

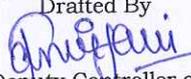
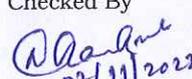
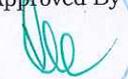
# SHRI RAMSWAROOP MEMORIAL UNIVERSITY



Vill- Hadauri, Post- Tindola, Lucknow – Deva Road,  
Distt- Barabanki – 225003 (Uttar Pradesh)

## University Examination Policy

w.e.f Session 2022-23

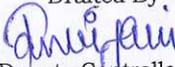
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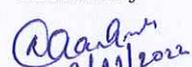
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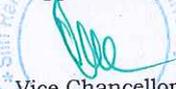
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## 1. INTRODUCTION

The University is committed to maintain the highest standards of academic integrity in the examination process, in accordance with the standards and principles established. All rules and procedures relating to the examinations should be so well delineated as to leave nothing to probability and assumption.

In order to achieve utmost precision, fairness, credibility, objectivity and esteem, the policy is designed to safeguard the academic integrity of examinations through the laid down procedures used for the pre-examination, during examination and post examination activities.

In accordance with the NEP 2020 and student centric UGC guidelines related to flexible choice-based credit system, multidisciplinary approach, multiple entry and exit options, this Examination Policy has been framed to facilitate the students to choosing their subject area of interest and pursue their career path accordingly.

## 2. DEFINITIONS AND ACRONYMS

**2.1. Semester System:** means the duration of an academic period normally consisting of not less than 90 working days and applies to all Programmes of study which are conducted in the semester system. This is applicable in Programme wherein each Academic Year is apportioned into two semesters i.e. the first being the Odd and the second being the Even.

**2.2. Annual System:** Two consecutive (one odd + one even) semesters constitute one academic year.

**2.3. Course:** Refers to a subject/component of the academic Programme, with specific credits assigned to it.

**2.4. External Examiner:** An academician who is not an employee of the University.

**2.5. Continuous Internal Evaluation (CIE):** Internal Assessment of a student throughout the semester/annually.

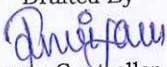
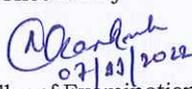
**2.6. Annual Examination:** Examination conducted at the end of every session.

**2.7. End Semester Examination (ESE):** Final Examination held at the end of each Semester.

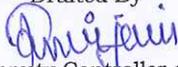
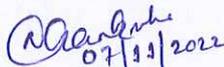
**2.8. Remuneration Form:** A form to be filled up stating the payment related to any service/efforts.

**2.9. Moderation:** Act of making something moderate i.e. limiting, controlling, or restricting something so that it becomes or remains moderate like moderation of question paper or results

**2.10. Guidelines:** An official recommendation indicating how something should be done or what sort of action should be taken in a particular circumstance.

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- 2.11. Zero Record:** It indicates the no. of allotted rooms, strength in these rooms and also the course for which examination is being conducted.
- 2.12. Moderator:** A faculty member who reviews examination papers/results to ensure consistency.
- 2.13. Answer-Sheets:** Booklets of fixed pages for writing answers to the questions listed in the question paper of a respective course (subject) during Examination/ Assessment.
- 2.14. Evaluator:** A faculty member who evaluates the Answer Sheets.
- 2.15. Checker:** Recalculation of evaluated answer sheets by nominated person to ensure the correct totaling of marks in caging on the first page of answer sheet.
- 2.16. Head Examiner:** A senior faculty member nominated by respective Dean/Directors or Dean/Director himself duly approved by the Vice Chancellor responsible for sample checking of evaluated Answer Sheets.
- 2.17. Coding and Decoding:** Coding means unique number assigned to each Roll No. of all the answer sheets of all courses after conduction of Examination for impartial and unbiased evaluation whereas Decoding means mapping of Roll Numbers against assigned codes before marks feeding.
- 2.18. Award sheet:** A sheet where the End-Semester marks are entered after checking the answer sheets.
- 2.19. Relative Grading:** A grade is given based on how a student performs in relation to one and another in a class.
- 2.20. Absolute Grading:** A grade is given on the basis of marks obtained and actual performance of student in the class.
- 2.21. SGPA:** Semester Grade Points Average
- 2.22. CGPA:** Cumulative Grade Points Average
- 2.23. GPA:** Grade Point Average
- 2.24. MGPA:** Mean Grade Point Aggregate
- 2.25. Credits:** Credit of each course is designed as per the study evaluation scheme
- 2.26. Grade Points:** In grading system, Grade Points reflects the specific value of Grades starting from 0 to 10
- 2.27. Course Points:** It is the product of Grade Points and Number of Credits
- 2.28. Promotion:** Student being promoted in the next year after fulfilling the promotion criteria
- 2.29. Detain:** Student not being promoted and retained in the same year due to promotion criteria
- 2.30. PCP:** Pass with Carryover Paper(s)

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**2.31. Stopped Students:** Students barred from appearing in the End Semester Examinations because of their poor attendance/or any other reason.

**2.32. ERP:** Enterprise Resource Planning

### 3. SCOPE OF THE POLICY

The University Examination Policy is applicable to all the examinations scheduled in the official examination period and, to the extent possible, shall govern and inform the development of procedures used for examinations and tests held outside the official examination period. The University Examination Policy defines the roles, responsibilities of the people involved, protocols, procedures to be followed and various steps that have to be taken at all the levels during, pre and post conduction of the University Examinations.

This policy is intended to change as per the directions of Government and Regulations received from time to time.

### 4. ATTENDANCE CRITERIA

Student attendance is a very crucial component of teaching, learning and evaluation. Students should maintain 100% attendance however, 75% attendance (overall) is mandatory failing which students may face academic loss. It is mandatory to maintain desired 75% attendance for Each Semester i.e. Odd and Even separately in Semester System and on an annual basis in case of Annual System.

Furthermore, separate guidelines/policy issued by the competent authority regarding University Student Attendance shall be implemented.

### 5. METHOD OF EVALUATION

The evaluation criterion for each academic course is based upon two major components:

- Continuous Internal Evaluation (CIE)
- End Semester Examination (ESE) or Annual Examination

Continuous Internal Evaluation (CIE) is formative in nature which helps students' in monitoring their own understanding, progress and encourages identification of weaknesses with the scope of improvement whereas End Semester Examination (ESE) is of summative in nature which helps in comparing overall learning amongst students', allotment of grades and encourages competitiveness.

Continuous Internal Evaluation is done throughout the semester in which a student is assessed on defined parameters such as University Test and Teacher's Assessment whereas End Semester Examination is held at the end of each semester as per schedule (with the only exclusion in case of Programme under Annual System).

In general, the Distribution of marks (weightage) has been laid down in Table 5.1 except few programmes which shall be governed by the rules and regulations of their respective statutory bodies.

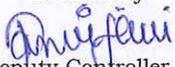
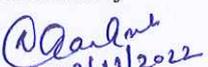
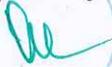
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Table 5.1

Distribution of Marks (Weightage) in Theory Courses (Subjects)			
Sessional Marks		40%	40 Marks
03 Internal Tests	Best two out of three Test (20 marks)	20%	20 Marks
Class Participation	Overall attendance	5%	5 Marks
Teacher's Assessment (activity decided by respective Faculty Member)#	Min 03 & Max 05	15%	15 Marks
End Semester Theory Examination	Compulsory	60%	60 Marks
Grand Total	100 %		100 Marks
Distribution of Marks (Weightage) in Practical Courses (Subjects)			
Sessional Marks		80%	80 Marks
Lab Quiz Test	Compulsory	10%	10 Marks
Lab Performance	Compulsory	70%	70 Marks
End Semester Practical Examination	Compulsory	20%	20 Marks
Grand Total			100 Marks
Assessment of Non-Experimental Labs (100/50 marks) will be conducted internally/externally by the Department as per the Study and Evaluation Scheme of Programme			

# Activities may be changed as per requirement

## 6. CONTINUOUS INTERNAL EVALUATION

Continuous Internal Evaluation (CIE) shall be conducted by respective Institute/Faculty/Department throughout the semester or year as per laid down policy or specified rules/regulations of respective statutory bodies.

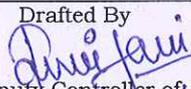
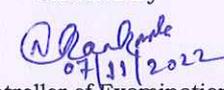
### 6.1. Continuous Internal Evaluation for Theory Courses

#### 6.1.1 Conduct of Internal Tests

Internal Test is a compulsory and important component of Continuous Evaluation as it provides an opportunity to develop skills for time management. In general, three (03) Internal Tests of 10 marks weightage (total 30 marks) shall be conducted across the University and best 02 out of 03 ITs will be considered for CIE i.e. 20 marks. It is mandatory to follow University Dress Code to appear in the Internal Tests.

#### 6.1.2 Conduct of Teacher's Assessment

The aim of Teacher's Assessment is formative assessment (FA) of students. Teacher assesses the students based upon the need of course (subject) considering strength & weakness of individual students. Teacher's guidance helps the students not only to achieve good marks but also enhance their learning outcome through participative methods of assessment. In general, Teacher assesses each student through various activities (minimum 03 and maximum 05) for 15 Marks which will be aligned towards the learning outcome. These activities can be submission of

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Assignments, Presentations, Special Quiz, Surprise Test or any other as per the requirement of the Teacher.

### 6.1.3 Class Participation

Based upon the attendance and participation of students, marks of class participation are awarded to the student. In general, Marks shall be allotted as per the laid down criteria:

Table 6.1.3

Combined Attendance of Lecture and Tutorial	Allotted Marks
80% and above	5
70% to 79.9%	4
60% to 69.9%	3
50% to 59.9%	2
Below 50%	0

## 6.2. Continuous Internal Evaluation for Practical Courses

### 6.2.1 Conduct of Practical Labs/Workshops

Practical is a major component of Teaching-Learning Process wherein students learn by doing the actual practical. It plays a crucial role in converting academic knowledge into application based knowledge.

In a semester Lab, Classes are conducted for each course (subject) as per Study Evaluation Scheme and is also reflected in the Weekly Class Time Table. Attendance during the Lab Classes is compulsory. Faculty In-charge registers the attendance on the Attendance Sheet.

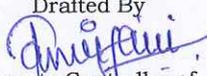
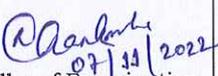
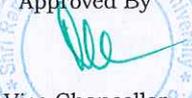
Lab Assessment comprises Teacher's Assessment done on every Lab Day by Faculty In-charge of respective course (subject) throughout the Semester and Lab Performance Test (Quiz) of respective Lab is conducted in the last week of the semester.

### 6.2.1 Conduct of Non Performing Labs

Non Performing Labs i.e Projects (Major/Minor), Comprehensive Viva, Seminar/ Colloquium or Industrial/Teaching Interaction are also a major component of Teaching-Learning Process wherein students learn practical skills of presenting ideas, interaction with real world or creating noble products.

Appearing in the Lab Performance Test (Quiz) is Mandatory. In case of Projects (Major/Minor), Comprehensive Viva, Seminar/Colloquium & Industrial/Teaching Interaction, Institutes shall formulate their policy in consultation with Faculty.

For receiving and submission of Answer Scripts, issued guidelines shall be followed by Institute/ Faculty/Department.

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## 7. END SEMESTER EXAMINATION AND ANNUAL EXAMINATION

### 7.1. End Semester Examination

The aim of End Semester Examination is to judge the students overall academic abilities. Besides being a major component in deciding the CGPA, it also serves the purpose of providing the students an opportunity to judge by themselves the level of their understanding and adequacy of their preparedness for entering into a Professional Career to face the real life challenges.

#### 7.1.1 Eligibility and Procedure for appearing in Annual/End Semester Examination

*For appearing in Annual and End Semester Examination (Odd/Even), it is mandatory for the students to follow the below-mentioned conditions:*

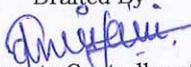
- Student should fill the Online Registration Form available on Student ERP Portal as per notification issued by the Examination Cell. On the basis of Online Registration, Admit Cards of Annual Examination/End Semester Examination will be issued by the Registrar Office to the registered students.
- Student should follow University Attendance Policy. For Practical Courses, additional requirement of experiment completion has been laid down in clause 7.1.3 for appearing in Practical Examinations.
- Student should not have any pending disciplinary case which may affect his/her candidature

#### 7.1.2 For Theory Courses (L+T or L as per SES)

It is mandatory for the student to appear in the End Semester Theory Examination. If a student does not appear due to any reason such as Absent in any or all courses (subjects) (Theory and Labs) in the End Semester Examination, he/she shall get 'F' Grade irrespective of his/her CIE (internal) marks. Student will have to appear in the Carryover Examination for the courses (subjects) with 'F' grade to clear his/her backlogs in which **maximum up to 'B+' Grade** shall be allocated. Final list of stop students in theory examination may be issued from the Registrar office (Centrally) based upon the inputs received from the Departments.

#### 7.1.3 For Lab Courses

It is mandatory for the student to appear in the End Semester Practical Examination. In lab Subjects if any student due to any reason of absence failed to perform 60% of experiments or its equivalent in non-experimental lab may be 'Stopped'. In that case, he/she shall get an 'F' grade. Students with 'F' grade only in any or all lab subjects have to appear in the Carryover Examination to improve their grades but **maximum up to 'B+' Grade** only.

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Final list of 'Stopped' students in Practical Examination will be notified by the respective Institutes/Departments/Faculty at least one week before the commencement of the End Semester Examination on the basis of attendance in both Odd and Even semester.

### 7.1.4 For Composite Courses (L+T+P or L+P)

It is mandatory for the student to appear in the End Semester Examination. In case if any student gets 'F' Grade in any Composite course (subject), individual components of theory and lab shall not be considered. For example: In B.Tech I year if a student gets 'F' Grade in Physics, he/she will have to appear for both Theory and Lab being Composite Course (both) in Carryover. **Maximum 'B+' grade shall be awarded in the Carryover Examination.**

## 7.2. Annual Examination

All the criteria laid down in the End Semester Examination shall be followed considering the annual duration (i.e. one academic session). Annual Examination shall be conducted at the end of academic session in the programmes where the annual system is being followed.

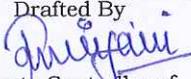
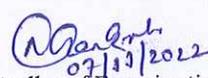
## 7.3. Pre Ph.D. Course Work Examination

The Pre-PhD course work is mandatory for the Ph.D. degree. The Pre Ph.D Course Work Examination shall be conducted twice in a year for the Ph.D. scholars of summer and winter term after completion of their respective Course Work.

- Scholars who have already completed the course work in M.Phil and have been permitted to proceed to the Ph.D. in integrated course, may be exempted from the Pre-Ph.D. course work.
- As per Ph.D. ordinance, all the scholars who meet the criteria will be eligible for appearing in the Pre Ph.D. Course Work Examination conducted by the Examination Cell.
- As per Ph.D. Ordinance, Ph.D. scholar has to obtain a minimum of 55% of marks or 'C' Grade in the UGC 7-point scale, as shown in Table 7.3, in the course work in order to be eligible to undertake the research work and submit the Synopsis of the proposed Ph.D. research work for approval by Research Degree Committee (RDC)

Table 7.3

S.N.	Marks in %	Corresponding Grade	Grade Points
1	≥ 90%	O	10
2	≥ 80% and < 90%	A	09
3	≥ 70% and < 80%	B	08
4	≥ 55% and < 70%	C	06
5	≥ 40% and < 55%	D	05
6	≥ 30% and < 40%	P	04
7	< 30%	F	0

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(d) In case of 'F' grade in any course of Pre Ph.D. Course Work, scholars will get an opportunity to clear their carryover in the next Pre Ph.D. Course Work Examination. For appearing the Carryover Examination, he/she will fill the form in the Examination Cell and submit the prescribed fee.

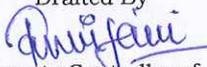
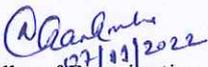
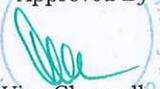
## 8. CARRYOVER EXAMINATION

It aims to provide ample opportunities to the students to clear his/her 'F' Grade and consequently improve their CGPA in the Second and subsequent years. Carryover Examination is conducted in the End Semester Examination of the respective courses (subjects) of the corresponding Odd or Even Semester. In other words, Carryover Papers of 1st, 3rd, 5th, 7th or 9th Semester can be cleared in any or all succeeding Odd Semesters whereas Carryover Papers of 2<sup>nd</sup>, 4th, 6th, 8th or 10<sup>th</sup> Semester can be cleared in any or all succeeding Even Semesters.

- (a) For appearing in the Carryover Examination (Odd/Even), it is mandatory for the students to fill the Online Registration Form available on Student ERP Portal as per notification issued by the Examination Cell. After submission of prescribed Carryover Examination Fee and subsequent approval of Online Registration Form, Admit Card of Carryover Examination shall be downloaded by the students.
- (b) In case of any Carryover in the Annual Examination, student will have an opportunity to clear the backlogs along with the Annual Examination of succeeding session.
- (c) Student should not have any pending disciplinary case which may affect his/her candidature.
- (d) It is in the best interest of the students that he/she should improve his/her 'F' Grade in the first attempt at the earliest possible opportunity.
- (e) Grade Letter to the respective Theory subject (s) shall be awarded by considering the already scored CIE marks provided CIE marks are 40% of total CIE marks otherwise student shall be given Extra Assignments in theory subjects to get new CIE (Internal) marks maximum up to 40% of total CIE marks and the marks of Carry Over Examination.
- (f) Student (s) shall be awarded **maximum 'B+' Grade** in the respective courses (subject) in Carryover Examination with the same Grade Boundaries as in main examination. Student(s) shall be awarded maximum 'B+' Grade in the respective composite courses (subjects) (Theory + Lab) in Carryover Examination with the same Grade Boundaries as in main examination. *The Grade-sheet will have marking of '\*' on the courses (subjects) in which the student has/have appeared as Carryover paper.*

## 9. IMPROVEMENT EXAMINATION

It aims to provide an opportunity for every student to improve his/her 'P' or 'C' grades **ONLY ONCE** in any courses (subjects) in the subsequent academic session with the respective Carryover Examination.

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- (a) Improvement of grades is only applicable in theory courses. Any student who desires to improve grades shall fill the Improvement Form Offline in the Examination Cell and submit the prescribed Improvement Examination Fee.
- (b) Students will get an opportunity to improve 'P' or 'C' grades of theory courses of Odd Semester in the Odd Semester Examination of subsequent session only. Whereas theory courses of Even Semester can be improved in the Even Semester Examination of subsequent session only along with the respective Carryover Examinations. Example is as under:

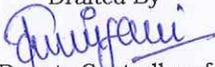
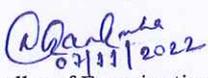
Conditions	Permitted	Not Permitted
If any B.Tech II Year student of academic session 2022-23 has 'P' Grade in one/two theory Courses of Odd Semester of B.Tech II Year (III Sem)	Grades can be improved in the Improvement Examination of Odd Semester ONLY in 2023-24 (which will be held along with the Carryover Odd Semester Exam)	Grades cannot be improved for Odd Semester Courses in the Improvement Examination of Even Semester of session 2023-24 or session 2024-25 onwards.
If any B.Tech II Year student of academic session 2022-23 has 'C' Grade in one/two theory Course of Even Semester of B.Tech II Year (IV Sem)	Grades can be improved in the Improvement Examination of Even Semester ONLY in 2023-24 (which will be held along with the Carryover Even Semester Exam)	Grades cannot be improved for the Even Semester Course in the Improvement Examination of Odd Semester of Session 2023-24 or session 2024-25 onwards.

- (c) In the case of the Semester System, students may apply for improvement in maximum two (02) theory subjects/courses in each semester.
- (d) In the case of the Annual System, student will get an opportunity to improve maximum 03 theory subjects/courses in subsequent academic session.
- (e) Final year students will also get an opportunity to improve their grades for the courses of final year only in the same session in the Improvement Examination which will be held along with the Special Summer Examination.
- (f) After Examination, student will be awarded maximum 'A' Grade in the Improvement Examination of the respective course (subject).

## 10. SPECIAL SUMMER EXAMINATION

From the session 2022-23, Special Summer Examination will only be conducted for final year students of particular session and final year students of previous batches with the aim to provide more opportunity to the final year students who have 'F' grade in any courses (subjects) irrespective of year. He/ She may improve his/her grades in the respective courses (subjects) at the end of Even Semester/ Annual Examination of each academic session.

- (a) It is mandatory for the students to fill the Online Registration Form available on Student ERP Portal as per notification issued by the Examination Cell. After submission of

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prescribed Examination Fee and subsequent approval of Online Registration Form, Admit Card of Special Summer Examination shall be downloaded by the students.

- (b) In case, if any student has not appeared in any examination conducted during both the semesters in the academic session neither in odd semester nor in even semester of final year, he/she will be Detained and permitted to take re-admission in the final year.
- (c) In the Special Summer Examination after the End Semester Examination, any student can appear in a maximum of 12 Backlogs/Carryovers (including Theory and Practical Courses) in the final year. In case of more Backlogs/Carryovers, any student will be required to clear his/her pending paper in the Carryover Examination of next session.
- (d) Grade Letter to the respective Theory course (subject)(s) will be awarded by considering the already scored CIE marks provided CIE marks are 40% of total CIE marks otherwise student will be given EXTRA Assignments in theory course (subject)s to get new CIE marks and the marks of Special Carry Over (Summer) Examination.
- (e) Student(s) will be awarded maximum 'B+' Grade in the respective course (subject) (Theory) in Special Summer Examination.

## 11. NEW EDUCATION POLICY

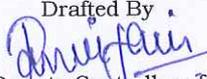
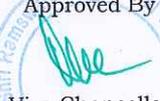
As per new National Education Policy and UGC guidelines, facility of multiple entry and exit options with appropriate certificate within period is available with the students. Students will be awarded with a certificate after completing 1 year (2 semesters) of study in the chosen fields of study, a diploma after 2 years (4 semesters) of study, a bachelor's degree after a 3-year (6 semesters) programme of study, a bachelor's degree with honours or research after a 4-year (eight semesters) programme.

As per the credit requirement fixed by the UGC, alignment of credits is being done in the Study and Evaluation Scheme of respective programmes. On the basis of completion of requisite credits, Certificate, Diploma, Degree and Degree with honours/research will be awarded. Under special circumstances, only the Hon'ble Vice Chancellor may provide an extension in time period to the respective student which will enable him/her to fulfill all requirements for the degree. As per the UGC guidelines, under graduate students shall be allowed for credit accumulation through the facility created by the Academic Bank of Credit (ABC) scheme. After completion of a four year undergraduate programme with research with at least 7.5 Cumulative Grade Point Average (CGPA), students will be eligible to enroll for Ph.D. programme along those pursuing or completed the postgraduate programmes.

Major terminologies and Policy related to the NEP as laid down by UGC shall be followed for the award of Certificate, Diploma, and Degree. In case of any change in the existing guidelines, new guidelines shall be implemented.

## 12. VARIOUS COMMITTEES

The University has the Examination Committee and sub committees to review examination processes and examination affairs right from the scheduling and conduction of examination up to

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the evaluation and publishing the results. To devise detailed policy, guidelines, procedures for an efficient, transparent, and fair evaluation of students, including coordination of activities related to conduction of examinations, various committees are constituted as under:

### Examination Committee

As per University Statutes, a meeting of the Examination committee shall be convened by the COE. This Committee shall review the Examination & Evaluation processes and smooth conduct of Examination of the University.

### Unfair Means Committee

A meeting of the UFM committee shall be convened by the COE at the end of End Semester Examinations/ Annual Examination to take decisions on the UFM cases. As per the proceedings of the committee, final decision on UFM cases shall be implemented before the final declaration of result.

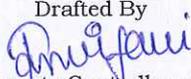
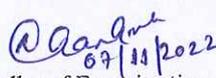
### Result Moderation Committee

A meeting of the Result Moderation Committee shall be convened by the COE to scrutinize the statistics of results, resolving the cases of internal assessment, moderating and finalizing the result of all programmes.

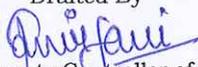
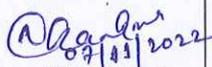
## 13. TASKS TO BE PERFORMED BY THE OFFICE OF CONTROLLER OF EXAMINATION

The Office of the Controller of Examination shall perform following tasks:

- 13.1 After admission or result declaration of any year, student enrollment in the respective classes on ERP as per applicable SES of respective programmes.
- 13.2 In alignment with the University Academic Calendar, preparation of timelines related to the Examination, preparation of a detailed schedule of examination and its publication/display on time.
- 13.3 To validate the enrollment record of students and examination forms for finalization of the list before the commencement of Practical/Theory examinations.
- 13.4 To follow the entire procedure for the smooth conduct of the Examination.
- 13.5 To prepare the Master Seating Plan, Seating Plan, Zero Record, Room Files etc for further execution.
- 13.6 To prepare course-wise, programme-wise, paper-wise and date-wise statements for printing of question papers with code and validate with the zero record.
- 13.7 The question paper packets shall indicate Room No., Programme, Course/Course code, year, semester, date of examination, shift of examination, and number of question papers in each packet etc.
- 13.8 Maintenance of all records, statistics, stock registers and database of students pertinent to examinations.
- 13.9 Processing, passing of remuneration bills related to various Examinations and maintenance of correspondence thereon.

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- 13.10 To finalise the list of various officials, faculty members, staff members and its dissemination for smooth conduction of pre examination, during examination (Essential and Invigilation duties) and post examination duties i.e. Nodal Centre including coding, Frisking Duty, Invigilation, Floor Supervisor, Flying Squad, Evaluation, Checker, Head Examiner, Decoding Team.
- 13.11 To issue various guidelines, instructions and briefing to various officials prior to commencement of Examination.
- 13.12 To ensure arrangements related to dispatch of all examination material to the respective examination centres/blocks, and evaluation centres etc.
- 13.13 Arrangement for conducting examination, collection of answer sheets, evaluation, and further processing.
- 13.14 Preparation and circulation of MGPA guidelines for further result moderation.
- 13.15 Result Processing and announcement of result of examinations through SRMU ERP Portal and website, dealing with the cases of withheld results for future announcement and follow up work in cases of any discrepancies.
- 13.16 Preparation of the lists of lapses and irregularities committed by the evaluators and others and forwarding the list to the competent authorities for the consideration and necessary action.
- 13.17 Arrangement for scrutiny of valued answer-booklets requested by the students on prescribed application form with due fees.
- 13.18 Validation of course points, SGPA/CGPA calculation and then printing of gradesheets and degrees for further distribution.
- 13.19 Arrangement for preparation and distribution of gradesheets, degrees, diplomas and other certificates to the students.
- 13.20 Issuance of duplicate gradesheets/duplicate degree certificate, consolidated gradesheets, provisional degree certificate, rank certificate, etc.
- 13.21 To initiate the requirement and procurement of examination related materials through the Procurement Cell. Requisition for purchasing partially printed grade sheets, degree, diploma and answer sheets.
- 13.22 Maintenance of Record related to answer sheets, gradesheets, degrees and diplomas. Stock taking of used and unused answer sheets, issuing answer sheets to the Departments and Receiving answer sheets of internal tests from the Department.
- 13.23 Preservation of evaluated answer scripts as per retention policy after the announcement of results and its appropriate disposal afterwards.
- 13.24 To maintain the data regarding the examinations, number of students registered for each examination; pass percentage, performance analysis of pass out batch etc. Compilation of Data for AISHE, NIRF, and NAAC.
- 13.25 Conduction of Examination regarding Ph.D. admission and declaration of Results.
- 13.26 Detailed planning and conduction of Convocation Ceremony
  - a) Preparation of final students' list of passed out batch for publication in Convocation Booklet

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- b) Receipt and scrutiny of applications for conferring degree in person in the Convocation.
- c) Preparation of programme-wise list of meritorious and eligible students for nomination regarding Chancellor and Pro Chancellor Medal
- d) Preparation of programme-wise list of for Gold Medal and Silver Medal
- e) Printing of Degree Certificates/Rank Certificate or Medal Certificate, Ph.D. Certificate.
- f) Preparation of Honorary Degree
- g) Distribution of Degree and Diploma Certificates.

13.27 Processes related to Student Support and Progression

- a) To prepare merit lists at the end of academic session for the award of fee incentive and cash incentive under Performance Based Scholarship Policy.
- b) To facilitate the students with the necessary documents for availing the UP and Central Govt. Scholarship.
- c) Post-Employment Verification and issuing various certificates i.e. CGPA to Marks Conversion Certificate, Bonafide Certificate for Clear Pass and Current CGPA, Certificate for total marks and marks obtained, No back-log Certificate etc.

13.28 Documentation of all the Establishment Files, General Files and Maintenance of all kind of Records

13.29 To attend legal matters relating to examinations, if any.

13.30 Other work related to Evaluation and Post Evaluation related to various Examinations which are not covered in above-mentioned points.

## 14. CHARTER OF DUTIES OF THE CONTROLLER OF EXAMINATION (COE)

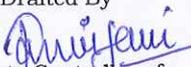
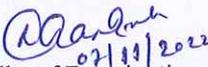
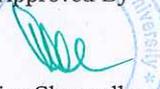
14.1 The COE shall be the principal officer-in-charge of the conduct of examinations of the University and declaration of the results. He/She shall be a full-time salaried officer of the University and shall work directly under the directions of the Vice-Chancellor.

14.2 The COE shall be responsible for all the work that has to be attended to by the office of the Controller of Examinations as listed in under clause 13.

14.3 The COE shall be responsible for maintenance of records, maintenance of award sheets and valued answer scripts. The valued answer scripts shall be preserved after the announcement of results as per retention policy of the University. He/ She shall also be responsible for safe disposal/destruction of the answer-scripts thereafter except the scripts regarding which court cases are pending.

14.4 The COE shall plan and notify timelines for various examinations and post examination activities as per the University Academic Calendar which has been issued at the beginning of each Academic year. It is incumbent on the part of the COE to ensure adherence to the timelines.

14.5 The COE shall ensure the tabulation and announcement of results expeditiously.

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- 14.6 The COE shall be responsible for the proper custody and maintenance of tabulation registers, Consolidated Reports and other valuable and permanent records of the Examination Cell.
- 14.7 The COE shall ensure the preparation of the eligibility list of students, presentation lists for convocation and distribution of the Degree and Diploma Certificates to be conferred at the convocation.
- 14.8 The COE shall ensure the preparation of the merit list, finalization of Gold Medal, Silver Medal, Chancellor Medal, Pro Chancellor Medal Recipients.
- 14.9 The COE shall pass the remuneration bills filled for the examination work as per the policy.
- 14.10 The COE shall arrange for the photocopy of valued answer scripts, re-totaling in case of any reported totaling mistakes, re-valuation, and redress the grievances of students.
- 14.11 The COE shall arrange to make enquiries into all types of malpractices committed during examination, valuation, revaluation and processing of results etc. through appropriate committees.
- 14.12 The COE shall ensure day to day communication through IOM, Notices, letters and emails.
- 14.13 The COE shall initiate disciplinary action wherever necessary against the students, paper setters, examiners, scrutinizers, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations.
- 14.14 The COE shall keep a record of those persons who have committed lapses in discharging the examination related responsibilities entrusted to them and refer them to the Examination Committee for the appropriate action.
- 14.15 The COE shall ensure safe and secure printing of question papers and ensure timely circulation during Examination in accordance with the Examination Schedule.
- 14.16 The COE shall issue statements of grades, duplicate grade sheets, consolidated grade sheets, Transcripts, medal certificates, duplicate Degree and Diploma Certificates.
- 14.17 The COE may make any structural changes in the examination administration as and when required.
- 14.18 The COE shall ensure inclusion and synchronization of UGC Guidelines in the Examination Policy.
- 14.19 The COE shall convene Examination Committee and Sub Committee meetings, prepare meeting minutes and be responsible for other necessary documentation.
- 14.20 The COE shall exercise all the powers subject to the general control and supervision of the Vice-Chancellor.

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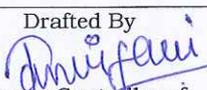
## 15. PROCEDURE RELATED TO PRE EXAMINATION ACTIVITIES

### 15.1 Process of Question Paper Preparation

- (a) On the basis of details submitted by the HODs/Deans/Directors, Question Paper Setters with suitable experience in their respective course (subject) area shall be compiled by the Examination Cell. It shall be done 02 months prior to the commencement of End Semester Examination. The Controller of Examination shall then put up the required list of Paper Setters to the Vice Chancellor or his/her nominee for approval.
- (b) In case of any requirement, the criterion for recommendation of external Question Paper Setters is as follows:
- For Diploma Programme: At least Assistant Professors/Lecturer having minimum teaching experience as per UGC Norms
  - For Undergraduate Programme: At least Associate Professors/Assistant Professors having minimum teaching experience as per UGC Norms
  - For Post Graduate Programme: Professors/Associate Professors having minimum teaching experience as per UGC Norms

In case of external Question Paper Setters, the COE/Dy. COE shall initially obtain consent of the respective faculty members from the approved list of Question Paper Setter, (approximately 02 months prior to the commencement of End Semester/ Annual Examination).

- (c) After implementing clause (a) and (b), guidelines for the preparation of the question paper will be shared with the Paper Setters along with the syllabus, study evaluation scheme and format of question paper. A remuneration form shall also be sent to the external paper setters through e-mail.
- (d) The paper setters shall be given a time period of 3-4 weeks for setting up the question paper.
- (e) Question Paper shall be strictly based upon the detailed guidelines, revised Bloom's Taxonomy on the prescribed format.
- (f) Prepared Question Papers shall be received through a specially designed and secured SRMU Examination Portal. Individual Login Id and Password will be shared automatically for receiving Question Papers from Paper Setters through SRMU Examination Portal.
- (g) All arrangements shall be made to get the required sets of question papers for each paper of examination sufficiently in advance to the commencement of the examination period.

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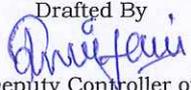


- (h) The question paper (s) shall meet the specifications/pattern as per the academic regulations of each programme of study in the University. Question papers for each subject/course shall be available in multiple sets to meet any eventuality.
- (i) Paper Setter shall preserve strict confidentiality regarding the work allotted and shall not violate the integrity of the examination system.
- (j) Soft copy of received Question papers shall be kept under high security and surveillance.

## 15.2 Moderation of Question Paper

- (a) For moderation, the Panel of Moderators including Director/Dean/HODs and Course Expert (a list of moderators with suitable experience of the relevant field) shall be compiled and then shall be put up by the COE to the Vice Chancellor for his approval.
- (b) Almost one month prior to the commencement of Annual/End Semester Examination, the approved panel of moderators shall be called for the moderation of Question Paper as per time and schedule specified by the COE.
- (c) For the moderation of Question Paper, the moderator shall receive the guidelines, syllabus along with the copy of Question Paper.
- (d) While moderating the Question Paper, the panel shall ensure that the Question Paper prepared by the examiners is in accordance with the syllabus & guidelines for setting of Question Paper.
- (e) They should check the question paper thoroughly to confirm that the questions asked in the examination are free from any sort of typographical errors.
- (f) In no circumstance the moderator can change more than 20% of the question paper. If more than 20% change is required, then the Question Paper shall stand cancelled. The COE will take immediate action of getting another Question Paper made by the External Examiner within 15 days.
- (g) A feedback form (including checklist) shall be filled by Moderators. This will help in assessing the paper setter and maintaining the standard of the question paper.
- (h) Moderators shall preserve strict confidentiality regarding the work allotted and shall not violate the integrity of the examination system.
- (i) The whole process shall be kept under strict vigilance of the Controller of Examinations.

All the printed question papers shall be packed in cover and sealed securely for storage under the custody of the COE/Dy.COE. The sealed envelopes containing Question papers should be arranged examination-wise, and Paper-Code Number-wise and kept under strict secrecy and vigil.

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### 15.3 Empanelment of Evaluators

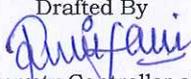
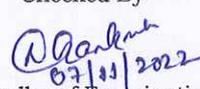
- (a) One month prior to the commencement of End Semester Examination or Annual Examination, a course-wise (subject-wise) panel of evaluators shall be prepared by the HODs/Deans of respective Departments/Faculty and will be shared with the COE.
- (b) The evaluators should have taught the course (subject) in the respective semester.
- (c) Department-wise/Faculty-wise list of evaluators shall be compiled by the Controller of Examination and will then be put up to the Vice Chancellor or his/her nominee for approval.
- (d) During the Examination, finally approved evaluators will be called for the evaluation as per time and schedule specified by the Controller of Examinations.
- (e) He/she shall preserve strict confidentiality regarding the work allotted and shall not violate the integrity of the examination system.

### 15.4 Empanelment of Practical Examiners

- (a) Empanelment of Practical Examiners with suitable experience shall be prepared by the respective HODs/Deans/Directors.
- (b) The criterion for empanelment of Practical Examiners is as follows:
  - For Diploma Programme: At least Assistant Professors/Lecturer having minimum teaching experience as per UGC Norms
  - For Undergraduate Programme: At least Associate Professors/Assistant Professors having minimum teaching experience as per UGC Norms
  - For Post Graduate Programme: Professors/Associate Professors having minimum teaching experience as per UGC Norms
- (c) The End Semester Practical Examination/Annual Practical Examination shall be conducted by the respective Department/Faculty/Institute only.
- (d) Respective HODs/Deans/Directors/Deans shall obtain consent (through e-mail, telephone) from the respective examiner specifying the venue, date and time prior to conduction of Practical Examination.

### 15.5 Registration, Admit Cards and Verification Cards for Examination

- (a) For appearing in the End Semester Examination (Odd/Even) and Annual Examination, it is mandatory for the students to fill the Online Registration Form available on Student ERP Portal as per notification issued by the Examination Cell.
- (b) On the basis of course enrollment previously done on ERP in the starting of semester and Online Registration by the students, Admit Cards of End Semester Examination or Annual Examination along with the Verification Cards shall be generated which will contain the student's name, Roll number and the Code numbers of the

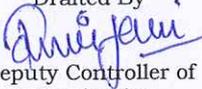
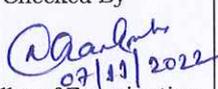
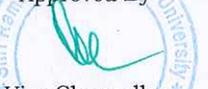
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courses/subjects. In case of any technical or other issue, offline registration shall also be permitted.

- (c) The programme-wise list of students shall be sent to the concerned Departments/Faculty along with the printed Admit Cards for further distribution to the students.
- (d) In case of Carryover and Special Summer Examination, online registration shall be done on SRMU ERP Portal by the students on the submission of prescribed fee and Admit Card shall be issued by the Controller of Examination. In case of any technical or other issue, offline registration shall also be permitted.
- (e) On the basis of registration and previous enrollment, list of all eligible students for each examination shall be prepared after thorough scrutiny and accounting. This list will be circulated for capturing attendance and awarding marks for practical examination. This Programme-wise and course-wise list of enrolled students shall be further utilized for coding and decoding purposes.

### 15.6 Other Preparations related to the Examination

- (a) **Examination Schedule:** On the basis of the Academic Calendar of the University, broad timelines will be put in the meeting of the Examination Committee for approval. On approval of timelines by the committee members, the Examination Schedule will be prepared by the Examination Cell for the enrolled students as per applicable Study and Evaluation Scheme.
- i. Tentative Examination Schedule shall be shared with the respective HODs, Deans, and Directors for their inputs.
  - ii. After inclusion of inputs (if any), the detailed Examination Schedule will be notified to the students' at least 10 days prior to the commencement of the Examination.
  - iii. The schedule of examination shall be shared in advance to the Institute/Faculty/Departments for record and further dissemination. The schedule shall also be updated on the University website before the commencement of the examination.
  - iv. While scheduling examinations all care shall be taken to ensure that NO overlap in the subjects/courses papers of examination occurs for any regular or Carryover students.
  - v. The Examination schedule shall be cross validated for any overlap and necessary amendments made.
  - vi. The scheduling of all Practical Examination shall be provided by the Head of the concerned Departments to the COE sufficiently in advance of the scheduled commencement of the examinations.

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- (b) **Rooms for the Conduction of the Examination:** Master Seating Plan and Seating Plan shall be prepared judiciously in an appropriate manner for appropriate seating and student monitoring to discourage cheating.
- i. The number of students, day-wise, session-wise, shall be ascertained on the basis of the examination schedules, List of students registered and admitted for the University Examination.
  - ii. On the basis of the number of students and the seating capacity of rooms available, the number of examination halls required shall be fixed and necessary steps taken to make arrangements for the conduct of examinations.
- (c) **Rooms Files:** Separate room files are made for each room where exams are conducted. It contains Attendance Roster, Verification Card, Invigilators Report and a UFM Form along with the required no. of Answer Booklets.

## 16. PROCEDURE RELATED TO CONDUCTION OF EXAMINATION

### 16.1 Management of Question Papers

The printing of the question papers shall be done in a classified zone with restricted entry. Relevant sealed envelopes containing the Question-papers should be taken out of the confidentially in accordance with the Examination Schedule. One day prior to the scheduled date of examination, photocopying of Question paper shall be done in the presence of the Controller of Examination or Deputy Controller of Examination (who will open the seal), and one Office In-charge in a confidential room.

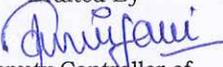
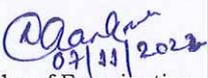
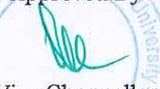
The printing process shall NOT leave any trail which may eventually result in the leakage of full or part of the question paper. The reading of the machine is duly recorded and noted while photocopying the Question Papers.

All the printed question papers shall be packed in cover and sealed securely for storage under the custody of the COE. A 'Zero Record' is also maintained which indicates the no. of allotted rooms, strength in these rooms and also the course (subject) for which examination is being conducted.

### 16.2 Student's conduct during Examination

At the time of Examination, the frisking in-charge and the staff on frisking duty shall direct the student for admission in the Examination Hall, seating and ensure the identification of students. A valid photo identification card/ Admit Card duly approved by the Registrar or his/her nominee shall be required for admission of a student for Examination. In case, if any student lost his Admit Card, a duplicate Admit Card shall be issued by the Registrar Office.

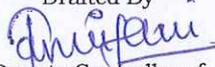
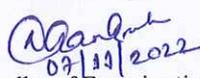
- (a) Students shall be required to present a valid University photo identification card and sign the attendance roster and the verification card present in the invigilator's file during the examination.

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- (b) During an examination, students shall be permitted to have access to only those materials or aids specifically approved for use in that examination sitting.
- (c) Students may not speak or communicate by any means, manner or device on the course (subject) of an examination with anyone other than an invigilator for the duration of the examination, including during any temporary disruption of the examination.
- (d) Students may leave an exam room only if granted permission to do so by an invigilator.
- (e) **Accommodations for Special Circumstances:** Students with disabilities requiring accommodation shall be responsible for requesting the necessary accommodation in advance of the examination period and in accordance with the recommended timelines in the relevant policies and procedures. The Examination Committee or the Vice Chancellor shall oversee provision of any special accommodation in the scheduled examination sitting that has been approved for a student in accordance with the relevant policies and procedures.
- (f) **Demand of Scribe/Writer:** If any student is not able to write Answer Sheets on his/her own due to any accident, fracture in hands/shoulders/ribs, he/she may demand for a writer/scribe keeping following points into consideration. Such students may be given compensatory time (if desired).
- The writer/scribe should not be related to the student in any manner.
  - His educational background should not be related to that of the student and should not possess any knowledge of the course (subject).
  - The minimum qualification required are :
    - (i) For UG Students: The writer should be 10+2 student and not above
    - (ii) For PG Students: The writer should be a 10+2+3 student and not above.
  - He/she should be efficient in writing in the language of the set question paper.
  - The student should submit an application along with an affidavit and a Photo Identification of the proposed writer claiming that he shall comply with the University norms and should get it approved by the Vice Chancellor.
  - If found guilty or held in the suspicion, the University shall have the right to take necessary action.

### 16.3 Essential Duties and Invigilation duties during Examination

The duty chart of Essential Duties shall be put up by the COE to the Vice Chancellor for the approval of Centre Superintendent, Nodal Centre Incharge, University Observer, Flying Squad and Floor Supervisor. The office of COE shall prepare the duty chart of other duties including Invigilation duties for the smooth conduct of examination.

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### 16.3.1 Centre Superintendent (CS)

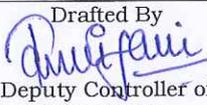
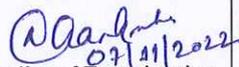
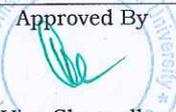
Different buildings/blocks shall be utilized for the conduction of Examination. Each block shall be overall supervised by the Centre Superintendent (CS).

- (a) CS shall be overall responsible for monitoring of his/her respective block and shall be always available on their extension numbers during examination. In case of any contingency or major issue related to examination, he/she shall apprise the COE for further decision and implementation.
- (b) In case of any exigency, if a student reports with the delay of more than 30 minutes after the commencement of exam, students shall be only permitted either by the COE or by the CS through the application forwarded by the Nodal Centre Incharge. In case if the Nodal Centre does not exist in the respective building/block, students shall be only permitted either by the COE or by the Centre Superintendent through the application forwarded by the respective Floor Supervisors.
- (c) CS shall take action against an examinee indulging in malpractice or attempting to use unfair means in the examination hall or within the premises of the examination centre. All malpractices shall be reported to the COE on daily basis and shall be handled with the Nodal Centre Incharge as per the laid down procedure.
- (d) CS shall monitor that all the duties are performed on time by the Nodal Centre In-charge, Flying Squad, Floor Supervisor, Invigilators and other staff on examination duty.
- (e) The CS shall not leave the Centre of Examination during the period of examination without the prior permission of the COE. In case of emergency, he/ she shall make arrangements for the proper conduct of examinations by entrusting the responsibility to an eligible member of faculty, and report the arrangements made to the COE and obtain approval, before leaving the Centre of Examination.

### 16.3.2 Nodal Centre Incharge

Nodal Centre Incharge will ensure the entire administration and documentation related to examination at his/her Nodal Centre along with the Nodal Centre supporting staff. In case of any issue, he/she shall contact the CS or COE.

- (a) The Nodal Centre Incharge shall ensure that no student is admitted to the examination hall 30 minutes after the commencement of the examinations. In case of any exigency and delay of more than 30 minutes from the commencement of exam, students shall be only permitted either by the COE

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or by the CS through the application forwarded by the Nodal Centre Incharge.

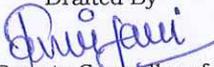
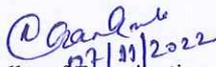
- (b) All the Answer-Scripts confiscated in malpractice cases during the examination session should be packed separately in one bundle and marked "UFM Case" on the label. Such answer-booklets shall NOT be mixed with the regular answer-booklets. Nodal Centre Incharge shall report the incident of UFM cases to the COE on daily basis.
- (c) The Nodal Centre Incharge shall sign all relevant records such as invigilators attendance sheet, answer booklet usage in the session, Programme & course-wise attendance summary for a session etc., relevant to the scheduled examination.
- (d) The Nodal Centre Incharge may contact COE for any clarification/ guidance/ assistance whenever needed.

### 16.3.3 Floor Supervisor

- (a) Floor Supervisor shall be responsible for collection of room-wise sealed envelopes of Question Papers from the COE/Dy. COE for further distribution to the Invigilators (10 minutes before the commencement of examination).
- (b) Floor Supervisor shall monitor the fair conduct of examination in each room on his/her floor. The Floor Supervisor shall also ensure time arrival and departure of Invigilators in the examination room on his/her floor.
- (c) In case of any delayed arrival of invigilator or any invigilator foresees any problem during conduction of examination, Floor Supervisors shall report this to the Nodal Centre Incharge, CS or COE.
- (d) Floor Supervisor shall ensure that no student is found anywhere else but in the allotted examination room during the period of examination. He/She should be vigilant to ensure discipline on his/her respective floor.

### 16.3.4 University Observer Team

- (a) The University Observer Team should have minimum 02 and maximum 03 members as per designation mentioned above.
- (b) The University Observer Team shall be overall responsible in addition to the Flying Squad Team to inspect the examination rooms, nodal centres and all examination buildings/blocks assigned by the COE, preferably daily at different timings to ensure the appropriate arrangements and the smooth conduct of examination in the University premises.

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(c) The University Observer Team shall provide their feedback/observation to the COE on a daily basis as per Examination Cell Format which in turn shall be reported to the higher authorities of the University.

(d) The University Observer may contact COE for any clarification/guidance/assistance whenever needed.

### 16.3.5 Flying Squad Team (FS)

(a) Flying Squad Team shall ensure proper conduct of examination and to curb malpractices during examination.

(b) Each team may consist of minimum 02 maximum 03 senior faculty members.

(c) The FS shall visit the examination centre with utmost caution, courtesy and respect, without causing any kind of commotion, which shall disturb the examinees.

(d) The FS shall not cause any kind of harassment either to the students or to any of the officials of the examination centre.

(e) The FS shall inspect the examination rooms assigned by the COE quickly and frequently daily at different timings to ensure the appropriate arrangements and fair conduct of the examination.

(f) The FS shall initiate action to curb malpractices like copying, possession of in-discriminatory materials related to the examinations, as per rules and guidelines of the University.

(g) The FS shall report the malpractice cases to the Nodal Centre Incharge, CS or COE for necessary action.

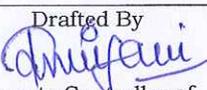
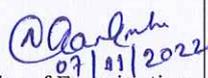
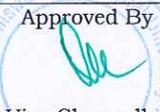
(h) The FS may contact COE for any clarification/guidance/ assistance whenever needed.

### 16.3.6 Invigilation duty during Examination

The invigilator shall duly collect the room files and Answer Sheets from the Nodal Centre In-charge and shall reach in their respective class-rooms 20 minutes prior to the commencement of examination.

(a) As per guidelines, the invigilator shall make necessary announcements prior to commencement of examination as per the guidelines and Do's and Don'ts shared in file. In case of any other requirement, announcements may be done during or at the end of the examination also.

(b) Invigilators shall ensure distribution, collection of examination question papers and answer sheets along with the filling of prescribed formats for preparation of report.

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- (c) The invigilator shall announce any materials or aids that students are allowed to have on their desk or have access to during that examination sitting.
- (d) All invigilators shall exercise constant vigilance for and direct the handling of any instance of suspected cheating, which includes a student giving or receiving assistance from another student, use of an unauthorized material or device during an examination or during any temporary disruption of an examination. If any case is found, the invigilator should immediately contact the Floor Supervisors or UFM Team.
- (e) When the invigilator announces the conclusion of the examination, students shall be instructed to stop writing and remain seated while examination booklets are collected.
- (f) The invigilator shall ensure that all used and unused exam booklets are accounted for, with all used/unused exam booklets delivered and all returned to the designated office in-charge in the Examination Cell.

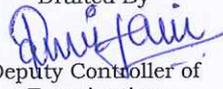
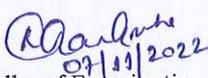
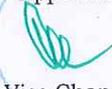
## 17. PROCEDURE RELATED TO POST EXAMINATION ACTIVITIES

### 17.1 Coding and Packing of Answer Scripts

- (a) To maintain the confidentiality, impartial and bias-free evaluation, the answer scripts shall be coded. These codes shall be prepared by the Assistant Controller of Examination.
- (b) On the basis of the coding plan, the coding shall be done by the members of the coding committee immediately after the conduct of Examination on a daily basis. Then the coded Answer Scripts shall be packed and properly sealed with maximum 30 Answer Scripts in one packet on the day of Examination.

### 17.2 Evaluation of Answer Scripts

- (a) Central Evaluation System shall be adopted by the University for the Evaluation of Answer Scripts of the Examination.
- (b) After the conduction of examination, the question paper of the respective course (subject) shall be handed over to the respective evaluator(s) on the same day. Evaluator(s) shall be required to make solution set/hints which shall be approved by the respective Head of the Departments/Deans/Principal/Directors
- (c) The Evaluators then submit a copy of approved Hints and Solutions to the Evaluation Room Incharge for receiving the coded Answer Scripts.
- (d) Evaluator(s) have to be consistent with the solution set prepared by them. Answer Scripts shall be evaluated on the basis of prepared Hints and Solutions to avoid any subjectivity and ensure consistency in evaluation.

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- (e) A time period of maximum 4 working days shall be given to the evaluator(s) to complete evaluation of the Answer Scripts. In case of any unforeseen circumstances and special case, this time period may be extended by the Controller of Examination.
- (f) A feedback form will also be filled by the Evaluator(s) which will help in analyzing the performance of the students and other drawbacks.
- (g) Entire record shall be maintained by the Examination Cell in the Central Evaluation Room. These evaluated Answer Scripts shall be handed over to the Checkers Team.

### 17.3 Checkers Team

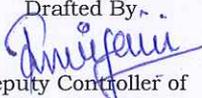
The evaluated answer scripts are then re-checked by the members of the Checkers Team. They are responsible for re-totaling of the marks in the caging and shall report for any answer left unmarked by the evaluator, which shall be further corrected by the evaluator in the answer scripts and mentioned in the checker form issued to him.

### 17.4 Panel of Head Examiners

- (a) A panel of Head Examiners shall be constituted by the concerned HODs, Deans, Principal, and Directors which shall be submitted to the COE. The COE shall then put up the Panel of Head Examiners to the Vice Chancellor for approval. The panel of Head Examiners shall comprise of the Senior Faculties from various departments from respective course (subject) areas.
- (b) The Head Examiner(s) will randomly check nearly 10% of the evaluated answer copies of the concerned course (subject). He/She shall also be provided with the solution set/hints of the concerned course (subject). If any discrepancy is found, he/she can counsel the evaluator or take action such as reevaluation of the answer scripts by the same or a different evaluator.
- (c) Finally the Head Examiner will submit the report of evaluation to the COE.

### 17.5 Decoding of Award Sheets and Marks Feeding

- (a) After the evaluation, evaluators shall enter the allocated marks in the Award Sheet given to them.
- (b) In case of any discrepancy in awarding marks in any particular question from the approved solution set, it shall be reported to the HOD/Dean/Principal/Director and finalize only after his/her approval.
- (c) After the evaluation, processing through Checkers, go ahead by the Panel of Head Examiners, award sheets shall be decoded by the Examination Cell centrally for further marks feeding by the evaluators.
- (d) This coding and decoding process eliminates the chances of biasness or any subjectivity.

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## 17.6 Remuneration for the External Paper Setters/Examiners/Evaluators

Remuneration for the External Paper Setters, Examiners and Evaluators for the Annual Examination, End Semester Examination and Ph.D. Evaluation shall be as under:

(a) **Question Paper Setting (Theory)**

Question Paper UG and PG Rs. 1000/-

(b) **Practical Examiner**

UG - Rs. 20/- per student, PG - Rs. 30/- per student with Minimum Rs. 500/-

(c) **Seminar, Colloquium, Mini Project Examiner**

UG - Rs. 12/- per student, PG - Rs. 15/- per student with Minimum Rs. 500/-

(d) **Project II (Equivalent to Dissertation)/Dissertation**

UG - Rs. 100/- per student, PG - Rs. 500/- per student with minimum Rs. 1000/-

(e) **Ph. D. Thesis Evaluation and Viva Voce Examination**

- Rs. 5000/- per scholar (for Indian Examiner)
- USD 200/- per scholar (for Foreign Examiner)

(f) **Evaluation of Ph. D. Synopsis**

- In case of only one scholar: Rs. 3000
- In case of 02 to 05 scholars: Rs. 5000
- In case of 06 to 07 scholars: Rs. 8000
- In case of more than 07 scholars: Rs. 10,000

(g) **Ph. D. Pre Thesis Presentation**

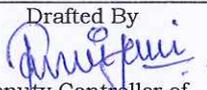
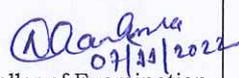
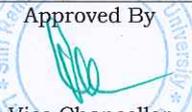
Rs. 3000/- per scholar

(h) A travelling allowance of Rs. 08/km is given to those examiners who use their own conveyance.

(i) Those coming from other stations are given the travelling fare of an AC-II Tier/for Associate Professor and AC-III Tier for Asst. Professor. A certificate is also provided to the Practical Examiners on the day of Examination.

The remuneration to the examiners shall be done at the end of each semester or at the end of Annual Examination.

After submission of file/details, the remuneration shall be disbursed by the Accounts Office to the External Paper Setters, Examiners and Evaluators at the earliest.

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## 18. GRADING SYSTEM

The University shall follow two type of grading system i.e. Relative and Absolute Grading.

### 18.1 Letter Grades and Grade Points in Relative Grading

The University shall follow 'Relative Grading System' in general for awarding grades. Relative grading shall be based upon average marks obtained in a particular class and awarding Letter Grade based upon the cut-off marks as indicated in the succeeding paragraphs. In the semester system, the performance of a student shall be evaluated through Continuous Internal Evaluation (CIE) and End Semester Examination (ESE) followed by Relative Grading.

In relative grading, the University shall follow the following Letter Grades based upon 10 points Grading System (refer table 18.1). In case of Relative Grading, the conversion of CGPA into Percentage (%) shall be computed through multiplication of 9.5 in the obtained CGPA.

Table 18.1

Letter Grades	Grade Points
O - Outstanding	10
A+ - Excellent	9
A - Very Good	8
B+ - Good	7
B - Above Average	6
C - Average	5
P - Pass	4
F - Fail	0
Ab - Absent	0

18.1.1 In order to achieve a normal distribution of the bell curve, the boundaries shall be set to have minimum in 'O' grade, then A+ and A or B grades in increasing no. of % with maximum students in B+ or B grade as per the guidelines issued semester-wise/year-wise.

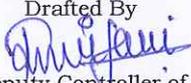
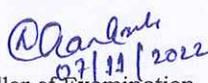
18.1.2 Students obtaining 'F' Grade shall be considered 'Fail' in respective courses.

18.1.3 Non-credit courses shall be indicated as 'Qualified' or 'Not Qualified' and shall not be used for computation of SGPA/CGPA.

18.1.4 Value Added Courses and Co-curricular Courses shall be graded but shall not be used for computation of SGPA/CGPA.

### 18.2 Letter Grades and Grade Points in Absolute Grading

As per requirement of various statutory bodies, the University shall follow 'Absolute Grading System' in respective programmes for awarding grades on the basis of

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performance in Continuous Internal Evaluation (CIE) and End Semester Examination (ESE)/ Annual Examination.

For Example: As per PCI, the details of Grade Letter and Grade Points used in B.Pharm and D.Pharm are as under (refer table 18.2). In case of Absolute Grading, the conversion of CGPA into Percentage (%) shall be computed through multiplication of 10 in the obtained CGPA.

Table 18.2

Letter Grades	Grade Points
O	10
A	9
B	8
C	7
D	6
F	0

As per the requirement of other programmes running by the statutory bodies, specified grading patterns (as per their rules and regulations) shall be followed.

### 18.3 Procedure to be followed to award the Letter Grade

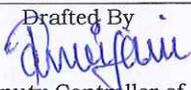
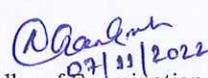
18.3.1 Calculate the total marks obtained by adding CIE (Internal) & ESE (End Semester Exam) marks by the concerned teaching faculty by feeding on ERP.

18.3.2 Then export sheets shall be generated from ERP for cumulative marks which shall be arranged for total marks obtained in descending order. This Histogram (Number of students v/s marks obtained) helps teachers in identifying the cluster of marks and students for further awarding of grades in the ERP.

Letter Grade	Marks		Comments, if any
	From	To	

18.3.3 After deciding the range of marks for various grades in ERP as per guidelines, ERP generates Mean Grade Point Average (MGPA) report of respective course and class/batch on the basis of below mentioned formula.

$$\text{MGPA} = \frac{\sum \text{Grade Points} \times \text{No. of Students in that Grade}}{\text{Total No. of Student in the Class}}$$

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Letter Grade	Marks		Comments, if any	MGPA
	From	To		

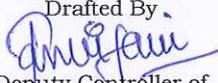
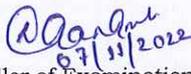
18.3.4 The Result Moderation Committee reviews the MGPA Report as given in Sub Para (d) and verifies and moderate the overall result placed before it in the form of TR Sheet. If need be, the changes are made in consultation with course (subject) teacher and concerned Dean and Director.

18.3.5 The student with 'P' Grade & 'C' Grade may re-appear in the Improvement Examination whereas students with 'F' Grade may appear in the Carryover Examination subject to fulfilling the Promotion Criteria.

18.3.6 The 'Grade Points' obtained in a particular course/subject (as per the above table) are then multiplied by the corresponding number of 'Credits' as per the Study & Evaluation Scheme of the respective programme for calculating 'Course Points'.

## 19. PROCESSING OF RESULT

- (a) The MGPA Reports are generated through ERP by the concerned faculty members and verified by the concerned HOD/Dean/Director of the respective Department/Faculty/Institute. The files of various Department/Faculty/Institute containing MGPA Reports, Export Sheets, Study & Evaluation Scheme shall be submitted in the Examination Cell.
- (b) The Result Moderation Committee will moderate MGPAs on the basis of guidelines issued by the Controller of Examination. If the MGPA Reports of various departments are found correct, then it is processed further for the generation of Tabulation Register (TR). In case of any deviation from the issued guidelines, appropriate revision shall be done by the concerned HOD/Dean/Director.
- (c) Later on, Tabulation Register (TR) sheets are to be reviewed by the Result Moderation Committee and matched with the MGPA Reports. If TR Sheets are matched with MGPA Reports, then requirement of grace marks shall be checked.
- (d) **Grace Marks:** It shall only be awarded by the Result Moderation Committee during moderation of TRs. **Maximum 02 marks may be allocated to any student in End Semester or Annual Examination in any theory course but this allocation cannot be more than 05 marks considering all theory courses. No grace marks shall be awarded in Practical Examination.**
- (e) After posting all the grades and grace marks (if applicable) in the system, semester-wise or annual result shall be declared through the SRMU ERP Portal and the website which may be accessed from anywhere after putting the requisite details by the respective student.

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- (f) Only after the completion of Session/Special Summer Examination (if applicable)/ Improvement Examination (if applicable), a yearly Grade-sheet indicating the performance of the student in both semesters (Odd and Even) or annual performance of the Academic Session shall be issued.
- (g) In the result, "PASS" shall indicate that the student has been promoted to the next year, whereas "DETAIN", shall indicate that the student has not been promoted and has been retained in the same year.

## 20. PROMOTION AND DETENTION CRITERION

Promotion to subsequent years and Detention for a student shall be as follows:

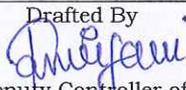
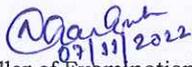
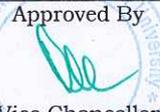
### 20.1 Promotion Criteria

Promotion to Second & subsequent years or a student should be as per following criterion of % of Total Credits with 'F' grades after considering the results of previous Carry Over Examination, End Semester or Annual Examination (refer Table 20.1).

Whereas Degree, Diploma or Certificate shall be awarded after considering the results of Special Summer Examination of the same year (if applicable) and previous Carry Over Examinations.

Table 20.1

Programme	Year	Permitted % of Total Credits with 'F' Grades
All 02 Years UG Programme	1st to 2nd Year	50%
	Degree	0%
All 03 Years UG Programme	1st to 2nd Year	50%
	2nd to 3rd Year	40%
	Degree	0%
All 04 Years UG Programme (except B.Pharma)	1st to 2nd Year	50%
	2nd to 3rd Year	40%
	3rd to 4th Year	30%
	Degree	0%
All 05 Years UG and 05 Years Integrated Programme	1st to 2nd Year	50%
	2nd to 3rd Year	40%
	3rd to 4th Year	30%
	4th to 5th Year	20%
	Degree	0%
All 01 Year PG Programme	Degree	0%
All 02 Years PG Programme	1st to 2nd Year	50%
	Degree	0%

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Programme	Year	Permitted % of Total Credits with 'F' Grades
All 03 Years PG Programme	1st to 2nd Year	50%
	2nd to 3rd Year	40%
	Degree	0%
All 01 Year Diploma Programme	Diploma Certificate	0%
02 Year Diploma Programme	1st to 2nd Year	50%
	Diploma Certificate	0%
02 Year Diploma (only D.Pharma)	1st to 2nd Year	24%
	Diploma Certificate	0%
All 03 Years Diploma Programme	1st to 2nd Year	50%
	2nd to 3rd Year	40%
	Diploma Certificate	0%

For B.Pharma, separate promotion criteria shall be followed as per PCI ordinance. For other programmes which are governed by Statutory Bodies, promotion criteria laid down by the relevant statutory bodies shall be followed.

This promotion criterion is based upon the calculation of credits of mandatory courses excluding value added, electives courses, optional courses, co-curricular courses etc.

## 20.2 Detention

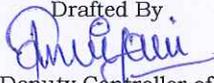
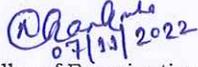
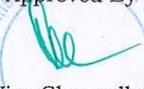
Student shall be '**Detained**' in the same year after Carryover Examination (if applicable), End Semester Examination or Annual Examination under following conditions:

- If a student has not been permitted to appear in the examination due to not fulfilling the University Attendance Criteria or any unforeseen reasons, 'F' grade will be awarded.
- If a student failed to improve his/her year-wise performance to satisfy above mentioned Promotion Clauses with respect to the permitted **Percentage of total Credits with 'F' Grades**.

In the annual result, "**PASS**" indicates that the student has been promoted to the next year, whereas "**DETAIN**" indicates that the student has not been promoted and has been retained in the same year and PCP stands for Pass with Carryover Paper (s).

## 21. AWARD OF DEGREE/DIPLOMA/CERTIFICATE

Results of the student shall be declared on the basis of the SGPA/CGPA score, obtained by a student on the basis of performance of both the semesters of a particular academic year or annual performance in case of annual system. For the award of any degree/diploma/certificate, a student shall be eligible if:

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- He/she is not having any 'F' Grade in any subject/course
- He/she should have a minimum 04 CGPA in the final year on the 10 point scale.
- He/she should have cleared all the Non-Credit (NC) courses/subjects (i.e. Qualify) during the study period.

In general, the overall performance of a student can be interpreted from the CGPA score on the basis of the following scale (Refer below table 21.1):

**Table 21.1**

CGPA Range	Performance
≥ 9.0	Outstanding
≥ 8.0 and < 9.0	Excellent
≥ 7.0 and < 8.0	Very Good
≥ 6.0 and < 7.0	Good
≥ 5.0 and < 6.0	Satisfactory
≥ 4.0 and < 5.0	Pass
< 4.0	Unsatisfactory

For B.Pharma and D.Pharma, the overall performance of a student shall be interpreted from the CGPA score on the basis of the following scale (Refer below table 21.2):

**Table 21.2**

CGPA Range	Performance
≥ 9.0	Outstanding
≥ 8.0 and < 9.0	Excellent
≥ 7.0 and < 8.0	Good
≥ 6.0 and < 7.0	Fair
≥ 5.0 and < 6.0	Average
Less than 5.0	Fail

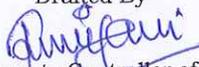
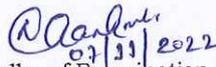
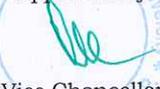
No divisions are awarded in the grading system. Performance is calculated on the basis of CGPA score.

As per NEP guidelines and promotion criteria issued by the Government, Degree, Diploma and Certificate shall be awarded to the eligible students.

## 22. UNFAIR MEANS (UFM)

### 22.1 Unfair-means and disorderly conduct during University Examination

- No student shall use unfair-means or indulge in disorderly conduct at, or in connection with the examination.
- Unfair-means and disorderly conduct shall include the following:
  - Talking to another student or to any unauthorized person inside or outside the examination room during the examination hours without the permission of a

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member of the supervisory staff before handing over the answer-book to the room-superintendent.

(ii) Giving or receiving assistance in answering the question papers to or from any other student/person in the examination hall or outside during the examination hours.

(iii) During examination time having in possession or access to:

- Any paper, books, note or any other unauthorized material which has relevance to the syllabus of the examination-paper concerned.
- Anything written on scale, or any other instrument or on any kind of furniture or any other substance, which may have relevance to the syllabus of the examination-paper concerned.
- Anything written or signs made on the body of the student, on his clothes/garments, handkerchief, etc. which may have relevance to the syllabus of the examination-paper concerned.
- Anything written or signs made on the admission card/question paper which have relevance to the syllabus of the examination-paper concerned.

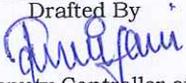
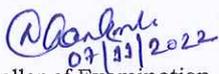
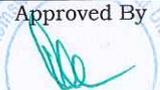
(c) A student found guilty of unfair-means or disorderly conduct at, or in connection with an examination, shall at the discretion of the Committee appointed for the purpose, be punished with one or more of the following.

- Deduction of marks
- Award of Zero marks
- Cancellation of the result of the paper in respect of which student is found to have been guilty; and/or
- Cancellation of the result of the examination for which student was a student; and/or
- Debarring the student from securing admission to a class and appearing at any further examination of the University for a stated period; and/or other punishment, deemed suitable, by the committee appointed for the purpose.

(d) In case the evidence of UFM case is not very certain, then the case may be reviewed with sympathy and the student shall be absolved from the penalization.

## 22.2 Procedure of dealing with Unfair-means and disorderly conduct cases

(a) Where a student is suspected of using unfair-means as defined above, the invigilator or any other member of the supervisory staff including the flying

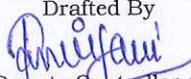
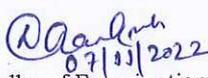
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squad shall search the student and/or belongings. As soon as a student is suspected, found or reported to have resorted to unfair-means and the invigilator or any member of the flying squad feels satisfied that unfair-means have been used, answer sheet shall be seized along with the material recovered and a fresh answer sheet shall be given to him/her to answer the questions of the question paper.

- (b) In case of any use of unfair means by a student, the invigilators should report the matter to the Floor Supervisor who will report the matter to the Centre Superintendent/Nodal Centre Incharge and COE.
- (c) The invigilator should mark UFM-1 and UFM-2 on the cover page of the answer sheet for before and after UFM case respectively. In no case, UFM material should be brought outside the Examination Room.
- (d) The member of the flying squad/invigilator who has caught the student shall fill the form prescribed by the University and shall attach the material/evidence which has been found. This report shall be brought to the notice of the student who shall normally be required to give his explanation in the prescribed form and sign the material caught. This Form will be then put up to the subject/course expert for his/her remarks. Then this duly completed form along with the material recovered and duly signed by the student shall be submitted to the COE/Examination Cell by the Nodal Centre Incharge for further consideration and decision by the UFM Committee.
- (e) All the cases of suspected use of unfair-means or of disorderly conduct reported by the Invigilator or by any other person concerned with the examination including the examiner shall be considered and decided by the UFM Committee.

### 22.3 Declaration of Recommendation of UFM Committee

- (a) A meeting of the UFM committee shall be convened by the COE after the end of End Semester Examinations/Annual Examination to take decisions on the UFM cases. It shall consist of the following members:
- Director, Students Welfare
  - HOD/Dean/Principal/Director of concerned Department/Faculty/Institute
  - Controller of Examination
- (b) As per the proceedings of the committee, final decision on UFM cases shall be implemented before the final declaration of result.

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## 23. SCRUTINY AND REVALUATION OF ANSWER SCRIPTS

### 23.1 Procedure for Scrutiny

- (a) Any student, who wants to get his/her end semester answer sheet scrutinized, should apply on a prescribed form available at the Examination Cell within a week after the declaration of result.
- (b) The students who are applying for scrutiny will deposit 1,000/- (Rupees One Thousand only) per course (subject).
- (c) The process of scrutiny will be limited to checking of totaling & unchecked answers. The students shall be informed regarding the result of the scrutiny on a specified Date and Time. No revaluation of answer scripts shall be done during scrutiny.

### 23.2 Revaluation of Answer Scripts

- (a) There is a provision for revaluation only after Scrutiny.
- (b) In case a student wants revaluation, he/she will be permitted if he/she specifically asks for it on the prescribed format along with a fee of 5,000/- (Rupees Five Thousand only) per course (subject).
- (c) The Revaluation form should be filled within a week after the declaration of result of scrutiny. The Revaluation form will be filled only through the recommendation of the HOD/Dean/Director/Principal, and with the approval of the Vice Chancellor.
- (d) If variation in marks after revaluation is more than 10% of marks obtained, the higher marks shall be considered.

## 24. RETENTION AND DESTRUCTION/RECYCLING OF EVALUATION RECORD

During the conduct of continuous internal assessment and external evaluation throughout the year/semester for numerous programmes and courses, a large number of papers and documents in form of question papers, evaluated answer scripts, result sheets etc are generated. In order to ensure proper management of records, it is essential to follow the Retention Schedule. On the basis of rationale and necessity, the category of records and its retention schedule has been laid down in table 24.1.

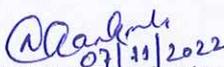
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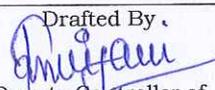
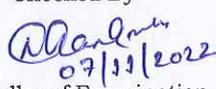
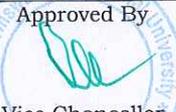
Table 24.1

S. N.	Category of Records	Period of Retention
<b>1</b>	<b>Question Paper</b>	
	Entrance Test	Hard Copy of each type of question paper should be maintained by the Exam Cell for last 01 year
	Semester-wise (ESE/AE)	Hard Copy of each question paper for last 02 years Soft Copy of each question paper for last 05 years
<b>2</b>	<b>Answer Scripts (Theory)</b>	
	Entrance Test	Hard Copies of each Answer Script should be maintained by the exam cell for last 01 year or six months after the disposal of any application whichever is later
	Semester-wise (ESE/AE)	All hard copies to be retained till the completion of programme duration i.e. completion of respective batch
	Semester-wise (CIE)	All hard copy before the end of next semester
<b>3</b>	<b>Experiment Workbook (Lab)</b>	
	Semester-wise (ESE/AE)	All hard copies to be retained till the completion of programme duration i.e. completion of respective batch
<b>4</b>	<b>Student's Attendance Record</b>	
	Verification Cards/ Absentee Attendance Record	All hard copies before the end of next ODD semester or six months after the disposal of any application whichever is later
<b>5</b>	<b>Result</b>	
	Entrance Test	Hard Copies of consolidated result should be maintained by the Exam Cell for last 01 year
	Semester-wise & Year-wise Consolidated	Hard Copies of consolidated result should be maintained by the Exam Cell for last 05 years

The Examination Cell will adhere to the retention schedule as mentioned above. It will ensure the weeding out of the record for this purpose, upon the completion of the stipulated period of retention the office will move a file to the Board giving details of record to be destroyed or recycled. The board of faculty and staff will be convened by the Controller of Examination duly approved by the Vice Chancellor. The composition of the board will be as under:

- (a) Presiding Officer - One Faculty/Deputy Controller of Examination
- (b) Members - 1) Assistant Controller of Examination (Coordination)
- 2) Assistant Controller of Examination (Technical)
- 3) Assistant Officer, Examination Cell
- 4) One Senior Office Executive, Examination Cell

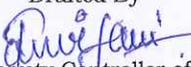
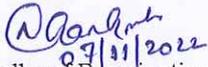
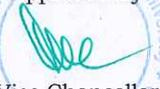
The Destruction Board proceeding duly completed and countersigned by the COE will be put up to the Vice Chancellor for approval. After approval, old documents of the Examination Cell shall be shredded and recycled through an approved vendor of the University in consultation with the Procurement Cell.

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## 25. MISCELLANEOUS POINTS

### 25.1 Student Support for Duplicate Degrees, Transcripts, Correction of name

- (a) Issue of Duplicate Transcripts/Consolidated Transcripts/Degree/Diploma Certificate may be done after due application process with the necessary fees/ fine. In case of issuing Duplicate Transcripts/Consolidated Transcripts/Degree/Diploma Certificate, Copy of FIR/eFIR or newspaper notification is desired.
- (b) A student who is currently enrolled may change or alter his/her full, legal name on the permanent academic record by presenting the appropriate application along with the necessary supporting documentary evidence to the COE after forwarded by the Deputy Registrar (Academics). The change of name in the records of the university may be sanctioned on any one of the grounds such as Marriage (Ladies), Adoption, Assuming a new name by any person which has been notified by the order of the Central Govt. or a State Govt.
- A female student who wishes to discontinue the use of her married name and resume use of her maiden name, or another name, shall present a copy of the divorce decree, or signed court order, showing court restoration of the maiden or other name.
  - In any condition, no change shall be done in the past records of the University.
  - Students should send this application through the Head of the Department or Dean of the Faculty.
  - The student should apply along with the attested copy of the 12th Standard and/or last eligible examination (on which student's eligibility is finalized).
- (c) Documents required for change in name are as follows and must accompany the application for change in name:
- Govt. Gazette (Original copy)
  - Affidavit (Ladies) (Original copy)
  - Marriage Certificate (Ladies) (Original copy)
  - Photocopy of the Statement of Grades of last examination
- (d) After the necessary changes in permanent documents, corrected copy/ copies of the statement (s) of the grades and other certificates shall be issued on the payment of the fees applicable at that time.

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- (e) In case of correcting the spelling or the proper sequence of the name which are not due to data entry errors, the student shall present a copy of his/her birth certificate/Secondary School Certificate/other Government record such as Passport to the Deputy Registrar (Academics) and then duly forwarded document shall be submitted to the office of COE for the issuance of correct transcripts and other documents.

## 25.2 Performance Based Scholarship

Performance based Scholarship encourages students to excel their academic performance. The University provides scholarship in form of Fee Incentive and Cash Incentive to the meritorious students as per their merit in their respective courses/programmes offered by the University.

This scholarship shall be given on the basis of the approved Performance Based Scholarship Policy of the University.

## 25.3 Physical Security and Confidentiality

To maintain the Physical Security and Confidentiality, the Examination Cell is secluded on a separate floor which is completely under the surveillance of CCTV cameras. The Examination Cell has a double channel system for student entry where a dedicated security guard ensures the entry at the main entrance for the security of the Examination Cell.

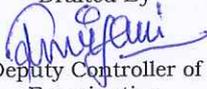
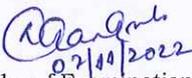
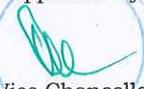
In the Examination Cell, all the computer systems are password protected. There is a provision of Strong Room also with a separate Photocopier Machine and computer for the final moderation and printing of question papers. Outside the Strong room, all the windows have grills and doors. With the provision of restricted entry and password protected computers, this room is highly secured. In addition to this, steel almirahs have a double lock system which can only be opened in the presence of two people only.

## 25.4 Implementation of NAD DigiLocker and ABC

As a Nodal Officer, the COE shall ensure the implementation of National Academic Depository (NAD) which was conceptualized to provide an online store house of all academic awards. National Academic Depository (NAD) is a 24X7 online store house of all academic awards viz. certificates, diplomas, degrees, mark-sheets etc. duly digitized and lodged by academic institutions/boards/eligibility assessment bodies. The COE shall also ensure the implementation of guidelines regarding Academic Bank of Credits.

This policy is intended to change as per the directions of Government and Regulations received from time to time.

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