

## **Sanjivani University Examination Ordinances, 2024**

In exercise of the powers conferred by and in the discharge of duties assigned under the relevant provision(s) of the Sanjivani University Act, 2024, Statutes and Ordinances, made there under, the *Academic Council* hereby makes the following Ordinances, namely:

### **CHAPTER I PRELIMINARY**

#### **O.101 Short Title and Commencement**

- (1) These Ordinances shall be called the **Examination Ordinances, 2024**.
- (2) They shall come into force from the Academic Session 2024-25.

#### **O.102 Definitions**

In these Ordinances, unless the context otherwise requires:

- 1) **“University”**: means Sanjivani University, Kopergaon;
- 2) **“Academic Year”**: Two consecutive semesters / one year from the date of commencement of programme.
- 3) **“Academic Calendar”**: means the schedule of academic and other related activities as approved by the Academic Council;
- 4) **“Semester”**: means a semester will consist of academic activities.
- 5) **“Academic Council”**: means The Academic Council shall be the principal academic body of the university and shall, subject to the provisions of this Act and the rules, Statutes or Ordinances made thereunder, co-ordinate and exercise general supervision over the academic policies of the university.;
- 6) **“Academic Office”**: means the Academic Office of the University;
- 7) **“BOE”**: means The Board of Examinations shall be the principal authority of the university for conducting the examinations and making policy decisions regarding organizing and holding examinations, improving the system of examinations, appointing the paper-setters, examiners and moderators and also prepare the schedule of examinations for holding examinations and declaration of results. The Board of Examinations shall also oversee and regulate the conduct of examinations in study

- centers or any center related to the university.;
- 8) **“BOS”**: The Board of Studies (BoS) is the basic constituent of the academic system of an Institute. Its functions will include framing the content of various courses, reviewing and updating the content from time to time, introducing new courses of study etc.;
  - 9) **"Capstone Project"**: is a two-semester process in which students pursue independent research on a question or problem of their choice, engage with the scholarly debates in the relevant disciplines, and - with the guidance of a faculty mentor - produce a substantial paper that reflects a deep understanding of the topic.
  - 10) **“Superintendent of Examination”**: means an officer appointed by the Dean for the examination related works. He should work as Single Point of Contact in between exam department and school.
  - 11) **"Choice Based Credit System (CBCS)"**: The CBCS provides choice for students to select from the prescribed list of courses.
  - 12) **“Control room staff”**: means the staff appointed to conduct the examination at Department / School as per requirement for the period of examinations.
  - 13) **“Course”**: means, a specific subject usually identified by its course-code and course-title, with specified credits and syllabus/course-description, a set of references, taught / supervised by some teacher(s)/course-instructor(s) to a specific class (group of students) during a specific academic- session//Semester/Annual.
  - 14) **“Degree Program”**: includes all Undergraduate Degree Programs.
  - 15) **“Program”**: means a department under School offering the concerned Degree / Diploma programs;
  - 16) **“Exam block”**: means a block created for smooth conduction of theory examinations at specific center with predefined seating capacity.
  - 17) **“Examination Centre”**: means a place where the university examinations are conducted;
  - 18) **“Examination Department”**: means the unit duly constituted by the university to deal with all activities related to university examinations;
  - 19) **“President”**: means the Chancellor of the university.
  - 20) **“Chancellor”**: The chancellor of a university is a ceremonial leader, supporting the president and representing the institution in a range of official matters.

- 21) **“Vice-Chancellor”**: The Vice-Chancellor shall exercise general control over the affairs of the University and shall be responsible for due maintenance of discipline in the University.
- 22) **“Pro-Vice-Chancellor”**: A pro-vice-chancellor is a senior professional role responsible for managing the university’s academic and research activities, and liaising with external partners.
- 23) **“COE”**: means the Controller of Examinations of the University;
- 24) **“Dean”**: means the head of the school.
- 25) **“HOD”**: means the Head of Department of a particular programme.
- 26) **“Dy. COE”**: means an officer appointed in the said position to assist the Controller of Examinations for ensuring and implementing the processes for efficient functioning of university examinations, tests, evaluations, and declaration of results.
- 27) **“ACOE”**: means the Assistant Controller of Examinations who is appointed by Controller of Examinations. He / She is a teaching staff, responsible for the smooth coordination between examination department and respective schools.
- 28) **“Expulsion”**: means permanent removal of the student from the university rolls with prohibition on future enrolment;
- 29) **“External Examiner”**: means an expert / a teacher appointed from another School / Institute / University / Industry to conduct specific examination activities.
- 30) **“Credit”**: A unit by which the course work is measured. One credit is equivalent to 13-15 contact hours of teaching or 26-30 hours of Practical Work / Field Work / Lab Work / Tutorial / Project Work or any internship duration specified and as specified in the AICTE approval process handbook as and when amended.
- 31) **“Credit Based System (CBS)”**: Under the CBS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of specified minimum number of credits to be completed by the student.
- 32) **“Credit Point”**: It is the product of grade point and number of credits for a course. e.g. if a course has 3 credits and students gets 7 grade points then the credit point will be  $7 \times 3 = 21$  Credit Points.
- 33) **“Grade Point”**: It is a numerical weight allotted to each letter grade on a 10- point scale.

- 34) **"Cumulative Grade Point Average (CGPA)"**: It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all Semesters and the sum of the total credits of all courses in all the semesters till the progression of the program. It is expressed up to two decimal places.
- 35) **"Grade Card"**: Based on the grades earned, a grade card shall be issued to all the registered students after every semester. The grade card will display the course details (code, title, number of credits, grade and grade points secured) along with GPA of that semester and CGPA earned till that semester. At the end of each academic year, a consolidated / updated grade card is to be issued to the students.
- 36) **"Internship"**: is an internship is an opportunity offered by an employer to potential employees, called interns, to work at a firm for a fixed period of time. Interns are usually undergraduates or students.
- 37) **"Laboratory"**: is a place equipped for experimental study in a science or for testing and analysis a research laboratory broadly: a place providing opportunity for experimentation, observation, or practice in a field of study.
- 38) **"Letter Grade"**: It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
- 39) **"Moderator"**: A person who reviews and moderates the answer scripts to ensure consistency of evaluation.
- 40) **"Paper Setter"**: means A teacher appointed to set the Question Paper for a particular course.
- 41) **"Program Curriculum"**: includes the set of Program Structure and Course-Structure, Course-Contents / Syllabi;
- 42) **"Program"**: means an educational program leading to award of a diploma, certificate or degree.
- 43) **"Research Center"**: means a formally structured unit within the university, other than a department or a school, established with the purpose of advancing scholarly activity primarily through collaborative research, research training, research dissemination, or creative endeavors.
- 44) **"School"**: means an academic unit between department and faculty.

- 45) **"Student"**: means and includes a person who is enrolled as such by the department / school for receiving instructions qualifying for any degree, diploma or certificate awarded by the University. It includes ex-student and student registered as candidate (examinee) for any of degree, diploma, or certificate examination.
- 46) **"Thesis"**: means is the most important or foundational idea of an argument, presentation, or piece of writing. But it can also mean a large work of art, criticism, or scientific research that represents original research and is generally the final requirement for an academic degree.
- 47) **"Vigilance Squad"**: means a squad created to supervise through surprise / random visits, to ensure the smooth conduction of examinations as per norms.
- 48) **"Type A Subject"**: means the subjects which are having only theory as a method of teaching and learning and assessment.
- 49) **"Type B Subject"**: means the subjects which are having theory as well as practical as a method of teaching and learning and assessment.
- 50) **"Type C Subject"**: means the subjects which are having only practical as a method of teaching and learning and assessment.
- 51) **"CIA"**: means the continuous Internal Assessment
- 52) **"FA"**: means Formative Assessment
- 53) **"SA"**: means Summative Assessment also known as End Semester Examination
- 54) **"IAAC"**: means Internal Assessment Audit Committee

### **O.103 INTRODUCTION**

- (1) The Examination Ordinances, 2024 are applicable to the Under-Graduate and Post-Graduate Degree of the *University*.

**CHAPTER II**  
**EXAMINATIONS**

**O.104**

- (1) These Ordinances shall be called the Ordinances governing the conduct of examinations and procedures of evaluations.
- (2) The provisions of these Ordinances shall be applicable to all Semester Examinations and Evaluation processes and procedures of all the programmes conducted by the University.
- (3) Examinations of the University, other than the Doctorate examinations, shall be open to regular and eligible students, i.e., such students who undergo a regular course of study at the University for a period specified for that course of study after fulfilling the minimum attendance and credit requirements as laid down in the respective ordinance of that course.
- (4) Every teacher and non-teaching employee of the university shall mandatorily render necessary assistance and services towards examinations and an evaluation process. Examination duties are mandatory, and no one can get exemption from the same on any account. Refusal for examination duties shall evoke disciplinary action(s).
- (5) End Semester Examination is the final examination conducted by the University at the end of each Semester, as applicable, as specified in the Academic Calendar or Exam Calendar.
- (6) A detailed schedule of the End Semester Examinations conducted by the University shall be published/announced by the Controller of Examinations at least 20 days before the scheduled date of examinations.
- (7) Duly filled in 'Online Examination Forms' by students in the ERP shall reach the Examination Department one month before the actual commencement of the examination.
- (8) The Eligibility Section, under the Registrar's Office, shall submit 'Enrollment Numbers' of newly admitted students to the Examination Department at least two months before the commencement of examinations. The Examination Department shall not conduct examinations of students whose enrolment numbers are not submitted to

the Examination Department.

- (9) The End Semester Examination shall be held at designated examination centres of the University.
- (10) Continuous Internal Assessments/ Formative Assessment of the University shall be conducted by the Departments of the Schools concerned on the dates specified in the Academic Calendar of the respective schools and these assessments are controlled by the Examination Department. Detailed guidelines or manual of the internal assessments shall be maintained at the level of the respective school.
- (11) A detailed schedule of Continuous Internal Assessments/ Formative Assessment will be published/announced by the Controller of Examination, at least 01 (one) week before the scheduled date of Continuous Internal Assessments/ Formative Assessment.
- (12) The respective schools shall take the responsibility of automating the complete internal assessment system, like maintaining an e-portfolio of the student as mentioned in Clause 106 of internal assessment.
- (13) If a student fails the Continuous Internal Assessment (CIA)/Formative Assessment (FA), a retest will be conducted within 8 days after the results are declared. If the student still fails, a 50-mark CIA/FA backlog exam will be held in the subsequent semester.
- (14) Final Examinations of a Semester, wherever applicable, shall be conducted by the Controller of Examinations on the dates specified in the 'Examination Schedule' prepared in tune with the Academic Calendar or Examination Calendar.
- (15) A detailed schedule of End Semester Examinations of the Semester shall be published/announced by the Controller of Examinations at least 02 (two) week before the scheduled dates of the End Semester Examinations of the semester.
- (16) Re-Exam Examinations, if any, are the special examinations, conducted after End Semester Examinations (as per the provisions of the Academic Ordinances), i.e. the second chance available to students.
- (17) A schedule of Re-Exam Examinations shall be published/announced by the Controller of Examination, within one week from the date of the scheduled examination(s).

- (18) End Semester Examination for Practical, Viva Voce, Project Evaluation, etc., as applicable shall be conducted by the Department concerned in their respective departments, controlling will be done by the Examination Department, and the requisite documents like mark sheets, marking scheme etc shall be maintained till the prescribed time or till further instructions.
- (19) A detailed schedule of End Semester Examination referred to in the above clause, shall be published by the Controller of Examinations at least 15 days before the commencement of the Semester End Examinations concerned.
- (20) The Examination Department shall prepare an Examination Calendar based on the Academic Calendar of the University. The same shall be displayed on the university website [www.sanjivani.edu.in](http://www.sanjivani.edu.in) well in advance of the commencement of examinations. An academic year shall consist of two types of semesters:
- a) Odd Semester (I, III, V, VII): Generally, July to December in each academic session.
  - b) Even Semester (II, IV, VI, VIII): Generally, January to June in each academic session.

#### **O.105 SEPARATE PASSING & REAPPER FOR EXAM**

- (1) Every course of UG/PG programme under the university will have separate passing for university end semester examinations and combined aggregate passing of continuous internal assessment/ formative assessment, to declare the student 'pass' in that course.
- (2) It will be mandatory for every student to complete the academic requirement pertaining to internal assessment as specified by the respective schools. In case of incompleteness or non-compliance of internal assessment by the student, s/he will not be eligible for Term Grant.
- (3) A student who fails in the end semester examinations will have to reappear for Re-Exam examinations as and when held by the university.
- (4) If a student fails the Continuous Internal Assessment (CIA)/Formative Assessment (FA),
- i. a retest will be conducted within 8 days after the results are declared. Or



- ii. a retest of all CIA/FA will be conducted after all the CIAs/FAs for the students who are not securing 40% cumulative marks of Formative assessment criteria of respective school.
  - iii. If the student still fails, a 50-mark CIA/FA backlog exam will be held in the subsequent semester.
- (5) A student must fill in an online application form for the said course(s) that he/she has failed to appear for end semester examination and pay requisite fees and appear for the said assessment(s) / examination.

**O.106 CONTINUOUS INTERNAL ASSESSMENT (CIA) / FORMATIVE ASSESSMENT(FA) AS PART OF INTERNAL ASSESSMENTS:**

- (1) CIA/FA in courses may comprise formative assessments like Written Tests, Assignments, Presentations, Quizzes, Viva-Voces, Case-Studies, Group Discussions, Seminars, etc. as prescribed by the concerned Board of Studies (BoS) from time to time.
- (2) In a course consisting of laboratory components, each practical performed by a student will be subjected to evaluation by the concerned faculty member(s). The evaluation will involve documentation of the Practical Exercise/Experiment, Precision in the performance of the experiment, Viva-Voce Examination, etc as per rubrics framed by concerned course teacher.
- (3) In the case of Industrial Training/Project/Dissertation, CIA/FA will include a periodical Progress Report(s) and the end presentation with a printed report.
- (4) In the case of fieldwork, the CIAs/FAs will include Professional Development, Record Keeping, Use of Supervision, Regularity in Field Work, Participation in Individual & Group Seminars, Laboratory Work, etc. or/and as approved by the concerned school Dean.
- (5) CIA/ FA in a particular course shall be based on assessments i.e. CIA1 & CIA2 or FA1 & FA2 & FA3; in school of engineering & technology and school of commerce and management. The first one is conducted on the 50% of the syllabus and the second will

be conducted on the remaining 50% of the syllabus. Its result should be declared within next 8 days after completion of exam.

- (6) The Academic Calendar of the School may provide a place for conducting CIAs/ FAs, then CIAs/FAs shall be conducted as per the designated schedule mentioned in the Academic Calendar or Exam Calendar.
- (7) There will be review of internal assessments which will be done by the Internal Assessment Audit Committee (IAAC) constituted at the school level.
- (8) The documents for reviewing for the Internal Assessment Audit Committee shall include internal assessment documents submitted by students (assignments, answer papers, reports, models, posters, etc.), mark sheets, marking criteria, planning, notices, circulars issued, etc. which are included in the Course File.
- (9) The School / Department concerned shall maintain a complete record in respect of the CIAs/FAs of each student and display it on the notice board of the respective department(s)/School(s).
- (10) Each School / Department shall submit the record of CIAs/FAs at least one week before the commencement of Semester End Examinations to the office of the Controller of Examinations (CoE).

#### **O.107 PROBLEM BASED LEARNING EXAMINATIONS (PBL EXAMINATION)**

- (1) Problem based learning (PBL) examinations include all those examinations that measure students' ability to apply skills and knowledge learned from a course or courses of study.
- (2) Problem based learning (PBL) examinations shall be conducted by a faculty member (s) nominated by the Head of the Department concerned.
- (3) The compilation and uploading of marks of all students for Problem based learning (PBL) examinations for specific programmes shall be done by an individual examiner (internal). The COE of the university shall coordinate Problem based learning (PBL) examinations.
- (4) Records, Documents, Models and such other student submissions pertaining Problem based learning (PBL) examinations shall be preserved in the School/Departments

concerned, in physical / digital form, till the completion of the review process of the Academic Appeals Board.

- (5) The Conduction of Semester-End Evaluation of Dissertations / Projects through a Viva Voce / Lab Practical / Practical Examination/Any other under this category of examination shall be done following the guidelines which are separately available.

### **CHAPTER III**

**APPOINTMENT OF PAPER SETTERS AND EXAMINERS, AND GUIDELINES TO  
PAPER SETTERS / EXAMINERS**

**O.108**

- (1) Paper-Setters/ Examiners shall be appointed by the Chairman, Board of Examinations upon the recommendations of the Chairman, BoS and Dean of School concerned.
- (2) Duly approved copies of the syllabus with course structure shall be submitted by the Dean's Office to the Examination Department on or before the commencement of the academic year, based on which paper sets shall be prepared by paper-setters.
- (3) Question paper sets shall be prepared by the panel of minimum three paper-setters out of which at least one shall be an external paper-setter and two shall be internal paper-setters. There shall be a Chairman who will be the internal faculty for every course. The Chairman shall be an internal paper setter. The Chairman will receive paper sets by other paper setters (along with model answers and a marking scheme) and approve the same after scrutiny.
- (4) The Paper-Setter shall be guided by the scope of the Course as per the syllabus prescribed and the Course/Teaching Plan. The paper set should be such that a student, well prepared on the course can reasonably be expected to answer it within the time allotted. The questions in each course shall be uniformly distributed over the syllabus and as specified in the Course/Teaching Plan.
- (5) The Question paper should be based on the Bloom's Revised Taxonomy and mapped with the COs of the respective course.
- (6) Paper-Setters, who do not set and falter to submit question paper(s) to the Examination Department within the prescribed time limit, shall give in writing the reason(s) for defaulting to the respective Chairman.
- (7) Copyright of any question paper set by the examiner shall vest with the University only.
- (8) Paper setters/ examiners shall be required to maintain confidentiality regarding their appointment as paper setters/examiners and shall also maintain confidentiality regarding marks awarded by them and any other work related to the conduct of University examinations.

- (9) Answer books shall normally be assessed by Internal Faculty / External member(s) appointed by the Chairman, Board of Examinations on the recommendation of Dean of the School concerned unless decided otherwise, by the Chairman, Board of Examinations.
- (10) Where applicable, specific conditions/requirements regarding paper-setters and/or evaluators prescribed by the Regulatory Bodies shall be complied with.
- (11) No person should accept the appointment as a Paper Setter / an Examiner, if his/her near relations are pursuing study in the University in the concerned semester of the programme. Each paper setter / examiner will have to sign a declaration to this effect in the prescribed format.

**O.109 END SEMESTER PROJECT EVALUATION / LAB PRACTICAL / ANY OTHER RELEVANT POINTS UNDER THIS CATEGORY OF EXAMINATION:**

Notification of the Conduction of End Semester Evaluation of Dissertation / Project through Viva Voce / Lab Practical / Practical Examination / Any other under this category of examination:

- (1) The respective Schools shall notify the Student / CoE for the conduct of End Semester Evaluation of a Dissertation / a Project through a Viva-Voce / Lab Practical / Practical Examination / any other under this category of examination well before the actual commencement of the said examination.
- (2) The HoD in consultation with Dean will depute one faculty as Department Exam Coordinator for the conduct of Semester-End Evaluation of a Dissertation / a Project through a Viva-Voce / Lab Practical / Practical Examination / any other under this category of examination.
- (3) Appointment of Examiners: The Dean of the respective School shall appoint Internal and External examiners for Semester-End Evaluation of a Dissertation / a Project through a Viva- Voce / Lab Practical / Practical Examination / any other under this category of examination from the panel of examiners submitted by the respective

Boards of studies. The authority to change the examiners for any reason whatsoever shall rest solely with the Dean of the respective School. The Head of the department/ School concerned or the senior-most of the internal examiners shall be appointed as the Coordinator for the End Semester Evaluation of a dissertation / a project through a Viva-Voce / Lab Practical / Practical Examination / any other under this category of examination of UG/PG programmes.

- (4) In case of Panel / Dissertation / Project Viva Voce: The panel typically shall consist of:
- (a) Chairperson – S/he should be from the same Faculty for a specific group of disciplines/programmes. S/he should have teaching experience of at least three years, who will be able to oversee proper adherence to such examination procedure and will chair all dissertation/project viva-voces for that specific group for the specified date.
  - (b) Guide – The student's project guide/examiner, etc. at the school level
  - (c) External Experts – External Experts can be invited from industry or academics etc, having different subject expertise, under the broader umbrella of the specific discipline/programme. S/he can be a practicing individual, an industry representative, or an academician who is selected based on the nature / domain / course of the student's project.
  - (d) A faculty member from the respective discipline / programme (could also be the Coordinator / Head of the Department) or the broad faculty stream in which their discipline / programme falls.
- (5) Appointment of Support Staff: The HOD with the approval of Dean shall appoint support staff as applicable for the conduct of Semester-End Evaluation of a Dissertation / a Project through a Viva-Voce / Lab Practical / Practical Examination / any other under this category of examination.
- (6) In the case of the Creative Programme, students shall submit a portfolio consisting of the assignments / projects / models / artwork or any other requisites as specified by the respective school for the said course completed during the period, with an approval of the faculty-in-charge of the course. The faculty-in-charge of the course shall submit a

report consisting of the details of assignments / projects given models / artwork or any other requisites as specified by the respective school for the said course, with the marking scheme, rubrics, and weightage given to each work, to the Dean of the school.

- (7) The panel members (internal and external examiners together) will evaluate the portfolio on the basis of the report. Students shall be present (offline or online as per the demand of the situation) and explain their work to the panel members at the time of evaluating their portfolio.
- (8) The panel members shall submit consolidated marks countersigned by the faculty-in-charge and the Dean of the concerned School to the CoE of the University.

**O.110. DUTIES AND RESPONSIBILITIES OF EXAMINERS DURING END SEMESTER PROBLEM- BASED LEARNING EXAMINATION (DISSERTATION / PROJECT THROUGH A VIVA-VOCE / LAB PRACTICAL / PRACTICAL EXAMINATION /ANY OTHER UNDER THIS CATEGORY OF EXAMINATION):**

- (1) The Dean shall appoint External and Internal examiners as approved by the Board of Studies.
- (2) They shall report to the HOD of the nominated examination centres well before the commencement of the examination. They shall be present at the examination center (offline or online as per the demand of the situation) throughout the duration of the examination, as specified in their appointment orders. The non- availability of any examiner shall be reported to the Dean of the School by the Program Coordinators.
- (3) They shall ensure that the End Semester Problem- Based Learning Examination of a Dissertation / a Project through a Viva-Voce / Lab Practical / Practical Examination / Jury /any other under this category of examination is carried out correctly as per the school norms and guidelines, in coordination with the Dean.
- (4) They shall ensure that marks are awarded as per school norms and that marks are entered in marks lists duly signed and filled in the ERP.
- (5) They shall ensure that the marks lists are packed and sealed in prescribed covers and dispatched to the Dean of the School on the same day.

**CHAPTER IV**  
**SUPERINTENDENT OF EXAMINATION FOR CONDUCTING UNIVERSITY**  
**EXAMINATIONS**

**O.111.**

- (1) The Controller of Examinations on the recommendation of Dean of the school who is Chief Superintendent of Examination concerned shall appoint the Superintendent of Examination for the School for smooth conduct of university examination with a prior approval of the Vice- Chancellor. The administrative staff and invigilator(s) required for the conduct of the examination will be appointed by the Superintendent of Examination with a prior intimation to the CoE.
- (2) In exceptional circumstances, the Controller of Examinations on the direction of the Vice-Chancellor may appoint a person as the Superintendent of Examination for the conduct of university examinations at a center even though he/she may not be a staff member of the School/ the University.
- (3) The Superintendent of Examination shall be responsible for smooth conduct of the university examinations at the designated centre.
- (4) The Superintendent of Examination shall ensure that no person other than the examinees, invigilators, and such persons, as may be authorized by him or by the University, shall be allowed to enter the Examination Hall.
- (5) The Examination Department shall supply on adequate number of copies of question papers (in sealed packets) and answer booklets required at each centre to the Superintendent of Examination in a reasonable time.
- (6) The Superintendent of Examination shall return unused question papers and answer booklets to the Examination Department within the time as prescribed by the Examination Department.
- (7) The Superintendent of Examination shall dispatch used answer booklets to the Examination Department of the University, immediately on the conclusion of examinations, each day.



**CHAPTER V**  
**APPOINTMENT OF VIGILANCE SQUAD**

**O.112**

- (1) A vigilance squad will be appointed by the CoE with a prior approval of Vice-Chancellor.
- (2) The Chairman, Vigilance squad shall submit a report on a surprise visit to the Examination centre directly to the CoE.

## **CHAPTER VI**

### **GUIDELINES FOR THE MODERATION OF ANSWER BOOKS**

#### **O.113**

- (1) The moderation system shall be applicable to all the schools for undergraduate and post graduate examinations for end semester examination only (Theory for school of Engineering and Technology and for all courses except practical courses for school of Commerce and Management).
- (2) Moderation of answer books of at least 10% of the total number of students on a random sample basis.
- (3) A Moderator shall be appointed by the Chairman, Board of Paper-Setter of that particular subject.
- (4) Moderation work shall be carried out from internal or external faculty simultaneously with the central assessment of answer books at the CAP Center.
- (5) Where marks awarded by the moderator vary from those awarded by the original examiner, the marks awarded by the moderator shall be taken as final.

#### **O.114 GRACE**

- (1) A Candidate will get 1% of the total marks of the semester or 5 (five) grace marks (whichever is less) if he / she is getting failed and these marks may be distributed to maximum 3 subjects as per the requirement for passing the subjects.
- (2) 1% of the total marks of the semester or 5 (five) grace marks (whichever is less) will be allotted to the candidate only if he / she is getting failed and not for securing higher class or any award /scholarship.
- (3) The grace marks will not be applicable to backlog subjects or repeater candidate
- (4) The policy of grace marks will be Semester wise.
- (5) The policy of grace marks will be applicable only for End Semester Examinations.
- (6) The policy of grace marks will be applicable to the candidate if he / she fails not more

than 3 (Three) subjects. Maximum 3 (Three) grace marks can be given in a subject / course.

- (6) Subjects requiring least grace marks are given the benefit of grace marks first / on priority.
- (7) If there are two or more subjects requiring the same grace marks then the subject with maximum percentage marks in corresponding internal / external examination marks shall be considered.
- (8) In case of tie at (7) above, the subject appearing in the mark-sheet ahead in the sequence shall be considered.
- (9) After distributing the grace marks as per requirement of passing the subjects, if the sum of the marks are balanced in the limit of grace marks will lapse and could not be carried forward.
- (10) Granting authority for the Grace marks shall be the Controller of Examinations in the limit of above rules.

#### **O.115 GRANT OF ADDITIONAL MARKS FOR EXTRA-CURRICULAR ACTIVITIES**

- (1) Students representing Sanjivani University in International level Sport / Cultural events with active participation / participated in conferences organized by reputed organization society and presented and published research papers in the same as a first author will be given FIVE Grace Marks.
- (2) Students representing Sanjivani University in National level Sport / Cultural events with active participation / participated in conferences organized by reputed organizations and presented and published research papers in the same as a first author will be given FOUR Grace Marks.
- (3) For students representing Sanjivani University in State level Sport / Cultural event with active participation / participated in conference organized by reputed organization society will not be given Grace Marks.

**CHAPTER VII**  
**USE OF UNFAIR MEANS**

**O.116 UNFAIR MEANS BY THE CANDIDATE**

**1. Definition-Unless the context otherwise requires**

- (a) "Candidate" means a student who is eligible for the examination and appeared for the concerned examination.
- (b) "Unfair means" includes one or more of the following acts of commission or acts of omission on the part of student/s during the examination period.
  - i. Possessing unfair means material and or copying therefrom.
  - ii. Transcribing any unauthorized material or any other use thereof.
  - iii. Intimidating or using obscene language or threatening or use of violence against Jr. Supervisor or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the Jr. Supervisor or causing disturbances in any manner in the examination proceedings.
  - iv. Unauthorized communication with other examinees or anyone else inside or outside the examination hall.
  - v. Mutual/Mass copying.
  - vi. Smuggling-out, either blank or written, or smuggling-in of answer-books as copying material.
  - vii. Smuggling-in blank or written answer-book and forging signature of the Jr. Supervisor thereon.
  - viii. Interfering with or counterfeiting University/College/Institution seal, or answer-books or office stationery used in the examinations.
  - ix. Insertion of currency notes in the answer-books or attempting to bribe any of the persons connected with conduct of examinations.
  - x. Impersonation at the University examination.
  - xi. Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the University examination. Or any

other similar act/s of commission and/or acts of omissions which may be considered as unfair means by the competent authority.

- xii. "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise, on the person or on clothes, or body of the candidate (examinee) or on wood or other material, in any manner, or in the form of code, program, chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
- xiii. "Possession of unfair means material by a candidate" means having any unauthorized material on his / her person or desk or chair or table or at any place within his/her reach in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- xiv. "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Superintendent of Examination, member of the vigilance Squad or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. Provided, report to that effect is submitted by the Superintendent of Examination or any other authorized person to the CoE or any officer authorized on this behalf.
- xv. "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become eligible for any of the reasons referred to in clause (xiv) above; the presumption shall be that the material did 'relate to the subject of the examination."

**2. Competent Authority:**

- (1) The Board of Examinations of the University shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.
- (2) Dean shall be the competent authority to take appropriate disciplinary action against the student/s using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the internal examination conducted by the Department / School.
- (3) On receipt of a report regarding use of unfair means by any student at any End Semester Examination/ University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Board of Examinations shall have power, at any time, to institute inquiry and to punish such student for resorting to unfair means or for breach of the rules, by exclusion of such student from any University examination or from any Convocation for the purpose of conferring degree, either permanently or for a specified period; or by cancel the performance of the student in the University examination for which the student appeared; or by deprivation of any University Scholarship held by him/her or by cancellation of the award of any University prize or medal given to him/her; or by imposition of fine or in any two or more of the aforesaid ways, within a period of one year.

During examination, examinees and other students shall be under disciplinary control of the Superintendent of Examination. Superintendent of Examination of the Examination Centre shall, in the case of unfair means, follow the procedure as under

- a. The student shall be called upon to surrender to the unfair means material found in his or her possession along with his/ her answer-book to Superintendent of Examination.
- b. Signature of the student concerned shall be obtained on the relevant materials and list thereon. Jr / Superintendent of Examination concerned shall also sign on all the relevant materials and documents.
- c. The Superintendent of Examination shall record statements of the student and

his / her undertaking in the prescribed format and statement of the Jr. Supervisor and Superintendent of Examination concerned in writing. If the students refuse to make a statement or to give undertaking the Superintendent of Examination shall record accordingly under their signatures.

- d. Statements of the examinee near the student should be recorded.
- e. Superintendent of Examination shall take one or more of the following decisions depending upon seriousness / gravity of the case
  - i. In the case of impersonation or violence, the student and the person who is impersonating should be handed over to the Police.
  - ii. Obtain undertaking from the student to the effect that the decision of the competent authority concerned in his/her case shall be final and binding and allow him/ her to continue with his/her examination.
  - iii. May report the case to the concerned Police Station with permission of CoE.
  - iv. Confiscate his/her answer-book, mark it as "suspected unfair means case" and issue him/her fresh answer-book duly marked only if the unfair means is noticed in the first half an hour.
- f. All the material and list of material and the undertaking with the statement of the student and that of the Jr. Supervisor and the answer-book/s shall be forwarded by the Superintendent of Examination, along with his report, to the CoE, as the case may be, in a separate and confidential sealed envelope marked "Suspected Unfair Means Case".
- g. In case of unfair means of oral type, the Jr. Supervisor and the Superintendent of Examination or authorized person concerned shall record the facts in writing and shall report the same to the CoE, as the case may be.

### **3. Procedure to be followed by the Examiner during Assessment.**

- 1. If examiner at the time of assessment of answer-book suspects that there is prima-facie evidence that the student/s whose answer-book/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, through the Chairman in the subject, and through the CAP Officer along with the

evidence, to the CoE, as the case may be, with his/her opinion in separate confidential sealed envelope, marked as "Suspected unfair means case".

2. The case which is prima facie a case of unfair means, reported to the department by the Jr. / Superintendent of Examination and examiners shall be inquired into by the Committee appointed by the Board of Examinations, as the case may be, in the event cases of unfair means reported through any other sources, to which the case is primarily pertained, at the Examination Department of the University shall scrutinize the case, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his/ her primary report to the Board of Examination/ CoE. If the Examination Department / Vice chancellor is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. The CAP officer concerned through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committees, Police Authorities, Court of Justice shall deal with the case till it is finally disposed of.
3. Examination Results of the concerned student/s involved in such cases shall be held in reserve till the Vice chancellor takes final decision in the matter and the student/s concerned and the Department to which he/she belongs to, shall be informed accordingly.

#### **4. Appointment of Unfair Means Inquiry Committee**

##### **(a) Internal**

Dean of School shall appoint an Unfair Means Committee for the purpose of investigating unfair means resorted to by students at the internal examination held by the department. Unfair Means Inquiry Committee shall consist of three teachers (other than Dean) to be nominated by the Dean of school, one of whom shall be designated as Chairperson. The members appointed on the Department Examination Committee shall not be appointed as members on the Unfair Means



Inquiry Committee.

**(b) University Examinations**

For the purpose of investigating unfair means resorted to by students at the University examination, the Board of Examinations shall appoint a Unfair Means Inquiry Committee.

The unfair means investigation committee at the University Examinations Consists of

- 1) Dean / Associate Dean / Head of the Faculty / School – Chairperson
- 2) Faculty member – Member
- 3) Faculty member – Member
- 4) Controller of Examinations or his Nominee

The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to the Board of Examinations, which will issue final orders with regard to the penal action to be taken against the student/s 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 defense, 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. Procedure of the Committee should be as under

- i. The CoE of the University or the Officer authorized, as the case may be, 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 before the Inquiry Committee on the day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student himself/ herself only

shall present his /her case before the Committee.

- iii. The documents 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 Committee, if the student presents himself/herself before the Committee. The evidence, if any, shall be recorded in the presence of the delinquent.
- 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.
- v. The Committee shall follow the above procedure in the spirit of the principle of natural justice.
- vi. After serving a show cause notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, 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 case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned.
- vii. The Committee shall submit its report to the Controller of examination, along with its recommendations regarding punishment to be inflicted or otherwise.

## **5. Punishment**

The Board of Examinations in the cases of University examinations, after taking into consideration the report of the Unfair Means Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or forgiving him/her from the charges and shall impose anyone or more of the following punishments on the student/s found guilty of using unfair means

- (a) Cancellation of performance of the student in full or in part in the examination he/she has appeared for.
- (b) Debarring students from appearing for any examination of the University for

- a stipulated period not exceeding five years.
- (c) Debarring students from taking admission for any course in the University for a stipulated period not exceeding five years.
- (d) Cancellation of the University Scholarship/s or award/s or prizes or medal etc. awarded to him/her in that examination. In addition to the above-mentioned punishments, the Vice chancellor may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the Vice chancellor may impose on such a student additional punishment/ penalty, as it may deem fit.
- (e) The student concerned shall be informed of the punishment finally imposed on him/her in writing by the Controller of examination or by the Officer authorized by him / her on this behalf, under intimation to the School / Department he/she belongs to.

***The Vice-Chancellor may impose any of the above punishments to the candidate on the recommendations of the Unfair Means Committee. The unfair means cases be resolved immediately after the examination is over.***

***The Broad Categories of Unfair Means Resorted to by Students at the University Examinations and the Quantum of Punishment for each Category thereof.***

1.	Possession of relevant copying material	The candidate should be given “Strict Warning”
2.	Actual copying from the copying material for the first time	Cancellation of performance for that Course Paper
3.	Actual copying from the copying Material more than two Course Papers in the same Semester / ESE Exam	Exclusion of the student from university Examination for one additional Semester/ESE examination.
4.	Copying another student's answer-book and possession of another student's answer book.	Cancellation of performance for the course Paper of both the students
5.	Mutual / Mass copying	Exclusion / cancellation of performance of

		all the involved students from university examination for those Semester/Annual examinations
6.	(i) Smuggling-out or smuggling-in of Answer book as copying material.	Exclusion / cancellation of performance of all the involved students from university examination for those Semester/ESE examinations
	(ii)Smuggling-in of written answerbook based on the question Course Paper set at the examination.	Exclusion / cancellation of performance of all the involved students from university examination for those Semester/ESE examinations
	(iii) Smuggling-in of written answerbook and forging signature of the Jr. Supervisor thereon.	Exclusion / cancellation of performance of all the involved students from university examination for those Semester/ESE examinations with additional fine.
7.	Interfering with or counterfeiting of University seal, or answer-books or office stationery used in the Examinations.	Exclusion of the student from university Examination for TWO additional Semester/ESE examinations.
8.	Answer book main or supplement written outside the examination hall Or any other insertion in the answerbook.	Exclusion / cancellation of performance of all the involved students from university examination for those Semester/ESE examinations
9.	Insertion of currency notes / to bribe or attempting to bribe any of the Person/s connected with the conduct of examinations.	Exclusion of the student from university Examination for FOUR additional Semester/ESE examinations. (Note: This money shall be credited to the Income of University)
10.	Using obscene language / violence threat at the examination centre by a	Exclusion of the student from university Examination for FOUR additional

	student at the University examination to Jr./ Superintendent of Examination/ Centre In- Charge or Examiners.	Semester/ESE examinations.
11.	Using Mobile Phone or any sort of Electronic Gadget and copying from / using it which is not allowed in the examination	Cancellation of performance for that particular Course Paper also confiscates the electronic gadget.
12.	Impersonation at the University Examination.	Exclusion of the student from university examination for FIVE additional semesters Examinations. (Both the students if impersonator is the student of university)
13.	Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the University Examination	Cancellation of the performance of the Student at the University examination for that Course Paper
14.	Found having written on palms or on the body, or on the clothes, while in the examination	Cancellation of the performance of the Student at the University examination for that Course Paper.
15.	All other malpractices not covered in the aforesaid categories.	Punishment depending upon the gravity of the offence.
16.	If on a previous occasion, a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.	
17.	Practical/ Dissertation Project Report Examination Students involved in malpractices at Practical/ Dissertation Project Report examinations shall be dealt with as per the punishment provided for the theory examination.	

18.	The Vice Chancellor / Controller of Examination, in addition to the above-mentioned punishments, may impose a fine on the student declared guilty.
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*\*(Note: The Term "Cancellation of Performance in full" includes performance of the student at the theory as well as Annual Practical examination, performance at term work, project work with its term work, oral or practical & dissertation examinations.)*

### **O. 331. LAPSES COMMITTED BY THE EMPLOYEE**

#### **(1) Lapses Means:**

On receipt of report regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University, including breach of the rules laid down for proper conduct of examination, as the case may be shall have power at any time to institute inquiry and to punish for such malpractices or lapses by declaring disqualified the paper-setter, examiner, moderator, referee, teacher or any other person concerned connected with the conduct of examination from any examination work either permanently or for a specified period or by referring his/her case to the authorities concerned for taking such disciplinary action as deemed fit.

Malpractices used or Lapses Committed by any Paper-Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the Conduct of Examination.

#### **(2) Definition - Unless the Context Otherwise Requires**

- (a) "Paper-setter, examiner, moderator, referee and teacher" means and includes person/s duly appointed as such for the examination by the competent authority and the term "any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.
- (b) Malpractice/lapses includes one or more of the following acts or omissions on the part of the Person/s included in relating to the examination: -
  - i. Leakage of question/s or question paper set at the University examination

before the time of examination.

- ii. Examiner/ Moderator intentionally awarding marks to students in assessment of answer books, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.
- iii. Paper-setter omitting question, Sr. No. of question, repeating question or setting question outside the scope of syllabus.
- iv. Examiner/ Referee showing negligence in detecting malpractice used by student/s.
- v. Jr. Supervisor, Superintendent of Examination showing negligence / apathy in carrying out duties or aiding /abetting/ allowing / instigating students to use malpractice/s.
- vi. Any other similar act/s of commission and or act/s of omission which may be considered as malpractices or lapses by the competent authority.

**(3) Competent Authority:**

- (a) The Board of Examinations shall be the competent authority in respect of “University Examination” to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University.
- (b) Departmental Examination Committee consisting of Respective Dean / Associate Dean, HOD and two senior faculty shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the internal examination conducted by the School / Department.

**(4) Investigating Committee:**

- (a) University of Examination: - The Committee of three members shall be appointed

by the Board of Examinations to investigate the cases of malpractices used and/or lapses committed, by the paper setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examination at the University examinations. One senior member of the committee shall be the chairman / chairperson of lapses committee. Two other members of whom one should be from another School / Department.

- (b) Internal Examination: - A Committee shall be appointed by the Dean of school to investigate malpractices/lapses on the part of paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of Internal examinations conducted by School / Department.

## **(5) Procedure for Investigation**

### **Investigation committee**

- (a) The Deputy Controller of Examination shall scrutinize the cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, reported to the University. He/ She shall collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his primary report to the CoE. If the CoE is satisfied that there is a prima-facie case, it shall place the same before the unfair means or Lapses Committee for further investigation. Deputy Controller of Examination through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
- (b) The Deputy Controller of Examination shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing of the act of malpractices used and or lapses committed by him /her at the examination 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.



- (c) The person concerned shall be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply/ explanation to the show cause notice served on him/her and charge is levelled against him/her therein. The person concerned himself/herself only shall present his/her case before the Committee. "
- (d) The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the person concerned shall be shown to him/her by the Inquiry Committee if he/she presents himself/herself before the Committee. The evidence, if any, should be recorded in presence of the delinquent.
- (e) Reasonable opportunity, including oral hearing, shall be given to the person concerned, in his/her defense before the Committee. The reply/ explanation given to the show cause notice shall also be considered by the Committee before making the final report/recommendation.
- (f) The Committee should follow the above procedure in the spirit of principles of natural justice.
- (g) If the person concerned, fails to appear before the Committee on the day, time and place fixed for the meeting, he/ she will be given one more opportunity to appear before the Committee in his/her defense. Even after offering two chances, if the person concerned fails to appear before the Committee, the Committee shall take decision in his/her case in his / her absence on the basis of whatever evidences/ documents available before it and the same shall be binding on the implicated person concerned.
- (h) The Committee shall submit its report to the competent authority concerned along with its recommendations regarding punishment to be inflicted on the person concerned or otherwise.

#### **(6) Punishment**

The Vice chancellor after taking into consideration the report of the Committee, shall pass such orders as it deems fit including granting the implicated person benefit

of doubt, issuing warning or forgiving him/her from the charge/s and shall impose anyone or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination.

- i. Declaring disqualified the paper-setter, examiner, moderator, referee, teacher or any other person concerned with the conduct of examination, from any examination work either permanently or for a specified period.
- ii. Imposing fine. If the person concerned fails to pay the fine within a stipulated period, the Vice chancellor may impose on such a person additional punishment/ penalty as it may deem fit.
- iii. Referring his/her case to the disciplinary authority concerned for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.
- iv. The Deputy Controller of Examination shall inform the person concerned of the decision taken in his/her case and the punishments imposed on him/her.
- v. An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in clause No.(iii) above, shall lie with the Board of Examinations if the case is pertaining to the University examination and their decision in the appeal shall be final and binding.
- vi. The Competent Authority shall supply a typed copy of the relevant extract of fact -finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant / petitioner, if applied for in writing.
- vii. The court matters in respective cases of malpractices/lapses shall be dealt with by the respective competent authority.
- viii. As far as possible the quantum of punishment should be prescribed category-wise as hereunder:

Action for Malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any other person connected with the Conduct of University Examinations.

<b>Sr. No.</b>	<b>Nature of Lapses</b>	<b>Punishment</b>
1.	Paper-setter found responsible for leakage of the question set in the University examination/s whether intentionally or due to the negligence before the time of examination	Disqualification from all examinations Work for a Semester + disciplinary action suggested by the Lapses Committee.
2.	Leakage of question/ question paper set in the University examination before the time of examination at the University or at examination centre by any person/s connected with the conduct of the examination.	Disqualification from all examinations Work for a Semester + disciplinary action suggested by Lapses Committee
3.	Favouring a student (examinee) by examiner, moderator, referee in assessment of answer-books/ dissertation/ Project Report/ Thesis by assigning the student marks to which the student is not entitled, at the University/ school College/Institution examination.	Disqualification from all examinations Work for a Semester + disciplinary action suggested by Lapses Committee
4.	Examiner/ Moderator /Referee intentionally/ negligently not assigning the student in assessment of his/her answer-books/ dissertation/ project work, the marks to which the student is entitled to at the University examinations	Disqualification from all examination work+ disciplinary action suggested by Lapses Committee
5.	Paper-setter omitting questions at the time of finalization of question paper set at the examination or repeating Sr. No. of question while writing.	Warning / Show Cause Notice should be issued to the Paper Setter by CoE and action should be taken as suggested by the Lapses Committee after inquiry.
6.	Paper-setter repeating questions in	Disciplinary action suggested by Lapses

	same/different section/s.	Committee
7.	Paper-setter setting questions outside the scope of the syllabus	Disciplinary action suggested by Lapses Committee
8.	While assessing answer-book examiner showing negligence in detecting malpractices used by the student/s	Disciplinary action suggested by Lapses Committee
9.	Guiding Teacher showing negligence in supervision of dissertation / project work (e.g. use of manipulated data by a student)	Disciplinary action suggested by Lapses Committee
10.	Superintendent of Examination / Chief Superintendent of Examination showing apathy in carrying out duties related to examinations (e.g. not taking rounds to the examination hall at Examination Centre during examination period or opening the packet of question paper before prescribed time)	Disciplinary action suggested by Lapses Committee
11.	Jr. Supervisor helping students in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty.	**Disqualification from all examination work for a Semester + disciplinary action suggested by Lapses Committee
12.	Jr Supervisor helping student (examinee) in mass-copying, while on examination duty	Permanent disqualification from all examination work + disciplinary action suggested by Lapses Committee as per the rule if he/she is a University employee.
13.	The Vice Chancellor, in addition to above mentioned punishment, may impose a fine on the concerned person if declared guilty.	
14.	If the nature of grievance is very serious and it is affecting the spirit of examination and reputation of the University, the competent authority may take an action of	

	“Cancellation of Approval” of that concern Teacher/s.
15.	The competent Authority may report the case of the implicated person concerned to appropriate Police Authorities.
16	In addition to the above listed punishments, any other punishment deemed fit by the Vice Chancellor.

***\*\*The above punishments shall be placed or recorded in the service book / personal record of the employee. The above punishments may be taken cognizance at the time of promotion / increments or any other benefit awarded to concerned employees.***

**CHAPTER VIII ASSESSMENT, PREPARATION AND  
DECLARATION OF RESULTS**

**O.117**

- (1) There shall be a centralized assessment of answer books for which schedules shall be notified in each, semester. The CoE shall nominate CAP Coordinator, who shall be by default Dy. COE.
- (2) Answer books from various centers will be received in the Examination Department on day of examination itself. The Answer Books shall be cropped, scanned, and uploaded on the system for assessment. The Answer Books of the University Examinations will be kept in safe custody at the Examination Department.
- (3) The examiner shall assess a minimum of 40 answer papers per day. As assessment and evaluation work is mandatory, it shall be the responsibility of the Deans to relieve the teacher concerned for the said work.
- (4) The results of examinations will be prepared, declared, and published by the CoE after the due approval of the Vice- Chancellor. The results so declared shall be placed before the Board of Examinations for approval in an ensuing meeting.
- (5) Grade Cards shall be prepared and issued by the Examination Department on the date.

**O.118. AMENDMENT IN THE RESULT**

- (1) If there is an error in the result due to any computation (clerical / manual) / data entry / printing system error, oversight due to negligence or any other relevant cause then the same may be corrected by the CoE with due approval of the Vice- Chancellor.

**CHAPTER IX**  
**TO PROVIDE SOFT COPIES OF ANSWERBOOK(S) AND REASSESSMENT**

**O.119.**

- (1) Soft copies of answer books shall be made available in student login on the day called Open House and if the student is not satisfied, he/she can apply for reassessment by making a written request to the CoE through ERP and on a payment of the reassessment fee prescribed from time to time. If during reassessment, marks change by more than 5% of the total marks allotted for the same, a change report will be created and submitted to the CoE for correction. If the change is less than 5%, the student will be communicated that there is 'No Change' in the result. However, when the difference between the marks given by the examiner and re-evaluator is more than 15%, the answer paper shall be sent to the third examiner for re-evaluation.
- (2) The final result shall be calculated by calculating the maximum of the marks.
- (3) There shall be no reassessment of 'Problem-Based Learning Examinations', 'Internal Assessments' and 'Online Proctored Examinations' of the University.

## **CHAPTER X**

### **RE-EXAM EXAMINATION**

#### **O.120.**

- (1) Re-Exam Examinations shall be conducted after Semester Examinations only.
- (2) Provision of End semester Re-Exam examinations shall be available to such students only, who are fail in the End Semester Examination.
- (3) A student, who fails to appear for some or all courses of the Semester at the End Semester (Final) Examination due to medical contingency requiring hospitalization and the said student informs the HOD concerned timely (i.e., before the last date of the said End Semester Examination) and submits an application to appear for the Re-Exam examinations, along with relevant medical documents and certificates in proof of the medical contingency and hospitalization, the HOD concerned shall make a specific report to the Internal Assessment Audit Committee in this regard. The respective Committee may grant permission on the merit of individual cases and forward the application to the Academic Office of the University. The student concerned will be assigned the placeholder grade 'I' for the course(s) until the declaration of the final grade, the student is able to obtain after the Re-Exam examination.
- (4) Students who fail in one or more courses ('F' Grade) may avail the benefit of the Re-Exam Examination to pass their grades. Such students shall apply form for the Re-Exam examination through respective Schools to the Controller of Examinations.
- (5) If the student fails in courses examined in the Re-Exam examination, the student will be awarded 'F' grade in the course(s) and will have to re-appear for the examination to be conducted as scheduled in the following semester end examinations as a backlog.
- (6) No special Re-Exam examinations will be available for courses that are 100% (completely) internally assessed e.g. courses like term project, field work, studio work and other practical based courses. If a student has secured an 'I' Grade or 'F' Grade in such courses, they can only be completed by repeating the courses in the following semester(s) when they become available for registration.
- (7) For students who have once failed (F grade) in any course, a maximum of 'B' Grade



will be awarded in subsequent Re-Exam examinations irrespective of their performance.

## **CHAPTER XI**

### **PROMOTION**

#### **O.121**

- (1) First Year to Second Year: Students must earn 50% of total credits to progress to the second year.
- (2) Second Year to Third Year: Students must clear all first-year subjects and must earn 50% of total credits in second year to progress to the third year.
- (3) Third Year to Fourth Year: Students must clear all first year and second-year subjects and must earn 50% of total credits of third-year to move to the fourth year.
- (4) To receive the passing certificate, a student must pass all required subjects in each subsequent year, including the First, Second, Third, and Fourth years.
- (5) Where applicable, students must meet the promotion requirements set by the relevant Regulatory Bodies.

**CHAPTER XII**  
**REMUNERATION/HONORARIUM FOR EXAMINATIONS**

**O.122**

- (1) The remuneration for the examination related work assigned to the University faculty and staff members, shall be decided by the Vice-Chancellor with the consent of the Board of Management.
- (2) The Vice-Chancellor, with the consent of the Board of Management, may from time to time decide remuneration for external paper setters, moderators, examiners, evaluators, invigilators and other staff members engaged in examination work.

**CHAPTER XIII**  
**PRESERVATION OF DOCUMENTS AND ANSWER**  
**BOOKS**

**O.123**

- (1) Preservation of Confidential Documents, Answer Books, internal assessment, and performance-based examination records shall be specified and communicated to all concerned by the Examination Department with a prior approval of the Academic Council on the recommendation of the Board of Examinations.

**CHAPTER XIV**  
**NUMBER OF CHANCES IN APPEARING FOR THE EXAMINATION**

**O.124**

- (1) A student can appear for three continuous examinations with the same syllabus she/he enrolled in the course. After three continuous examinations, if the student fails to clear the course, he/she can appear for examination with the current syllabus for the course decided by the equivalent committee.

**CHAPTER XV**  
**IMPROVEMENT OF CLASS / GRADE / CGPA**

**O.125**

- (1) The student who has passed UG/PG degree examinations of this university with the class mentioned in the column 1 and who desires to improve the class as shown in column no 2 below will be permitted to appear for the same examination without being required to keep any terms.

Column 1	Column 2
Pass class or second class or first class, first class with distinction as the case may be	Second class or first class or first class with distinction, first class with distinction with improved CGPA as the case may be

- (2) For improvement of a class, the student will be required to apply and will be allowed to appear for theory examinations only.
- (3) A student who has re-appeared for the above examination/s but fails to improve his/her class/grade/CGPA, the performance of such re- appearance shall be ignored.
- (4) A student who has re-appeared for the above examination/s but gets lower CGPA /class/grade, performance of such re-appearance shall be ignored and original performance before the re- appearance will be considered. In this case, 'No Change' report will be generated and the same will be communicated to the student concerned.
- (5) A student will be allowed to re-appear for examination for improvement of a class/grade within the period of three years from the date of his/her passing the UG/PG examination.
- (6) A student will be allowed to reappear for minimum one or maximum 1/3rd theory courses of the programme at a time on which the class is awarded.
- (7) A student will be allowed maximum three Exams for all the selected courses for improvement of his/her class/grade/CGPA within the stipulated period of two years. Please read clause O.125 together for a better understanding.

- (8) A student appearing for the improvement of class/grade/CGPA shall not be entitled to get benefit of any rules of the university regarding condonation.
- (9) A student appearing for the improvement of class/grade/CGPA shall not be entitled for any prize/medal/scholarship/award, etc.
- (10) A student who wishes to appear for class improvement examination should submit their application through the portal to the CoE of the university.
- (11) They need to fill in the exam form with the prescribed fees.
- (12) A student appearing for a class improvement exam will have to take the exam based on the current syllabus and courses running for the academic year. If the course is not on offer, then no exams will be conducted for such course(s).
- (13) A student who reappears for the examination for improvement of his/her class / grade and improves his/her class/grade by such re-appearance, will have to surrender their original degree, grade card and provisional certificate to the University.
- (14) In the revised degree certificate, original degree, grade card and provisional certificate, which will be issued to a student, a mention will be made of the fact that he/she improved his/her class/grade/CGPA under this provision of class improvement on the Grade Card.

**CHAPTER XVI**  
**EVALUATION OF THE EXAMINATION SYSTEM/RESULTS**

**O.126.**

- (1) Each School shall determine 'What do the Programme- wise Results indicate'?
- (2) The Examination Department shall maintain and monitor the record of an average number of days from the date of the last semester-end/ year- end examination till the declaration of results every semester (mentioning the name of the programme, end the date of the examination, and the date of the announcement of results along with the number of days elapsed in between, for all the programme for each year).
- (3) The Examination Department shall keep the record of the average percentage of student complaints/grievances about evaluation against the total number that appeared in the examinations every semester.
- (4) The Examination Department shall bring out an Examination Manual every year which will be circulated among all students.
- (5) The Examination Department shall determine the 'Pass percentage of students' every semester  $(\text{Total number of final year students who passed in the university examination} / \text{Total number of final year students who appeared for the examination} \times 100)$
- (6) The Controller of Examinations shall submit a Certified report indicating the pass percentage of students of the final year (final semester) eligible for the degree programme wise / year-wise to IQAC every year.
- (7) The Examination Department shall carry out evaluation or analysis of the results.
  - (a) It shall review, from time to time, the results of university examinations, and forward reports thereon to the Board of Examinations.
  - (b) It shall determine the Incremental growth of students at the entry and exit levels. Each School shall prepare a database with regards to the marks/percentage/grade scored at the entry level and the same shall be submitted to the Examination Department before the first end semester examination for further analysis.
- (8) There shall be Grievance-redressal mechanism in Continuous Internal

Assessment/Formative Assessment (CIA/FA) too. IAAC will resolve issues raised by students in this regard.

- (9) The Examination Department shall list down number of students applying for reassessment programme wise and a report of the same shall be placed before the IQAC, every academic year.
- (10) The Examination Department shall prepare a report on the 'Status of automation of Examination division, every year.
- (11) The CoE shall present an annual Report before the IQAC.
- (12) The Examination Department shall also arrange training sessions for newly recruited teachers creating an awareness about the Examination System.

**O.127.**

- (1) The University offers a few Universities Courses with an aim to develop winning personalities, with a holistic approach and make students ready for employment or future careers. These courses are over and above the prescribed programmes and separate ordinances are in place for the conduct and evaluation of these courses. All the clauses of the University Courses Ordinances 2024 are to be strictly followed while awarding Degrees/ Diplomas to students.

**O.128 CONVOCATION**

- (1) A Convocation for the purpose of conferring degrees, diplomas, and other distinctions of the University, shall ordinarily be held once in a year on such date and place as maybe fixed by the Vice- Chancellor.
- (2) Details related to Convocation shall be given in the Rules and Regulations prepared in this regard.



**CHAPTER XVII**  
**MULTIPLE ENTRY AND EXIT AS PER NATIONAL EDUCATION POLICY- NEP2020**

**O.129**

- (1) The NEP 2020 introduces a flexible system that enables students to enter and exit the higher education system at various stages. This means that a student can pursue a degree, diploma, or certificate and choose to exit at a certain point with a recognized qualification.
- (2) This multiple entry and exit system not only provide academic flexibility but also recognizes and values the knowledge and skills gained by students at different stages of their education. It allows learners to re-enter the system at a later stage without any loss of academic credits.
- (3) To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, degree are organized in a series of levels in an ascending order from level 5 to level 10. Level 5 represents certificate and level 10 represents research degree as shown in following table

Qualification Type and Credit Requirements		
Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate (in the field of learning/discipline) for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	36–40
Level 6	<b>Undergraduate Diploma</b> (in the field of learning/discipline) for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	72-80

Level 7	<b>Bachelor' Degree</b> (Programme duration: Three years or six semesters).	108-120
Level 8	<b>Bachelor' Degree (Honours/Research)</b> (Programme duration: Four years or eight semesters).	144-160
Level 8	<b>Post-Graduate Diploma</b> for those who exit after the successful completion of the first year or two semesters of the two-year Master's degree programme). (Programme duration: One year or two semesters)	36-40
Level 9	<b>Master's Degree</b> (Programme duration: Two years or four semesters after obtaining a Bachelor's degree).	72-80
Level 9	<b>Master's Degree</b> (Programme duration: One year or two semesters after obtaining a four-year Bachelor's Degree (Honours/Research).	36-40
Level 10	<b>Doctoral Degree</b>	Minimum prescribed credits for course work and a thesis with published work

The four-year undergraduate programme may comprise courses under many categories.

Some of these include:

- disciplinary/interdisciplinary major (40-56 credits)
- disciplinary/interdisciplinary minor (20-28 credits)
- vocational studies (12-18 credits)
- field projects/internship/apprenticeship/community engagement and service (24-32 credits).

Qualification Type and Credit Requirements are given in Table. 1. The entry and exit options for students, who enter the undergraduate programme, are as follows:

**(a) 1st Year**

**Entry 1:** The entry requirement for Level 5 is Secondary School Leaving Certificate obtained after the successful completion of Grade 12. A programme of study

leading to entry into the first year of the Bachelor's degree is open to those who have met the entrance requirements, including specified levels of attainment at the secondary level of education specified in the programme admission regulations. Admission to the Bachelor degree programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake and complete a Bachelor's degree programme.

**Exit 1:** A certificate will be awarded when a student exits at the end of year 1 (Level 5). The first year of the undergraduate programme builds on the secondary education and requires 36-40 credits during the first year of the undergraduate programme for qualifying for an undergraduate certificate.

**(b) 2nd Year**

**Entry 2:** The entry requirement for Level 6 is a certificate obtained after completing the first year (two semesters) of the undergraduate programme. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the entrance requirements, including specified levels of attainment, in the programme admission regulations. Admission to a programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake and complete a Bachelor's degree programme.

**Exit 2:** At the end of the 2nd year, if a student exits, a diploma shall be awarded (Level 6). A diploma requires 72-80 credits from levels 5 to 6, with 36-40 credits at level 6.

**(c) 3rd Year**

**Entry 3:** The entry requirement for Level 7 is a diploma obtained after completing two years (four semesters) of the undergraduate programme. A programme of study leading to the Bachelor's degree is open to those who have met the entrance requirements, including specified levels of attainment, in the programme admission regulations. Admission to a programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake and complete a Bachelor's degree programme.

**Exit 3:** On successful completion of three years, the relevant degree shall be awarded

(Level 7). A Bachelor's degree requires 108-120 credits from levels 5 to 7, with 36-40 credits at level 5, 36-40 credits at level 6, and 36-40 credits at level 7.

**(d) 4th Year**

**Entry 4:** An individual seeking admission to a Bachelor's degree (Honours/Research) (Level 8) in a specified field of learning would normally have completed all requirements of the relevant three-year bachelor degree (Level 7). After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's degree with Research.

**Exit 4:** On the successful completion of the fourth year, a student shall be awarded a degree (Honours/Research). A Bachelor's degree (Honours/Research) requires a total of 144-160 credits from levels 5 to 8, with 36-40 credits at level 5, 36-40 credits at level 6, and 36-40 credits at level 7, and 36-40 credits at level 8.

**O.130 ADMISSION PATHS FOR THE POSTGRADUATE PROGRAMME:**

- (1) Students shall be admitted to a two-year programme with the second year devoted entirely to research for those who have completed the three-year Bachelor's programme.
- (2) Students completing a four-year Bachelor's programme with Honours/Research, may be admitted to a one-year Master's programme.
- (3) There may be an integrated five-year Bachelor's/Master's programme.

**Entry 5:** The entry requirement for Level 9 is

- A Bachelor's Degree (Honours/Research) for the one-year/two-semester Master's degree programme.
- A Bachelor's Degree for the two-year/four-semester Master's degree programme.
- A Bachelor's Degree for the one-year/two-semester Post-Graduate Diploma programme.
- A programme of study leading to the Master's degree and Post-Graduate Diploma is open to those who have met the entrance requirements, including

specified levels of attainment, in the programme admission regulations. Admission to a programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake postgraduate study in a specialist field of enquiry.

**Exit 5:** For postgraduate programmes, there shall only be one exit point for those who join the two-year Master's programme, that is, at the end of the first year of the Master's programme. Students who exit after the first year shall be awarded the Post-Graduate Diploma.

### **O 131. CREDIT REQUIREMENTS**

- A one-year/two-semester Master's degree programme builds on a Bachelor's degree with Honours/Research and requires 36-40 credits for individuals who have completed a Bachelor's degree with Honours/Research.
- The two-year/four-semester Master's degree programme builds on a Bachelor's degree and requires a total of 72-80 credits from both years of the programme, with 36-40 credits in the first year and 36-40 credits in the second year of the programme at level 9.
- A one-year/two-semester Post-Graduate Diploma programme builds on a Bachelor's degree and requires 36-40 credits for individuals who have completed a Bachelor's degree.

### **O 132.**

- (1) A student will be allowed to enter/re-enter only at the odd semester and can only exit after the even semester. Re-entry at various levels as lateral entrants in academic programmes should be based on the earned credits and proficiency test records.
- (2) The validity of credits earned will be to a maximum period of seven years or as specified by the ABC. The procedure for depositing credits earned, its shelf life, redemption of credits, would be as per UGC (Establishment and Operationalization of Academic Bank of Credits (ABC) scheme in Higher Education) Regulations, 2021.

**CHAPTER XVIII**  
**VISUALLY IMPAIRED OR DISABLED STUDENTS**

**O 133. APPOINTMENT OF WRITER**

- (1) The writer appointed by the Controller of Examinations to write answer papers of the visually impaired, disabled and learning disabled or such other examinee will have to pay Rs. 500/- per paper in respect of graduate examinations and Rs. 750/- in respect of post graduate examinations. (The charges of the writer may revise by the Vice-Chancellor on the recommendations of Board of Examinations)
- (2) The COE is authorized, to make the appointment of a writer at an examination for a candidate who, in their opinion, is unable to write answer-scripts on serious medical grounds, blind or disabled and learning disabled. The writer to be appointed must not have passed the examination at which he is appointed to work for the examination. The concerned writer should not be first relative with Examinee, i.e. Mother-Father, Sister-Brother, Cousin, Paternal and Maternal Uncle. The concerned Examinee must submit a medical certificate from 'Registered Medical Practitioner' from District Government Hospital.
- (3) The Superintendent of Examination shall make a separate seating arrangement for the candidate and the writer.

**O. 134 TIME TO HANDICAPPED STUDENTS/BLIND STUDENTS/LEARNING DISABLE**

- (1) For Handicapped and Learning Disable:  
The Superintendent of Examination are also authorized to sanction additional half an hour to handicapped and learning-disabled students. However, students will have to submit the medical certificate of civil surgeon. The candidate application must be received through the Chief Superintendent of Examination to the Superintendent of Examination concerned.

(2) Visually Impaired Students

The visually impaired students will be given an additional one hour, i.e., over and above the prescribed time.

**CHAPTER XIX**

**POWER TO REVISE, MODIFY, AMEND NOT WITHSTANDING ANYTHING  
CONTAINED IN THE ABOVE ORDINANCES:**

**O.135**

- (1) The Academic Council has the right to revise, amend or modify any of the above Ordinances from time to time, and shall be binding on all the parties concerned, including Students, Faculty, Staff, Departments and University Authorities.
- (2) In case of any dispute, the decision of the Academic Council will be final and binding.
- (3) In case of difficulty in the application of any of the clauses of the Ordinances specified above, the Vice- Chancellor shall have all powers to amend/modify/remove the difficulty in the relevant Ordinances.