signature.
- 5.13.14** The invigilator shall sign each answer book at the assigned box as an evidence of

verification of candidature of the student.

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

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

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

5.13.18 To collect answer books from the examinees as soon as the examination is over and to hand over the same to the Center Superintendent in sequential order of roll after duly counting and tallying these with student's attendance sheet.

5.13.19 To return surplus copies of loose sheets to the Center Superintendent immediately after the examination.

5.14 ATTENDANCE, VERIFICATION & DISPATCH OF ANSWER BOOKLETS:

5.14.1 The Enrolment number, roll number and signature of the all students appearing in the examinations shall be recorded in the daily attendance sheet and verification sheet on the prescribed Performa.

5.14.2 The duly signed attendance sheet should be sent to the Controller of Examinations, along with the docket and question paper, in the sealed packet of Answer Scripts of the scheduled day of examinations.

5.14.3 Before the answer books are assigned to Controller of Examinations, the Center Superintendent has to ensure that the title page has been filled in correctly by the candidate and signed by the invigilator concerned.

5.14.4 In some cases, candidates do not write their full Roll no. and other particulars on the title page of the answer books. The responsibility in such case shall be solely of the invigilators, Center Superintendent.

5.14.5 As the examinations are over, Center Superintendent should return the used and un-used envelopes of the question papers containing surplus question papers to the Controller of Examinations along with the verification sheet.

5.14.6 The account of used answer books along with remaining answer books is also to be deposited along with filled Performa, provided.

5.14.7 Center Superintendent with assistance of Assistant Center Superintendent shall ensure through invigilators that answer sheets are packed and sealed are in serial

and there is no discrepancy between submitted answer sheets and number of students attended the examinations.

5.14.8 Controller of Examinations shall get all the sealed packets of answer sheets collected through university transportation with security personnel after the examination.

5.15 DISCIPLINARY CONTROL

5.15.1 During the examination the candidates shall be under the disciplinary control of the Center Superintendent of the Center and they shall obey his/her instructions. If a candidate disobeys the instructions of the Center Superintendent/Asst. Center Superintendent or any of the invigilators or misbehaves towards any of the examinee, he/she may be suspended by the Center Superintendent from that day's examination. The misbehavior done by the student should be reported by the Center Superintendent to the Vice Chancellor and the Controller of Examination on the same day.

5.15.2 However, if the student has any grievances against the Center Superintendent /Assistant Center Superintendent/Invigilator, he/she can submit the grievances to the Controller of Examinations and in his absence to the Registrar. Appropriate action shall be taken by them.

5.16 ISSUING OF DUPLICATE ADMITS CARD

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

5.16.1 If the Center Superintendent/Assistant Superintendent of an examination center is satisfied that admit card of a student is left at home/room, he/she may permit the student to appear in examinations. However, the same shall be noted on his/her attendance sheet and the information shall be sent to the COE and the Accounts Department for adding the penalty as prescribed in his/her dues.

5.16.2 If admit card is lost or destroyed by the student, the student shall apply on the prescribed form to the COE for issuing the duplicate Admit Card after depositing the prescribed fee Rs.50/- . The office of the COE shall ensure that the duplicate Admit Card is issued to the student the same day or is sent to the examination center of the student before the next examination of the student.

5.17 Provisional Permission:

The candidates who have not been issued Admit Cards and whose names/roll nos. are not in the Roll lists should not be allowed to sit in the examination unless permitted by COE. The candidates who do not possess Admit card but are permitted in the examination at a later date, the following shall apply;

- a. Their names shall be in the additional list of students.
- b. They shall carry the original copy of the permission obtained

5.18 FLYING SQUAD

The flying squad shall overview and supervises the conduct of examination as per instructions of the COE and to take surprise inspection of examination venues, so as to eliminate possibilities of use of unfair means by candidates, to hold the examinations in a fair, transparent, impartial and smooth manner and are maintaining the credibility of examinations.

5.19 APPOINTMENT OF FLYING SQUAD

- a. A flying squad shall consist of a Convener, 1 to 3 Squad Members and shall be appointed by the Vice Chancellor or by the COE with the permission of the Vice Chancellor.
- b. They shall be of the post of Associate Professor or above or anyone deemed fit by Vice Chancellor.
- c. They shall be instructed about their duties and work on the same day as of the surprise visit plan.

5.20 DUTIES FOR FLYING SQUAD

- 5.20.1** The Flying Squad shall monitor all aspects of the conduct of examinations and ensure that the examinations are conducted in smooth and punctual manner, thus enhancing the general credibility of the system and discouraging any tendencies on the part of the examinees or any other person to indulge in malpractice or misbehavior in examinations. Flying Squad Committee shall be adequately empowered to verify entire examination process at the examination Center.
- 5.20.2** They shall carry their I-cards/Authority letter for disclosing their identity at the examination Center.
- 5.20.3** The Flying Squad / Invigilators or Supervisory staff shall have the authority to search any student to find out as to whether the student has got any objectionable material with him/her or not. However, female student can be searched only by female members of the flying squad.
- 5.20.4** Refusal of the candidate to be searched would raise a presumption against him/her that he/she is in possession of objectionable material to be used in the examination.
- 5.20.5** To inspect the examination halls and check the seating arrangement. If the seating arrangement is improper, it shall inform the Center Superintendent and get it corrected.
- 5.20.6** To keep vigil on all aspects of the conduct of examination at the center and report the cases of malpractice/misconduct, if any, to the Center Superintendent. The center Superintendent shall take action in such cases as per prescribed procedure.
- 5.20.7** It shall also inspect the toilets and other surrounding areas for hidden books/notes.

A detailed report of observations made by the flying squad along with any suggestions shall be sent to the Vice Chancellor, duly signed by all the members.

5.21 APPOINTMENT OF AMANUENSIS / SCRIBES

- 5.21.1** An amanuensis /scribe is allowed in case of Blind Candidates and those candidates, who are disabling to write due to an accident, disease or congenital deformity.
- 5.21.2** Principal/Dean shall recommend appointment of amanuensis /scribe for a particular student to the Vice Chancellor. The Vice Chancellor can take the decision on the basis of merit of application, meeting the student personally or may ask the student to submit a medical certificate from the Senior Medical Superintendent of a Hospital. The candidate should submit an application to the Dean/ principal at least one month before the commencement of examinations. In case of accident occurred recently, student can write an application directly to Vice-Chancellor through the concerned Dean/ Principal and in exceptional circumstances directly to Vice-Chancellor.
- 5.21.3** Exception can only be in case of any unforeseen mishap, in which case the student may apply any time before starting of examinations or even during the examinations; however, in such cases the appointment of amanuensis /scribe shall depend upon the availability of the appropriate person at that time.
- 5.21.4** The amanuensis/ scribe shall be a person of a lower qualification and of different stream than the candidate concerned.
- 5.21.5** The Center Superintendent at the Examinations shall arrange for a suitable space for the disabled candidate.
- 5.21.6** An extra Half an hour shall be given to such candidates for 3 hours' duration.
- 5.21.7** The payment of the amanuensis / scribe, if any, shall be borne by the candidate.

5.22 Cancellation Of Appointments / Examinations- Vice Chancellor reserves the right to cancel or rescind any appointment relating to examinations or cancel or reschedule any examinations at any time in the interest of smooth conduction of examinations.

- 5.23 Lost Answer Book-** In case of a answer book of a candidate has been lost after having been handed over to the Centre Superintendent at the Examinations, enquiry shall be setup and as per the direction and satisfaction of Vice- Chancellor, following actions can be taken-
- a. Permit the candidate to reappear in the subject of which the answer book has been lost, on a date and time to be fixed by the Controller of Examinations.
OR
 - b. Award him marks in the answer book lost equal to the average marks obtained by the candidate in the other papers, subject to a maximum of 60% marks in that paper in case the candidate has appeared in one subject having two papers A & B to avoid carry over.

OR

- c. Award him equal of average marks of the subjects/papers which he has already cleared, in case he/she has appeared in one paper to clear carry over.

OR

- d. If there is a dispute as to whether a candidate's paper was duly handled in or not, the decision of the Vice-Chancellor shall be final. The Vice Chancellor shall examine the report of the Controller of Examinations before arriving on the decision.

5.24 UNFAIR MEANS

Examinations are recognized and formal procedure intended to measure examinee's knowledge/talent. Result of examinations has an impact on individual's future academic career and vocational goal; as such he/she may get tempted to adopt unethical/unfair means (UFM) with a purpose of obtaining the desired goal which puts him/her at an advantage as compared to others.

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

- a. Bringing any objectionable material for the purpose of being used for answering the question paper in the examination hall.
- b. Writing name or putting signature or any other mark in the Answer Book which may disclose, in any way, the identity of the candidate.
- c. Writing Roll No. at any other place than the space provided for it.
- d. Having in possession book(s), notes, papers or any other like materials which may be used in the examination.
- e. Receiving or giving assistance to other student in copying in any form during the period of the examination.
- f. Smuggling in or out of the examination hall of Answer Book etc. and tearing leaf/leaves from the answer book or tampering with the answer book in any way.
- g. Impersonation i.e. sending some other person to appear in examinations.
- h. Communicating with the Examiner or any other person connected with the Examinations, with the object of unduly influencing him in any way.
- i. Any other type of misconduct or a deliberate attempt to cheat in the examinations.
- j. Writing questions or answer on any paper other than the Answer Book.
- k. Any other case of Unfair Means detected at any stage during or after the Examinations.
- l. Using mobile phone or any other smart device(s) for receiving/sending messages. Even keeping mobile phone or any such device shall be considered as an attempt to cheat

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

5.25 PROCEDURE TO BE FOLLOWED BY THE INVIGILATOR/CENTRE SUPERINTENDENT IN BOOKING UFM CASES-

5.25.1 ISSUANCE OF SECOND ANSWER BOOK

- a. As soon as any case of unfair means comes to the notice of the Invigilator/Superintendent/ Flying Squad of the examination centre, he/she shall take possession of the answer book of the examinee along with paper or other material found in his/her possession duly signed by the examinee. The candidate shall be provided another answer book immediately and a stamp of "Fresh Answer Book" shall be placed on the top of the Answer Book. In case, the examinee refuses to do so, the fact of his/her refusal shall be recorded by the Invigilator/Superintendent / Flying Squad which should be attested by at least one Invigilator present on duty and present at the time of refusal. The record of the fact shall be submitted to the Controller of Examinations on the same day.
- b. While issuing the fresh Answer Book, the defaulter candidate shall be asked by the Invigilator/Centre Superintendent to submit the statement/ information on prescribed format.
- c. If he/she does not give such statement/ information, the verification can be done by another Invigilator/Examination Superintendent.
- d. In case a student refuses to cooperate and does not agree with the observation of the invigilator/center superintendent, he may be counseled that he/she should cooperate and write his/her comments in the remarks. He /She should be informed that he/she may write about his/her grievances to the Controller of Examinations /Registrar after the examination.

5.25.2 STATEMENT OF THE INVIGILATOR

- a. Flying Squad / Invigilator, who detects the use of UFM by a candidate, shall record the statement mentioning the details of the material found from the candidate and fill in the form provided.
- b. Precise information on the prescribed format, from where the material was found should be mentioned in the statement of the invigilator/s for example from of the pocket, desk, shoes etc. of the student or from nearby lying on the floor, table, chair etc.
- c. The incriminating material so detected by an Invigilator should also be signed by the invigilator on each page and the total number of pages detected should be mentioned on the title of the Answer sheet duly signed by the Invigilator and Centre

Superintendent.

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

5.26 OTHER CASES OF UNFAIR MEANS

5.26.1 IMPERSONATION: The Centre Superintendent should hand over the person impersonating as the student to the Security Officer who shall file an FIR at the Police Station and shall hand over the person to the Police. The matter shall also be reported to the Vice Chancellor, the Controller of Examination and the Dean/ Principal of the concerned School/ College to which the student belongs.

5.26.2 MISCONDUCT: In case of misconduct by any examinee, the statement of the Invigilator/ Centre Superintendent shall be sent to the Dean/ Principal of the School/ Institute for taking appropriate action against the student, along with their recommendations.

5.27 DOCUMENTS REQUIRED TO BE SENT IN UFM CASES:

All cases of UFM should be recorded on the Performa. The form shall be accompanied by the following documents:

- a. One + One = Two Answer Books/ sets of Answer Books.
- b. Statement of the candidate on prescribed format
- c. Statement of the Invigilator on prescribed format
- d. Unfair aid / material found from the student.

5.28 DISPATCH OF UFM CASES

- a. Copies of UFM should be sent separately in a sealed envelope duly addressed to the Controller of Examinations along with the prescribed Performa for each case booked under UFM on daily basis.
- b. All the material (answer books of unfair means, together with the material recovered from the students) duly signed by the candidate, invigilator and by the Centre Superintendent, has to be sent to the Controller of Examinations separately under sealed cover soon after examination is over on the same day.
- c. His/her examination result shall be withheld till finalization of the case by UFM committee and the final decision of the Vice Chancellor. The decision of UFM case shall be made within 15 days from the registration of the case of UFM. The decision of the UFM Committee in imposing penalty for the offence committed by the candidate shall be final and binding on the student after the ratification by the Vice Chancellor.
- d. The fact that a particular Roll No. was booked under UFM should be recorded in the attendance sheet as well as in the statement for dispatch of Answer Book to the

Controller of Examinations.

- e. The candidate booked under UFM shall not be expelled from the examination center for that paper rather a fresh copy/ answer script is to be issued to attempt his/her paper except in the cases of impersonation.
- f. Candidates found using any of the UFM material are not to be debarred from appearing in the remaining papers except where so provided.
- g. Candidates may be physically searched by the Centre Superintendent/ Invigilators/Members of the Flying Squad deputed by the COE, before or during the examination at any time. In case of a female candidate, search should be made by female faculty members only.
- h. If a candidate forces his way out with the answer book, the complete statement explaining the circumstances under which the candidate has left the examination hall with the answer book should be reported separately to the Centre Superintendent.
- i. The invigilator's statement should also contain the time of the incident and details of the case as to how the candidate took away the Answer book. If any effort was made to recover the Answer Book that should also be stated and the same may be sent to the University.

5.29 STUDENT GRIEVANCE

A student who has any grievances against the Centre Superintendent/ Invigilator or he/she has reasons to be dissatisfied with the decision of the UFM Committee, he/ she can submit the grievances to the Controller of Examination and in his absence, to the Registrar, who shall take necessary action to redress of the grievance of the student.

5.30 GUIDELINES FOR UFM COMMITTEE REGARDING PENALTIES FOR DIFFERENT TYPES OF OFFENCES UNDER UFM

S. No.	OFFENCE	MAXIMUM PENALTIES
1.	<p>i. Copying Material was found.</p> <p>ii. If during a University Examination a candidate was found talking to another candidate or any person inside or outside the examination hall/during the examination hours, without the permission of a member of the supervisory staff, before he has handed over his answer-book.</p> <p>iii. Writing identity in the answer book like name, request, roll no. at unauthorized place, etc.</p>	<p>a. A warning letter shall be given to the Candidate. OR</p> <p>b. Present full examination (theory) will be cancelled</p> <p>c. A fine as prescribed may be Levied.</p> <p>d. Candidate shall be debarred from taking part in any extra-curricular activity of the University for the prescribed period as decided by the committee.</p>
2.	Copying material was brought in the examination hall and used, including the script written in mobile or have searched internet in the duration of Examinations	<p>a. A warning letter shall be given to the candidate.</p> <p>b. If the material was used, monitory /financial punishment as prescribed shall be added.</p> <p>c. Candidate shall not be considered for any kind of examination for the current semester.</p> <p>d. The candidate shall not be eligible for grace marks.</p> <p>e. The question(s) attempted with the copying material shall be marked zero. Candidate shall be debarred from taking part in any extracurricular activity of the University for six months.</p>

3.	<ul style="list-style-type: none"> i. Destroying evidence including tearing / swallowing of copying material or of answer book/Or running away with answer book or any other examination material. ii. The answer book brought from outside and/or not written in Candidate's handwriting. iii. Extra ordinary electronics equipment's and smart devices used by the student. 	<ul style="list-style-type: none"> a. A warning letter shall be given to the candidate. b. Candidate shall not be considered for any kind of exam for one year. c. Concerned subject/paper shall be cancelled. d. Monitory/financial punishment up as prescribed shall be added. e. Candidate shall be debarred from taking Part in any extracurricular activity of the University for six months.
4.	Impersonation	<ul style="list-style-type: none"> a. A warning letter shall be given to the candidate along with disciplinary action. b. Candidate shall not be considered for appearing in any kind of examinations for one year. c. Whole Current Examination shall be cancelled. d. Monitory/financial punishment as prescribed shall be added. e. Candidate shall be debarred from taking part in any extracurricular activity of the University for one year. FIR may be lodged against him/her.
5.	Any other Unfair means not covered above which jeopardize the sanctity of the University Examination.	Any/All of the above penalties may be imposed by the UFM Committee

5.31 MASS COPYING CASES

5.31.1 Mass copying shall be dealt differently than that of the individual UFM cases.

Various modes of the mass copying are as under:-

- a. Copying from the printed sheet circulated in the examination hall.
- b. Displaying copying material on the black board.
- c. Use of loud speaker from outside.
- d. Dictating answer by the Invigilators etc.
- e. Any other evidence which proves mass copying.

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

Note:

- a. In exceptional cases where student is involved in criminal act, reporting to the Police authority may be recommended by the disciplinary committee to the Vice Chancellor for taking the appropriate decision.
- b. In case, the invigilator or any other staff on / off duty is found assisting the candidate in unfair means, the disciplinary action shall be initiated against him/her. The action against the candidate shall also be taken as per UFM policy.
- c. Disciplinary aspects of students pertaining to examinations shall be dealt with by the Dean /Principal concerned.

5.32 POLICY FOR UFM CASES

- a. During the course of conduction of Examinations when a student is caught in copying the material from other resources or detected in keeping some manuscripts or any other device shall be treated as UFM case. The answer script of the student shall be marked as UFM Case & a fresh copy shall be given to write answers.
- b. The Board of Examinations shall constitute UFM Committee under the Chairmanship COE or person nominated by Vice Chancellor & three members. They shall be assigned to investigate the case and give their recommendations, as per gravity of offence committed by the students, in terms of per Para 5.30 above.
- c. The meeting of UFM Committee shall be convened by the COE or person nominated by the Vice Chancellor to act as Chairperson.
- d. COE/UFM Committee shall put up the report to the Vice Chancellor for perusal and its final disposal.
- e. Marks awarded on fresh copy shall be treated as final.
- f. School /Institute shall be informed of the penalty imposed on the student.
- g. Registrar/ Dean /Principal of concerned School /Institute shall issue the warning letter to the student specifying the penalty details also.
- h. Student has to deposit penalty amount if any within the stipulated time, failing which, late fine shall be added in penalty amount.
- i. Dean /Principal of the School /Institute concerned shall submit Student's warning letter along with penalty amount receipt in original to the Office of Controller of Examinations for releasing the result.
- j. Controller of Examinations shall declare the revised result after being satisfied with all the documents submitted.

5.33 EVALUATION PROCEDURE:

After getting Answer Booklets from the center.

- 5.33.1** Answer books shall be coded (to hide the details of students) in Examination Cell before handing them over to the evaluator.
- 5.33.2** Evaluation by internal / external evaluators shall be done centrally in Examination Cell / Evaluation Hall only.
- 5.33.3** In special circumstances (coded) answer booklets can be sent to external evaluator with prior permission of Vice Chancellor.
- 5.33.4** Marks shall be entered for each question in the space provided and total marks on the front page of answer booklet in addition of awarding them at the end of the answer.
- 5.33.5** Decoding shall be done in the office of Examination Cell before tabulation.

5.33.6 Important instructions for evaluator:

- a. No question or part of a question should remain unevaluated. Special care should be exercised in case where there are multiple choice / very short answer type questions.
- b. Marks awarded to a question or any part of a question must be written at two places. Firstly, where the answer of the question ends. Secondly, on the front page against the serial number of the question.
- c. There should be no mismatch between the marks given and entered on i.e. in the table, on the front page and where the question is written.
- d. Ensure that marks are correctly counted before writing the total sum on the front page.
- e. Marks awarded to a question or any part of a question must be written legibly at both places. This is necessary to avoid any confusion during the process of re- checking/re- totaling.
- f. Overwriting / corrections may be avoided. However, where correction becomes unavoidable it should be encircled and authenticated by signatures of the evaluator on the right side of the circle.
- g. While evaluating an answer booklet if any new page(s) is found, inserted or any handwritten chit pasted on any page of the answer script, it should be brought to the notice of the Controller of Examinations. Same procedure should be followed if there is any evidence of double handwriting in any answer script.

- h. If the candidate has attempted more questions than asked for, the marks of best attempted / scored requisite number of questions must be granted on the front page and word “over attempted” be mentioned at the end of those answers which have not been taken into account.
 - i. Assignment of evaluation should be completed within the stipulated period.
- j. **In certain cases, a student also leaves a few blank pages and then writes the answer of a fresh question, in such cases the following should be followed:**
 - i. It is necessary that evaluator should put initial or at least a tick mark at the end of each attempted answer. It shall convince the student that each answer has been thoroughly evaluated / checked.
 - ii. That none of the evaluator's relatives or dependent have appeared in the said examination.
 - iii. Word “END” should be written at the end of the last attempted answer and the remaining pages should be crossed (X) if the same are uncrossed.
 - iv. For evaluation of answer booklet, only red pen should be used.
- k. Last but not the least, due to RTI in operation, Xerox copy of any evaluated answer script could be demanded by the student immediately after the declaration of the result. Any compromise with the instructions mentioned above can seriously jeopardize the honor and integrity of the evaluator on one hand and name and fame of the University on the other hand, so evaluators must ensure that no question escapes evaluation particularly where the answer is attempted at two places.

5.34 PRACTICAL/CLINICAL EXAMINATIONS

Practical/Clinical examinations shall be conducted by appointed Internal and External examiners approved by the Vice-Chancellor. Practical/Clinical examination shall be conducted strictly according to the curriculum and evaluation scheme. Award sheet along with the attendance must reach the office of COE either on the same day or the next day after the conduction of the practical examination.

5.35 CRITERIA FOR PASSING-

As per apex bodies guidelines in relevant programmes

5.35.1 SCHOOL OF NURSING

5.35.1.1 B.Sc. Nursing,

- a. Minimum pass marks shall be 40% (P grade/ 4point) for English only and elective modules.
- b. Minimum pass marks shall be 50% in each of the Theory and practical papers separately except in English.
- c. The student has to pass in all **mandatory modules** placed within courses and the pass mark for each module is 50% (C Grade).
- d. A candidate has to pass in theory and practical examinations separately in each paper.
- e. If a candidate fails in either theory or practical, he/she has to re-appear for both the papers (Theory and Practical).
- f. If the student has failed in only one subject and has passed in all the other subjects of a particular semester and **Grace marks of up to 5 marks** to theory marks can be added for one course/subject only, provided that by such an addition the student passes the semester examination.

Semester- I

Paper- 1: Communicative English (Internal Marks 25 + External Exam 25 marks= Total Marks 50). Minimum pass mark 40%

Paper- 2: Anatomy & Applied Physiology (Internal Marks 25 + University Exam 75 marks= Total Marks 100) Minimum pass mark 50%

Paper- 3: Applied Psychology & Applied Sociology (Internal Marks 25 + University Exam 75 marks= Total Marks 100) Minimum pass mark 50%

Semester- II

Paper- 1: Applied Biochemistry & Applied Nutrition & Dietetics Internal Marks 25 + University Examination 75 marks= Total Marks 100) Minimum pass mark 50%

Paper- 2: Nursing Foundation (I & II): Internal Marks 25 + University Examination 75 marks= Total Marks 100) Minimum pass mark 50%

Paper- 3: Health & Nursing Informatics & Technology: (Internal Marks 25 + University Examination 25 marks= Total Marks 50). Minimum pass mark 50%

Practical 1: Nursing Foundation (I & II): Internal Marks 50 + University Examination 50 marks= Total Marks 100) Minimum pass mark 50%

Semester- III

Paper- 1: Applied Microbiology & Infection Control including Safety: Internal Marks 25 + University Exam 75 marks= Total Marks 100) Minimum pass mark 50%

Paper- 2: Adult Health Nursing- I: Internal Marks 25 + University Exam 75 marks= Total Marks 100) Minimum pass mark 50%

Practical 1: Adult Health Nursing- I: Internal Marks 50 + University Examination 50 marks= Total Marks 100) Minimum pass mark 50%

Semester- IV

Paper- 1: Pharmacology & Pathology (I & II) and Genetic: Internal Marks 25 + University Exam 75 marks= Total Marks 100) Minimum pass mark 50%

Paper- 2: Adult Health Nursing- II: Internal Marks 25 + University Exam 75 marks= Total Marks 100) Minimum pass mark 50% **Paper- 3: Professionalism, Ethics and Professional Values:** (Internal Marks 25 + University Exam 25 marks= Total Marks

50). Minimum pass mark 50%

Practical 1: Adult Health Nursing- II: Internal Marks 50 + University Examination 50 marks= Total Marks 100) Minimum pass mark 50%.

Semester- V

Paper- 1: Community Health Nursing- I including Environmental Sciences & Epidemiology: Internal Marks 25 + University Examination 75 marks= Total Marks 100) Minimum pass mark 50%

Paper- 2: Educational Technology/ Nursing Education: Internal Marks 25 + University Examination 75 marks= Total Marks 100) Minimum pass mark 50%

Paper- 3: Introduction to Forensic Nursing & Indian Laws: (Internal Marks 25 + School Examination 25 marks= Total Marks 50). Minimum pass mark 50%

Practical 1: Community Health Nursing- I: Internal Marks 50 + University Exam 50 marks= Total Marks 100) Minimum pass mark 50%.

Semester- VI

Paper- 1: Child Health Nursing- (I& II): Internal Marks 25 + University Exam 75 marks= Total Marks 100) Minimum pass mark 50%

Paper- 2: Mental Health Nursing- (I& II): Internal Marks 25 + University Exam 75 marks= Total Marks 100) Minimum pass mark 50%

Paper- 3: Nursing Management & Leadership: (Internal Marks 25 + School Exam 75 marks= Total Marks 100). Minimum pass mark 50%

Practical 1: Child Health Nursing- I: Internal Marks 50 + University Exam 50 marks= Total Marks 100) Minimum pass mark 50%

Practical 2: Mental Health Nursing- I: Internal Marks 50 + University Exam 50 marks= Total Marks 100) Minimum pass mark 50%.

Semester- VII

Paper- 1: Community Health Nursing- II: Internal Marks 25 + University Exam 75 marks= Total Marks 100) Minimum pass mark 50%

Paper- 2: Nursing Research & Statistics: Internal Marks 25 + University Exam 75 marks= Total Marks 100) Minimum pass mark 50%.

Paper- 3: Midwifery/ Obstetrics & Gynecology Nursing (I&II): (Internal Marks 25 + School Exam 75 marks= Total Marks 100). Minimum pass mark 50%

Practical 1: Community Health Nursing- II: Internal Marks 50 + University Exam 50 marks= Total Marks 100) Minimum pass mark 50%

Practical 2: Midwifery/ Obstetrics & Gynecology Nursing (I&II): Internal Marks 50 + University Exam 50 marks= Total Marks 100) Minimum pass mark 50%.

Semester- VIII

Paper- 1: Competency Assessment: Internal Marks 100 + University Exam 100 marks= Total Marks 200) Minimum pass mark 50%

5.35.1.2 Promotional Rules:

- a. The candidate shall have cleared all the previous examinations before appearing for fifth semester examinations. However, the candidates shall be permitted to attend the consecutive semesters.
- b. The candidate shall have cleared all the previous examinations before appearing for seventh semester examinations. However, the candidates shall be permitted to attend the consecutive semesters.
- c. The candidate shall have cleared all the previous examinations before appearing for final year examinations.
- d. The maximum period to complete the course successfully should not exceed 8 years.

5.35.1.3 Grading of Performance

- a. Based on the performance, each student shall be awarded a final grade at the end of the semester for each course.
- b. Absolute grading is used by converting the marks to grade, based on predetermined class intervals. UGC 10-point grading system is used with pass grade modified.

Letter grade	Grade point	Percentage of marks
O (Outstanding)	10	100%
A+ (Excellent)	9	90-99.99%
A (Very Good)	8	80-89.99%
B+ (Good)	7	70-79.99%
B (Above Average)	6	60-69.99%
C (Average)	5	50-59.99%
P (Pass)	4	40-49.99%
F (Fail)	0	

- c. For Nursing Courses and all other courses –Pass is at C Grade (5grade point) 50% and above.
- d. For English and electives – Pass is at P Grade (4 grade point) 40% and above.

NOTE: - Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) SPGA is the weighted average of the grade points obtained in all courses by the student during the semester (All courses excluding English and electives)

Ex. SGPA Computation

Course Number	Credit/s	Letter grade	Grade point	Credit point (Credit×grade)
1	3(C1)	A	8(G1)	3×8=24
2	4(C2)	B+	7(G2)	4×7=28
3	3(C3)	B	6(G3)	3×6=18

$$SGPA = \frac{C1G1 + C2G2 + C3G3}{C1 + C2 + C3}$$

$$= \frac{70}{10} = 7 \text{ (rounded off to two decimal points)}$$

Diploma in pharmacy (Part-I) Examination

Subject	Max. Marks in Theory			Max. Marks in Practical		
	Examination	Sessional	Total	Examination	Sessional	Total
Pharmaceutics-I	80	20	100	80	20	100
Pharmaceutical Chemistry-I	80	20	100	80	20	100
Pharmacognosy	80	20	100	80	20	100
Human Anatomy & Physiology	80	20	100	80	20	100
Social Pharmacy	80	20	100	80	20	100
			600			500

Diploma in Pharmacy (Part-II)

Subject	Max. Marks in Theory			Max. Marks in Practical		
	Examination	Sessional	Total	Examination	Sessional	Total
Pharmacology	80	20	100	80	20	100
Community Pharmacy & Management	80	20	100	80	20	100
Biochemistry & Clinical Pathology	80	20	100	80	20	100
Pharmacotherapeutics	80	20	100	80	20	100
Hospital & Clinical Pharmacy	80	20	100	80	20	100
Pharmacy Law & Ethics	80	20	100	-	-	-
			600			500

- a. A student shall not be declared to have passed Diploma in Pharmacy examination unless he/she secures at least 40% marks in each of the subject separately in theory examination, including sessional marks and at least 40% marks in each of the practical examination including sessional marks.

- b. The candidates securing 60% marks or above in aggregate in all subjects in a single attempt at the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (part-II) examinations shall be declared to have passed in first class the Diploma in Pharmacy (Part-I). Diploma in Pharmacy (part-II) examinations, as the case may be.

- c. Candidates securing 75% marks or above in any subject or subjects provided he/she passes in all the subjects in single attempt, shall be given distinction in that subjects.

5.35.2 FACULTY OF PARAMEDICAL

BPT (Bachelor of physiotherapy)

5.35.2.1 EXAMINATION / ASSESSMENT AND GRADING

a. Components of Evaluation:

Each Subject shall be evaluated out of 100 marks. The Subjects shall normally have the following components of evaluation:

Theory Subjects:

Internal Assessment (IA)	20 marks
End-Semester Examination (ESE)	80 marks

Practical Subjects including Seminar, Lab Posting, Project, etc.

Internal Assessment (IA)	20 marks
End-Semester Examination (ESE)	80 marks

b. Grading of Performance

In each Subject, based on the combined performance in all assessments in a particular semester as per the curriculum/syllabus, the student is awarded a letter grade. These letter grades not only indicate a qualitative assessment of the learner's performance but also carry a quantitative (numeric) equivalent called the Grade Point. The letter grades and their equivalent grade point applicable for undergraduate programs are given below:

Percentage of Marks Obtained	Letter Performance	Grade	Points
85.00 and above	O	10	Outstanding
80.00 – 84.99	A	9	Excellent

75.00 – 79.99	B	8	Very Good
65.00 – 74.99	C	7	Good
60.00 – 64.99	D	6	Fair
55.00 – 59.99	E	5	Average
50.00 – 54.99	F	4	Pass
Less than 50.00	P	0	Fail

c. COMPUTATION OF SEMESTER GRADE POINT AVERAGE (SGPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

SPGA is the weighted average of the grade points obtained in all courses by the student during the semester (All courses excluding English and electives)

Ex. SGPA Computation

Course Number	Credit/s	Letter grade	Grade point	Credit point (Credit × grade)
1	3 (C1)	A	8 (G1)	$3 \times 8 = 24$
2	4 (C2)	B +	7 (G2)	$4 \times 7 = 28$
3	3 (C3)	B	6 (G3)	$3 \times 6 = 18$

$$\text{SGPA} = \frac{\text{C1G1+C2G2+C3G3}}{\text{C1+C2+C3}}$$

Computation of CGPA

$$= \frac{70}{10} = 7 \text{ (rounded off to two decimal points)}$$

Computation of CGPA

CGPA is calculated with SGPA of all semesters to two decimal points and is indicated in final grade in mark card/transcript showing grades of all 8 semesters and their courses/subjects.

CGPA reflects the failed status in case of fail till the course/s are passed.

Semester I	Semester 2	Semester 3	Semester 4
Credit –Cr: 20	Cr: 22	Cr: 25	Cr: 26
SGPA: 6.5	SGPA: 7.0	SGPA: 5.5	SGPA: 6.0
Cr × SGPA = 20 × 6.5			

$$\text{CGPA} = \frac{20 \times 6.5 + 22 \times 7 + 25 \times 5.5 + 26 \times 6}{93}$$

$$= \frac{577.5}{93} = 6.2$$

d. Schedule of Examinations:

On Completion of each semester the **university examination** shall be conducted. Theory examinations shall be of 3 hours as per the university schedule followed by practical examination.

Supplementary Examination: Supplementary Examination shall be held along with forthcoming odd/even semester examination as applicable.

Internal Assessment:

It shall be based on evaluation of periodic tests assignments, clinical presentations, Viva, etc., regular periodic examinations should be conducted throughout the course. There shall be a minimum of two (2) internal examinations.

The break-up of IA (20 Marks) shall be as follows:

Theory Subjects:

- (i) Average of Two Internal Examination: - 10 Marks
- (ii) Teacher's Assessment
 - (a) Tutorial /Assignment /Quizzes - 05 Marks
 - (b) Attendance - 05 Marks

Practical Subjects:

- (i) One Midterm viva–voce /tests - 10 Marks
- (ii) Teacher Assessment
 - i. Lab Record - 05 Marks
 - ii. Attendance - 05 Marks

Internal assessment of the subject shall be added to compute subject percentage. The students may improve their internal assessment by appearing for "Improvement Sessional Examinations."

e. Qualifying Standards:

Marks obtained in internal assessment of the Theory and Practical shall be merged with the Theory & Practical marks of the Semester End examinations.

In an individual subject the minimum pass marks (including internal assessment) shall be 50% in theory and 50% in practical separately. The marks obtained in the Semester End Examinations and in the internal assessment of the subject shall be added to compute subject percentage.

To clear Subsidiary subjects, a candidate shall secure 40% of the total marks prescribed for the subject. Marks of Subsidiary subject shall not be included in the grand total.

f. Promotional Rules:

- i. A student shall be declared pass in a semester when he/she is pass in all the theory and practical subjects.
- ii. A student failing to satisfy the passing standards of one or more subjects in the semester shall be permitted to pursue course of the next semester and clear the back paper in the subsequent odd/even semester examination.
- iii. Students shall be allowed to keep term for Semester III if she/he passes each of Semester
- iv. I and Semester II or fails in not more than 50% subjects of Semester I and Semester II taken together.
- v. Students shall be allowed to keep term for Semester IV irrespective of grades obtained in each course of Semester III.
- vi. Students shall be allowed to keep term for Semester V if she/he passes in all heads of Semester I, Semester II, Semester III and Semester IV.
- vii. A student shall be eligible to undertake internship only when he/ she have cleared all the subject of all the final and pre-final years.

- g. Grace Mark:** A student can be awarded 'Grace Marks' not exceeding a maximum 5 marks either in theory or practical, in not more than two subjects. The grace marks shall not be added to the aggregate marks. No grace marks shall be awarded in subsidiary subjects.

h. Declaration of Result:

In an individual subject the minimum pass marks (including internal assessment) shall be 50% in theory and 50% in practical separately. The marks obtained in the Semester End Examinations and in the internal assessment of the subject shall be added to compute subject percentage.

i. Award of Division:

- i. His/her division shall be awarded on the basis of all Semesters result.
- ii. If a candidate passes all examinations in first attempt without grace and secures

- 75% or more marks, he/she shall be placed in ‘First Division with Honors.’
- iii. If a candidate passes all examinations in first attempt and secures 60% or more marks, he/she shall be placed in First Division.

j. Award of Rank:

On the basis of Final year result, the top three candidates shall be awarded rank according to their merit provided they pass all examinations in first attempt.

k. Award of Degree:

The student shall be eligible for award of **BPT** degree on successful completion of prescribed course of study i.e. he/ she must have been declared pass in final result and completed Six Months rotator internship.

l. Scrutiny and Re-evaluation:

Scrutiny and Re-evaluation shall be as per university regulations.

m. Subsidiary Subjects:

- i. To clear Subsidiary subjects, a candidate shall secure 40% of the total marks prescribed for the subject.
- ii. Marks of Subsidiary subjects are not included in the grand total.
- iii. Degree shall be awarded only after clearing all subsidiary subjects and after satisfactory completion of internship.
- iv. No External Examinations for Subsidiary Subjects.

5.35.3 FACULTY OF PERAMEDICAL SCIENCE (other programmes)

5.35.3.1 Examination / assessment and grading:

a. Components of Evaluation:

Each subject shall be evaluated out of 100 marks as under:

Theory Subjects:

Internal Assessment (IA)	30 marks
End-Semester Examination (ESE)	70 marks

Practical Subjects including Seminar, Lab Posting, Project, etc.

Internal Assessment (IA)	30 marks
End-Semester Examination (ESE)	70 Marks

b. Grading of Performance:

The letter grades and their equivalent grade point applicable for undergraduate programme are given below:

Percentage of Marks Obtained	Letter	Grade Points	Performance
85.0 and above	O	10	Outstanding
80.0 – 84.9	A	9	Excellent
75.0 – 79.9	B	8	Very Good
65.0 – 74.9	C	7	Good
60.0 – 64.9	D	6	Fair
55.0 – 59.9	E	5	Average
50.0 – 54.9	P	4	Pass
Less than 50.0	F	0	Fail

c. Computation of semester grade point average (SGPA) and cumulative grade point average (CGPA)

SPGA is the weighted average of the grade points obtained in all courses by the student during the semester (All courses excluding English and electives)

EX. SGPA COMPUTATION

Course Number	Credit/s	Letter grade	Grade point	Credit point (Credit × grade)
1	3 (C1)	A	8 (G1)	$3 \times 8 = 24$
2	4 (C2)	B +	7 (G2)	$4 \times 7 = 28$
3	3 (C3)	B	6 (G3)	$3 \times 6 = 18$

$$\text{SGPA} = \frac{\text{C1G1} + \text{C2G2} + \text{C3G3}}{\text{C1} + \text{C2} + \text{C3}}$$

Computation of CGPA

$$\begin{aligned} & 70 \\ & = 7 \text{ (rounded off to two decimal points)} \\ & 10 \end{aligned}$$

d. Computation of CGPA

CGPA is calculated with SGPA for all semesters to two decimal points and is indicated in final grade in marks card/transcript showing grades of all 8 semesters and their courses/subjects.

CGPA reflects the failed status in case of fail until the course/s are passed.

Semester 1	Semester 2	Semester 3	Semester 4
Credit – Cr: 20	Cr: 22	Cr: 25	Cr: 26
SGPA: 6.5	SGPA: 7.0	SGPA: 5.5	SGPA: 6.0
Cr × SGPA = 20 × 6.5			

$$\text{CGPA} = \frac{20 \times 6.5 + 22 \times 7 + 25 \times 5.5 + 26 \times 6}{93}$$

$$= \frac{577.5}{93} = 6.2$$

e. Schedule of Examination:

On completion of each semester, a university examination shall be conducted. Theory examinations shall be of 3 hours as per university schedule followed by practical examination.

Supplementary Examination: Supplementary Examination shall be held along with forthcoming odd/even semester examination as applicable.

f. Internal Assessment (IA):

It shall be based on evaluation of periodic tests, assignments, clinical presentations, Viva, etc. Regular periodic examinations shall be conducted throughout the course. There shall be a minimum of two (2) internal examinations.

The break-up of IA (30 Marks) shall be as follows:

Theory Subjects:	
I.	Average of Two Internal Examination
II.	Teacher's Assessment
	a. Tutorial /Assignment /Quizzes
	b. Attendance
Practical Subjects:	
I.	One Midterm viva –voce /tests
II.	Teacher Assessment
	a. Lab Record
	b. Attendance

Internal assessment of the subject shall be added to compute subject percentage.

The students may improve their internals assessment by appearing for "Improvement Sessional Examination."

g. Qualifying Standards:

Marks obtained in internal assessment of the Theory and Practical shall be merged with the Theory & Practical marks of the University examinations.

In an individual subject the minimum pass marks (including internal assessment) shall be 50% in theory and 50% in practical separately. The marks obtained in the University Examination and in the internal assessment of the subject shall be added to compute subject percentage.

h. Promotional Rules:

- i. A student shall be declared pass in a semester when he/she passes in all the theory and practical subjects.
 - ii. A student failing to satisfy the passing standards of one or more subjects in the semester shall be permitted to pursue course of the next semester and clear the back paper in the subsequent odd/even semester examination.
 - iii. Students shall be allowed to keep term for Semester III if she/he passes each of Semester I and Semester II or fails in not more than 50% Subjects of Semester I and Semester II taken together.
 - iv. Students shall be allowed to keep term for Semester IV irrespective of grades obtained in each Subject of Semester III.
 - v. Students shall be allowed to keep term for Semester V if she/he passes in all heads of Semester I, Semester II, Semester III and Semester IV.
 - vi. A student shall be eligible to undertake internship only when he/ she has cleared all the subject of all the final and pre-final years.
- i. **Grace Mark:** A student can be awarded 'Grace Marks' not exceeding a maximum 5 marks either in theory or practical, in not more than two subjects. The grace marks shall not be added to the aggregate marks.

j. Declaration of Result:

In an individual subject the minimum pass marks (including internal assessment) shall be 50% in theory and 50% in practical separately. The marks obtained in the University Examination and in the internal assessment of the subject shall be added to compute subject percentage.

k. Award of Division:

His/her division shall be awarded on the basis of all Semester result.

If a candidate passes all examinations in first attempt without grace and secures 75% or more marks, he/she shall be placed in 'First Division with Honors.'

If a candidate passes all examinations in first attempt and secures 60% or more marks, he/she shall be placed in First Division.

l. Award of Rank:

On the basis of Final year result, the top three candidates shall be awarded rank according to their merit provided they pass all examinations in first attempt.

m. Award of Degree:

The student shall be eligible for award of BMLS degree on successful completion of prescribed course of study i.e. he/ she must have been declared pass in result and completed Six Months Rotatory internship.

n. Scrutiny and Re-evaluation:

Scrutiny and re-evaluation shall be as per university regulations.

5.36 ISSUE OF MARK SHEETS

The Mark sheets / Grade Cards shall be issued to the candidates at the earliest after the declaration of the results. Mark sheets shall be printed. A Marks Sheet may be withheld by the Controller of Examinations on reasonable grounds

6. POST EXAMINATION WORK

6.1 AWARD OF DEGREE

The student shall have to apply for a degree in the prescribed format along with the prescribed fee, in cases where the degree not received during convocation. A student shall be awarded a degree if:

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

6.2 GRIEVANCES & REDRESSAL: MECHANISM:

University has well documented policy of Showing Answer scripts and Scrutiny of Answer scripts to the student, who is dissatisfied with award of marks obtained.

6.2.1 SCRUTINY:

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

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

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

- a. A mistake is found in his result.
- b. He is found ineligible to appear in the examination.

6.2.2 PROCEDURE OF SCRUTINY

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

- a. Candidate who is not satisfied with his/her award of marks in theory paper, may apply on a prescribed scrutiny form, along with scrutiny fee prescribed per subject for scrutiny, within 15 days from the date of declaration of result.
- b. The Scrutiny Form may be downloaded from ERP.
- c. The applicant has to deposit a sum of Rs.**1000/-** per subject. The Student has to apply through head of School enclosing the original receipt of fees paid, to the Controller of Examinations.
- d. Verified application shall be submitted to The Office of Controller of Examination.
- e. After checking the application, Controller of Examinations shall call the subject expert (scrutinizer) from the concerned School and the scrutinizer shall check that all the questions are being evaluated or not and their marks are being correctly posted on the front page and their sum is correct or not. The Controller of Examinations shall preferably call the faculty member who has examined the copies as scrutinizer.
- f. In case examiner finds any discrepancy, he/she shall inform the Controller of Examinations and shall rectify the same after informing the Controller of Examinations in writing. In case he/she finds that any question or a part of the question has not been evaluated, he/she shall evaluate the same and give marks and the same shall be posted on the front page with the permission of Controller of Examination.

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

6.2.3 ANSWER SCRIPT/COPY SEEING:

- a. A Candidate shall be permitted to see his / her examination answer scripts, when the other modalities of scrutiny have been done. A Candidate may apply, within two weeks

from the date of the declaration of the result, for Answer script/ Copy seeing of the specific course(s), on the payment of prescribed fees. Answer Script/ Copy seeing shall mean verifying whether all the questions and their parts have been duly evaluated and marks given as per the question paper and the totaling of the marks are correct.

- b. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in the results as well as in the marks sheet of the concerned examinations.
- c. The Vice-Chancellor / Examination Committee shall have power to quash the result of a candidate after it has been declared.

6.2.4 PROCEDURE OF ANSWER SCRIPT/ COPY SHOWING -

- a. The applicant has to deposit copy showing fees of **Rs.1500/-**, per Subject.
- b. The Student has to submit application in concerned School enclosing therewith the original receipt of fees paid.
- c. Verified application shall be submitted to the Office of Controller of Examinations.
- d. After checking the application, COE Office calls the student on scheduled time & date.
- e. The student shall be shown his /her answer Script under CCTV Surveillance and he /she is barred from taking Mobile Phones, Pen, Pencil and any other Device at the / office so that he/she may not take image of answers written & alter awarded marks in the answer sheet. He/she is given a chance to report his observation in writing to the COE.
- g. The COE shall take action according to the observation received i.e., unchecked portion in answer script or entire question, error in totaling of marks etc. and shall declare revised result if needed with the approval of Vice Chancellor.
- h. Dead line for all answer script /copy showing cases would be for one month after the declaration of results. The students should submit their application within a stipulated time frame and after completion of deadline no application shall be accepted. In a very special circumstances when the student requests he should be charged additional amount as a late fee.

6.3 RE-EVALUATION OF ANSWER SHEETS

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

6.3.1 PROCEDURE OF RE-EVALUATION

- a. Students are advised to go through all the terms & conditions before applying for re-evaluation.

- b. Re-evaluation of answer sheets can be processed if student already has completed the process of Copy seeing and Scrutiny.
- c. Re-evaluation shall not be permitted where a student has obtained less than 40% marks in a particular paper.
- d. A candidate can apply for the re-evaluation in theory papers for UG/PG/Diploma programmes within 20 days of the date of publication of the result /notification, on a prescribed form accompanied by the original detailed Marks Card & re-evaluation fee, **Rs. 5000/-** per answer book in the case.
- e. Application form should be signed by the candidate & forwarded by Registrar with seal & sign before sending to the office of COE.
- f. All entries in the application for re-evaluation should be complete & correct in all respect, the office shall not be responsible for delay / rejection of case in such grounds.
- g. No refund of fee shall be admissible after the deposit of the fee for re- evaluation.
- h. Late procurement of application form shall not be entertained as a plea for its late In submission in any case
- i. The applicant shall give an affidavit that he or she shall accept new marks even if those are reduced and no further evaluation of re-evaluated answer booklet shall be permitted.
- j. The score of re-evaluations shall supersede the original score and student cannot challenge the same.
- k. Revaluation process shall be done in COE office under confidential manner by the faculty / evaluator approved by Hon'ble Vice Chancellor.
- l. COE shall obtain the approval of Hon'ble Vice Chancellor for two senior faculty/course-experts from the concerned School. However, Hon'ble Vice Chancellor reserves the right to call evaluator from other School/university from relevant Department.
- m. Before handing over the answer sheet to the re-evaluators, code number must be given to the answer sheet.
- n. COE shall ensure that marks & remarks awarded by previous evaluators in answer sheets should be completely hidden in all respects from current evaluators. Roll no. & Enrolment number must also be covered without any harm to answer sheets

6.4 OBTAINING PHOTOCOPY OF THE ANSWER SHEET

- a. The student seeking copy of his/her Answer Book shall submit an application along with the following details therein: Name, Father's name, Roll No., Enrolment No., and Course & Year/Semester.
- b. Subject and code of the subject and the Date of Examination should be mentioned in application.
- c. The student shall attach a copy of the concerned marks sheet.
- d. The Registrar shall provide a copy of the answer Booklet to the candidate. The candidate has to deposit the fee for the same as decided by the University from time to time.

Note:

- i. Answer booklet of University Examination shall be kept safe in record for a minimum period as per university norms, after completion of the course of the batch in which the student is studying.
- ii. Any of the above-mentioned facilities can be availed by the student till the copy is available in the record.
- iii. No application shall be considered unless all University dues have been cleared by the student.

6.5 PRESERVATION OF DOCUMENTS

- a. All the documents related to the university examination such as examination forms, question papers, answer sheet shall be preserved at least one year after the students have been declared passed and their degree have been released in convocation. These documents thereafter shall be destroyed, following the guidelines as mentioned in record retention schedule approved by the University, with the approval of the Vice- chancellor.
- b. However, the hard copies of result of all the examinations must be preserved under lock and key as these are permanent records (50 years). These documents shall be disposed of after due permission of Board of Examinations.

6.6 CONVOCATION

- 6.6.1** The convocation for conferring Degrees and Diplomas of the University shall be held once during an academic year, on a day, date and time to be fixed by the Vice Chancellor, in consultation with the President as per the availability of the Visitor/ Chief Guest.
- 6.6.2** The Registrar shall notify the date of the convocation to the members of the Board of Governors/Management and Academic Council, and shall publish the said notice in newspapers and on the University website

- 6.6.3** The notice period shall be of a reasonable period of time enabling participants to make necessary arrangements. This condition of minimum notice period shall not apply for the special convocation.
- 6.6.4** The Registrar under the directions of the Vice-Chancellor shall prepare the programme to be followed at the convocation.
- 6.6.5** The costumes to be worn by the President, Vice President, the Vice-Chancellor, the Pro-Vice Chancellor, Members of the Board of Management and of the Academic Council, other officers of the University, and the candidates eligible to receive the degree at the convocation, shall be such as specified by the Board of Management.
- 6.6.6** The University may confer Degrees, Diplomas and other academic distinctions in each Faculty, as prescribed, on such persons who are eligible for the same.
- 6.6.7** The University shall also confer Honoris Causa (Honorary degree) as may be decided by the Board of Management, at the annual or special convocation to honor a person who has made an extraordinary contribution in the fields of Arts, Social Sciences, Humanities, Science & Technology, Health Sciences, Public Administration, Cultural and Social Work, Pharmacy ,Nursing, Paramedical etc.; which may be held as and when desired on a date to be fixed by the Vice-Chancellor in consultation with the President.
- 6.6.8** The applicants for Degrees, Diplomas and other Academic Distinctions may be arranged and presented at the convocation in the following order:
- a. Honoris Causa
 - i. Doctor in Science (D.Sc.)
 - ii. Doctor of Literature (D.Lit.)
 - b. Super Specialty degree
 - i. D.M
 - ii. M.Ch.
 - c. Doctor of Philosophy (Ph.D.)
 - d. Master's Degree
 - e. Post Graduate Diploma
 - f. Bachelor's Degree
 - g. Any other Diploma
- 6.7** For conferment of above Degrees, Diplomas faculties shall be arranged in the order of their dates of establishment by the respective Schools.
- 6.8** The University shall confer at the convocation a Degree / Diploma, in the programmes, approved by the Board of Management from time to time, to such persons as have undergone the prescribed programmes and have passed the qualifying examinations for the

same.

- 6.9** Every person, who has pursued an approved programme of study in the University or in a constituent college / institute and has passed the examination prescribed by the University, shall be eligible on payment of prescribed fees, to be admitted to the respective Degree or Diploma in person or in absentia, at his option, at the convocation.
- 6.10** At the Convocation, the Dean of each School, or in his / her absence, a senior member of the School, nominated by the Vice-Chancellor, shall present to the President or the Vice-Chancellor, the persons who have sought admission to the respective Degrees and Diplomas. Such presentation shall take place in the order mentioned in clause above.
- 6.11** Subject to such general or special orders as may be issued by the Board of Management from time to time on this behalf, all candidates successful at the final examination for a degree or diploma shall be entitled to be admitted to "receive the said" degree or diploma at the next convocation held after the publication of results of that examination.
- 6.12** If any candidate is absent at the first convocation held after the publication of results, he / she shall, on application to the Registrar, be entitled to be admitted to the degree in absentia. Such application shall be accompanied by a receipt of fees as may be prescribed by the University from time to time.
- 6.13** The Graduates of various faculties shall be presented School-wise in groups or individually. However, the Graduates of the Super specialties and Doctorate shall be presented individually.
- 6.14** The degrees, medals and prizes and other such honors shall be conferred / presented to the awardees, individually by the President / Visitor / Vice-Chancellor. The formal document of the degree and diploma shall bear signature of the Vice Chancellor in token of the conferment of the degree.
- 6.15** The manner of conferment of degree / diploma, the language of the convocation proceedings and the language of the formal document of degrees and diplomas shall be as decided by the Board of Management.
- 6.16** Notwithstanding the above and in accordance with the Regulations of the UGC in this regard, the degrees are given within 3 months of passing of a degree course or even earlier without the Convocation, if so requested by any candidate (including a foreign one).

6.17 DUPLICATE CERTIFICATE

After declaration of the University Examination Result, the Statement of Marks, Passing Certificates are made available to the candidates concerned through their Registrar /Controller of Examinations office. However, the candidates may apply to the University in the prescribed application along with the prescribed fees for duplicate Statement of Marks, Passing Certificate due to loss of original documents. The University shall issue the duplicate Statement of Marks/ Passing Certificate as the case may be to the candidate concerned.

The duplicate degree certificate may be issued to the candidate's subject to the fulfillment of the following conditions: -

- i. Application in the prescribed forms
- ii. Remittance of the prescribed fees
- iii. Affidavit for the reasons for demanding duplicate degree / Diploma certificate.
- iv. A copy of First Information Report (FIR)

On receipt of the above documents, the duplicate degree certificate may be prepared mentioning "Sd/-" in place where the original signature of the Vice-Chancellor. The duplicate certificate shall be issued under the signature of the Controller of Examinations by mentioning a duplicate degree certificate. The necessary entries should be made in the register of issuing the duplicate degree / Diploma certificate.

6.18 INTERNSHIP TRAINING CERTIFICATE

- 6.18.1** Internship phase of Training wherein a graduate is expected to conduct actual practice of Medical & Health Care and acquire skills under the supervision, so that he/she may become capable of functioning independently.
- 6.18.2** After declaration of the result of University final year examination of Nursing/Paramedical/Pharmacy/Law etc. the 'No Objection' Certificate for undergoing the compulsory Internship Training shall be issued by the Registrar.
- 6.18.3** As per Regulatory Bodies or Ordinance of the Programs etc. and Internship Regulations, the candidates who have completed Six Months/One-year Compulsory Internship Training Programme are eligible for award of Degree certificate.
- 6.18.4** On receipt of the letter from the college concerned regarding successful completion of Six Months/One-year Compulsory Internship Programme, the University shall issue the Internship Training Certificate to the candidates concerned.

6.19 MIGRATION CERTIFICATE

A candidate of Medical/Paramedical/Nursing /Pharmacy other stream, may apply in the "Prescribed Performa" to the Registrar of the University for his/her Migration Certificate.

- a. The fee for issuing the Migration Certificate shall be decided by the University from time to time which shall be paid to the University through RTGS / NEFT / IMPS / demand draft from a nationalized bank drawn in favor of the Registrar, Maya Devi University, or in cash at University cash counter.
- b. The Migration certificate shall be issued on the basis of the original Transfer Certificate/Leaving Certificate issued by the University.
- c. Students should ensure that a copy of Transfer Certificate/ Leaving Certificate is enclosed with the application for Migration Certificate.

- d. The original Transfer Certificate received in the University office shall not be returned to the candidate. Similarly, the fee paid in respect of Migration certificate shall not be refunded under any circumstances.
- e. Incomplete form shall not be considered.
- f. As far as possible, the Migration Certificate shall be sent to the applicant by registered post on the address given in the application unless otherwise requested for individual collection.

6.3 INFRASTRUCTURE

- 6.3.1** The Office area includes Controller's office, Deputy Controller's office, Assistant controller office and Conference room.
 - 6.3.2** The Confidential area consists of Strong room, Evaluation center and Record room.
 - 6.3.3** The Strong room is utilized for question paper preparation, printing and result processing.
 - 6.3.4** Answer scripts are stored in the Record room.
 - 6.3.5** Central evaluation of theory papers is done in the Evaluation center.
 - 6.3.6** Compactors/Shredders are available for secure storage of documents in the confidential areas.
 - 6.3.7** Biometric identification systems are installed in entrance of the confidential areas, i.e. Strong room, Evaluation center and Record room to ensure entry of authorized personnel only.
 - 6.3.8** The office area and Evaluation center have CCTV cameras for surveillance
-
- 6.4** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice- Chancellor may take a decision, after obtaining, if necessary the opinion/advice of a Committee consisting of any or all the Deans of the Schools. The decision of the Vice- Chancellor shall be final.

FORM FOR UNFAIRMEANS

1. Enrolment No. : _____
2. Name of Student : _____
3. Programs/Branch/Specialization : _____
4. Year of Admission : _____
5. Venue of Examination (Hall-----) : _____
6. Date of Examination : _____
7. Time _____ : From _____ To _____
8. Course Code : _____
9. Course Title : _____
10. Name of Invigilator(s) : _____

Details of Seized Material (Pl. Attach): (All these materials should be signed by the Invigilator of the Examination and the student) Mobiles confiscated shall be deposited with Registrar and returned back after down loading incriminating data

- 1.
- 2.
- 3.

Statement of Student:

Signature of Student

Date _____ Time _____

Statement of Invigilator: (Record circumstances of offences in brief the statement should be definite and unambiguous.)

Certified that the statement by the student was made in my presence or the student declined to give any statement. (Cut whichever not applicable)

Name: _____ Signature of Invigilator Date: _____ Time _____

Sample Format of Question Paper

Enrolment No: _____ Name of Student: _____

Department/School: _____

END-TERM EXAMINATION, ODD/ EVEN SEMESTER ----- 202-----

COURSE CODE MAX. DURATION HRS

COURSE NAME.....

PROGRAM **TOTAL MARKS**.....

GENERAL INSTRUCTIONS: -

1. Do not write anything on the question paper except name, enrolment number and department/school.
 2. Carrying mobile phones, smart watches and any other non-permissible materials in the examination hall is an act of UFM.

COURSE INSTRUCTIONS:

- a)
 - b)
 - c)

SECTION A

(Please Define the Section A with Max marks and Marks for each Question in the right flank of the page)

A1)
A2)

SECTION B

(Please Define the Section B with Max marks and Marks for each Question on the right flank of the page)

B1)
B2)

-ALL THE BEST-

MAYA DEVI UNIVERSITY
EXAMINATION DEPARTMENT

CERTIFICATE BY FACULTY FOR SETTING UP THE Q/PAPERS
(To be attached to the Question Paper)

Name of Faculty _____

Course Code _____

Course Title _____

Type of Examination _____

No of set of Q/P Submitted _____

Date of submitting the Q/P _____

Certified that:

- a) I have taken all precautions to ensure the security and sanctity of the Q/P and the same has not been shared or discussed after compilation.
- b) I have not retained any copy of the Q/P
- c) The soft copy has permanently been deleted from my computer.

Signature

Date:

**NAME OF SCHOOL/DEPARTMENT:
MODERATION FORM OF QUESTION PAPERS**

1. Details of Paper Moderated

S.No.	Details
1.	Batch
2.	Year/Semester
3.	Type of Examination
4.	Name of the Course with credits
5.	Course Code
6.	Course Instructor(s)
7.	Total Duration of Examination
8.	Total Marks

2. Status of Question Paper made: (Tick any one of the below)

S.No.		Remarks (Examples given below)
1.	No Change	The paper is satisfactory and approved for the Exam
2.	Minor Revision	
3.	Major Revision	The paper is easy and should be modified. The paper is tough and should be modified
4.	Re-submission	The paper is rejected and should be made again.

3. Comments or Suggestions (if any)

4. Signature of the Moderation Committee members

S.No.	Name	Designation	Signature
1.			
2.			
3.			
4.			

Note: - Submit all the moderation forms to the Department of Examination without fail along with the submission of Question Papers.

Application Form for Appointment of Scriber

A. Details of Student

1. Name of Student: 2. Enrolment No.
 3. School Name: 4. Program/Branch.....
 5. Batch..... 6. Sem:

Affix
Photograph
of Scriber

S.No	Course Code	Course Title
1.		
2.		
3.		
4.		
5.		
6.		

7. Reason for the request of scriber

8. Supporting documents

B. Details of the Proposed Scriber:

9. Name in Capital letters

10. Father's Name

11. Permanent Address

12. Qualifications (Attach attested photocopy):

Examination passed (a)..... (b) Div (c) Year.....

13. Date of Birth

14. Profession

15. Handwriting specimen of Scriber in

- (a) English
 (b) Hindi

I request you to allow the scriber to write the examination on behalf of me. The reason for this request is mentioned above. I am aware of all the conditions of the SCRIBER as well as examinations. I know that violation of any of the rules will fall under Unfair Means (UFM).

Signature of Scriber

(Signature of Student)

Recommendations of Dean/HoDs

To,

Dean/HoD

Affix
Photograph
of Scriber

Dear Sir/Madam

As per recommendation on the application of student Mr. / Ms

Enrollment No.....School.....

Program..... for Examination, the
proposed scribe details are as below.

Name (scriber)

Scriber's Father's Name

Handwriting specimen of Scriber in

- (a) English
- (b) Hindi

(Signature of Scriber)

Controller of Examination

No Blood Relation Undertaking

To,
The Controller of Examinations,
Maya Devi University

Respected Madam,

We,..... (the student) and..... (the scribe), assure that we and our families do not share any blood relationships. We are aware of the University Examination and Scriber's Norms and violation of any of the rules shall fall under unfair means.

Thanking you,

Date:.....

(Student's Sign)

(Scriber's Sign)

Performa for showing the Evaluated Answer Sheet of End Term Examination

(To be filled by student & submitted to Evaluator)

Odd/Even Semester AY: _____

1. Name of School/Department: Date:

2. Name of the Student:

3. Enrolment No.: Program/Branch

4. Course Code: Course Title:

5. Did the student find any discrepancy: YES NO

6. If yes, Discrepancy indicated by the student:

.....
.....

7. Name of the Evaluator: School/Department:

8. Name of the Examination In-charge:

9. Does the Examination charge agree with the discrepancy? : YES NO

10. Comments of the Examination Incharge on Point No. 9:

.....
.....

11. Whether the discrepancy was resolved? YES NO

12. In case, YES Original Marks Revised Marks

13. Whether the student is satisfied with the action taken by the Examination In-charge?

YES NO

14. If, No (Write reason):

.....
.....

Undertaking by Student: I hereby declare that I am satisfied with the rechecking/re-totaling.

(Signature of Student)

(Signature of Evaluator)

(Signature of Examination Incharge)

15. Comments of Dean/HoDs of School:

.....

(Signature of Dean/HoDs)

**MAYA DEVI UNIVERSITY
EXAMINATION DEPARTMENT**

PROFORMA REPORT TO BE FILLED IN BY THE FLYING SQUADS PAYING VISIT TO THE EXAMINATION HALL. (LEAD MEMBER)

Dated

1. Examination:
 2. Date and time of reaching the examination Hall
 3. Student seated as per the seating plan Yes/No.
 4. Student signature on the Answer Sheet whether made..... Yes/No.
 5. Invigilator's signatures on the Answer Sheets were there?..... Yes/No.
 6. Invigilator's signature on the attendance Sheet were there?..... Yes/No.
 7. Were the invigilator(s) were found using a mobile during the examination..... Yes/No.
 8. Any irregularity discovered..... Yes/No.
 9. General impression about the conduct/Arrangements of Examination. Suggestions, if any, for improvement
-

Sr. No	Flying Squad	Name	Signature
1.	Leader		
2.	Member		
3.	Member		
4.	Member		
5.	Member		

Controller of Examination



(EXAMINATION DEPARTMENT)
STUDENT GRIEVANCE FORM FOR QUESTION PAPER

Name of the Student:

Enrolment No School Name:

Program Name/ Branch: Year/ Semester:

Course Code & Name: Type of Examination:

Date of Examination: Date of Grievance:

Reason for Grievance
Was extra time provided?

Student Representative's Signature and Date

Remarks from the officials (Office use only)

Faculty's Name and Comments.....

.....Signature and Date

HOD's Name and Comments

.....Signature and Date

Controller of Examination Name & Comments Comments

.....Signature and Date

Note: If a student fails to provide genuine evidence, the complaint is not considered.