



RUAS Examination Regulations

August 2020

M S Ramaiah University of Applied Sciences
Bangalore

☞ Approval of the RUAS Examination Regulations ☞

This Revised '**RUAS Examination Regulations**', of MSRUAS, supersedes the earlier Versions of the **Examination Regulations**. This '**RUAS Examination Regulations**' has been approved by the following University Authorities on the dates indicated below:

1. Approved by the **Academic Council** at its Meeting held on the 29th July 2020,
2. Approved by the **Board of Management** at its Meeting held on the 03rd August 2020, and
3. Approved by the **Board of Governors** at its Meeting held on the 31st August 2020.

PLEASE NOTE:

Various aspects of conducting the University Examination are addressed in this version of the '**RUAS Examination Regulations**'. Anything not addressed in the Regulations or any issues arising out of the present Regulations but may be necessary for the smooth conduct of the University Examinations will be notified separately on approval by the Board of Examinations.

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Definitions and Abbreviations

Definitions:

1. 'Academic Year' means a Calendar Year commencing, normally, in August and ending in July of the following year as decided by the Academic Council and duly notified.
2. 'Answer-booklet' means a booklet of a fixed number of pages, issued by the University, to the students, in the examination room to write answers to the questions listed in the question paper of a course of an examination.
3. 'Answer Script' means the answer-booklet in which the examinee has attempted/ written his/her answers in response to the questions of the question paper on the examination day. It shall only bear a code number in case of theory papers, at the time of valuation, and, the identity of the examinee shall NOT be revealed.
4. 'Applicant' means a person who has applied in the prescribed form for admission to an University examination.
5. 'Attempt' means either partial or complete appearance by a candidate at an examination. Mere remittance of examination fees shall not amount to an attempt at an examination. If a student is absent for an examination it will not be considered as an attempt.
6. 'Board of Examinations' means, the Board, constituted by the Board of Governors, and incorporated in the Regulations of the University, for the smooth and fair conduct of all examinations and regulate examination related matters of the University.
7. 'Board of Studies' means the Board constituted, in every Department/Faculty, and chaired by the Dean/Head of the Department (or equivalent) and has the responsibility of formulating the curriculum for various programmes offered by the Department or Faculty to which the Department belongs. It shall also be responsible for enrolling examiners, from various institutes, into the Panel of Examiners for each of the programme.
8. 'Candidate' means a person, who has been admitted to appear for an examination conducted by the University.
9. 'Candidates List' means the list of all eligible candidates, who have registered to appear for an examination, and, inter alia, includes the Name, Registration Number, Batch, Year, and the specific Courses for which the candidate has registered.
10. 'Central Valuation Centre' means one or more locations, identified as such, being well-secured premises with access restricted to authorized personnel and where the valuation of the theory answer scripts of the University examination is/are normally conducted.

11. 'Chief Superintendent' (CS) means a person, appointed by the Controller of Examinations (COE), with the approval of the Vice-Chancellor, to be in overall control and supervision of the Examination Centre, at a Faculty, for one or more specified period(s)/session(s) of the University examination.
12. 'Code of Conduct' means the norms to be followed in conducting oneself in the context of the functions/duties assigned to an individual (e.g. Examiners, Superintendents, any staff members assigned with the examination related work).
13. 'Code Number' means a number printed on each completed Answer-Script, at the end of an examination, to mask the identity of the examinee/candidate to prevent any possible bias and malpractice in the valuation process.
14. 'Course' means a specific paper in a particular subject of study either in a theory examination or a practical examination during an academic period such as a semester/year. A set of several Courses constitutes a Programme.
15. 'Entire Examination' means the series of examinations, normally held at the end of an academic period, such as a semester/academic year and includes all the papers whether theory, practical and/or viva-voce examinations, as applicable. When used in the context of the present examination, it is referred to as 'Current Examination'.
16. 'Errant Examinee' means an examinee who has been caught in an act of misconduct, use of unfair-means to help in an examination, or, indulging in a malpractice, during the conduct of an examination and is booked for such an event.
17. 'Examination Centre' means any premises, designated as such, and comprising examination rooms, examination offices and other facilities including areas where drinking water is placed and restrooms, etc. during the conduct of an Examination.
18. 'Examination Fee' means the fee, payable by examinees, for registering and securing admission to appear for one or more examinations and includes the fee payable for the Grade Cards as prescribed by the University from time to time.
19. 'Examination Room' includes any room, hall, laboratory, workshop, clinic, or any other premises, designated as such, and used for conducting examinations of the University.
20. 'Examination Lapses and Malpractice Enquiry Committee' means the Committee, constituted by the Vice-Chancellor, to inquire into incidents reported before, during or after the conduct of any Examination matters affecting or having the potential to affect, the smooth conduct of the examinations or events of misconduct/malpractice reported during the conduct of examinations.

21. 'Examinee' means a person who presents himself/herself for an examination or a part thereof to which he/she has been admitted.
22. 'Examiners' mean faculty from within or external to the University, approved by BOE, and appointed by the COE, for valuation of an examination whether it is a question paper setting, valuation of theory papers, practical examination, clinical, a viva-voce, including undergraduate or postgraduate projects and dissertation by a student or other form of examinations.
23. 'Fine' means a sum being a monetary penalty imposed on an errant candidate for valid reasons such as misconduct/malpractice or other unacceptable behavior or act(s) of omission or commission by the candidate/student.
24. 'Internal Assessment' means the assessment based on Continuous Evaluation (CE) tests and assignments and any other assessment event(s) to be submitted by the student(s) during an academic period.
25. 'Late Fee' means a sum of money payable by a candidate to the University as a result of failure to meet the deadlines.
26. 'Malpractice' means the indulgence, by an examinee, in an unacceptable act either before, during or after an examination, including the use of unfair-means during an examination involving the candidate, and may involve one or more examiners and/or faculty members or staff.
27. 'Misconduct' means behavior considered unacceptable behavior not conforming to approved norms of behavior by a candidate and may include indulgence in one or more acts of misbehavior, such as disobeying the instructions, insolent/ violent behavior, and/or causing hindrance to the duties of the staff on examination duty, etc.
28. 'Panel of Examiners' (POE) means a pool of all available examiners from the University and other external institutions who are enrolled by the Board of Studies.
29. 'Paper' in the context of an Examination means that particular paper, belonging to a course, for which an examination is being held.
30. 'Paper Setter' means a person, approved by the BOE and drawn from among the Panel of Examiners or otherwise appointed, with the approval of the Vice-Chancellor, appointed by the Controller of Examinations for setting the question paper.
31. 'Photocopy of Answer Script' means a reprographic reproduction of the original Answer script used for answering the questions by the student in the examination.
32. 'Programme' means either Undergraduate or Postgraduate Degree programme of study pursued by the students. A Programme consists of several courses that need to be studied by the candidate throughout the Programme.

33. 'Question Paper Moderation' means the process of validating the question papers, set by Paper Setters, to ensure conformity with the approved pattern of examination and compliance with the corresponding Academic Regulations in force. Any errata/aberrations/formats/choice/pattern deviation etc. are subject to appropriate corrections before the approval of the question paper for an examination.
34. 'Question Paper Moderator' means a person appointed by the COE to scrutinize the question papers received from the Paper Setter(s) to detect any aberrations, provide remedy and validate the questions with the approved norms and the corresponding Academic Regulations before the question paper is accepted for the conduct of an examination.
35. 'Regular Candidate' means a student who has joined a Programme and registered to an odd and/or even semester or an academic year.
36. 'Re-Sit' means, a student who has met all CE requirements of a course but could not score the passing marks and hence failed in the Semester End Examination or remained absent and hence declared fail in the course has to register for writing that examination in the next opportunity. CE marks of the student shall be carried forward to process the result of the Re-Sit examination.
37. 'Re-Registration' means a student who has not met the CE requirements of a course and hence not eligible to write the Semester End Examination and hence declared fail, has to re-register for the course during the next opportunity. The CE marks shall not be carried forward. The students shall meet both CE and SEE/YEE requirements afresh for a pass in that course.
38. 'Re-totaling' means a verification of valuation of the written answer script (i.e., after the announcement of the result of an examination and obtaining a photocopy of the answer script where the student still believes sufficient grounds exist for such a request), by an independent examiner, following the submission, by the candidate, of an appropriate application requesting this together with the corresponding fees fixed for Re-totaling.
39. 'Reviewer(s)' means a Third Examiner(s) who has/have been appointed by the COE to review the paper(s) valued by the Examiner(s).
40. 'Semester' means the duration of an academic period specified in the Academic Calendar of the University and applies to all programmes of study, which are conducted in the semester system.
41. 'Room Supervisor' means any members of the teaching faculty of the departments of teaching/study appointed by the CS/DCS, in consultation with the HODs and the Dean of the concerned Faculty.
42. 'Session Report' means the report prepared by the Chief Superintendent(s) of the Examination Center for a particular Examination Session including

particulars of the number of candidates present/absent, details on incidents of any malpractice/misconduct, the attendance record of supervisors and other examination staff on duty and such related matters with necessary enclosures.

43. 'Student' means and includes a person who is enrolled as such by the University/department, to pursue education, receive instructions, write examination(s) and qualify for any degree, diploma, or certificate awarded by the University.
44. 'University' means the M S Ramaiah University of Applied Sciences.
45. 'University Examination' means any examination conducted by the University in accordance with the corresponding Academic Regulations. Normally, the examination includes the Semester End Examination (SEE), the Year End Examination (YEE).

Abbreviations

Abbreviations	
Abbreviation	Description
BOS	Board of Studies
BOE	Board of Examinations
CE	Continuous Evaluation
CFO	Chief Finance Officer of M S Ramaiah University of Applied Sciences
CGPA	Cumulative Grade Point Average
CL	Course Leader
CO	Course Outcome
COE	Controller of Examinations of M S Ramaiah University of Applied Sciences
CS	Chief Superintendent
CVC	Central Valuation Centre
DCS	Deputy Chief Superintendent
DOA	Director of Academics
EE	External Examiner
ELMEC	Examination Lapses and Malpractices Enquiry Committee
ERP	Education Resource Planning System
GM	Grace Marks
IE	Internal Examiner
MSRUAS	M S Ramaiah University of Applied Sciences
OBES	Outcome-Based Education System
PO	Programme Outcome
PG	Post-Graduate
POE	Panel of Examiners
PVC	Pro-Vice-Chancellor of M S Ramaiah University of Applied Sciences
RR	Re-Registration to a course
RS	Re-Sit in an examination
SEE	Semester End Examination
SGPA	Semester Grade Point Average
QPM	Question Paper Moderator
UG	Under-Graduate
VC	Vice-Chancellor of M S Ramaiah University of Applied Sciences
VS	Vigilance Squad
YEE	Year-End Examination

1 Chapter

Introduction

M S Ramaiah University of Applied Sciences (MSRUAS) is a Private University established by an Act of the State of Karnataka, India. Gokula Education Foundation – a public charitable trust owned by the Ramaiah family, sponsors the University. The Gokula Education Foundation has promoted more than 20 institutions in the last 55 years providing higher education and quality healthcare.

Ramaiah University of Applied Sciences (RUAS) (Registered as M S Ramaiah University of Applied Sciences) is established with a vision to be known as a modern, innovation-intensive University, where the University continuously interacts with the industry, business communities, and government organizations. The University aims at having graduates who are competent, confident, think creatively, and apply their academic learning and practical skills to find innovative solutions to problems faced by society.

The University presently has the Faculties as shown in Table-1.

Table-1 Faculties of MSRUAS

Sl. No.	Name of the Faculty
1	Faculty of Engineering and Technology (FET)
2	Faculty of Art and Design (FAD)
3	Faculty of Mathematical and Physical Sciences (FMPS)
4	Faculty of Pharmacy (FPH)
5	Faculty of Dental Sciences (FDS)
6	Faculty of Management and Commerce (FMC)
7	Faculty of Hospitality Management and Catering Technology (FHMCT)
8	Faculty of Life and Allied Health Sciences (FLAHS)
9	School of Social Sciences (SSS)
10	School of Law (SL)

There are separate Directorates such as – Admissions, Student Affairs, Training, and Life-Long Learning, Transferable Skills and Leadership Development, International Collaboration and Partnership Management to support the academic activities and interactions with industry, business communities, in India and abroad.

RUAS has implemented the Outcome-Based Education System, which focuses on equipping the students with knowledge & understanding, cognitive abilities, practical skills relevant to industrial and societal needs. The University has adopted global best practices in teaching, learning, and assessment to ensure the all-round development of students for a successful career. Being a comprehensive University, the programmes are inter and multidisciplinary which is an essential characteristic of present-day education. All programmes are designed to train students to be creative, innovative, and imaginative which are the fundamental requirements of the graduates of the 21st Century.

It is envisioned that RUAS will become a top University for Innovation and Research in Asia in the coming decade by adopting best practices followed in the premier institutions across the globe.

2 Chapter

Examination at MSRUAS

The University follows a fair and transparent examination system involving the various examination methods. The University conducts its Programmes using the Semester and/or Annual pattern of University examinations as per Academic Regulations of the respective Programmes. Wherever applicable, the guidelines of the statutory, regulatory bodies such as DCI, PCI, Bar Council, etc. will be followed. The office of the Controller of Examinations of the University is responsible for the conduct of all University examinations, valuation, and the announcement of results and maintenance of student examination records for all programmes offered by the University.

In general, the University examination includes:

- Theory papers (objective type of questions, short answers/essays and long essays);
- Clinical/practical Examinations; and
- Group Discussions, Personal Interviews, Presentations, or Viva-voce as per the specified Regulations.

This 'RUAS Examination Regulations' document aims at guiding the effective, efficient and lawful conduct of University examinations comprising, Certificate, Diploma, UG, PG, and Doctor of Philosophy programme offered by the MSRUAS. The document is structured around four broad perspectives as shown in Figure-1



Figure-1 The Structure of the RUAS Examination Regulations

2.1 Comprehensive Frame Work

The Board of Examinations provides the comprehensive framework for carrying out all examination related activities by the Controller of Examinations office.

2.1.1 Constitution of Board of Examinations

There shall be a Board of Examinations, which shall consist of the members as in Table-2.

Table-2 Board of Examinations

Sl. No.	Member	Designation
1	Vice-Chancellor	Chairman
2	Pro-Vice-Chancellor(s)	Member(s)
3	Director of Academic Affairs	Member
4	Deans of all Faculties	Members
5	One Faculty member from each of the Faculties, to be nominated by the Dean of the respective Faculty	Member(s)
6	One external member nominated by the VC	Member
7	Controller of Examination	Member-Secretary

Note: The tenure of the nominated members shall be two (2) years.

2.1.2 Powers and Duties of the Board of Examinations (BOE)

1. The BOE shall be responsible, within the University, for:
 - a. Making policy decisions in regards to organizing and conducting examinations of the University.
 - b. Conducting University Admission Test.
 - c. Conducting examinations for all the programmes offered by the University.
 - d. Appointing Paper Setters, Examiners, Moderators, and other examination staff.
 - e. Preparing the Schedule of Examinations for every Academic Year and announcing the results for such examinations.
 - f. Implementing innovative/modern methods and practices as a continuous process of improvements in the conduct of examinations.
 - g. Making adequate arrangements to hear and decide upon grievances pertaining to any matter arising out of the conduct of examinations.
 - h. In general, dealing with all other matters concerning examinations in a fair and transparent manner to ensure trust in the systems adopted /implemented.
2. In discharging its mandate effectively, the BOE shall have the following powers:
 - a. To ensure proper planning and organization of the examinations, of the various programmes offered by the University, admission tests, including valuation, moderation, and announcement of results.
 - b. The BOE may constitute an **Examination Sub-committee** of each Faculty, for appointing the paper setter, examiners, and moderators. The **Examination Sub-committee** shall have the structure as in Table-3.

Table-3 Examination Sub-committee

S.No.	Member	Designation
1	Vice-Chancellor or his/her Nominee	Chairman
2	Pro-Vice-Chancellor (overseeing the concerned Faculty)	Member
3	Dean of the concerned Faculty	Member
4	Chairman and one member from the concerned BOS(s)	Member(s)
5	Two Faculty members nominated by the Dean of the concerned Faculty	Members
6	Controller of Examination	Member-Secretary
Note: The tenure of the nominated members shall be two (2) years.		

Wherever a referee is to be appointed for valuation of thesis and dissertation and the conduct of viva-voce examinations prescribed for the award of post-graduate, doctorate and higher degrees, two persons nominated by the Academic Council shall be the members on the concerned committee:

1. The COE shall be the ex-officio Member-Secretary of such a committee.
2. The Sub-committee shall prepare the lists of persons for various examinations from amongst persons, included in the POE to be prepared by the BOS (which will be regularly updated) and shall submit them to the BOE, which shall then appoint paper setter, examiners, moderators, or referees.
3. No members of the BOE or the committees shall be appointed as a paper setter, moderator, or referee. In exceptional cases, such appointments can be made by a resolution passed by the Sub-Committee, with a two-thirds majority of the members present.
4. To appoint paper setters, examiners and moderators from among the persons included in the Panel of Examiners (POE) prepared by the respective Board of Studies (BOS) and approved by the BOE. Where necessary, based on the recommendation of the Examination Sub-committee, to remove or debar a person from the POE.
5. In emergency situations, the COE, or in his/her absence, any other officer/person, duly authorized by, the Vice-Chancellor, shall be authorized to take such action as maybe considered fit and necessary. The person taking such action shall, however, promptly report this matter along with the action taken, at the next meeting of the BOE and have such action ratified.
6. To investigate and take disciplinary action where malpractice and/or other lapses are observed or reported by candidates, paper setters,

examiners, moderators, referees, course leaders, supervisors, examination superintendents or any other persons concerned with the conduct of the examinations. For this purpose, the BOE shall constitute a Committee of not more than Five (5) persons of whom one shall be Chairman. This Committee called '**Examination Lapses and Malpractice Enquiry Committee**' shall submit a report on its findings along with its recommendations for disciplinary action to be initiated to the BOE, which, in turn, shall decide upon initiating suitable disciplinary action in the matter.

7. The COE shall arrange for strict vigilance during the conduct of the examinations by appointing the 'Vigilance Squad' with the approval of VC, to avoid the use of unfair-means by the students, course leaders, CS, DCS and supervisors, or any other faculty/staff member associated with the examination related activities.
8. Annually, the COE shall prepare a financial estimate for incorporation in the budget of the University as per the prescribed rates finalized by BOE & approved Finance Committee and shall submit the same to the Chief Finance Officer (CFO) of the University.

2.1.3 Conduct of Business at the Meeting of BOE

1. The Board of Examination shall meet at least once in each academic term of a year (i.e. odd and even semester). The meetings shall be convened under the orders of the VC.
Provided that the VC shall convene a special meeting of the BOE, if a requisition, signed by not less than two-thirds of total members of the BOE, has been received by the VC.
2. The COE shall be the Member-Secretary of the BOE. COE shall issue the notices of the meetings; prepare the minutes of the proceedings and circulate them to the Members and perform all other functions required to be performed by the Member-Secretary.
3. At least Seven (7) days' notice of the date, time, and place of a BOE meeting shall be given to the members. The agenda of the meeting shall be sent to the members to reach them at least three days before the date of the meeting. In case of an emergency situation, such meeting may be convened at shorter notice.
4. Normally, no business other than that specified in the agenda shall be considered at a meeting. Any members with the permission of the Chair may bring up any business not specified on the agenda.

5. Other than an emergency meeting any proposals intended to be laid before a meeting of the BOE, by any members, must be received by the COE's office at least Four (4) days before the meeting,.
6. A meeting may be adjourned to any date, by the Chairman, to complete any unfinished business. Notice of such adjournment shall be sent to the members, who were not present on the scheduled date of the meeting.
7. Every meeting of the BOE shall be presided over by the Chairman and in his/her absence, by a member chosen by the members present from amongst themselves.
8. All acts of the BOE, the decisions at every meeting, questions coming/arising before it, shall be decided by the majority of votes of members present and voting at the meeting.
9. Each member of the BOE, including the Chairman, shall have one vote. In case of an equality of votes, the Chairman shall have a casting vote. The CoE, though he is the Member-Secretary of the BoE shall not have the right to **vote**
10. Any business that is the responsibility of the BOE may be carried out by circulating an appropriate resolution, "Resolution by Circulation" along with an explanatory note among its members. Any resolution so circulated, and approved by a simple majority shall be effective and binding. All Resolutions, passed by Circulation, shall be tabled at the next Meeting of the BOE and ratified at such meeting.
11. The decisions on various matters at the meetings of the BOE shall be regulated by the Chairman following the rules laid down. The Chairman may make such changes as he/she considers essential and changes made by him/her shall be final for that meeting. However, the changes so made shall not be inconsistent with the approved Rules and Regulations of the University.
12. Two-thirds of the total members of the BOE shall constitute a quorum and if there is no quorum, the meeting shall be adjourned by the Chairman to a specific time on the same day or a later date and no quorum shall be necessary for such adjourned meeting.
13. Any member not attending three consecutive meetings, without prior permission, shall cease to be a member. The Chairman shall fill-up the vacancy, so caused, before the next meeting.
14. The minutes of the proceedings of every meeting shall be drawn up by the Member-Secretary and approved by the Chairman. A copy of the minutes of proceedings of each meeting shall be placed before the Board at its next meeting for confirmation.

2.1.4 Notifications Related to Examinations

All University Examination related notifications shall be issued by the Office of the Controller of Examinations.

2.1.5 Pre-Examination Process

The Office of the Controller of Examinations shall be responsible for the preparatory work necessary for the conduct of the examinations, in each Academic Year, at the University.

The activities shall include, but are not limited to:

1. In consultation with Director of Academics prepare a list of courses to be offered in that semester/year.
2. Prepare the financial estimate of all examination activities for incorporation in the budget of the University.
3. Arrange for the meeting of the **Examination Sub-committees** to finalize the list of paper setters, examiners, moderators for the setting of question papers and examiners for the practical/ clinical examinations.
4. Preparation of Schedule of Examinations for each Faculty and all the Programmes offered by the University during the Academic Year
5. Arrange for meetings of the Examination Sub-committee and BOE to approve the list of paper setters, examiners, moderators for the setting of question papers and examiners for the practical/clinical examinations.
6. The announcement of eligibility lists.
7. Appointment of Chief Superintendent and Deputy Chief Superintendent, Members of the Vigilance Squad, and other ad hoc appointments of officials as necessary to conduct the examinations.
8. Preparation of examination timetables of all examinations in consultation with the Director of Academics.
9. Make arrangements to designate specific facilities in the University as Examination Centers and the Central Valuation Center (CVC).
10. Make arrangements for the procurement, storage, distribution and control of inventory of all “controlled” examination stationery.
11. Arrange for the generation of Admission Tickets Cards and other examination related documents such as Seating Plans, List of students, attendance sheets, etc.
12. Release of Admission Tickets to all those who are eligible to receive them after submitting the required NOCs from the different departments.
13. Conduct of all components of Admission Tests for admission to all University Programmes.

2.1.6 Examinations Process

This phase is related to the actual conductance of the examinations in the University and finalization and the announcement of results.

The activities shall include, but not limited to:

1. Printing of Question Papers
2. Arrangements for the collection of question papers on the date of examination from COE Office
3. Arrange for Vigilance Squad.
4. Arrange to collect answer scripts from the examination centers.
5. Coding of Answer Scripts by the COE office and forwarding the same to Center Valuation Center.
6. Arranging to evaluate answer scripts.
7. Arranging for de-coding of the answer scripts.
8. Receive all evaluated papers and enter the summary of marks into the University's ERP system.
9. Process the examination results.
10. Arrange for SAB and PAB meetings at the Faculty level for review and finalization of results.
11. Declare the results of all examinations.

2.1.7 Post Examination Process

This phase is related to the activities after the announcement of the results of the University examinations.

The activities shall include, but not limited to:

1. Arrange for receiving grievance applications from the students for the re-totalling of marks.
2. Taking action with respect to reported cases of unfair-means and lapses on the part of the students or the faculty and staff members respectively.
3. Arrange for receiving the requests through the ERP for Provisional Degree Certificate (PDC) and issuance of the same.
4. Arrange for the issue of duplicate grade card/degree certificate and other documents against the request from the student.
5. Support the process of convocation by providing the transcripts, degree certificates, etc. as necessary.
6. Arrange to collect the corresponding fees for all services rendered with respect to the examinations processes.
7. Preservation of the examination documents and records in accordance with the University's Retention and Disposal Guidelines (Ref: Section 6.2).

8. Uploading graduated students' academic data to the National Academic Depository (NAD) or other such designated agency.
9. Provide the statistical data and other examination information to the designated University authorities from time to time.

3 Chapter

The Pre-Examination Process

3.1 Examination Calendar and Schedule

1. For each Faculty/Programme, an Examination Calendar indicating the tentative date of commencement of University Examination (Semester/Annual) is prepared before the commencement of each academic year by the Office of the Controller of Examinations in consultation with the Director of Academics, and approved by the BOE.
2. The University Examination Time-Table shall be prepared by the COE in consultation with the DOA and the same shall be issued by way of a Notification for the information of all concerned.
3. Adequate arrangements shall be made for the conduct of all University examinations in accordance with the announced schedule. Where a particular examination is required to be re-scheduled due to unforeseen circumstances the COE shall make suitable announcements to all concerned regarding the alternative date(s) and alternative arrangements made by the University. All such announcements shall be made in due consultation with the Dean of Faculty and Director Academics.

3.2 Registration of Candidates for Examinations

3.2.1 Odd and Even Semester Examinations:

1. The regular candidates who have registered for the Odd and Even semesters will be registered for the examinations by default.
2. The candidates who wish to take a **Re-sit (RS) examination** in certain courses during the odd and even semesters will have to register for the examination on the RUAS Portal, by payment of the prescribed fee as per the schedule notified before the examination

3.2.2 Annual Scheme Examination

1. The regular candidates who have registered for the year-wise/annual programme will be registered for the examinations by default.

3.2.3 Supplementary Examinations

1. The candidates who wish to register for the Supplementary/Summer Semester Examinations under the Re-registration (RR) or Re-sit (RS) category shall do so, as per the notification in this regard, by payment of the prescribed fee.

2. The Limit on the Maximum Credits a student can register for shall be applicable following the corresponding Programme Academic Regulations.

3.3 Eligibility of the Candidate to Write the University Examination

The Course Leaders/HODs and Dean of the respective Faculty shall finalize the CE marks and attendance, at least Seven (7) working days, before the commencement of the examinations.

A candidate must fulfill all the criteria defined for eligibility purposes, i.e. attain the minimum attendance percentage, and possess the minimum CE marks in the particular course, and have paid the fees as stipulated in the applicable Programme Academic Regulations, to become eligible to write University Examination in that course.

3.4 Admission Ticket

All candidates who have registered for a Semester-end Examination and have fulfilled all the requirements stipulated in the Academic Regulations of the corresponding Programme will be issued an Admission Ticket for the University Examination.

1. The Admission Ticket will show the List of Courses for which the student is eligible to write the examination.
2. The course(s) in which the student has not attained eligibility to write the examination will not appear in the Admission Ticket.
3. All Candidates will be allowed, by logging into the University's ERP System, to download their Admission Tickets.
4. The candidates must produce the ID card and Admission Ticket at the examination room whenever demanded.

3.5 Examination Duties

The duties assigned concerning the conduct of various activities in the examination process are mandatory for all the University faculty/staff members, except prior approval from the VC for a valid reason. Non-performance or refusal to undertake examination duties assigned may entail disciplinary action as per the University norms.

Any person whose family members or the close relatives are taking the University Examinations shall not be assigned the Paper Setting, Valuation, or role of Superintendents/Supervisors in the University Examinations. Every person assigned any of these duties are required to submit an undertaking to the COE office.

3.5.1 Academic Registrars and Associate Dean – Academic Affairs

Academic Registrars and Associate Dean – Academic Affairs at the Faculties shall closely work the COE office in all University Examination related activities. The Examination & Assessment Section teams under these officials shall assist the COE office in all Examination, Results processing and Convocation activities.

3.6 Appointment of Examiners

The University will conduct all examinations as per the Examination Schedule approved by the BOE. To facilitate the appointment of examiners for the various programmes offered by the University, the Controller of Examinations shall prepare and maintain a Panel of Examiners. The members of the panel shall be drawn from both faculty members of the University as well as faculty members from other universities/academic institutions. The information such as name, qualification, designation, academic and research experience with courses handled, and experience as an examiner, moderator and paper setter, etc. shall be maintained in the lists.

3.6.1 Panels of External Examiners

A Panel of Examiners (**“POE”**) for Paper Setting shall be prepared and maintained for each of the programmes/departments of the University, following a periodic update of the names of the panel members.

A Panel of Moderators (**“POM”**) for Paper Setting and Valuation shall be prepared and maintained for each of the programmes/departments of the University, following a periodic update of the names of the panel members.

The names for the POE and POM shall be nominated by the BOS, Dean of the Faculty, and recommended by the Examination Sub-Committee and approved by the BOE.

On approval by the BOE, a letter of appointment order to the examiners concerned along with a copy of instructions/guidelines along with the copy of Course Specification and COs relating to the examinations for which they are appointed shall be sent by COE through the Faculty Academic Registry.

3.6.2 Criteria for the Nomination of Examiners:

While proposing the names of faculty members for the POE, the following guidelines shall be adhered to.

Internal Examiner-

1. He/she should have taught the course in the department/University or should be knowledgeable in that particular course
2. A maximum of four consecutive terms of examiner-ship is permitted. The services may be continued with a one-term break.

External Examiner –

1. He/she should have taught the course for a minimum of 3 years or should be knowledgeable in that particular course
2. A maximum of two consecutive terms of examiner-ship is permitted. The services may be continued with a one-term break.

Depending upon the availability of the senior faculties, the respective Sub-Committees will take care of the criteria for the appointment of the examiners for UG/PG.

3.6.3 The Setting of Question Papers

The University is following the 'Outcome Based Education System' (OBES) in all programmes. As part of this system, the examination and valuation system should assess the attainment of the prescribed outcomes in the Course Specifications by the students in corresponding examinations.

3.6.4 Theory Examinations

For all theory examinations, the question papers shall be set by the examiners appointed as per the recommendations of the Examination Sub-Committee.

There shall be three faculty members for setting a question paper of a Course.

1. Internal Examiner (IE) – Normally the faculty member of the department/Faculty who has taught the course during that semester/year.
2. External Examiner (EE) – Normally from outside the faculty/University, as the case may be, who has taught the course in his/her academic career.
3. Question Paper Moderator (QPM) – Normally the HOD or a senior faculty member of the department/Faculty who has experience as a teacher and examiner.

The process:

1. The IE prepares one (1) question paper as per the Course Specifications, covering all aspects of CO and PO, prepares the corresponding scheme of valuation, and submits the same to the COE office.
2. The EE prepares one (1) question paper as per the Courses Specifications provided to him/her by the University covering all aspects of CO and PO, prepares the corresponding scheme of valuation, and submits the same to the COE office.
3. QPM will review the Question Papers set by IE and EE. Considering these Question Papers as a basis, he will endeavor to generate two different set of Question papers either through the process of blending or incorporating modifications to ensure the logical flow and difficulty levels in the interest of the student comprehension and to achieve intended academic rigor. The

QPM also prepares the corresponding schemes of valuation and submits the two (2) question papers along with the schemes to the COE office in two (2) separate sealed covers marked as 1 and 2.

4. The VC or an authorized representative will select one (1) question paper of the two (2) papers in advance for the examination. The other will be kept as a reserve.
5. A suitable method of printing the question papers while maintaining the confidentiality and a delivery system to the Examination Offices at the Faculties shall be adopted.

3.6.5 Practical/Clinical/Viva-voce Examinations

1. A team of two examiners, one IE, and one EE shall be appointed for conducting the laboratory examinations in a course as per the recommendations of the Examination Sub-Committee.
2. Wherever, EE is not available for certain specialized course/programme, a faculty member of the department/faculty of the University can be appointed.
3. Although IE will be chairman for laboratory examination, however, IE and EE are jointly responsible for setting up the laboratory examination question papers, conducting the laboratory examination, conducting viva-voce, also keeping in view the various guidelines of the Regulatory bodies, if any, and finalizing the marks as per the course documents.

The process outlined above applies to all other practical examinations of all Faculties of the University. Wherever specific requirements are stipulated by a Regulatory Body such guidelines (e.g. DCI, PCI, etc.) shall be complied with by the persons concerned.

3.6.6 Valuers

The Panel of the faculty members will also be appointed by the Examination Sub-Committee. The faculty member appointed, as the Valuator (as first valuator or second valuator), shall independently evaluate the answer scripts assigned to him/her as per the valuation scheme provided and any other applicable guidelines provided, as necessary. The valuator is responsible for evaluating all the answer scripts and preparing the marks list and or entering the marks into the ERP.

3.6.7 UG and PG Dissertations

An “**Valuation Panel**” shall be constituted at the Faculty department level for valuation of the UG and PG dissertations. The Valuation Panel shall have the structure as in Table-4.

Table-4 Valuation Panel for UG and PG Dissertations

S.No.	Member	Designation
1	Dean/HOD	Chairman
2	A maximum of two External Examiners for each department	Members
3	Two faculty members from the concerned department nominated by the HOD	Members
4	One faculty member from a department/Faculty external to the concerned department	Member
5	Supervisor guiding the student(s)	Member-Secretary

The panel shall evaluate the dissertation works of the students as per the evaluation schema indicated in the Course Specifications. The final marks to be entered by the Supervisor/Guide in to the University's ERP system.

3.6.8 Online Examination

The University encourages the online examination processes as part of its E-Learning Initiatives, wherever necessary. Appropriate online examinations method(s) can be adopted for both theory and Laboratory/Practical/ Clinical courses at the University Examinations. All such online examination shall be duly notified with adequate information and pattern of the examination in compliance with guidelines of various regulatory bodies.

3.6.9 Admission Test

The Admission Tests shall be conducted, (Online/Offline or a combination of both) for admitting students to various programmes of the University as necessary. The Admission Test process can have different components like- Objective/Subjective type test, Personal Interview, Group Discussion, or any other relevant method. An appropriate platform shall be used for administering the test to the applicants. The questions for the tests shall be prepared by Subject Experts nominated by the BoE.

3.7 Appointment of Chief Superintendents and Deputy Chief Superintendents

Chief Superintendents (CS) and Deputy Chief Superintendents (DCS) shall be appointed by the COE, based on the recommendation of the Dean of the Faculty and after approval by the Vice-Chancellor. The CS and DCS shall confirm their acceptance of the appointment within 2 working days.

Room Supervisors, Relieving Room Supervisors shall be appointed by the CS and DCS in consultation with the COE, the respective HODs and Dean of the Faculty.

3.7.1 Duties and Responsibilities of Chief Superintendent

Following are the main duties and responsibilities of the CS

1. To collect the information from the Examination and Assessment Section of the Faculty regarding the examination schedule and seating plans and make suitable arrangements to conduct the University Examination(s) smoothly.
2. To prepare the session wise requirement of the number of RS and send the request to the Dean and HODs. The HODs, in turn, shall send the names of RS as per the requirement to CS.
3. To allot the day-wise RS/ Relieving Room Supervisor duties and communicate to all the concerned.
4. The Course Leaders shall communicate the requirements for each examination, such as handbooks, data tables, graph sheets, etc., to the CS at least two working days before the examinations. The same shall be arranged in consultation with the E&A section and the Library.
5. To instruct the custodians of the examination rooms to facilitate for smooth conduct of the examination by providing required facilities including making provision for the Examination Office.
6. To receive all the stationery material required for conduction of the University Examination like attendance sheets, answer booklets, drawing sheets, graph sheets, formats for registering the malpractice cases, etc., from the E&A section on the day of examination.
7. The CS and DCS shall report for duties at least 60 minutes before the start of examination on all the days of examination.
8. To remain at the premises during the entire period of examination and shall not leave without informing the DCS.
9. To facilitate the recording of the session wise attendance of the staff reported for examination duties on each day.
10. To facilitate the RS with answer booklets and other required documents and dispatch them to the allotted rooms 10 minutes before the commencement of the examination.
11. To coordinate the timely distribution of question papers.
12. During the examination, the CS shall monitor and liaison with the RS and in recording the cases of malpractices reported by the RS, if any.
13. The CS shall be responsible for physical verification and safe delivery of answer scripts to the COE office on the same day.
14. To submit a report on the Examination Duty Statement to the E&A section to facilitate for computation of the remuneration to all the staff involved in the conduction of the examination.
15. At the end of an examination session, the RS shall handover the Report of Utilization of the stationery and the unused stationery to E&A staff.

16. To report any instances of insubordination or negligence of duties by the RS and Relieving Room Supervisor to the Dean.

3.7.2 Duties and Responsibilities of the Deputy Chief Superintendent (DCS)

1. To assist the CS in the smooth conduct of the examination.
2. To report to the CS at the Examination Office 60 minutes before the commencement of the examination and record his/her reporting to duties by affixing the signature in the attendance sheet provided for the said purpose.
3. To assist the CS in arranging the question papers room-wise (branch-wise/course-wise, etc.) as per the seating plan.
4. To oversee the distribution of blank answer booklets, additional materials such as data handbooks, tables, charts, graph sheets, drawing sheets, etc. The DCS shall deliver the covers of question papers to the examination rooms concerned. The DCS shall ensure that the RS is provided with all necessary stationery and documents for the smooth and fair conduct of the examination.
5. To remain at the premises allotted to him/her during the entire period of examination and shall not leave without prior permission of the CS.
6. To ascertain that the RS has made the mandatory announcements in the respective examination rooms.
7. To see that the candidates with valid admission tickets and identity cards only are allowed to take the examination.
8. To be responsible for reporting the cases of malpractices in the standard format and handing over the case to the CS.
9. It is the sole responsibility of the DCS that the RS strictly comply with the duties and responsibilities assigned to them and the examination is conducted fairly in all the examination rooms.
10. The CS and DCS shall be for physical verification and safe delivery of answer scripts to the COE office on the same day.
11. In the event of any discrepancy, like misplacement of the booklet, absence of the candidate's signature, invigilator's signature, errors in records, etc., the CS and DCS shall be held responsible and shall be available for a recall for clarifications.

3.7.3 Duties and Responsibilities of the Room Supervisor

1. To report to the CS/DCS at the Examination Office at least 30 minutes before the commencement of the examination and record his/her reporting to duties by affixing his/her signature in the attendance sheet placed for the said purpose.

2. To ascertain the examination room assigned to him/her and the number of candidates in the room.
3. To collect the answer booklets/drawing sheets, seating plan corresponding to the allotted examination room from the CS/DCS under acknowledgment, and verify the stationery received for distribution to the students.
4. To reach the allotted examination room 10 minutes before the commencement of the examination and permit the entry of students to the examination room after the first bell. The RS shall ensure that the students occupy only the seats allotted to them.
5. To ensure that candidates take their seats before the commencement of examination even though the candidate shall be allowed to enter the examination hall up to 30 minutes from the commencement of the examination.
6. To receive the question papers in the covers from the CS/DCS.
7. Five minutes before the commencement of the examination, the answer booklets shall be distributed to those candidates only, who are seated in the examination room and are not to be placed on the vacant seat.
8. Before issuing the question papers to the students, the RS shall make the mandatory announcement (Ref.: Section 4.3.2) to the students.
9. To distribute the question papers to the candidates seated in the examination room, only when the commencement bell of the examination rings.
10. Report the discrepancies/errors in the questions noticed by the students to CS/DCS. CS/DCS will immediately contact the concerned HOD for any further action deemed fit to be taken in consultation with the COE on the spot implementation.
11. Candidates shall be allowed to leave the examination room only after 30 minutes have elapsed after the commencement of the examination.
12. To affix signature on the answer booklets of the students, at the place marked as 'Room Supervisor signature', only after verifying the identity of the candidate with photo on admission ticket and University ID Card, entered the correct seat number and other particulars required on the facing sheet of the answer booklet and obtain the signature of the candidates on the attendance sheet.
13. To remain alert in the examination room and shall attend to the requests of the candidates for the supply of any other permissible stationery and materials.
14. If any student has not brought his/her admission ticket, the matter shall be brought to the notice of the CS/DCS.

15. If any candidate is absent, the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet, preferably in the RED ink, after the expiry of 30 minutes from the time of commencement of the examination.
16. After 30 minutes of the commencement of the examination, the spare answer booklets, unused question papers shall be returned to the Relieving Room Supervisor when he/she visits the examination room.
17. After the fourth bell, Room Supervisor shall announce that all the supplementary sheets be tagged together with the main answer booklets and mark all blank sheets with cross lines running across the pages without fail.
18. Shall not to accept the answer books of any candidate without ensuring that it bears his/her correct registration number, other information required on the facing pages of the answer booklet, and the supplementary sheets and crossing of the blank pages. In case, the sheets are blank without cross lines, Room Supervisor shall put cross lines in the presence of the student.
19. The candidates are advised not to use the rest-room during the examination. However, in extreme situations, the same may be reported to the CS/DCS.
20. The Room Supervisor shall be vigilant and is expected to take rounds in the examination room and shall not engage themselves in conversation with other Room Supervisor while the examination is in progress, also shall not read magazines, books, newspapers, or use mobile phones by sitting at a place.
21. While taking rounds of the examination room, if the Room Supervisor notices any candidate indulging in copying or in possession of answer booklets/sheets other than that of the candidate, any written material on calculator/geometry box/scale/parts of the body, he/she shall immediately take in his/her possession the candidate's answer book, question paper, mobile phones or any electronic gadgets and the materials which he/she has used for copying and immediately report the matter to the CS/DCS. The Room Supervisor should not allow the candidate to leave the examination room until the CS/DCS comes to the examination room and takes over the charge of the case.
22. Should ensure that there is no communication among candidates in the examination room.
23. The violations of instructions by any candidate shall be brought to the notice of the DCS/CS immediately and a written report is to be made regarding such cases.

24. Smoking and consuming any form of refreshment inside the examination room where the examination is in progress is strictly prohibited.
25. Whenever the candidate wishes to change the pen/ink, the room supervisor shall affix the signature on the top of the facing sheet of the answer booklet to this effect.
26. After the expiry of the time of the examination, when the final bell rings, the Room Supervisor shall collect the answer papers, shall arrange them in sequence as per the seat numbers, and hand them over to the CS/DCS along with other reports.
27. Shall be personally held responsible for loss, misplacement of any answer booklet, or the examination records handed over to him/her during the examination.
28. Any dereliction of duties on the part of the Room Supervisor as observed by the CS/DCS will be recorded by the CS and reported to the Dean/Academic Registrar-Faculty, based on which the necessary disciplinary actions can be initiated.
29. Shall not leave the examination premises until he/she personally hands over the answer booklets to the CS/DCS and return all documents and other stationery materials to the E&A staff at the Examination Office.
30. Shall, on-demand, attend the meeting of Examination Lapses and Malpractice Enquiry Committee meeting, in the event, a case of malpractice is found in the respective examination rooms by any of the authorities assisting in conduction of the examination.

3.7.4 Duties and Responsibilities of the Relieving Room Supervisor

1. The CS/DCS appoints certain faculty members as the Relieving Room Supervisors.
2. There shall be one Relieving Room Supervisor for every five (5) Room Supervisors.
3. To report to the CS/DCS Examination Office, at least 30 minutes before the commencement of the examination and affix signature in the attendance sheet placed at the Examination Office.
4. Shall receive the list of examination rooms allotted to him/her to discharge the duties as Relieving Room Supervisor. The Relieving Room Supervisor shall assist the CS/DCS, in general, for smooth conduct of examination and perform the duties assigned by them. In the event exigency, the CS or the DCS may opt to utilize the services of the Relieving Room Supervisor as Room Supervisor and the Relieving Room Supervisor shall accept the duties assigned and discharge the same.

5. Shall give relief to the Room Supervisor for a maximum of 10 minutes and be in charge of the duties of Room Supervisor during that period and discharge all the duties and responsibilities of the “Room Supervisor”.
6. Shall return the Relieving Room Supervisor’s Report, duly filled, to the CS/DCS, at the end of that particular session of the examination.
7. Shall not permit Room Supervisor to leave the examination room during the first and last 30 minutes of the examination. During the intervening period, he/she shall relieve the Room Supervisor to attend nature calls. The Relieving Room Supervisor shall be moving from room to room to provide relief to the Room Supervisor during the examination.
8. Shall assist the CS/DCS in receiving the answer booklets from the Room Supervisor after the conclusion of the examination.

3.7.5 Duties and Responsibilities of the Class Room Custodians

The classroom custodians:

1. Shall keep all the classrooms required for the conduct of the examinations ready with the required amenities.
2. Shall be responsible for locking and unlocking the examination rooms as required.
3. Shall be responsible for ringing the bell as per Examination Bell Schedule.
4. Manage notice boards about the examination with relevant information provided by the CS/DCS and provide signage as appropriate near the examination rooms.
5. Distribute the Data handbooks, Code Books, etc. from the Examination Office to the examination rooms, collect and return the same to the Examination Office.
6. On completion of the examination. Return all books from the library back to the library under acknowledgment.
7. Shall assist the CS and DCS, as directed by them, in smooth conducting of the examination.

4 Chapter

The Examination Process

4.1 Conduct of Theory Examinations

In a year, there shall be:

- A Semester End Examination in each of the regular semesters (i.e. odd and even)
- At the end of the summer semester/supplementary examination; and
- One Year End Examination for each Annual Scheme programme and Supplementary examination.

Theory examinations shall be conducted by the CS in coordination with Dean, Associate Dean-Academic Affairs – Faculty/Academic Registrar- Faculty and E&A Section at the Faculty.

The date wise theory examination timetable with information on the title of the courses, number of candidates, duration of the examination, etc., and answer booklet particulars are provided by Associate Dean-Academic Affairs – Faculty/Academic Registrar- Faculty and E&A Section at the Faculty.

Based on the information received, the CS has to plan for the rooms to conduct the examinations with adequate facilities for the smooth conduct of the examination.

The CS and DCS are fully responsible for the smooth and fair conduct of the examination at the Faculty. The duties and responsibilities of the staff members appointed for examination related roles have been outlined separately.

4.1.1 Assistance for Differently-abled Candidates during the Theory Examination

The assistance of a Scribe (Ref. Sec 6.2.2) shall be allowed in the case of a differently abled candidate with an impairment/disability/ handicap, which prevents him/her from writing in the examination. The concerned Dean of Faculty need to recommend such cases to the COE for appropriate decision. A section in the Miscellaneous Chapter of this document outlines the complete procedure.

4.2 Conduct of Practical Examinations/Clinical Examinations/Viva-Voce

1. Practical examinations/clinical examinations/viva-voce will be conducted in the laboratories/clinics /departments with the concurrence of the Controller of Examinations.
2. The concerned departments shall be responsible for scheduling and conducting the laboratory/clinical examinations and viva-voce with the approval of the COE. The E&A section assists in planning and provides necessary information and stationery for the smooth conduct of the examinations.

3. No special examination shall be arranged for any candidate except under extenuating circumstances with the prior approval by the VC and the same to be reported in the next BOE meeting.

4.2.1 Standard Procedure for conducting the Practical/Clinical Exams and Viva-Voce

1. Strict discipline shall be maintained in and around the examination room/lab/workshop during the conduct of the examinations.
2. The examination shall commence and close at specified times. Adequate time shall be allotted for both clinical/practical and viva examination for each candidate.
3. All the candidates shall be examined by all the examiners during clinical/practical/viva examinations.
4. The examiners shall maintain strict confidentiality about the performance of the candidates as well as the marks/grade awarded.
5. The examiners are prohibited from discussing the performance of any particular candidate, with other candidates or anyone else in the examination room/lab/workshop or anywhere.
6. The examiners shall maintain professionalism and refrain from making personal or rude comments/using abusive language to the candidate during examinations.
7. While clinical/practical and viva examination is in progress, the examiner(s) shall not leave the examination room/lab/workshop for any unauthorized purpose.
8. No visitors to the examiners shall be allowed inside the examination room/lab/workshop.
9. Except for the examiners, no other persons (faculty members/PG/UG students) shall be present when a candidate is examined during the examination. There can be exceptions following the Regulatory body guidelines (e.g. DCI, PCI, etc.)
10. During the examinations, the use of mobile phones/any electronic gadgets/incriminating materials is strictly prohibited.

4.3 Examination Office

An Examination Office is one or more premises, identified as such, at the Examination Center for the period of the University Examination. All examination related activities of the examination, on the days of the examinations, are conducted from this office. The office should have restricted access. Only the faculty and staff members involved in the examination process are permitted to enter the office. There should be proper signage indicating the 'Examination Office

- Restricted Entry' near the entrance. All amenities, such as seating arrangements for CS and team, a computer with network connection, printer, storage space for the documents, and examination related stationery.

4.3.1 Examination Timing and Bell Schedule

The examinations shall be scheduled as below:

1. Unless otherwise notified, the forenoon session of theory examination shall be between 9:30 AM to 12:30 PM for all on-campus examinations.
2. Unless otherwise notified, the afternoon session of theory examination shall be between 2:00 PM to 5:00 PM for all on-campus examinations.
3. The schedules for practical examinations to be conducted in the specified laboratories of the departments shall be notified in the notice boards of the respective departments in advance.

In a theory examination session, there will be five bell alerts. The Examination Bell Schedule and the activities linked with it are shown in Table-5.

Table-5 Examination Bell Schedule

S.No.	Bell	Description
1	1 st Bell	10 minutes before the commencement of the examination <ul style="list-style-type: none"> Candidates enter the examination room and take their respective seats. Answer-booklets are distributed.
2	2 nd Bell	Shall be at the commencement of the examination <ul style="list-style-type: none"> Start of examination. Question papers are distributed. No candidate should be allowed to leave the examination hall until the next bell. Room Supervisor shall check the identity and admission tickets, verify the first page entries of answer-booklets, and affix the signature on the answer-booklet front-page at the appropriate place. Room Supervisor shall mark the attendance in the attendance sheet
3	3 rd Bell	Shall be on completion of the 30 minutes after the commencement of the examination. <ul style="list-style-type: none"> Room Supervisor shall also make the consolidated attendance sheet. All the absentees should be marked "ABSENT" using the RED ink pen in the attendance sheet. No candidate should be allowed to enter the examination room.
4	4 th Bell	Shall be 10 minutes before the closing time. <ul style="list-style-type: none"> Warning 10 minutes before the end of the examination. Candidates are alerted about the remaining time. Candidates are reminded to enter the total pages written and strike off the unwritten blank pages in the answer booklet.
5	Final Bell (Long)	Shall be at the end of the examination. <ul style="list-style-type: none"> End of examination. Answer booklets are collected.

The CS/DCS shall make necessary arrangements for ringing the bell as per the schedule. The ringing of the bell will be according to the time indicated by the watch/clock in the Examination Office and is treated as authentic.

4.3.2 Mandatory Announcement in the Examination Room:

The following announcement shall be made by the Room Supervisor in the examination room before the commencement of the examination:

- a. "All the students shall check their pockets, in and around their seats, and see that no sheets/chits of paper are found.
- b. In case if they find such material, they shall remove the same and throw out in the dustbin by bringing it to the notice of the room supervisor.
- c. The students shall leave their bags, books, notes, mobile phones, and other electronic gadgets outside the examination room before the commencement of the examination.
- d. The students shall note that they are not permitted to use the programmable calculators and other electronic gadgets including mobile phones, tabs, etc., in the examination room and any violation of the same will be considered as a case of malpractice and leads to necessary disciplinary action".

4.3.3 Library Support during the Examinations

This is one of the import support systems required for the smooth running of the examinations. The library resources such as the Data Handbooks, Code Books, and any such resources required during the examination shall be provided by the library staff to Examination Office against a request by the CS/DCS under acknowledgment, in advance. After the examination, the same is collected back with acknowledgment.

Also, the library staff collects the question papers of the examinations completed regularly from the CS/DCS and update the question paper bank at the library for students' reference.

4.4 Vigilance Squads

4.4.1 Purpose

The purpose of the Vigilance Squad is to:

1. Ensure that the examinations are conducted as per norms laid down by the University.
2. Observe whether the Room Supervisor is following the instructions carefully for the conduct of the University examination.
3. Check the students who try to resort to malpractices at the time of examinations and report such cases to the University.

4.4.2 Composition

The Vigilance Squad(VS)/s of not less than three and not more than four members, of whom one shall be a woman faculty member, shall be appointed by the VC to visit the Examination Centers at both the campuses of the University.

There shall be-

1. One VS for the Peenya Campus – for which the squad members are drawn from the faculties at Gnanagangothri Campus.
2. One VS for the Gnanagangothri Campus – for which the squad members are drawn from the Peenya Campus.

The VC shall appoint VS, which may include –

1. The senior faculty members of various faculties of the University and desirably one woman faculty member; and any other person as the VC may consider appropriate.
2. One of the senior members in the VS shall be nominated as the Chairperson.
3. The Chairperson of VS shall submit the report on surprise visits conducted directly to the VC with a copy to the concerned Dean. The VS may make suggestions in the matter of proper conduct of examination, if necessary.

4.4.3 VS Authorities

The VS shall be authorized:

1. To visit any Examination Centre without prior intimation and enter the Examination Office to check the records and other material relating to the conduct of the examination.
2. Can enter any examination room for checking the candidates' identity card, admission tickets etc. to ascertain the authenticity of the candidate.
3. To detect any malpractices and use of unfair means in the examination, by physical check, if necessary. In the case of female candidates, the physical check shall be made by a woman member of the squad.

The Dean/Associate Dean of the Faculty/Academic Registrar- Faculty, where the examinations are being conducted, shall be responsible for the smooth conduct of the examination. They shall ensure strict vigilance against any malpractices and use of any unfair means by the students and shall be responsible for reporting such cases to the University.

The Dean/Associate Dean of the Faculty/Academic Registrar- Faculty shall extend all cooperation to the VS.

4.5 Central Valuation Center(s)

COE will identify and designate a room at the University/Faculty as the Central Valuation Center (CVC) for the University examination. Normally, the valuation of the theory answer scripts will be held in the CVC. The center should have an entry only for the faculty/ staff members, who are involved in the examination related activities.

4.6 Valuation Method

For a fair and transparent valuation of the answer scripts of all theory examinations, the following valuation method shall be followed.

4.6.1 Coding and Decoding System

1. All the answer scripts shall be coded such that the identity of the student is not disclosed to the valuers.
2. The answer scripts shall be decoded after the valuation is completed.

4.6.2 Double Valuation

The valuation of the answer scripts shall be carried out by the faculty members appointed as valuers for the courses. In the Double Valuation method, two (2) valuers shall evaluate the scripts independently as below:

1. The first valuator evaluates the answer scripts allotted to him/her and prepares the marking lists.
2. The marking sheets are removed from the answer scripts and the scripts are given to the second valuator for valuation.
3. The marking lists prepared by the second valuator are collected along with the answer scripts.
4. The HOD will oversee the valuation process and scrutiny the marks before entering both marks in the ERP.
 - a. If the relative difference in marks allotted by the two valuers is less than 20% of the maximum marks of the paper, the average marks of the two considered final.
 - b. If the relative difference in marks allotted by the two valuers is more than 20% of the maximum marks of the paper, the answer scripts shall be sent for a third valuation.
 - c. After the third valuation, the final marks are calculated as the average of the best two scores of the three scores.

4.7 Results Review Boards

Valuation is a very crucial element in the academic processes of the University system. To ensure that the Valuation process has been fair, transparent, and

reliable, various actions are to be taken. An integral part of this process is the activities of the following TWO Review Boards constituted by the University, in each Faculty, to oversee the Examinations Processes for the Programs it offers-

1. Subject Assessment Board (SAB)
2. Programme Assessment Board (PAB)

4.7.1 The Subject Assessment Board (SAB)

The Composition of the SAB and its duties and responsibilities are as follows:

1. The Subject Assessment Board shall comprise the following Members:
 - Dean of the Faculty;
 - The HODs in the Faculty;
 - the PVC In-charge of the Faculty concerned; and
 - The VC or his/her authorized/nominee representative.
2. The SAB shall meet at the end of every examination (UG and PG) and review the performance of the class in each of the Courses that have been examined.
3. It will also review the attainment of CO of each course.
4. After due deliberations, the SAB may suggest moderation of results, if necessary.
5. Recommend the award of grace marks as per the Grace Marks Policy (Ref.: Section 4.9) of the University.
6. Based on the assessment of the class/students' performance in a course, provide feedback/suggestions to the course leader/department/Faculty for improvement of the course delivery and class performance.

4.7.2 The Programme Assessment Board (PAB)

The Composition of the PAB and its duties and responsibilities are as follows:

1. The PAB shall be constituted with the following Membership:
 - Dean of the Faculty;
 - The HODs in the Faculty;
 - the PVC In-charge of the Faculty concerned; and
 - The VC or his/her authorized/nominee representative.
2. The PAB shall meet at the end of every examination (after the corresponding SAB meeting) and reviews the performance of all students in a programme.
3. Recommends the students for the award of a degree or a promotion to a higher class, as applicable.
4. Recommend award of grace marks as per the Grace Marks Policy of the University.
5. Based on the assessment of the class/students' performance in a programme, provide feedback/suggestions to the course

leader/department/Faculty for improvement of the programme delivery and students' performance.

6. Recommend the names of the students for University awards as per the selection procedure.

The Dean and HODs shall incorporate the recommendations of the SAB and PAB appropriately and finalize the results. On approval by the COE, the results shall be announced.

The decisions of the SAB and PAB in the matters of results and award of the degree shall be final and binding.

The Provisional Degree Certificate shall be issued to the eligible students who fulfill all criteria for the award of degree, on request through the ERP, only after the SAB and PAB meetings for that graduating batch.

4.7.3 Documents Presentation to the PAB:

Following documents shall be presented to the SAB/PAB during the meeting:

1. The Grade Sheets containing all the component marks in a course, the grade, and the statistical analysis of the results for each of the courses shall be prepared in a standard format and presented along with a summary of the results in the SAB meeting.
2. The PAB sheet containing all course data for each of the students in a programme be prepared in a standard format and presented in the PAB meeting.
3. A detailed Results Analysis Report for each of the programme is prepared by the Dean/HOD to be presented in the PAB meeting and later sent to the COE office.
4. The Merit List from the List of Graduating students shall be prepared by the Dean/Associate Dean/Academic Registrar-Faculty/ HODs and presented to PAB for deciding the University awards, as required.

4.8 Results Processing and Publication

The results shall be declared within 10-15 days from the last day of the conduct of examination of the programme concerned.

1. All the examination data shall be processed through the Examination module of the ERP.
2. The result sheets shall also be displayed on the Faculty notice boards.
3. The statement of grade shall be provided on the ERP through student login.
4. A notification of the announcement of results shall be published on the University website E-notice board.

The results, the result analysis report, the time taken for result declaration from the last day of the examination, number of grievances redressed, and ELMEC data shall be placed for ratification in the subsequent Academic Council meeting.

4.8.1 Rounding-off Policy

The University follows a Rounding-off Policy for the numbers used to represent the marks scored by a student and that represents the SGPA and CGPA computation.

- a. The scores of a component, wherever a status is being determined such as 'Eligible'/'Not eligible' or 'Pass'/'Fail' are decimal numbers; such numbers shall be rounded-up (ceiling) to the next higher integer, before the determination of the status. Normally, it means to say that the CE and SEE/YEE marks and hence the final marks scored in a course, shall be in integers after appropriate rounding-off.
- b. The SGPA and CGPA values are rounded up to two decimal places.

4.8.2 Errors in the Results

In case, where it is found that the result of an examination has been affected by errors, the COE office shall verify and validate the error and ascertain the need for rectification of the error. The Vice-Chancellor shall have the power to such a result in such a manner as shall be following the true position and to make such declaration as is necessary-

1. The Vice-Chancellor is empowered to make corrections of obvious errors, after confirming the true position of the marks, with respect to errors in data entry, printing or programming, and problems like totaling or entering of marks on the ERP.
2. The Vice-Chancellor is empowered to make corrections, after confirming the true position of marks in errors due to negligence or oversight of an examiner or any other person connected with valuation, moderation, and result preparation.

In any case, where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examinee has been benefited and that such examinee has, in the opinion of the Vice-Chancellor, been party or privy to or has connived in such malpractice, engaged in fraudulent or improper conduct, the Vice-Chancellor shall have power at any time, notwithstanding the issue of the certificate or the award of a prize or scholarship, to amend the result of such examinee and to make such declaration as the Vice-Chancellor considers necessary on his/her behalf.

Any overriding option exercised by the Vice-Chancellor shall be recorded and must be placed before the subsequent meeting of BOE and Academic Council.

If, as a result of such verifications, it is found that the result of the examinee needs to be changed at the examination, the COE shall publish a notification of a supplementary list embodying the results of such verification.

4.9 Grace Marks Policy

The University shall follow a Grace Marks Policy to benefit the students with marginal performance and encourage them to perform better in their studies as well as make a provision for improving student's academic performance.

The grace marks shall be applied through the ERP system to all eligible students, based on the recommendations of the SAB/PAB, by an authorized person and a detailed report shall be generated for records.

4.9.1 The Grace Marks Rules

1. GM-1:

- a. This clause shall be applied to the SEE/YEE component marks of a course or to the total marks scored, as applicable (e.g. a course where the CE and SEE marks are individually/together are considered for a Pass), where the score is not meeting the Pass requirement.
- b. With the award of the permitted grace marks, the SEE component of a failed course of a student should meet the Pass criterion.
- c. A maximum of six (6) marks may be awarded as grace marks to SEE/YEE components of the courses in a semester to a student.
- d. These six (6) marks can be distributed among the failed course(s) such that the failed courses meet the pass criterion on application of the grace marks.

(For example, all 6 marks can be awarded to one (1) course where the scored marks is 34 or may be awarded to two (2) course if the scores are 37 each or may be awarded to 6 courses if the scores are 39 each and so on.)

2. GM-2

- a. This is for the performance improvement of a student in the overall pass grade of the course.
- b. Under this clause, only one (1) mark shall be awarded per passed course when the grace marks awarded will move the grade obtained in the course to the next higher grade.
- c. Grace marks can be awarded in a maximum of two (2) courses in a semester for a student under this Section.

3. No grace marks shall be awarded in case of failure in the practical/clinical/viva-voce examination(s).
4. The grace marks may be awarded only if the candidate appears in all the papers prescribed for the examination in case of regular candidates or all the failed papers in case of candidates writing supplementary examinations. The absence of a candidate in any paper(s) that he/she has registered for the examination will make him/her ineligible for grace marks.
5. In case of professional degree programmes, any award of grace marks shall be in conformity with the rules and guidelines, if any, of professional statutory bodies at the All India level such as DCI, PCI, Bar Council, etc.

4.10 Grading System

- a. A Grading System on a 10-pointer scale is adopted by the University for all programmes offered by the University unless otherwise stated as shown in Table-6.

Table-6 Grade Definitions and Grade Point

All UG and PG Programmes, EXCEPT M. Pharm., B. Pharm., Pharm. D, MDS, and BDS (2018 Onwards)			
Sl. No.	Marks Scored (<i>M</i>)	Grade	Grade Points
1.	> 90 to ≤ 100 $90 < M \leq 100$	O (Outstanding)	10.0
2.	> 74 to ≤ 90 $74 < M \leq 90$	A+ (Excellent)	9.0
3.	> 60 to ≤ 74 $60 < M \leq 74$	A (Very Good)	8.0
4.	≥ 55.0 to ≤ 60 $55 \leq M \leq 60$	B+ (Good)	7.0
5.	≥ 50 to < 55 $50 \leq M < 55$	B (Above Average)	6.0
6.	> 44 to < 50 $44 < M < 50$	C (Average)	5.0
7.	≥ 40 to ≤ 44 $40 \leq M \leq 44$	P (Pass)	4.0
8.	$M < 40$ / Absent	F (Fail/Absent)	0.0

The 'P' grade is equivalent to the minimum passing grade in each of the courses registered.

In the case of the programmes regulated by the regulatory bodies (PCI, DCI, etc.), the grading systems followed are shown in Table-7, Table-8, Table-9 and Table-10.

- i. For B. Pharm and M. Pharm.:

Table-7 Grade Definitions and Grade Point (B. Pharm and M. Pharm)

For B. Pharm and M. Pharm. (2017 Onwards)			
S.No.	Marks Scored (<i>M</i>)	Grade	Grade Points
1	90.00 -100 $90 \leq M \leq 100$	O (Outstanding)	10
2	80.00 -89.99 $80 \leq M < 90$	A (Excellent)	9
3	70.00 -79.99 $70 \leq M < 80$	B (Good)	8
4	60.00 -69.99 $60 \leq M < 70$	C (Fair)	7
5	50.00 -59.99 $50 \leq M < 60$	D (Average)	6
6	$M < 50$	F (Fail)	0
7	Absent	AB (Fail)	0

ii. For Pharm. D

Table-8 Grade Definitions and Grade Point (Pharm. D)

For Pharm. D (2014 Onwards)			
S.No.	Marks Scored (<i>M</i>)	Grade	Grade Points
1	90.1 –100 $90 < M \leq 100$	O (Outstanding)	10
2	80.1 –90 $80 < M \leq 90$	A+ (Excellent)	9
3	70.1 –80 $70 < M \leq 80$	A (Very Good)	8
4	60.1 –70 $60 < M \leq 70$	B+ (Very Good)	7
5	55.1 –60 $55 < M \leq 60$	B (Above Average)	6
6	50.1 –55 $50 < M \leq 55$	P(Pass)	5
7	$M < 50$ / Absent	F/Ab (Fail/Absent)	0

iii. For MDS and BDS:

Table-9 Grade Definitions and Grade Point (MDS)

For MDS (2015 Onwards)			
S.No.	Marks Scored (<i>M</i>)	Grade	Grade Points
1	90.1 –100 $90 < M \leq 100$	O (Outstanding)	10
2	80.1 –90 $80 < M \leq 90$	A+ (Excellent)	9
3	70.1 –80 $70 < M \leq 80$	A (Very Good)	8
4	60.1 –70 $60 < M \leq 70$	B+ (Good)	7
5	55.1 –60 $55 < M \leq 60$	B (Above Average)	6
6	50.1 –55 $50 < M \leq 55$	C (Average)	5
7	$M = 50$	P (Pass)	4
8	$M < 50$ / Absent	F/Ab (Fail / Absent)	0

Table-10 Grade Definitions and Grade Point (BDS)

For BDS (2014 Onwards)			
S.No.	Marks Scored (M)	Grade	Grade Points
1	90.1 –100 $90 < M \leq 100$	O (Outstanding)	10
2	80.1 –90 $80 < M \leq 90$	A+ (Excellent)	9
3	70.1 –80 $70 < M \leq 80$	A (Very Good)	8
4	60.1 –70 $60 < M \leq 70$	B+ (Good)	7
5	55.1 –60 $55 < M \leq 60$	B (Average)	6
6	50 –55 $50 \leq M \leq 55$	P (Pass)	5
7	$M < 50$ / Absent	F/Ab (Fail / Absent)	0

4.11 Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

4.11.1 The Computation of SGPA and CGPA

- a. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student.

$$SGPA(S_i) = \sum (C_i \times G_i) \div \sum C_i$$

Where C_i is the number of credits of the i^{th} course and G_i is the Grade Point scored by the student in the i^{th} course.

- b. The CGPA is calculated taking into account all the courses undergone by a student over all the semesters of a programme.

$$CGPA = \sum (C_i \times S_i) \div \sum C_i$$

Where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

Note:

- a. For computation of Semester Grade Point Average (SGPA), the Ability Enhancement Course Credits are not included.
- b. For the computation of the Cumulative Grade Point Average (CGPA), the 1st and 2nd Semester SGPA's are not considered.

4.11.2 Sample Calculation

Typical SGPA and CGPA calculation (for two semesters) is shown in Table-11.

Table-11 SGPA and CGPA - Sample Calculations

SGPA and CGPA: Sem-1 (All core courses excluding AEC and other courses)					
Course	Grade	Grade Point (GP)	Credit	GP × Credit	SGPA/CGPA
C1	A	8	4	32	SGPA = 129/18 = 7.166 = 7.17
C2	B+	7	4	28	
C3	C	5	3	15	
C4	B	6	4	24	
C5	O	10	3	30	
Total			18	129	
Cumulative Credits and Grade Point × Credits			18	129	CGPA = 129/18 = 7.17
SGPA and CGPA: Sem-2 (All core courses excluding AEC and other courses)					
Course	Grade	Grade Point (GP)	Credit	GP × Credit	SGPA/CGPA
C10	O	10	3	30	SGPA = 97/14 = 6.928 = 6.93
C11	A+	9	3	27	
C12	C	5	4	20	
C13	C	5	4	20	
Total			14	97	
Cumulative Credits and Grade Point × Credits			18 + 14 = 32	129 + 97 = 226	CGPA = 226/32 = 7.0625 = 7.06

4.11.3 Conversion of CGPA into the Percentage of marks.

As per the decision of the Academic Council during the meeting held on 20th November 2018, the University has adopted the following conversion formula from CGPA to a percentage of marks as:

$$\text{Percentage of marks} = \text{CGPA} \times 10$$

This conversion method is effective from the 2014 batch onwards.

Note:

The exact conversion from CGPA to the percentage of marks may not be possible, but the same can be used as an indicator of performance for academic purposes.

4.12 Misconduct and Malpractices in Examination by Candidates

In the examination rooms, the candidate shall be under the disciplinary control of the Room Supervisor /CS/DCS and he/ she shall obey the instructions of Room Supervisor. No candidate shall use unfair-means or indulge in disorderly conduct or malpractice during, or in connection with the examination.

When a candidate is found indulging in malpractice in University examinations, the CS shall collect the unfair-means material and the following documents, in the prescribed format, duly filled, immediately:

1. Statement of the candidate who is alleged to have used unfair means at the examination.
2. Letter of undertaking by the candidate requesting permission to continue to appear in the present and subsequent papers of the examination.
3. Report of the CS.

CS shall report the matter to the COE and handover all the relevant material evidence and documents mentioned above on the same day.

A candidate shall not be forced to state if the candidate refuses to do so, the fact of his/her having refused to make a statement shall be recorded and signed by the CS and the Room Supervisor concerned, on duty at the time of occurrence or detection of the incident or immediately thereafter. If possible, an eyewitness can be obtained from any other staff available in the examination room.

The CS shall record his/her remarks and sign at the end of the written page of the answer book and confiscate undesirable material. The candidate will be allowed to continue to write the examination with the new answer booklet. The CS shall send the answer booklet to the COE in a separate sealed cover along with his/her report.

4.12.1 Malpractices

Indulging in or adoption of any unfair-means during the examinations by any candidate/ examiner/faculty/staff will constitute malpractice and the corresponding Maximum Penalty are listed in Annexure-1A and Annexure-1B.

The University reserves its right to declare any other act/misdeed as malpractice by adding the same, from time to time, to the list of malpractice in the examinations.

4.13 Examination Lapses and Malpractice Enquiry Committee (ELMEC)

The Vice-Chancellor shall appoint the members of the **Examination Lapses and Malpractice Enquiry Committee (ELMEC)** to hear and decide the complaints received on any matter arising out of the conduct of examinations. The ELMEC constituted shall function for a term of two years.

The ELMEC shall consist of the structure as shown in Table-12.

Table-12 Examination Lapses and Malpractice Enquiry Committee

S.No.	Member	Designation
1	Pro-Vice-Chancellor (overseeing the concerned Faculty)	Chairman
2	Dean of the concerned Faculty	Member
3	HOD of the department of the delinquent candidate	Member-Secretary
4	One senior Professor of the University with administrative experience such as Dean/HOD	Member
5	A senior woman Professor from any other Faculty /Department of the University	Member
6	The Room Supervisor (who has reported the case)	Invited Member

4.13.1 ELMEC Meeting Procedure (When a Student is involved):

The ELMEC shall follow the meeting procedure as below:

1. All decisions taken by the ELMEC shall be by a simple majority. All proceedings of the committee shall be treated as 'Strictly Confidential'.
2. The Controller of Examinations shall forward the report along with relevant materials furnished by the CS to the ELMEC with a copy marked to the Vice-Chancellor.
3. The Chairman shall serve Show Cause Notice to the candidate and convene the meeting.
 - a. After serving a show-cause notice, if the implicated candidate fails to appear before the ELMEC on the day, time and place fixed for the meeting, the candidate may be given one more opportunity to appear before the Committee in his/her defense.
 - b. Even after providing two chances, if the candidate concerned fails to appear before the committee, the Committee shall decide in his/her absentia, based on the available evidence/documents which shall be binding on the candidate concerned.
4. The ELMEC, after due perusal of the materials placed before it, and after enquiring the accused candidate in person, shall pass orders regarding the penalty to be imposed or otherwise as per the relevant provisions.
5. The Dean shall communicate the decision to the delinquent candidate with a copy marked to Vice-Chancellor, COE, Director Academic Affairs, Academic Registrar-Faculty, parent/guardian of the delinquent candidate.

In case of alleged use of unfair-means by female examinee during examinations, all the general guidelines mentioned above shall be followed and the delinquent

candidate shall be subjected to disciplinary action. Also, the following protocol shall be strictly adhered to:

1. A senior female faculty should always accompany the candidate during the entire process.
2. Any frisking that needs to be carried out, to rule out or confirm, the presence of copying material on the person of a female candidate should be carried out in total privacy and the presence of senior female faculty, by a senior female employee and in a manner which in no way harms the dignity or sentiment of the examinee.
3. Parents/local guardians of the examinee should be called by the Dean and intimated in person.

4.13.2 ELMEC Meeting Procedure (When a Faculty/Staff member is involved):

The ELMEC shall follow the meeting procedure as below:

1. In case, where the unfair means in examinations by faculty/staff is reported to the COE the matter shall be communicated to the ELMEC through the Dean of Faculties and the ELMEC shall, after perusal of the materials placed before it, issue a show-cause notice to the faculty/staff and convene the ELMEC meeting.
 - a. The implicated faculty/staff shall appear before the ELMEC on the day, time, and place fixed for the meeting.
 - b. If the faculty/staff fails to appear he/she may be given one more opportunity to appear before the Committee in his/her defense.
 - c. Even after providing two chances, if the faculty/staff concerned fails to appear before the committee, the Committee shall decide his/her case in his/ her absentia, based on the available evidence/documents which shall be binding on the faculty/staff concerned.
2. The ELMEC, after due perusal of the materials placed before it, and after enquiring the accused faculty /staff in person shall pass orders regarding the penalty, be imposed or otherwise as per the relevant provisions.
3. A copy of the order shall be sent to the HR department for suitable entries into the Service records of the employee.
4. If the faculty/staff is a female employee, the same protocol followed for the female student shall be strictly followed.

4.13.3 Appeal Process

1. If any candidate/examinee/faculty/staff is not satisfied with the order passed by the ELMEC, he/she may file an appeal in writing to the Vice-Chancellor through the HOD and Dean (in case of students)/respective HOD and Dean (in case of faculty/staff) within 7 days from the date of receipt of the order.
2. The Vice-Chancellor will consider the appeal and pass appropriate order thereon including remitting the matter to the ELMEC for re-examination/reconsideration of any particular issue.
3. Where the appeal is remitted to the ELMEC by the Vice-Chancellor, the committee shall re-examine the connected materials and submit its report to the Vice-Chancellor.
4. The Vice-Chancellor will, after careful consideration of all facts/evidence, pass an order on the merit of the case.
5. The decision of the Vice-Chancellor shall be final and binding to all concerned. The orders of Vice-Chancellor thereon will be communicated to the COE and the aggrieved appellant candidate/examinee concerned through the Dean.
6. Any candidate punished for malpractice/using unfair means in the examination will not be eligible for University awards, scholarships, prizes, medals, etc.

The confiscated devices used for malpractice shall be returned to the candidate on request by the candidate through the Dean of Faculty after the candidate clears the course/courses which were canceled as a penalty for possessing the device or copying from the device. However, the devices shall not be returned in the event of litigation in the Court of law.

The Court matters in respect of the unfair means case should be dealt with by the respective competent authority.

5 Chapter

The Post-Examination Process

5.1 Examination Grievances and Redressal

The following grievances/complaints related to the examination may be addressed to the respective Dean for further action.

1. Question paper related grievance
2. Grievance related to conducting of the examination

The representation received from candidates at the Office of COE shall be forwarded to the corresponding Examination Sub-committee.

Examination subcommittee shall analyze the grievance, and if found genuine, depending on the type of grievance, shall communicate to appropriate authorities for further action.

1. If the grievance is related to question paper, it shall be communicated to the office of COE
2. If the grievance is related to conduct of examination, it shall be communicated to the respective Dean and Academic Registrar-Faculty
3. The reports of corrective action taken are compiled and submitted to the BOE. for approval twice a year.

5.1.1 Request for Photocopy of Answer Scripts

Rules to obtain a photocopy of evaluated theory answer script(s)

1. The candidates of all programmes of study, except Ph.D., are eligible to apply for the issue of a photocopy of evaluated theory answer script(s) of the University examinations held during the current session and for which results have been declared and grade card is issued.
2. The student can make a request online with payment of prescribed fee within 3 days of the announcement of results/publishing the grade card on the portal.
3. The Controller of Examinations will arrange to provide the photocopy of the evaluated theory answer script(s) to the candidates, within five working days.

5.1.2 Request for Review/ Re-totaling of Answer Scripts

Rules to apply for Re-totaling of theory answer script(s):

1. The re-totaling shall be done only for theory papers and not for practical/clinical/viva-voce examination papers.

2. Only the candidates who have appeared for the recently held examination(s) in undergraduate and postgraduate courses are eligible to apply for re-totaling.
3. Re-totaling of theory paper(s) is not permissible if there are two papers for a course and the candidate has appeared for one paper only.
4. The application for Re-totaling should be submitted with payment of prescribed fee within the stipulated period indicated in the circular.
5. The COE shall arrange for Re-totaling and announcement results.
6. The fee once paid for re-totaling of theory answer script(s) will not be refunded on any account.
7. If there are errors in the totaling/valuation is found, the fees collected will be refunded.

5.1.3 The process to be followed for Re-totaling

1. The re-totaling shall be done by a senior faculty member eligible to be an examiner and who was not involved in the conduct of that particular examination.
2. In case, an error in the totaling or omissions in the assigning of marks to a question/sub-question, appropriate corrections shall be made and revised results are announced.

5.2 Printing of Certificates and other Academic Documents

The office of the COE shall prepare, print and issue certificates to the candidates who have qualified successfully in the University examinations held and for those who have fulfilled the requirements as prescribed in the concerned Academic Regulations.

5.2.1 Printing Stationery

The stationery used for printing Certificates shall be designed with built-in robust security features to avoid any form of malpractice. The stationery shall be prepared by a confidential press with the approval of the Vice-Chancellor.

5.3 Certificates Issued by the Office of the COE

The Certificates/Documents issued by the Office of the COE are shown in Table-13.

Table-13 Certificates/Documents Issued by COE Office

S.No.	Certificate	Issuance of Certificate	Fee
1.	Provisional Degree Certificate(PDC)	Only after the SAB/PAB meetings; against the request.	Nil
2.	Transcripts	During Convocation	Nil
3.	Consolidated Statement of Grades	During Convocation	Nil
4.	Degree Certificate(DC)	During Convocation	Nil
5.	Duplicates of any of the above certificates	On request	Applicable Fee

1. All Certificates shall be printed using approved formats. They may be re-designed/modified, if necessary by COE, in consultation with the Director of Academic Affairs and the Registrar.
2. The Transcripts, Consolidated Statement of Grades and Provisional Degree Certificates shall bear the seal of the Office of the COE and the signature/facsimile of the COE or any other authorized officer of the University.
3. The degree certificates shall be printed in the Office of the COE, checked, and verified by the concerned staff in-charge, signed by the Vice-Chancellor and the COE.
4. In the event of damage or loss of original certificates, the students shall request for the certificates, duplicate certificates shall be issued by the Office of the COE.

5.4 Correction of Certificates

In case of a certificate issued by the University needs correction of the printed matter, the student can apply for issue of a corrected certificate. The procedure followed is as below:

1. Request for any correction of printing/factual errors (other than a name change) in the certificates issued by the University should be made by the candidate within 10 working days from the receipt of the document. After the stipulated period, the corrections shall be made with payment of applicable fees.
2. If the error in a certificate/document issued to a candidate has occurred due to oversight by the office and if it is found out/pointed out subsequently, a fresh certificate/document shall be issued without charging a fee.

3. Any other changes in the certificate requested by the candidate shall be made on payment of prescribed fee and provision of supportive documents submitted along with the request.
4. The defective certificate/document shall be surrendered to the Office of COE while submitting the request, or as directed by the office of COE.
5. Any request for correction in name shall be made with relevant evidence (e.g. gazette copy mentioning the change). The changes shall be made only in the certificates issued after the date of the gazette.
6. Any change in date of birth shall be made on the provision of an affidavit signed by the notary public. The corrections so effected shall also be made in all the records of the candidate in the office of COE.
7. To obtain any corrected certificate/copy connected with the University examinations, a request shall be made by the student. The student may be asked to produce the original documents for verification at the time of issuance of the changed document.
8. At least seven (7) working days will be required for the office to process the requests and close.

5.5 Loss of Degree Certificate and Issuance of a Duplicate Certificate

In case of a degree certificate is lost or damaged, the students can apply for issue of a duplicate degree certificate. The procedure followed is as below:

1. The student has to request for a replacement of the degree certificate.
2. Pay the applicable fee.
3. Submit the copy of an affidavit explaining the circumstance in which the loss occurred.
4. Submit the copy of an FIR from the police station concerned and attestation by Notary to establish the claim- evidence of damage/loss.

The Office of COE shall issue the duplicate certificate marked as 'DUPLICATE'.

5.5.1 Obtaining the Certificates through a Representative

The certificates are normally issued to the student in person. In case the student is not able to collect the certificates in person, he/she should send a representative to collect the documents. The student shall send an authorization letter through e-mail to the office of the COE as well as send the original with the representative. The representative shall submit the authorization letter along with a copy of his/her ID proof, such as Aadhar Card, etc. On verifying the authenticity of the documents, the certificates may be handed over to the representative.

5.5.2 Obtaining the Certificates through Postal/Courier Services

The students may opt for getting the requested documents sent through Postal or Courier Services. The applicant has to provide a complete address and pay the applicable fees.

5.6 Convocation

A convocation is an important event at the University. All graduating students of the University, in an Academic Year, will be conferred their degrees during the Convocation. Normally the Convocation is held during the periods of October-November, every year. An eminent personality will be invited as the Chief Guest. The graduating student is administered 'The Oath' and the Degree Certificate, along with the Transcripts are handed over in the Convocation.

Various meritorious awards are presented to the achievers among the graduating students every year.

5.7 National Academic Depository (NAD)

The University is participating in NAD. Periodically, the academic records of graduating students of the various programmes of the University shall be digitized and uploaded into the NAD database or any other platform as per the Government Guidelines.

National Academic Depository (NAD) is an Electronic depository of academic awards such as degree certificates, mark-sheets, etc. duly digitized and uploaded by academic institutions, universities, boards, etc. NAD not only ensures easy access to and retrieval of an academic award but also validates and guarantees its authenticity and safe storage. (for more details, the students can visit: www.nad.gov.in)

5.7.1 The Users of NAD Services

1. Students and other academic award holders
2. Academic Institutions/Boards/Eligibility assessment bodies
3. Verifying Entities such as banks, recruiting organizations/companies (national and international), Government agencies, academic institutions/boards, etc.

6 Chapter Miscellaneous

6.1 Guidelines for using a Scribe in Written Examination

The guidelines in this document are in line with the guidelines issued by the Ministry of Social Justice and Empowerment, Government of India, vide their office memorandum F. No. 3402/2015-DD-III dated 29th August 2018.

6.1.1 Physical Disability

Physical Disability is a condition applicable to a candidate appearing for any examination conducted under supervision, due to which the candidate is unable to write on his/her own. The different types of physical disabilities are mentioned in Annexure- 2.

6.1.2 Scribe

A scribe is a person who is identified to write the examination on behalf of the candidate appearing for any examination conducted under supervision. The scribe should be a bonafide citizen of India, should have an Aadhar Card, and should have academic qualification at least one step below that of the candidate, should have a minimum qualification of matriculation, should not be a friend or a relative of the candidate and should have no physical disability to write.

6.1.3 Emergency Situation

An unforeseen situation beyond the anticipation and control of the candidate or examination supervisor.

6.1.4 Expenses towards Scribe and /or Transcribe

Any expense towards travel, food, accommodation, compensation, honorarium, medical, and any other incidental expenses incurred for availing the services of a scribe.

6.1.5 Dictaphone

Dictaphone is a voice-recording device and is used for transcribing the recorded file to text later.

6.1.6 Transcribe

Transcribe is a person who converts audio recordings to written text form

6.1.7 Guidelines

These guidelines apply to all University examinations.

1. The facility of a scribe will be provided to any person with a physical disability as described in Annexure-2 and has limitations in writing including that of speed. The facility will be provided upon written request as per Annexure-3 by the candidate to the Dean.
2. Disability in writing could be temporary or permanent. However, the situation of disability must have come up after joining the University.
3. The provision of a scribe will be given upon submission of a medical certificate from the Chief Medical Officer, M S Ramaiah Medical College Teaching Hospital or other approved Hospital/Medical Officer. The Medical Certificate format is provided in Annexure-4
4. The candidate will have the discretion of opting for his/her scribe or request the Dean of his/her faculty for providing the same. The candidate's scribe must be approved by the Dean.
5. The Dean may also identify scribe as per the requirements of the examination. In such instances, the candidate will be allowed to meet the scribe two days before examination to verify the suitability of the scribe and give his/her approval. In case of an emergency, the candidate may be allowed to meet the scribe one day before the examination. The approval during emergencies may be at the discretion of the Dean.
6. The concerned HOD will approve the suitability of the scribe
7. The qualification of the scribe should be one step below the qualification of the candidate taking an examination. The scribe can be from any academic discipline. However, the minimum qualification for the scribe should be matriculation.
8. The candidate should submit the details of the scribe in the format provided in Annexure-3. The form should be submitted at least 24 hours before the date of the examination
9. Both, the candidate as well as the scribe, have to give an undertaking, in the format given in Annexure-5 with passport size photographs of both and a copy of the Aadhar Card, confirming that the scribe fulfills all the stipulated eligibility criteria as mentioned in clause 6. Further, in case it later transpires that he/she does not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand canceled irrespective of the result of the examination.
10. In case, the candidate is unable to sign due to his/her disability, the thumb impression of the candidate may be obtained.

11. In case, the thumb impression also is not available due to injury, then, an impression of other fingers, toes, etc., may be captured.
12. The candidate can opt to use the same Scribe or use a different scribe for other courses of the same examination. However, there can be only one scribe per course.
13. The same scribe should not be used by another student with the disability for the same course within the same academic year.
14. The Dean should sign in Annexure-5 to approve the use of services of the scribe.
15. The Dean should send a written communication to the Chief Superintendent with all the details of the scribe and the attested copy of the declaration along with the candidate's details.
16. In case of unforeseen situations leading to difficulties for the candidate (e.g. the scribe being non-cooperative, scribe falling sick, etc.), the candidate can seek to change the scribe. However, the process of identifying and appointing a new scribe should be done 24 hrs. before the examination date. Any change requests received lesser than 24 hrs. for the examination will not be allowed
17. The changed scribe should meet all the stipulated requirements, has to furnish all the required documents and sign a declaration form as in Annexure-5
18. In case the scribe does not report to the examination due to any reasons whatsoever, the candidate should use a Dictaphone issued by the Examination section of the faculty. The use of Dictaphone should be approved by the Chief Superintendent.
19. Incase Dictaphone is used; the transcription will be done by a competent person approved by the Dean.
20. The mode of examination is only through writing. NO OTHER MODE like Braille, Computer-Aided Examination, online examination, etc., will be permitted.
21. The compensatory time for the candidates who use scribe will be 20 minutes per hour of examination time. For example, for 3 hrs. duration examination, the candidate with the scribe facility will be allowed an additional time of one hour. In case, the duration of the examination is less than one hour, then the additional time will be on a pro-rata basis.

Additional time should not be less than 5 minutes and should be in multiples of 5.

22. The Scribe is authorized to sign on behalf of the candidate during the examination duration as needed. The signature should be validated by the Room Supervisor against the signature of the Scribe in the Undertaking submitted by the student using the Scribe.
23. The seating arrangement should be made in a separate room preferably on the ground floor. The timing of giving the question paper should be marked accurately on the answer script, and a timely supply of supplementary sheets should be ensured.
24. The candidate will bear the expenses that might arise towards the scribe or transcribe. No monetary compensation or reimbursement to the scribe will be paid by the University.

6.2 Guidelines for Retention and Disposal of Examination Process

Documents and Records

6.2.1 Purpose

These guidelines are intended to ensure that Examination Process Documents and Records including the students' examination scripts and related records are retained for a sufficient period to address any examination related grievances by the students and appropriately dispose of the same after the end of such time.

6.2.2 Scope

These guidelines apply to the Examination & Assessment Sections of all Faculties of the University that conducts the examinations. It is the responsibility of the Academic Registrar- faculty and the Examination & Assessment Section of each Faculty of the University to arrange for systematic storage and disposal of the documents and records, as listed in the Table-12, appropriately, at the end of such time as they have served a specifically defined purpose.

Further, for those Faculties of the University wherein the retention requirements are specified by their respective Regulatory Bodies, such Retention Schedules have to be followed along with these guidelines as applicable.

From time to time, more documents and record types may be included in the approved list with the due approval of the competent authority of the University.

6.2.3 Policy

Storage of Documents and Records

A place must be identified for the storage of the documents and records with appropriate arrangements for safety and security. The Examination & Assessment Section shall arrange for storage of the documents and records in files/covers/racks or any other appropriate means with proper identification for easy traceability.

Softcopy versions of documents and records have to be organized properly in the computer storage. A suitable backup procedure must be followed to prevent loss of data due to unforeseen/technical reasons.

6.2.4 Retention of Documents and Records

The schedule lists out the minimum preservation requirements for Examination Process Documents and Records including the students' answer scripts and related records at the Examination & Assessment Sections of the Faculties.

For the answer scripts and related records, the retention period commences from the date of announcement of the results of that particular examination. For the rest of the documents and records, the appropriate commencement date may be decided (e.g. end of an academic year).

6.2.5 Exceptions

Where results are disputed or due to other administrative requirements or pending legal action, answer scripts and other related documents shall be retained until the matter is decided or all available appeal avenues are exhausted.

When the matter is decided, the normal requirement of retention of answer scripts and other related documents for a minimum of a further period as per the schedule is applicable.

6.2.6 Disposal of Documents and Records

The disposal process shall be carried out as below:

1. The disposal process shall be initiated periodically by the Controller of Examinations.
2. A committee appointed/approved by the Vice-Chancellor shall be responsible for the carrying out of the disposal process on periodic intervals. Academic Registrar – Faculty shall be a member of the committee.
3. Academic Registrar - Faculty, through the Examination & Assessment Section, arranges for identification of documents and records that are qualifying for disposal and storage in separate room/space.
4. The committee shall inspect the documents and records identified for disposal and recommend/approve for disposal.
5. The documents and records must be destroyed by shredding or any other appropriate manner.
6. The process of destroying must be handled securely and confidentially.
7. The shredded papers shall be sold to an approved paper recycling agency/dealer.
8. On completion of the process, a Destruction Certificate must be signed by the committee members, and the same is archived.
9. A notification indicating the list of documents and records that have been destroyed in a process has to be published on the website and notice boards.

6.2.7 List of Documents and Records

Table-14 List of Documents and Records

List of Documents and Records that are covered under - 'Guidelines for Retention and Disposal of Examination Process Documents and Records'						
S.No.	Document / Record Name or Description	Maintained at Department / Section	Type of Document	Softcopy	Hardcopy	Retention Period (Months)
1	Notice - Test and Examination Schedules	E&A	Short-Term	Y	Y	12
2	Notice - Registration -RS and RR, OE, OCs,etc	E&A	Short-Term	Y	Y	12
3	Notice - Fees Payment Schedules	E&A	Short-Term	Y	Y	12
4	Notice - Reschedule of Classes/ Test/Exams	E&A	Short-Term	Y	Y	12
5	Notice - Holiday Announcement	E&A	Short-Term	Y	Y	12
6	Notice - Results Announcements	E&A	Archive	Y	Y	Archive
7	Notice - Meeting Schedules	E&A	Short-Term	Y	Y	12
8	Student Requests for Letters - Bank/Scholarship/Hostel/Placement/Visa/others	E&A	Short-Term	N	Y	12
9	Request for Provisional Consolidated Marks Cards + Copy	E&A	Short-Term	N	Y	12
10	Request for Promotion Letter + Copy	E&A	Short-Term	N	Y	12
11	Provisional Course Completion Certificate Request Letter + Copy	E&A	Short-Term	N	Y	12
12	Registration/Re-sit applications	E&A	Short-Term	N	Y	12
13	Request for Document Attestation Letter + Copy	E&A	Short-Term	N	Y	12
14	Registration Forms - RS / RR / Fast Track / Module RR / others	E&A	Short-Term	N	Y	12
15	Registration Form - Open Elective	E&A	Short-Term	N	Y	12
16	Online Registration Forms - Open Elective / Core Elective	E&A	Short-Term	N	Y	12
17	Revaluation Application forms	E&A	Archive	N	Y	Archive
18	Attendance Sheets - UG	E&A	Short-Term	N	Y	12
19	Attendance Sheets - PG	E&A	Short-Term	N	Y	12
20	Attendance Condonation Request Letters with attached documents	E&A	Short-Term	N	Y	12
21	Term Test / Assignment Attendance/Submission Records	E&A	Short-Term	N	Y	12
22	CE Schedules	E&A	Long-Term	Y	Y	24
23	Seating Plans	E&A	Short-Term	N	Y	12
24	Superintendent Reports	E&A	Short-Term	N/A	Y	12
25	Damaged Answer Scripts	E&A	Short-Term	N/A	Y	12
26	Unused Question Papers after the Term Test/s	E&A	Short-Term	N/A	Y	12
27	CE - Laboratory Evaluation Sheets	E&A	Short-Term	N/A	Y	12
28	CE - Answer Scripts/ Answer Booklets	E&A	Short-Term	N/A	Y	12
29	Term Test/s Question Papers with Scheme of Evaluation	E&A	Short-Term	N/A	Y	12
30	Condonation Request Forms	E&A	Short-Term	N/A	Y	12
31	Eligibility List - UG (for SEE)	E&A	Archive	Y	Y	Archive
32	Eligibility List - PG (for MEE)	E&A	Archive	Y	Y	Archive
33	Admission Tickets - Faculty Copies	E&A	Short-Term	N/A	Y	12
34	SEE Schedules	E&A	Long-Term	Y	Y	24
35	SEE Answer Scripts - Laboratory	E&A	Short-Term	N/A	Y	12
36	SEE - Answer Scripts- Evaluated	E&A	Short-Term	N/A	Y	12
37	SEE - Question Papers with Scheme of Evaluation	E&A	Short-Term	N/A	Y	12
38	Seminar Evaluation Sheet	E&A	Short-Term	N/A	Y	12
39	Project Work Evaluation Sheet	E&A	Short-Term	N/A	Y	12
40	Internship Evaluation Sheet	E&A	Short-Term	N/A	Y	12
41	Online Course Evaluation Sheets	E&A	Short-Term	N/A	Y	12
42	Seminar Reports	E&A	Short-Term	N/A	Y	12
43	Project Work Booklets	E&A	Short-Term	N/A	Y	12
44	Dissertation Student Copies	E&A	Short-Term	N/A	Y	12
45	Input Sheets Course Marks from Course Leader	E&A	Short-Term	N/A	Y	12
46	Result Verification Sheets	E&A	Short-Term	N/A	Y	12
47	SAB Sheets	E&A	Archive	Y	Y	Archive
48	Result Summary	E&A	Archive	Y	Y	Archive
49	PAB Sheets	E&A	Archive	Y	Y	Archive
50	External Examiners Moderation Reports	E&A	Long-Term	Y	Y	24
51	Result Announcement Sheets	E&A	Archive	Y	Y	Archive
52	B. Tech. Students Promotion List	E&A	Archive	Y	Y	Archive
53	Photocopies of the Transcripts issued	E&A	Long-Term	N/A	Y	24
54	Minutes of Meeting - SSCM and ATR	E&A	Archive	Y	Y	Archive
55	Minutes of Meeting - SAB/PAB and ATR	E&A	Archive	Y	Y	Archive
56	Remuneration - External Examiners Bills	E&A	Short-Term	N/A	Y	12
57	Remuneration - Statements	E&A	Short-Term	N/A	Y	12
58	MPC Records	E&A	Long-Term	N/A	Y	24
59	Selection process for various awards during convocation - Records/Files	E&A	Long-Term	N/A	Y	24
60	Academic Calendar	E&A	Archive	Y	Y	Archive
61	Academic Regulations	E&A	Archive	Y	Y	Archive
62	Programme specifications	E&A	Archive	Y	Y	Archive
63	Course Specifications	E&A	Archive	Y	Y	Archive
64	Module Specifications	E&A	Archive	Y	Y	Archive
65	BOS - MOMs	E&A/ Dept.	Archive	Y	Y	Archive
66	Course Revision Documents	E&A/ Dept.	Archive	Y	Y	Archive
67	External Experts Inputs	E&A/ Dept.	Archive	Y	Y	Archive
68	External Examiner Appointment Letters	E&A/ Dept.	Long-Term	N	Y	24
69	List of External Examiners - Exam-wise	E&A	Long-Term	Y	Y	24
70	Course Notes	E&A	Archive	Y	Y	Archive
71	Module Notes	E&A	Archive	Y	Y	Archive
72	Quality Review Reports - Course Notes	E&A	Short-Term	N	Y	12
73	Quality Review Reports - Assignments	E&A	Short-Term	N	Y	12
74	Quality Review Reports - Question Papers	E&A	Short-Term	N	Y	12

6.3 Examination Remuneration

For all University Examination related work such as Question Paper Setter, Moderator, Valuers, CS, DCS, Room Supervisor and all other staff members involved in the examination duties shall be paid the remuneration as per the Rate Schedule and other terms and conditions approved by the competent authority. The faculty members have to submit their remuneration bills in prescribed formats to the E&A Section of the Faculty or to the authority as indicated in the formats. All remunerations will be disbursed after the completion of examination processes.

Annexures

Annexure-1A

List of Malpractices/Use of Unfair-Means by the Candidate

Following is the list of Malpractices/use of Unfair Means by the candidate in connection with the University examinations and the maximum penalty, as shown in Table-15, can be imposed by the Examination Lapses and Malpractice Enquiry Committee (ELMEC).

Table-15 Students: Malpractices/Use of Unfair-Means and Penalties

Code	S1
Nature of Malpractice	Persistent talking/communicating by an examinee to another candidate or any person inside or outside the examination room, either directly or through any gadgets during the examination hours, despite instructions of Room Supervisor/ supervisory staff.
Maximum Penalty	Cancellation of the results of the particular course concerned. (Which includes theory, practical/clinical and viva)
Code	S2
Nature of Malpractice	Receiving an answer or information, reading out, or communicating the same, in any manner, to any other examinee in the examination room.
Maximum Penalty	Cancellation of the results of the particular course concerned. (Which includes theory, practical/ clinical and viva)
Code	S3
Nature of Malpractice	Passing on answers or information or reading out or communicating the same, in any manner, to the examinee(s), either in the examination room or from outside, by any non-examinee student or outsider including parent/relative for the benefit of the examinee(s).
Maximum Penalty	a. The matter will be referred to the Dean of Faculty, who will initiate appropriate action. The Controller of Examinations will be informed of the action taken thereon in due course. b. Cancellation of the results of the particular course concerned. (Which includes theory, practical and viva)
Code	S4
Nature of Malpractice	Taking away the answer book(s) and/or additional sheet(s) while leaving the examination room, without handing over them to the Chief Superintendent/Room Supervisor concerned.
Maximum Penalty	Cancellation of the results of the particular course concerned. (Which includes theory, practical/ clinical and viva)
Code	S5
Nature of Malpractice	a. Deliberately marking the examinee's identity by writing any words or making any peculiar marks/symbols/signs; or writing registration number on any page(s), other than the front page/OMR sheet, in the answer booklet while answering. b. Writing irrelevant matters or using abusive words in the answer scripts.

Maximum Penalty	For both (a) and (b)/any one of (a) or (b): Cancellation of the results of the particular course concerned. (Which includes theory, practical/clinical and viva)
Code	S6
Nature of Malpractice	Appealing to the examiner through the answer book.
Maximum Penalty	Cancellation of the results of the particular course concerned. (Which includes theory, practical/clinical and viva)
Code	S7
Nature of Malpractice	<ul style="list-style-type: none"> a. Possession of or having access to, or using of or copying from, pieces of paper, books, records, notes, scribbled writing pad or any other material, whether written, inscribed or engraved, or any other electronic gadgets/ devices including but not limited to cell phone, programmable calculator, pen-drive, storage device, etc., enabling a candidate in answering any part of the question paper. b. Having any written matter on the palm, hand, leg, or any other part of the body, handkerchief, clothing, socks, belt, instrument box, identity card, Admission ticket, scales, etc.
Maximum Penalty	For (a) or/and (b): Cancellation of the results of the particular course concerned. (Which includes theory, practical/ clinical and viva)
Code	S8
Nature of Malpractice	<ul style="list-style-type: none"> a. Passing on or attempting to pass on, during the examination hours, answer/solution to a question, or a part thereof, to any candidate. b. Passing on any article including electronic device/optical-devise, scale, eraser, etc., to any examinee. c. Writing the answers/hints on the question paper/Admission ticket and passing it to any candidate in the examination room. d. Possessing the question paper of another candidate containing answers/hints written on it.
Maximum Penalty	For any (a) to (d) or any combination malpractice: Cancellation of the results of the particular course concerned. (Which includes theory, practical/ clinical and viva)
Code	S9
Nature of Malpractice	<ul style="list-style-type: none"> a. Leaving the examination room before the stipulated time after the commencement of the examination in-spite of instructions given by the Chief Superintendent/Room Supervisor. b. Writing the examination even after the final bell is rung/several warnings given to stop writing.
Maximum Penalty	For (a) and (b)/(a) or (b): Cancellation of the results of the particular course concerned. (Which includes theory, practical/clinical and viva)
Code	S10
Nature of Malpractice	<ul style="list-style-type: none"> a. Concealing, tearing off, destroying, disfiguring, swallowing any bits of written material; running away with any material, causing disappearance of or attempting to do any of the above acts relating to any book, notes, paper or other materials or devices including cell phone, in connection with answering any question in the examination room. b. Destroying any evidence pertaining above acts.

Maximum Penalty	For (a) and (b)/ (a) or (b): Cancellation of the results of the whole examinations in all the courses/subjects (which includes theory, practical/clinical, and viva) taken by the candidate(s) concerned in that session.
Code	S11
Nature of Malpractice	If during the examination, any attempt is made by a candidate or on his/her behalf by an outsider, to influence or interfere with, directly or indirectly, with the discharge of duties of the Chief Superintendent/Room Supervisor/ other personnel involved in the University examinations.
Maximum Penalty	a. In respect of an examinee: Cancellation of the results of the whole examinations in all courses/ subjects taken by the candidate(s) concerned in that session. (Which includes theory, practical/ clinical and viva) b. In respect of an outsider: If the outsider is a parent/non-examinee student/any other person, the matter shall be referred to the Dean of Faculty who will initiate appropriate action. The Controller of Examinations will be informed of the action taken thereon, in due course.
Code	S12
Nature of Malpractice	a. Facilitating the other candidate(s) to copy from his/her answer script. b. Possession of another candidate's answer book and/or actual evidence of copying from there.
Maximum Penalty	For (a)/(b) or combined malpractice: Cancellation of the results of the whole examinations in all the courses (which includes theory, practical/clinical and viva) taken by both the candidates concerned in that session and also debarring the candidates from appearing for the subsequent university examinations session.
Code	S13
Nature of Malpractice	Bringing into the examination room an answer book or an additional sheet, or taking out or arranging to send an answer book or additional sheet, or replacing or attempting to get replaced the answer book or additional sheet, during or after the examination by the examinee with or without the help of an outsider or in connivance with any person connected with examination or through any other agency, whatsoever.
Maximum Penalty	a. In respect of an examinee: Cancellation of the results of the whole examinations in all the courses/subjects (which includes theory, practical/clinical and viva) taken by the candidate(s) concerned in that session and also debarring the candidate from appearing for the subsequent session of the University examinations. b. If the outsider is a parent/non-examinee student/any other person: The matter shall be referred to the Dean of Faculty who will initiate appropriate action. The Controller of Examinations will be informed of the action taken thereon in due course.
Code	S14
Nature of Malpractice	a. Approaching or influencing directly or indirectly a question paper-setter, examiner, valuator, moderator, or any other person connected with the University examination to leak out the question paper or any part thereof or to enhance marks or favorably evaluate, or to change the award in favor of the candidate.

	<ul style="list-style-type: none"> b. Offering or paying cash or in-kind or any form of inducement to anyone connected with the conduct of University examinations or the valuation of the answer books or using other methods to secure the unfair or unlawful advantage. c. Any insertion in the answer-booklet including currency notes/ bank cheques/ other material in an attempt to bribe any of the person(s) connected with the conduct of examinations. d. Intimating the contact address/telephone number etc., to the examiner in the answer script.
Maximum Penalty	<p>For (a)/(b)/(c)/(d) or any combined malpractice:</p> <ul style="list-style-type: none"> a. Cancellation of the results of the whole examinations in all the courses (which includes theory, practical/clinical, and viva) taken by the candidate(s) concerned in that session and also debarring the candidate(s) from appearing from the subsequent session of the University examinations. b. If the outsider is a parent/ non- examinee student/ any other person: The matter shall be referred to the Dean of Faculty who will initiate appropriate action. The Controller of Examinations will be informed of the action taken thereon in due course. <p>Note: This money shall be credited to the University account.</p>
Code	S15
Nature of Malpractice	<ul style="list-style-type: none"> a. Abusing, insulting, threatening, or intimidating any candidate during the examinations. b. Assaulting/injuring any candidate in the examination room.
Maximum Penalty	<ul style="list-style-type: none"> a. Cancellation of the results of the whole examinations in all the courses taken (which includes theory, practical/clinical, and viva) by the candidate(s) concerned in that session and also debarring the candidate from appearing for the subsequent session of the University examinations. b. Cancellation of the results of the whole examinations in all the courses taken by the candidate(s) (which includes theory, practical/clinical, and viva) concerned in that session and debarring from appearing for the subsequent two sessions of the University examinations. <p>In addition to the above, the matter shall be referred to the Dean of Faculty who will initiate appropriate action including reporting to Police depending upon the severity of the case, after obtaining permission of the Vice-Chancellor. The Controller of Examinations will be informed of the action taken, in due course.</p>
Code	S16
Nature of Malpractice	Carrying into the examination room, any kind of weapon/object, which may harm anyone.
Maximum Penalty	<p>Cancellation of the results of the whole examinations in all the courses (which includes theory, practical/clinical, and viva) taken by the candidate(s) concerned in that session and debarring from appearing from the subsequent two sessions of the University examinations.</p> <p>In addition to the above, the matter shall be referred to the Dean of Faculty who will initiate appropriate action including reporting to Police depending upon the severity of the case, after obtaining permission of the Vice-Chancellor. The Controller of Examinations will be informed of the action taken, in due course.</p>
Code	S17

Nature of Malpractice	Abusing, insulting, threatening, or misbehaving, disobeying the lawful instructions given by the Chief Superintendent/Room Supervisor, or any members of the supervisory staff at the examination room.
Maximum Penalty	Cancellation of the results of the whole examinations in all the courses (which includes theory, practical/clinical, and viva) taken by the candidate(s) concerned.
Code	S18
Nature of Malpractice	Intimidating, assaulting or injuring the Chief Superintendent/Room Supervisor/ any other personnel involved in examination duties, with or without any weapon/object.
Maximum Penalty	<p>a. In respect of examinee: Cancellation of the results of the whole examinations in all the courses (which includes theory, practical/clinical and viva) taken by the candidate(s) concerned in that session and debarring the candidate from appearing for the subsequent sessions of the University examination for three years.</p> <p>b. In respect of the non-examinee student/ outsider: The matter shall be referred to the Dean of Faculty who will initiate appropriate action including reporting to Police depending upon the severity of the case, after obtaining permission of the Vice-Chancellor. The Controller of Examinations will be informed of the action taken, in due course.</p>
Code	S19
Nature of Malpractice	Impersonating any candidate to take/appear for the theory/practical/ clinical and viva examinations conducted by the University.
Maximum Penalty	<p>a. Cancellation of the results of the entire examinations in all the courses (which includes theory, practical/clinical, and viva) taken in that session in respect of the concerned examinee for whom impersonation was done and debarring him/her from appearing for the University examinations for two years.</p> <p>b. If the person who impersonates is a student of the University, the Dean of Faculty will take suitable action against such a student.</p> <p>c. If the person who impersonates is an outsider, suitable action will be taken by the Dean of Faculty to inform the Police, after obtaining permission of the Vice-Chancellor.</p>
Code	S20
Nature of Malpractice	Insertion of pre-written answer papers.
Maximum Penalty	Cancellation of the results of the whole examinations in all the courses (which includes theory, practical/clinical, and viva) taken by the candidate(s) concerned in that session and also debarring him/her from appearing for the subsequent university examinations for one year.
Code	S21
Nature of Malpractice	Smoking, possessing, and using drugs/alcohol or any other prohibited items in the examination room.
Maximum Penalty	Cancellation of the results of the whole examinations in all the courses (which includes theory, practical/clinical, and viva) taken by the candidate(s) concerned in that session and also debarring

	him/her from appearing for the subsequent university examinations for one year.
Code	S22
Nature of Malpractice	<ul style="list-style-type: none"> a. Forging a document or using it, in part or full, on knowing it to be a forged one, concerning any matter connected with the University examinations. b. Amending/adding/deleting any answers in the photocopy of evaluated answer scripts. c. Makes false claim/ representation or uses forged/ fake document(s) about his/her eligibility to appear at the examination.
Maximum Penalty	For (a), (b) and (c) or any one of the malpractice: Cancellation of the results of the whole examinations (which includes theory, practical/clinical and viva) taken by the candidate(s) concerned in that session and also debarring him/ her from appearing for the subsequent University examinations for two years.
Code	S23
Nature of Malpractice	Mass copying in the examination room
Maximum Penalty	Cancellation of the results of the particular course (which includes theory, practical/ clinical, and viva) for all the candidates indulged in mass copying.
Code	S24
Nature of Malpractice	Forging/tampering with the statement of grades, consolidated grade statement, provisional, and degree certificate issued by the University.
Maximum Penalty	<ul style="list-style-type: none"> a. The matter will be referred to the Police by the Dean of Faculty for further action after obtaining permission from the Vice-Chancellor. b. The tampered certificate(s) will be retained in the University and a duplicate copy will not be issued until the Police/Court settles the criminal case.
Code	S25
Nature of Malpractice	Counterfeiting of the University/COE's seal or answer-booklets or stationery used in the University examinations.
Maximum Penalty	<p>Cancellation of results of the whole examinations in all the courses (which includes theory, practical/clinical, and viva) taken by the candidate(s) concerned in that session and also debarring him/her from appearing for the subsequent two sessions of the University examinations.</p> <p>The matter will be referred to the Police by the Dean of Faculty for further action after obtaining permission from the Vice-Chancellor.</p>
Code	S26
Nature of Malpractice	When a candidate on permission goes to the restroom during the examination and if found to be possessing incriminating material/ indulging in any malpractice.
Maximum Penalty	Cancellation of the results of the whole examinations in all the courses (which includes theory, practical/clinical, and viva) taken by the candidate(s) concerned in that session and also debarring him/her from appearing for the subsequent session of the University examinations.

Code	S27
Nature of Malpractice	Presenting a thesis, dissertation, clinical/practical, or class-work record-book not prepared, either fully or partly, by the candidate himself/herself, i.e., plagiarism.
Maximum Penalty	Cancellation of the results of the whole examinations in all the courses of the candidate of that session (which includes theory, practical/clinical, and viva) and also his/her thesis/project work record/ dissertation, clinical/ practical, or classwork record-book, etc.
Code	S28
Nature of Malpractice	Involvement by Ph. D candidate in malpractice in dissertation/thesis work (plagiarism).
Maximum Penalty	Cancellation of the Ph.D. registration forever.
Code	S29
Nature of Malpractice	Damaging the furniture/any other property of the University before/ during/after the examinations.
Maximum Penalty	Cancellation of results of the whole examinations (which includes theory, practical/clinical, and viva) in all the courses of that session. The matter will be referred to the Police by the Dean of Faculty for further action after obtaining permission from the Vice-Chancellor.
Code	S30
Nature of Malpractice	Any other acts constituting malpractices/unfair-means reported during theory/ practical/clinical/viva examination.
Maximum Penalty	Any of the above penalties depending upon the severity/ nature of malpractice.
Code	S31
Nature of Malpractice	Repeated indulging in malpractice/ using unfair means.
Maximum Penalty	Cancellation of the results of the whole examinations in all the courses (which includes theory, practical/clinical, and viva) taken by the candidate concerned in that session and also debarring him/her from appearing for the subsequent University examinations for two years.

Annexure-1B
List of Malpractices/Use of Unfair Means by the Faculty/Staff Members

Following is the list of malpractices/use of unfair-means by the faculty/staff members in connection with the University examinations and the maximum penalty, as shown in Table-16, can be imposed by the Examination Lapses and Malpractice Enquiry Committee (ELMEC).

Table-16 Faculty/Staff Members: Malpractices/Use of Unfair-Means and Penalties

Code	F1
Nature of Malpractice	Tampering of the answer books in any manner by the examiners.
Maximum Penalty	Debarring from examinership permanently/temporarily up to 3 years.
Code	F2
Nature of Malpractice	Influencing and being influenced by other examiners or anybody to boost the marks of the candidate(s), during central valuation.
Maximum Penalty	Debarring from examinership permanently/ temporarily up to 2 years.
Code	F3
Nature of Malpractice	<ul style="list-style-type: none"> a. Demanding money or gift to assist the candidate(s) in University examination. b. Demanding money or gift or any favor from the candidate to sign in the dissertation/thesis. c. Sexual harassment of the candidate by the examiners/guide/co-guide/any other official. d. Abusing, insulting, intimidating, threatening assaulting the candidate. e. Getting personal jobs done by the candidate.
Maximum Penalty	Debarring from examinership/ guide-ship permanently. (or) The higher authority of the examiner concerned shall be informed. (or) Police complaints shall be lodged depending upon the severity of the nature of the offense, after obtaining the permission from the Vice-Chancellor.
Code	F4
Nature of Malpractice	<ul style="list-style-type: none"> a. Awarding marks to any candidate who is absent in the University Examination in clinical/practical / viva. b. Willfully failing a candidate for extraneous reasons. c. Wrongly awarding marks to an unanswered question / not awarding marks to an answered question/negligence in totaling.
Maximum Penalty	<ul style="list-style-type: none"> a. For a or b: Debarring from examinership for a minimum period of three years or permanently. b. For c: Debarring from examinership for a minimum period of one year.
Code	F5

Nature of Malpractice	Reading out or communicating in any manner the answers or information either from inside the room or from outside to benefit a candidate or candidates taking the examination.
Maximum Penalty	Disciplinary action shall be initiated as deemed fit by the Dean of Faculty.
Code	F6
Nature of Malpractice	a. Smuggling into the examination room an answer book or a continuation sheet, or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet, during or after the examination with or without the help of any person or in connivance with any person connected with examination or through any other agency, whatsoever. b. Allowing mass copying by the candidates
Maximum Penalty	Disciplinary action shall be initiated as deemed fit by the Dean of Faculty
Code	F7
Nature of Malpractice	Manhandling/injuring a student or the Chief Superintendent, Room Supervisor, and other examination officials/personnel.
Maximum Penalty	Disciplinary action shall be initiated as deemed fit by the Dean of Faculty
Code	F8
Nature of Malpractice	Leaving the examination rooms without permission while on duty.
Maximum Penalty	Appropriate disciplinary action by the Dean of Faculty.
Code	F9
Nature of Malpractice	a. When detailed as Room Supervisor, not reporting for duty b. Not informing the head of the department if not in a position to report for duty.
Maximum Penalty	Appropriate disciplinary action by the Dean of Faculty
Code	F10
Nature of Malpractice	Any other act(s) deemed to constitute negligence, malpractice by the examiners/skilled/expert assistants/faculty/staff during the University examination.
Maximum Penalty	Appropriate disciplinary action by the Dean of Faculties.

Annexure-2**Categories of Medical Conditions to allow Scribe**

- a. Persons with orthopedic disability
- b. Persons with neurological disability
- c. Persons with visual impairment
- d. Persons with burn injuries or cut injuries
- e. Any other medical condition as deemed fit by the medical officer

Annexure-3**Application Format for requesting for Services of a Scribe**

From:

[Student's name and address]

[Student's University ID]

[Program and Semester]

To:

The Dean

[Faculty]

Ramaiah University of Applied Sciences

Bengaluru

Dear Sir,

I am unable to write _____ (mention the type of examination) on _____ (mention date) due to a temporary physical disability. The details of the disability are mentioned in the Medical Certificate attached herewith.

I request you to please allow me to use the services of a Scribe to write the above-mentioned examination.

I will follow the requisite formalities, submit the necessary documents, and abide by the policies, rules, and guidelines as stipulated by Ramaiah University of Applied Sciences in connection with the utilization of Scribe Services.

Thanking you,

Yours faithfully,

Signature

Name of the student

Date:

Annexure-4
Medical Certificate Format**Certificate Regarding Physical Limitation to Write an Examination**

This is to certify that I have examined Mr./Ms./Mrs. _____
(name of the candidate with disability), a person _____ with
_____ (nature and percentage of disability) son of /
daughter of _____, a resident of
_____ (complete postal address with landmark
as mentioned in Aadhar Card) and with Aadhar Card Number _____
and I state that he/she has temporary physical limitation which hampers her/her
writing capabilities owing to his/her disability .

Signature with a seal:

Name:

Designation:

Name and address of the hospital:

Note: A specialist of the relevant stream should issue Certificate –

- Orthopedic disability – Orthopedic Surgeon
- Neurological disability – Neurological Surgeon
- Visual disability – Ophthalmologist
- Physical injuries – Physician

Annexure-5**Letter of Undertaking for using a Scribe**

Details of Candidate and Scribe

Name of the candidate:

Address of the candidate as in Aadhar Card:

Aadhar Card Number of the candidate:

Name of the Scribe :

Address of the scribe as in Aadhar Card:

Aadhar Card Number of the Scribe

I _____ (name of the candidate) with
_____ (name of the disability) am appearing for
the

_____ (name of the examination, course code,
course title)

I do state that Mr / Ms / Mrs. _____ (name of
the scribe) will provide the services of the scribe for me for the aforesaid
examination.

I do undertake that his/her educational qualification is
_____ (qualification of the scribe)

I do undertake that the above-mentioned scribe fulfills the stipulated requirements
of scribe for the aforesaid examination.

In case, subsequently, it is found that the information provided by me is incorrect,
any disciplinary action as decided by the University can be taken against me.

Signature of the Candidate
Date:

Signature of the Scribe

For Official use:

The services of the Scribe mentioned above can be utilized for the candidate
mentioned above.

Name:

Designation:

Signature with Seal:

Date:

