

SHRI VISHWAKARMA SKILL UNIVERSITY



SHRI VISHWAKARMA SKILL UNIVERSITY
DUDHOLA (PALWAL) HARYANA
(Haryana State Government University)

(Established by Haryana Legislature Act No. 26 of 2016

and recognized under 12(B) of the UGC Act, 1956)

www.svsu.ac.in

[Handwritten Signature]
Assistant Registrar (Examination)
02/02/21

Reference Table

INDEX		
Chapter No.	Particulars	Page No.
	Index	2
1	Statute	3-8
2	Enrolment, Schedule of Examinations and Admit Cards	9-10
3	Appointment of Staff	11-13
4	Instructions for Superintendent-in-Chief for the conduct of examinations	14-15
5	Duties and Responsibilities of personals appointed for conduct of examinations	16-21
6	Norms to be followed for smooth conduct of examinations	22-29
7	Punishment Rules for those who uses Unfair Means during Examinations	30-34
8	Evaluation of Answer Sheets	35
9	Re-evaluation Rules	36-38
10	General Rules for Examinations	39-42
11	Grading System and Evaluation of Performance	43-50
12	Rules to award Gold Medal	51-52
13	Redressal of students Grievances regarding Question Papers, Grace Marks and Provision of Amanuensis	53-54
14	Guidelines for Inspection and Supply of Photocopy of Evaluated Answer Sheets	55-56
15	Guidelines for Improvement Examinations	57
	Appendix-1	58-59
	Appendix-2	60-65


Assistant Registrar (Examination)

Chapter-1

Statues

1.1 Students' Examination fee and Development, Sports, Youth Welfare fund

An affiliating College/ Institute shall pay students' examination fee development, sports, and youth welfare funds to the university as prescribed under root from time to time

1.2 Examination Centre

Creation of an examination centre in the college shall be at the discretion of the Controller of Examination of the university the centre of examination for the students studying in the college can be shifted to any other college. In such situation it shall be responsibility of the institute to make arrangement for transporting the students to the centre of examination without any extra charges from the students similarly the university can also help the students of the other colleges Institute of to the college Institute under reference for which necessary infrastructure shall be provided by the principal concerned.

1.3 Building

The entire building of the college Shelby at the disposal of the Controller of Examination of the university for the purpose of conduct of examination as and when the centre of examination (for theory and practical) both is created; it shall be obligatory for principal to provide necessary infrastructure for smooth conduct of examinations.

1.4 Strong Room

Strong room there should be a strong room in the college at the at a prime location adjacent to the office of principal to keep the confidential material of the university as and when required the strong will essentially have a double lock system.

1.5 Staff

Staff for the purpose of conduct of examination the service of entire teaching and non-teaching staff shall be at the disposal of a Controller of Examination of the University examination duties can be assigned to any member of teaching and non-teaching staff which shall have to be compiled with in the interest of smooth conduct of examinations.


Assistant Registrar (Examination)

In exercise of the powers conferred by and in discharge of duties assigned under the relevant provision(s) of the HVSU Act 25 of 2016, Statutes and Ordinances;

PRELIMINARY

Short Title and Commencement

- (a) These Ordinances shall be called the Examination Ordinances, 2020.
- (b) They shall come into force from the Academic Session 2020-21

Definitions

In these Ordinances, unless the context otherwise requires:

- a) "Academic Calendar" means the schedule of academic and other related activities as approved by the Dean and CoE
- b) "Academic Office" means the Academic Office of the University;
- c) "BOE" means the Board of Examinations of the University;
- d) "BOS" means the Board of Studies of a particular Faculty /Program of the University;
- e) "COE" means the Controller of Examinations of the University;
- f) "Clause" means duly numbered Clauses of these Ordinances;
- g) "Centre In-charge" means a person appointed by the University to conduct the examinations at the examination center;
- h) "Course" means, a specific subject usually identified by its course-number and course-title, with specified credits and syllabus/course-description, a set of references, taught by some teacher(s)/course-instructor(s) to a specific class (group of students) during a specific academic-session/semester;
- i) "Course Instructor" means, the teacher/faculty member or the course instructor of a course;
- j) "SUGC" means, the Faculty Under Graduate Committee;
- k) "SPGC" means, the Faculty Post Graduate Committee;
- l) "Degree Program" includes all Degree (UG /PG) NSQF Level 7 / Level 9 and Diploma /Advanced Diploma / NSQF level 5 / level 6 and Certificate Programs as finishing / skill development programme of 1 to 6 months.

Signature
Assistant Registrar (Examination)
53.21

- m) "Faculty" means the Department / Faculty / Institute offering the concerned Degree / Diploma programs;
- n) "HOD" means the Head of the Concerned Department/Faculty;
- o) "Co-ordinator" means the Nodal officer of the specific programme
- p) "Institute" means a constituent institution of the University established for monitoring, supervising and guiding, teaching, training and research activities in broadly related fields of studies;
- q) "Program Curriculum" includes the set of Program Structure and Program-Specific Ordinances, if any, Course-Structure, Course-Contents/Syllabi;
- r) "Examination Department" means a department constituted by the University to deal with all issues related to University examinations;
- s) "Examination Centre" means a college or a Faculty / a department where the University examinations are conducted;
- t) "Expulsion" means permanent removal of the student from the University rolls with prohibition on future enrolment;
- u) "Rustication" from the University means the withdrawal of right of the student of access to entire premises and facilities of the University for a specified period and/ or till the fulfilment of specified conditions;
- v) "Faculty" means a constituent institution of the University established for monitoring, supervising and guiding, teaching, training and research activities in broadly related fields of studies;
- w) "Vice Chancellor" means the Vice Chancellor of the University; and
- aa) "University" means Shri Vishwakarma Skill University,

1.0 INTRODUCTION

- 1.1 The Examination Ordinances, 2020 are applicable to the Under-Graduate and Post-Graduate Degree, and, Diploma Programs of the University.

1.2 EXAMINATIONS

- 1.2.1 End Term Examination is the final examination conducted by the University at the end of each Semester and Summer Term, as applicable, during the dates specified in the Academic Calendar.
- 1.2.2 The detailed schedule of the End Term Examinations conducted by the University shall be published / announced by the Controller of Examinations at least 01 (one) month before the scheduled date of examinations.


Assistant Registrar (Examination)

- 1.2.3 The End Term (Final) Examination shall be held at the designated examination centres of the University.
- 1.2.4 The Mid Term Examinations of the University shall be conducted by the HODs of the concerned Departments/Facultys/Institutes on the dates specified in the Academic Calendar.
- 1.2.5 The detailed schedule of the Mid Term Examinations will be published / announced by the HODs concerned, at least 01 (one) week before the scheduled date of Mid Term Examinations.
- 1.2.6 The Final Examinations of the Summer Term, where applicable, shall be conducted by the Controller of Examinations on the dates specified in the Academic Calendar. The Summer Term Final Examination shall be held at the designated examination centres of the University.
- 1.2.7 The detailed schedule of the Final Examinations of the Summer Term shall be published/ announced by the Controller of Examinations at least 01 (one) week before the scheduled date of the Final Examinations of the Summer Term.
- 1.2.8 The Mid Term Examination of the Summer Term, where applicable, shall be conducted by the HODs concerned in their respective Faculty/Institutes.
- 1.2.9 Make-Up Examinations, if any, is the supplementary/special examination, conducted after End Term Examinations (as per the provisions of the Academic Ordinances), i.e. a second chance available to students to appear at the End Term (Final) Examination, shall be conducted by the University at designated centres of the University.
- 1.2.10 The schedule of the Make-Up Examinations shall be published/announced by the Controller of Examinations in consultation with Dean.
- 1.2.11 The Final Examinations for Practical, Jury, Viva Voce, Project Evaluation, etc., as applicable shall be conducted by the coordinator in consultation with HOD concerned in their respective Faculty/Institutes under the supervision of dean.
- 1.2.12 The detailed schedule of the final examinations referred to in the above clause 2.1, shall be published by the Controller of Examinations in consultation with HODs concerned and Dean at least a week before the commencement of the Practical/Jury/Viva Voce, etc., Examinations.
- 1.2.13 All other continuous assessment examinations/tests/assessments shall be conducted by the respective faculty member's / course instructors as per the schedule announced in the respective Programme Plan or by the respective SUGC / SPGC. The HODs/Coordinators concerned shall be responsible for the smooth and timely conduct of such continuous assessments and the declarations/publication of the results/marks obtained in these continuous assessments/tests.


1.3. CONTROLLER OF EXAMINATIONS


Assistant Registrar (Examination)
5.3.2

- 1.3.1 The Controller of Examinations (COE) shall be the Principal Officer for conducting the Examinations of the University.
- 1.3.2 The COE will be responsible for conducting the evaluation of the Answer Books of the End Term Examinations and declaring the results of the End Term Examinations of the University.
- 1.3.3 The Controller of Examinations, in consultation with the Dean and the approval of the Vice Chancellor, shall prepare and publish a schedule of examinations for each program conducted by the University at least 01 (one) month before the scheduled date of examinations.
- 1.3.4 The Controller of Examinations of the University shall maintain the list of examining bodies, examiners and proposed by the Chairman, Board of Studies, duly scrutinized and approved by the Dean.
- 1.3.5 The Controller of Examinations of the University shall maintain a panel of Paper Setters, Moderators, Internal and External Examiners for each course from the list given by the Chairman, Board of studies and approved by the Dean.
- 1.3.6 The Paper Setter, Internal and External Examiners shall be appointed from the approved a panel of examiners. In case of unavailability of Paper Setter and Examiner so appointed, another Paper Setter and Examiner shall be appointed from the approved panel or with the permission of Dean.
- 1.3.7 COE may add names of paper setter /external examiner as and when required with the approval of VC.
- 1.3.8 The Controller of Examinations shall send intimation to the Paper Setter, Examiner and Moderator (as applicable) regarding their appointment with appropriate instructions, guidelines relating to the paper setting / assessment, as the case may be.

1.4.0 CENTRE IN-CHARGE FOR CONDUCTING UNIVERSITY EXAMINATIONS

- 1.4.1 The Controller of Examinations shall appoint a superintendent –in – chief for a constituent Faculty / Institute for the smooth conduct of University examination.
- 1.4.2 Principal of the college / Institute / Dean of the University shall act as superintendent-in chief. In exceptional circumstances, Controller of Examinations on the direction of the Vice Chancellor may appoint a Professor as the Superintendent –in-chief for conduct of University examinations at a centre even though he/she may not be a staff member of the constituent Department/Faculty/Institute of the University.
- 1.4.3 The Controller of Examinations on recommendation of concerned Department/Faculty/Institute shall appoint a centre superintendent for a constituent Faculty / Institute for the smooth conduct of the University examination.


Assistant Registrar (Examination)

1.4.4 The Centre superintendent shall be responsible for the smooth conduct of the University examinations at the designated centre. The Centre superintendent shall ensure that no person other than the examinees, invigilators, and such persons, as may be authorized by him or by the University, shall be allowed to enter the Examination Hall.

1.4.5 The Examination Department shall supply adequate number of copies of question papers (in sealed packets) and answer booklets required at each centre to the Superintendent in Chief (SC) in reasonable time.

1.4.6 The Superintendent in Chief hand over the adequate number of copies to the Centre Superintendent one day before the start of examination. The centre superintendent will collect the sealed question papers from the Superintendent in Chief only one hour before the start of particular paper as per the schedule or as prescribed the University time to time.

1.4.7 The centre superintendent must ensure that the adequate sealed papers must be available with the Superintendent in chief as per the date sheet provided by the university and if found any deficiency the centre superintendent must inform to the COE through superintendent in chief well in advance.

1.4.8 The Centre Superintendent (CS) shall return the unused question paper and answer booklets to the Examination Department within the time as prescribed by the Examination Department.

The Centre In-Charge shall dispatch the used answer booklets to the Examination Department of the University, immediately on conclusion of examinations, each day.

1.4.9 The controller of examination shall appoint the Deputy Centre Superintendent (DS) recommended by the Superintendent in chief, and a panel of Assistant Superintendent /Invigilator from the faculty / college /institute as per the requirement (on the basis of strength of students) for the smooth conduct of examination.


Assistant Registrar (Examination)

Chapter-2

Enrolment, Schedule of Examinations and Admit Cards

2.1 Enrolment


- (i) Every candidate for an examination of the University shall, except when exempted by any of the Regulations, be allotted an Enrolment number and be enrolled as a student of a constituent or an affiliated college or teaching department of the University before entering upon the course prescribed for such examination and should have undergone a regular course of study at that college/ department. Candidate has to apply for enrolment in the very academic session of year of the admission, failing which his/her admission shall automatically stand cancelled.
- (ii) The fee structure for Enrolment and related activities shall be as notified by the University from time to time.

2.2 Schedule of Examinations/Results

- (i) CoE shall announce the Date-sheet as per the Academic Calendar to conduct the Examinations.
- (ii) Keeping in view the preparation of pre-conduct phase CoE shall announce the last date of submission of Examinations forms/details i.e. online or offline including the last date of submission with fine.
- (iii) After completion of evaluation work the Controller of Examinations shall declare the results.

2.3 Admit Card

- (i) On receipt of the fee prescribed, the University shall, if the candidate is admitted, furnish the candidate with an admission card permitting him/her to appear in the examinations.
- (ii) Permission to appear at a University examination may be withdrawn if a student is found ineligible or student him/her self-misled through false information.
- (iii) A candidate may not be admitted to the examination hall unless he/she produces to the officer conducting the examination his/her examination admit card or satisfies such officer that it will be produced later.


Assistant Registrar (Examination)

- (iv) The Centre Superintendent may, if he/she is satisfied that an examination admit card has been lost or destroyed, grant on payment of a further fee as approved by University from time to time duplicate examination admission card. The card so granted shall show at a prominent place the number and date of the card originally granted.
- (v) Admit card will be issued only once to a student. However, the admit card can be reissued to the student, if lost, on payment of Rs. 250/-. The Admit Card will be reissued subsequently on payment of Rs. 500/- and on production of FIR report for the loss of Admit Card.


Assistant Registrar (Examination) 21


Chapter-3

Appointment of Staff

3.1 Appointment of Examiners

- (i) Examiners and/or evaluators shall be appointed on the recommendation of the Board of Studies concerned for the selection of examiners.
- (ii) If any examiner and /or evaluator is unable to act for any cause and fresh appointment cannot be made in time in the manner prescribed by sub-section (i), the CoE shall have power to appoint another examiner to fill the vacancy.
- (iii) For each question paper of a course of study two paper setters shall be appointed on terms, conditions and instructions determined by the Controller of Examinations in prescribed format of the University.
- (iv) Controller of Examinations shall appoint the examiners for practical from the panel of examiners and the faculty from the university and affiliated institutions. In case of non-availability of experts or some extraordinary circumstances the examiners can be selected by COE from other places also.
- (v) The maximum remuneration to a person for examinations shall be as notified by the University from time to time.
- (vi) Any person who either is not qualified to be appointed as an examiner or is debarred from being an examiner in any subject in the University shall ipso -facto cease to be associated with the process of the appointment of examiners.
All work relating to examinations, tests and evaluation (such as paper -setting, assessment, invigilation, superintendence, viva voce, practical, tabulation, checking and inspection etc.) with or without payment of remuneration shall be deemed to be a part of normal duty of every teacher or/equivalent/supporting staff in the University or in an affiliated college/approved institution.
- (vii) Remuneration for theory, Practical examination work and other related activities shall be as notified by the University from time to time. Deductions shall be made from the remuneration bills unless condoned by the Vice Chancellor in special cases. Details for the deductions shall be as notified by the University from time to time.

3.2 Appointment of officers and staff


Assistant Registrar (Examination)
07

The Controller of Examinations shall appoint required number of Officials for conducting the examination smoothly, as below:

- (i) The end semester examinations of the students registered with the University Teaching Departments shall be conducted by the concerned teaching department. The answer sheet and question papers shall be supplied by the Examination Wing of the University. Chairperson/Dean of the department / faculty shall act as Supdt.-in-Chief and will appoint other supporting staff from the faculty members & staff members of the concerned department (s) except those faculty/staff which are deputed by Controller of Examinations. Deputy supdt. shall not be appointed for the examinations of the University teaching departments conducted at department level. In case of absence of Centre Supdt due to some unavoidable circumstances on particular day(s)/session(s), the supdt-in-chief shall appoint one of the faculty member as Centre Supdt. Chairperson shall try to appoint the senior faculty as Centre Supdt. on the basis of rotation and the Centre Supdt. should not be replaced during the examinations except in some extraordinary circumstances and in consultation with Controller of Examinations. In case of those departments where strength of students on roll is less than 100 for both UG and PG programs their examinations shall be conducted by merging such departments with the other departments by an order of Controller of Examinations. It is further clarified that if department 'X' is merged with department 'Y' for the examination purpose then the entire faculty and staff of department 'X' shall perform the examination duties in the Examination Centre of department 'Y'. Various teaching departments in the same building or adjacent buildings may merge the examination centres, if strength of examinees on a particular session is less than 30, but this shall be done with the consent of all concerned Chairpersons-cum-Supdt.-in-Chiefs and the decision should be conveyed to Controller of Examinations well in advance. If the strength of the candidates in any session during the examinations conducted at department level is less than 30, Centre Superintendent may appoint one invigilator.
- (ii) Controller of Examinations will appoint Centre Superintendent and Deputy Centre Superintendents at the examination centres of University and affiliated colleges.
- (iii) Teaching faculty shall perform the duties of invigilation. Research Scholars/II/Sr. Tech/Tech/WI/ or equivalent should generally not be engaged in examinations duties. However, Controller of Examinations/Superintendent in Chief can appoint them in urgency for fair conduct of Examinations.
- (iv) The Controller of Examinations, if necessary, may appoint the University Appointed observer, and flying squad for the centre to ensure the fairness of conduct of examination.
- (v) University vehicle/hired vehicle by Examination wing shall be provided to such Observers and Flying squad. A person at the level of Professor/ Associate Professor shall be appointed as


Assistant Registrar (Examination)
5.3.2

Observer/flying squad Convener. In case of non-availability of University vehicle/ hired vehicle, Observers/ Flying Squads Convener/Members shall use his/her vehicle, payment for which shall be made as per rule. It is mandatory that all the members of Flying Squad shall travel in one vehicle.

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Assistant Registrar (Examination)
7-4-21

Chapter-4

Instructions for Superintendent-in-Chief for the conduct of examinations

4.1 These instructions shall be read in conjunction with the following document notified by the University:

- (i) General instructions for the guidance of the candidates appearing for Examination
- (ii) Duties and responsibilities of Superintendent in Chief, Centre Superintendent, Deputy Centre Superintendent, Outsider (OS) and invigilator.

4.2 General

- (i) The COE shall create the Examination Centres for the conduct of respective examinations from time to time.
- (ii) Each institute, which is declared as Examination Centre for the conduct of the University Examinations, shall have a Superintendent in Chief who shall be, generally, the Head of the Institution and shall be appointed by the COE.
- (iii) No person shall be appointed as Superintendent in Chief for the examinations of two bodies held simultaneously at the same institution.
- (iv) The Superintendent in Chief shall be responsible for the smooth and proper conduct of the examinations at his/ her centre. He/ She shall take necessary precautions and actions before, during and after the examinations as per stipulated guidelines of the Examination Wing and shall be responsible for the fair conduct of Examinations.
- (v) The Superintendent in Chief shall remain available at the centre during the period of theory examinations and shall remain at the Headquarter/Centre during and on all the days of the examination. In case of any emergency, he/she shall make all the necessary arrangements for the proper conduct of examination by entrusting the responsibility to a senior faculty member of his/ her confidence, with prior intimation to the Controller of Examination.
- (vi) The Superintendent in Chief shall convene a meeting of all the staff members involved in the examination work, two or three days prior to the commencement of examinations and explain them the duties and responsibilities. He/she shall also inform to strictly follow the instructions laid down by the University. The Superintendent in Chief shall impress upon them the need for prevention of any kind of malpractice during the examination.


Assistant Registrar (Examination)

- (vii) The Superintendent in Chief shall also ensure that all the officials involved in the examination duties are aware of their duties/ responsibilities as well as of other officials in order to have smooth & better coordination during the examination period.
- (viii) The Superintendent in Chief/Supdt. shall obtain any kind of help from the local authorities to maintain law and order in the premises of the examination centre. It shall be duty of Supdt-in-Chief/Supdt. to curb the outside disturbance, if any.
- (ix) Superintendent in Chief shall ensure to provide necessary instructions to the security staff for allowing University Officials (University Appointed Centre Supervisor, Observer, Flying Squad etc.) unhindered access to the centre to make sudden visits, immediately after establishing their identity by inspection of their cards/orders issued by the University. In no case they should be detained at the gate for want of permission of Superintendent in Chief.
- (x) It shall be duty of Institute to supply the strength of candidates in each course one day before the examination so that sufficient number of Question Papers can be supplied by the Examination Wing of University.
- (xi) Norms of the staff which may be engaged by the Superintendent -in-Chief for examination work at each examination centre: -

S.NO	Staff	No. of person to be engaged
(a)	Class III staff (Clerical)- Centre Clerk No. of Registered candidates for the session -up to 350 candidates -for subsequent 350 candidates or part thereof	01 01 additional
(b)	Daftari One Daftari irrespective of number of candidate	01
(c)	Class IV Staff (like Waterman/ Peon etc.) -Upto 350 candidates-for subsequent 150 candidates or part thereof	03 01
(d)	Sweeper	01


Assistant Registrar (Examination)

Chapter-5


Duties and Responsibilities of personals appointed for conduct of examinations

5.1 Duties and Responsibilities of Centre Superintendent

- (i) Centre Supdt. shall be the incharge of examination centre and he/she shall be responsible to conduct the examination in a smooth manner at the examination centre allotted to him.
- (ii) The Centre Superintendent shall not leave the station during the examination days for any purpose without obtaining prior permission of the CoE/Superintendent -in-Chief. In case of emergency when Centre Supdt. proceed on leave then the Deputy Centre Supdt. shall act as Centre Supdt. and one of the invigilator shall be appointed as Deputy Centre Supdt. by the Supdt. -in-Chief.
- (iii) Centre Supdt. shall ensure that Answer Scripts of candidates are sent to the University on the day of examinations.
- (iv) Centre Supdt. shall depute one Invigilator for every 30 students.
- (v) One Invigilator shall be named as Outsider (OS) for every 100 examinees. In case of emergency, OS shall act as reserve Invigilator.
- (vi) Teachers accompanying their students from outside colleges may also be taken as Invigilator. The Centre Superintendent shall take care not to allot a particular Invigilator to the same room successively.
- (vii) No invigilator shall be appointed if strength of the examination centre is below 30 on a particular day/ session of examination. In such a situation best effort shall be made to merge the centre with another examination centre and only centre clerk will do all the necessities. In case of non-merger, the Deputy Centre Supdt. shall act as invigilator.
- (viii) Centre Superintendent shall ensure that attendance of his/her examination centre is uploaded on the portal of all the persons engaged in the examination centre on daily basis including the attendance of students.
- (ix) In addition to the above any other notified by COE from time to time.

5.2 Duties and responsibilities of Deputy Centre Superintendent

- (i) The Deputy Centre Superintendent shall assist the Centre Superintendent in general, for the smooth conduct of Examination at the centre.


Assistant Registrar (Examination)

- (ii) The Deputy Centre Superintendent shall remain at the centre during the entire period of the University examination. In case of any emergency he/she shall take the permission of the Centre Superintendent requesting him to make alternate arrangements
- (iii) The Deputy Centre Superintendent shall attend to any work entrusted to him by the Centre Supdt. in connection with the Examination.
- (iv) The Deputy Centre Superintendent shall act as Centre Supdt. in the absence of Centre Supdt.
- (v) In addition to the above any other notified by CoE from time to time.

5.3 Duties and responsibilities of the University Appointed Flying

Squad/Observer

- (i) The University Appointed Flying Squad/Observer will be appointed by the CoE from amongst the teachers/equivalents of University/affiliated colleges for the smooth and fair conduct of examinations.
- (ii) The Flying Squad/Observer can ask any examinations record from Centre Superintendents for the purpose of fair conduct of Examinations. They can further advise him/her according to circumstances for fair conduct of the Examinations.
- (iii) During the Examination, he/she shall ensure that all the Room Invigilators are discharging their duties properly and there is no scope for malpractice.
- (iv) The Flying Squad/Observer shall supervise with the Centre Superintendent the packing and sealing of the answer book bundles and their safe custody.
- (v) In case of answer books, which cannot be dispatched on the very day, the answer book bundles shall be kept under the safe custody of the Superintendent in Chief.
- (vi) However, the Centre Superintendent as well as the Superintendent in Chief shall jointly sign the paper seal pasted to the room where the bundles are preserved.
- (vii) The Flying Squad/Observer shall give his/her own report whenever malpractice cases are detected.
- (viii) The Flying Squad/Observer if observes any irregularity or insincerity by any of the examination official/staff, he/she shall bring this fact to the notice of the Centre Superintendent immediately.
- (ix) He/she shall be entitled for remuneration, honorarium, TA & DA as per University norms by sending bill along with the attendance certificate to the University.

5.4 Duties and responsibilities of Invigilator


- (i) The Invigilator shall report to the Centre Superintendent at least 45 minutes before the commencement of the examination on the first day and 30 minutes before the start of examination on successive days/ sessions of examinations.
- (ii) The Invigilator shall go to the examination room/hall allotted to him/her 15 minutes before the commencement of the examination with relevant examination material and ensure that no chits or any other material are found in the room.
- (iii) The candidates shall be admitted into the examination hall 15 minutes before the commencement of the examination or as notified by the university from time to time.
- (iv) The Invigilator shall announce to the students to leave the books, papers and other reference materials etc., outside the examination hall and read out the warning note before the issue of Question Papers as below:

“The candidates in the examination hall should search desks, tables, their pockets & other belongings and handover to Invigilator, if any paper/ notes / manuscripts or written materials are found in possession of candidate, he/she will be booked under unfair means.”
- (v) Ten minutes before the commencement of examination, the answer books shall be distributed to those candidates only, who are seated in the examination hall and are not to be placed on the vacant seat.
- (vi) The Invigilator shall distribute the question papers to the candidates seated in the examination hall only at the scheduled timings of examinations
- (vii) The Invigilator shall ensure that candidates take their seats before the commencement of examination even though the candidate shall be allowed to enter the examination hall up to half an hour from the commencement of the paper in extraordinary circumstances.
- (viii) The Invigilator shall ensure that if a candidate decides to stop his/her writing of examination before one hour of the termination of exam, he/she will not be allowed to take away his/her question paper. He/she shall leave it with the Invigilator and may take it from him/her at the end of examination. However, no candidate should be allowed to leave examination hall for any purpose within first two hours of the commencement of examination or as per the instructions issued by the University from time to time in this regard.
- (ix) The Invigilator shall put his/her signature at the place marked as Invigilator’s Signature only after ensuring that the candidates have taken their seats and have entered the correct roll number,


Assistant Registrar (Examination)

and other particulars required on the facing sheet of the answer book checking the identity of the candidate with photo on admit card and office copy of admit card, and shall obtain the signature of the candidates on the prescribed attendance sheet.

- (x) The Invigilator shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the graph sheets, codes & other relevant material.
- (xi) Invigilator shall ensure that any undesired materials brought by the students are outside the room at his/her risk only.
- (xii) If any student has not brought his/her admit card and Identity Card, the matter shall be brought to the notice of the Centre Superintendent for issuing provisional card.
- (xiii) If any candidate is absent, the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet, preferably in red ink, after 30 minutes from the commencement of the examination. A consolidated statement showing the subject-wise, candidates present and absent be submitted in the prescribed form.
- (xiv) After half an hour of the commencement of the examination, the spare answer books and question papers shall be returned to the OS or an official deputed by Centre Supdt. when he/she visits the examination room/hall
- (xv) The Invigilator shall not accept the answer book of any candidate without ensuring that, it bears his/her correct University roll number and other information asked on the title page of the answer books.
- (xvi) The Invigilator shall not allow the candidate to use unfair means in the examination hall.
- (xvii) The candidate going for toilet should be escorted properly; however frequent use of toilet by the candidate should be discouraged.
- (xviii) The Invigilator shall take rounds in the hall and shall not engage themselves in conversation with other Invigilator, while the examination is going on and also shall not engage in reading magazine or newspaper or doing any work other than his/her duty for examination.
- (xix) The Invigilator shall ensure that there is no communication among the candidates in the examination hall.
- (xx) The violations of instructions by any candidate shall be brought to the notice of the Centre Superintendent immediately and a written report is to be made regarding such cases to the University by the Centre Superintendent immediately.
- (xxi) Smoking and taking tea/coffee or any other refreshment in the hall or around by the candidate, where the examination is in progress is strictly prohibited (This includes chewing of tobacco etc.).
- (xxii) The Invigilator should also declare the following timings in his/her room


Assistant Registrar (Examination)

- a. Half of the Examination Duration
- b. Half an hour before the Examination ends
- c. Ten minutes before the end of the examination

(xxiii) After the expiry of the time of the examination, the invigilator shall collect the answer books and shall arrange them roll number wise and hand over to the authorized officials in Centre Superintendent office along with other reports. Candidates shall not be allowed to leave the examination hall till all the answer books are collected.

(xxiv) The Invigilator shall be personally held responsible for the loss/ misplacement of any answer books before handing over to the office of the Centre Superintendent.

While taking rounds of the examination hall, if the Invigilator notices that, any candidate is indulging in copying or possessing a manuscript or answer book other than that of the candidate, any written material on calculator/geometry box/scale, he/she shall immediately take in his/her possession the candidate's answer book, question paper, and the materials which he/she has used or intended to use for copying and immediately report to the Centre Superintendent. He/she should not allow the candidate to leave the examination hall till the Centre Superintendent comes to the examination hall and takes over the charge.

(xxvi) Any dereliction of duty on the part of the Invigilator shall be seriously taken and the Centre Superintendent shall take necessary action as per the guidelines of the University and report the same to the University immediately.

(xxvii) Whenever a flying squad/ Observer of the University make a surprise visit, the Invigilator shall ensure their identity and allow to enter the examination hall for surprise check.

(xxviii) The Invigilator shall not leave the Centre premises until he/she personally hands over the answer books to the Centre Superintendent and return the relevant materials given.

5.5 Duties and responsibilities of the Outsider (OS)

- (i) The Centre Superintendent shall appoint the OS from amongst the senior faculty.
- (ii) The OS shall be active and shall be moving from room to room (assigned to him) during the examination hours and shall be a communication link between Invigilator and Centre Superintendent for any emergent requirement.
- (iii) The OS shall not replace the Invigilator during the first and last half-an-hour of the examination. During the intervening period, he/she shall relieve the Invigilator to attend nature's calls.


Assistant Registrar (Examination)

- (iv) The OS shall assist the Centre Superintendent in general for smooth conduct of examination at the centre particularly in distribution of question papers to Invigilator room wise.
- (v) The OS shall in addition to the above duties attend to any other work entrusted to him / her by Centre Superintendent.
- (vi) The OS shall relieve the Invigilator for essentials such as use of urinals and be in charge of the duties of invigilator during that period and discharge all the duties and responsibilities of the Invigilator.
- (vii) The OS shall report for duty 45 minutes before the commencement of examination on the first day and 30 minutes before on successive days/sessions.
- (viii) The OS shall also observe/keep a watch in and around the examination rooms (assigned to him) to ensure overall discipline.


Assistant Registrar (Examination)
5.3.2

Chapter-6

Norms to be followed for smooth conduct of examinations

6.1 Advance preparations

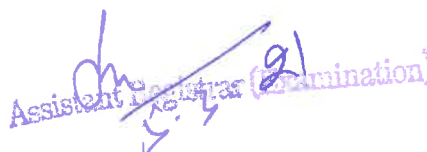
- (i) The Centre Clerk shall ensure the preparation of the statement regarding seating arrangements for the candidates (Table + Chair) well in advance as below: -
 - (a) A definite seat for each candidate in good condition.
 - (b) As far as possible, candidates appearing in the same subjects should not be allowed to sit together (at least side by side).
 - (c) A plan of seating arrangement showing the position of candidates (according to their roll number) in each room for each day must be displayed at accessible place for the examinees & copy of the same shall be sent to Controller of Examinations along with other material after the examinations.
- (ii) General instructions that are made available to each candidate should be pasted on notice board & candidates should be advised to read them carefully before appearing for examination.
- (iii) The Deputy Centre Superintendent shall check requirements (if any) for additional material to be supplied to examinees during examination such as - Drawing sheets, Steam tables, IS codes etc. and keep them ready for distribution to examinees.
- (iv) Before giving answer-books to the candidates, the facsimile seal of CoE shall be affixed on answer-books/answer sheets on the space specified for the purpose using blue ink only.

If the Centre Superintendent finds any answer-book in bad shape, he/she is requested not to issue such answer-books to the candidates to avoid any manipulation.

Answer-books should, therefore, in no case be stamped in larger quantity than required for each day's use so that if by any chance blank answer- books are stolen at a centre and afterwards smuggled into the answer- books collected at the end of an examination.

6.2 Handling of question papers

- (i) The Centre Superintendent/ Deputy Centre Supdt. shall acknowledge the receipt of packets containing question papers sent by University in the prescribed format to CoE as soon as they receive the Question Paper Packet(s).
- (ii) The Centre Superintendent shall carefully observe the state in which the envelopes reach them. If an envelope appears to have been tampered with or found unsealed, the fact should


Assistant Registrar (Examination)

be reported to the CoE at once and the envelope must be kept securely in the same condition with him duly sealed in a bigger envelope.

- (iii) The name of examination, subject, paper, date and time noted on the envelope should also be checked with the programme of examination and the discrepancy, if any, should be brought to the notice of the CoE immediately.
- (iv) CoE may also adopt various measures to handover/deliver the question papers on the same day of examination in order to conduct fair and smooth examinations.
- (v) In case question papers are supplied in advance then all packets of question papers should be kept in strong room with sealed lock. The Superintendent in Chief shall be solely responsible for the safe custody of the Question Papers at his/ her Centre.

6.3 On the day of examination and before commencement of Examinations

- (i) On the day of examination, the relevant sealed packets of the Question Papers shall be taken out from the strong room not earlier than half an hour scheduled for the commencement of the examination in the presence of Deputy Centre Superintendent or one or two other officials.
- (ii) Before taking the envelopes to the main examination hall, the officials shall carefully examine the date, time, subject, number of question papers written on the packet. The Centre Superintendent shall also ascertain to avoid wrong opening of a Question Paper envelope of a later session or a later date.
- (iii) Opening of envelopes containing question paper(QP): -
 - (a) Packet of question papers should be opened only 15 minutes before the scheduled start of examination.
 - (b) Before an envelope is opened, the Centre Superintendent and other witnesses should sign the prescribed certificate. Each person should sign legibly and give his/her designation below his/her name.
 - (c) While opening the sealed envelope, the Centre Superintendent should not break the seals but cut the envelope at one end neatly with a pair of scissors. The envelopes so opened with the certificates duly signed should be returned to the CoE after the examination
- (iv) After opening an envelope, the Centre Superintendent shall ensure to check the number of question papers and the heading of each question paper with the contents noted on the envelope. The heading should be checked very carefully in order to see that no other paper which is fixed for a later day or a later hour is mixed up. If such a paper is found, it should

be sealed properly in an envelope and kept along with the envelopes containing copies of the same paper and the fact reported to the CoE. The Centre Superintendent should check the heading printed on the first page of all the copies of the question papers.

After opening the question paper packets, the Centre Superintendent/Deputy Centre Supdt. shall arrange to put the question papers required for each block/each room in separate cover, which shall contain actual number of papers as per the number of candidates taking the examination in the block/room.

- (v) The packet with the required number of answer books and other stationery supplements will be handed over to concerned Invigilator to take to the examination hall as soon as they report for duty (i.e. 45 minutes before on the first day of commencement of examination and 30 minutes before on successive days/sessions). The Invigilator are to be present in the respective examination hall/Room at least 30 minutes before the commencement of the examination on first day and 15 minutes before on subsequent days/sessions.
- (vi) The Centre Superintendent/ Deputy Centre Supdt. shall arrange to provide the seating arrangement, answer sheets and question papers to the Invigilator.
- (vii) The Centre Superintendent shall give required instructions to the Invigilator to inform to the candidates 5 minutes before the commencement of the examination.

6.4 During the examinations

- (i) Candidates may be admitted to the examination hall 15 minutes before the time fixed for the examination.
- (ii) Normally a candidate arriving late for any paper is not entitled to be admitted to the examination hall. However, within half an hour of commencement of examination such candidates are allowed to take examination after ascertaining that no candidate had left the examination hall till then or as per the instructions/notification issued by the University in this regard from time to time. No extra time should be given to such candidates.
- (iii) Candidates are not to be admitted to the examination hall unless their names appear in the eligibility/roll list. Centre Superintendent shall ensure to inform the candidates to bring their admit cards with them which should be inspected every day as far as possible and returned after inspection.
- (iv) The Centre Superintendent shall ensure that all eligible candidates appear in examination i.e.no one having a valid admit card mentioning the subjects for which he/she is eligible for appearing in the examination is detained.
- (v) If any candidate, whose name appears in the eligibility/roll list, forgets to bring his/her admit card or loses it and does not succeed in getting its duplicate copy from the University


Assistant Registrar (Examination)
5.3.2

office in time, he/she may be admitted to the examination after ascertaining the validity of the claim (given in writing by the candidate), the Centre Superintendent shall issue a provisional admission card valid for that day only) on a payment as notified by the University from time to time. The details of issuing such provisional cards should be sent to CoE along with the fee collected, if any, at the end of examination.

- (vi) The Centre Superintendent shall ensure to notify to all candidates that they should place their belongings i.e. books/notes/any undesirable material at the

space specified outside the exam hall for the purpose only. **No guarantee will be given for the custody of such articles. Bringing mobile phones into the examination hall is strictly prohibited.** This fact shall be well noticed to the candidates. The Centre Superintendent shall also instruct the Invigilator not to allow mobile phones and any study material, notes in the examination hall under any circumstances. The candidates shall be solely responsible for bringing such articles at the examination centre.

- (vii) Centre Superintendent is fully empowered to conduct pre -entry search of candidates for any unlawful material to prevent use of unfair -means in the examination. He/she will further be empowered to involve male/female staff as required for this purpose. It will be obligatory on the part of the examinee to submit him/her for such search. Such search can be made during examination time also. This may be notified to the candidates for the information.
- (viii) Candidates should prepare themselves for giving search physically to the officials appointed by the University/Centre Superintendent for the examination purpose, if they are asked to do so during the examination.
- (ix) The Centre Superintendent shall ensure that no candidate who is actually suffering from an infectious disease, such as small -pox, plague, influenza etc. or who, though convalescent, is not free from infection, is allowed to sit for the examination. If such a candidate is noticed after the examination has begun, immediate steps should be taken to see that his papers are destroyed and that other disinfecting measures are carried out.
- (x) Use of Scientific Calculator is permitted only if it is required as per instructions. However, programmable calculators (one which has memory capacity of more than six numbers) are not permitted.
- (xi) Question paper should be distributed punctually at the time of commencement of the examination.

Immediately after the distribution of question paper to the candidates the Centre Superintendent (through Invigilator) should collect all spare copies of question papers left with the Invigilator

and check the number of spare copies with the number of question paper received minus the number of examinees present. No spare copy of the question paper should be left in the hands of the Invigilator or allowed to go outside the examination rooms till at least two hours after the commencement of examination. No candidate should be allowed to submit answer sheet and leave examination room before 2 hrs of commencement of the examinations. However, if a candidate wishes to leave the examination room earlier, he/she should not be allowed to take question paper with him/her. It should be handed over to the Invigilator; to be returned to the candidate after the examinations is over. Similarly, no candidate should be allowed to take the question papers with him/her while going out from the examination room for any purpose such as using urinals.

- (xiii) Some extra copies of question papers are always sent but if ever the number of copies of a question paper fall short and, therefore, the question paper cannot be supplied to some candidates in extra ordinary conditions, the paper may be got photo copied in a highly confidential manner and given to them and as much extra time as is taken in distributing photocopy paper duly signed by Centre Supdt. be allowed to them for answering the paper and the matter shall be reported to the COE at once. However, extra time should not be allowed to other candidates to whom printed papers are given in time.
- (xiv) In case a candidate asks for a question paper in an optional/elective or an alternative subject, not offered by him/her according to the entry in the printed roll list, he/she may be given the question paper he/she asks for but he/she should be clearly warned with an undertaking that if it is found afterwards that he/she had taken a question paper, not actually offered by him/her according to his/her declaration in the application form, his/her examination in that paper shall be liable to be cancelled. The Centre Superintendent should, however, try to satisfy him/herself by a reference to the entries in the application form with him/her that the candidate is not asking for a wrong question paper. All such cases should be immediately reported to CoE.
- (xv) If ever there is a complaint from the examinees that the question paper or a part thereof is out of the prescribed course, or that there is a misprint or some ambiguity in the question paper, they may be instructed to answer the question paper as given to them and send their representation along with a copy of the question paper to the University through the Centre Superintendent/Supdt. –in-Chief within three days from the date of examination for consideration and necessary action. No announcement regarding cancellation of the paper shall be made by the Centre Superintendent or any other person except the CoE. Representation received after the above time limit shall not be entertained. CoE shall apply his/her best efforts before cancellation of examination, if possible, to make corrections in the question papers, if necessary.


Assistant Registrar (Examination)

- (xvi) Candidates found using unfair-means or indulging in disorderly conduct at or in connection with an examination shall be dealt with in accordance with the existing provisions.
- (xvii) On each day of the Examination and as soon as after the commencement of the Examination the Centre Superintendent shall ensure with the help of Invigilator/ OS/ Deputy Centre Superintendent that all candidates have correctly written their roll numbers, and other particulars required to be entered on the title cover of Answer books
- (xviii) Nobody other than the official engaged for examination should be allowed to enter or move around the examination rooms without the permission of the Centre Superintendent. Peons/Attendants/Waterman or other persons should not be permitted to deliver letters to any candidate during the examination. Any communication with the candidates during the examination is strictly prohibited.
- (xix) No one should be permitted to speak to a candidate on any subject pertaining to the questions during the hours of examination, not even for the purpose of correcting a misprint or removing an ambiguity in a question paper.
- (xx) No one should be allowed to write after the prescribed time is over.
- (xxi) Smoking & other intoxicants are strictly prohibited in the examination hall. This includes chewing tobacco or spitting in the examination hall or around.
- (xxii) Whenever, the Centre Superintendent receives information that any candidate has indulged in malpractice, he/she should immediately take action as per the Unfair - means rules.
- (xxiii) The Centre Superintendent shall ensure to arrange the declaration of following important timings through Invigilator/ OS as below:
- (a) Half of the Examination Duration
 - (b) Half an hour before the Examination ends
 - (c) Ten minutes before the end of the examination

6.5 Packing of answer books after the examination

- (i) Immediately after every session the answer-books of each paper collected from candidates will be arranged in the serial order of Roll Number and after counting them and checking the number of answer-books with the number of candidates appeared, the same will be packed in hessian cloth. The answer books must be packed as below with the help of Deputy Centre Superintendent and under the supervision of Centre Superintendent:
- (a) Answer books of only one subject and one examination must be packed in One sealed packet(s). Duly filled prescribed form must be pasted on the packet.

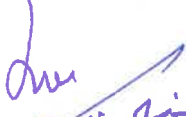
- (b) The prescribed forms like Memo showing the record of answer books, absentees etc. must be packed with the answer books.
- (c) One or more sealed packets may be put inside an outer packet for transmission to the University.
- (d) The details of packets must be recorded in the Centre Superintendent diary.
- (e) One copy of QP must necessarily be packed with every packet of Answer Books.
- (ii) The Centre Superintendent shall send the written answer books of all University examinations by registered parcel/authorized person on the day of the concerned examination. However, these answer books should be packed & sealed soon after the examination is over.
- (iii) The Centre Superintendent shall keep a record of daily attendance of candidates with their signatures. Roll numbers of candidates absent from the examination in each paper for any reason whatsoever should be reported in the prescribed absentee statement/online. If any answer- book(s) is/are sent to the Controller of Examinations separately on account of the candidate(s) having resorted to the use of unfair means or for any other reason, this fact should also be mentioned in the absentee statement. On the other hand, if no candidate turns up for examination in any paper, all the candidates should be reported absent in the absentee statement. The number of candidates examined at each centre as shown in the statement plus the number of candidates shown there as absent must tally with the number registered as shown in the consolidated numerical return of candidates. If there is any discrepancy, the same should be clarified in the absentee statements and also intimated to the CoE separately through a letter.
- (iv) The Centre Superintendent shall note the above instructions and also the details of the subject, time allowed for each paper etc. carefully as given in the printed programme of examination. At the conclusion of the examination, he/she shall send a report for the information of the CoE that the examinations at his/her centre were conducted in accordance with these instructions. He may, if he thinks necessary and has some special suggestions to make for improvement for the conduct, of examinations, send a separate report to the CoE.
- (v) Remuneration for conduct of examinations at various centers shall be as notified by the University from time to time. Centre Superintendents are requested to keep the expenditure within this limit. Actual expenses incurred on railway freight, postal charges and octroi

dm
Assistant Registrar (Examination)

charges shall be paid extra on production of vouchers. All details shall be filled up in the prescribed form.

- (vi) The answer book (s) of candidates under UMC (Unfair Means Case) category should be packed separately. It is further clarified that if a candidate has taken second answer sheet after UMC on first answer script then both such answer scripts should be tagged together along with other relevant material.

6.6 In any emergency not provided for in the above rules, the Centre Superintendent may act according to his/her own discretion with justification and report his/her action to the CoE. Orders passed by the CoE on any matter not provided for in these rules shall be binding on all.


Assistant Registrar (Examination)

Chapter-7

Punishment Rules for those who uses Unfair Means during Examinations

- 7.1 Before the examination begins the Centre Superintendent or the Deputy Centre Superintendent of the examination centre shall call upon all the candidates to deliver to him/her all papers, books or notes which they may have in their possession. He/she shall also warn the candidates that if any of them fails to do so, he/she shall be liable to penalty. Where a late comer is admitted, this warning shall be given to him/her at the gate.
- 7.2 The Centre Superintendent or the Deputy Centre Superintendent shall forward to the Controller of Examinations on each day of the examination a declaration signed by him/her to the effect that the warning as required in Clause-7. 1 above was administered.
- 7.3 The Centre Superintendent shall take action against an examinee who is found using or attempting to use unfair-means as defined in Clause-7.4 below, in the examination hall or within the premises of the examination centre.
- 7.4 Use of unfair means shall include the following:
- a) Having in his/her possession or accessible to him/her during examination hours any papers, books or notes, written or printed, or kind of material including body, clothing, mobile phone, pager or any kind of electronic or any other device that can be used for communication or writing etc.
 - b) Writing during the examination hours on any material (including the question paper or blotting paper) other than the answer-book.
 - c) Talking to another candidate or to any person other than the members of the supervisory staff in or outside the Examination Hall during the examination hours.
 - d) Consulting notes/ books in or outside the Examination Hall during examination hours.
 - e) Attempting to take or taking help from any notes or hints written on any part of the body or on the clothes worn by the candidate or on the furniture being used by the candidate.
 - f) Receiving help from another candidate with or without his/her consent or giving help to another candidate or receiving help from any other person during examination hours.
 - g) Disclosing his/her identity deliberately or asking any distinctive marks in his/her answer-book for that purpose or making an appeal to the examiner through the answer-book or using abusive or obscene language in the answer-book.

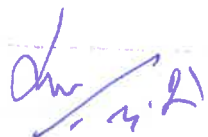

Assistant Registrar (Examination)

- h) Presenting to the examiner a practical or class- work or note-book which does not belong to him/her.
- i) Communicating or attempting to communicate, directly or through another person with an examiner or with official of the University with the object of influencing him/her in the award of marks or making any approach or manipulation for that purpose.
- j) Swallowing/ destroying any note, paper etc. found with him/her during the examination hours.
- k) Making deliberate arrangement to cheat in the examination, such as: -
- Smuggling of an answer-book in or outside the examination hall or insertion in the answer book of any sheet(s) written outside the examination hall
 - Substitution, wholly or partly, of an answer-book by another answer book during or after the examination hours.
 - Impersonation.
 - Obtaining admission to the examination on a false representation.
 - Forging another person's signature.
 - Failing to deliver his/her answer book to the person in charge before leaving the Examination Hall.

Tempering with the particulars (including Roll Number) on one's own answer book. Refusing to obey the Centre Superintendent or any other member of the supervisory staff/ inspecting staff or creating disturbance of any kind during the examination or otherwise misbehaving in or around the examination hall or threatening or assaulting any official connected with the examination, any time during, before or after the examination.

Any other act of unfair-means

- 7.5 If a candidate is found to be or suspected to be guilty of using unfair means in the examination, the Superintendent may take away his/her answer book and permit him/her, if he/she so desires, to answer the remaining part of the question paper on a new answer book which shall be supplied to him/her on demand. The candidate may also appear in the rest of the examination in the subsequent papers at his/her own risk and subject to the decision of the University may take in his/her case for use of unfair means. The superintendent may also obtain the explanation of the candidate in writing.
- 7.6 The superintendent of the examination centre shall report to the University in the form received by the university, at the earliest, each case where use of unfair means in the examination had been suspected or discovered with the explanation of the candidate concerned, if any. If the candidate refuses to give any explanation this fact shall be recorded in the report. In case the candidate


Assistant Registrar (Examination)


refuses to accept 2nd answer book when asked to do so, no new answer book be given to him/her and he/she be asked to leave the examination hall.

7.7 The Vice -Chancellor shall appoint one or more standing committee (s) on the recommendation of CoE to deal with cases of Unfair means in connection with examinations. The term of such committee will not exceed more than one year.

7.8 The standing committee shall have the power to:

- i) Cancel the particular paper or the entire examination in which he/she has been found guilty of use of unfair means. Such cancellation of the entire examination will be treated as re-appear in all theory papers of that semester.
- ii) Debar the candidate from appearing in the said examination and/or in any other examination conducted by the University up to a period of three years.
- iii) The following are the guidelines for standing committee on unfair means cases for award of punishment to the candidate who indulge in unfair means.

NATURE OF OFFENCE	PUNISHMENT
a) For relevant material found in the possession concerning the subject and the paper in which the candidate appeared irrespective of the evidence that the material had been used for copying	a) Cancellation of the paper or of the entire examination in which the candidate appeared.
b) For being found with material relevant to the subject of paper with the evidence of copying or attempt at copying	b) Cancellation of the entire examination in which the candidate appeared. In addition, the candidate may also be debarred from appearing at the University examination for one year.
c) For major offence like smuggling in and out of the answer sheet and misconduct etc.	c) Cancellation of the entire examination in which the candidate appeared. In addition, the candidate may also be debarred from appearing at the University examinations up to three years.


 Assistant Registrar (Examination)
 2.3

d) Any other offence not covered in (a), (b), (c) above	d) Cancellation of the entire examination in which the candidate appeared. In addition, the candidate may also be debarred from appearing at the University examinations up to three years.
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- 7.9 If the committee is unanimous in respect of their decision regarding the guilt of a candidate and regarding the quantum of punishment, its decision shall be final. If there is a difference, of opinion amongst the members of the committee, the matter shall be referred to the Vice-Chancellor whose decision shall be final.
- 7.10 The Vice-Chancellor on an application by a candidate or on his/her own may refer back the case to the members/ committee for reconsideration. The application for review shall have to be made within 30 days of the receipt of the decision of committee to the candidate.
- 7.11 The committee shall consider the reports of the Supervisor/ Inspecting staff before arriving at a decision. If it considers necessary, the committee may take the evidence of any person. In no case the candidate shall be allowed to represent himself/herself a advocate or any other person.
- 7.12 If a candidate appearing in un-cleared subject(s)/ paper(s) of a lower examination alongwith the higher examination is found guilty of use of unfair means in a subject/ paper of the lower or the higher examination, either of the examinations or both the examinations (higher and lower) may be cancelled.
- 7.13 In case a candidate denies the allegation(s) against him/her or if the Committee otherwise thinks it necessary, it shall fix a date, time and place for holding the enquiry and give a notice to the candidate by registered post. Sending such notice by registered post to the candidate at the address given by him/her in his/her examination admission application shall be deemed to be discharge of the University liability as to notice even if the candidate did not receive the letter or that he/she was not available at the said address. No adjournment of the meeting may be granted to the candidate on any account. On the date and time fixed in the notice which shall not be less than seven days from the date of its dispatch, the committee shall meet at the required place specified in the said notice for the purpose of holding the enquiry and the said candidate shall be allowed to be present and heard in the same. The Committee after granting such hearing to the candidate as it may deem necessary, record its finding about the guilt of the candidate.

Assistant Registrar (Examination)

- 7.14 If any examiner reports any case of use of unfair means which he/she detected during the course of evaluation of answer books the same shall also be decided by the Standing Committee after getting the answer books checked and giving the candidate a reasonable opportunity to defend himself/herself.
- 7.15 If unfair means adopted by a candidate come to the notice of the University after the examination, his/her case will be decided by the unfair means committee on such evidence as may be available after the candidate is given reasonable opportunity to defend himself/herself.
- 7.16 If a candidate is found guilty of unfair means after his/her result has been declared, the same shall be cancelled besides the candidate being awarded the punishment which would have been awarded to him/her had the fact of use of unfair means come to notice before the declaration of his/her result.
- 7.17 The disqualification under this ordinance will be treated as a failure in the examination and consequences of failure will follow, if a candidate is also admitted to any course of study, or allowed to appear at any examination of this University during the period of such disqualification.
- 7.18 If the Vice-Chancellor receives complaints to the effect that the integrity of a University examination has been violated at an examination centre as a consequence of whole sale/mass copying or other use of unfair-means, he/she may after an enquiry, order re-examination in one or more papers.
- 7.19 In this ordinance, the word 'Academic year' means Academic year from August to July consisting of two semesters.
- 7.20 The record/ files of the decided cases shall be disposed off two years after the period of disqualification.


Assistant Registrar (Examination)

Chapter-8

Evaluation of Answer Sheets

Examination wing will send coded answer sheets to Evaluation Centre. Evaluation Centres will be established in respective Departments of the University. Chairperson of the Department will act as Head of Examiner. The Centre will have following manpower:

S.No	Staff	No. of persons to be engaged
I.	Class III Staff(Clerical)/Technical Staff	01
II.	Class IV Staff	01
III.	Checking Assistant	

Head of Examiners will ensure evaluation of answer sheets through the faculty of the Department and Panel provided from CoE. The panel may include faculty and their contact details from affiliated Institutes. Answer scripts should be issued in such a way that a faculty can evaluate maximum 60 in a day. The Evaluation Centers in colleges shall be created by CoE as per requirement.

Class III Staff will act under direct control of Head of Examiners. He will manage all routine affairs of the Centre. He will receive and dispatch answer scripts to and from Exam Wing. He will further ensure distribution of answer books to concerned faculty in consultation with Head of Examiners. He will also receive back the answer scripts from faculty. Packet issued to a faculty member shall be returned to the Evaluation Centre after evaluation and uploading of marks within ten days' time. It is further clarified that the packet shall not consist more than 100 answer scripts. In case of failure in this regard by faculty member, it shall be treated as negligence of duty which shall be dealt as per service rules of the University.

Note: - All examinations duties whether paid or unpaid will be treated as part of regular service matter. If not attended properly, will invite punishment as regulated in service matter. Warning/ explanation will be issued in first violation of the duty. However, continuous violations for example third can invite even debarring from the examination purpose. Increment of an employee will be seized in that year if debarred from examination duties during third violation. Debarring will be effective in all parts of the examination process ie. Viva, invigilation, evaluation etc.


Assistant Registrar (Examination)

Chapter-9

Re-evaluation Rules

9.1 GENERAL

These rules will be applicable to all the examinations from the Academic Session 2020 - 21 and onwards.

9.2 SCOPE

- (i) Re-evaluation will be permitted only for the theory examinations conducted by this University.
- (ii) No re-evaluation is allowed for examination in Practical, Viva, Studio Exam of Architecture and any other papers where there is a joint evaluation by two examiners.

9.3 APPLICATION FORM

- (i) A candidate may apply for re-evaluation on the prescribed form, alongwith the original DMC & the requisite fee, within 15 days of the declaration of the result or the dispatch of the Detail Marks Card (DMC) to the Department whichever is later.
- (ii) University will not be responsible for postal delay in receipt of the form by the candidate.
- (iii) Application form once submitted may be withdrawn on written request in respect of one or all papers applied for re-evaluation proceeded that the answer-books have not been sent to the re-evaluator. No fee refund, however, will be permissible under such a situation.
- (iv) A student can apply for re-evaluation, who has obtained more than 20% and less than 70% marks in particular theory paper excluding sessional/ internal marks.

Note:In case of online procedure, candidates can apply for re-evaluation through his/her login portal within 15 days from the declaration of result on the portal. If online option is available, then offline mode of submitting the application shall not be considered.

9.4 FEE (DEPOSIT & REFUND)

- (i) The re-evaluation fee shall be as prescribed per answer book by the University from time to time.
- (ii) Refund of fee will be admissible only in the following cases:
 - a. 50% of the paid in case the application form is rejected being time bared.
 - b. 100% when re-evaluation is not possible due to some administrative/technical reason.


Assistant Registrar (Examination)

- (iii) 100% when in case the candidate withdraws his/her application for re-evaluation due to the reason that his/her result has been revised due to rechecking of marks but before the re-evaluation


9.5 AWARD OF RE-EVALUATION MARKS/SCORE

S.No	Re-evaluated result:	
(i)	When increase/decrease is more than 15% of the maximum marks of the paper concerned.	Answer books to be sent to the second re-evaluator and the average of two nearest scores out of the original examiner and both the re-evaluator will be considered for the declaration of re-evaluation Result. If the difference in original marks and the marks of 1 st re-evaluator and 2 nd re-evaluator are same, in such type of cases keeping in the interest of the candidate the average of two highest scores out of the original examiner and both the re-evaluators to be given.

- (ii) In cases, after re-evaluation the grade of a candidate remains unchanged, the increase/decrease in marks, if any, will not be shown on the Detailed Marks Card. However, the original re-evaluated marks will be shown in the Result sheet.

The final result of re-evaluation favourable or not will be binding upon the candidate and subject to above provisions it will supersede the original score/result.

- (iii) The candidate should plan their future programme of taking examinations/ admissions in accordance with their original result already communicated by the University till it is actually supersede by the re-evaluation result. The University will not take any responsibility of any consequences arising out of the delay in completion of the process of re-evaluation and declaration of re-evaluated result. The University shall also not be responsible if the re-evaluation result of any candidate delayed or some mistake/ discrepancy is found in the original evaluation/ re-evaluation of the answer book.
- (iv) If a candidate who has failed or earns compartment/re-appear in a paper(s) and has applied for re-evaluation but his/her result of re-evaluation is not declared before the next examination and he/she appear in the next examination in the paper(s) in which he/she had


Assistant Registrar (Examination)

failed, the better of two scores 're-appear score' or 're-evaluation score' would be taken into account.

- (v) In case of the re-evaluation result has not been declared and the next supplementary/ re-appear examinations may be held candidates may apply for such re-appear examination without waiting for the re-evaluation result.
- (vi) On a written request his/her re-appear examination result will be kept pending till finalization of his/her re-evaluation result and she/he will be given the benefit of the best score out of the re-appear/supplementary exam and the re-evaluated score.
- (vii) If the answer-book(s) is/are lost after original evaluation and is/are not traceable for re-evaluation on account of any reason, the candidate concerned will be offered re-examination in that paper at next examination provided he/she has already obtained pass marks in that paper. If, however, the candidate does not want re -examination his/her previous result may stand unchanged. No re-examination fee shall be charged from a candidate who opts for re-examination under this clause.


Assistant Registrar (Examination)

Chapter-10

General Rules for Examinations

10.1 The University shall hold examinations for awarding Degrees, Diplomas or Certificates in such branches of knowledge as the University may determine from time to time.

10.2 At the end of each semester or at specified periods, there shall be an examination wherein candidates shall be examined in the courses studied by them in that semester. Each semester examination shall be designated as First Semester Examination, Second Semester Examination, Third Semester Examination and so on.

10.3

- (i) In case of UG Programmes, the examinations for odd semesters will normally be held in November/December/January and for even semesters in April/May/June on such dates as may be fixed by the Controller of Examinations as per the Academic Calendar provided by the University.


Note: During final year of the UG programme, that examinations of last two semesters shall be conducted in November/December/January and also in April/May/June.

- (ii) In case of PG programme, the examination for all semesters will normally be held in November/ December/January and also in April/May/June on such dates as may be fixed by the Controller of Examinations as per the Schedule provided by the University.

- (iii) The dates (s) of commencement of examinations as well as the last date (s) for the receipt of examination forms and fees shall also be notified by the Controller of Examinations to the concerned University Teaching Departments and affiliated Institutions.

10.4 The course of the study and the subjects of examinations shall be as approved by the Skill Council from time to time. The medium of instructions and Examination shall ordinarily be English except or otherwise specified by the Skill Council. The question papers will be set in English, except or otherwise specified by the board of studies concerned and approved by the Skill Council.

Every candidate shall be examined in the subjects as laid down in the syllabus approved by the Skill Council from time to time. There is a Credit based System of Evaluation in the University. The credits for each subject as also the contact hours per week will be mentioned in the scheme of studies approved by the Skill Council.


Assistant Registrar (Examination)

10.5 The students shall be automatically eligible for promotion to the next semester provided he/she fulfills the other essential eligibility criterion for promotion as mentioned in the Ordinance. A candidate, who is not able to pass the academic programme/course within a maximum period specified in the ordinance from the date of his/her admission, shall lose the right to pursue the programme. In exceptional cases, mercy chance can be given by the Vice -Chancellor to a candidate if he/she applies in writing with fee as prescribed by the competent authority.

10.6 Students shall not be eligible for admission to a course of study for an examination unless they have passed the qualifying examination of this University or any other examination recognised by this University as equivalent thereto as decided by the Equivalence Committee, and possesses such further qualifications, if any, as may be prescribed by the Ordinance.

The eligibility list/cut list for admission to an examination shall be on the prescribed format, accompanied by the requisite fee so as to reach the University by the dates fixed for the purpose through the Director/Principal of Institute or the Chairperson of the deptt. in the University as the case may be.

10.8 A candidate, who has once submitted his/her examination form for an examination along with the requisite fee, shall not be permitted to withdraw the application from on his/her own accord and claim refund of the examination fee.

10.9 If a candidate for any University Examination owes any dues to the University on any account or his/her college on any account and fails to pay the dues or has in his/her possession any book, apparatus, or other property belonging to the University or his/her college, or any kit etc., and fails to return the same, the Controller of Examinations on receipt of such a report from the Principal of a college or, the Chairperson of a University Teaching Deptt./Chief Warden/Librarian/ Superintendent Workshop or any other office may withhold or authorise the withholding of the admission card of the candidate or if the admission card has already been issued, suspend the order of admission to examination till all such dues have been paid or such property has been returned by the candidate.

10.10 The Controller of Examinations may withhold the permission granted to any candidate by some incidental mistake or omission who was not eligible to appear at any University examination, even though an admission card had been issued and produced by him/her before the Superintendent of the Examination Centre or he/she may have appeared in one or more papers at the examination, and to cancel the result.

Assistant Registrar (Examination)

10.11 Unless otherwise provided, a person who: -

- (i) has already passed an examination of that programme of this or any other University shall not be permitted to re-appear in the examination of the same programme or a corresponding examination.
- (ii) is a candidate for an examinations in full subjects under a programme of this University can not simultaneously read for or appear at another examination under another programme of this University or any another University/Board as a full time candidate. This bar shall not apply to a candidate appearing in an examination of the University for passing/re-appear papers or for improvement of division/result or for additional subject. This bar shall also not apply to a candidate who has completed the course during stipulated duration and the examination of those courses is not held in time due to unavoidable reasons.

10.12 Notwithstanding anything contained in any other Ordinance, the Skill Council in the case of:

- (a) a foreign scholar who is not of Indian domicile; or
- (b) a person who is not an Indian National; or
- (c) a person of Indian origin studying in a foreign country

shall have power to admit him/her to any class of the concerned University teaching departments or a college affiliated of this University for which he/she is considered fit on the recommendation of the Equivalence Committee.

10.13 Notwithstanding anything contained in any other Ordinance, the Skill Council in order to avoid hardship to a candidate shall have power to relax any requirement of the ordinance for any examination while considering the irregular admissions for regularisation where the mistake is primarily on the part of the Institution or the University. Each and every case of such nature will be considered by the Skill Council on merits.

10.14 The Controller of Examinations may withhold the result of any candidate who by an act of omission or commission might be found to be guilty of either contravening the provisions of the Act, the Statutes, the Ordinances or the Regulations or of non-compliance thereof or any court orders or for any other cause which, in the opinion of the Controller of Examinations, might warrant such as action.


Assistant Registrar (Examination)

10.15 The Vice-Chancellor shall have the power to quash the result of a candidate after it has been declared if;

(ii) he/she is disqualified for using unfair means in the examinations: or

(iii) a mistake is found in his/her result; or

(iv) he/she is found ineligible to appear in the examination.

10.16 A candidate whose answer-book is lost after it has been received by the Centre Superintendent of the examination, and who, but for this answer book, would have either passed in the examination or is likely to be placed under compartment/ re-appear, shall unless he/she opts re-examination, on a date to be fixed by the Controller of Examinations be deemed to have obtained in that paper marks equal to the marks obtained by him/her in the other theory paper of the same subject and if there was no other theory paper in that subject or if there were more than two theory papers in that subject, marks equal to the average of the marks obtained by him/her in other theory papers of the programme of that very semester.

However, if the answer book (s) is/are lost after original evaluation and is/are not traceable for re-evaluation on account of any reason, the candidate concerned will be offered re-examination in that paper at next examination provided he/she has already obtained pass marks in that paper. If, however, the candidate does not want re -examination his/her previous result may stand unchanged. No re-examination fee shall be charged for a candidate who opts for re-examination under this Clause.

If there is a dispute as to whether a candidate's answer-book was duly received or not, the findings of the Controller of Examinations subject to confirmation by the Vice-Chancellor, shall be final.

10.17 Notwithstanding anything contained in any other Ordinance/Regulation, the Skill Council shall have power in the case of all examinations held by the University to hold an additional examination in the same year for special reasons to be recorded.

10.18 In case of any ambiguity/dispute regarding interpretation of these rules or any other matter related to the examination which is not covered under these rules, the decision of Vice - Chancellor shall be final.

10.19 Regarding any legal dispute, the jurisdiction lies with district courts, at Palwal.


Assistant Registrar (Examination)

Chapter-11

Grading System and Evaluation of Performance

11.1 EVALUATION, TABULATION AND DECLARATION OF RESULTS

- 11.1.1 There shall be centralized evaluation of answer books for which schedules shall be notified in each Semester. The CoE shall arrange for the Evaluation Centre(s) and a Centre In-Charge for the same.
- 11.1.2 Principal / Director of the institute / Dean of the university or any professor / senior faculty recommended by the Dean shall be the centre in-charge.
- 11.1.3 The CoE shall appoint the superintendent and one clerk for evaluation centre. The coordinator shall be responsible for the smooth conduct of evaluation and maintained the record for the same.
- 11.1.4 The Centre in-charge shall provide all the facilities for keeping all Answer Books of the University Examinations in the safe custody to the superintendent.
- 11.1.5 Answer Books of the University Examinations will be kept in safe custody at the Evaluation Centre(s) and the superintendent will issue the answer books to the concern examiners on the dates and timings specified by the CoE.
- 11.1.6 The Evaluation work has to be completed by all assigned examiners within the specified dates.
- 11.1.7 The Examiners shall submit the duly completed Tabulation Sheet and Grade Sheet for the particular Course(s) to the superintendent.
- 11.1.8 The Tabulators, assigned by the CoE in consultation with the HODs concerned shall check and compile the Tabulation Sheet of all Courses for the particular semester examination pertaining to a specific Programme. The compiled Tabulation Sheet will be submitted to the CoE.
- 11.1.9 The COE shall arrange to compile and maintain all the Tabulation Sheets and an aggregated Tabulation Records with the SGPA and CGPA awarded to each student for each semester examination for a specific Program. The results of the examinations will be declared and published by the COE after due approval of the Vice Chancellor. The results so declared shall be placed before the Board of Examinations for information in ensuing meeting.
- 11.1.10 The Grade Sheets shall be issued by the Examination Department on the dates announced by the CoE.
- 11.1.11 The Examination Branch will keep the evaluated answer sheets of the semester examination for at least one year.
- 11.2 **Distribution Marks**
- 11.2.1 Theory courses:
There will be two components of examination internal & external
- 11.2.2 Every Course will have marks as per the scheme of the programme.
- 11.2.3 Course may have both practical as well theory component as per the scheme in such cases 50% marks will be assigned to theory and 50% mark to the practical exam as stated in the scheme with its credits.

11.2.4 In case of theory examinations, the 70% will be awarded on the basis of external examination and 30% will be awarded on the basis of continuous internal assessment as below:

- (a) 10% of the total marks allocated to the attendance
- (b) 5% of the total marks allocated to the class performance
- (c) 5% of the total marks allocated to the presentation
- (d) 10% of the total marks allocated to class test

For example:

Internal marks distribution for theory examination: -

Total Marks	Internal Marks 30%	Attendance (marks) 10%	Class Performance (Assignment classes) (marks)	Presentation (marks) 5%	Class test (marks) 10%
Out of 100	30	10	5	5	10
Out of 50	15	5	2.5	2.5	5

11.2.5 In case of practical the 30% will be awarded on the basis of external examination and 70% will be awarded on the basis of continuous internal assessment as below:

- (a) 10% of the total marks allocated to the attendance.
- (b) 20% of the total marks allocated to the class performance.
- (c) 10% of the total marks allocated to the presentation.
- (d) 10% of the total marks allocated to mid-term viva.
- (e) 10% of the total marks allocated to the file works.
- (f) 10% of the total marks allocated to the final internal viva at the time of submission of files at the end of semester.

For example

Internal marks distribution for practical examination: -

Allotted Total	Internal Marks 70%	Attendance Marks 10%	Class Performance Marks 20%	Presentation (Marks) 10%	Midterm viva Marks 10%	File work Marks 10%	Internal End Sem 10%
Out of 100	70	10	20	10	10	10	10
Out of 50	35	5	10	5	5	5	5


 Assistant Registrar (Examination)
 5-7

11.2.6 In case of practical the 30% will be awarded on the basis of external examination and 70% will be awarded on the basis of continuous internal assessment as below:

- (a) 30% of the total marks allocated to the attendance
- (b) 20% of the total marks allocated to the performance of OJT @5% at the end of every month including presentation
- (c) 10% of the total marks allocated to the mid-term viva
- (d) 10% of the total marks allocated to report and viva at the end of the OJT
- (e) 10% of the total marks allocated to the final internal viva at the time of submission of files at the end of semester

For example

Marks distribution of OJT/ Project Integrated Training / Industrial Project

Allotted Total	Internal Marks 70%	Attendance Marks 30%	OJT Performance Marks (20%)				Mid term Viva Marks (10%)	Report and End term viva (marks) 10%
			After Ist month (5%)	After 2nd month (5%)	After 3rd month (5%)	After 4th Month (5%)		
Out of 350	245	105	17.5	17.5	17.5	17.5	35	35

11.3 THE CREDIT SYSTEM

11.3.1 The University has introduced credit system of study for all the Under Graduate and Post Graduate programme for all the students admitted from the Academic Year 2017-18. The prominent features of the credit system are the process of continuous evaluation of a student's performance, and a flexibility to allow the student to progress at an optimum pace.

11.3.2 Each Academic Program has a certain number of credits which describe its weightage. A student's performance is measured by the number of credits that he/she has completed Satisfactorily. A minimum grade point average is required to be maintained for satisfactory progress.

11.3.3 Each subject (component) has a certain number of credits which reflect its weightage and is normally decided on the basis of effective contacts hours. It is mentioned in the scheme of studies and examinations.

11.3.4 The semester examination for the odd semesters shall ordinarily be held in the month of December/January and for the even semesters in the month of May/June, on such dates as may be fixed by University authority. The concerned teacher/ course coordinator should ensure that 100% syllabus is covered in each subject before the Semester Examination.


 Assistant Registrar (Examination)

11.3.5 A faculty member shall be appointed as a course-coordinator by the HOD of the Faculty who shall have the full responsibility for conducting the minor test, coordinating the work of evaluation with other faculty members involved in the course and awarding of grades. A common paper will be set for the minor test of the common courses.

11.3.6 The marks/grade awarded to a student in any particular subject will be based on the performance of the student evaluated throughout the semester. The syllabus of the minor tests will be what is covered in that particular term. The Semester Examination will be based on the entire syllabus.

11.3.7 The marks/grades will be displayed on the notice board of the department by the Coordinator / HOD of Faculty before forwarding it to the Examination Branch.

11.3.8 The HOD of the Faculty shall forward the awards to the Examination Branch within a week after the semester ends and examination process starts. The evaluated answer sheets of minor tests are to be kept by the Examination Branch for at least one year.

11.4 GRADING SYSTEM

For the award of grades in a subject, all component-wise evaluation shall be done in marks. The marks would be converted to grades as per the guidelines given below:


Award of Grades Based on Absolute Marks

11.4.1 The University will follow system of grading for all (irrespective of no. of students) based on absolute marks (after applying moderation if any) as given below:

Table: Grade and Grade point

Range of Marks	Grade	Grade points	Remark
90 to 100	O	10	Outstanding
80 to 89	A+	9	Excellent
70 to 79	A	8	Very good
60 to 69	B+	7	Good
55 to 59	B	6	(Above Average)
46 to 54	C	5	Average
40 to 45	P	4	Pass
< 40	F	0	Fail
Absent	Ab	0	ABSENT

11.4.2 A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.


Assistant Registrar (Examination)
5.3.21

Note

1. Pass Grade is Grade P and higher grades
2. Grade F is Fail grade.

'F' Grade

11.4.3 The F grade denotes poor performance, i.e. failing a subject (or subject component). A student has to reappear in the semester examination only, in which he/she obtains 'F' grades, until a passing grade is obtained, within the stipulated time of completion of that programme.

'Ab' Grade

If any student, who is otherwise eligible for appearing in the semester examination as per the ordinance, but he/she is unable to appear in the semester examination then he /she will be awarded 'Ab' grade. The candidate will be allowed to take up the examination next time along with regular students and he /she will be awarded the grade as per grade system explained above.

AP/AF Grade

These grades are awarded to qualifying/Non-Credit subject(s) (as per scheme supplied by concerned departments). The candidate will not be eligible for award of degree without qualifying these courses.

Continuous Absence

If a student is continuously absent from the Department for more than 4 days without intimation to the Programme Coordinator / HOD of the faculty, his/her name will be struck off from the roll of department. The re-admission shall not be allowed to the candidate during the same academic session.

'X' Grade

This grade is awarded for incomplete Project work as per guidelines given below and will be converted to a regular grade on the completion of the Project work and its evaluation.

A student who is unable to complete his/her Project may be awarded an 'X' grade by the Chairman/Chairperson/chairperson on the recommendation of his/her supervisor.

A student who has been awarded 'X' grade shall be required to formally register for the next semester and pay the requisite fee.

'X' grade will be awarded in exceptional circumstances beyond student's /supervisor's control. Normally, the following grounds may be considered for the award of 'X' grade:

- (a) Technical reasons/grounds such as Supervisor/equipment not being available.
- (b) Any other reason to the satisfaction of supervisor.

11.5 Evaluation of Performance

The performance of a student will be evaluated in terms of Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point of time.

The CGPA is calculated on the basis of all pass grades, except Induction /audit courses, obtained in all completed semesters.

11.5.1 Regarding evaluation of performance.


Assistant Registrar (Examination)

Computation of SGPA and CGPA: Following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) may be adopted:

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

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

where 'C_i' is the number of credits of the ith course component and 'G_i' is the grade point scored by the student in the ith course component.

$$SGPA = \frac{\sum (\text{Total credits earned in a subject} \times \text{Grade points out of total marks in a concerned subject})}{\sum (\text{Total credits earned in a subject}) \text{ except audit courses}}$$

The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e. $CGPA = \frac{\sum (C_i \times S_i)}{\sum C_i}$

Where 'S_i' is the SGPA of the ith semester and C_i is the total number of credits in that semester.

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

Each successful candidate shall be issued a copy of the result card on having passed the semester examination.

Regarding Conversion of CGPA into Marks

The CGPA if multiplied by 9.5 will give the equivalent marks in %age.

Candidates who pass all the prescribed subjects for all the semesters, but obtained: -

- (i) Less than CGPA of 5.26 Pass class
- (ii) 5.26 CGPA < 6.32 2nd Division
- (iii) 6.32 CGPA < 7.9 1st Division
- (iv) CGPA of 7.9 or more 1st Division with Honours provided

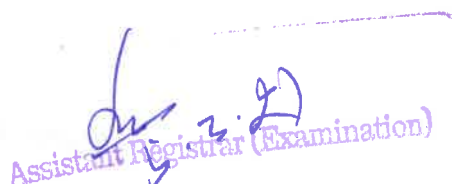
that they have passed all the semester examinations in single sitting within the normal period of course and without reappear in any paper throughout the programme.

11.6 CERTIFICATION AND AWARDS

Award of Certificate, Diploma or Advanced Diploma, graduate and post graduate as the case may be, would depend on acquisition of requisite credits as prescribed in the guidelines and not on the duration of the calendar time spent in pursuing the course.

11.6.1 The certificate for skilling component would be awarded by the Sector Skill Council in terms of NSQF level either singly or jointly with the institution concerned and the general education grades will be certified along with the skill component in terms of certificate/ diploma awarded by the institution.

11.6.2 The affiliated colleges may itself award diploma/certificate under its own seal and signature after written authorization from the affiliating University.


Assistant Registrar (Examination)

However, the college should mention the name of affiliating University and name of the scheme on the award. The affiliating University should give written authorization to the college(s) running the scheme of community colleges to award certificate(s)/diploma(s).

11.6.3 On completion of Diploma (Min 60 credits) as per scheme student will be eligible to seek admission into Advanced Diploma in a community college or second year of B.Voc degree. Similarly, on completion of Advanced Diploma (120 Credits), a student is eligible for admission to third year of B.Voc. Degree.

11.7 Examination fee and other fees:

11.7.1 Each student of UG & PG courses (Main & Re-appear) who are eligible to appear in the exam shall required to pay the examinations fee as per details given below: -

1. Students of UG and PG main Examination = Rs. 1000 per semester.
2. R e-appear students = Rs. 1000 per semester

11.7.2 Re-appear candidates: A candidate who has been placed under re-appear in any examinations of this university shall submit examinations form on the prescribed format along with required fee to the University through the Chairman of the concerned Department or Director/Principal of affiliated institute / Dean so as to reach in Controller of Examinations office by the date fixed for this purpose. The examination of re-appear, in odd /even semester shall be held with odd/even semester main examination.

Late Fee		
Upto one week from last date	Rs.200/-	With permission of Controller of Examination
next one week	Rs.500/-	-do-
Late fee for accepting examination form 30 days before the commencement of examination. Exceptional cases upto 15 days before the commencement of Examination.	Rs 2000	With the permission of Hon'ble Vice Chancellor .

11.7.3 The Controller of Examinations/Vice-Chancellor shall have the power to grant extension of date of submission or condone delay in receipt of a thesis/dissertation/project report, for an examination, PG Programmes (NSQF Level 9) other than Ph.D. as under:

Upto one month	Rs.100/-	Controller of Examination
Beyond one month and upto two months	Rs.500/-	-do-
Beyond one month and	Rs 1000/-	-Do-


 Assistant Registrar (Examination)

upto two months		
Beyond two month upto		On the basis of recommendation of
three month	Rs 2000/-	the joint committee of COE and Dean
Beyond three months but less than 4 months	Rs 5000/-	By the Vice Chancellor

Late fee as prescribed in each case will be chargeable.

Provided that if a candidate fails to submit the dissertation even during the extended period, he/she will be considered to have absented in the dissertation paper and his/her result will be declared accordingly.

11.7.4 Refund of fees:

The examination fee to be taken at the time of admission once paid by the candidate shall not be refunded/ adjusted for any course or the subsequent examination under any circumstances. Every candidate shall ensure his eligibility for particular, examination before submitting the admission form.


Assistant Registrar (Examination)

Chapter-12

Rules to award Gold Medal

One University Gold Medal shall be awarded for each discipline instead of each programme run by the University to a meritorious candidate i.e. one medal in each Certificate, Diploma, D.Voc, B.Vocs, M.Vocs Programmes.

The following shall be the criteria for award of Gold Medal:

- 12.1 The minimum requirement of CGPA for a candidate to be eligible for award of Gold Medal shall be 6.32 (1st division).
- 12.2 a) The candidate must have passed the examination in the regular period of the programme in first attempt/sitting semester and year wise i.e. there has been no reappear in any subject (s)/ course (s) during the period of his/ her study. However, if a candidate passes the subject(s) after re-evaluation of the main examination then it shall be treated as single attempt. Such re-evaluated marks shall be considered for ascertaining the award of Gold Medal.

b) The candidate who got re-appear on account of absence in any paper/subject in exam will not be eligible for award of gold medal.
- 12.3 For those Programmes where there is a requirement of thesis/dissertation for the partial fulfilment of the degree, the candidates who have submitted their thesis/dissertation up to 30th of June of the final academic year of their studies shall be considered for the award of Gold Medal.
- 12.4 The final decision for award of Gold Medal shall be taken after completion of re-evaluation process of the final semester examination in that particular programme.
- 12.5 The candidate who has secured highest CGPA among the eligible candidates (As per the criteria) shall be awarded the Gold Medal.
- 12.6 In case, two or more candidates have secured the same CGPA, the following criteria, in order of preference, shall be followed to decide the Gold Medal.
 - a) The candidate who has secured higher/highest CGPA by considering up to 3rd decimal of CGPA shall stand higher in rank.


Assistant Registrar (Examination)

- b) The candidate with highest actual marks/scores obtained in final year shall stand higher in rank.
- c) The candidate with highest actual marks/scores obtained in theory papers only of the end semester examinations of the final year shall stand higher in rank.

12.7 Gold Medal shall not be awarded for those programme where strength of class is less than 10 at the time of admission in 1st semester/1st year. It is further clarified that the strength means the number of students registered in the class.

12.8 The specifications of the medal will be approved by the Vice-Chancellor.


Assistant Registrar (Examination)
5.3.2

Chapter-13

Redressal of students Grievances regarding Question Papers, Grace Marks and Provision of Amanuensis

13.1 Students' Grievances Committee

There is a provision of Students' Grievances Committee in the University regarding end semester theory examinations. The complaint regarding end semester theory examinations, if any shall be submitted by the student(s) through Chairperson of the Department/ Director/Principal of the Institution within 7 days of the examination to the office of Controller of Examination. The committee of the following shall examine and submit the report with specific recommendation regarding re - examination or award of grace marks with justification to the Controller of Examinations within 7 days. The Vice-Chancellor shall be the final authority to take decision on the recommendations of the committee: -

1. Dean of Faculty	Chairman
2. Chairperson of the Department offering the course	Member
3. Nominee of Vice-Chancellor	Member
4. Controller of Examinations or his/her nominee	Member

13.2

(i) Grace Marks

1% of total marks of the scheme of a semester of those theory courses/ subjects (excluding Practical/Seminar/ Project/Dissertation etc.) whose examinations are conducted in the end of the semester i.e. May/June and November/ December shall be awarded as grace marks to pass in one or more courses/ subject of that semester. This provision shall be implemented w.e.f. December 2020 examinations for all academic programs.

(ii) Special Sessional Examinations

Students enrolled in final semester and those who have completed their normal duration of academic programs shall be allowed a special sessional examinations of weightage 40% of the maximum sessional marks. This examination will be conducted by the department /college/ institution only for those students who have scored less than 40% marks in the sessional and got re-appear due to deficiency in sessional awards. It is further clarified that this special sessional examination is not for improvement of marks. Out of total awards secured by the candidate in this special sessional examination only the marks required to pass the course/ subject shall be considered towards the final score. This clause shall


Assistant Registrar (Examination)

be applicable on all academic programs including the students/ candidates who take exit in dual degree program.

13.3 Provision of Amanuensis

The guidelines for conducting written examination for person with Disabilities issued by the Ministry of Social Justice & Empowerment, Department of Disability Affairs, Govt. of India, New Delhi vide it's F.No. 16 -110/2003-DD.III dated 26/02/2013 are followed by this University.

The amanuensis shall be allowed in case of physically disabled/ handicapped candidate who are either blind or permanently disabled from writing with their own hands. The Controller of Examinations shall arrange for the appointment of an amanuensis and inform the Superintendent of Centre concerned. The amanuensis shall be a student of lower grade of education than the candidate. The superintendent shall arrange for a suitable room for such a candidate and appoint a special supervisor for him/her. The fees in this regard, if any, shall be deposited by the candidate with the University as per existing practice.


Assistant Registrar (Examination)
5.3.

Chapter-14


Guidelines for Inspection and Supply of Photocopy of Evaluated Answer Sheets

- 14.1 A candidate will be permitted to see his/her evaluated/ re-evaluated answer book(s) for identification only, if his/her application alongwith prescribed fees per answer book reaches the University within 15 days of the date of dispatch of Detailed Marks Card.
- 14.2 These rules may be called the Shri Vishwakarma Skill University, Dudhola, Palwal (Supply of Photo Copies of Evaluated Answer Books) Rules, 2020.
- (i) A candidate who has appeared in a University examination shall be entitled to apply for photocopy/photocopies of such answer book(s) as may be required by him/her within 30 days of the declaration of his/her result. No such application form in this behalf shall be entertained by the University after the expiry of the stipulated period on any pretext or ground whatsoever.
- (ii) A candidate, who is desirous of applying for supply of photocopy/copies of answer book, shall have to download the prescribed application form from the website of the University and submit the same to the designated officer within the stipulated period duly recommended by the Chairperson of concerned Deptt. or Director/Principal of concerned Affiliated Institute.
- (iii) No application for supply of photocopy/ copies of answer book(s) shall be entertained unless it is accompanied by fees as may be prescribed by the skill council from time to time, with the University Cashier or by Demand Draft drawn in favour of the Registrar, Shri Vishwakarma Skill University, Dudhola, Palwal. However, no such application form shall be entertained unless it is sent through speed post to the Secrecy Branch, Shri Vishwakarma Skill University, Dudhola or deposited with him personally on all working days within the stipulated period.
- (iv) Notwithstanding the provision contained in rule (iii) & (iv) above, no photocopy/copies of answer book(s) shall be given to any third party, including any institution/college or to the print/electronic media for display or for commercial use or for any other purpose whatsoever.
- (v) Any dispute as to whether any such application form has been received within the time limit prescribed by the University or not shall be decided by the Vice-Chancellor, whose decision shall be final.

The university shall be liable to provide photocopy/copies of the answer book(s) within 30 days after the receipt of the application form and undertaking unless it is not possible to do so for any unforeseeable reason, beyond the control of the University. In such a case, the University

shall inform the applicant explaining the reason for delay or for its inability to provide the photocopy/copies of the answer book(s) not beyond 45 days of the receipt of the application form.

- (viii) No photocopy/ copies of the answer book(s) shall be given to the applicant unless all identification marks, such as the name of the Examiner/Evaluator or any other official associated with the examination is properly eclipsed/ defaced beyond recognition.
- (ix) The applicants shall have to furnish an undertaking in the prescribed format (Available in the University website) that neither he/she nor any other person acting on his/her behalf, shall challenge the standard of evaluation or in any manner, misuse or allow to be misused the photocopy/ copies of the answer book(s). It shall, however, be open to them to point out discrepancies in totalling of marks, unmarked questions or part thereof or similar other error, if any, within 10 days of the receipt of photocopy/copies of answer book(s).
- (x) The applicant shall be entitled to seek re-checking of the marks on the basis of the photocopy/ copies of the answer book(s). However, no representation or request whatsoever other than those relating correction in totalling error or unmarked question(s) or part thereof shall be entertained. In order to remove any doubt/ambiguity. It is further provided that no request for re-evaluation of answer books shall be entertained under these rules, under any circumstance.
- (xi) Notwithstanding any other provision contained in any part of the University Rules, the decision taken by the competent authority of the University in respect of marks/grade awarded shall be final and binding on the candidate concerned.


Assistant Registrar (Examination)

Chapter-15

Guidelines for Improvement Examinations

If a candidate has completed his/her degree and he/she wants to improve his/her grade, he/she may be allowed to improve by depositing the requisite fee as per the University Rules. He/she is allowed to appear in at the most half of the theory papers only of a semester along with the regular candidates of that semester and the sessional (internal assessment) part will be retained. Such opportunity of improvement shall be given only during the extended duration of academic programme applicable. If the improved CGPA is less than the original, then the original will be retained.


Assistant Registrar (Examination)

Appendix-1
EXAMINATIONS CONDUCTED BY THIS UNIVERSITY

(upto July, 2020)

Certificate	
Sr. No.	Program Name
1	Certificate Folk Art Banchari
D.Voc and Diploma	
1	D.Voc in Industrial Electronics
2	D.Voc in Mechanical-Manufacturing
3	Diploma Ethnic Foods & Sweets Processing)
4	Diploma (Hospitality-Ethnic Foods & Sweets Processing)
5	Diploma Piping Technology
6	Diploma German Language
7	Diploma Folk Art Banchari
8	Diploma Production-Press Tool and Die Maintenance & Stamping
B.Voc-Bachelor of Vocation	
1	B.Voc Robotics & Automation 2018-21
2	B.Voc. Robotics & Automation 2019-22
3	B.Voc Automotive Manufacturing (Hero)
4	B.Voc Automotive Mechatronics (Hero)
7	B.voc Mechanical Manufacturing (Hero)
8	B.Voc A. Mechatronics 2019-2022
9	B.voc Machincal Manufacturing (Anand group)
10	B.voc Machincal Manufacturing (Senior India)
11	B.Voc. Mechanical-Manufacturing (SKH)
12	B.Voc in Automotive Mechatronics(Captive)
13	B.Voc. Automotive Component Manufacturing
14	B.Voc Management Financial services
15	B.Voc. BPM & Analytics

[Signature]
Assistant Registrar (Examination)
5.3

16	B.Voc. Management BPM And Analytics
17	B.Voc. Tool and Die Manufacturing
18	B.Voc. Production Tool and Die Manufacturing
19	B.Voc MLT Medical laboratory Technology
20	B.Voc Solar Technology-Quadsun Solar
21	B.Voc Public Services
22	B.Voc. (Agriculture)
Master of Vocation	
1	M.Voc Management Entrepreneurship
2	M.voc Management Banking & Finance
3	M.Voc Robotics and Automation
4	M.Voc Management HRM
PG. Diploma	
1	PG Diploma Aero Space Structural Design
2	PG Diploma Public Health
3	PG Diploma In Geo Informatics


 Assistant Registrar (Examination)

Appendix-2

1.1.1 REMUNERATION FOR CONDUCT OF END-SEMESTER THEORY EXAMINATION

Sr. No.	Designation/Head	Rates of remuneration	Norms & Remarks
1	Faculty Examination Coordinator (faculty Nominated by the Dean from the respected Faculty)	Rs. 3000 per semester	One per Faculty for an academic year. Common for both theory and practical Examination
2	Co-coordinator for each Department (Nominated by the Dean from the respected Faculty)	Rs. 2000 semester	One per Faculty for an academic year. Common for both theory and practical Examination
3	Superintendent-in-chief	Rs 3000 upto 100 students Rs 4000 upto 200 students Rs 5000 upto 300 students Rs 6000 upto 400 students Rs. 7000 above 400 students per semester	Director/principal/Dean of the University affiliated college/ Institute
4	Centre Supdt.	Rs. 250 per session (One session for opening and one session for winding up the centre)	One for each centre
5	Dy. Centre Supdt.	Rs. 200 per session	One for each centre
6	Asstt. Supdt /Invigilator	Rs. 150 per session	One for every 30 candidates and one additional invigilator (Reliever) when no. of candidates exceeds 100
7	Convener/ Member Flying Squad	Rs.250 per member per session plus TA/DA as per University rules	One Convener and three members of flying Squad
8	Writer	Rs.250 per session (for exam duration i.e. 3 hrs.)	One for one candidates
9	Centre Clerk	Rs. 160 per session (one session for opening and one session for winding up the	One per session for upto 300 candidates. One additional beyond 300
10	Daftri	Rs. 100 per session	Additional beyond 300 candidates One per session for upto 250 candidates. One
11	Waterman	Rs. 100 per session	Additional beyond 250 Candidates One per session for upto 200 candidates. One
12	Sweeper	Rs. 100 per session	additional beyond 200 Candidates One per session for upto 200 candidates.
13	Chowkidar/Security Guard	Rs. 100 per session	Additional beyond 200 Candidates One per session for upto 200 candidates.
14	Attendant/Peon/Class IV Staff Peon attached to COE/	Rs. 100 per session	additional beyond 200 Candidates

[Handwritten Signature]
Assistant Registrar (Examination)

	HOD/Departmental coordination of the University		
15	Electrician Refreshment	Rs. 750 per semester maximum of Rs. 1500 Rs. 25 per session	One for each program Per staff only on duty

1.2 REMUNERATION FOR CONDUCT OF END-SEMESTER PRACTICAL EXAMINATIONS

Sr. No	Courses	Description	Rates of remuneration
			Rs 25 per student, with a minimum amount of Rs.200/- each to both examiner
1.	NSQF L1 – L9	Labs	
2.	NSQF Level -5	Project / OJT	Rs. 30 per student
	NSQF Level -6	Project / OJT	Rs. 30 per student
	NSQF Level -7	Project / OJT	Rs. 40 per student
	NSQF Level -8	Project / OJT	Rs. 50 per student
	NSQF Level -9	Project / OJT	Rs. 60 per student
3.	Waterman	Rs. 100 per day	
4.	Sweeper	Rs. 100 per day	
5.	Office Attendant/ helper	Rs. 100 per day	
6.	Lab Assistant/Jr. Tech. Assistant (JTA) or any other category of lab Post carrying the same grade	Rs. 10 per candidate	One or more staff can be engaged if no. of students in group exceeds 30
7.	Tea, snacks and lunch for practical Examination	As per the actual bills subject to maximum of Rs. 300 per examiner	Per staff only on duty (Both Internal and external examiners)
In addition to above the following Hotel Charges have also been approved - as per HCS TA/DA Rules 2018			

Note	
1	For conducting the practical Examination, the Internal Examiner and External examiner be given the same remuneration
2	The person otherwise performing the job of particular category in his/her office should only be engaged for the similar work in the conduct of the examinations. Any one engaged to perform duties of a category higher than his/her category, will be paid according to the rates applicable to the later category i.e. the category to which he/she belongs and not the higher category.
3	The category of staff who are entitled for Lump sum remuneration will not be paid any extra remuneration
4	For viva-voce, only one Assistant /clerk will be allowed. No remuneration will be paid to any one assisting in the conduct of viva- voce for a PhD programme

Notes

- (i) It is proposed that Lab / Project / OJT may be evaluated by a team consisting of one External Examiner, one Internal Examiner and concerned Project Guide. The maximum 30 students can be evaluated by one external examiner in a day.
- (ii) External Examiner may be paid conveyance Charges as University Norms.
- (iii) Refreshment Charges @Rs. 300/- per examiner /day for snacks and lunch only for Practical Examinations.


 Assistant Registrar (Examination) 61

1.3 SPOT EVALUATION CENTER END SEMESTER THEORY PAPERS

Sr. No	Designation/Head	Rates of remuneration	Norms & Remarks
1	Centre in-charge	Rs 2000 upto 1000 Answer books Rs 3000 upto 2000 Answer books Students Rs 4000 upto 3000 Answer books Rs 5000 upto 4000 Answer books Rs. 6000 upto 5000 Answer books Rs. 7000 above 5000 Answer books	
2	Superintendent / spot Coordinator (Centralized, if any)	Rs. 200 per day Subjected max. Rs 1000 upto 1000 Answer books Rs 2000 upto 2000 Answer books Students Rs 3000 upto 3000 Answer books Rs 4000 upto 4000 Answer books Rs. 6000 upto 5000 Answer books Rs. 7000 above 5000 Answer books	One for each centre Maximum Rs 3000/- per Centre
3	Theory Examination Copy Evaluation	Rs 25 for NSQF L1 to L9	Maximum 40 copy can be evaluated by an examiner in a Day
4	Persons deputed for delivery of the question papers/bundles of A/books at Nodal Centre/Exam.	Rs.300/- per day	
5	Centres Driver	Rs.300/- per day	
6	Clerk for Spot Evaluation	Rs. 200 per day	One for each Centre
7	Peon	Rs. 100 per day	One for each Centre

Notes:

- (i) Independent teams/staff shall handle/operate the control room/centre respectively.
- (ii) Timings for Evaluation shall be 3 ½ hours slot with 2 sessions on all working days i.e. 9:30 am to 1.00 pm and 2:00 pm to 5:30 pm with one-hour lunch break.
- (iii) Answer sheet will be distributed to the evaluators in the first two hours (i.e. upto 12:00 noon and 4:00 pm) of starting of each session every day.
- (iv) Spot Evaluation Centre will run on all working days only. If required, it may also run on Saturday depending upon the quantum of answer sheets, the control room will remain closed on Sundays & Gazetted.
- (v) Holidays. Evaluation of Answer Scripts will be Min. 20 (UG) and 15 (PG) in number/session and subject to maximum 50 per day.
- (vi) Travelling Allowance will be applicable only for the external examiners as per norms subject to evaluation of maximum 40 (UG)/30 (PG) answer sheets per day on average.


 Assistant Registrar (Examination)

However, Internal Examiners shall be paid only on Holidays only in emergency cases as approved by COE.

(vii) The refreshment of Rs. 25/- per session per faculty/staff.

1.4 EVALUATION & PAPER SETTING WORK (THEORY)

Sr. No.	Course	Paper Setting Charges	Evaluation Charges (Regular)	Re-Evaluation Charges
1	Diploma/ D. Voc /B. Voc/ M. Voc	Rs. 1000 per set	Rs. 25 per answer book subject to a minimum of Rs. 200	Rs. 25 per answer book subject to a minimum of Rs. 200
2	Ph.D.	Set	For evaluation of theory answer books of Ph.D. Rs. 75 per answer book, minimum of Rs. 200/-	
3	Payment to Checking Assistant	Rs. 25/- per hundred subject to a minimum of Rs. 25/-.		

External Question Paper Setters who submit the question papers through post, contingent expenditure of Rs. 100/- or actual charges (whichever is less) will be given in addition to the remuneration for setting up the question paper-only to the external examiners.

1.4.1 Remuneration for Evaluation of Thesis/ Dissertation/ Project Work/ Term Paper/ Training Report etc. per candidate: -

Name of Course	Rates	
	External Examiner	Internal Examiner
M. Tech (Evaluation+ Viva Voce)	Rs. 200/- + 100/- per dissertation/ candidate with a maximum amount of Rs. 300/-	
Ph.D. Thesis Evaluation	Rs. 2000/- per thesis	
ViVa-Voce	Rs. 2000/- per Student	

1.4.2 Rates of Remuneration of Scrutinizing the Examination results:

1. The rate of payment to Scrutinizers for all examinations shall be Rupee 1/- per result checked subject to a minimum of Rs. 50/-.
2. In the case of main results, the scrutiny shall be done by one Scrutinizer when the number of candidates is not more than 10 in an examination beyond which the result shall be scrutinized by two Scrutinizers.
3. In all the 'Result Later' cases only one Scrutinizer will scrutinize the result upto 25 candidates at one sitting.
4. Deduction for each error of any type during scrutiny Rs. 5/-.

1.4.3 Penalties in the case of Examiners and Checking Assistants to Examiners:

Assistant Registrar (Examination) 63

1. Examiners

Deduction in case of delay in submission of result in theory and practical:

An automatic deduction of Rs. 10/- per day of delay from the remuneration of Examiners to be made in case the awards are not received within the prescribed date as required under the rules.

Provided that the Vice-Chancellor may condone the delay in any particular case.

2. Deduction in Case of Mistake Committed by the Examiners

(i) Rs. 5/- per mistake, subject to maximum of Rs. 20/-

(ii) Rs. 5/- per page in case of wrong centurial series, subject to a maximum of Rs. 10/-/.

3. Deduction in the case of Checking Assistant to Single-Examiners

1	Mistake in totalling	Rs. 2/- per mistake
2	Omission in evaluating a question or a part of question.	Rs. 2/- per mistake
3	Neglect of duty on other account	Rs. 2/- per mistake
4	For every minor mistake of detected by the office in his award list	Rs. 2/- per mistake (out of Rs. 2/- deducted from remuneration, Re. 1/- shall be paid to the office hand who detects the mistake).

Note:

1. Separate fees will be chargeable for the verification desired to be sent to each Department/ University.

2. The verification will be mailed at the office expenses direct to the Department/ University

1.4.4 The duties shall, however, be mandatory for the University faculty and staff members and the remuneration for the examination related work assigned to University faculty and staff members, shall be decided by the Vice Chancellor with the consent of the Board of Management. However, the faculty / staff members of the Examination Department of the University are not eligible for the remuneration mentioned above.

1.5 ENTRANCE EXAM/TEST

1	Chief Superintendent/ Station Supdt.(if any)	Rs. 2400/- lump-sum
2	Centre Observer/Flying Squad	Rs. 2200/- lump-sum
3	Centre Superintendent	Rs. 1900/- lump-sum
4	Invigilator	One for a strength of 24 candidates day @ Rs. 800/-
5	Centre Clerk	One for two days @ Rs. 400/-per

Assistant Registrar (Examination)

6	Class- IV Staff	Rs. 300/- per day (Not more than 8 persons for (Daftly, Peon, Waterman Cleaner, Chowkidar) whole centre with a strength of 240 candidates) i.e. 2 persons for first 100 Candidates + one person for every additional 50 candidates or part thereof on the day of the Test. However, 3 persons may be appointed for Centre Preparation on a day before the test.
7	Contingency Charges	Rs. 750/- will be paid in lump-sum to the Centre observer. In case the Expenditure incurred exceeds Rs. 750/- under exceptional circumstances the same will be paid against vouchers for all the expenses.
8	Building Rent #	Rs. 3000/- per centre only for non-Govt. Institutes

Payment of Building Rent is to be made for each centre of each institute.

Note: Flying Squad is entitled to use taxi/own vehicle on the day of exam as per Govt. rule.

Notwithstanding the integrated nature of the course wherever it is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the semester and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, If any, shall apply to all students whether old or new.

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Assistant Registrar (Examination)
5/16

