

SGT UNIVERSITY, GURUGRAM



Examination Manual

Department of Examinations

Version 1.0

Controller of Examinations

Vice Chancellor

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DEFINITIONS:

These Rules, Regulations and Standard Operating Procedures (SOP) of Examinations of SGTU will be applicable for all stakeholders, and will be called 'Examination Manual' or 'Exam Rule Book'. In this Examination Manual, unless the context otherwise requires:

- a. SGTU means Shree Guru Gobind Singh Tricentenary University
- b. 'Examination' (or 'Exam') and 'Examinations' (or 'Exams') respectively mean Examination and Examinations as the case may be conducted by SGTU.
- c. 'Examination Committee', unless otherwise stated means Examination Committee of SGTU.
- d. 'Rules' means Rules of Examinations as framed by SGTU from time to time.
- e. 'Vice Chancellor' or 'VC' means the Vice Chancellor of SGTU.
- f. 'Controller of Examinations' or 'CoE' or 'COE' means the Controller of Examinations of SGTU.
- g. 'Centre Superintendents' or 'CS' or Centre Suptd.' means the Officer-in-charge of the Examination Centre of SGTU.
- h. 'Examination Centre' means a College/Faculty of Study/Institution approved by SGTU for the conduct of the Examinations.
- i. 'Mark sheet' means statement of marks issued by SGTU.
- j. 'Transcript' means a set of documents to show the student's records of studies issued by SGTU.
- k. 'Degree' means qualification awarded to students upon successful completion of a course of study in higher education issued by SGTU.
- l. 'Certificate' means certificates issued by SGTU.
- m. 'Candidate' means examinee of examinations conducted by SGTU.

NOTE:

The decision of the Examination Committee / approval shall be final on any question related to interpretation of any provision of the Examination Manual or on any such matter which is not specifically mentioned in this Examination Manual. Examination Manual may be amended from time to time.

CHAPTER: 1

1.1 EXAMINATION OFFICE SECURITY PROTOCOL AND PROCEDURE

- a. The Examination Branch of the University is considered as the most sensitive and restricted area of the University where all examination work is carried out and exam records of the students are preserved. Only faculty / Staff members engaged in examination related works are allowed in certain marked areas only.
- b. Examination Branch has only one entry/ exit gate, which is manned by a Security Guard.
- c. Use of any storage / information retrieval devices such as Smartphone, recording camera, PDA, external hard drives etc. is strictly prohibited in the Examination Branch.
- d. All the doors of Strong Room, Evaluation Room, Answer Books Store Room, Tabulation/ Result Room, Secrecy Room and office of Controller of Examinations are daily sealed. Signatures of persons who make them open are taken in the Register by the Security Guard. The Strong Room and Answer Book Store Room are only open on the verbal/written orders of the Controller of Examinations/Addl. Controller of Examinations/ Deputy COE, in presence of the two personal.

1.2 SECURITY/ SECRECY DURING PRINTING OF QUESTION PAPERS

- a. Question Papers/Questions Banks are received through Pen-drive / Hard copy (in sealed Envelope)/ e-mails (official email Id) only. The Word Files containing Questions are to be received in a Password protected mode. The password is communicated to the Controller of Examination on official mobile phone by SMS only.
- b. The Question Bank Software prints the Question Papers which is edited as per pattern of the paper and the print-out is provided to the respective Moderation Committee.
- c. For Question Papers which are not generated by the Question Bank Software, minimum two sets of Question Papers are received from the Paper Setters, which are formatted as per the Scheme and pattern of the Examinations. On the orders

of the Controller of the Examinations one is printed as per the number of examinees appearing in the examinations, packed in Envelopes and sealed.

- d. The sealed Question Papers are placed in the Strong Room of the Examination Branch and are handed over to the Examination Centers Superintendents one hour before the schedule of the examinations.
- e. All the waste papers are shredded every day.

1.3 SECURITY/ SECRECY DURING EVALUATION OF ANSWER BOOKS-

- a. The Answer Books received from the Examination Centers are kept in the Store Room and are coded for evaluation. The identity details of the students are hidden from Evaluators.
- b. The coded Answer Books are provided to Evaluators in the Central Evaluation room at the Examination Branch.
- c. The Award Lists provided by the Evaluators are de-coded and students details are filled in the Award List at the places provided.
- d. The evaluated Answer Books are stored in the Store Room.

1.4 SECURITY/ SECRECY DURING CONFIDENTIAL TABULATION OF RESULTS

- a. The Tabulators are provided with Award Lists of students for posting in TR and declaration of results of the examinations.
- b. All the Computers in result section have unique id.
- c. All Computers have latest anti-virus and files are password protected.
- d. AR exam log in / log out all systems.
- e. The Tabulators fill all the required entries viz. theory awards, practical awards, internal, viva voce marks etc.
- f. Prepared TR sheet is processed for two stages verifications.
- g. The Tabulators have to preserve the Award Lists, Attendance Lists of Examinees in records and Result TR Sheets. The TR Sheets are hard bound and are permanent records of the University. No waste papers are discarded; all are destroyed by shredding.

CHAPTER: 2

2.1: HONORARIUMS AND TA BILL PROCESSING AND PAYMENTS

- a. The Finance Committee of the University provides the Honorariums amount rate list for Examination related work viz. Thesis Evaluation/ Paper Setting / Conducting Practical / Viva voce etc. to the Office of the Controller of Examinations.
- b. The panel of External Experts approved by the Board of Studies of respective Faculty of Studies is requested from the Deans at least two (2) months before scheduling the End Term Examinations. On receiving the panel of External Experts, the office of the Controller of Examination gets it approved from the Vice-Chancellor.
- c. Controller of Examinations send the Invitation letter for Practical Examination to the External Experts.
- d. The External Experts for Paper Setting send the Question Paper in confidence to the Controller of Examinations along with duly filled Bill Form.
- e. The External Experts conduct the Practical Examinations and the Dean of the Faculty of Study submit duly signed award sheet with all other documents to the Controller of Examinations.
- f. The Superintendents of Conduct Branch will verify the submitted documents for Practical and Paper Setting etc., and forward the same for approval to the Controller of Examinations.
- g. Remuneration Bill Form shall be forwarded to the Office of the Chief Finance Officer / Account Department for verification and payment.
- h. The Office of the Chief Finance Officer / Account Department shall complete the payment of Bills to the Examiner within fifteen (15) days of receiving the Bill of payment forwarded by the Office of the Controller of Examinations.

CHAPTER: 3

3.1: SOFTWARE, MACHINE AND EQUIPMENT PURCHASE, MAINTENANCE AND RENEWAL

The Examination Branch have Hardware like PCs, Printers, OMR Readers, Photocopiers and software etc. which are used for various examinations work. As examination is a continuing work so all the said equipment and machines shall remain functional all the time.

- a. For requirement of hardware / software, a note sheet of requirement with hardware / software specifications forwarded to the Vice-Chancellor. After assessing the requirement, the Vice-Chancellor directs the Head-IT Cell to list down the companies, their authorized vendors with product specification and price lists and put it before Purchase/Development Committee for purchase. The Purchase Committee may call the companies/vendors to demonstrate the products to the Controller of Examinations. On the approbation of the Examination Branch, the Purchase/Development Committee forwards purchase recommendation from the listed company/vendor to the Head-Purchase. The Head-Purchase takes necessary approval from the Competent Authority and, after approval, the new Hardware / software will be purchased.
- b. For repair and maintenance, Annual Maintenance Contracts (AMC) is signed with the Product Manufacturer or with companies/firms which provide the AMCs of specific / all the products. Concerned department provides a copy of the AMCs to the office of the Controller of Examinations for reference and record.
- c. The Head-IT/Head-Purchase shall keep the records of all the original agreements and take necessary action regarding their renewals from time to time ensuring that the work of Examination Branch does not get hampered.
- d. IT-Cell of the University has to provide IT related support to Examination Branch of the University on priority.

CHAPTER: 4

4.1: PROCUREMENT AND PRINTING OF EXAMINATIONS MATERIALS

- a. Store In-charge of the Examination Department maintains the record of all the examination materials, Stationery items etc., required for examination purposes. In case of any requirements Store In-charge generate request for materials to the Central Store / Purchase department with specifications of the items.
- b. The Controller of Examinations shall forward the purchase requisition to Store In-charge with his/her recommendations along with a photocopy / sample / design copy of the item(s) to the Head-Purchase/Purchase Manager.
- c. The Purchase Manager places order for purchase after approval of the Competent Authorities.
- d. After delivery of items ordered for purchase, the Purchase Manager shall intimate the Controller of Examinations to examine the items purchased.
- e. If the purchased items are of general nature, then the Controller of Examinations well inform the Purchase Manager to get the item delivered at the Examination Branch and if the item(s) is/are specific then he/she may himself/herself go or send the Store In-charge to Central Store to verify item(s) purchased as per specification(s).
- f. If the item(s) delivered is/are not found as per specification(s) requested, then the Controller of Examination may reject and request for re-purchase.
- g. After verification of item(s) purchased, the Purchase Manager will get the item(s) delivered at the Examination Branch with Challan, copy of the Bill, copy of MOU etc.
- h. The Store In-charge of Examination Branch make entry of the delivered items in the Register as per Challan and file the copy of Bill in record for reference and audit.

CHAPTER: 5

5.1: ELIGIBILITY OF A STUDENT TO APPEAR IN EXAMINATIONS

- a.** The students should fulfill the following criteria to be eligible for appearing in the End Term University Examinations:
 - I.** The student should bear a good moral character.
 - II.** The student should have at least 75 % attendance (or attendance criteria as per the Regulatory Body / Council) in a theory and practical subject inclusive of non-lecture teachings i.e field work, seminars, group discussion, tutorials, projects etc., and demonstrations, hospital posting (tertiary, secondary, primary), bed side clinics for Medical & Health Sciences students.
 - III.** The student should not be a defaulter in payment of any dues of the SGT University.
 - IV.** There should not be any disciplinary action pending against the student.
 - V.** The student should have submitted her/ his Examination Form on ERP / Hard copy as per the instructions notified by Controller of Examinations.

- b.** The shortage of attendance can be condoned by the Dean/Director/Principal of the concerned faculty of Study to the extent of 5% in exceptional cases. The exemption of attendance can be granted by the Dean/Director/Principal for;
 - I.** Some students voluntarily donate blood to Blood Bank. Attendance of all the lectures / practical / Tutorial etc. of that day may be given.
 - II.** The students appearing in Re-appear / Supplementary Examinations of any previous semester/ year may be given benefit of attendance of that day.
 - III.** The students may be given benefit of maximum Twenty One (21) attendance on account of his/her participation in University or Inter Collegiate Sports Tournament/ Youth Festival/ NCC Camp/ NSS Activity-Camp/ University Educational Excursions, Mountaineering Courses; and maximum 30 days for participation in Inter-University Sports Tournament/ Youth Festivals; provided he/she has obtained prior approval of Dean/Director/Principal of the concerned faculty of Study on the recommendation of the concerned HOD.
 - IV.** Attendance Credit may be given only for the days on which lectures / practical / Tutorial etc. delivered or field work done during the period of participation in the aforesaid events.

- c. The Dean/Director/Principal of respective Faculty of Study shall validate the attendance of students on the University ERP 10 days' prior the commencement of University Examinations.
- d. The Finance / Accounts Department of the University shall validate Fee status of the students on University ERP 10 days' prior the commencement of University Examinations.
- e. The Examination Department will access the validated list from the University ERP Software and only eligible students shall be permitted to appear in Examination.
- f. If students detained due to short attendance, desire to appear in subsequent / next even / odd semester examination then they should have to attend make up classes to fulfil the attendance criteria. Faculty of Study shall submit the verified attendance of make-up classes to the Examination Department of the University which is/are cross-verified and approved by the Hon'ble Vice Chancellor.

CHAPTER: 6

6.1: EXAMINATION FEE

The Fee Committee of the University proposes the various fees for examinations documents (provisional, Transcript etc.), Examination Form, certification etc. for approval to the Governing Body/ Executive Council of the University. The various fee approved by the Governing Body for the Academic Year is shared with the students through the competent authority of the University.

- a. The various Examinations related fee for Regular/Re-appear/Supplementary Exam, Transcript, Provisional Certificate and other documents fee are to be deposited by the applicant / student at the Accounts Branch.
- b. The Student Cell In-charge / Student Section will check the details of the students and then would verify it by signing the Application Form. Further, Application form will be signed and stamped by the concerned Dean/Principal and forwarded to the Examination Department of the University along with fee slip.
- c. Assistant Registrar (Exam)/ dealing Office Assistant will verify the record of the student and would process for further necessary action.
- d. If any Provisional Certificate/ Document are to be issued, then the Certificate/ Document will be prepared and put for the signature of the Controller of Examination and issued to the concerned student or Student Section.

CHAPTER: 7

MID TERM EXAMINATION

7.1 Two Mid Term / sessional Examinations are conducted for each course as per the Annual Academic Calendar. Respective faculty of study shall conduct the Mid Term / sessional Examinations.

7.2 Re-sessional Examinations may be conducted by faculty / department at-least two week before the start of End Term Examinations.

7.3 Re-sessional Examinations are conducted only for those students who are unable to appear in any one or both of the Mid Term Examinations due to some genuine reason on Medical grounds only, provided they have informed the concerned authorities before commencement of examination. Upon recommendations of the Committee constituted by the HoD students will be permitted to appear for the re-sessional examination in a course which he/she has missed.

7.4 Re-sessional Examination will cover the complete syllabus till date.

CHAPTER: 8

APPOINTMENT OF EXAMINERS, MODERATORS, CENTRE SUPERINTENDENT (CS)/DEPUTY SUPERINTENDENT (DS), INVIGILATORS, FLYING SQUAD AND EVALUATORS

8.1 APPOINTMENT OF EXAMINERS

- a. As per the Examination Schedule approved by the Vice Chancellor, the Controller of Examination writes to Deans/Directors/Principals/Heads of respective Faculty of Studies to provide the panel of internal and external examiners approved by the Board of Studies.
- b. In the panel of Examiners, there should be at least five names of Examiners (3 External & 2 Internal) in each paper, along with complete details viz. address, contact no. and "email id" of the person concerned.
- c. An External Examiner shall be one who is not teaching in the SGT University and shall be a teacher with a requisite qualification & experience as per the concerned council of course or as per the UGC / University regulation.
- d. An Internal Examiner shall be one who is teaching in the University and having requisite qualification and experience as per concerned council or University regulations.
- e. The person should be **mentally fit** or should not have been **convicted of any offence, which involved moral turpitude.**
- f. **None of his/her relative is appearing in the examination** for which he / she is being recommended as Paper Setter/Examiner Expert.
- g. An Examiner may set only two question paper for a course in a Term.

8.2 APPOINTMENT OF MODERATOR

- a. Dean / Head of the Department or his / her nominee shall moderate the question paper. The Vice Chancellor may also nominate the subject expert either from the University or outside the University to assist the Head of the Department in the Moderation of the Question Paper.
- b. The Moderator will check the question paper thoroughly and ensure that the question paper conforms to the syllabus and guidelines to set the question paper.

8.3 APPOINTMENT OF INVIGILATOR

The Controller of Examinations on the basis of scheduled Examinations, will write to Deans/Directors/Principals/Heads of respective Faculty of Studies to provide the list of faculty members, clerks/data entry operator and peons, which should contain the name, designation, total experience, contact number and e-mail id. Controller of Examination appoints the Invigilators and other supporting staff for smooth conduct of examination.

8.3.1 Invigilators shall follow the general instructions listed below:

- a.** The Invigilator shall collect the blank answer booklets, question paper and attendance sheet along with five Malpractice Forms from the Examination Control Centre at least 20 minute prior to the commencement of the Exam.
- b.** He/ She shall ensure that all the answer booklets are in proper condition and carry the booklet number.
- c.** He/ She shall ensure that number of answer booklets and question papers are the same as the number of students listed in the attendance sheet.
- d.** He/She shall ensure that students should enter answer booklet no. in the attendance sheet.
- e.** He/She should reach the examination hall 15 minutes prior to the commencement of the examination, so as to ensure that students enter the exam room only in his/her presence.
- f.** He/She must also ensure that no other students, apart from those whose names appear in the attendance sheet, have appeared in the examination.
- g.** All malpractice cases should be reported to Centre Suptd. in the prescribed form.
- h.** After the exam is over, he/she will collect the booklet from each student individually.
- i.** He/She will arrange the answer booklets according to the sequence number in attendance sheet.
- j.** He/She will deposit the answer booklets and attendance sheet to the. Centre Suptd.

8.4 APPOINTMENT OF EXAMINATION CENTRE SUPERINTENDENTS

The Controller of Examination appoints the Center Superintendent/ Dy. Center Superintendent/ Assistant Superintendent and Invigilators as per the experience of faculty members. The Center Superintendent/ Dy. Center Superintendent should be of the rank of Associate Professor or higher. COE may also depute an Assistant professor if found suitable for the same.

8.5 APPOINTMENT OF FLYING SQUADS AND OBSERVER

The Controller of Examination appoints the Flying Squads team and Observer for smooth functioning and proper observation. The Flying Squad teams are headed by the Convener, who should not be below the rank of Associate Professor with at least 10-year experience.

8.6 APPOINTMENT OF EVALUATOR

- a. A Paper Setter is preferably appointed for the evaluation of answer books and another examiner may also be appointed.
- b. The controller of Examinations may appoint any Internal or External Examiner for evaluation the Answer Books.
- c. The answer book shall ordinarily be evaluated centrally at Central Evaluation Centre at Examination Branch in the University premises.

CHAPTER: 9

9.1 QUESTION PAPERS SETTING AND PRINTING

- a. As per the Examination Schedule approved by Vice Chancellor, The Controller of Examinations writes to Deans/Directors/Principals/Heads of respective Faculty of Studies to provide the panel of internal and external examiners approved by the Board of Studies. This communication should ideally be made 03 months prior to the date of commencement of examination of particular Faculty of Study.
- b. The Controller of Examinations after receiving the proposed names of internal and external examiners will put forward the names for approval to Vice-Chancellor. The Vice-Chancellor approve the name(s) of examiner(s) for setting the question paper(s).
- c. On approval, the Controller of Examinations sends the appointment letter(s) to the examiner(s) at least 2 months prior to the scheduled examination for setting of question papers enclosed with Instructions / Guidelines, Syllabus and Scheme of Examination.
- d. Paper Setter shall submit the question paper(s) to the Controller of Examinations in a sealed envelope or through e-mail / Pen Drive in Password protected MS Word file. The password of the question paper(s) file should only be sent/received by SMS on the mobile no. of the Controller of Examinations on or before the date notified in the Offer Letter.
- e. The internal paper setter shall submit the soft copy of the question paper in person directly to the department of Examinations.
- f. If the Paper Setter does not send the question paper in/on time or delays it indefinitely, then a fresh offer letter should be sent to the another examiner from the panel with a request for urgency. The paper setter who did not send the question paper may be debarred for any future academic work with the University.
- g. The Controller of Examinations will get the question papers moderated one (1) month prior to scheduled examination (as per the respective Ordinance) by the Dean/Director/HOD only and not from any other faculty member below the rank of Associate Professor of the concerned Faculty of Study and will ensure that the question paper(s) is/are set as per the prescribed pattern and from the syllabus.
- h. The Controller of Examination shall direct the concerned staff of the Secrecy Branch of the Examination Department to print the examination papers according to the

number of examinees appearing in the examination and some extra papers as directed by him/her. The printed question papers are sealed and signed by the Controller of Examination and date wise stored in the Strong Room of Secrecy Branch.

CHAPTER: 10

10.1 SCHEDULING AND CONDUCT OF THEORY EXAMINATIONS

- a. As per the schedule, the Conduct Section of the Examination Branch issues notification to the concerned Deans/Principals of the faculty to disseminate the information to the students to fill Examination Form.
- b. The Examination Forms for Re-appear Students are signed by the Deans/Principals of the respective Faculty of Study and forwarded to the Office of the Controller of Examinations
- c. The Office of the Controller of Examinations verify the Examination Forms of Regular Students by ERP Software and hard copies of Re-appear Students.
- d. The Office of the Controller of Examinations shall request Deans/Principals of all Faculty of Studies to provide the names of faculty members not below the rank of Associate Professor for allocation of Examination duty at Examination Centers like Center Superintendent/ Observers/ Deputy Superintendents and as Invigilators. The supporting staff like Office Assistants and Attendants of faculty of Studies is also deputed on examination duty for support and coordination.
- e. On the basis of names forwarded by respective faculty of studies, the Controller of Examinations issues an Office Order a week before the scheduled examinations for examination duties.
- f. The Superintendent of Examination Centers or Deputy Superintendent shall collect the Question Paper Packets from the Office of the Controller of Examinations half an hour before the start of the examination.
- g. The Answer Books of Examinees sealed in envelops/cloth bags along with daily confidential reports should be submitted to the Office of the Controller of Examination every day after conduction of the examination.
- h. The stray and unfair means Answer Books of examinees should be submitted in separate envelops to the office of the Controller of Examinations immediately after conduction of examination.

CHAPTER: 11

11.1 SCHEDULING AND CONDUCT OF PRACTICAL / DISSERTATION / VIVA-VOCE

As per the academic / examinations schedule of the University / respective Faculty of Studies, the Controller of Examinations prepares the schedule of practical/dissertation / Viva Voce and circulates the same to all the Deans/Principals of Faculty of Studies for their information and necessary action.

- a. As per the schedule, the Conduct Section of the Examination Branch issues notification to the concerned Deans/Principals of the faculty of study for which practical/ dissertation viva examinations are schedule is order to disseminate the information with their students.
- b. The practical examinations are conducted by the respective Faculty of Studies as per the guidelines provided by the Controller of Examination.
- c. The Award List of Examinees duly signed by the Examiners are sent to the Office of the Controller of Examination in a sealed envelope on the same day of the examination. If the examination extends more than one day, then the Award List is submitted on the day of conclusion of examination.
- d. For MBBS/ MD/ MS/ BDS/ MDS/ M. Sc. (Medical) courses, the Theory End Term Examinations Answer Books are evaluated along with the evaluation of Practical Answer Books during the conduction of practical examinations by the Examiners.
- e. The stray and unfair means Answer Books of examinees are submitted in separate envelops to the office of the Controller of Examinations immediately after conduction of examination.

CHAPTER: 12

12.1 EVALUATION OF ANSWER BOOKS

- a. The concerned evaluators / faculty members are informed by the Examination Branch to report to the Central Evaluation Hall in the Examination Branch for Answer Books evaluation.
- b. Coded answer books are provided to the concerned Evaluator/ Examiners for evaluation.
- c. The evaluators/ examiner shall evaluate the Answer Books of the examinees and award the marks against the code numbers mentioned in the Answer Books.
- d. The Award Lists of Examinees are provided to the Decoding Team of the Examination Branch, which will de-code the number with the Roll Nos. of the examinees.
- e. The evaluated Answer Books are packed in bundles as per subjects and stored in the Store Room(s) at Examination Branch.
- f. The de-coded Award List(s) are submitted to Controller of Examination, who marks it to the result section for posting in the Confidential Tabulation Report (CTR) Sheets for preparation of results.
- g. After posting of the awards, the Award List(s) are filed and safely kept in record.
- h. The round off rule has to be applied at all stages, where a minimum percentage of marks are required to be obtained, to become eligible for appearing in exams or to pass a subject or part of a subject, and it comes out to be a whole number.
- i. Marks with a fraction of 0.5 and above may be rounded off to meet the nearest higher whole number and marks with a fraction of less than 0.5 may be rounded off to the nearest lower whole number. However, the above said rules will not be applicable in respect of “Merit of Admission tests / Entrance exams / Recruitment tests”.

CHAPTER: 13

AWARD OF GRACE MARKS

The following method will be followed for giving “Grace Marks” to the students:

13.1 CALCULATION OF GRACE MARKS

While calculating the available maximum grace marks in a particular Professional/Year/Semester/Trimester, the usual “Round off” rule is to be implemented i.e. if the grace marks comes out to be a fraction then the marks will be changed to the nearest whole number.

13.2 DISTRIBUTION OF GRACE MARKS

- a. Grace Marks will be given to a student only if the programme ordinance has a provision of it and does not explicitly overrule the provision of it or such a provision is not permitted or is withdrawn at any point of time by the university or by the respective council regulating the programme.
- b. In case the student needs Grace marks in more than one subject or components or parts of it, then the subject/component/part will be chosen for such a provision, where the minimum marks are required by the student to get pass. In case of further availability of remaining grace marks, the next subject/component/part will be chosen in the similar fashion as described above. The said procedure will continue till the availability of Grace Marks.
- c. The grace marks will be given only if the addition of it enables the student to get pass in a particular subject/component/part of it and in no case be given only to improve the Percentage/Division/Grade/Earned Points in a subject/course or as a whole.
- d. In case the student requires equal value of Grace Marks then the preference will be given to a subject where such an allocation will change the result of the beneficiary from ‘FAIL’ to ‘PASS’ in all components/parts of it.
- e. In case an equal value of marks is required to a student to get pass, in more than one subjects/courses then the subject/course with a lower or smaller University code value will be put on priority while doing such an allocation of grace marks.
- f. In no case the addition of Grace Marks, should lead to “a double jump in the grade” or “a higher value in the marks more than the minimum pass marks”,

for example a student secures 37 marks and the pass marks are 37.5, then only 0.5 marks to be added as Grace Marks.

- g. It is important to note that the “Round off rule” of the university will be applied first as per the established procedure and then only the application of Grace Marks will be done. Where-ever, such a Round off is not applied due to ‘Pass marks’ coming out in fraction (such as 37.5 or 12.5 etc.), the student may require grace marks less than 1 or any number with a fractional value, then the addition of the exact required value in fraction, will be made, however a subtraction of a whole number will be made from the available Grace Marks against every such fractional allotment. For example; a student secures 12 marks and the Pass Marks are 12.5, then only 0.5 marks will be added to 12 but a deduction of 1 mark will be made against allocation of such a fraction. In case student secures 11.2 marks then an addition of 1.3 marks is to be made to the originally obtained marks but a deduction of 2 marks will be made from the available Grace Marks.
- h. The provision of Grace Marks is a privilege given to a student and is a sole discretion of the university. This should no way be taken as a right to a student.
- i. In case of any dispute or doubt the Controller of Examinations of SGT University or a person in charge for such position, will be empowered to take the final decision in this regard and no further request will be entertained from anyone in such matters.
- j. The University reserves all rights to remove/change/amend or to withdraw any/all of the above-mentioned provisions/procedures, as and when the circumstances require so.

CHAPTER: 14

14.1 PREPARATION AND DECLARATION OF RESULTS

- a. Result shall be prepared as per the Ordinance, Scheme of Examinations. and Passing criteria of the programme.
- b. The information of the students for preparation of TR Sheets is taken from the Signature Chart of examinees.
- c. The Internal Assessment awards (received from the Faculty of studies 15 Days prior the commencement of the scheduled Examinations), Theory and Practical Awards are posted in the TR Sheets by the Tabulators.
- d. Once all the required awards are entered in the TR Sheets by the Tabulators, the Result Section Asstt. Registrar/Superintendent/ Office Asstt. Re-checks the result prepared.
- e. The colored print-out of the result on A3 size papers is submitted to Controller of Examinations/Addl. Controller of Examinations/ Dy. Controller of Examinations for further process of scrutiny.
- f. The Controller of Examinations requests the Deans/Principals of respective Faculty of Study to send faculty members for scrutiny of result tabulated.
- g. The Scrutinizers check the TR Sheets and verify the award lists, grace awards as per Ordinance and Scheme of Examination, calculations of Percentage/ SGPA/ CGPA-Division (final year results), remark of pass/ re-appear/ detain/ result late etc.
- h. The signed TR Sheets are submitted to Controller of Examinations. The Controller of Examinations directs Result Section Asstt. Registrar/ Superintendent/ Office Asstt. to prepare the Result Gazette and releases it.
- i. If Pass Percentage of programme specific is very poor, then TR sheet and details pass percentage is submitted/put – up to the Vice-Chancellor/ Pro Vice-Chancellor for approval.
- j. On approval of Vice-Chancellor/ Pro Vice-Chancellor, the Controller of Examinations directs Result Section Asstt. Registrar/ Superintendent/ Office Asstt. to prepare the Result Gazette and releases it.
- k. The copy of the result is marked to Dean/Principal of the concerned Faculty of Study for display on Notice Boards. A copy is also marked to the Vice-Chancellor/Pro Vice-Chancellor, Registrar, Student Cell, and IT Cell for uploading on the University Website.

CHAPTER: 15

15.1 RE-CHECKING/VIEWING OF ANSWER BOOKS

As per the provision in the First Ordinance of the SGT University, the re-checking of Answer Books of Theory Papers is permissible if the students apply for it within 10 days of result notification. For viewing the answer book student should apply within 07 days of result declaration.

- a. There is a prescribed re-checking fee per Paper however fee is required for viewing the answer book. In case, a paper having Parts/more than one Answer Books, there shall be separate fee to be submitted for each additional Answer Book.
- b. It is a onetime opportunity to the student. Request for all of such Papers where re-checking/viewing is requested should be made in a single Form and no subsequent request/application shall be accepted.
- c. The student who desires for re-checking/viewing of his/her Answer Books should fill the prescribed Form and deposit the required fee (for Rechecking) at Fee Counter of the University.
- d. The student should deposit the duly filled Form and paid fee receipt (for re-checking) at the Office of the Dean of the concerned Faculty of Study.
- e. The Dean/Principal of the Faculty of Study should verify the details of the students and forward the re-checking/ viewing Form to Student Cell and after confirming that the student has applied within the stipulated days forward the same to the Controller of Examinations.
- f. Application form for viewing the answer book will be forwarded to the Hon'ble Vice Chancellor for kind approval. After approval of the Hon'ble Vice Chancellor application will be forwarded to the Controller of Examinations.
- g. Incomplete Form, without fee or form received after due date shall be summarily rejected by the Office of the Controller of Examinations and even if fee has been paid, it will not be refunded in such cases.
- h. The option once exercised by the student shall be final and cannot be withdrawn thereafter. As soon as a student submits the Form for re-checking, it shall be deemed that he/she has surrendered his/her Original Result and the re-checking result shall be binding upon him/her.

- i. Reviewing of Answer sheet after declaration of result of revaluation/rechecking is not allowed.

15.2 GENERAL GUIDELINES FOR RE-CHECKING OF ANSWER BOOK

- a. The dealing Office Asstt. / Superintendent (Results) will not re-check and re-total the marks awarded by Evaluator.
- b. If it is found that the Original Evaluator has not checked any answer and marks for the unchecked answer has not been added in total marks obtained by the student, the Controller of Examinations will inform the Original Evaluator to visit the Examination Branch and re-check and re-total the marks awarded in the Answer Book.
- c. The result of Re-checking is issued through a notification by the Office of the Controller of Examination.

15.3 PROCEDURE FOR VIEWING OF THE ANSWER BOOKS OF THE UNIVERSITY THEORY EXAMS

- a. Student should write an Application with all the requisite details and submit the same within 7 days from the declaration of the result.
- b. Application Form's details shall be verified and signed by the Mentor, HOD and Dean of the respective Faculty of the Study.
- c. Application form of viewing the answer book shall be forwarded to the Hon'ble Vice Chancellor for kind approval.
- d. After approval of the Hon'ble Vice Chancellor, Controller of examination directs the Assistant Registrar for further processes.
- e. After Viewing of Answer Book if the student observes in his/her Answer Book that there is discrepancy or any answer has not been checked he/ she may apply for re-evaluation or re-checking within 3 days from the date of viewing of the Answer Book.

CHAPTER: 16

16.1 RE-EVALUATION OF ANSWER BOOKS

As per the provision in the First Ordinance of the SGT University, the re-evaluation of Answer Books of Theory Paper is permissible if the students apply it within 10 days of result notification on prescribed Form and fee.

- a. It is a onetime opportunity to the students. Request for re-evaluation should be made in a single Form and no subsequent request/application shall be accepted.
- b. The student should fill the prescribed Form and deposit the required fee at Fee Counter of the University.
- c. The student should deposit the duly filled Form and paid fee receipt at the Office of the Dean of the concerned Faculty of Study.
- d. The Dean/Principal of the Faculty of Study shall verify the details of the students and forward the Form to the Office of the Controller of Examinations.
- e. Incomplete Form, without fee or form received after due date shall be rejected summarily by the Office of the Controller of Examinations and even if fee has been paid, it will not be refunded in such cases.
- f. The option once exercised by the student shall be final and cannot be withdrawn thereafter. As soon as a student submits the Form for re-evaluation, it shall be deemed that he/she has surrendered his/her Original Result and the re-evaluated result shall be binding upon him.
- g. There shall be no re-valuation in respect of the following:
 - a. MBBS, MD / MS and M.Sc. (Medical)/Diploma examinations.
 - b. BDS and MDS examinations.
 - c. Any other Medical/Dental streams unless, provided by the regulation of the respective regulating bodies.
 - d. Laboratory/Practical examination, viva-voce/sessional, thesis/dissertation evaluation and project report evaluation etc.

16.2 GENERAL RULES OF RE-EVALUATION

- a. Original Examiner/Evaluator shall not re-evaluate the Answer Book. For the purpose of Re – evaluation the Answer – Book shall be sent to another Re – evaluator/s.
- b. The Answer Book for re-evaluation shall be sent to the First Re-evaluator.

- c. If the marks awarded by the Original Evaluator and First Re-evaluator vary more than $\pm 10\%$ of the maximum marks, then the Answer Book shall be referred to a Second Re-evaluator.
- d. The Second Re-evaluator will be other than the Original Examiner and First Re-evaluator.

16.3 COMPUTATION OF MARKS/AWARDS

The final marks awarded shall be determined as under:

- a. In Re-evaluation if awarded marks vary from the original marks award up to $\pm 5\%$, the result will be declared as “NO CHANGE”
- b. If the marks awarded by the First Re-evaluator is more than $\pm 5\%$ and up to $\pm 10\%$, the average of the marks awarded by the Original Examiner & First Re-evaluator will be taken as final award.
- c. If the marks awarded by Original Examiner & First Re-evaluator varies more than $\pm 10\%$ of the maximum marks, then Answer Book shall be referred to Second Re-evaluator.
- d. The best performance of a student among all the attempts will be considered as the final result.

The result of Re-evaluation is issued through a notification by the Office of the Controller of Examination.

16.4 INTERPRETATION/ CLARIFICATION

The Vice-Chancellor is authorized to interpret or clarify the above rules wherever it is necessary and such interpretation/clarification shall be final.

CHAPTER: 17

17.1 PROCEDURES OF PRINTING / ISSUANCE OF CERTIFICATES, DIPLOMAS, DEGREES AND PROVISIONAL DEGREE

- a.** TR shall be prepared as per the format required for merging with Word template.
- b.** Merged file shall be emailed to the Agency designated for the job for creating pdf file. The pdf file shall be again checked with printed TR and course Scheme. Verified pdf file shall be sent to the Agency for printing DMCs.
- c.** Agency sends the printed DMC along with Bill to the Examination Branch, received DMC are counted to verify Bill.
- d.** Verified Bill is being signed & stamped by dealing assistance, security staff, security head (Main Gate) and by the Controller of Examination and is dispatched to Store with Indent Book.
- e.** DMC is signed by the Section Officer, Assistant & the Controller of Examinations after that the signed DMCs are scanned in jpg file and renamed according to Enrollment No. & DMC No.
- f.** DMC are arranged according to Faculty of Studies, Course, Semester/Year/Trimester and Session wise and forwarding letter is prepared and packed in envelope. DMC No. shall be written on printed TR.
- g.** Forwarding letter is being signed by dealing staff member and Controller of Examinations. Respective Faculty of studies is informed to collect their DMC from Examination Branch. The receiving on DMC forwarding letter is filed in DMC dispatch file.

CHAPTER: 18

18.1 DECLARATION OF RESULT IN CONFIDENCE

- a. Confidential result is issued to any candidate who wants to apply to any University / Institution for higher study. Candidate should produce the letter from University / Institution where he/she wants to apply.
- b. Application form for issuing the confidential result is provided by the Examination Branch. The candidate is required to fill all the details and also attach photocopies of DMC, Admit Card and requisite fee slip.
- c. The confidential result is prepared when all the awards (Theory, Practical, Internal Assessment etc.) is received by the Examination Branch.
- d. Once the result is prepared it is thoroughly scrutinized and signed by the Controller of Examinations.
- e. The confidential result is sealed in an envelope and dispatched to the Faculty of study / Institution / University mentioned in the application of the candidate.

CHAPTER: 19

19.1 ISSUING THE PROVISIONAL DEGREES AND MIGRATION CERTIFICATES

- a. The student should fill the prescribed Form and attach supporting documents and deposit the required fee at Fee Counter of the University.
- b. The Dean/Principal of the Faculty of Study should verify the details of the students and forward the Form to the Office of the Controller of Examinations.
- c. Received Application form shall be thoroughly checked with signed Result Gazette and Tabulation Record. After verification, Provisional Degree is prepared and printed on letter head.
- d. A copy of Provisional Degree shall be retained by the Examination Branch for record.

CHAPTER: 20

20.1 AWARDS AND MEDALS

- a. The student enrolled in various certificate, diploma or degree programme / courses at the University, on successful completion and passing of prescribed examinations, shall become entitled to the award of the corresponding certificate, diploma or degree for that programme.
- b. The student awards and medals are awarded on the recommendation of a Standing Committee. The recommendations of the committee are considered by Academic Council and Board of Management for ratification.
- c. Scholarships, medals and prizes are awarded on the basis of academic / other achievements as decided by the Board of Management/ Standing committee.
- d. The number of scholarships, medals and prizes to be awarded is determined by the Board of Management of the University, either on its own initiative or on the recommendation of standing committee.

CHAPTER: 21

21.1 ISSUING THE DEGREE BEFORE CONVOCATION

- a. Degree before convocation may be issued to the students for higher study abroad. Self-attested copy of Final Year Mark-sheet, VISA/Passport, Notarized Affidavit on a Non-Judicial Stamp Paper of minimum Rs.10/-, declaration by student in prescribed format, Admission Letter from foreign Institution/College/University are required.
- b. The student should fill the prescribed Form and attach relevant document in support and deposit the required fee at Fee Counter of the University.
- c. The Dean/Principal of the Faculty of Study shall verify the details of the students and forward the Application for kind approval of Vice Chancellor of the University.
- d. After approval of the Vice-Chancellor, application shall be forwarded to the Office of the Controller of Examinations. The Examination Branch prepares the Degree.
- e. Degree is sealed and signed by the authorized Officials and dispatched to the concerned Faculty of Study from where the applicant may collect it.

CHAPTER: 22

22.1 CONVOCAATION

- a. A list of students eligible for Degree / Diploma is prepared with the help of Result Gazette / TR.
- b. List shall be sent to concerned Department / Faculty Head / Dean / Principal for name and other details verification.
- c. The verified list is signed and stamped by the concerned Department / Faculty by their HODs / Deans / Principals and soft copy of the same along with signed hard copy is sent to the Examination Branch.
- d. The approved list is mailed to Agency in the required format along with the sample format of Degree / Diploma.
- e. The agency prepares the pdf file of Degree / Diploma and mails it to Examination Branch.
- f. The pdf file is thoroughly checked with verified list and vetted for printing.
- g. The printed Degree / Diploma along with Bill are dispatched by Agency to Examination Branch.
- h. The signed Degrees / Diplomas are scanned in jpg file and renamed according to enrollment no and Degree / Diploma No.
- i. Degree / Diploma are arranged according to Faculty of Studies, Courses, Semester/Year/Tri / session wise and accordingly forwarded to the Director IQAC with covering letter.
- j. Degrees / Diplomas No. are to be written on printed TR.
- k. Degrees / Diplomas are conferred to the Students in the Convocations.

CHAPTER: 23

23.1 EXAMINATION GRIEVANCES

The Examination Department has a well-organized mechanism for Redressal of examination related grievances. The student can approach the University Examination Department via Student Section / Exam Coordinator of the respective faculty of study to redress the Examination related grievance.

To address all examination related Grievance, University Examination Department have two stage Grievance Redressal Mechanism.

- a. At the level of Assistant Registrar (Examination)
- b. To the Controller of Examination (if doesn't get resolved at 1st stage or student is not satisfied with the solution provided by AR)

23.2 MECHANISM FOR REDRESSAL OF GRIEVANCE REGARDING EXAMINATION

A Written signed application from student addressing the exam department via student section/ Exam coordinator or concerned authority, clearly mentioning the grievance shall be submitted to the University Examination Department.

23.3 CLASSIFICATIONS OF GRIEVANCES:

23.3.1 Before Examination: Common grievances of students before the examination are generally:

- I. Late application form filing
- II. Non-receipt of admit card
- III. Wrong entries in the admit Card etc.

In all cases, grievances which are communicated to University Examination Department are resolved at the earliest.

23.3.2 During Examination: During Examinations, if any student finds discrepancy in question, e.g. data given in question paper is insufficient or options are repeated, out of syllabus questions, typing errors, etc. Students may report about the same.

In such case Controller of the Examination forms an Expert Committee and committee takes cognizance and submits its report. Grievance shall be resolved in due course of time.

23.3.3 After Result Declaration: After result declaration, if any student has objection with result, he/she applies to Examination Department via student Section / exam co-ordinator of respective Faculty of Study for the same. After receiving application, examination department resolves the grievance as per the requirement and jurisdiction of the grievance.

CHAPTER: 24

24.1 UNFAIR MEANS CASE

The examination should be conducted as per the rules and regulations. No attempt should be made to use unethical practices during examination. A candidate found guilty of any of the offences listed in 24.1.1 shall be deemed to have used unfair means and his/her examination result shall be withheld. The decision of the UFM Committee in imposing penalty for the offence committed by the candidate shall be final and binding on him/her.

24.1.1 Offences During Examination

- a. Writing name / Mobile No. / any other mark in the Answer Book which may disclose, in any way, the identity of the candidate.
- b. Appearing in the Examination Hall other than allotted to the candidate without the permission of CS/ DS.
- c. Having possession of book(s), notes, papers or any other like materials.
- d. Receiving or giving assistance in copying during examination.
- e. Smuggling in / out of the examination hall of Answer Book etc. and tampering with the Answer Book in any way.
- f. Using abusive/ Threatening / violence /derogatory language orally or in the Answer Book against the Centre Supdt. /Examiner/Invigilator/staff deputed at examination Centre.
- g. Impersonation, i.e. sending some other person to take the 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 previous arrangement to cheat in the examination.
- j. Writing questions answers on any paper other than the Answer Book.
- k. Wrong statement in the application for admission such as tampering with the certificate/statement of marks, etc. or forging a signature.
- l. Any other case of Unfair Means detected at any stage during or after the examination.

24.2 PROCEDURE TO BE FOLLOWED BY THE CENTRE SUPDT. IN BOOKING UFM/ UMC

- a. **Issuance of Second Answer Book:** As soon as any case of unfair means comes to the notice of the Superintendent of the examination Centre he / she shall take possession of the Answer Book of the candidate along with paper or other material found in his possession and provide second Answer Book to the candidate immediately. On the top of the Answer Book it should be superscripted "Second Answer Book". The Superintendent shall record on the first Answer Book the time when the case was brought to his notice. He shall also record the time on the second Answer Book when it was issued to the candidate.
- b. **Explanation of the Candidate:** While issuing the second Answer Book the candidate shall be asked by the Centre Supdt. to submit his explanation in writing. In case the candidate refuses to give his statement, he should not be forced to do so, only the fact of his refusal should be recorded by the Invigilator/s on duty at the time of occurrence and such a statement of the Invigilator/s be attested by the Centre Supdt.
- c. **Statement of the Invigilator:** The Invigilator's / detector's statement shall be recorded, verified and signed by the Centre Supdt.
- d. **Material found from the Candidate:** As far as possible precise information like from where the material was found (in the pocket, desk, shoes etc.) should be mentioned in the statement of the Invigilator/s. The copying material so detected by an Invigilator should also be signed by the Invigilator and countersigned by the Centre Supdt. 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 Supdt.
- e. **Procedure to be followed in case of Smuggling out Answer Book:** In case a candidate has smuggled out Answer Book, the Centre Supdt. Should call the student directly and try to secure the Answer Book. In case of non-availability of the Answer Book, the matter should be reported to the police, and a copy of the FIR be sent to the office of the Controller along with the statement of the Invigilator and candidate. The statement of the peon/police constable etc., if any should also be forwarded.

24.3 PROCEDURE AFTER UFM / MASS COPYING CASES.

- a.** All cases of UFM and Mass copying will be examined separately course wise and Faculty wise.
- b.** Keeping in view the number of students booked under UFM/Mass copying they will be sent a Show Cause Notice and asked to present themselves before the UFM Committee on different dates or submit their statement of defense.
- c.** Approval of the Chairman will be obtained on the recommendation of the UFM Committee for implementation.
- d.** Results of the clear cases will be declared on the recommendation of the UFM Committee and other students given time to register themselves for the next examination.
- e.** Details of the Faculty/Institution booked under Mass Copying and individual UFM Cases will be sent to the student's section for their information.
- f.** In the event of the following happenings in examination Centre strict action will be taken against the examination Centre as well:
 - I.** The candidate decamps with the Answer Book.
 - II.** Allowing candidate of other Examination Centre / outsider (writer) to appear in the examination without the written permission of Office of the controller.

CHAPTER: 25

25.1 ROLE AND RESPONSIBILITIES OF CENTRE SUPERINTENDENTS (CS) / DEPUTY SUPERINTENDENTS

The roles of Centre Superintendents (CS)/ Deputy CS are very crucial and pivotal in conducting the university examinations. Roles and Responsibilities of Centre Superintendents (CS)/ Deputy CS are described further.

25.1.1 Before Examination

- a. The Answer books in sufficient numbers, as per the overall strength of the examination Centre, must be collected from the Examination Department two days in advance, from the date of commencement of exams. Question papers are to be received in sealed packets from the Department of Examination and are to be stored under safe custody of **the Centre Superintendent**. The Centre Superintendent is solely responsible for keeping the question papers in safe custody till the end of the examination.
- b. Should ensure that for each subject, adequate numbers of question papers are available in sealed packets as per the approved date sheet/s.
- c. Question paper packets shall be opened by the Centre Superintendent in his presence and two senior faculty members of the concerned institution, **15 minutes** before the commencement of examination. The papers are to be distributed in the exam rooms according to student's strength mentioned against a particular question paper, in seating plan. The remaining packets shall be kept in safe custody till the completion of exam hours and the keys shall be with Centre Superintendent.
- d. Gate checking shall be done 45 minutes before the commencement of the examination. Examinees will be allowed to enter into the Examination Hall and take their respective seats before **20 minutes** of commencement of examination. Answer Books will be distributed **15 minutes** before the examination. Only One Answer book per student should be distributed; if students ask for supplementary answer books then the CS will inform the Controller of Examinations of the university and Controller has the authority to take decision based upon the scenario.

- e. Question papers shall be distributed only on the commencement of the examination. Unused Answer Books and unused question papers should be counted and returned to the Examination Section after the examination starts.
- f. Candidates are not to be allowed reporting after 30 minute (in 3 hours' exam, and proportion). In case of any genuine request comes, the Centre Superintendent may discuss the case with Controller of Examinations and based upon the scenario Controller may allow the candidate.

25.1.2 During Examination

- a. All the gates of the examination Centre must be locked and the main gate shall be manned by a person or guard, throughout the period of examination. The gates shall be opened immediately on arrival of any higher official/Flying squad/local administration. The guard will also be instructed by CS for not allowing any unauthorized entry on exam floors.
- b. The Centre Superintendent will have to complete all the exam related formalities of the University and will ensure the same from the invigilators and other supporting staff members.
- c. The Centre Superintendent has to make necessary arrangement for uninterrupted power supply & water, cleanliness in and around the examination Centre throughout the examination.
- d. All the C.C. cameras must be in working condition. If in any hall, camera is not working, the answer books of the hall shall be packed separately with due remark of the Flying Squad.
- e. Persons not conversant with the examination rules should not be appointed as invigilator. They must be capable of maintaining discipline in the examination hall. The Invigilator must be from the teaching Faculties/Lab Asst. /Instructional Staff of the Faculty. **Under any circumstances, Outsider not in the payroll of the institute shall not be engaged as the invigilator without specific permission from the Controller.** The day wise Duty chart list with Invigilators engaged along with their designation and branch/subject must be sent to the Examination Department. **It is the duty of the Invigilator to get the signature of the student in the attendance sheet. After due verification of data filled in by the candidate in the Answer Book and verification of the Identity of the candidate, the Invigilator shall put her/his signature in appropriate place in**

the Answer Book of the student. In no case, any person other than the Invigilator of the hall shall enter into the examination hall for any purpose.

- f. If the University feels that the Centre Superintendent is not capable of conducting the examination in a free and fair manner, the Centre may be cancelled for the next examinations and a new Centre superintendent shall be appointed by the University for the Current Examination.
- g. The attendance sheet of the examinees will be properly signed by the concerned examinees. The Invigilator must mark the absentee student with “**ABSENT**” (in **Capital letters, in red ink**) **against his/her name. In case of any discrepancy in the signature chart, the CS shall bring the same in the notice of the office of Controller and should not allow anyone to make a manual entry without any specific permission by the Controller of the Examination.**
- h. For every **30** students, there will be at least one Invigilator. At least 10% reliever Invigilator should be engaged for invigilation during the temporary absence of the Invigilator. The Invigilator must remain in the Examination Hall for entire period of **3 or 4** hours and they should be advised to move around the hall with utmost vigilance.
- i. **Use of Cell Phone or other electronic gadgets by the Invigilators and examinees during conduct of examination is strictly prohibited.** No examinees shall be allowed to talk to each other. Utmost discipline shall be ensured meticulously.
- j. ***The examinee should not write his/ her identity (Mobile no. Or Registration No., Address) anywhere in Answer Book, otherwise the concerned subject mark will be awarded Zero.***

25.1.3 After Examination

- a. All the answer books of Malpractice (UFM/UMC) cases with the seized materials must be sent separately after proper entries in the concerned form. The Centre superintendent is to ensure that all the columns of the form must be filled in properly. In case of incomplete information, the CS will have to present himself in front of the UFM committee, if the committee desires so.
- b. However, the Answer Books of the examinees, booked under UFM, should be sealed in a separate packet along with the Malpractice report of unfair means/misbehavior during the examination, enclosing incriminating materials seized from the examinees. The Centre Superintendent should ensure that the

MP reports are duly filled in and the same should be signed by her/him. The Centre Superintendent/Squad member shall put their signature on these sealed packets of Answer Books, soon after the completion of examination.

- c. The Centre Superintendent will fully co-operate with the Observer and Flying Squad Team and furnish necessary information relating to the examination.
- d. A report by the Centre Superintendent - as to how many UFMs have been reported by invigilators, how many by the Centre Superintendent and how many by the Flying squad, shall be handed over to the Flying squad.
- e. The Centre Superintendent will ensure that the answer books of different batches of the same programme and semester/year will be packed separately. The answer books should be submitted to Examination department within 30 minutes after completion of Examination.
- f. **The Answer Books should preferably be arranged as per the roll number of the students.**
- g. In case of any discrepancy arising out of any exceptional situation, the CS will immediately seek a solution from the Controller of Examination of the university.

25.2 All the formal documents, related to exams, with complete entries, such as Duty chart, Signature chart, In-Out chart etc. shall be submitted along with the packets of answer books and remaining question papers at the Department of Examination after completion of the exam.

CHAPTER: 26

26.1 GRADING METHOD AND COMPUTATION OF SGPA/CGPA

The grading method for evaluating students' performance involves award of grade according to the range of total marks in the course. The range of marks between any two grades is framed in such a manner that the effect of individual marking/checking technique on the overall grading is minimal.

26.2 KEY DEFINITIONS:

- a. **Programme:** An educational programme leading to award of a Degree, diploma or certificate.
- b. **Course:** Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight.
- c. **Credit:** A unit by which the course work is measured. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours for Practical Work/Field Work/ Research Based Paper /Project per week.
- d. **Credit Point:** It is the product of grade point and number of credits for a course i.e, $\text{Credit Point} = \text{No. of credit in a course} \times \text{“grade value” of the grade obtained in the course.}$
- e. **Semester Grade Point Average (SGPA):** The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the Courses undergone by a student, i.e. $\text{SGPA}(S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$
- f. **Cumulative Grade Point Average (CGPA):** CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of programme, i.e, $\text{CGPA} = \frac{\sum (C_i \times S_i)}{\sum C_i}$
- g. **Grade Point:** It is a numerical weight allotted to each letter grade on 10-point scale with 7/6/5 LETTER GRADES: It is an index of the performance of students in a said course.
- h. Grades are denoted by letters like O, A+, A, B+, B, C, D and F.

26.3 SGPA AND CGPA CALCULATIONS CAN BE EXPRESSED AS

$$SGPA (S_i) = \frac{\sum_{i=1}^n C_i G_i}{\sum C_i}$$

$$CGPA = \frac{\sum_{j=1}^N SGPA_j (\sum_{i=0}^n C_i)_j}{\sum_{j=0}^N (\sum_{i=0}^n C_i)_j}$$

Where

n = Number of courses registered,

C_i = Course credits,

G_i = Grade point,

N = Number of semesters.

Formula for calculating percentage of marks;

CGPA×10 (The multiplication factor)

CHAPTER: 27

27.1 GUIDELINES FOR GRANTING OF WRITER OR AMANUENSIS

- a.** A candidate may be allowed for writer if:
 - I.** Candidate is blind;
OR
 - II.** Candidate is permanently disabled from writing.
OR
 - III.** Candidate is temporary disabled from writing, such as fracture of the right or left arm, forearm or dislocation of the shoulder, elbow, wrist, etc.
- b.** On the written request from the blind candidate(s) through the Head of the Department / Dean / Principal of the respective Faculty of Study, Superintendent in Chief or Controller of the Examination is authorized to appoint writer in accordance with the prescribed qualification of the writer.
- c.** In case of other handicapped candidate(s), writer shall be appointed with the approval of the Vice Chancellor.
- d.** In certain circumstances if candidate is incapable to answer the paper in prescribed time, an extra time up to one hour for a paper may be allowed. For blind candidates, however, the extra time of one hour will be allowed.
- e.** The writer / amanuensis shall be two grades lower in education than the candidate and writer should not have secured more than 60% marks in the examination. Condition of more than 60% marks may be relaxed if the qualification of the writer is more than two grades lower than the candidate.
- f.** In case of blind candidate, writer shall be of one grade lower in education than the candidate and should not have secured more than 60% marks in the examination.
- g.** Writer should be the same person for all the papers of an examination and in case there is a need to change the writer for the reasons beyond the control of the concerned examinee or the writer and a request in this behalf is made, change may be allowed. Such a change in writer will be permissible once during the course of an examination.
- h.** A certificate in proof of the educational qualification of the writer and declaration should be produced to the Office of the Controller of Examination.
- i.** The writer should not be from the similar programme or faculty of study.

- j.** The Centre Superintendent shall make special arrangement for candidate and may appoint one additional Invigilator for the same.
- k.** The candidate other than blind person shall pay the prescribed fee per paper in advance. The expenses towards remuneration to the writer will have to be borne by the candidate concerned.
- l.** Application Form and prescribed fee slip shall be submitted to the Office of the Controller of the Examinations 7 days before the commencement of the Examinations.
- m.** Application form received after due date shall be rejected summarily by the Office of the Controller of Examinations and if fee has been paid, it will not be refunded in such cases.

27.2 DOCUMENTS REQUIRED FOR GRANTING OF WRITER OR AMANUENSIS

Candidate shall produce the following documents for grant of the Writer / Extra Time

- a.** Application in candidate's own hand writing. In respect of candidates, who cannot write, their representatives may write on behalf of the candidate (stating the relationship with him/her) and forward the application.
- b.** Certificate from Professor of the specialty concerned of a Medical College / Institution or the Civil Surgeon of the District concerned that the candidate is unable to write due to temporary disablement. Certificate should specify clearly the nature and extent of permanent disability.
- c.** Educational qualification documents of the writer
- d.** Two color passport size photos (4.5x3.5 cm) taken within last 3 months, for Admit card of Writer/ Amanuensis card.
- e.** Any other document in support of request for grant of the facility of a writer and/or extra time as aforementioned.
- f.** On receipt of the above documents the office of the Controller of the Examination will issue an Admit / concession card which will be valid for a due course of time.

CHAPTER: 28

28.1 WEEDING OUT AND DISPOSAL OFF OF OLD RECORDS OF EXAMINATION BRANCH

- a.** The old records/documents of the Examination Branch which are not required as permanent records of the Examination Department of the University are to be weeded and disposed from time to time.
- b.** The Controller of Examinations as per requirement writes a note to the Vice-Chancellor requesting for constitution of a Committee which shall process weeding out and disposal of old records of Examination Branch under their supervision.
- c.** On the request of Controller of Examinations, the Vice-Chancellor constitutes Committee consisting of odd number of members with Controller of Examination as its Member Secretary.
- d.** The Committee shall decide the course of action to be initiated for weeding of old records of Examination Branch.

28.2 GENERAL GUIDELINES TO BE FOLLOWED FOR WEED OUT

To weed out the obsolete records, following guidelines shall be adhered to:

- a.** Each Section Viz. Establishment, Conduct, Result and Secrecy prepares a list of the documents as preserve permanently, preserve for due course of time and for disposal.
- b.** In case no disposal is required in any section, a certificate of “Nil Destruction Required” must be submitted.
- c.** The committee which consists of odd number of members shall examine the details of obsolete records being proposed for weed out.
- d.** In each section, a ‘Register of Records Destruction/Retention’ should be maintained with the date and method of disposal / destruction.
- e.** The records should be weeded out by way of shredding in each section.
- f.** In case the records are needed to be preserved because of any matter pending before court or any similar legal or other requirements, respective Section is responsible for preserving of such records.

- g.** The decision of the committee will be final to approve any amendment, exemption or deviation required with respect to the weed out/retention of records.
- h.** After completion of the process, committee shall submit a certificate of record destruction and retention.
- i.** One copy of the preservation and weed out / destruction certificates should be submitted to the Registrar's Office for Official Record.

CHAPTER: 29

29.1 MISCELLANEOUS

- a.** Promotion of the students to the next session will be done by the Dean of the respective Faculty of Study.
- b.** Any other provision not mentioned shall be governed by the rules and regulations framed by the University from time to time.
- c.** The Vice-Chancellor is authorized to interpret or clarify the above rules wherever it is necessary and such interpretation/clarification shall be final.