

SWAMI VIVEKANAND SUBHARTI UNIVERSITY

MEERUT – 250005 (U.P.) INDIA



EXAMINATION MANUAL

(Updated in 2021-22)



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PREFACE

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

Examination Procedures:

- (a) The examinations held on semester pattern, twice a year. Student promoted to next year on clearing of minimum 50% subjects. Examinations of carried over papers of previous year/ years conduct in next odd or even semester accordingly.
- (b) The examinations held on annual pattern as directed by the apex bodies and the promotion of the students is also processed as per their guidelines.

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

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



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

University has adopted CBCS system since 2018 and duly passed in July 2019, in Academic Council Meeting and Examination Committee Meeting, the Comprehensive & **Continuous Internal Assessment** is a part of CBCS system, in which minimum two sessional and practical examinations besides assignments, viva-voce, Group Discussion, Dissertations, Practical's etc. are Practiced. Best of the sessional marks added to external examination. The attendance of student in a particular semester also carries marks, which are added to the sessional marks

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

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



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

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

Upload of Migration / Transfer Certificate → submission of student's Enrolment Form → Generation of Enrolment Number → upload of sessional marks of theory and practical → Upload of student's attendance on ERP, are the essential eligibilities to appear in examination followed by declaration of Date Sheet → Time-bound opening of ERP window to download examination form → Printing of student's verification sheet → Preparation of Roll List → On-line printing of Admit Card → allotment of digital numerical code to answer scripts → system based allocation of answer scripts to Evaluator, system controlled time-bound return of scripts → uploading of marks awarded, on EMS → Authentication of print out of award sheet by the concerned Evaluator → Automatic transfer of marks to TR sheet in Result Section → declaration of result → Finally printing of Mark Sheet all these activities are performed on EMS Module.

Student Grievance Redressal cell works in the Examination Department has documented policy of showing answer script and scrutiny to an aggrieved student.



RULES FOR EXAMINATIONS

SWAMI VIVEKANAND SUBHARTI UNIVERSITY, MEERUT

A. PREAMBLE

Approved by Examination
Committee Date- 19/7/2019

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

B. APPLICABILITY OF REGULATIONS-

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

C. POLICIES OF EXAMINATIONS: - Since SVSU follows CBCS and UGC rules to conduct examinations with specific course codes allotted to each program. Whereas for the courses running under the curriculum of the statutory bodies like MCI, DCI, INC, Bar Council of India, NCET, PCI etc. follow rules / regulation of their apex body and supersede the other rules.

1. University may follow the semester system or yearly system of examination, as decided by the Executive Council of the University.
2. Uniform examination system with 30:70 ratio (Internal: University) will be followed.
3. (a) The examination will be centralized. The University shall select a centre / venue for students which will be different from their College of



normal study. However, under extraordinary situations, the Controller of Examinations may, with approval of the Vice Chancellor, decide to make the centre/ venue in the same College.

(b) The teachers / academic staff members of the Institute / College where examination is conducted; will be appointed by the Controller of Examination as Invigilators, on recommendation by the Head of the Institute / College. They shall not be of the same subject of which examination is conducted at a particular Centre, as far as possible.

4. In order to appear in the examination student must have
 - a. No dues from the concern institute
 - b. Attendance: The students are expected to attend all the classes but should have minimum attendance as per university rule or as prescribed by the regulatory councils.
 - c. In cases where no directions of the regulatory council have been prescribed, the student should have at least 75% attendance in theory as well as in practical classes.
 - d. Short fall in attendance can however be condoned in deserving cases to the extent of 10% by the Principal of the college. If the short fall is more than 10% but not more than 20%, the Principal may recommend consideration, and permission by Vice Chancellor. The order of the Vice Chancellor in this regard shall be final.
 - e. The Principal of the College/Dean of the faculty may conduct extra classes, assignments etc. to improve the attendance of the students with prior permission of the Hon'ble Vice Chancellor. The Vice Chancellor may fix payment for extra classes/ practical, to be paid by the students.
5. University Criteria for appearing in University Examination.
 - a. Minimum 75% attendance
 - b. Fee deposited as per schedule



- c. Minimum 40% marks to be obtained out of total 30 internal (sessional) marks, which includes Theory/Practical & Attendance.
- d. The basis of internal/ sessional examination (Assessment) will be as follows: (for all University Courses where guidelines by the concerned regulatory bodies are not notified.)
- e. Mid-term written tests / practical including in between snap tests, if any, shall carry 20 marks independently, in each subject.
- f. A maximum of 10 marks in each subject shall be awarded for attending classes (Theory / Practical) as per the following norms:

85% or more attendance	10 marks
80% or more but less than 85% attendance	9 marks
75% or more but less than 80% attendance	8 marks
70% or more but less than 75% attendance	7 marks
65% or more but less than 70% attendance	6 marks
60% or more but less than 65% attendance	5 marks
55% or more but less than 60% attendance	4 marks
50% or more but less than 55% attendance	3 marks
45% or more but less than 50% attendance	2 marks
40% or more but less than 45% attendance	1 mark
Less than 40% attendance	0 marks

- g. The Vice Chancellor shall have the right to call for all the records of sessional examinations for scrutiny, if it deems fit in any specific case.
- 6. Student has to complete his/her course in stipulated time as notified in the Ordinances.
 - 7. Students are permitted to appear in Back papers of odd/even semester during regular University Odd /even semester examinations.
 - 8. Special Examination will be conducted only for students who have completed their course of study for the programme, however



programmes governed by any Statutory Body will follow the rules accordingly.

9. Special Exams shall be conducted each year after Minimum four weeks of declaration of end Semester results or only after completion of all received requests of scrutiny and/ or showing answer sheets for the students who have completed the programme of study & have some back paper(s).
10. No special exam shall be conducted for students who have not completed their programme of study.

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

Usually, Odd Semester Examinations are scheduled in the month of December to January & Even Semester Examination / Year end Examination are scheduled in the month of May to June.

E. RULES & REGULATIONS TO APPEAR IN EXAMINATIONS

1. **Issuing of unique identification to the students for all courses:** Student will be given Enrolment Number on the prescribed format.
2. **Documents required for issuing of enrolment:** -The students are required to submit Migration/Transfer Certificate for enrolment number right in the first month of their admission only then enrolment can be generated. The enrolment number once allotted will remain the same, till the student continues his studies in the University without break.
3. If a student does not submit Migration/Transfer Certificate, he/she will not be permitted to fill examination form.

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



F. SUBMISSION OF EXAMINATION FORMS

1. All applications for permission to appear in any of the university examinations shall be submitted on the prescribed forms on ERP and forwarded to the Controller of Examinations through concerned Head of the Institution, as per the time line declared by Controller of Examinations.
2. Last date of submission of examination form will be announced by Examination Department and college will adhere to that schedule.
3. Application to appear in examinations shall be accompanied by the following endorsement signed by the Head of the Institute in the Examination form:
 - a. He/she has the required attendance as prescribed by the Ordinance of the university /statutory body.
 - b. He/she has acquired Sessional marks / internal assessment as per the university ordinance / statutory body.
 - c. There is nothing against him/her which may disqualify him/her to take the examination.
4. A candidate may be permitted to fill the examination form after the last date:
 - a. By the permission of Vice Chancellor, with the prescribed late fee, as specified in time line of examination as per rule.
 - b. Under special circumstances, the principal may recommend to the Hon'ble Vice Chancellor for allowing a candidate to fill the examination form and grant permission to appear in the examination even at lesser than seven days, mentioning the reason for his/ her recommendation. The Hon'ble Vice Chancellor may permit such student, if he/she agrees, on payment of late fee and fine, as deems fit.
5. The Examination for students reappearing in any papers shall be held along with the subsequent regular examination for the relevant semester.



6. Examination fees once paid shall not be refundable.
7. Filling of the examination form does not ensure that the student will be issued an admit card but the issuance of admit card will depend upon the fulfilment of the conditions mentioned.

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

1. The date of programme of examinations (date sheet) denoting subjects and papers shall be notified by the Controller of Examination at least **15** days prior to the first day of the commencement of University examinations and will be sent to the concerned college as well as uploaded on university website.
2. The examination programme fixed by the Controller of Examination should be displayed in the concerned college and in a conspicuous place at the examinations centre (notified by the University) before the commencement of the examinations and it should remain there till the completion of the examinations. Instructions for the candidates shall also be displayed on the Notice Board.

H. ISSUING OF ADMIT CARDS & VERIFICATION SHEET

InfoTech Department will upload the admit cards of the students on ERP system, who will fulfil the following conditions:

- a. Attendance as per rule.
 - b. No pending dues.
 - c. Minimum 40% obtained marks in Internal/Sessional Examination.
 - d. Migration/ TC submitted
1. Admit Card for regular university Examinations will be taken through ERP, if student fulfil all the criteria as per rule.
 2. Examination Centers and colleges will download the verification sheet and roll list through ERP system for further process.



3. Centre Superintendent will prepare seating arrangement accordingly as per rule.
4. College has to ensure that the prior uploading of sessional marks of the students, those are permitted to appear in university exams.
5. A candidate whose application has been accepted to appear in the examinations shall be issued an Admit Card containing the Name of the Candidate, the Examination Centre, Enrolment and Roll Numbers.

I. ISSUING OF BLANK ANSWER BOOKS

Blank Answer Books 'A' & 'B' will be sent to the Centre Superintendent of the Examination Centre at least three days prior to commencement of university examinations, after getting the demand from the constituent college, where students are appearing in the Examinations. The Centre Superintendent will depute a person to collect "A" & "B" copies from the Examination Department, along with the prescribed format for keeping the account of answer books consumed during the examination.

Controller of Examinations will schedule distribution of "A" & "B" answer sheets through university transportation under supervision of security personnel. To optimize available resources and personnel, one or two vehicles can carry all the answer sheets meant for constituent colleges and distribute them.

The Centre Superintendent prescribed format has to be filled and sent back to the office of Controller of Examination along with the remaining answer books after the examinations are over.

J. ISSUING OF ROLL LIST, VERIFICATION CARD

Printing the Roll list and verification sheets through ERP & sending to the Examination Centre is the responsibility of the concerned college.

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

1. For the University Examinations, **appointment of Paper Setters, Examiners for Practical & Viva-Voce & Evaluators** for all the Programmes, running in the University have to follow the rules as per



the recommendation of Academic Council of the University. However, Programmes governed by statutory body will adopt & follow the rules & regulations as per the direction of their Statuary Body.

2. The Internal and External Paper Setters, Examiners for Practical Examinations & Viva-voce Examinations, Evaluators of answer books and Examiners for moderation of question papers shall not be appointed as an examiner in any subject, unless he/she fulfils the minimum requirements i.e., they must be lecturer / Asstt. Professor and must have minimum 03 (Three) years of teaching experience, after obtaining the Post graduate Degree.
3. **“No person shall be appointed as an examiner in any subject unless he/she has three years’ experience as a recognized PG teacher in the concerned subject”.**
4. Board of Studies will recommend the name of the Examiners (internal & external) at least three months prior to the commencement of examination, for all the prog. running in their colleges. The panel of Examiners has to be sent to the Office of Controller of Examination at least 45 days prior to the commencement of examination.
5. The Vice Chancellor on the recommendations of the Controller of Examination shall approve the panel of paper setters, Practical & Viva-voce examiners, evaluators, moderators amongst persons recommended by the Controller of Examination.
6. However, The Vice Chancellor may appoint anyone else, for taking the exam/ paper-setting/ evaluating answer sheets, who is eligible but his name has not been mentioned in the list.
7. No person shall be appointed as a paper-setter or examiner or moderator **either** in theory, viva-voce **or** practical examination in any subject for an examination at which any of his/her near relations intend to appear in that year.
8. Panel should be updated well before each exam, with latest phone no., email IDs or addresses of examiners.



9. Controller of Examination shall issue general instructions for the guidance of the examiners/paper-setters/evaluators for the proper discharge of their duties.
10. In case 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.

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

1. Colleges will upload the panel of paper setters (Internal & External) on ERP under the intimation to the office of Controller of Examination prior to 45 days of commencement of exams.
2. The Vice Chancellor on the recommendations of the Controller of Examination shall approve the panel of paper setters on ERP.
3. Paper setters will receive the message to prepare the question papers with in stipulated time.
4. Paper setters will prepare the question paper on ERP from their own ERP login Id, in the given format & submit.
5. 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.
6. Copy of syllabus along with the Marking Scheme will be sent to the paper setter.
7. Each question paper shall be prepared in three sets, for each subject by paper setters. Assigned question paper will be sent to the office of the Controller of Examinations, on line, well in time.

M. INSTRUCTIONS FOR PAPER SETTER:

- 1 The question paper must be typed at prescribed format as per instructions. Technical terms should be written in the capital letters.
- 2 Every question and every part of a question should be clear in language and free from ambiguity.



- 3 The question paper will be strictly from the prescribed syllabus / scheme. The questions should be fairly distributed from the whole course of study and not concentrated on any one or few portions.
- 4 The numerical parts in question paper should not be more than 50% except in mathematic(s) (as subject of paper) and/or the papers similar in nature to mathematics.
- 5 Log tables or other materials are supplied to the candidates only when it is recommended by the paper setters. It is therefore, necessary to write specifically in the Head Note if the log tables, PWF tables, graph papers, steel code, etc. are to be supplied to the candidate even for general use. It should also be clearly mentioned in the head note by the paper setter whether the use of calculator is permitted or not and of which specification.
- 6 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.
- 7 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.
- 8 Paper setters are requested to maintain the confidentiality of question papers.
- 9 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 examination in which his / her paper may be one of the papers.
- 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.
- 11 Vice Chancellor may also appoint more than one paper setter for same subject under special circumstances.



N. METHODOLOGY

- 1 Moderation of question paper will also be processed through ERP.
- 2 Moderation can be done by a senior Subject specialist (HOD / or a person detailed by HOD) shall visit the Office of Controller of Examination and moderate the paper on ERP with allotted login Id, which includes checking the formation of questions, avoiding repetition of questions (if any), questions have been set within syllabus, distribution of marks, subject name / code, quality of questions, proof reading etc.
- 3 As the Moderator satisfied with correctness of Question Paper, it is freezes on ERP for further process.
- 4 Moderator can be from the University or called from another university with the prior permission of the Vice Chancellor.

O. PRINTING AND PACKING OF QUESTION PAPERS

- 1 Three sets of question papers for each subject are prepared, out of which one set of question paper is released on the day of examination with the approval of Vice Chancellor or nominated person to ensure the integrity of conduct of examination. The year of examination will not be mentioned on the Question paper rather a code will be given for each year.
- 2 The number of printed question papers shall be according to maximum number of students expected to appear.
- 3 Immediately after printing, they shall be sealed with number of printed question paper written on the envelope and kept in safe custody of the Controller of Examination.
- 4 The balance two sealed envelopes having question papers shall be kept in strong room under the safe custody of Controller of Examination. In the next examination only one new question paper may be prepared for that subject unless syllabus has changed, otherwise three fresh question papers will be prepared.



P. RULES & REGULATION FOR CONDUCTION OF UNIVERSITY EXAMINATION

1. Centre Superintendents: - Head of the Institution/ Principal of the college shall be the Centre Superintendent at each examination Centre who shall be responsible for the safe custody of answer books and satisfactory conduct of the examinations. Overall responsibility for safe and fair conduct of that examination will be of the Principal/Head of the institute. Assistant Centre Superintendent shall perform the functions of the Centre Superintendent in the absence of the Centre Superintendent under the intimation to the Controller of Examinations.
2. Assistant Centre Superintendents: - Assistant Centre Superintendent (s) will be appointed by the Centre Superintendent from amongst the teaching faculty of the rank not lower than of Assoc. Prof. / Readers to make all preparatory arrangements for holding examinations including seating arrangement for the candidates.
 - a. One Assistant Superintendent may be appointed where the total number of candidates registered for all examinations at a particular centre in one particular session does not exceed 50, two Assistant Superintendent where such number exceeds 50 but is less than 200 and three Assistant Superintendent where such a number is more than 200.
 - b. He/ She shall conduct the examinations under the supervision of the Centre Superintendent according to the instructions given by the Controller of Examinations of the University from time to time in this regard. He/ She will take all necessary measures for fairness and the smooth conduct of examinations at a centre.
 - c. The Assistant Superintendent(s) will perform such duties as are assigned to him by the Centre Superintendent of Examination Centre. He/ she will particularly be responsible for opening of Question papers in the presence of Centre Superintendent, seating arrangement, checking the absentee statements, updating the record of consumed answer books on daily basis,



packing of answer books along with the attendance sheet, docket, question paper etc. and then dispatch to Controller of Examinations immediately on the same day of Examination.

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

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

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

- a. The teachers/ academic staff members of the college appointed by the Centre Superintendent (Principal) shall perform as invigilators in different halls/rooms. The Duty Roster of the Invigilators must be maintained by the Asstt. Centre Superintendent and Centre Superintendent. The same along with day-wise signatures and contact numbers of the invigilators must be sent to the Examination Department a day prior to the conduction of Examinations.
- b. The Centre Superintendent of the Examination centre may invite the invigilators from other constituent colleges of the university through Vice Chancellor.



- c. Only those teachers be engaged in whom the Centre Superintendent has full faith.
- d. The librarian of the college may be engaged as an invigilator if required.
- e. Teacher of the subject of which examination is conducted, will not be appointed as invigilator.

Q. WATCH AND WARD: ADDITIONAL

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

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

R. EXAMINATION HALLS AND ROOMS:

- 1. The doors of the examination hall and rooms should be opened each day only 30 minutes before the time fixed for the commencement of the examination.
- 2. Roll numbers of candidates may be written on desks with chalks or through roll cards. A seating plan of the examination showing the measurement of each room used and the position of each candidate relatively to the other should invariably be supplied to the university and a copy of same should be maintained in the college records for inspection as and when necessary.
- 3. A space of not less than 2.0-2.5 square feet should be assigned to each candidate. If there is space constraints the candidates of different



courses should be seated judiciously and maintain a reasonable distance between course mates.

4. 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.

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

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

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

T. INVIGILATION DUTY

1. **Invigilation as a part of duty:** - No teacher should absent himself / herself from invigilator's duty without the prior permission of the Senior Centre Superintendent of the Centre at which he/she has been deputed for invigilation work.
2. **Duties of the invigilators:** - The sanctity of the examination depends greatly on the conduct of an Invigilator. Any laxity on the part of an invigilator is likely to result in undesirable consequences affecting the reputation of the University.
 - a. An invigilator is expected to be alert at every moment beginning from the entry of the candidates till such time that all answer books are collected from them, so it is necessary that he should make frequent rounds in the Examination Room.
 - b. An invigilator is under the control of the Senior Centre Superintendent. During the period they are on duty and she/he should not leave the examination centre without the permission of the Senior Centre Superintendent or Asst. Centre Superintendent.



- c. An invigilator should report at the centre at least half-an-hour before the time fixed for commencement of the examination.
- d. An invigilator may be required to act as witness when desired by the Senior Centre Superintendent for opening of the question paper packets and sealing of the packets of answer books.
- e. It shall be the duty of the invigilators to guard against all kinds of malpractice or misconduct on the part of any candidate inside the hall / centre. She / he will report such malpractice or misconduct to the Asstt. Centre Superintendent / Senior Centre Superintendent and render such assistance to the Asstt. Centre Superintendent as required, in regard to the conduct of the examination.
- f. Use of mobile is strictly prohibited in the Examination Hall. Invigilators should deposit their mobiles with Sr. Centre Superintendent while on duty.
- g. An invigilator shall not be allowed to take refreshments inside the examination hall during the exam.
- h. In case, the invigilator or any other staff on/off duty is found assisting the candidate in unfair means, the disciplinary action will be initiated against him/her. The action against the candidate will also be taken as per UFM policy.

3. Responsibilities of the invigilators

- a. To check the Admit Cards,
- b. To distribute answer books and question papers to the examinees,
- c. To ensure that the examinees occupy their allotted seats in the room.
- d. To make announcements asking the examinees to -
- e. Produce the Admit Card



- f. Leave books, notes, copying material, mobile phone, Electronic devices, and / or paper outside the examination hall
- g. Announce that students should write Roll No. on the question paper and nothing else.
- h. Use of only allowed accessories as may be applicable per paper.
- i. Write subject, paper; roll number and Enrolment number, semester & year in the allotted spaces in the answer script, and sign the sheets.
- j. Time remaining.
- k. To fill in the number of supplementary sheets used, strike out the unused pages and attach all A and B copies, supplementary sheets together etc.
- l. To check according to the verification sheet, and get the attendance/ verification sheets signed by the student.
- m. To prepare the absentee statement in respect of the room under his / her charge and submit the same within one hour of start of examination to the senior/assistant centre superintendent.
- n. To check all the entries filled in, including that the correct roll number is written in words at the allotted space on the answer sheet by the candidate, on the cover page of Answer Book with help of admit card of the candidate. That the candidate has signed at the appropriate place/space provided in Answer Book. The invigilator should sign only after checking all the above.
- o. To ensure that the cover pages of A & B answer books bear the date stamp and his/ her signature.
- p. The invigilator shall sign each answer book at the assigned box as evidence of verification of candidature of the student. She / he shall also check (at the assigned space) the number of supplementary sheets used by the examinee in each case and



he will issue B Copy to an examinee (supplementary / continuation sheets) only after verifying that the answer book has been fully utilized.

- q. Not to allow any examinee who reports after 30 minutes of commencement of the examination to sit for the examination and not to allow any examinee to leave the examination hall half an hour before the prescribe time.
- r. 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.
- s. 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.
- t. To collect answer books from the examinees as soon as the examination is over and to hand over the same to the Assistant Centre Superintendent in sequential order of roll after duly counting and tallying these with student's attendance sheet.
- u. To return surplus copies of loose sheets to the Assistant Centre Superintendent immediately after the examination.

U. ATTENDANCE, VERIFICATION & DISPATCH OF ANSWER BOOKS

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, supplied by the College from which student belongs.
2. The duly signed attendance sheet should be sent to the Controller of Examinations, along with the docket and question paper, in the sealed packet of Answer Scripts of the scheduled day of examinations.
3. Before the answer books are dispatched, the Centre Superintendent / Assistant Centre Superintendent should ensure that the title page has



been filled in correctly by the candidate and signed by the invigilator concerned.

4. In some cases, candidates do not write their full Roll no. and other particulars on the title page of the answer books. The responsibility in such case will be solely of the invigilators, Assistant Centre Superintendent & the Centre Superintendent.
5. As the examinations are over, Centre Superintendent should return the used and un-used envelopes of the question papers containing surplus question papers to the Controller of Examinations along with the verification sheets.
6. The account of used answer books along with remaining answer books is also to be deposited along with filled Performa, provided.
7. CS with assistance of ACS will ensure through invigilators that answer sheets are packed and sealed are in serial and there is no discrepancy amongst submitted answer sheets and number of students attended the examinations.
8. Controller of Examinations will get all the sealed packets of answer sheets collected through university transportation with security personnel after the examination.

V. DISCIPLINARY CONTROL

1. During the examination the candidates shall be under the disciplinary control of the Centre Superintendent of the Centre and they will obey his/her instructions. If a candidate disobeys the instructions of the Centre Superintendent/Asst. Centre Superintendent or any of the invigilators or misbehaves towards any of the examinee, he/she may be suspended by the Centre Superintendent from that day's examination. The misbehaviour done by the student should be reported by the Centre Superintendent to the Vice Chancellor and the Controller of Examination on the same day.
2. However, if the student has any grievances against the Senior Centre Superintendent/Assistant Centre Superintendent/Invigilator, he/she



can submit the grievances to the Students Welfare Officer and in his absence to the Registrar. Appropriate action will be taken by them.

W. INSTRUCTIONS FOR THE CANDIDATES

1. All the candidates should be in proper uniform with the University ID card.
2. The candidate is expected to be present at the examination Centre 15 minutes before the commencement of examination.
3. No candidate shall be admitted to the examination hall after 30 minutes of commencement of the examination.
4. The candidate shall have the proper Admit Card and the valid institutional Identity Card, without which he/she shall not be eligible to appear for the examination.
5. Candidates are not permitted to leave examination hall during the initial one hour and last 30 minutes of the paper.
6. Exchange of answer books, supplements and drawing instruments etc. among the Candidates is strictly prohibited.
7. Students shall write their Enrolment number on the question paper also.
8. Possession of any arms, weapons, mobile phone, electronic devices etc. in the examination hall or at the examination Centre by the candidate is strictly prohibited.
9. The candidate shall behave properly before, during and after the examination to maintain the conducive atmosphere at the examination Centre
10. The examinee shall cross the blank page(s) of Answer Book left after attempting the whole paper.
11. The candidate is prohibited from keeping in his possession in the examination hall any blank paper, notes, scribbles chits, books, mobile phone, programmable calculator, electronic communication device etc. The violation of this instruction shall attract suitable punitive action.



12. The candidate found guilty of misbehaviour or using/attempting to use unfair means shall be liable for suitable punitive action.
13. Disclosure of identity on the part of examinee by way of communicating name/ sheet number/ signature/phone number/address or any other request to the examiner in the answer book is a punishable offence as per rule and shall be treated as a case of U.F.M.
14. The examinee is prohibited from taking away the answer book(s)/part of Answer Book or any enclosure(s) issued to him out of examination hall. Violation shall attract punitive action as per the rules of the University.
15. A candidate, who has come to appear the examination under the influence of intoxicating drinks/drugs, shall not be allowed to enter in the examination hall and if found appearing in the examination, will be turned out from the examination hall immediately.

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

1. The use of electronic devices such as, mobile phones, smart watches, smart glasses, tablets and personal audio equipment are strictly prohibited in the examination Hall. All devices must be switched off and stored in a designated area as identified by Centre Superintendent until such time that examinations have finished.
2. The use of Electronic Devices / Instruction Booklets / Other Stationary will be permitted in the University Examinations subject to the following:
 - a. Electronic Devices / Instruction Booklets / Other Stationary, should be on the approved list of accessories permitted otherwise it shall be confiscated immediately if found.
 - b. The type of electronic devices / instruction booklets / other stationary, used must be declared on the examination question papers.



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

Y. ISSUING OF DUPLICATE ADMITS CARD:

1. If any candidate enters the examination hall without his/her admit card, he/she should be allowed to take examination only in the following condition
 - a. If the Senior Centre Superintendent/Assistant Superintendent of an examination centre is satisfied that admit card of a student is left at home/room, he/she may permit the student to appear in examinations. However, the same shall be noted on his/her attendance sheet and the information will be sent to the COE and the Accounts Department for adding Rs.100/- in his/her dues against the penalty for losing the card.
 - b. If admit card is lost or destroyed by the student, the student will apply on the prescribed form to the COE for issuing the duplicate Admit Card after depositing the prescribed fee. The office of the COE will ensure that the duplicate Admit Card is issued to the student the same day or is sent to the examination centre of the student before the next examination of the student.

2. Provisional Permission:

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

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

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



Z. FLYING SQUAD

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

1. Appointment of Flying Squad

- a. A flying squad shall consist of a Convener, 1 to 3 Squad Members and will be appointed by the Vice Chancellor or by the COE with the permission of the Vice Chancellor.
- b. They shall be of the post of Associate Professor and above.
- c. They will be instructed about their duties and work on the same day as of the surprise visit plan.
- d. The flying squad will be accompanied by an officer from the security department of the rank of Security Officer or above.

2. Duties for Flying Squad

- a. The Flying Squad shall monitor all aspects of the conduct of examinations and ensure the examinations are conducted in punctual manner, thus enhancing the general credibility of the system and discouraging any tendencies on the part of the examinees or any other person to indulge in malpractice or misbehaviour in examinations. These committees shall be adequately empowered to verify entire examination process at the examination Centre.
- b. The team of the observers will carry their I-cards/Authority letter for disclosing their identity at the examination Centre.
- c. The Flying Squad / Invigilators or Supervisory staff shall have the authority to search any student to find out as to whether the student has got any objectionable material with him/her or not.



However, female student can be searched only by female members of the flying squad.

- d. Refusal of the candidate to be searched would raise a presumption against him/her that he/she is in possession of objectionable material to be used in the examination.
- e. To inspect the examination halls and check the seating arrangement. If the seating arrangement is improper, it shall inform the Assistant Centre Superintendent and get it corrected.
- f. To observe that internal vigilance group (Invigilator, Asstt. Centre Superintendent etc.) is active and performing their duties in a proper manner.
- g. To keep vigil on all aspects of the conduct of examination at the centre and report the cases of malpractice/misconduct, if any, to the Assistant/Senior Centre Superintendent. The centre Superintendent shall take action in such cases as per prescribed procedure.
- h. It shall also inspect the toilets and other surrounding areas for hidden books/notes.
- i. A detailed report of observations made by the flying squad along with any suggestions will be sent to the Vice Chancellor, duly signed by all the members.

AA. APPOINTMENT OF AMANUENSIS

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



before the commencement of exams. In case of accident occurred recently, student can write an application directly to Vice-Chancellor through the concerned Principal and in exceptional circumstances directly to Vice-Chancellor.

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

AB. MISCELLANEOUS:

1. **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.
2. **Lost Answer Book-** In case of the answer book of a candidate has been lost after having been handed over to the Centre Superintendent of Examination, enquiry will be setup and after the satisfaction of Vice-Chancellor, following actions can be taken-
 - a. Permit the candidate to reappear in the subject in who answer book has been lost, on a date and time to be fixed by the Controller of Examination.

OR

 - b. Award him marks in the answer book lost equal to the marks obtained by the candidate in the other papers, subject to a



maximum of 60% marks in that paper in case the candidate has appeared in one subject having two papers A & B to avoid carry over.

OR

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

OR

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

3. **Regulation for Unfair Means / Procedure for Dealing with Unfair Means cases or Mass Copying Cases -**

- a. Examination is a formal procedure intended to measure examinee's knowledge/talent. Since result of examination has an impact on individual's future academic career and vocational goal, he/she may get tempted to adopt unethical/unfair means (UFM) with a purpose of obtaining the desired goal which puts him/her at an advantage as compared to others.
- b. Code of conduct for an examinee is framed so as to keep him/her away from adopting unethical methods during the examination. Each examinee should follow this code of conduct.
- c. A candidate found guilty of any of the following offences shall be deemed to have used unfair means.

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

- a. No candidate shall bring 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 examination.
- h. Communicating with the Examiner or any other person connected with the Examination, with the object of unduly influencing him in any way.
- i. Any other type of misconduct or a deliberate attempt to cheat in the examination.
- 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 Examination.
- 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. Procedure to be followed by the invigilator/Centre superintendent in booking UFM cases-

a. Issuance of Second Answer Book.

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



b. Statement of the invigilator

- (i) Flying Squad / Invigilator, who detects the use of UFM by a candidate, shall record the statement material found from the candidate and fill in the form provided.
- (ii) 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.
- (iii) The incriminating material so detected by an Invigilator should also be signed by the invigilator on each page and the total number of pages detected should be mentioned on the title of the Answer Book duly signed by the Invigilator and Centre Superintendent.
- (iv) 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 (incriminating material) prescribed format.

c. Other Cases of Unfair Means

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

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



d. 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:

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

e. Dispatch of UFM cases-

- 1) Copies of UFM should be sent separately in a sealed envelope duly labelled to the Controller of Examinations of SVSU along with the prescribed Performa for each case booked under UFM on daily basis.
- 2) All the material (answer books of unfair means, together with the material recovered from the students) duly signed by the candidate, invigilator and by the Centre Superintendent, has to be sent to the Controller of Examination separately under sealed cover soon after examination is over on the same day.
- 3) His/her examination result shall be withheld till finalization by UFM committee. The decision of UFM case shall be made within 15 days from the registration of the case of UFM. The decision of the UFM Committee in imposing penalty for the offence committed by the candidate shall be final and binding on the student.
- 4) The fact that a particular Roll No. was booked under UFM should be recorded in the attendance sheet as well as in the statement for dispatch of Answer Book to the Controller of Examinations of SVSU.
- 5) The candidate booked under UFM shall not be expelled from the examination centre for that paper rather a fresh



copy is to be issued to attempt his/her paper except in the cases of impersonation.

- 6) Candidates found using any of the UFM are not to be debarred from appearing in the remaining papers except where so provided.
- 7) Candidates may be physically searched by the Centre Superintendents/ Invigilators/Members of the Flying Squad deputed by the COE of SVSU before or during the examination at any time. In case of a female candidate, search should be made by female faculty members only.
- 8) If a candidate forces his way out with the answer book, the complete statement explaining the circumstances under which the candidate has left the examination hall with the answer book should be reported separately to the Chief Centre Superintendent. The invigilator's statement should also contain the time of the incident and details of the case as to how the candidate took away the Answer book. If any effort was made to recover the Answer Book that should also be stated and the same may be sent to the University.

f. Student Grievance –

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



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

S.No	Offence	Maximum Penalties
1.	<p>(i) Copying Material was found his/her possession but was not used, including electronics devices like smart mobiles, gazettes etc.</p> <p>(ii) If during a University Examination a candidate was found talking to another candidate or any person inside or outside the examination hall/during the examination hours, without the permission of a member of the supervisory staff, before he has handed over his answer-book.</p> <p>(iii) Writing identity in the answer book like name, request, roll no. at unauthorized place, etc.</p>	<p>(a) A warning letter will be given to the candidate.</p> <p>(b) Candidate shall not be considered for any kind of awards for one year.</p> <p>(c) A fine up to Rs. 2500/- may be levied.</p> <p>(d) Candidate shall be debarred from taking part in any extra-curricular activity of the University for one year.</p>
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 will be given to the candidate.</p> <p>b) If the material was used, monetary / financial punishment up to Rs. 5,000/- will be added.</p> <p>c) Candidate shall not be considered for any kind of awards for one year.</p> <p>d) The candidate will not be eligible for grace marks.</p> <p>e) The question(s) attempted with the copying material will be marked zero.</p> <p>Candidate shall be debarred from</p>



		taking part in any extracurricular activity of the University for one year.
3.	<p>(i) Destroying evidence including tearing / swallowing of copying material or of answer book/Or running away with answer book or any other examination material.</p> <p>(ii) The answer book brought from outside and/or not written in Candidate's handwriting</p> <p>(iii) Extra ordinary electronics equipment's and smart devices used by the student.</p>	<p>a) A warning letter will be given to the candidate.</p> <p>b) Candidate shall not be considered for any kind awards for one year.</p> <p>c) Concerned subject/paper will be cancelled.</p> <p>d) Monetary/financial punishment up to Rs. 10,000/- will be added.</p> <p>e) Candidate shall be debarred from taking part in any extracurricular activity of the University for one year.</p>
4.	Impersonation	<p>a) A warning letter will be given to the candidate along with disciplinary action.</p> <p>b) Candidate shall not be considered for any kind of awards for one year.</p> <p>c) Whole Current Examination will be cancelled.</p> <p>d) Monetary/financial punishment up to Rs. 10,000/-will be added.</p> <p>e) Candidate shall be debarred from taking part in any extracurricular activity of the University for one year.</p> <p>FIR may be lodged against him/her.</p>
5.	Any other Unfair means not covered above which jeopardize the sanctity of SVSU Examination.	Any/All of the above penalties may be imposed by the UFM Committee



g. Mass Copying Cases

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

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

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

Note:

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

h. Policy for UFM Cases-

- a. During Examination when a student is caught in copying the material from other resources or detected in keeping some manuscripts or any



other device will be treated as UFM case. The answer script of the student will be marked as UFM Case & a fresh copy will be given to write answers.

- b. As per University norms a UFM Committee is framed under the Chairmanship of Controller of Examinations & two / three members. They are assigned to investigate the cases & penalty is being imposed according to offence committed by the Students. It varies from 2500/- to 10000/-. The UFM Committee also has the right to bar the student from sitting in examinations in certain cases.
- c. The meeting of UFM Committee is scheduled by the COE with the consent of other members.
- d. UFM case has to be examined and finalized by the Committee impose the penalty on student as per the gravity of offence & accordingly marks awarded to the student.
- e. Marks awarded on fresh copy will be treated as final.
- f. College is informed regarding the penalty imposed to the student.
- g. College issue the warning letter to the student specifies the penalty amount also.
- h. Student has to deposit penalty with in time otherwise late fine is added in penalty amount.
- i. College submits Student's warning letter along with penalty amount receipt in original to the Office of Controller of Examination to release the result.
- j. Controller of Examination declares the revised result after the satisfaction with all the documents submitted.

AC. EVALUATION PROCEDURE

1. After getting Answer Books from the centre:
2. Answer books shall be coded (to hide the details of students) in Examination Department before handing them over to the evaluator.



3. Evaluation by internal / external evaluators shall be done in Examination Department / Evaluation Hall only.
4. In special circumstances (coded) answer books can be sent to external evaluator with prior permission of Vice Chancellor.
5. Marks shall be entered for each question in the space provided and total marks on the front page of answer book in addition of awarding them at the end of the answer.
6. Decoding shall be done in the office of Examination Department before tabulation.
7. Important instructions for evaluators
 - 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- totalling.
 - 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 book if any new page(s) is found, inserted or any handwritten chit pasted on any page of the answer script, it should be brought to the notice of the Controller of Examinations. Same procedure should be followed if there is any evidence of double handwriting in any answer script.



- 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, hence the following should be followed;
 - a. It is necessary that evaluator should put initial or at least a tick mark at the end of each attempted answer. It will convince the student that each answer has been thoroughly evaluated / checked.
 - b. That none of evaluator's relatives or dependent have appeared in the said examination.
 - c. Word "END" should be written at the end of the last attempted answer and should be written the remaining pages should be crossed (X) if the same are uncrossed.
 - d. For evaluation of answer book, should be used red pen only.
- 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 discount the honour and integrity of the evaluator on one hand and name and fame of the University on the other hand, so evaluators must ensure that no question escapes evaluation particularly where the answer is attempted at two places.

AD. PRACTICAL EXAMINATIONS:

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



AE. FINALIZING THE RESULT OF EXAMINATIONS: -

1. **Criteria for passing-** (Where guidelines by the concerned regulatory bodies are not notified) Pass percentage in theory, practical, internal / external / Aggregate etc.
 - a. Minimum of 50% marks in each subject and in aggregate (internal & external combined)
 - b. The candidate shall have to obtain minimum 33% marks in Internal Examination to be eligible for appearing in University Examination.
 - c. Candidate shall have to pass in theory and practical examination separately.
 - d. Candidate appeared in university exam & failed due to marks less than passing marks, can be permitted to take up exams as and when held, on payment basis to improve their marks.
 - e. University has adopted CBCS system in which minimum two sessional and practical examinations besides assignments, viva-voce, Group Discussion, Dissertations, Practical's etc. are Practiced. Best of the sessional marks added to external examination. The attendance of student in a particular semester also carries marks, which are added to the sessional marks.
 - f. **Work Place Based Assessment and Self-Assessment in internal / sessional assignments** are practiced specially in medical, dental, nursing and allied branches in clinical OPD and IPD through discussions, case presentations and bed side examinations to ensure that the knowledge gets expression and applied for correct judgements and decisions is done through integration of learning, skill developed and its application for a particular course and program has led to enhancement in professionalism and employability of students.



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

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

	Grade	Division
Below 40% in aggregate	E	Fail
40% or above but below 50% in aggregate	D	3 rd
50% or above but below 60% in aggregate	C	2 nd
60% or above but below 65% in aggregate	B	1 st
65% or above but below 70% in aggregate	A	1 st
70% or above but below 75% in aggregate	A+	1 st
75% or above in aggregate	A++	1 st

- a. A student has to secure at least "Grade D" for being declared to have passed the final Examination.
- b. Marks more than one half shall be round off to next higher figure, but if it is less than one half, it shall be ignored.
- c. Awarding grace marks: - The policy of grace marks is only applicable in regular exam or if the student is appearing first time



- d. Any examinee/student of the courses of SVSU, Meerut shall be eligible for getting maximum of 05 (five) Grace Marks, after fulfilling the conditions given below: -
- e. If a candidate fails in only one subject and having passed in all other subjects of the given examination of **semester*/ year**, then his/her deficiency of marks may be fulfilled by grace marks under the following conditions: -
- Grace marks are not a matter of right of the student but the discretion of the University.
 - These shall only be given provided that the candidate has appeared in the main examination of the concerned course and falls short of pass marks by not more than five (5) marks in theory paper only. Benefit of above mentioned shall not be given to the candidates who have appeared in supplementary/special examination/carry over examination.
- f. Further, benefit of grace marks may be given only to the candidate who will pass the entire concerned examination of the year, not for the purpose of promoting the student to next year with back papers or for improvement of division of percentage.
- g. If in a subject of an examination passing in Theory, Practical or sessional exams separately is mandatory, then the benefit of grace marks shall be given only in Theory examination of the University examination.
- h. The award of grace marks permissible shall be on the basis of 1 grace marks for every 05 marks secured by an examinee over and above the minimum passing aggregate marks of all subjects of the year.

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

Aggregate Marks Obtained over & above minimum passing marks	Permissible Grace Marks
1 – 5	1
6–10	2



11–15	3
16–20	4
21- 25	5

3. Approval and moderation of result

Before declaration, the results of examination together with a statement of percentage of passes in the whole examination and in each subject shall be submitted to the Vice- Chancellor.

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

4. Declaration of result

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

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

5. Provisional result

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

6. Criterion of Promotion:

On clearing 50% or more of Odd and Even Semester subjects put together in one year, the student is promoted to next semester/ year. However, there is IT integrated process through which, if the total of unsuccessful subjects is >50% of in one year or the cumulative number



of un-cleared papers of previous years put together is more than 50%, the student is detained and not promoted. Reappearance in failed subject/ subjects permitted in next identical – odd or even semester examination. Final chance is to be given to the students, as a special examination, to clear failed subjects, if student has back after final semester or final annual examination. For the programmes governed by statutory bodies (MCI, DCI, PCI, INC etc.), concerned guideline applies, as applicable.

7. Issue of mark sheets

The Mark sheets / Grade Cards will be issued to the candidates at the earliest after the declaration of the results. Marksheet will be printed on yearly basis i.e., both semesters of a year. A Marks Sheet may be withheld by the Controller of Examinations on reasonable grounds.

8. Issue of duplicate mark sheets

In case of loss or destruction of a marks sheet, a candidate may obtain a duplicate marks sheet, on submitting an application along with the prescribed fee, stating that the applicant has a real need for the duplicate marks sheet and submitting an affidavit signed and certified by the Notary / First Class Magistrate, showing that the original has been lost / destroyed; along with the General notice in two Newspapers out of which one must be of at least National/State level.

9. Change of date of birth

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

10. Merging of marks sheets

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



11. Award of degree

The student shall have to apply for a degree in the prescribed format along with the prescribed fee. A student shall be awarded a degree if:

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

AF. GRIEVANCES & REDRESSAL: MECHANISM:

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

1. Scrutiny:

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

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.

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.

2. Procedure of Scrutiny

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

- a. The Candidate who is not satisfied with his/her award of marks in theory paper, may apply on a prescribed scrutiny form, along with scrutiny fee prescribed per subject for scrutiny, within 15 days from the date of declaration of result.
- b. The Scrutiny Form is available in the student section of the each college.
- c. The applicant has to deposit of Rs.150/- per subject The Student has to apply through head of Institute enclosing the original receipt Fees paid to the controller of Examinations.
- d. The Student has to submit application in college enclosed with the original receipt of Fees paid to the Controller of Examinations office.
- e. College will call the meeting of 'Board OF Studies' for the approval/ authentication of application by the Members.
- f. Application will be sent to the Head of Institution for verification.
- g. Verified application will be submitted to The Office of Controller of Examinations
- h. After checking the application, Controller of Examinations will call the subject expert (scrutinizer) from the concerned college and the scrutinizer will check that all the questions are being evaluated or not and their numbers are being correctly posted on the front page and their sum is correct or not. The Controller of Examinations will preferably call the faculty member who has examined the copies as scrutinizer.
- i. In case examiner finds any discrepancy, he/she will inform the Controller of Examinations and will rectify the same after informing the Controller of Examinations in writing. In case he/she finds that any question or a part of the question has not been evaluated, he/she will evaluate the same and give marks and the same will be posted on the front page with the permission of Controller of Examination.



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

3. Copy Seeing:

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

4. 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.
5. The Vice-Chancellor / Examination Committee shall have power to quash the result of a candidate after it has been declared.

6. Procedure of Copy showing-

- a. The applicant has to deposit copy showing fees of Rs. 250/- for Non medical Group, Rs.500/-for Medical Group & Rs.200/- for Diploma Program, per Subject.
- b. The Student has to submit application in college enclosed with the original receipt of fees paid to the Controller of Examinations office.
- c. College will call the meeting of 'Board OF Studies' for the approval/ authentication of application by the Members.
- d. Application will be sent to the Head of Institution for verification.
- e. Verified application will be submitted to the Office of Controller of Examinations
- f. After checking the application, COE Office calls the student on scheduled time & date.
- g. Thereafter student is shown his answer Scripts under CCTV Surveillance and he is barred from taking Mobile Phones, Pen,



Pencil and any other Device so that he/she may not take image of answer written & alter awarded marks in the answer sheet. He/she is given a chance to report his observation in writing to the COE.

- h. The COE take action according to the observation received i.e., unchecked portion in answer script or entire question, error in totalling of marks etc. and declare revised result if needed with the approval of Vice Chancellor.
- i. Dead line for all copy showing cases should be given 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 will be accepted. In a very special circumstances when the student requests he should be charged additional amount as a late fee.

7. Re-Evaluation of Answer Sheets

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

8. Procedure of Re-evaluation

- a. Students are advised to go through all the terms & conditions before apply 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 20% 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. 2500/- per answer book.



- e. Application form should be signed by the candidate & forwarded by HOI 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 will not be responsible for delay / rejection of case.
- 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 submission in any case.
- i. The applicant will give an affidavit that he or she will accept new marks even if those are reduced and no further evaluation of re-evaluated answer book will be permitted.
- j. The score of re-evaluations shall supersede the original score and student cannot challenge the same.
- k. Revaluation process will 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 college. However, Hon'ble Vice Chancellor reserves the right to call evaluator from other college/university from concerning Department.
- m. Before handling over the answer sheet to the re-evaluators, code number must be given to the answer sheet.
- n. COE will ensure that marks & remarks awarded by previous evaluators in answer sheets should be completely hidden in all respects from current evaluators. Roll no. & Enrolment number must also be covered without any harm to answer sheets.

AG. OBTAINING PHOTOCOPY OF THE ANSWER SHEET: -

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



- b. Name, Father's name, Roll No., Enrolment No., Course & Year/Semester, Subject and code of the subject and the Date of Examination should be mentioned in application.
- c. The student will attach a copy of the concerned marks sheet and NO DUES certificate along with the application.
- d. The Public Information Officer of the University will inform the Controller of Examinations to provide a photocopy of the answer sheet to the Public Information Officer mentioning on a separate paper regarding the number of pages in the answer sheet(s).
- e. The Public Information Officer of the University will obtain cost of photocopy per page from the applicant and will provide him the photocopy of the answer sheet. The charges may change with passage of time by a notification of the University/any Government authority.

Note:

- 1. Answer book of University Examination will be kept safe in record for a minimum period as per university norms, after completion of the course of the batch in which the student is studying.
- 2. Any above-mentioned facilities can be obtained by the student till the copy is available in the record.
- 3. No application will be considered unless the college dues have been cleared by the student.

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