

## Regular Examinations

The Mewar University has formal Semester / Annual examinations. These Invigilated examinations are held in May/June and December/January and at such other times as per the University Academic Calendar (External Examinations). No coursework (essays, assignments, internal tests or other) may be scheduled for the examination period or the preceding consolidation period.

Examinations are held in all courses to assess the work done by students. These may take the form of:

- (a) End Term written final examinations under invigilation conditions (summative assessment),
- (b) Mid Term tests, practicals and other forms of assessment (formative assessment):

All tests that contribute to the final result in the course are defined as examinations for the purpose of this procedures manual.

### 1. Eligibility to undertake Final Semester End Term / Annual Examinations

1. Examinations of the University shall be open to the following categories of candidates:

(a) Regular students, i.e. candidates who have undergone a regular course of study in University or an Institution maintained by the University for a period specified for the course of study;

(b) Ex-students as defined in Sub Clause 4 below.

2. (a) A candidate shall be deemed to have undergone a regular course of study for the period specified for the course to be eligible to appear at the examination, if he has fulfilled requirements as given in the chart below

Schedule / Courses	Lectures / Tutorials	Practical	Assignments	Seminars	Internal (Mid Term) Evaluation
UG Attendance	75%	75%	As per course ordinance	As per course ordinance	Undertaken either or both Mid Term*
PG Attendance	75%	75%	As per course ordinance	As per course ordinance	Undertaken specified Mid Term

(b) The attendance requirements for the Semester Courses shall be the same as for the non-Semester Courses as prescribed above. Provided that the Competent Authority as finalized by the Academic Council, may, in special circumstances and / or exceptional cases, condone any shortage in such attendance as per the Attendance Condonation rules

(c) Attendance Condonation Rules: The Authority delegated with powers to grant condonation of attendance to students who has failed to attain three fourths of the attendance and under special

circumstances and / or exceptional cases; provided the condonation does not generically exceed 10%, on the following conditions.

- (i) The prescribed fee has been paid.
- (ii) The exemption sought for is duly recommended by the Dean / Head of the Department concerned.
- (iii) The reasons given for failure to attain the prescribed attendance are satisfactory.
- (iv) The application for exemption should be forwarded fully documented, as early as possible, and in no case later than the last day of submission of End term examination forms
- (v) A medical certificate signed by a registered Medical Practitioner should be furnished, if absence on account of ill health exceeds five working days at a time.
- (vi) A certificate of conduct and progress of studies from the respective Head of the Department should be forwarded with the application for the condonation of attendance
- (vii) For students who could not attain 75% attendance, the grant for condonation of attendance has to be applied from President / Vice Chancellor or authorized official on exemplary grounds on the recommendation of the respective Dean / Head of Department and duly approved by the Hon'ble Chairperson.

3. A candidate may be permitted to undertake the next year semester examinations if he is able to clear at least 50% of all the subjects of previous academic year (papers of last two semesters combined of previous academic year), else he shall be required to repeat the examination as an Ex. Student as per clause 4 below

4. A Candidate who fails to pass an examination of the University or is unable to appear at an examination after having undergone a regular course of study may be permitted to appear at the subsequent examination as an ex-student without further attendance provided that he keeps his name on the rolls of the University in accordance with the regulations

5. Notwithstanding anything contained in these regulations, University employees may be permitted by the Hon'ble Vice Chancellor through Registrar and duly approved by the Hon'ble Chairperson to appear as private candidates at all examinations at which teaching / non teaching candidates are eligible to appear under the following conditions

- (i) They must have continuously been in University service for a period of at least two years prior to their appearance at the examination and they must be in the service of the University at the time of appearing at the examination.
- (ii) Their examination forms are duly certified by the Head of the Department/Office/Institution where they have been serving.

## **2. Application for Examinations and Fees**

1. Applications for permission to appear at any examination (Examination Form) shall be submitted to the Office of Controller of Examinations through their respective Head of the Department / Office.

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- (a) The Application should reach the Controller of Examination not later than the date specified in the Academic Calendar / through circulars from time to time, etc.
- (b) Application for permission to appear at an examination should be submitted along with the fees prescribed for that examination and also after complete settlement of pending dues.

2. Fee Structure and Schedule: The Fee structure is as per respective Course Ordinances. Dates for payment of examination fees without fine and with fine shall be specified in the notification. No candidate is exempt from payment of exam fees. Fees once paid will not be refunded or adjusted for any reason

3. A candidate whose application has been accepted shall be issued with an admit card. Admission to the Examination Hall shall be given only to a candidate who present the above mentioned card along with the Student Identity Card

4. A candidate who fails to / does not intend to appear at an examination shall not be entitled to a refund of the examination fees paid by him

### **3. Improvement Examinations**

Notwithstanding anything to the contrary in these regulations, a candidate who has passed the Semester / Annual Examination and wishes to improve his/her performance, may be allowed to do so, within a period of one year of the declaration of the result of the examination concerned, on the recommendation of the Dean concerned, by appearing subsequently only once at the examination prescribed for the course in the respective regular End Term Semester / Annual Examination as an ex-student/regular candidate, as the case may be.

- Provided that the marks obtained by such candidates for the Mid Terms / practicals / viva-voce / dissertation work (wherever prescribed) during his regular course of study shall be taken into account at the subsequent examination.
- Provided further that such permission shall be granted only once, and that the candidate shall not have joined any higher class in the mean-while
- Provided further that if the candidate fails to improve his/her performance at such second attempt, the Certificate/Degree awarded to him/her earlier shall not be withdrawn.

### **4. Internal / Semester Pre Final and End Term Examination**

1. The University lays down the system of Semester Pre Final & End Term (External Examinations) and Teachers Assessment (Internal Assessment) contributing towards the Final results that may consist of theory / practicals / presentations / assignments / Teacher's Assessment / Sessionals or different combinations therein. The distribution of Pre Final / Mid Term assessment marks vis-à-vis final End terms are as per the approved Scheme of Examination / Course Ordinance. A typical semester comprises thereby provides for

- (a) **Term End Examinations** under invigilated conditions with external / externally moderated papers (**Part Two: Subjective Assessment**): 50% of Maximum Marks of each respective paper or as per the respective course ordinance
- (b) **Examinations** under invigilated conditions with externally moderated papers (**Part One: Objective Assessment for UG Courses**): 35% of Maximum Marks of each respective paper or as per the respective course ordinance
- (c) **Teachers' Assessment** comprises of **presentations, charts, assignments, models, Continuous Assessments**, etc. (Internal Assessment) or as per the respective course ordinance: 15% of Maximum Marks of each respective paper or as per the respective course ordinance
- (d) whereas if certain course ordinances allows two mid term tests from part of syllabus (for courses with descriptive end term examinations) or restricts one or both mid terms with another form of assessments as externally evaluated assignments, term papers, etc, then in that case the two shall form the equal weightage of importance. Those courses especially PG Courses as per their ordinances has two assignments in place of Mid Term tests may take the form of **End Term Examinations (60% of Maximum Marks)**, / **Mid Term Examinations (30% of Maximum Marks)** and **Teachers' Assessment (10% of Maximum Marks)**

3. The Internal Exams shall not deemed to be completed if the Marks award list does not reach the Controller of Examination within the fortnight of completion of the same.

4. Dates for submission of attendance and Internal assessment marks statement shall also be notified as per the Academic / Examination Calendar.

5. Marks allotted by the examiners for the theory / practical / Teacher's Assessment and Viva Voce examination shall be entered in words and figures on prescribed format, in duplicate (Tabulator Copy sent to Controller of Examination). The covers shall be super scribed with the details printed on each and dispatched to the respective within a fortnight of the each assessment completed.

### **5. Supplementary / Special examinations**

A special examination is a further examination granted on academic grounds to a student who has failed the course in his passing out year under the semester system. In courses where supplementary examinations are allowed, supplementary examinations are granted as per the course ordinances. Supplementary examinations shall be held once in an Academic Year.

### **6. Examinations Date Sheet & Time table**

The Examination Committee shall be entrusted to prepare the Exam Date Sheet in consultation with the Departments taking into the consideration the multiple paper options and common papers for which the student is to be tested. This shall be finalized at least two working weeks before the commencement of the End Term Examinations and at least a week before the Mid Term Exams.

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## 7. Re-Evaluation

Candidate who are not satisfied with the evaluation of the answer script of End Term semester / annual examination, may apply to the Controller of Examinations for re-evaluation in accordance with the rules laid down by the Program Ordinances of the University, as under

(a) The re-evaluation requests may be applied within a month from the date of publication of results with the requisite fees as per Annexure 2 / Fees revision structures from time to time

(b) The results of such re-evaluation requests together for the examinations shall be published together at the University Examinations and sent to respective Faculties / Departments.

## 8. Academic Notification and Scheme of Examination

As per the approved syllabus with titles of the courses, semester / Year and paper schemes of examination pertaining to different courses of study as per their ordinances / approved syllabus; a notification shall be made at the commencement of each academic year by the respective Deans to the Controller of Examination on the format below.

Provided that the syllabi and the text books, if any, prescribed for semester courses shall be notified by the Dean concerned before the commencement of each Academic Year / Semester. However, as duly approved Syllabi does not change; hence any amendments to the same to be notified before the commencement of semester / year; if

1. The amendment / change is made through Hon'ble Vice Chancellor under the approval of Hon'ble Chairperson / Chancellor and duly passed in the Academic Council.
2. Such an amendment / change has to be brought to the notice of Controller of Examination within a week from the date of publish of the change and the effective date for such the change / amendment.
3. **Scheme of Examination / Academic Notification Format (Session And / Or Semester \_\_\_\_\_)**

Course Code	Course Title	Contact Hours per week			Credit Hours	Internal Assessment/Evaluation		External Examination /Viva-voce	Total Marks
		L	T	P		Assignments/ Mid Term	Teachers' Evaluation		

## 9. Answer Scripts

All the Mid Term Answer Scripts shall be destroyed within three months from the date of display of internal marks / display of results. The End Term /Final Exam OMR Sheets / Answer Scripts shall be

preserved for a minimum of one year to the maximum of duration of the course for which the OMR Sheets / Answer Scripts belongs, while the question booklet of the End Term examinations are also to be weed out by preserving 10 copies of each course and exam.

### **ADMINISTRATION OF EXAMINATIONS**

#### **1. Conduct & Administration of Examinations**

1. Chief Superintendent: The University shall notify the Academic Calendar with dates of examination / time table (detailed date & time sheet should be finalized at least two working weeks before the examinations), centre(s), appointed Chief Superintendent (appointed by Examination Committee under the approval of Hon'ble Chairperson / Chancellor) along with representative of COE who shall ordinarily be Deputy / Asst. Controller of Examination for conduct of theory examinations at least forty five days prior to the theory examinations. The Chief Superintendent shall be responsible for the smooth conduct of the examination. Duties and responsibilities of the Chief Superintendent and other nominated / appointed staff are as per the Clause 2. He shall formulate instructions to candidates based on issued 'Examination Guidelines' from time to time and display the same prominently at the examination hall.

2. Demand and Collection of Stationary: The required number of question papers, answer booklets and other material will be demanded and obtained from the University Office of Controller of Examination well in time

4.The Chief Superintendent is responsible for maintaining security and confidentiality in the Centre Examinations Office when question papers are dispatched from the Office of Controller of Examinations, Or, in case when copying of examination papers is done at the Examination Centre that shall be done only in presence of COE or his representative.

3. Opening of QP Packets: The Chief Superintendent shall personally check the covers containing the question papers for the intactness of the seal, correctness of the question paper code, and open the covers in the presence of two witnesses on the day of examination. A certificate shall be rendered by the Chief Superintendent and the witnesses for the correctness of the question paper covers as per University format. Discrepancies if any shall be immediately brought to the notice of the Office of COE

4. Admission Cards: Candidates shall be in possession of Admission cards on all the days of theory examinations. In the event of non possession or loss of Admission card the Examination Committee along with the Chief Superintendent is empowered to permit the Candidate to appear in the examination by issuing a duplicate admission card with the penalty, & in only under exceptional circumstances after verifying the identity of the candidate.

5. Timings: The timings of the examination and the schedule of the bells shall be prominently displayed on the notice board and brought to the notice of the candidates by all available means, prior to the dates of the examination. Candidates should strictly follow the time schedules announced by the Chief

Superintendent. Activities to be carried out by the appointed staff with reference to the timings and bells shall be strictly followed. These details shall be issued separately.

6. Issue of Question Papers: Invigilators shall issue question papers to the candidates at the appointed time and shall ensure that question papers with codes corresponding to the codes mentioned in the admit cards are correctly issued. Unused question papers shall be returned to the University Office of COE.

7. Answer Booklets: Answer booklets shall be issued only to the candidates who are present in the hall as per the answer booklet allocation chart approved by the Chief Superintendent

8. Collection of Answer Booklets: The invigilators shall collect the answer booklets from all the candidates at the end of the examination and arrange them course wise, subject wise, branch wise etc and hand them over to the Centre / Room Superintendent, who shall in turn hand them over to the Chief Superintendent. Similar action shall be taken regarding Diary, absentee statement etc.

9. Packing & Dispatch: The answer books are then packed in paper covers subject/ paper wise, separately for each question paper code and in turn packed in cloth bags, both of which shall be sealed and super scribed with details of the centre, course, year or phase, subject, question paper codes, date of exam, and dispatched to the Office of Controller of Examination along with Check list/ daily summary.

10. Malpractice: Candidates are prohibited from writing their names and roll / enrolment numbers, in any place other than indicated. Invocation to Gods or any other marks of identification shall not be written anywhere in the answer book. Candidates shall not bring into the examination hall any book, portion of book, manuscript or paper of any description. They shall not copy or communicate with anyone inside or outside the hall or exchange answer books. Candidates shall not be in possession of cell phones, programmable calculators, pen scanners, blue tooth equipment or any other equipment which may be used for any kind of malpractice. Candidates violating these instructions shall be subjected to physical check and verification by authorized persons. If found to be indulging in malpractice the candidate shall be booked for malpractice and sent out of the examination hall immediately. The answer book shall be seized, marked as "malpractice case" and signed by the Chief Superintendent and packed and sent separately to the Examination Committee for their decisions on case to case basis forwarded to Controller of Examination.

## **2. Duties And Responsibilities of Chief Superintendent Of Examinations**

1. The Chief Superintendent of examinations shall be present at the examination centre for the entire duration of the examination and assume overall responsibility for the smooth conduct of the examinations.

2. He shall appoint Centre Superintendents, Invigilators, Coordinators and other staff, under intimation to the Controller of Examination.

3. He shall ensure that the staff members so appointed are made aware of their duties and responsibilities and he shall closely monitor and supervise their activities.

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4. He shall inform the Controller of Examination in duplicate about the number of candidates appearing for the examinations, date wise, subject wise, etc.
5. He shall be responsible for organizing seating arrangement as per University guidelines.
6. He shall arrange for collection of required number of answer booklets, additional sheets and other material from the Office of Controller of Examination.
7. He shall display the timetable, bell timings, seating arrangement and general instructions to the candidates, at the centre and ensure strict compliance thereof.
8. He shall ensure that only those candidates who are in possession of admit cards are permitted to enter the examination hall. Further, the candidates are required to produce their Identity Cards on demand by invigilators, Centre Superintendents, Members of Examination Committee / Flying Squad / Examination Observer
9. He shall ensure that candidates are not in possession of cell phones, electronic equipment, books, paper scripts or any other material which may be used for copying or indulging in malpractices.  
  
He shall seize Admit Card and answer booklet of any candidate indulging in any kind of malpractice. Such booklets shall be packed, marked and sent separately to the University. The candidate shall be booked for malpractice from the said examination and may also not be permitted any further participation in the examination if the Examination committee so recommends.
10. On completion of the examination, he shall ensure that the answer scripts, diary, absentee statement, etc are received from each invigilator and tallied and verified by the Room Superintendent and that the answer scripts are packed in covers and they in turn are packed in as per University guidelines.
11. He shall ensure that the cloth / poly bags are sealed and super scribed with details of the centre, course, year or phase, subject and paper code, date and time of examination and signature of the Chief Superintendent and other relevant staff.
12. He shall arrange for the answer booklets and other relevant materials to be sent to the Controller of Examination.

### **3. Duties And Responsibilities of Invigilators**

1. Invigilators shall be assigned for each day of examination by the Chief Superintendent. They shall report to the Chief Superintendent at the Examination Control Room at the pre specified time before the first bell and ascertain their assigned room / candidates. They shall remain in the exam hall for the entire duration of the exam.
  2. They shall check the desks for any unauthorized material that may be available.
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3. They shall physically check and initial the admit card of each candidate, on entry into the examination hall. They shall also verify the identity card of the candidate. Students shall not be permitted to use writing pads.
  4. They shall distribute the answer books to the candidates who are present and shall ensure that the candidates write their name, registration number, course, subject, paper, date of exam etc in relevant areas of the answer book and sign in the place provided. After verification of the entry, they shall affix their signature on the answer books.
  5. They shall distribute the question papers according to the question paper code printed on the admit card of the candidate, at the scheduled time (second bell).
  6. They shall ensure that no candidate leaves the hall, till one hour after commencement of the examination and during the last 15 minutes of the examination. At other times also candidates shall not be permitted to go to the washroom, without the permission of Invigilator.
  7. They shall ensure that the candidates are not in possession of mobiles, electronic equipment of any kind, books, paper scripts, Xerox copies or any other material that could be used for copying.
  8. They shall report to the Chief Superintendent, use of unfair means being adopted by any candidate / indulgence in malpractices on the reporting format.
  9. They shall submit the absentee statement and unused answer books, extra question papers to the Chief Superintendent 30 minutes after the commencement of the exam (final bell).
  10. They shall not entertain any unnecessary questions by the candidates and shall refrain from prompting answer to the candidates, as the same tantamount to malpractice.
  11. They shall take rounds to monitor the assigned candidates and not involve in any conversation or read magazine/ news papers.
  13. After the examination, they shall collect the answer scripts and arrange them roll number wise, along with other reports and documents, invigilator's diary etc and hand them over to the Chief Superintendent, through the Room Superintendent.
  14. Separate diary shall be maintained for each faculty / subject / scheme/ QP Code.
  15. They shall be held personally responsible for any acts of omission or commission, other than those specified in the guidelines.
  16. They shall leave the examination hall only after performance of all their duties and after completing all the formalities towards the closure of the examination.
  17. Each Centre Superintendent shall supervise the work of multiple invigilators as provided. They shall ensure that all the duties entrusted to the invigilators have been properly carried out.
  18. No portion or part of the answer books shall be detached at the examination hall by invigilators.
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#### **4. Duties And Responsibilities of Flying Squad**

1. The Flying Squad Incharge shall be appointed by the University, approved by the Hon'ble Chairperson / Chancellor, who shall visit centers every day of examination. The flying squad members may consist of members of Examination Committee, COE Observer and Registrar's Nominee.
2. They shall act as the University empowered enforcement officer and is empowered to physically check any candidate suspected to be using unfair means, except lady candidates, who may be checked by a lady invigilator.
3. They are empowered to check the assigned staff in case of suspicion of unfair practices and shall ascertain that the security measures are adequate.
4. In case of malpractice, the members of the Flying Squad are empowered to seize the admit card and the answer booklet of the candidate and to hand over the same to the Chief Superintendent for further necessary action. The candidate shall be sent out of the examination hall and not permitted to take any further part in the examination for that paper/ subject.
5. They shall submit daily report as per format to the Examination Committee.

#### **5. Conducting written examination for Persons with Disabilities**

1. The facility of Scribe/Reader/writer should be allowed to any person who has disability as has been established/certified by the respective Dean/Course Program In-charge.
2. The candidate may request the Examination for same. The Scribe/Reader shall be finalized by the Examination in advance who shall be ordinarily from amongst the Faculty/Staff/Technical Assistants/ or any other recommended by Dean, subject to the condition that he shall be not from the same subject for which the person with disability is due to appear.
3. Suitable arrangements for Blinds with respect to Braille be carried out in accordance with the rules above. For persons with other disabilities, respective arrangements shall be carried out on recommendations from respective Dean / Course or Program Incharge.

### **ADMINISTRATION OF UNFAIRMEANS / MALPRACTICES**

#### **1. Appointment of Examination Committee**

For the purpose of administration of examination, investigating unfair means resorted to by students at the University examination and related centre administration decisions, the Hon'ble Vice Chancellor under the approval of Hon'ble Chairperson / Chancellor may appoint an Examination Committee for Academic Year

(i) Composition: The Examination Committee so appointed shall consist of five members being chaired by nominated Dean including two teachers (HODs / Senior Faculties) Chief and designated Centre superintendent, Observer (Dy. COE / Asst. COE) and the nominated Flying Squad Incharge .

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(iii) The Committee will function as a recommendatory body and submit its recommendations in the form of a report with regard to the penal action to be taken against the students after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the implicated student concerned in his / her defence, the principles of natural justice have been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

## **2. Nature of Malpractice**

- (1) Possession of copying material
- (2) Actual copying from the copying material
- (3) Possession of another student's answer-book.
- (4) Possession of another student's answerbook + actual evidence of copying therefrom.
- (5) Mutuall Mass copying
- (6)
  - (i) Smuggling-out or smuggling-in of answer book as copying material.
  - (ii) Smuggling -out of question paper with the intention of inviting the answers in any form
  - (iii) Attempt to forge the signature of the Supervisor on the answerbook or supplement
- (7) Impersonation of any kind
- (8) Any other termed as Malpractices / Unfairmeans by the Chief Superintendent

## **3. Procedure of the Committee**

- (i) The Chief Superintendent or the Officer authorised, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him / her, and shall ask him / her to show cause as to why the charge(s) levelled against him / her should not be held as proved and the punishment stipulated in the show cause notice be imposed.
  - (ii) The student may appear in person to present his / her case before the Inquiry Committee on the stipulated day, time and place with written reply / explanation to the show cause notice served on him / her therein.
  - (iii) The documents / evidences that are being taken into consideration or are to be relied upon for the purpose of proving charge(s) against the student shall be shown to him / her by the Inquiry (Examination) Committee
  - (iv) Reasonable opportunity, including oral hearing, shall be given to the student in his / her defence before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.
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(v) After serving a show cause notice, if the implicated student fails to appear before the Inquiry (Examination) Committee, the student may be given one more opportunity to appear before the Committee in his / her defence. Even after offering two chances, if the student concerned fails to appear before the Committee, the Committee shall take decision in his/her absentia, on the basis of the available evidence / documents, which shall be binding on the student concerned.

(vi) The Committee by following the above procedures in the spirit of the principle of natural justice, shall submit its report along with its recommendations regarding punishment to be inflicted or otherwise.

#### **4. Punishment**

The Competent Authority after taking into consideration the report submitted shall pass the final orders issued that shall be binding on the student; that can be

(a) Annulment of performance of the student in full or in part in the examination he / she has appeared for.

(b) Debarring student from appearing for any examination of the University or College or Institution for a stipulated period not exceeding Four Semsters.

(c) Debarring student from taking admission for any course in the University or College or Institution for a stipulated period not exceeding five years.

(d) Cancellation of the University or College or Institution Scholarship/s or award/s or prizes or medal etc. awarded to him/her in that examination.

(e) Imposition of fine on the student declared guilty either or in addition to the above mentioned punishment If the student fails to pay the fine within a stipulated period, the authority may impose an additional punishment / penalty, as deemed fit.

(g) The student concerned shall be informed of the punishment finally imposed on him / her in writing by Officer authorised in this behalf under intimation to the Department he / she belongs to

### **APPOINTMENT OF EXAMINERS & TABULATORS**

#### **1. Appointment of Examiners / paper setters**

1. The University generically lays down the norms of End Term paper setting externally (or as per the provisions laid down in the respective Course Ordinance) and confidentially through the Controller of Examination under the approval of panel of examiners from Hon'ble President / Vice Chancellor OR Hon'ble Chairperson / Chancellor; however if

- (a) The number of students are less than 10 for any course then the paper setting may be invited from half of the internal and half of the external teachers for the course as per the approved panel of examiners.
  - (b) In case of setting the question papers for the course from the pre existing / unused question bank then the Committee of moderators may be appointed by Controller of Examination under the approval of President / Vice Chancellor OR Hon'ble Chairperson / Chancellor.
2. The evaluation of the scripts for Mid Term shall be carried out by the appointed internal Subject teacher by the Dean and End Term scripts shall be evaluated by the machine gradable OMR sheets or as per the course ordinances.
  3. The practical examination for any individual course shall be evaluated by an internal as well as external examiner appointed from amongst the panel submitted by the Dean to the Controller of Examination.
  4. No person shall be appointed as paper-setter in any paper for an examination if.
    - . Any of his/her \*close relations intends to appear at that examination in that paper.
    - . He/she is engaged in private tuition in the subject.
    - . The paper-setter is a fellow teacher or intends to appear at any examination of the University.(\*The term close relations includes wife, husband, son, daughter, grand-son, grand-daughter, brother, sister, nephew, niece, grand-niece, grand nephew, uncle, first cousin, son-in-law, daughter-in-law, brother-in-law & sister-in-law.) In such cases the examiner shall inform the Controller of Examination in and should accept the appointment.
  5. The paper setters/examiners/moderators shall follow all the directions given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc

## **2. Role and Responsibilities of Paper Setter**

1. The question paper shall satisfy that he has a minimum teaching experience of at least a year on the course for which he is setting the question.
  2. The question paper set by a paper-setter is to be sent to the press without moderation. Therefore, the paper-setter is expected to take full responsibility for his/her paper. The question paper should be set in English language only except in case of paper for respective languages. Or otherwise stated
  3. The question should be written very clearly and legibly on one side of the blank sheets of paper supplied for the purpose. Every part of each question should be clear and definite in language as also in regard to the nature of the answer required from the candidates, and the paper should
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be properly punctured. Paper-setter is requested to be careful in setting the questions in accordance with the syllabus and scheme. Before sending the paper, the paper setter must satisfy herself/himself through careful scrutiny that no mistake has crept in.

4. Serial number of question should be given on the left hand margin and the marks allotted to each question should be mentioned on the right hand side of the paper. Where a question is divided into parts, the marks assigned to each part should also be shown on the right hand side of the paper. The marking scheme viz marks for definition, figures, explanation etc. must be clearly indicated on the Question-paper itself.
5. No initials or signatures should be put any where on the question paper or the instructions. They should be drawn up in a form in which they could be sent to the press
5. The name of the examination, the subject and paper, the maximum marks and the time allowed as given in the heading should be carefully checked from the syllabus / instructions for the paper setting before dispatching the question paper.
6. In setting question-paper, abbreviations of all kinds except those in special subjects should be avoided.
7. Both the envelopes (inner as well as outer) should be properly pasted and then sealed at both corners with a good quality of sealing wax so that it may not give way in transit
8. Questions should be set from each unit / spread over the syllabus equally. A total of two sets of questions shall be set for each paper (Set A & Set B)
9. The choice of questions shall be set as per the instructions stated in case of descriptive tests. The direction to candidates regarding the answering of different sections in different answer-books or regarding the number of question to be answered should be clearly given on the top of the question paper and it should be free from ambiguity.
10. A question may consist of maximum of three parts (a), (b) & (c). Each part shall either carry equal marks or shall clearly specify the distribution of marks
11. In case of objective tests, the total number of questions and their distribution shall be set as per the instruction stated. The question paper should be fairly distributed over the whole course of study and not concentrated on any one or a few portions only.
12. Care should be taken to ensure that there is no missing data in any question and examinee should not be required to assume suitable data as far as possible.
13. Overwriting should be avoided.
14. The questions should be set well within the prescribed syllabus based on Units / subtopics mentioned therein .

15. The question paper should be designed in such a manner so that an average student is able to answer reasonable number of questions
16. The paper setter must ensure that it should be possible for a good student to solve all the questions within the prescribed time limit.
17. If the candidates are to be supplied with materials viz Databook, Steam Table, Charts, Graph Paper etc., a clear note to that effect should be given at the top in the question paper so that the candidates may ask for it from the invigilator.
18. Confidentiality must be strictly maintained.
19. Time schedule should be strictly adhered to.
20. The examiner shall ensure that the sealed envelope reach the Controller of Examination confidentially through specified mode of post / courier / electronically and that the examiner does destroys / deletes all the drafts / softcopies of papers immediately.

### 3. Remunerations To Examiners

The Board of Management on the recommendations of the Hon'ble President / Vice Chancellor and under the approval of Hon'ble Chairperson / Chancellor, shall, from time to time prescribe the rate of remuneration to be paid to Examiners, Moderators, Invigilators; other than those prescribed in the following Clauses:-

#### A. Subjective type

Name of the Examination	For Setting a paper (Rs.)	For Marking Answer Book (Rs.)	For Viva-Voce / Practical Exam. Per Candidate (Rs.)	Minimum (if any) (Rs.)
As per	Annexue 3			

#### B. Objective type

Name of the Exam	For setting Question Bank (per item) (Rs.)	Minimum (Rs.)
As per Annexue 3		

Contingent or postal expenses are payable to External Examiners on production of postal receipt only.

#### 4. Certification Required from Paper Setters:

The paper setter will need to certify the following in prescribed format

"I hereby certify that I

- have destroyed all drafts, notes, softcopies, etc. of the question set, and have retained no copy of the paper with me.
- The question-paper has been typed/written by me personally.
- have very carefully gone through the syllabus prescribed for the examination for which the paper has been set by me. The paper does not include any question, which is outside the syllabus. If, it is found by the University, that the paper includes any question out-side the syllabus sent by the University. I authorize the University to deduct up to 50% amount from my remuneration as paper-setter for the question paper.
- The questions are distributed evenly over the whole syllabus to the extent possible.
- Detailed distribution of marks for different parts of each question has been given in the question paper. Special instructions for marking the answer-books have been sent with the question paper.
- have read the instructions carefully and agree to the same.

**6. Appointment of Tabulators:** Further the University lays down the provision of two tabulators to be appointed under the approval of Hon'ble Chairperson / Chancellor to carry out the tabulation for Controller of Examinations.

### **MODERATION OF RESULTS AND GRACE MARKS**

#### **1. Moderation of Results / Grace Marks**

1. The Moderation System shall be applicable to all faculties for under graduate and post graduate examinations and shall not cover M.Phil and Ph.D Examinations.
2. The moderation of results, if the situation so warrant shall carried out by the Moderation Committee appointed confidentially by and under the chairmanship of Hon'ble Chairperson / Chancellor of which the Controller of Examination shall be one of the members. The moderation of results shall not be carried on individual basis
3. 100% moderation of the results shall be carried out in the case of more than 25% candidates failing in any paper;
4. 100% moderation of the Results / answer book shall be carried out in the case of candidates failing by 10% of marks or more of the aggregate marks of that paper.



5. Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.

## **2. Allowing Grace Marks**

1. Grace Marks of maximum 5 marks may be allowed to candidates failing in only one subject and shall not account in the total marks for the course. It shall be ordinarily for the non grading courses or as per the course ordinance
2. Grace marks shall not be allowed if moderation of result has been carried out. Grace Marks shall ordinarily be not allowed in any case for the courses following Grading system of evaluation; however may be allowed in individual exemplary cases allowed by the Hon'ble President / Vice Chancellor OR Hon'ble Chairperson / Chancellor.

## **PROMOTION & DURATION OF THE COURSE**

### **1. Promotion Rules:**

#### **A. Semester System**

1. A candidate may be promoted to the higher class / next higher academic year only when he/she has passed at least in 50% of the papers together for End Term, internal assessment and the practical for subject (combined for the both semester of the year). This shall also include the composite backlog till the current year.
2. Passing Percentage: Minimum passing marks combined in end term theory, viva/project/practical, and internal assessment shall be 40% or as per the course notification / ordinances
3. Maximum Chances in Each Subject: As per the respective Course Ordinance Or a candidate shall be given a maximum of not exceeding 4 chances in each subject for passing for a course of duration of four years and likewise with a provision of onetime special examination on recommendations of Hon'ble Chancellor / Vice Chancellor.

#### **B. Annual System**

1. A candidate appearing for Examination for the courses on Annual Or Non Grading System shall have to necessarily clear all the paper in order to be promoted to the next year. A candidate passing in more than 50% of the paper in Annual System shall be eligible for appearing in the Supplementary Examinations ; however failing in or more than 50% of the papers shall be deemed as Ex Student and shall have to repeat the examination as year back on the next regular Annual Examination.
2. Generically the passing marks combined in end term theory, viva/project/practical, and internal assessment shall be 40%; or as per the course notification / ordinances.

**2. Maximum Duration of Course:** As per the respective course ordinance or a student must pass a 2 year course with a maximum duration of 4 years and likewise (N+2)

## GRADING SYSTEM

### 1. Grading System

- At the end of every semester, a student is awarded a grade based on his/her performance in examinations/ assignments, in every course registered by him/her. These grades are described by the letters O, A+, A, B+, B..... etc. and have a numerical equivalent called the grade points with percentage range as given below.

LETTER GRADE	GRADE POINT	ABSOLUTE PERCENTAGE RANGE
O (Outstanding)	10	90 < O ≤ 100
A+(Excellent)	9	80 < A+ ≤ 90
A(Very Good)	8	70 < A ≤ 80
B+(Good)	7	60 < B+ ≤ 70
B(Above Average)	6	50 < B ≤ 60
C(Average)	5	45 < C ≤ 50
P (Pass)	4	40 ≤ P ≤ 45
F(Fail)	0	< 40
Ab (Absent)	0	
AU (Audit)	0	
W (Withdrawal)	0	
Z (Non completion of course requirement / Non Availing of Mandatory Additional Credit)	0	

- A CGPA of 5.0 and above but less than 6.5 is considered as 2<sup>nd</sup> class. A CGPA of 6.5 and above but less than 8.5 is considered as 1<sup>st</sup> class, while a CGPA of 8.5 and above is considered as 1<sup>st</sup> class with distinction.
- As per the existing rules, rank in class is not certified except for First Position in a class on yearly basis.
- Minimum passing grade is P for all project, theory and lab courses.
- The grade F and Ab are taken into consideration while calculating SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average) as below.

$$\text{SGPA (Si)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where,

where  $C_i$  is the number of credits of  $i$ th course and  $G_i$  is grade point scored by the student in  $i$ th course

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

Where,

where  $S_i$  is the SGPA of the  $i$ th semester and  $C_i$  is the total number of credits in a semester

#### **ISSUE OF GRADE SHEETS AND AWARD OF DEGREES**

The candidates who have appeared at the End Term Semester / Annual Examinations shall be issued the Grade Sheets / Statement of Marks by the Controller of Examinations, necessarily mentioning the grade / marks in individual courses / subjects along with award of SGPA (Semester Grade Point Average) and / OR CGPA (Cumulative Grade Point Average) / total obtained out of maximum marks; by the permission to issue such results by the Hon'ble Chairperson / Chancellor. The grade sheet for the final semester for successful candidates leading to award to degrees shall display all the previous individual semester / years performances (SGPA / Total obtained marks) along with the current and cumulative shall be issued by the Controller of Examination under intimation to the Registrar of the University.

**ANNEXURES**

- 1. Annexure 1: Formats**
- 2. Annexure 2: Fees Schedules**
- 3. Annexure 3: Remuneration to Examiners**