

OP JINDAL UNIVERSITY, RAIGARH



EXAMINATION MANUAL

**OFFICE OF THE CONTROLLER OF EXAMINATION
OP JINDAL UNIVERSITY
RAIGARH, 496109, CG**

PREFACE

'Examination Manual' is a very crucial handbook guiding the systematic and lawful conduct of undergraduate, post-graduate, Doctor of Philosophy (Ph.D.) Course Work examinations of OP Jindal University. The acid test of successful functioning of any University is the timely conduct of examinations and timely announcement of results without any room for suspicion, inordinate delay, manipulation and malpractices.

The **MANUAL** lays down the procedure adopted for conduct of examinations at various examination of the University. These provisions are binding in nature.

The directions and the guiding principles aim at achieving uniformity of procedure and standard. Fairness in conduction, grace in performance, dignity in approach, excellence in supervision, speed in disposal and efficiency in output shall be secured under the spell of this manual.

The teaching, learning, and evaluation are integrated and indissoluble components of education. We at OPJU desired that the evaluation system should serve as an aid in the process of learning. The University felt that this, along with teaching, should be an integral part of aiding the learning. The evaluation process should include continuous integral evaluation, the conduct of examination, the evaluation of answer scripts and indicating the performance by grading rather than marking. It is in this context that the evaluation practices are chosen and introduced.

This manual is prepared to provide guidelines for the conduct of examinations, examiners, faculty and students. The guidelines and the procedures to be followed by the office of Controller of Examination, BoS members are laid down in consonance with the norms and standards of the regulatory bodies-the university, UGC/AICTE and in line with the approved Ordinance/Statutes by the State Assembly, Government of Chhattisgarh in tandem with Chhattisgarh Private University (Establishment and Operation) Act 2005.

OBJECTIVES

The examination reform, in the University, is not merely a technique to improve the evaluation system but to be viewed as an aim at improving the education process itself.

- To create confidence and trust among all the stakeholders of the University.
- To conduct all examinations as per the pre-published calendar of Examinations.
- To curb malpractices and unfair means in the examinations.
- To maintain confidentiality and increase reliability of the examination system.
- To increase transparency in the examination system.
- To evaluate answer books in the minimum time period.
- To declare results (as early as possible) in the shortest possible time.
- To undertake verification, supply of photocopies of the assessed answer books to the students and revaluation of the assessed answer books.

In order to achieve this, all rules and procedures relating to the examinations should be so well delineated as to leave nothing to chance and assumption.

SCOPE

This Manual is an effort in that direction. It defines the roles, responsibilities of the people involved, protocols, procedures to be followed and various steps that have to be taken at all the levels associated with the conduct of the examinations of the University.

All the Forms/Proformas for use in the examination process/ system and documentation have been drawn out in standardized formats. Measures to curb unfair and malpractices have also been listed along with the penalty and punishments.

ABBREVIATIONS

BoS	Board of Studies
ICC	Instructions and Code of Conduct
COE	Controller of Examination
DCOE	Deputy Controller of Examination
CVC	Central Valuation Centre
UFMC	Examination Malpractices Enquiry Committee
IAM	Internal Assessment Marks
PG	Post-Graduate
PoE	Panel of Examiners
UG	Under-Graduate
VC	Vice - Chancellor of OP Jindal University
UGC	University Grants Commission
AICTE	All India Council for Technical Education

1. EXAMINATION REGULATIONS

1.1 The University shall adopt the system of continuous evaluation consisting of Progress Review Examination (PRE) during the semester and End Semester Examination (ESE) for assessing the students' performance during the programme of study.

1.2 Scheme of Examination for Theory Courses:

- (a) For each theory course having three or more credits the Progress Review Examination (PRE) shall consist of two parts:
 - i) Assessments
 - ii) Mid Semester Examination (MSE)
- (b) The Assessments shall consist of at least three quizzes / short tests/ tutorials/ home assignments/classroom presentations etc. or any such activity as the instructor may deem fit and shall be conducted in the manner as the instructor may deem fit. The Assessments shall carry the weight w_1 towards the calculation of final grade in that course, where w_1 shall be fixed by the instructor anywhere in the range 15% - 25%.
- (c) The Mid Semester Examination (MSE) shall normally be a written examination of two hours (max) duration and shall carry the weight w_2 towards the calculation of final grade in that course, where w_2 shall be fixed by the instructor anywhere in the range 25% - 35%.
- (d) The End Semester Examination (ESE) shall normally be a written examination of three hours duration and shall carry the weight $100 - w_1 - w_2$ towards the calculation of final grade in that course, where w_1 and w_2 shall be fixed by the instructor as per Para 1.2 (b) and 1.2 (c).

1.3 Scheme of Examination for Laboratory Courses:

1.3.1 For each laboratory course the Progress Review Examination (PRE) shall be based on the satisfactory completion of day-to-day laboratory work and laboratory assignments and the calculation of the final grade (PRE+ESE) in that course shall be as per the regulation/SoP framed time to time.

1.3.2 The End Semester Examination (ESE) shall consist of Submission of laboratory work and demonstration of laboratory work and/or Viva-voce examination of the final grade in that course. In addition, the instructor may also include a written examination in the End Semester Examination (ESE) of a laboratory course.

1.4 Scheme of Examination for Minor / Major Project Works:

1.4.1 The Progress Review Examination (PRE) for Minor / Major Project works shall consist of the submission of the synopsis by the candidate and at least two reviews of the project work. The reviews shall be conducted by the concerned project guide.

1.4.2 The End Semester Examination (ESE) shall consist of Submission of a Project report and successful defence of the same in front of the Jury / Panel of Examiner.

1.5 Scheme of Examination for Industrial Training/ Internship:

1.5.1 The Progress Review Examination (PRE) for Industrial Training / Internship shall consist of the submission of the preliminary report by the candidate and at least two reviews of the Industrial Training / Internship. The reviews shall be conducted by the concerned Industrial Training / Internship guide.

1.5.2 The End Semester Examination (ESE) shall consist of Submission of Industrial Training / Internship report and successful defence of the same in front of the Jury / Panel of Examiners.

1.6 The schedule for the End Semester Examinations (ESE) and Mid Semester Examination (MSE) shall be prepared and announced by the Controller of Examination. All the examinations shall be usually held during the periods/days specified in the Academic Calendar.

1.7 The End Semester Examinations (ESE) shall be conducted only for the courses offered in the current semester.

1.8 The schedule for the assessments shall be announced by the respective instructors and they shall be conducted during the class.

1.9 A student may be debarred from appearing in the End Semester Examination by the Dean of the School due to any of the following reasons:

1.9.1 Disciplinary action taken against the student.

1.9.2 On the recommendation of concerned Head of the department, if

- i) The attendance in the Lecture / Tutorial / Practical classes is below the condoned limit or as may be determined by the Academic Council, in the semester.
- ii) The performance in the Progress Review Examination (PRE) during the Semester has been found unsatisfactory.

- 1.10** If a candidate has passed an End Semester Examination in full, he / she shall not be permitted to reappear in that examination for improvement in division / marks / grades or any other purpose.
- 1.11** The results of the Semester Examinations shall be declared within 15 working days from the date of completion of the End Semester Examination (ESE) examinations.
- 1.12** The Dean/HoD must submit the scheme of examination including exact weightage for different components, with the approval of VC, to the Controller of Examination before the commencement of the course/project internship.

2. SUPPLEMENTARY EXAMINATIONS

- 2.1** The University shall conduct the supplementary examination for the students who have missed or failed in an End Semester Examination.
- 2.2** The supplementary examinations from second semester onwards shall be conducted along with the regular examination. The schedule for the supplementary examinations shall be prepared and announced by the Controller of Examination.
- 2.3** The supplementary examinations shall be conducted for all the theory and laboratory courses / Minor Projects / Major Projects / Industrial Training/ Internships etc. of the preceding semesters.
- 2.4** A student can appear in the supplementary examination for all the theory and laboratory courses / Minor Projects / Major Projects / Industrial Training/ Internships etc. of the preceding semesters in which he / she has failed or missed the examination for valid reasons, by filling up the examination form available in the office of Controller of Examinations and paying the prescribed fee within the prescribed time limit.
- 2.5** If a candidate has passed the End Semester Examination in full, he / she shall not be permitted to appear in the supplementary examination for improvement in division / marks / grades or any other purpose.
- 2.6** The Dean/HoDs may conduct the makeup examination for the students who have missed or failed in the Progress Review Examination (PRE), with the approval of the Vice Chancellor.
- 2.7** The results of supplementary examinations shall be declared within 15 working days of the conduct of examinations.

3. EVALUATION (ASSESSMENT) OF PERFORMANCE

3.1 At the end of each semester, the absolute percentage marks of a student in each of his / her courses including theory courses, laboratory courses, minor projects, major projects, industry training, internship etc. shall be calculated as follows.

3.2 Absolute percentage marks in theory courses shall be calculated according to the formula:

$$\frac{w_1}{100} \times \% \text{ Marks in Assessments} + \frac{w_2}{100} \times \% \text{ Marks in MSE} + \frac{(100 - w_1 - w_2)}{100} \times \% \text{ Marks in ESE.}$$

3.3 Absolute percentage marks in laboratory courses, minor and major projects, industrial training, internships, etc. shall be calculated according to the regulation/SoP framed for time to time.

3.4 The absolute percentage marks of a student in each of his / her courses including theory courses, laboratory courses, minor projects, major projects, industry training, internship etc. shall then be converted into appropriate letter grades as per the process mentioned in Section 4.

4. AWARD OF GRADES

4.1 At the end of each semester, a student shall be awarded a letter grade in each of his / her courses including theory courses, laboratory courses, minor projects, major projects, industry training, internship etc. on the basis of grading scheme described in Para 4.2 of this document.

4.2 The letter grades to be used and their numerical equivalents on a 10-point scale (called the Grade Points) shall be as per the following table:

Letter Grade	Equivalent Grade Point	Description
A+	10	Excellent
A	9	Very Good
B+	8	Good
B	7	Average
C+	6	Satisfactory
C	5	Below Average
F	0	Fail

4.3 Guidelines for award of letter grades:

In general, the marks-to-grade linkage shall not be rigid. Difficulty levels of the examinations, tests, assignments, viva-voce, and other factors that contributed to the final marks are to be considered by the result preparation committee while converting marks into letter grades.

- (a) The grades F and A+ are to be considered as benchmark grades.
- (b) The range of cut-off marks below which a student would be assigned an 'F' grade is 40 for the theory and the laboratory component.

At the end of each semester, a student shall be awarded a letter grade in each of his / her courses including theory courses, laboratory courses, project, dissertation etc. as per the following table:

Grade	Range of marks (Theory & Practical) [PRE+ESE]
A+	$M \geq 90$
A	$80 \leq M < 90$
B+	$70 \leq M < 80$
B	$60 \leq M < 70$
C+	$50 \leq M < 60$
C	$40 \leq M < 50$
F	$M < 40$

4.4 The students with absolute percentage marks less than 40% shall be awarded F grades.

4.5 A student shall earn all the credits allotted to a particular course if he / she successfully completes (passes) that course.

4.6 **The Semester Grade Point Average (SGPA)** for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The Semester Grade Point Average (SGPA) for each semester shall be calculated by the following formula:

$$SGPA = \frac{\sum_{i=1}^m c_i P_i}{\sum_{i=1}^m c_i}$$

where

c_i = number of credits of course i , of a semester of which SGPA is to be calculated,

p_i = grade point of course i , of a semester of which SGPA is to be calculated,

m = number of qualifying courses in the concerned semester.

4.7 The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his admission to the degree programme and reflects the Cumulative performance of a student. The Cumulative Grade Point Average (CGPA) at the end of n^{th} semester shall be calculated by the following formula:

$$CGPA = \frac{\sum_{j=1}^n (SG)_j (NC)_j}{\sum_{j=1}^n (NC)_j}$$

where

$(SG)_j$ = SGPA earned in j^{th} semester,

$(NC)_j$ = Total credits allotted to j^{th} semester.

4.8 At the end of each semester, SGPA and CGPA shall be calculated up to two decimal places with rounding off.

4.9 Percentage Calculation: (SGPA/CGPA-0.5)*10

4.10 Award of Class or Division:

Distinction	$8.00 \leq SGPA/CGPA \leq 10$
First Division	$7.00 \leq SGPA/CGPA < 8.00$
Second Division	$6.00 \leq SGPA/CGPA < 7.00$
Pass Division	$4.5 \leq SGPA/CGPA < 6.00$

4.11 Grade Report:

A copy of the Grade Report shall be issued to each student at the end of each semester. A duplicate grade sheet, provisional certificate, transcript if required, can be obtained after one week of application on payment of the prescribed fee.

5. AWARD OF DEGREE

For the award of degree, a student shall be required to complete successfully all the curriculum requirements in terms of passing the minimum specified courses and earn the minimum credits prescribed for his / her programme; satisfactorily fulfilled other academic requirements like practical training, work visits, seminar and projects, as specified for the; clear all the University dues and not any case of indiscipline pending against him/her.

6. WITHHOLDING OF RESULTS

The grades and award of degree of a student may be withheld if he/she has not paid his/her dues, or if there is a case of indiscipline pending against him/her, or for any other reason.

7. PROMOTION TO HIGHER SEMESTERS

7.1 Detention due to backlog

7.1.1 Detention rule for B.Tech. Course:

A student shall be allowed to carry the backlog of theory / laboratory course / Minor Project / Major Project / Industrial Training / Internship etc. of the preceding semester but shall not be permitted to carry any backlog of **(n-3)rd semester** where n is current semester in which the student is to take the admission. For instance, for admission to fourth semester, a student should not have any backlog of first semester, for admission to fifth semester; a student should not have any backlog of second semester, and so on.

7.1.2 Detention rule for M.Tech. Course:

A student shall be allowed to carry the backlog of core theory / laboratory course/ Industrial Training / Seminars etc. of the preceding semester but shall not be permitted to carry any backlog of **(n-2)th semester** where n is current semester in which the student is to take the admission. For instance, for admission to third semester, a student should not have any backlog of first semester, for admission to fourth semester; a student should not have any backlog of second semester, and so on.

7.1.3 Detention rule for Diploma Course:

A student shall be allowed to carry the backlog of theory course / laboratory course / Project / Dissertation etc. of the preceding semester but shall not be permitted to carry any backlog of (n-2)nd year where n is current year in which the student is to take the admission. For instance, for admission to final year, a student should not have any backlog of first year.

7.1.4 Detention rule for B.Sc. Course:

A student shall be allowed to carry the backlog of theory course / laboratory course / Project / Dissertation etc. of the preceding semester but shall not be permitted to carry any backlog of (n-2)nd year where n is current year in which the student is to take the admission. For instance, for admission to final year, a student should not have any backlog of first year.

7.1.5 For M.Sc. Course:

A student will not be allowed to submit his/her project/dissertation until he/she clears all the theory / laboratory course /seminars etc. of all the previous semesters.

7.1.6 Detention rule for BBA Course:

A student shall be allowed to carry the backlog of theory course Project / Dissertation etc. of the preceding semester but shall not be permitted to carry any backlog of (n-2)nd year where n is current year in which the student is to take the admission. For instance, for admission to Third year, a student should not have any backlog of first year.

7.2 If a student has obtained a **F** grade in a particular course including a theory course/ laboratory course / Minor Project / Major Project / Industrial Training / Internship etc., even after taking a supplementary examination, then it shall be counted as a backlog in that course.

7.3 A student shall be promoted from odd semester to next higher even semester irrespective of his / her academic performance, subject to the fulfilment of conditions stated in clause 7.1.

7.4 If a student is detained due to shortage of attendance in any course, he / she will have to attend classes of that course when it is next offered, and the academic regulations of the batch with which he is taking that course will apply.

8. OFFICE OF THE CONTROLLER OF EXAMINATION

The following works shall be attended to by the Office of the Controller of Examinations

- 8.1 Issue of a calendar of events and schedule of examination, notification of supplementary examination fees and inviting Examination form from the candidates.
- 8.2 Preparation of detailed Time Tables and their publication in time.
- 8.3 Notification of Online Examination form submission.
- 8.4 Preparation of the subject-wise, paper-wise and date-wise statements to print question papers with code.
- 8.5 The question paper packets shall indicate course, subjects, semester, date of examinations, Code, time of examinations, number of question papers in each packet etc.
- 8.6 Maintenance of all records, stock registers and database of candidates pertinent to examinations.
- 8.7 Appointment of Invigilators for each session of the examination and issue of instructions regarding the conduct of examinations.
- 8.8 Appointment of officials and other staff required for conduct of examination.
- 8.9 Issue of appointment letters to the External Examiners, Paper setters etc., Sanctioning Honorarium to External Examiners to conduct practical examinations.
- 8.10 Arrangement for conducting examination, collection of answer papers, valuation, processing and declaration of results.
- 8.11 Preservation and disposal of evaluated answer scripts at least for six months after the declaration of results.
- 8.12 Arrangement for preparation and distribution of Grade Sheet, TR and other certificates to the candidates.

- 8.13 Collection and maintenance of statistical data regarding the number of examinations, number of candidates registered for each examination, the number of regular/ backlog candidates and percentage of passes, etc.
- 8.14 Preparation of merit lists and their transmission to appropriate authorities/ bodies.
- 8.15 Preparation of the lists of lapses and irregularities committed by the evaluators and others and forwarding the list to the competent authorities for consideration and necessary action.
- 8.16 Requirement–printing and purchase of stationery etc.
- 8.17 Assisting the Registrar in the constitution of committees to deal with all types of cases of misconduct/ malpractices, detected before, during and after examinations.
- 8.18 Dealing with matters of examination fees and refunds if any.
- 8.19 Announcement of results of examinations, dealing the cases of withheld results for future announcements and follow up work in cases of any discrepancies.
- 8.20 Uploading the results of pass out students on Website.
- 8.21 Issue of Grade Sheet, Duplicate Grade Sheet, Degree certificate, Transcript, provisional Degree certificate, Percentage conversion certificates etc.,
- 8.22 Preparation of Merit scholarship lists. Providing data to Placement cell.
- 8.23 Deal with matters connected with reforms of examinations.
- 8.24 Taking special care to see that secrecy and confidentiality are kept in connection with all examinations.
- 8.25 Making necessary arrangements for the safe custody of files connected with the conduct of examinations, documents, certificates etc. by the officers under whom such documents are kept.
- 8.26 The CoE shall have the power to expel the examinee from examinations on subsequent examination days; on any of the following grounds:
- i) That the examinee created a nuisance or serious disturbance at the examination centre.
 - ii) That the examinee showed a seriously aggressive attitude towards an invigilator, or a member of the staff entrusted with the examination work.
 - iii) If necessary, the CoE may get assistance of the security guard. Where a candidate is sent out of the examination hall.

8.27 Perform such other duties as may be allotted by the VC / Board of Management / Academic council from time to time.

8.28 The Office Staff members of the Office of Controller of Examination act directly under his supervision.

9. DUTIES & RESPONSIBILITIES OF DEPUTY CONTROLLER OF EXAMINATION (DCOE):

9.1 The VC shall appoint the Deputy Controller of Examination (DCOE).

9.2 The DCOE shall be responsible for the proper and smooth conduct of examinations. He/ She shall take all necessary actions before, during and after the examination for the smooth conduct of examination.

9.3 The DCOE shall arrange to prepare a 'Session Report' of candidates present during the examination session for each programme of study and each subject of examination. A record of the usage of Answer-booklet in an examination session shall also be prepared.

9.4 The DCOE shall ensure satisfactory seating of candidates taking the examination and resolve any contingency issues that may arise in seating arrangement. He/ She shall ensure that all candidates are treated equally without any discrimination.

9.5 The DCOE shall depute the required number of Invigilators, Hall Assistants to each examination hall. One Invigilator shall be allotted for every 30 students or part thereof as far as possible.

9.6 The DCOE shall make sure that as far as possible, Invigilators are allotted Halls at random and that no Invigilators shall have prior information of the Hall to which he/ she shall be posted.

9.7 The DCOE shall briefly address all the supervisory staff prior to the commencement of examination and remind them of their duties and responsibilities. He/ She shall particularly impress upon them the need to prevent malpractices by scrupulous observation of rules. He/ She shall also explain to the supervisory staff the procedure of reporting when a case of malpractice is detected.

- 9.8 The DCOE shall ensure that the question paper packets for each hall is sealed and not tampered with before handing it to the invigilators prior to the Examination session not earlier than half an hour fixed for the commencement of the examination in that hall.
- 9.9 The DCOE shall arrange to collect back the undistributed question papers from the examination halls at the end of the examination session along with the Answer scripts.
- 9.10 The DCOE shall attempt to resolve any serious misprint, wrong code, mistranslation, omissions or ambiguity etc, noticed or reported to him in the question papers by referring to the original scripts of the respective question paper and shall not, on his own accord or at the instance of any other person, give any clarification, unless it is a clear case of apparent misprint. Serious disparity in the question paper shall be immediately reported to the CoE and the issue resolved according to his instructions.
- 9.11 The DCOE shall see that only candidates with valid Hall tickets issued by the University are allowed to take the examination. If a candidate has lost the Hall ticket, the DCOE shall arrange to issue ad hoc one-session conditional permission after verification of his/ her Identity and credentials in candidates list and getting an undertaking from the candidate.
- 9.12 The DCOE shall ensure that no candidate is admitted to the examination hall 20 minutes after the commencement of the examinations and no candidate is allowed to leave the examination hall during the first hour and the last half an hour of the commencement of the examination.
- 9.13 The DCOE shall take action against an examinee indulging in malpractice or attempting to use unfair means as defined in Section 19, in the examination hall or within the premises of the examination centre. All malpractices shall be reported and shall be handled as per the guidelines given in the Examination Malpractice Handling guidelines provided in Section 19.
- 9.14 All the Answer-booklets confiscated in malpractice cases during the examination session should be marked "UFM Case". Such answer-booklets shall NOT be mixed with the regular answer-booklets.

10. DUTIES AND RESPONSIBILITIES OF THE INVIGILATORS

- 10.1 The Invigilators are appointed by the Controller of Examination to perform invigilation work during the specified sessions of theory examinations conducted by the university.

- 10.2** The Invigilator shall report to the DCOE at least 40 minutes before the commencement of the examination on the first day and 30 minutes before on successive days/ sessions of examinations at the Control room. The Invigilator should affix his signature in the duty attendance sheet of the session and wait for the allocation of the examination hall and issue of the Examination Materials (question papers, Answer Booklets, Attendance Sheet, Seating Plan etc.) for the hall.
- 10.3** On allocation of the examination hall at the Control room, the Invigilator shall go to the examination hall allotted at least 15 minutes before the commencement of the examination with relevant examination materials and ensure that no incriminating or any other materials are found in the hall.
- 10.4** All the Invigilator must remain in the examination hall for the entire period of examination. Invigilators are advised to keep constant vigil on the examinees in the hall.
- 10.5** The candidates shall be admitted into the examination hall 10 minutes before the commencement of the examination. The Invigilator shall announce to the candidates to leave the books, papers and other reference materials etc., outside the examination hall.
- 10.6** The Invigilator should read out the warning note: “You should follow the instructions printed on the second page of the answer-booklet. You should search your pockets, desks and tables and handover to the invigilators any paper/ book/ notes/ manuscripts/ photocopies/ electronic gadgets which you may find there and close surroundings, before receiving the question paper in hand”.
- 10.7** Invigilator shall ensure that any undesired materials brought by the candidates are left outside the room at his own risk.
- 10.8** If any student has not brought his/ her hall ticket/Identity Card, the matter shall be brought to the notice of the DCOE for issuing provisional permission after the candidate gives due undertaking in exceptional circumstances after verifying the identity of the candidate and verification in the Candidate List.
- 10.9** The Invigilator shall ensure that candidates are seated before the commencement of the examination. No candidate is allowed to enter the examination hall after the first 20 minutes for whatever reason.
- 10.10** The Invigilators shall distribute the Answer Booklets ten minutes before the commencement of examination, only to those candidates, who are seated in the examination hall and are not to be placed on the vacant seat.

- 10.11** The Invigilators shall distribute the question papers to the candidates seated in the examination hall according to the schedule time.
- 10.12** When candidates seek clarification on question paper that cannot be dealt with by the Invigilator(s) in the Examination Hall, the Invigilator shall immediately notify the DCOE who will endeavour to obtain and convey the necessary information to the student(s). If the matter cannot be resolved by the DCOE, the Examinations Office must be informed immediately to resolve the issue.
- 10.13** The Invigilator shall affix his signature at the appropriate place on the first page of the Answer Booklet only after checking the identity of the candidate with photo on admit card and also ensuring that the Candidate has written the correct Roll number, Programme, Subject of examination, date of exam etc in relevant fields of the First page of the Answer Booklet. He shall also secure the signature of the candidates in the attendance sheet(s) provided for the hall.
- 10.14** The Invigilator shall mark the absentees only after the first 30 minutes of commencement of the examination. A consolidated statement of the number of candidates presents, absent and the absentee register numbers shall be prepared.
- 10.15** The Invigilator should NOT allow any candidate who arrives later than 20 minutes into the examination hall. No extra time shall be given at the end of the examination to account for the late arrival of those candidates.
- 10.16** The Invigilator should NOT allow any candidate to leave examination hall for any purpose during the first hour and the last half an hour of the commencement of the examination.
- 10.17** After half an hour of the commencement of the examination, the spare Answer Booklets shall be returned to the Control Room along with the Consolidated Attendance Statement for the Hall.
- 10.18** The Invigilator shall NOT accept the Answer Booklet of any examinee without ensuring that, it bears his/ her University Roll number, other information asked on the title page of the Answer Booklets and that the blank pages in the Answer Booklet are crossed out by the examinee with pen.
- 10.19** The Invigilator shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the graph sheets & other relevant material through the Hall Assistant.

- 10.20** All Invigilators are expected to remain in the hall for the entire duration of the examination. In the eventuality that the Invigilator must leave the room in order to clarify a question or other emergency, it shall be made sure that there is at least one Invigilator present in the hall. Such absence must be kept to a minimum.
- 10.21** The candidate visiting the toilet should be properly escorted; however frequent visits to the toilet by the candidate should be discouraged. No student will be allowed to go to the toilet in the first hour and the last 30 minutes.
- 10.22** The Invigilator shall ensure that, there is no communication among the candidates in the examination hall. The Invigilator shall not allow the candidate to use unfair means in the examination hall. Smoking, chewing tobacco/ paan etc. is strictly prohibited in the examination hall while the examination is in progress.
- 10.23** The invigilator should report to the DCOE the cases of insolent, indecent, undisciplined, and undignified behaviour of candidates.
- 10.24** While making rounds of the examination hall, if the Invigilator notices that any candidate is indulging in copying or possessing a manuscript or Answer Booklet other than that of the candidate, any written material on calculator/ geometry box / scale, he/ she shall immediately take in his/ her possession, the candidate's Answer Booklet, question paper, and the materials which he / she has used or intended to use for copying , in that case immediately report to the DCOE. He should not allow the candidate to leave the examination hall till the DCOE comes to the examination hall and takes over charge.
- 10.25** The Invigilator should not tamper with the Answer Booklets issued to the candidates for any reason whatsoever. Malpractices are recorded in the appropriate form along with a statement from the candidate in the presence of the DCOE. DCOE should ensure that if a candidate is asked to give a statement in connection with suspected or proven malpractice or use of unfair means but is unwilling to do so, she/he shall not be forced to give the statement. The fact of his/her refusal to make a statement shall be recorded by the DCOE in the presence of the invigilator(s) on duty, at the time of occurrence or detection of the incident or immediately thereafter.

- 10.26** The Invigilator shall arrange the written Answer Booklets returned by the candidates at the end of the examination in proper order for each subject and programme and tally the same with the attendance of the candidates. He/ she shall be responsible for the safe possession of all Answer Booklets until it is handed over to the Answer-booklets receiving staff in the Control Room. The receiving staff shall receive the Answer-booklets after due verification and tally with the attendance.
- 10.27** The Invigilator shall not leave the Examination Centre premises until he/ she personally hands over the Answer Booklets at the Control Room to the designated staff and return the examination relevant materials of the examination session in his possession.
- 10.28** When any candidate feels extremely sick/ distressed, the Invigilator may request the DCOE to make arrangements to escort the sick candidate to the Health Centre.
- 10.29** Answer Booklets Confiscated due to unfair and malpractice of the candidates shall be handed over separately without mixing them with the regular answer booklets.
- 10.30** Any dereliction of duty on the part of the Invigilator is recorded and the DCOE shall initiate necessary action as per the provisions of the examination regulations and report the same to the CoE immediately.

11. QUESTION PAPERS

- 11.1** All arrangements shall be made to get the required sets of question papers for each paper of examination sufficiently in advance to the commencement of the examination period.
- 11.2** The question paper(s) shall meet the specifications/ pattern as per the academic regulations of each programme of study in the University.
- 11.3** Whenever, a paper setter declines the offer, alternative arrangements shall be made expeditiously to get the paper set by a suitable alternative paper-setter.

12. APPOINTMENT OF QUESTION PAPER SETTERS / SCRUTINIZERS

- 12.1** No one can claim appointment as paper setter/ scrutinizer or any other examination work as a matter of right. The CoE shall finalize the question paper setters.

- 12.2 No person shall be appointed as a paper-setter for an examination if any of his/her near relatives are appearing for that examination.
- 12.3 The paper setters/ scrutinizers are required to submit their intention of acceptance/ decline of the offer.
- 12.4 If by chance, a wrong subject has been assigned to the paper-setter, he/she shall indicate the same and decline the offer. He/She shall NOT accept an offer that is NOT related to his subject/ expertise/ knowledge domain.
- 12.5 The paper setters/ scrutinizers/ examiners shall follow all the regulations of the University from time to time in respect of setting of question papers, scheme of evaluation etc.

13. **FUNCTIONS AND RESPONSIBILITIES OF PAPER SETTERS**

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

- 13.7 The question paper setter shall indicate the permissible use of mathematical, physical tables, charts, data or hand books, gazettes etc. which are permitted to be used by the examinee in the INSTRUCTIONS. He/she shall affix his/her signature on each page of the question paper without fail.
- 13.8 If there are any sections which need to be answered in different answer-booklets, the paper setter shall provide clear instructions for the same. The number of questions to be answered in each section shall also be indicated clearly. All questions and subdivisions shall be marked clearly as per the pattern provided.
- 13.9 The Paper setter shall write the questions legibly in Ink or type personally, avoiding additions, alterations and erasures. Abbreviations are to be avoided. Special care shall be taken in the delineation of mathematical signs of index figures. He/she should workout the numerical problems before including them in the question papers.
- 13.10 The Paper setters shall observe strict secrecy regarding the work allotted to them. The Paper setter is not permitted to keep carbon copies of hand written question paper. Drafts or copies of the paper set should be destroyed as soon as the papers set have been sent to the CoE.
- 13.11 The paper setter shall not delegate the task of setting the question paper partially or entirely to anyone else.
- 13.12 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.

14. Handling Question Papers Received from Paper Setters

- 14.1 The question paper(s) received from the respective paper setters are received processed and stored securely maintaining full confidentiality warranted of an examination system. An account keeping must be done in order to send reminders to the paper setters if question papers are not received within the stipulated time.
- 14.2 All the question papers received from the paper setters are subjected to scrutiny in order to validate its conformity with the pattern and academic regulations in force. Any errata or aberrations are subjected to necessary corrections.

- 14.3** The printing of the question papers shall be done in a classified zone with restricted entry. The printing process shall NOT leave any trail which may eventually result in the leakage of full or part of the question paper.
- 14.4** All the printed question papers shall be packed in cover and sealed securely for storage under the custody of the CoE.
- 14.5** The sealed envelopes containing Question papers should be arranged examination-wise, and Paper-Code Number-wise and kept under strict secrecy and vigil. The almirah, in which these Question papers are kept, should be sealed every time it is opened.
- 14.6** Relevant sealed envelopes containing the Question-papers should be taken out of the confidential almirah strictly in accordance with the Examination Programme.

15. REGISTRATION OF CANDIDATES FOR UNIVERSITY EXAMINATION

- 15.1** A notification regarding the time schedule for the submission of online examination from for the regular / backlog candidates and deadlines for submission of examination forms shall also be notified.
- 15.2** It should be verified that the candidates have paid the due fee and fine/ fee, if any, along with the application form and tally the same with the receipts in the University accounts.
- 15.3** All valid applications are processed further for data entry into the appropriate database systems at the examination computer centre. Such data entry shall also be cross-checked and validated.
- 15.4** A list of all eligible candidates for each examination shall be prepared. The list shall contain the candidate's name, Roll number and the courses/ subjects in which he/ she has registered for appearing in the Examination.

16. PRE-EXAMINATION WORK / ACTIVITIES

16.1 Hall Ticket

- 16.1.1** The Hall Ticket is issued to all the eligible candidates admitted to the University examination. Any Candidate found ineligible due to valid reasons such as attendance deficiency etc. shall not be issued the Hall Ticket.

16.1.2 Hall Ticket shall contain information regarding the Name of the candidate, Roll number, Photograph, Programme of Study, Semester/Year, Department and the Code numbers of the Subject(s) in which he/ she is registered for the current examination.

16.2 Scheduling and Time Table of Examinations

16.2.1 While scheduling examinations all care should be taken to ensure that NO overlap in the subjects/ papers of examination occurs for any regular or arrear candidate.

16.2.2 The Examination time-table shall be cross validated for any overlap and necessary amendments made.

16.2.3 The scheduling of all Practical Examination shall be provided by the Head of the concerned Departments to the CoE sufficiently in advance of the scheduled commencement of the examinations.

16.2.4 The Time-table of examinations shall be dispatched sufficiently in advance to the Departments for record and display on the Notice boards.

16.2.5 The Time tables shall also be posted on the University website before the commencement of the examinations.

16.3 Initial Preparations for the Theory Examination Period

16.3.1 The number of Candidates, day-wise, session-wise, shall be ascertained on the basis of the examination schedules, List of Candidates registered and admitted for the University examination.

16.3.2 On the basis of the Number of candidates and the seating capacity of halls available, the number of examination halls required should be fixed and necessary steps taken to make arrangements for the conduct of examinations.

16.3.3 The order of appointment of invigilators be issued and communicated to the invigilators.

16.3.4 A Control Room and Services Room that is considered accessible and at the same time secure (safe) are identified at the Examination centre for the entire period of examination.

16.3.5 Attendance sheets/ register of candidates seated in each of the examination hall are prepared based on the Programme of study and Semester/ Year of study.

16.3.6 Preparation of Answer-booklets Stock register. Specific number of Answer-booklets shall be prepared hall-wise. The University seal shall be affixed.

- 16.3.7** Seating Plan be prepared for each room and displayed in the respective rooms.
- 16.3.8** The sealed envelopes are arranged date-wise, hall-wise and paper-wise and kept inside a sealed almirah/safe/ locker. A copy of the time table is kept in the almirah/safe with the envelopes of Question Papers. This should be available for ready reference every day. It should be seen every day before taking out the envelopes before the scheduled time of the examination.
- 16.3.9** Issue of Examination Materials (Answer Booklets, Question Papers, Attendance Sheet, Invigilators Diary, and Seating Plan) to Invigilators of Examination, 20 Minutes before the commencement of Examination.

17. EXAMINATION CONTROL ROOM

The Examination Control room shall function as office at the Examination centre. The rooms shall be adjacent to each other and easily accessible from all the examination halls and at the same time secure and safe.

18. CONDUCT OF EXAMINATIONS

- 18.1** Summary of functions of the Control/ Services Room for each day of examination:
- 18.1.1** Seating Chart be exhibited on the Notice Board and examination hall.
- 18.1.2** Instructions to candidates/examinees are exhibited on the Notice Board.
- 18.1.3** Materials are issued to the invigilators from the Control Room. Signatures are taken as an acknowledgement of their having received the materials.
- 18.1.4** The Control Room will collect the following items from the invigilators after half an hour of the commencement of the Examination:
- i) Attendance sheets of candidates. These should be signed by candidates as well as the Invigilator.
 - ii) Remaining Main Answer Books.
 - iii) Remaining Question Papers.
- 18.1.5** A record of the usage of Answer-booklets shall be maintained for each session. Session-wise consumption records shall be updated in the Answer-booklets Stock Register at the end of each session with signature of the person concerned.

- 18.1.6 Account of Question Papers is prepared, and entries are made in the concerned Stock Register.
- 18.1.7 Seating arrangement of the next day is prepared.
- 18.1.8 Packets of Main Answer Books, Supplementary Answer Books, and different proforma are kept ready, for the next day.
- 18.1.9 CoE should take rounds to ascertain the performance of duties by the invigilators.
- 18.1.10 Answer-booklets caught in Misconduct/ Malpractice/ Unfair-means is submitted separately by the Invigilator with the incriminating evidence along with the candidate's statement and Invigilator report.
- 18.1.11 After completion of exam, the Control Room should collect the Answer Books from Invigilator, check them, count them and issue them for evaluation as per the prescribed instructions.
- 18.1.12 Perform any other relevant work/ activity that may be necessary.
- 18.2 Answer-booklets**
- 18.2.1 Only CoE Signature seal shall be used on all answer booklets.
- 18.2.2 The Answer booklet stock register should be maintained.
- 18.3 Hall Arrangements & Seating Arrangement in the Examination**
- 18.3.1 The Examination Hall(s) should have adequate light and ventilation. It should be clean and tidy. Sufficient furniture, viz desk, chairs, tables, benches should be provided to the candidates. It should be ensured that the atmosphere around the Examination Hall remains calm and quiet.
- 18.3.2 The examination section shall prepare well in advance, the statement regarding seating arrangements for the candidates.
- 18.3.3 Each Candidate shall be allotted a definite seat for each paper of the examination. It is preferable to allot the same seat for a candidate for his entire examination. The seat allocation for supplementary candidate may vary for each of the supplementary paper due to logistics and administrative constraints.
- 18.3.4 Sufficient space is given between two examinees so that the neighbouring candidates may not peep into each others' Answer booklets. As far as possible, two adjacent candidates shall not be writing the same subject/

paper. If necessary, a candidate of a different subject or paper shall be seated between two candidates of the same paper.

18.3.5 Seating charts should be displayed prominently showing the position of candidates (according to their register number) in each room for each day accessible place for the examinees (inside/ outside the room) and copy of the same shall be retained for the sake of documentation and record keeping.

18.3.6 On the first day of Examination, the Examination Hall(s) should be opened half an hour before the commencement time in order to enable candidates locate their allotted seat. On the remaining days of the Examination, the rooms should be opened 15 minutes before the commencement of examination.

18.3.7 Special care may be taken in providing a seat to a candidate who suffers from any infectious disease so as not cause an adverse effect on the other candidates. Candidates who cannot climb staircase due to their physical condition shall be provided sitting arrangement in a Hall in the Ground floor.

18.4 Packing of Answer-booklets after the examination

18.4.1 Immediately after every session the answer scripts of each paper collected from candidates will be arranged in the serial order of Roll Number and after counting them and checking the number of answer scripts with the number of candidates appeared, the same shall be packed in covers of suitable size. The answer scripts must be packed as below:

- i) Answer books of only one subject and one examination must be packed in sealed packet(s).
- ii) The answer scripts related to Malpractice/ Misconduct shall NOT be mixed or packed with the regular answer scripts. In each case of malpractice, the answer scripts shall be packed along with the confiscated incriminating material (duly signed by the examinee), report of the Invigilator and statement of the errant examinee.

19. MISCONDUCT AND MALPRACTICES IN EXAMINATION BY CANDIDATES

In the Examination Hall the candidate shall be under the disciplinary control of the Invigilator and he/ she shall obey the instructions of Invigilator. No candidate shall use unfair- means or indulge in disorderly conduct or malpractice during, or in connection with the examinations.

- 19.1 Misconduct :** A candidate indulging in any of the following acts in the examination hall will be considered as Misconduct in the examination and booked for the same.
- 19.1.1** Candidate blatantly disobeying the instructions of the DCOE / Invigilator / Vigilance squad member or any other university appointed officials on examination duty.
- 19.1.2** Candidate exhibiting insolent/ violent behaviour with the Invigilator or other examination staff or other examinees. Unruly behaviour in or near the examination hall.
- 19.1.3** Acts of threats, violence, creating disturbance inside/ outside the examination hall, preventing other candidates from entering the hall, misbehaviour with the supervising staff etc.
- 19.1.4** Bringing dangerous weapons/ articles into the examination centre/ hall on any pretext.
- 19.1.5** Any acts by candidates that hinder the discharge of duty by staff on examination duty or the smooth conduct of the examination.
- 19.1.6** Tearing off or mutilating an answer booklet or any part thereof.
- 19.1.7** Talking with neighbours, showing signs or signals to others in the hall/verandah.
- 19.1.8** Writing the examination even after the final bell despite several calls to stop writing.
- 19.1.9** Causing damage to the belongings of Examiners, as an act of vengeance.
- 19.1.10** Arranging outside persons to terrorise the examination staff.
- 19.1.11** Causing damage to examination material/ records.
- 19.1.12** Assaulting physically or attempting to attack any examination staff while being caught/ booked for any malpractice.
- 19.1.13** Writing filthy/ indecent/ vulgar words or sketching obscene figures etc in the answer-booklet or black board or walls or furniture at the examination centre.
- 19.1.14** Tampering with the particulars, including register number, written on another candidate's answer-book and/ or writing wrong particulars, including register number on one's own answer-booklet.

19.1.15 Refusing to be searched by the Invigilator / DCOE/ any other member of the Supervisory Staff, or obstructing or hindering such search in the Examination Hall, Verandah, etc.

19.2 Malpractices:

A candidate indulging in any of the following acts in the examination hall will be considered as committing malpractice(s) in the examination and booked for the same:

19.2.1 Possession of printed/ photocopy / manuscripts pertaining/ not pertaining to the day's examination, or in the form of book, pages of a book or loose sheets, or any other matter not permissible to be brought into the Examination hall.

19.2.2 Possession of Tables, Hand books, Code books etc. which are not permitted for the day's examination.

19.2.3 Possession of Programmable Calculators, Mobile Phones, Smart watches/ Bluetooth or Wi-Fi enabled devices, Pagers, Organizers, Digital memory pad etc. with/ without matters related to the day's examination stored in them.

19.2.4 Possessing any other prohibited material that may be of help in writing answers or facilitate copying in the examination hall.

19.2.5 Writing any matter, formula, definitions, sketches in any part of the candidate's body, dress, handkerchief, instrument box, calculator cover, wall, table, drawing board, Question paper, hall ticket etc. which may have relevance to the syllabus of the examination-paper concerned.

19.2.6 Exchanging of hall tickets, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, and hints related to the day's examination written on them with neighbouring candidates.

19.2.7 Showing the answer-booklet/ question paper to the neighbours or allowing them to copy.

19.2.8 Giving/ Receiving the main answer-booklet or other information carrying material to/ from neighbour for copying.

19.2.9 Copying from any printed or hand-written material or answer-booklet of another candidate.

- 19.2.10** Writing any appeal to the Examiner offering money or any irrelevant matters in the answer script, insertion of currency notes in answer script and giving contact address, telephone numbers etc.
- 19.2.11** Communicating or attempting to communicate, directly or through another person with an examiner or with an official of the University with the object of influencing him in the award of marks or making any approach or manipulation for that purpose.
- 19.2.12** Communicating or attempting to communicate with the staff of the University or any person connected with the conduct of examination or with any paper- setter, with the object of finding out the name and address of the paper setter or finding out the questions.
- 19.2.13** Making any request or representation or offers any threat or inducement to Supervisor/Room Superintendent or/ and any other official or officer of the University/College in the Examination Hall or to the Examiner in the answer script.
- 19.2.14** Approaching directly or indirectly the teachers, Officers or Examiners or brings about undue pressure or undue influence upon them for favour in the examination or valuation.
- 19.2.15** Writing the register number anywhere in the answer-booklet other than in the fly slip of the Front Page
- 19.2.16** Revealing identity in any form in the answer written or in any other part of the answer-booklet by the examinee at the University examination.
- 19.2.17** Writing the examination without valid hall ticket or obtaining admission to the examination on a false representation.
- 19.2.18** Striking off all the pages including the correct answers written by him/ her in the answer-booklet, when being caught for any act of malpractice.
- 19.2.19** Inserting pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer-booklet.
- 19.2.20** Smuggling-in blank or written answer-booklet and forging signature of the Supervisor thereon.
- 19.2.21** Replacing the answer-booklet supplied in the hall by pre-prepared answer-booklet brought by the candidate himself/ herself or got from external sources.
- 19.2.22** Presenting to the examiner a practical or class-work-notebook which does not belong to him/ her.

- 19.2.23** Forging the signature of the teacher anywhere in the Practical Record book.
- 19.2.24** Altering the marks awarded for any exercises in the Practical Record book or boosting the total and average marks obtained in the Record book of Laboratory work.
- 19.2.25** Helping another candidate in answering any question orally or by transmission of material or information.
- 19.2.26** Giving or receiving assistance in answering the question papers to or from any other candidate/ person in the examination hall or outside during the examination hours.
- 19.2.27** Unauthorized communications in any form with other examinees or anyone else inside or outside the examination hall.
- 19.2.28** Impersonation - Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else.
- 19.2.29** Taking away with him/her the Answer script, without handing over the same to the Invigilator or trying to take away or damage another candidate's answer-booklet/ script.
- 19.2.30** Refusing to give written statement, refusing to receive show cause notice, absenting from enquiries, running away from examination hall when caught for any malpractice, trying to destroy the evidences by tearing/ swallowing/ erasing/ throwing away the bits, materials etc.
- 19.2.31** Destroying or attempting to destroy a note or paper or any other material or causing disappearance or destruction of any such material either by himself or with the assistance of any other person etc. during the examination hours.
- 19.2.32** Interfering with or counterfeiting of University seal, or answer- booklets or office stationery used in the examinations.
- 19.2.33** Committing any act(s) intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the University.
- 19.2.34** Forging another person's signature in any of the examination documents.
- 19.2.35** Any other similar act(s) of commission and/ or omission(s) which may be considered as Malpractice by the competent authority

19.3 Handling and Reporting Misconduct, Malpractice at Examinations

The following shall be the procedure for dealing with the cases of candidates found using or suspected of using unfair-means or involved in malpractice or misconduct in connection with the examinations:

- 19.3.1** Where a candidate is suspected of using unfair means as defined above, the Invigilator or any other member of the supervisory staff or observer shall search the candidate and/ or his belongings. Where any written or printed material is found in his possession as a consequence of the search, the matter is taken to the notice of the DCOE of Examination centre. The candidate's answer booklet shall be confiscated along with the material recovered.
- 19.3.2** The DCOE shall hold a preliminary enquiry, record the report of the Invigilator, the statement of the candidate in the presence of a teacher other than the Invigilator concerned. On sufficient grounds, the DCOE shall forthwith suspend the candidate from writing the examination and withdraw the admission ticket.
- 19.3.3** The DCOE shall thereafter obtain a statement/ undertaking of the student. DCOE shall countersign both the report and the statement. The candidate shall be made to affix his/ her signature on the incriminating materials used in the malpractice. Answer scripts of all such cases are packed separately.
- 19.3.4** If the candidate refuses to give a statement, he/she should be asked to record in writing his/her refusal to give a statement. If he/she refuses to give a statement, the facts shall be noted duly witnessed by Invigilators and DCOE.
- 19.3.5** If the candidate refuses to hand over the incriminating material or destroys or runs away with the material (causes to disappear) the facts shall be noted and the matter reported to the DCOE immediately by the Invigilator.
- 19.3.6** In case of Misconduct/ insolent behaviour (i.e. verbal or nonverbal e.g. gestures), the Supervisor or concerned authorized person shall record the facts in writing and shall report the same to the Controller of Examinations.
- 19.3.7** The answer scripts, relevant question paper(s), statement of the errant-examinee and the incriminating materials confiscated shall be packed in a cover and labelled. It is reiterated that these Answer scripts should NOT be packed with the other Answer scripts. They should be placed in a separate packet and sealed. It is the responsibility of the Centre's DCOE to ensure that the malpractice related bundle is securely despatched to the CoE with appropriate labelling.

19.3.8 A record of such malpractice shall be maintained at the examination centre in order to prevent such candidates from appearing in subsequent examinations by pretending to have lost the Hall ticket.

19.3.9 The Office of the CoE shall open only the outer cover containing the reports of Invigilator/ DCOE and the inner cover/ packet containing the malpractice related answer scripts, statement of the errant-examinee and the incriminating materials confiscated shall not be opened. Based on the reports of Invigilator/ DCOE, the CoE shall place such cases before the Examination UFM Committee along with all the materials and records received by him/ her.

19.3.10 Post-Examination, if the examiner at the time of assessment of answer-booklet(s) suspects that there is a *prime facie* evidence that the examinee(s) whose answer script(s) the examiner is assessing appears to have resorted to malpractice, he/ she shall forthwith stop further evaluation and return the answer script with a report prepared by him under his/ her name and signature to the CoE.

19.4 Punishments for Malpractice

A candidate found guilty of Misconduct/ Malpractice at, or in connection with an examination shall be subjected to due enquiry by the U.F.M. Committee appointed for the purpose. If the candidate is found guilty, he/ she may be awarded one or more punishment(s) and/ or monetary penalty based on the norms of punishments prescribed in this regulations and the Committee's assessment on the nature and severity of the malpractice. This may even be in addition to the punishment that may have been already awarded by the DCOE during the examination. The punishment(s) and/ or monetary penalty shall be subject to review and/ or moderation by the Vice-Chancellor.

19.5 UFM Committee - Constitution, Powers and Functions

19.5.1 The UFM Committee (UFMC) constituted by the University shall be the competent authority to enquire the act of misconduct/ malpractice and recommend appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing unfair means at the examination conducted by the University.

- 19.5.2** The UFM Committee shall consist of following members:
 The Chairman, of the Committee shall be the Dean of the School
 Head of the respective DepartmentMember
 Faculty of the concern subject.....Member
 Invigilator.....Member
- 19.5.3** The UFM Committee shall function as a recommendatory body and submit its recommendations in the form of a report to Registrar through CoE. The Competent Authority may impose a fine and/or punishment on the student /person concerned declared guilty taking into account the recommendation of the UFM Committee.
- 19.5.4** The UFM Committee shall have all the powers to issue notice, summon the candidate and witness, record their statements and recommend appropriate punishment/ penalty as per the norms provided in the regulations.
- 19.5.5** A prime facie case of Misconduct/ Malpractice in examinations reported to the University by the DCOE/ or Examiners shall be enquired into by the UFMC.
- 19.6** **The Protocol and Procedure for Enquiry of Errant Examinee/ Candidate during Examinations:**
- 19.6.1** The Controller of Examinations of the University/Dean/ Head of the Department or the officer authorized by them, as the case may be, shall inform the concerned examinee in writing of the act of malpractice alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge(s) levelled against him/her should not be held as proved and why the stipulated punishment should not be imposed.
- 19.6.2** The UFMC shall meet at the office of concerned Dean of School for the purpose of holding the enquiry and the said candidate shall be allowed to be present, and heard in the same. The errant examinee may appear before the UFMC on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The examinee himself/herself only shall present his/ her case before the Committee and no other person shall be permitted to represent his case.
- 19.6.3** In no case the candidate shall be allowed to be represented by a lawyer or any other person. Also no adjournment of the hearing will be granted to the candidate unless deemed necessary by the committee.

- 19.6.4** After serving a show cause notice, if the implicated concerned examinee fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the concerned examinee may be given one more opportunity to appear before the Committee in his/her defence. If even after offering two chances, the concerned examinee fails to appear before the Committee, the Committee shall take decision in his/her case in his / her absentia, on the basis of the available evidence/documents, which shall be binding on the examinee concerned.
- 19.6.5** The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge(s) against the concerned examinee should be shown to him/ her by the UFMC, if the concerned examinee presents himself/herself before the Committee.
- 19.6.6** The UFMC shall proceed to conduct a summary enquiry by providing a fair and reasonable opportunity to the student. On conclusion of the enquiry the committee shall record its findings about the commission of guilt by the student or otherwise prepare a report along with its recommendations.
- 19.6.7** The UFMC should follow the above procedure in the spirit of the principles of natural justice in dealing with the cases of malpractice.
- 19.6.8** The UFMC shall submit its report to the CoE along with its recommendations regarding punishment and quantum of penalty if any to be imposed upon the errant examinee or otherwise. The Committee shall follow the norms for award of punishment in Section 19.7 hereunder as far as possible.
- 19.6.9** Except the punishment and action taken by the DCOE/ Examiner on the examination day, no other penalty may be imposed on a candidate except after an enquiry held, as far as may be, in the manner hereinafter provided.
- 19.6.10** The Controller of Examinations in turn shall, place the report before the Vice-Chancellor which shall consider and impose the penalty as recommended by the UFMC or moderate the punishment or exonerate the candidate, as the case may be.
- 19.7** Details of various categories for award of Punishment in cases of Examination Malpractices and Misconduct (UFM Case) :
- Category – A** : Examination of that theory paper will be cancelled in which the student has been found using U.F.M.
- Category – B** : Present full examination (theory) will be cancelled.

- Category – C :** Present examination will be cancelled in full and student will be debarred from appearing in next examination and therefore candidate cannot be admitted in next coming semester/year.
- Category – D :** Present examination will be cancelled in full and student will be debarred for next two examinations.
- Category – E :** Cancellation of present full examination and debarred for next three examinations and case will be reported to the police for criminal proceeding against the candidate.

20. POST EXAMINATION WORK / ACTIVITIES

20.1 Evaluation of Theory Answer scripts

- 20.1.1** A period of valuation of answer scripts is finalized by the CoE in consultation with the respective Dean of School.
- 20.1.2** Only examiners duly appointed by CoE approved by the University should be assigned valuation work and none else.
- 20.1.3** The CoE shall ensure that the Registers pertaining to issuing of Answer-scripts to the Examiners, receiving of assessed answer-scripts from the Examiner are maintained properly.
- 20.1.4** The CoE shall remind the examiners to ensure that the papers are valued strictly in accordance with the scheme of valuation, if any, and that the papers are not valued in a hurry.

20.2 Appointment, Duties and Responsibility of Examiners / Valuers

- 20.2.1** No one can claim appointment as examiner or any other examination work as a matter of right.
- 20.2.2** The CoE shall appoint examiners for each examination from among the list of eligible examiners approved by the Registrar depending upon the need in each paper. Persons whose names are not in the approved list shall not be appointed. However, under special circumstances after obtaining the permission of the Vice-Chancellor, exceptions may be made.
- 20.2.3** The Internal examiners shall normally not decline the assignment of examination work except in extraordinary situations since examination duty is treated as an essential service by the University.

- 20.2.4** The external examiners shall intimate their acceptance or otherwise as soon as they receive the communication from the University or in the prescribed time limit. The acceptance of the offer may also be informed by email to the CoE. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the examiner.
- 20.2.5** If by chance, a subject has been assigned wrongly to the examiner, he shall indicate the same and decline the offer. He shall NOT accept an offer that is NOT related to his subject/ expertise/ knowledge domain.
- 20.2.6** The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations.
- 20.2.7** On the day of commencement of valuation, if applicable sufficient time shall be utilized for discussion with regard to filling of marks list and other related valuation guidelines and regulations concerning the University examination.
- 20.2.8** The Examiners shall NOT evaluate the answer scripts NOT related to his/ her subjects.
- 20.2.9** The Examiners have to count the number of answer scripts in the packet and ensure that it tallies with the claim on the Packet. Discrepancies, if any, should be brought to the notice of the CoE immediately.
- 20.2.10** The examiners shall value the scripts strictly in accordance with the scheme of valuation given by the paper setters, if any.
- 20.2.11** The examiner shall value all the answers and take into account the marks of only the maximum required or permitted questions by considering the marks awarded to the questions advantageous to the candidate and round off those not considered.
- 20.2.12** The examiners shall write 'ZERO' wherever answers do not deserve any marks. The examiner shall total up the marks.
- 20.2.13** The examiner shall ensure that no answer or part of any answer is left out in valuation. The examiners should read the answer script in detail and evaluate the scripts.
- 20.2.14** The total marks shall be entered both in figures and words with his/ her signature.
- 20.2.15** The examiner shall not take the answer scripts out of the valuation centre or University under any circumstances.

20.2.16 If the examiner during valuation of the scripts suspects any case of malpractice, he/she shall immediately report it to the CoE through the custodian. He/she shall submit the suspected script after valuing it fully along with his/her report to the CoE. He/she shall enter such references in the marks list against the register number / code number.

20.2.17 The examiner shall report to the CoE, cases of any candidates of other person on his/ her behalf approaching him/ her for any favour or writing letters to him/her indicating the name of the person, the register number/ code number of the candidate, subject/paper etc.

20.2.18 The examiner shall prepare marks lists in the prescribed proforma provided for the purpose.

20.3 Practical/ Viva-voce Examinations

20.3.1 The Dean/HOD shall notify the examination schedule of conduct of Practical/ viva-voce examinations at least two weeks prior to the Practical examinations. Detailed time table of the Practical examinations, subject wise, batch wise etc shall be announced by the CoE, wherever necessary.

20.3.2 The University shall appoint Examiners (preferably Internal) for Practical examinations. Whenever Internal Examiners are appointed, all efforts should be made to appoint the faculty who handled the practical classes during the respective academic period. When several teachers are involved in handling the classes, they shall be appointed by rotation. The HOD of the concerned department shall be responsible for the conduct of the practical/ viva-voce examination(s) in the respective departments.

20.3.3 The required number of answer booklets and other material shall be demanded and obtained from Examination department well in time for practical examinations.

20.3.4 Candidates shall be in possession of Hall Tickets on all the days of Practical examinations. In the event of non possession or loss of Hall Tickets the HOD is empowered to permit the Candidate to appear in the examination in exceptional circumstances and after verifying the identity of the candidate.

20.3.5 Practical answer scripts after the practical examination shall be packed in separate covers and sent to the Examination Department after completion of all the Practical examinations.

20.3.6 Marks allotted by the examiners for the practical and viva-voce examination shall be entered on prescribed format and enclosed in covers prescribed for the same.

21. POST-EVALUATION DATA PROCESSING / TABULATION

21.1 There shall be restricted/ classified zones within the office of CoE with adequate security measures to ensure that no unauthorized person has access to sensitive materials or information that would affect the outcome of examination process. Only authorized persons shall have access to these areas.

21.2 All the data processing relevant to the marks shall be done in these restricted/ classified zones.

21.3 Marks Tabulation and Validation

21.3.1 The results of each of the examinations shall be tabulated in the Examination Database maintained on well secured Computer server with restricted access. The persons responsible for such activity may be referred to as Marks-Tabulators.

21.3.2 The Validator shall:

- Check the posting made by the Marks-tabulators from the original statement submitted by the examiner.
- Check totals/aggregates posted by Marks-tabulator.
- Check the result prepared by the Marks-Tabulator for Fail, and Absentees etc.
- Validate the Grades, SGPA and CGPA etc. computed on the basis of the marks obtained by the candidates in examination.
- Any other discrepancy/ errata/ manipulation/ inconsistency etc. that might have crept into the marks database.

22. Result Finalization and Publication

The results of the concerned examinations shall ordinarily be declared within 15 working days of the last examination. The results shall be published on the University website.

22.1 Results Withheld and their Declaration

22.1.1 If there is discrepancy in the subjects mentioned in the examination form and actual examination given by the candidate, the results of such examinee will be withheld and will be declared after due confirmation of the term that he/she had kept with approval of the Registrar & Controller of Examination.

22.1.2 The results of those candidates held in reserve for malpractice and/or lapse in the examination will be declared as per the resolution passed by the Examination UPMC.

22.1.3 The results reserved for dues payable to University shall be declared on confirmation of payment of the said dues.

22.1.4 The result Preparation and Declaration committee consists of following members:

- i) Dean of the School / HOD
- ii) Deputy Controller of Exam
- iii) Marks Tabulator (One senior official of Exam Section)

23. GRIEVANCES IN EXAMINATIONS

23.1 The examination system of the University shall also provide for mechanisms to redress/ resolve any reasonable and valid issue(s) of grievances and provide relief to the concerned candidates. All such matters shall be resolved subject to the University rules and regulations.

23.2 Photocopy of Answer-script(s)

After declaration of the examination results with marks, if any candidate wishes to apply for Photocopy/ photocopies of theory answer-scripts (subject to a maximum of 3 scripts/ candidate), he/she shall apply to the CoE by paying the prescribed fees notified by the University from time to time within 7 days from the date of announcement of results of the respective course.

23.3 Re-evaluation

23.3.1 Re-evaluation is applicable only for theory papers and shall not be entertained for other components such as practical/ Thesis/ Dissertation/Project etc.

- 23.3.2** Every application for revaluation should be submitted by the candidate in the prescribed form along with the prescribed fee so as to be received by the Controller of Examinations within 7 days of declaration of result.
- 23.3.3** Re-evaluation of answer-scripts can be sought only with at least one affirmation by a teacher relevant to the subject as mentioned below and that any of the criteria below are satisfied:
- Finds that any answer(s) to question(s) that has/ have not been Evaluated
 - Finds that the answer-script valuation in full or part is not justified and there is reasonable ground for re-evaluation.
- 23.3.4** The application for revaluation shall be submitted to the Controller of Examinations through the HOD of the concerned Department of study.
- 23.3.5** The CoE shall arrange for re-evaluation of such answer-scripts by an examiner from the approved panel of examiners. If there is a difference of more than 10% of maximum marks between the first valuation and Re-evaluation, then only re-evaluated marks shall be awarded to the candidate.
- 23.3.6** The marks awarded by the original examiner if marked on the answer scripts shall be concealed from the answer script and sent for revaluation.
- 23.3.7** In all cases of Re-evaluation, Fees once paid will not be refunded. Applications which are late and not in the prescribed form and which are found defective in any respect will not be entertained and will be summarily rejected without notice. In the case of applications which are found in order, the University shall take steps to get the answer-scripts re- evaluated.
- 23.3.8** The result of the revaluation shall ordinarily be made known to the student through the Head of the Department within 15 working days of the last date of receipt of applications by the Office of the Controller of Examinations. No interim enquiries of any kind will be entertained in this regard. It may be noted that the University can never set in any case a time limit for the issue of the results of revaluation. The University will also therefore, not be liable for loss of any kind sustained by candidates concerned on account of the delay, if any, in issuing the results of revaluation.
- 23.4** Issue of Duplicate Hall Ticket/ Mark Statement/ Transcripts/ Consolidated Marks Statements/ Degree Certificate may be done after due application process with the necessary fees/ fine.

22.5 Name Change of the Candidate during study

23.5.1 A student who is currently enrolled may change or alter his/ her full, legal name on the permanent academic record by presenting the appropriate application along with the necessary supporting documentary evidence to the CoE.

23.5.2 The change of name in the records of the university may be sanctioned on any one of the grounds such as Marriage (Ladies), Adoption, Assuming a new name by any person which has been notified by the order of the Central Govt. or a State Govt.

23.5.3 A female student who wishes to discontinue the use of her married name and resume use of her maiden name, or another name, shall present a copy of the divorce decree, or signed court order, showing court restoration of the maiden or other name.

23.5.4 No change in his/her name will be made in the past records of the University.

23.5.5 Students should send this application through the Head of the Department and Dean of the Faculty.

23.5.6 The candidate should apply along with the attested copy of the 12th Standard and/or last eligible examination (on which candidate's eligibility is finalized).

23.5.7 Documents required for change in name are as follows and must accompany the application for change in name:

- Affidavit (Original copy)
- Marriage Certificate (Original copy)
- Photocopy of the Statement of Marks of last examination

23.5.8 After the necessary changes in permanent documents, corrected copy/ copies of the statement(s) of the marks and other certificates shall be issued on the payment of the fees applicable at that time.

23.6 Error Correction in Name

23.6.1 To correct the spelling or the proper sequence of the name which are not due to data entry errors, the student shall present a copy of his/ her birth certificate/ Secondary School Certificate/ other Government record such as Passport.

23.6.2 Any errors in the Name of candidates printed in the Marks statement/ Certificate/ Hall Ticket may be brought to the notice of CoE for necessary correction with appropriate evidence.

24. Miscellaneous

24.1 Internal Assessment Marks

24.1.1 The Internal Assessment marks shall be awarded as per the academic regulations of the individual programme.

24.1.2 The Internal Assessment marks shall be submitted to the Controller of Examinations at the end of each academic session before the commencement of the University Examinations in the prescribed form provided by the CoE.

24.2. Post-evaluation Custody and Disposal of Answer-scripts

24.2.1 The evaluated Answer-scripts shall be preserved safely for a period of at least six months from the date of publication of results in their original packets bundled together. The bundles are to be stacked in racks with proper ventilation and free from termites/ pests. The answer-book storage area to be fumigated and aired periodically so that they are preserved without any damage.

24.2.2 Appropriate staff shall be assigned the responsibility of safe-keeping of the answer-scripts till they are approved by the VC for safe disposal.

24.2.3 Records of all such bundles shall be maintained in appropriate computer database/ Register for easy retrieval at a later stage if necessary. Any retrieval and return of the answer-script(s) shall also be documented with date and time in the Register/ database.

23.2.4 Answer-scripts shall be made available from the storage area for purposes such as Photocopying/ Re-evaluation etc. Such transactions shall be recorded.

24.2.5 The details of all Answer-scripts so shredded/ destroyed/ disposed shall be documented and certified by the CoE

24.3 Scribes for Disabled Candidates

24.3.1 The facility of Scribe/Reader/Lab Assistant may be allowed to any person who has disability of 40% or more if so desired by the person. Such candidates may be given compensatory time of one hour for examination of 3 hours duration.

25. Work related to Convocation as under:

25.1 Preparation of Eligibility lists for convocation, faculty wise and year wise.

25.2 Receipt and scrutiny of applications for conferring degree in person and in absentia at the Convocation.

25.3 Preparation of Presentation lists, faculty wise, year wise, in person and in absentia separately.

25.4 Preparation of lists of Prize winners, and medal winners.

25.5 Print the lists of students attending the convocation and preserving the bound volume of such list.

25.6 Printing of degree certificates/Rank certificate/prize or medal certificate, Ph.D. certificate.

25.7 Intimating the candidates about the date and venue of convocation.

25.8 Distribution of admission cards and parent passes to candidates for the convocation.

25.09 Distribution of Degree Certificates.

25.10 Seating arrangements in the convocation hall.

25.11 Arrangement for obtaining degrees online by candidates.

26. Uploading of results in Digilocker (ABC).
