

**RULES AND REGULATIONS/MANUAL  
OF JAMIA HAMDARD FOR  
EXAMINATION BRANCH – 2018-19**



**JAMIA HAMDARD**  
**Deemed to be University**  
**Hamdard Nagar, New Delhi**

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# RULES AND REGULATIONS/MANUAL OF JAMIA HAMDARD FOR EXAMINATION BRANCH

## 1. Introduction

Jamia Hamdard is deemed to be a University under Section 3 (F) of UGC declared as such by notification of MHRD, Govt. of India vide Order No.F.9-18/85-U.3 dated 10<sup>th</sup> May, 1989.

**1.1 Definitions:** In this document, unless otherwise specified:

- (a) "Deemed to be University" means Jamia Hamdard.
- (b) "Programme" means any of the Undergraduate/Postgraduate/Doctoral Programmes offered by Jamia Hamdard.
- (c) "Academic Year" means duration of two consecutive one odd and one even semesters constitute one academic year equivalent to 180 teaching days.
- (d) "Semester" means Each semester shall consist of 15-18 weeks of academic work equivalent to 90 teaching days.
  - (a) "Course" means the subject under any Undergraduate /Postgraduate/Doctoral programme of Jamia Hamdard.
  - (b) "First Year/Semester" means the First Year of study for any programme being offered by Jamia Hamdard.
  - (c) "Diploma" means Diploma courses offered by Jamia Hamdard.
  - (d) "Course Unit" is a component of an Academic Programme for which a syllabus and required number of contact hours per week are specified.
  - (e) "Course Code" shall mean a curricular component identified by a designated code number normally consisting of a string of alphanumeric characters.
  - (f) "Course Credits" shall mean an integer number indicating the weightage assigned to a Course Unit, project, research work or any other academic component, on the basis of contact hours per week on all learning activities.
  - (g) "Choice Based Credit System" shall mean CBCS provides choice for students to select from the prescribed courses (core courses, discipline specific electives, generic elective, ability enhancement, mandatory non CGPA courses)
  - (h) "Cumulative Grade Point Average CGPA " shall mean the cumulative grade point average of a student.
  - (i) "Semester Grade Point Average SGPA " shall mean the Semester Grade Point Average.
  - (j) "End Term Examination" means an examination conducted by the Jamia Hamdard at the end of year/semester as prescribed in Scheme of Evaluation of a programme.

Jamia Hamdard organizes Certificate, Diploma, Undergraduate, Postgraduate Degree and Doctoral programmes.

The Examination policy for PhD programme is governed by the UGC Regulations 2016 notified in the Gazette of India and JH Ph.D Byelaws 2016 as amended up to date.

## 1.2 Scope

The current manual govern the examination system of the University and thus apply to the entire process of examination for all the Certificate, Diploma, Undergraduate, Postgraduate and Doctoral programmes being conducted and to be offered under the Jamia Hamdard Curriculum. This manual aims to streamline the examination system of the University and provide a uniform opportunity to all the students.

## 2. Examination System

### 2.1 Syllabus

- a) The University will not only design the syllabus for each course, but also specify the manner of its implementation, such as through lectures, tutorials, laboratory sessions, seminars, field work, projects, case studies and such other activities.
- b) Depending upon teaching hours, a course will be assigned a certain number of credits. These credits will also be indicated in the respective syllabi. The system of credits will be in accordance with the guidelines of the UGC and other statutory bodies concerned.
- c) The syllabus for each course will also indicate the scheme of the evaluation/Internal Assessment/examinations.

### 2.2 Examinations

The examination system is divided into two phases i.e. Internal Assessment and Annual/End Semester Examination.

- a) **Internal Assessment Examination** is basically two sessional exam/Practical/Assignment by the faculty based on the participation of the students in class, assignments, practical work, discussion, presentation and attendance.
- b) **Annual/End Semester Examination** is an assessment of the student after the completion of the course in the semester/year. The aim is to assess the depth of understanding, knowledge and competency required for the respective courses. The number of courses in a term will be indicated in the academic calendar every year.
- c) **Elective Courses** will have marks/credits and grades/division which will be reflected in the transcript.

- d) **Evaluation of Practical Internship, Field Work, Project Work and Dissertation** evaluation will be part of the evaluation system. It will be reflected in the transcript.

### 2.3 Eligibility for Appearing in the Exam:

To be eligible to appear at the term-end/Annual examination in any course, the candidates are required to fulfill the following conditions:

- a) They should have paid the due course fee for that year/semester
- b) They should have completed the minimum required attendance.
- c) They should have submitted the examination form through the faculty/department in time.
- d) They should not have debarred by the disciplinary action committee of the University for any misconduct/indiscipline.

### Holding of Examinations:

- a) Annual examination will normally be held at the end of the academic year which is usually May & June.
- b) End Semester Examination will normally be held as per the schedule given below or as decided by the Standing Committee of the Academic Council.  
November – December ----- Odd Semester  
April - May ----- Even Semester
- c) Supplementary examination will normally be held within 30 days after the declaration of result of Annual/End Semester Exam or as decided by the Standing Committee of the Academic Council.

### Submission of Examination Forms:

Examination forms will be submitted in the HOD/Deans Office of the concerned department/school. Dean's Office will carefully examine the examination forms of the candidates i.e. their attendance, fees paid or not and whether the student is otherwise eligible for appearing in the examination. Concerned Dean/HOD will ensure that Examination forms should reach in the Examination Section at least 15 days before the commencement of examination. A penalty of Rs. 50.00 per day (maximum Rs. 1000/-) will be imposed if the candidates do not submit the examination form in the Hod/Dean's office in time. Forms for the detained students on account of attendance, fees and prescribed chances etc. should not be sent in the Examination Office.

### Issue of Admit Card:

A candidate, whose examination form has been accepted for Examination, shall be issued Admit Card containing the Name of the Candidate, Examination and Roll No. assigned to him/her. Students shall be issued the Admit Card through the Dean of the School/Head of the Department

concerned. Dean/HOD will issue the Admit Card to students provided there are no dues of the Jamia Hamdard outstanding against their names.

#### **Withdrawal of Permission to take Examination:**

Permission granted to a candidate to appear in an Examination may be withdrawn before or during the course of Examination for his/her misconduct/indiscipline, which in the opinion of the Competent Authority of the University justifies the candidate's exclusion.

#### **Withholding of Admit Card:**

If a candidate for any Examination owes any money to the Jamia Hamdard on any account and fails to pay the dues or has borrowed any book, apparatus or other property belonging to the university and fails to return the same, The Dean/HOD may withhold the Admit Card of the candidate or if the Admit Card has already been issued to him/her suspend the Admit Card till all such dues have been paid or such property returned by the candidate to the Jamia Hamdard.

#### **2.4 Scheduling of Examination:**

- a) **Internal Assessment :** Looking at the very objective of Internal Assessment Examination, it is left to the Course Coordinator/Faculty to schedule this examination during any pre-announced date during the course. At the start of the course, the system planned by the Course Coordinator for the conduct of the Mid-Term assessment needs to be detailed out. This should be shared with the students in the form of a handout.
- b) **Annual/End Semester Examination:** The examinations held for regular students will be known as Annual/End Semester Examinations. Each Term End Examination schedule will have approximately 3 to 10 courses. The semester Examination will cover all the courses taught during the respective semester. The maximum duration of a Term Examination for any course will be three hours. The dates of a End Semester/Annual Examination will be declared along with the teaching calendar for each year.
- c) Dean/HOD are responsible to prepare the schedule for Annual/End Semester/Supplementary Examination.
- d) The Head of the Departments through Dean should furnish the details of Class Rooms/Laboratories available in the departments with seating capacity to examination section.
- e) If there is any requirement of civil work, maintenance work, electrical maintenance etc. in the class rooms assigned, the HoD should be responsible and will take care to meet the requirement before the examinations.

## 2.5 Examination Procedure

The current Examination System is based on written assessment. It is envisaged that the possibility of a computerized examination system with a mix of objective type, short answer and descriptive questions will be managed digitally. The University may also initiate an objective type computer based pattern of examinations looking to the requirements of the specific course. The scope of the current guidelines will apply with suitable additions and adaptations when such a procedure is implemented.

**2.5.1. Internal Assessment/Sessional Exams:** The Course Coordinator/Faculty will be responsible for conducting the Internal Assessment/Sessional Exam. The Course Coordinator can assess the students based on a combination of all or a few of the following activities:

- a) Participation in seminars, case discussions and group work activities
- b) Class tests, individual and group oral presentations
- c) Submission of written assignments/End semester/Annual papers and a viva.
- d) Classroom participation and attendance
- e) The Course Coordinator can also conduct a written examination with short answer questions or multiple-choice questions

The weightage given to each of these tasks will be decided and announced at the beginning of the course by the individual faculty member responsible for the module and inform the Examination Section in the form of a written handout.

**2.5.2 End Semester/Annual Examination:** The Examination Section will conduct Exams as per the examination schedule.

- a) **Duration and Format:** All exams will be of two to three hours duration depending on the credit of the course. The question paper consist of MCQ, Short answer question and long answer question.

Distribution of marks will be as mentioned below:-

MCQ	-	20%
Short questions	-	40%
Long questions	-	40%

- b) **Setting of Question Papers, Moderation and Evaluation :**

## Guidelines for Setting Exam Paper and Evaluation

All the question papers in a particular programme of study can be set by examiner from the panel of examiners which is duly approved by BoS as selected by competent authority. 50% of all theory papers in each semester are set by the examiners of other universities.

Practical Examinations/Dissertation/Project viva are conducted by one internal examiner from university and one external examiner from other university as selected by competent authority from the panel approved by Board of Studies of the department.

All instructors are required to construct a valid and fair exam Question paper that measures the achievement of the planned learning outcomes of the course.

1. Critical thinking and application based questions should be included.
2. Moderation committee or Academic Audit committee composed of the Dean of the concerned School, Head of the Department and the subject expert (if required from outside the university may be formulated with prior approval of the competent authority) will moderate the question paper set by the external examiner.
3. Two versions of question papers per course should be submitted for the final exam.
4. A comprehensive marking scheme (One paper setter will make one version) should be submitted along with the question paper.
5. Evaluation of papers should be done in accordance to the submitted marking scheme.
6. Moderation under no circumstances shall exceed 10% of marks. The same committee may be authorized to proofread the printed papers.
7. The entire process of setting the question papers should be done with utmost confidentiality.
8. The question paper should be clear & accurate with important instructions and distribution of marks.
9. The Q paper should comprise of different types of questions to test the student's broader understanding of a subject.



- Multiple Choice Question – 20% (1 mark each)
- Short Question – 40% (5 marks each)
- Long Question – 40% (10 marks each)

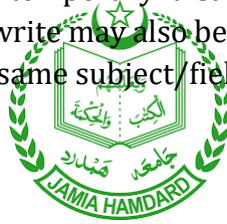
**2.5.3 Supplementary Examination:** A Supplementary Examination will be conducted by the University for students who were absent in the regular Examinations or who failed the regular Examinations.

The pattern of a Supplementary Examination will be similar to a regular examination, with short /long/multiple choice questions to test the knowledge and analytical ability of the candidates.

### 2.6 Guidelines for Conducting an Examination for Persons with Disability

All examinations for students with disability will be held in a scheduled examination hall. However, they will be provided assistance in the following cases:

- The facility of a reader/lab assistant will be provided to any person who has disability of 40% or more, if so desired by the person.
- The students having temporary disability like fracture, injury etc.) which hinders his ability to write may also be provided a writer. The writer provided must not be from the same subject/field.



### 2.7 Promotion and Span Period

- The span period of the programme will be as per Byelaws of the deptt./School/Regulatory bodies from the date of registration.
- A student to be eligible for the award of degree has to clear all the papers offered during the programme within the span periods (including practical/internship, field work, project work and dissertation).

## 3 Grading System and Marks

**3.1 Grading System:** The UGC 10-point grading system is adopted for all UG and PG programs under CBCS in Jamia Hamdard. The University adopts the absolute method of grading whereby marks are converted to grades based on pre-determined class intervals. The Table Below provides the details of Letter Grade, Grade Point, Pre-determined class intervals (Range of Marks %); SGPA range and the conventional equivalent in terms of divisions. All calculations of SGPA and CGPA shall be rounded off to two decimal places. Two separate grading system is adopted by Jamia Hamdard as per UGC guidelines on for 40% marks and second one is for 50% marks. The grades, grade points and percentage equivalents are as follows:

**Table for pass marks 40**

<b>Letter Grade*</b>	<b>Grade Point**</b>
O (Outstanding)	10
A+(Excellent)	9
A (Very Good)	8
B+(Good)	7
B (Above Average)	6
C (Average)	5
P (Pass)	4
F (Fail)	0
Ab (Absent)	0

**Table for pass marks 50**

<b>Letter Grade*</b>	<b>Grade Point**</b>
O (Outstanding)	10
A+(Excellent)	9
A (Very Good)	8
B+(Good)	7
B (Above Average)	6
C (Average)/ P (Pass)	5
F (Fail)	0
Ab (Absent)	0



<b>Grade</b>	<b>Grade Points</b>	<b>Percentage Equivalents</b>
• O (Outstanding)	10	91-100%
• A+ (Excellent)	9	86-90%
• A (Very Good)	8	81-85%
• B+ (Good)	7	71-80%
• B (Above Average)	6	61-70%
• C (Average)	5	56-60%
• P (Pass)	4	50-55%
• F (Fail)	0	Less than 50%
• Ab (Absent)	0	-

i. A student obtaining Grade 'F' shall be considered failed and will be required to reappear in the examinations.

ii. Jamia Hamdard can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree taking into consideration the recommendations of the statutory/ professional councils such as MCI, AICTE, PCI, INC etc.

### **Computation of SGPA and CGPA**

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

i. 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 courses taken by a student and the number of credits of all the courses undergone by a student.

$SGPA (S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$  where  $C_i$  is the number of credits of the  $i$ th course and  $G_i$  is the Grade point scored by the student in the  $i$ th course.

ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.  $CGPA = \frac{\sum (C_i \times S_i)}{\sum C_i}$  where  $S_i$  is the SGPA of the  $i$ th semester and  $C_i$  is the total number of credits in that semester.

iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.



### **Classification of Results**

#### **Table for pass marks 40**

<b>Range of CGPA</b>	<b>Division/Class</b>
CGPA of 7.5 and above and upto 10	I Division with Distinction
CGPA of 6.00 and above and less than 7.50	I Division
CGPA of 5.00 and above and less than 6.00	II Division
CGPA of 4.00 and above and less than 5.00	III Division

#### **Table for pass marks 50**

<b>Range of CGPA</b>	<b>Division/Class</b>
CGPA of 7.5 and above and upto 10	I Division with Distinction
CGPA of 6.00 and above and less than 7.50	I Division
CGPA of 5.00 and above and less than 6.00	II Division

### **Conversion Formula:**

Formula for Conversion of CGPA into percentage of Marks.

The Percentage equivalent to the CGPA shall be obtained by using the following formula:

Equivalent percentage of CGPA = CGPA x 10

**3.2 Criteria for Passing:** The student will be declared 'passed' in the course once he/she obtains a minimum of 40 percent marks in each course.

- a) **Internal Assessment Examination:** Internal Assessment Examination is a must for all courses except electives where the regulatory bodies' norms will be applicable. The maximum marks for Internal Assessment Examination are 25. The distribution of these 25 marks will be as per the programme Byelaws.
- b) **End Semester/Annual Examination:** The maximum marks for End Semester/Annual Examination are 75, as applicable. The distribution of marks for each question should justify the nature of the question as per the approved syllabus.

**3.3 Supplementary Examination:** The Internal Assessment Examination marks will not be taken into account for the Supplementary Examination, and the maximum marks for the Supplementary Examination will be 75. This will include ex failed and absent students.

- a) Examiners evaluating a Supplementary Examination performance will mark the respective answer sheets with the marks the candidate obtains. Those candidates who have failed a Supplementary Examination of a subject will get the actual evaluated marks in their final tabulation in that subject.

**3.4 Finalization of Marksheet:** Once the marks of Internal Assessment, End Semester/Annual Examination are tabulated, the Examination Section will put the grade/marks. The students will receive the result displaying the grade/marks.

**3.5 Sharing Report:** After each semester examination, the Exam Section will prepare a semester mark sheet and send it to the student through respective School. The student could use this for purposes like release of a bank loan.

**3.6 Marksheet/Transcript:** The transcript/marksheet will be issued to every student after every term Internal Assessment and Semester/Annual examination. It will depict internal Assessment and Semester/Annual Examination marks, grades and supplementary status separately. The student who did not take the examination will be marked '00'. The transcript will be thoroughly checked and signed by the Assistant Controller of Examinations.

The supplementary status will also be recorded in the final transcript.

**3.7 Provisional Degree:** A provisional certificate of the degree will be issued to the students, if required.

#### **4. Appointment of Paper-setters/Moderators/Examiners:**

The Dean/HOD shall convene a meeting of Board of Studies and shall draw up panels of examiners for each course in accordance with the provisions and submit them to the Vice-Chancellor through Controller of Examinations and Admissions who shall appoint the examiners for every semester. The Panel of examiners will be valid for year from the date of approval. Effort should be made to include faculty who have at least five years of teaching/academic experience.

No person shall be appointed to act as a Paper setter, Moderator, Examiner whose 'NEAR RELATION' is appearing or has appeared at an examination conducted by the University in that year. For this purpose 'NEAR RELATION' shall mean and include wife/husband, sons and daughters and members of their family; nephew, niece or similar relations of wife/husband.

#### **Moderation of question papers:**

Head of the Department/Course faculty shall do Moderation of question paper. Following are the functions of Moderators:



- To ensure that question paper is strictly in accordance with the course contents and the instructions, if any.
- To remove ambiguity in the language of questions, if any.
- To moderate the questions so as to give ample opportunities to candidates of varying abilities.
- To ensure proper coverage of course contents and indicate weightage/marks for each question or part/parts thereof, time prescribed and to correct errors, if any.
- Only 10% moderation is permitted in any question paper

#### **Quality of Question Paper**

- a. After the declaration of result, the randomly selected question papers across the Schools will be send to the concerned subject expert from other Institution to check the quality of the question paper.
- b. CoE will select the subject expert in consultation with Dean/HoD of the concerned School.
- c. The subject expert will be provided question paper, course outcome and a prescribed Performa (Annexure A) to check the quality of the question paper.
- d. The subject expert will send back his report to the CoE within one month.
- e. The subject expert will be paid remuneration as per JH norms.

**ANNEXURE A – PERFORMA FOR REVIEW TO CHECK THE QUALITY OF THE QUESTION PAPER**

		YES	NO
<b>Balance</b>	a) The questions measure a representative sample of the learning outcomes b) The allocation of marks to each question reflects the question difficulty		
<b>Relevance</b>	The questions present relevant tasks which reflect the current syllabus		
<b>Conciseness</b>	The questions and tasks are stated in simple, clear language		
<b>Soundness</b>	a) The questions are of the proper difficulty, free of defects and have answers that are defensible b) Questions do not contain gender, cultural or religious bias		
<b>Independence</b>	The questions are free from overlapping, so that one item does not aid in answering another		
<b>Arrangement</b>	The questions measuring the same outcome are grouped together and are in order of increasing difficulty		
<b>Numbering</b>	The questions are numbered in order throughout the test paper		
<b>Instructions</b>	a) There are clear, concise instructions for each part in the whole test paper b) There are directions for how to write answers The time limit is specified		
<b>Spacing</b>	The spacing on the page contributes to ease of reading and responding		
<b>Typing</b>	a) The final copy is free of typographical errors. b) The marks for the whole paper add up to the total number of marks specified in the syllabus course outcome.		

**Difficulty level of the question Paper – High/Average/Low**

Any other observations:-

Name & Signature of Reviewer

Address:-

Date:-

## **Disqualifications of Paper Setters/Moderators/Examiners**

No person shall be appointed as a Paper setter/Moderator where the Vice-Chancellor/Controller of Examinations is satisfied that a Paper Setter/ Moderator/ Examiner:

- a) is unable to perform the work or has not performed the work of the desired standard/quality; or
- b) has not been able to conform to the directions of the University; or
- c) is suspected to have engaged himself/herself in the activities defying the trust reposed (such as leakage of question papers etc.) and/or in such activities which are unethical, un-academic or undesirable; or
- d) has furnished false declaration or has concealed facts.

## **Vice-Chancellor/Controller of Examinations may:**

- Cancel his/her appointment as Paper setter/Moderator/Examiner and/or
- Disqualify him/her from all or some of the remunerative work of the University for a specified period or permanently; and/or
- Forfeit/reduce remuneration payable to him/her; or
- Take any other action; as deemed appropriate by him/her in the circumstances of the case.



## **Instructions to Paper Setters/Moderators & Examiners:**

The Controller of Examinations, with the approval of the Vice-Chancellor, shall issue detailed instructions for all examinations work (including Paper setters/Moderators/ Examiners) in conformity with these bye-laws; Provided that if any emergency arises out of the administrative reasons or otherwise, which, in the opinion of the Vice-Chancellor require instructions/directions in deviation of these bye-laws, the Vice-Chancellor may order issuance of such instructions/directions as he/she may deem necessary.

- a) All question papers shall be in the exclusive custody of the Controller of Examinations and other officers as may be identified by the Vice-Chancellor.
- b) All copyrights in respect of Question Paper set by the Paper Setter(s) and subsequently moderated by the Moderator(s) shall vest with the University.

## **Attendance**

1. All students are supposed to attend every lecture and practical classes. However, the attendance requirement for appearing in the examination shall be a minimum of 75% of the theory classes actually held.

2. Each one-hour classroom teaching shall account for one attendance unit. However, every scheduled practical class will account for one attendance unit, irrespective of the number of contact hours.
3. The teachers/coordinator shall maintain and consolidate the attendance record, which would be submitted to the Head, at the conclusion of the year/semester.
4. Attendance on account of participation in the prescribed co-curricular/extra-curricular activities, can be granted by the Dean on receipt of certificates or recommendations of the respective activity-coordinators countersigned by the head of the Department.
5. The statements of attendance of students shall be displayed on the Department Notice board **each month**.
6. Notice displayed, in respect of short attendance, on Notice Board shall be deemed to be a proper notification and no individual notice shall be sent to students.
7. In case, a student is found to be continuously absent from the classes without information for a period of 30 days, the teacher in charge shall report it to the head of the Department.
8. Head of the department may recommend for striking off the name of a student from rolls, after ensuring 'one month continuous absence', from all the concerned teachers.
9. A student, whose name has been struck off on account of long absence, may apply to the Dean for readmission within 15 days of the notice of striking off the name. The readmission shall be effected on payments of prescribed readmission fees.
10. A student with less than 75% attendance, in aggregate, shall not be allowed to appear in the semester/annual examination. The Head shall recommend such cases to the Dean who will inform this to COE.
11. The Dean, on the recommendation of the head of the Department, may consider the condonation of attendance up to 5% on account of sickness and/or any other valid reason. No application for condonation of attendance (duly certified by a Registered Medical Practitioner/Public hospital or a competent authority) will be entertained after 15 days from the recovery from illness etc.
12. In case a student has short of attendance, he/she will be detained for all the papers in any examination and will not be allowed to appear even in those subjects in which attendance is complete i.e. for appearing in any examination, student should have required attendance in all the subjects.





13. A student detained on account of short attendance will start afresh in the same class in the next academic year on payment of current fees except enrollment fee, identity card fee and security deposits etc.

## 5. **Stationary for conducting the examination:**

Following items are sent from the Examination Section to the Examination Superintendent three-four days before the commencement of Examinations for conducting the examinations.

1. Blank Answer books: Duly counted Answer books are sent to the Examination Supdt. to be used by the examinees on the day of the examination. The unused/cancelled answer books, if any, are sent back in the Examination Section with proper record after the examination
2. Dispatch Memo (for number of answer books used, absentees, Impression of Seal etc.)
3. Student Attendance form
4. Continuation sheet form
5. Invigilation duty form
6. Declaration form for question paper
7. Seal for answer sheets
8. UFM Case Report Performa
9. Flying Squad Report Performa



## 6. **APPOINTMENT OF PERSONNEL FOR CONDUCTING EXAMINATIONS**

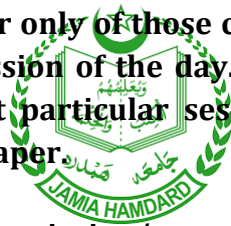
- The Superintendent and Dy. Supdt. of Examination will be appointed by the Vice-Chancellor. Invigilators and the supporting staff will be appointed by the Examination Section, on the recommendation of concerned HOD/Deans Supdt. as per bye-laws. Controller of Examinations may depute Observers flying squad at the Examination Centres to ensure smooth conduct of examinations.
- A person whose near relation is appearing in any examination shall not be appointed for examination duty. If any such person is appointed invigilator, he should immediately inform the Controller of Examination for the same.
- A person to be appointed as Deputy Superintendent should not be below the rank of Associate Professor.
- Invigilators shall be appointed by the Examination Supdts of concerned School in proportion of one Invigilator for every 20 candidates.

## 7. DUTIES AND RESPONSIBILITIES OF STAFF AT EXAMINATION CENTRES

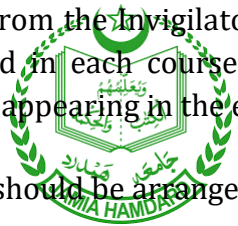
The duties and responsibilities of the Examination Superintendent, Deputy Superintendent and the Invigilators required to be performed at the examination centers are briefly enumerated below:

### Examination Superintendent

- Examination Superintendent should be present throughout the conduct of the examination session.
- Ensure that packet(s) of question papers is/are opened, not earlier than fifteen minutes before commencement of the examination, as is/are required on a particular day. He/she will also issue a certificate "QUESTION PAPER PACKETS FOR EXAMINATION RECEIVED INTACT."
- Shall ensure that adequate arrangements are made for drinking water, cleanliness of desks, examination stationery, graph papers etc. for sealing of used answer books after each examination.
- **Shall take out question paper only of those courses, which are mentioned in the date sheet for particular session of the day. Under no circumstances question paper(s) not related to that particular session should be taken out to avoid opening of wrong question paper**
- **In case of any correction/misprinting/out of syllabus claimed by the student in the question papers are to be brought into the knowledge of invigilator, any correction or action must be approved by Suptd. Of exam with the consultation of CoE.**
- Distribute the question papers at the precise time given in the date-sheet. If there has been any delay in the commencement of examination, the time so lost is compensated after the scheduled time and a certificate to this effect be sent to the Controller of Examinations.
- Ensure that loose graph sheets are available with the center before commencement of examinations. In case the students ask for graph paper as per requirement of question paper, loose graph sheets be invariably provided. Candidates be instructed not to solve graph question on the answer-book.
- In case a candidate reports that he/she is not in receipt of admit card but his name appears in the list of students sent by the Examination Section, he/she may be permitted to take the examination after verification of his/her identity on the basis of his/her identity card issued by the University.



- **Ensure that the Invigilators on duty verify the roll no. of the candidate on the answer-book.**
- Instruct the Invigilator on duty to ensure that no candidate takes the answer book out of the examination hall under any circumstances. In case it is found that the candidate has smuggled out the answer book out of the examination hall, the matter should immediately be reported to the Controller of Examination.
- Shall ensure that only one main answer book is given to a candidate for each paper unless there are specific instructions given in the question paper to use more than one answer book. He shall instruct the invigilators that supplementary answer book is not given to the candidate until the main answer book or the supplementary answer book already issued is fully utilized by the candidate.
- Exam. Supdt. will make sure that concerned teacher who has taught the subject should remain present during that particular day when examination of that subject is held. If any misprint or ambiguity in a question paper is noticed, the concerned teacher will resolve the ambiguity.
- Immediately after the expiry of the time for the papers on the day of examination, he shall collect all answer books from the Invigilators. These should then be tallied with the list of candidates appeared in each course in that session as mentioned in the attendance sheet of candidates appearing in the examination.
- Answer books for each course should be arranged in ascending order of roll number as per attendance sheet.
- **Ensure that the candidates who are absent are marked "Absent" and it be encircled with red ink in the attendance sheet.**
- Bundles containing answer books of different courses should then be packed and sealed in separate envelope (for each course) in the presence of two invigilators and sent to the Examination Branch on the same day.
- Shall return all unused question papers to the Examination Branch along with the packet of answer books.
- All the cases relating to the use of unfair means should invariably be indicated in the attendance sheet by writing 'UFM" against the roll number of the candidate in RED INK.
- Answer Book relating to use of unfair means must be packed separately in an envelope and marked "UFM" case along with the documentary evidence and report the matter in prescribed form detailed below:
  - a. Letter marked" Confidential" reporting Unfair means cases.
  - b. Report of the concerned Invigilator of each case of Unfair means.



- c. Report of the Exam. Supdt. on UFM.
- d. Statement of student using unfair means.
- e. Documentary evidence if any in support of UFM

**Seating arrangement:**

- Supdt. Examination shall make seating arrangements in the examination halls as per notified seating plan by mentioning the roll number of each candidate appearing for the examination on a particular day in such a way that only one/two candidates are accommodated on one bench/seat.
- Pasting of Roll no. of seat will be done by non-teaching/Lab. Staff of the concerned school.
- At least two feet distance should be maintained in the seating arrangement between the two examinees to avoid any malpractices during the examination.

**Practical Examination:** Working Lunch will be provided to the External examiners from the Scholars House for conducting practical examination.

**DUTIES & RESPONSIBILITIES OF DY. SUPDT. (EXAMINATIONS)**

- The Dy. Supdt. will assist the Examination Supdt. in all matters concerning examination such as making all the arrangements for the efficient and timely conduct of the examination, security of answer books and other confidential material, prompt dispatch of answer books to the Examination Branch.
- The Dy. Supdt. will do such other work as may be assigned to him/her by the Examination Superintendent from time to time with regard to conduct of examination.
- In the absence of Examination Superintendent, the Deputy Superintendent shall perform all such functions, duties and responsibilities which are assigned to the Examination Superintendent.

**DUTIES AND RESPONSIBILITIES OF INVIGILATORS:**

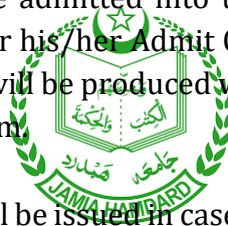
The Invigilators will be under the control and supervision of the Examination Superintendent and Dy. Superintendent during the period they are on examination duty. They should report at the Centre at least 30 minutes before the time fixed for commencement of examination. Specific duties and responsibilities of the Invigilators are as under: No faculty deny /refuse the invigilation unless they have obtained prior approval of competent authority for the same.

- Each Invigilator is required to give a certificate to the Examination Superintendent to the effect that none of his/her relations is appearing in the examination at this center.
- They should act as witnesses as and when desired by the Examination Superintendent for the opening of the question paper packet(s) and sealing of the packets of answer books.
- They should ensure that the candidates occupy their allotted seats in the room under their supervision and that they do not possess books, notes or any other papers or material relevant to the examination.
- Invigilators should be appointed from internal and outsider (other department/School).
- It should be seen that every candidate gets the correct question paper. It would be advisable to make repeat announcement to this effect at the commencement of examination. They should be told that if they attempt any other paper not meant for them, they would be doing so at their own risk.
- All spare copies of question paper should be returned to the Exam. Supdt. immediately after distribution and no late comer be allowed to enter the examination hall/room except with the permission of the Exam Supdt.
- If any Question Paper, which is not scheduled for the session, is found mixed up with the relevant question paper, it should be returned to the Exam Supdt. immediately.
- Every day before an examination begins Invigilators shall call upon all the candidates to search their persons, tables, desks etc., and deliver all papers, books, notes or other reference material which they are not allowed to have in their possession or accessible to them in the examination hall. Where a latecomer is admitted this warning shall be repeated to him at the time of entrance to the examination hall.
- ***The candidates must be instructed not to write their name, or make any distinguishable sign or mark anywhere in or outside the answer-book. Correct enrolment number, roll number and other particulars must be written by the candidates at the proper place before they begin to answer the questions on the answer-book***
- ***The Invigilators should put signature on the space provided on the answer-book verify the correctness of roll number and other particulars written on the title-page by the candidates under their charge.***
- They may search the candidates physically before or during the course of examination. **Female examinees should be searched only by lady Invigilators.**

- They should verify the identity of candidates under their charge by checking their admit card issued by the University and by tallying their signatures on attendance sheet with the signatures of the student on the admit card. In case of doubt the matter may be reported to the Exam. Supdt immediately.
- Invigilators will make continuous round in the examination hall to prevent examinees for using any malpractices during the examination.
- Invigilators will also ensure complete silence during the examination to avoid any disturbance to the examinees. In case more than one invigilators are deputed in any examination, they should also avoid talking each other during the examination.
- Use of Electronic items (Mobile, Laptop, Ipod ) will be strictly prohibited during exam duty by invigilators.

#### 8. INSTRUCTIONS FOR CANDIDATES:

- A candidate may not be admitted into the examination hall, if he/she fails to present to the invigilator his/her Admit Card and/or satisfy the Superintendent of Examinations that it will be produced within a reasonable time i.e half an hour after the start of the exam.
- Duplicate admit card will be issued in case of loss of admit card with required fee.
- The doors of the Examination Hall shall be opened half an hour before the commencement of the Examination on the first day and quarter of an hour before on the subsequent days.
- Commencement of all the candidates shall come to the Examination Hall before the time fixed for the Examination. If a candidate arrives 30 minutes after the time fixed for the Examination, the Invigilator may not allow him/her to appear at the Examination. No candidate shall be allowed to appear in the examinations after 30 minutes of start of examination.
- The candidates shall strictly obey and follow all the instructions given to them from time to time by the Superintendent of Examinations or Invigilators or any official of the University connected with the Examinations.
- The candidates shall maintain and observe strict discipline in and/or near the Examination Center/hall and shall not indulge in any such act as misbehavior/ nuisance which causes any obstruction and/or disturbance or disruption in the conduct of Examination.



- No candidate shall be allowed to leave the Examination Hall one hour before the end of examination time.
- No candidate shall leave his/her place or go out of the Hall without the permission of the Invigilator, unless he/she has handed over his/her answer book to the Invigilator concerned once.
- Student can be allowed to go to washroom/drinking water only after 1 hour of the start of the exam and only 1 time.
- As soon as the time prescribed for the Question Paper expires, the candidates shall have to hand over their answer books to the Invigilator concerned.
- Do not write name or make any distinguishable sign or mark anywhere in the answer book.
- University will be not responsible for any loss or damage to the books, material, equipment/mobile/any kind of Gadgets or money kept by the examinee outside or in the examination hall.
- Mobile or any electronic communication device are not allowed in the Examination Hall. In case any student is found with Mobile or any other electronic gadget, the same will be confiscated from the student in the examination hall and shall be impounded as evidence for unfair means case against such student.




## 9. USE OF UNFAIR MEANS

Strictly followed as per Examination Unfair Means Regulations 2019.

1. Students who are detected giving or obtaining, or attempting to give or obtain, unfair assistance, or who are otherwise detected in any dishonesty whatsoever, will be reported to the Supdt. of Examinations and liable to strict disciplinary action.
2. The Invigilator shall seize the answer scripts in which the use of unfair assistance is suspected.
3. The Invigilator shall send the seized answer scripts, cheating material (if any), alongwith filled in Proforma for the same regarding report giving the details of the evidence and the explanation of the Students concerned, to the Supdt. of Examinations at the same time on the day of the occurrence.
4. In case the Students concerned refuse to give explanatory statements they should not be forced to do so, only the fact of refusal shall be recorded by the Invigilator on duty at the time of occurrence.



5. The Invigilator has the discretion to permit such candidates to answer the remaining part of the question papers but on answer sheets separate from those in which the use of unfair means is suspected.
  6. Students found guilty of :
    - a) Bringing in answer sheets; or
    - b) Taking out or attempting to take out answer sheets ;or
    - c) Unlawfully substituting answer scripts or getting answer scripts replaced during or after the examination, with or without the help of any person connected with the examination centre, or of any outside person within or outside the examination centre.
  7. Such cases shall be reported to the Supdt. of Examinations and will be liable for strict disciplinary action.
  8. If it is subsequently discovered and the university is satisfied that Students have either copied from other Students, or given an opportunity to other Students to copy from them, or communicated dishonestly with other Students, by way of similar answers or any other circumstantial evidence such student's will be liable for strict disciplinary action.
  9. Students detected in approaching directly or indirectly any member of the staff with the object of influencing him regarding the examinations will be liable for strict disciplinary action.
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10. Students guilty of disorderly conduct or responsible for causing any kind of disturbance in or near the examination room are liable to be refused admission for subsequent papers and will be liable for strict disciplinary action.
  11. Students are not permitted to have in their possession, any book, memorandum, or pocket – book, notes or papers whatsoever, except the correct question paper while in the examination room. They must return any incorrect question papers to the Invigilator immediately.
  12. Candidates are not permitted to have in their possession any mobile phone, weapon or instrument which may be used as a weapon during the course of the Examination.
  13. Persons obtaining admission to the examination on false representation shall be expelled from the examination hall, forthwith.
  14. The decision in respect of the results of Students who are suspected of using unfair means may be decided by the '**Examination Disciplinary Action Committee**'.

#### **10. Duties & Responsibilities of FLYING SQUAD:**

1. Controller of Examination will constitute a team of 3-4 faculty members as flying squad with the approval of the Vice-Chancellor.
2. The duties and responsibility of Flying Squad will be as follows:-



- a) The Flying Squad Team must be available in the Centre during the period of Examination.
- b) They have to take rounds in the Examination halls during conduct of Examination to observe the activities of the Students, Invigilators and ensure that no outsiders (except the ones permitted by Controller of Examination [CoE]) can enter the Examination area during conduct of Exam.
- c) In case any weak invigilation is noticed in any examination hall, the matter is to be immediately reported to the Centre Superintendent/ CoE and ensure that proper remedial action is taken forthwith. This may also be recorded in their daily report.
- d) They have to check and ensure No Cell-phone or other electronic gadgets or unwanted material be taken by the Examinees during the period of examination in to the examination halls.
- e) The Flying Squad Members are to check that the seating arrangement is proper and students are seated as per seating plan.
- f) The members of Flying Squad/Center Superintendent team shall ensure that the Answer Books of Unfair Means (UFM) Cases are packed separately.
- g) Flying Squad team can frisk the Examinees with care to ensure that no Un-wanted material is being used by them during the Examination period.



## 11. Dispatch of Answer Books from the Examination Centre

- a. Answer books will be sent by the Supdt. of Examination in a sealed packet containing the signature of the Supdt. of Examinations immediately after the examination is over.
- b. While packing the answer books, the following documents should be prepared and kept in the packet in the following descending order:
  - Separate Dispatch Memo for each course **showing the exact number of answer books.**
  - Attendance sheet after working out the number of candidates **present and the number absent.**
  - Number of packets of answer books
  - Account of Continuation sheets.
  - Efforts will be made to have continued Evaluation and to publish the results within 30 days after completion on of Exam.
- c. **Unathurosised possession of examination answer sheet will be considered as a serious breach of discipline and will be treated as intentions as to use of unfair means.**
- d. **All answer sheet blank or otherwise is to be accounted for by the invigilators. no loose exam answer sheet will be left un attended at any time.**

## 12. Assessment

- a. Assessing students' performance will be the prime responsibility of the examiner. The CoE/Deptt. will identify the faculty member who will be the examiner. The CoE/Deptt. will send the answer sheets of a particular examination to the examiner for assessment provided the examiner is in a position to assess within the stipulated time. If he/she expresses inability to do so, the CoE/Deptt. will get the answer sheets assessed by another examiner.
- b. The answer sheets will be delivered by hand / post to the examiner by the designated staff member of the Examination Section in a sealed envelope marked 'Confidential' along with a covering letter mentioning the details and a printed Award Roll form containing the roll numbers / code numbers of the students who have taken the examination. The Examination Section/Deptt. will ensure that confidentiality is not compromised under any circumstances till the answer-sheets are delivered to the examiner concerned for evaluation.
- c. The answer sheets should be kept in security by the examiner till they are dispatched back to the Examination Section/Deptt.
- d. All the blank pages in the answer sheets should be crossed by a line and signed. This is to indicate that all the pages of the answer copy were seen by the examiner.
- e. Any overwriting or correction marked by the examiner should be signed by him.
- f. After entering the marks on the cover page of the answer sheets, the examiner should put her/his signature with date. The signature should also be put after the last answer.
- g. The examiner should return the answer sheets duly checked within 15 days from the date of receipt. This is non-negotiable.
- h. It is the responsibility of the examiner to ensure that all the evaluated answer sheets are returned and the Award Rolls are sent in a duly sealed envelope to the deptt./Examination Section.
- i. The Examiner must ensure that the award lists are duly signed, failing which the Examination Section will not consider the evaluation as valid.
- j. The external examiners are entitled to an honorarium for evaluating the answer sheets which would be decided and notified as per the University's policy from time to time. The postage and handling charges incurred by the examiners will be borne by the University.



- k. Panel of Examiners: The University/School will constitute school-wise panels of paper setters and examiners (for theory and practical).
- l. While the actual process of evaluation will be confidential, the system of evaluation will be sufficiently transparent, and a student may be allowed to inspect an answer sheet on prescribed charges, if requested.

### 13. Re-evaluation

Re-evaluation will be of two types:

- Re-totaling of marks
- Re-evaluating answer sheets

The student who has taken the Semester/Annual Examination of a course and wishes to get a re- evaluation done of her/his performance is allowed to apply for re-evaluation to the Controller of Examination. Subject to the condition that such requests will be acceptable for a maximum of two subjects in each year of any curriculum. Supplementary Examination answer sheets will not be subjected to re-evaluation.

**Re-totaling of Marks:** The MBBS student will allowed within one week after the date of the declaration of results along with the prescribed fee as notified from time to time.



- i. The prescribed fee needs to be paid at the Finance Section. The receipt of the same will be attached to the application form.
- ii. The Controller of Examinations will send the result of the re-totaling of marks within 30 days of the date of the receipt of the application. The result will be stated either as “No Change” or the new marks and grade if retotaling has resulted in an increase in marks.

**Re-evaluation of Answer Sheet:** The student can request for a re-evaluation of an answer sheet by filling in a prescribed application form within one week of the declaration of results of the course examination concerned along with the prescribed fee as notified from time to time.

- i. The original answer sheet is sent for re-evaluation, the cover page of the answer sheet will be removed and replaced by a fresh cover page with a seal and signature of the Controller of Examinations. A code number will be allotted to represent the roll number of the student.
- ii. The Controller of Examinations will arrange to send this answer sheet in a

sealed envelope along with a covering letter to the new examiner after entering the details in the Re-evaluation Register.

- iii. The examiner will re-assess and return the answer sheet to the Controller of Examinations within seven days of the receipt of the answer sheet.
- iv. The Controller of Examinations will declare the result within 30 days from the date of the receipt of the application.

#### **14. Examination Performance and Award of Degree**

- As per Byelaws of the programme.

#### **15. Eligibility for Award of Medals**

Gold medals are currently awarded for academic excellence under all the Programmes offered by Schools as per the criteria listed below:

- Students will be adjudged for academic excellence and one student will be selected from each of the Streams/Schools for the award of a gold medal.
- The marks obtained for each course examination will be added up to find out the total marks obtained in all the terms/semesters. The student who has secured the highest total marks (sum of total marks of all courses of all the term examination) and has no repeat/supplementary in any subject will be an eligible candidate for the award of a gold medal.
- If the student has got an answer sheet re-totaled or re-evaluated for the main examination, the higher marks obtained by the student will be considered for totaling up the marks for the eligibility of the award.
- If the marks are equal then Vice-Chancellor will have the power to select the candidate for the award.
- Students who have been punished for breach of discipline will not be considered for the award of a gold medal irrespective of good academic performance.

## 16. Reviewing Body for the Regulations:

- a) Any representation arising on an issue covered under these rules will be reviewed by the Examinations Committee (To be constituted).
- b) The matters which could not be resolved by the Examinations and Credentials Committee will be referred to the Vice-Chancellor for final disposal of the matter.

17. **Fee/Charges** – The proposed fee/charges for a Supplementary Examination, re-evaluation, rechecking and re-totalling, issue of additional transcript, duplicate degree/Ms./attestation/verification, paper setting (two sets), answer sheet evaluation and any other charges will be charged as per the norms fixed by the Fee Committee.

## 18. The Controller of Examinations

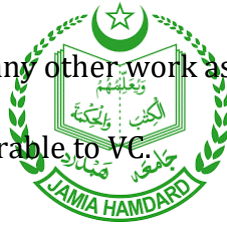
- a) There will be a Controller of Examinations (CoE) to discharge the overall responsibility relating to the conduct and supervision of all matters related to examinations, and the declaration of the results.
- b) The Controller of Examinations will be appointed by the BoM on the recommendation of the Selection Committee constituted as per guidelines of UGC Regulations, 2019 as amended up to date.
- c) **Duties and Responsibilities:**



The Controller of Examinations will be responsible for making all arrangements for the proper conduct of the examination, such as getting answer sheets evaluated and declaring the results. The CoE will be responsible for the following functions:

- i. He will prepare and announce in advance the calendar/Datesheet/schedule of examinations.
- ii. He will get the questions papers set and printed. The CoE will have the authority to communicate to the paper setters identified by the Panel of Experts to get the question papers set in accordance with the requirements and to ensure that they are received as per the time schedule.
- iii. He will ensure that a student not conforming to the eligibility criteria is not allowed to sit that examination.
- iv. He will assign invigilation duties to faculty members and ensure that they attend to these duties as per the examination schedule.

- v. He will see that discipline is maintained while the examination is going on. For this purpose, the CoE may constitute teams to monitor the smooth conduct of the examination. The members of the team can also detect and report any case of the use of unfair means.
- vi. He will arrange to get the answer sheets properly assessed, and will process the results. The CoE will have the authority to get the answer sheets evaluated by the designated examiners from the Panel of Experts and will ensure that they are evaluated as per the time schedule.
- vii. He will arrange for the timely declaration of results.
- viii. He will compile and present the finalized results for convocation proceedings.
- ix. He will supervise and appraise the work of the staff posted in the Examination Section.
- x. He will be an ex-officio member of the Academic Council.
- xi. He will perform any other work as assigned by BoM/VC.
- xii. He will be answerable to VC.



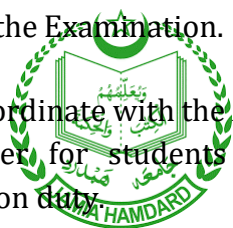
## 19. Examination Section

The Examination Section will have the authority to conduct the Term End/Annual and Supplementary Examinations. The Examination Section will have a Controller of Examinations supported by a group of staff members and support staff as per the requirements.

### Role and Responsibility of the Examination work

- i. The Examination Section in consultation with respective deptt./Schools will fix and display the respective examination dates for each Semester/Annual and Supplementary Examination one month prior to the scheduled commencement of the examination.
- ii. The Dean will prepare a duty roster for invigilation duties and share with the invigilators concerned one week prior to the scheduled commencement of the examination. The duty roster will have a backup list of identified invigilators in case of any eventuality.


- iii. COE will check and make sure about seating arrangements for the fair conduct of an examination.
- iv. COE will check the mark of roll number of each student on the desk.
- v. COE will check that blank answer sheets and supplementary answer sheets stamped with the seal of the Examination Section.
- vi. The Dean will type the name of the examination on the question paper randomly selected by the selection committee from the set of two question papers.
- vii. The Examination Section will manage to arrange to get multiple copies of the question paper made according to the number of students on the nominal roll. The question papers will be printed / photocopied in the office by the Examination Section Staff itself under the strict supervision of the Controller of Examinations.
- viii. The Dean will arrange that question paper set will be sent to the examination hall in a sealed envelope marked "Confidential", and with time and date of the Examination.
- ix. The Dean will coordinate with the Administration for ensuring the supply of drinking water for students and tea/coffee and snacks for the invigilation staff on duty.
- x. The Dean and Examination Section will coordinate with the Administration/Schools to ensure that all the examination halls are fit for the conduct of an examination. The Administration will be responsible for ensuring full lighting, adequate cooling through AC / fans, generator backup and good quality seating arrangement (for both for students and invigilation staff).
- xi. The Dean will arrange to collect all answer sheets and to put them in a large **pecially designed bag**, seal the bag and stick a label indicating the name of the course and the total number of answer sheets.
- xii. The Dean will arrange to dispatch the bundle of answer sheets to the assigned examiner along with a list of roll numbers of the candidates.
- xiii. The Dean will keep a track of all sets of the answer sheets sent for evaluation and follow up to ensure that they are received back within two weeks (15 days) from the date of dispatch.
- xiv. The Dean will receive the checked answer sheets from the examiners and



make / maintain appropriate record thereof.

- xv. The Dean and Examination Section will store the corrected answer sheets for at least two years in a protected area duly secured with lock and key. The answer sheets would be indexed and the index number entered in a register which will be in the charge of a responsible person. The answer sheets destroyed after the holding period should be duly charged off from the CoE.
- xvi. The Examination Section will tabulate the grades for each student for each course and prepare a summary sheet for each Term Examination.
- xvii. The Examination Section will declare the results within 30 days of the completion of a Semester/Annual Examination which is reproduced below:

#### **Declaration of results-**

- The University shall strive to declare the results of every examination conducted by it within 30 days from the last date of the examination for that particular course.  
  
Provided that if, for any reason whatsoever, the University is unable to finally declare the results of any examination within the aforesaid period of 30 days, it shall submit a report incorporating the reasons for such delay to the VC.
- CoE will prepare Annual Report of Examination after completion of each academic year.

**- END -**