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**MIT WORLD PEACE
UNIVERSITY** | PUNE

TECHNOLOGY, RESEARCH, SOCIAL INNOVATION & PARTNERSHIPS

Examination Ordinance, 2020

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Examination Ordinance, 2020

1 Introduction and Definitions

In exercise of the powers conferred by and in discharge of duties assigned under the relevant provision(s) of the Dr. Vishwanath Karad MIT World Peace University Act, 2017, Statutes and Ordinances, made thereunder, the Academic Council hereby established the following Ordinances, namely;

1.1 Background

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

1.2 Definitions / Abbreviations

In these Ordinances, unless the context otherwise requires:

1. “**ACoE**” means the Assistant Controller of Examinations who is appointed by Controller of Examinations. He / She is a non-teaching staff, responsible for the smooth coordination between examination department and respective schools / faculty.
2. “**Academic Year**”: Three consecutive trimesters / two consecutive semesters / one year from the date of commencement of programme.
3. “**Academic Calendar**” means the schedule of academic and other related activities as approved by the Academic Council;
4. “**Academic Council**” means the Academic Council of the University;
5. “**Academic Office**” means the Academic Office of the University;
6. “**BoE**” means the Board of Examinations of the University;
7. “**BoS**” means the Board of Studies of a particular Program / Schools / Department / Faculty of the University;
8. “**CAP Coordinator**” - means an officer appointed to coordinate the Central Assessment Program at Department / School / Faculty.
9. “**CAP Officer**” means – a full time officer appointed in the said position to assist Controller of Examinations for ensuring and implementing the processes for efficient functioning of Central Assessment Program and declaration of results.
10. “**Capstone Project**” is a two-semester process in which students pursue independent research on a question or problem of their choice, engage with the scholarly debates in the relevant disciplines, and - with the guidance of a faculty mentor - produce a substantial paper that reflects a deep understanding of the topic.

11. **“Center In-Charge”** means – an officer appointed to conduct the examinations at the Examination Center.
12. **“College Examination Officer”** means –an officer appointed by the Dean / HoS / Pro-Vice Chancellor for the examination related works. He should work as Single Point of Contact in between exam department and faculty / school.
13. **“Certificate and Diploma Programs”** includes all certification programs and diploma programs.
14. **“Choice Based Credit System (CBCS)”**: The CBCS provides choice for students to select from the prescribed list of courses.
15. **“CoE”** means the Controller of Examinations of the University;
16. **“Control room staff”** means – The staff appointed to conduct the examination at Department / School / Faculty as per requirement for the period of examinations.
17. **“Course”** means, a specific subject usually identified by its course-code and course-title, with specified credits and syllabus/course-description, a set of references, taught / supervised by some teacher(s)/course-instructor(s) to a specific class (group of students) during a specific academic- session/Trimester/Semester/Annual.
18. **“Credit”**: A unit by which the course work is measured. One credit is equivalent to 15 contact hours of classroom teaching or 30 hours of Practical Work / Field Work / Lab Work / Tutorial / Project Work or any internship duration specified.
19. **“Credit Based System (CBS)”**: Under the CBS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of specified minimum number of credits to be completed by the student.
20. **“Credit Point”**: It is the product of grade point and number of credits for a course. e.g. if a course has 3 credits and students gets 7 grade points then the credit point will be $7 \times 3 = 21$ Credit Points.
21. **“Cumulative Grade Point Average (CGPA)”**: It is a measure of overall cumulative performance of a student over all trimester / semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all Trimesters / Semesters and the sum of the total credits of all courses in all the trimesters till the progression of the program. It is expressed up to two decimal places.
22. **“Degree Program”** includes all Undergraduate Degree and Post Graduate Degree Programs.
23. **“Department”** means an academic unit under School / Faculty offering the concerned Degree / Diploma programs;

24. **“Dy. CoE”** - means an officer appointed in the said position to assist the Controller of Examinations for ensuring and implementing the processes for efficient functioning of University examinations, tests, evaluations and declaration of results.
25. **“Exam block”** means – a block created for smooth conduction of theory examinations at specific center.
26. **“Examination Centre”** means a place where the University examinations are conducted;
27. **“Examination Section”** means the unit duly constituted by the University to deal with all activities related to University examinations;
28. **“Executive President”** means the Executive President of the University.
29. **“Expulsion”** means permanent removal of the student from the University rolls with prohibition on future enrolment;
30. **“External Examiner”** means – an expert / a teacher appointed from another School / Faculty / Institute / University / industry to conduct specific examination activities.
31. **“External Senior Supervisor”** means, a senior teaching faculty member appointed by CoE to observe and monitor the conduct of examinations independently.
32. **“Grade Card”**: Based on the grades earned, a grade card shall be issued to all the registered students after every trimester / semester. The grade card will display the course details (code, title, number of credits, grade and grade points secured) along with GPA of that trimester / semester and CGPA earned till that trimester / semester. At the end of each academic year, a consolidated / updated grade card is to be issued to the students. (The students need not to carry separate grade cards of each trimester / repeat exams, etc. for interviews / internships / project, or whenever they apply for jobs, etc.)
33. **“Grade Point”**: It is a numerical weight allotted to each letter grade on a 10- point scale.
34. **“Grade Point Average (GPA)”**: It is a measure of performance of work done in a trimester / semester. It is ratio of total credit points secured by a student in various courses registered in a trimester / semester and the total course credits of that trimester / semester. It shall be expressed up to two decimal places.
35. **“HoS”** means the Head of School.
36. **“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;
37. **“Internship”** is an internship is an opportunity offered by an employer to potential employees, called interns, to work at a firm for a fixed period of time. Interns are usually undergraduates or students, and most internships last between a month and three months.

38. "**Laboratory**" is a place equipped for experimental study in a science or for testing and analysis a research laboratory broadly: a place providing opportunity for experimentation, observation, or practice in a field of study.
39. "**Letter Grade**": It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
40. "**Moderator**" – A person who reviews and moderates the answer scripts to ensure consistency of evaluation.
41. "**Paper Setter**" means – A course teacher appointed to set the Question Paper for a particular course.
42. "**President**" means the President of the University;
43. "**Program Curriculum**" includes the set of Program Structure and Course-Structure, Course-Contents / Syllabi;
44. "**Program**": An educational program leading to award of a diploma, certificate or degree.
45. "**Research Center**" means a formally structured unit within the university, other than a department or a school, established with the purpose of advancing scholarly activity primarily through collaborative research, research training, research dissemination, or creative endeavors.
46. "**Rural immersion**" is the participatory method for the analysis of local problems by the students of different streams and different background. It helps the students to understand their problems, lifestyle and needs and inspires them to come up with ground – breaking solutions.
47. "**School**" means –an academic unit between department and faculty.
48. "**Semester**": A semester will consist of 20-24 weeks of academic work.
49. "**Student**" means and includes a person who is enrolled as such by the department / school for receiving instructions qualifying for any degree, diploma or certificate awarded by the University. It includes ex-student and student registered as candidate (examinee) for any of degree, diploma or certificate examination.
50. "**Thesis**" is the most important or foundational idea of an argument, presentation, or piece of writing. But it can also mean a large work of art, criticism, or scientific research that represents original research and is generally the final requirement for an academic degree.
51. "**Trimester**": A trimester will consist of 12-15 weeks of academic work.
52. "**University**" means Dr. Vishwanath Karad MIT World Peace University, Pune;
53. "**Vice Chancellor**" means the Vice Chancellor of the University;
54. "**Vigilance Squad**" means – a squad created to supervise through surprise / random visits, to ensure the smooth conduction of examinations as per norms.

2 Examination Department

The Examination Department mainly deals with appointment of paper setters, Examiners, moderators, senior supervisors, preparation and publication of schedule of examinations, conduct of examinations, assessments and evaluations, to get performance of the candidates at the examinations properly assessed and timely declaration of results and awarding degrees, diplomas and certificates. For the purpose of simplification, smooth and easier functioning, the work of Examination Department is divided into following three parts, on functional basis:

- *Pre-examinations work.*
- *Conduct of Examinations.*
- *Post-examinations work.*

Examinations

- a. Trimester / Semester / Year End Examination is the final examination conducted at the end of each Trimester/Semester/Year, as applicable, during the dates specified in the Academic Calendar by the University.
- b. The detailed schedule of the Trimester / Semester / Year End Examinations to be conducted by the University shall be published / announced by the COE at least 02 (Two) month before the scheduled date of examinations.
- c. The Trimester / Semester / Year end examination shall be held at designated examination centers of the University.
- d. The Mid-term/ internal assessment examinations should be conducted as per norms by the HoS on the dates specified in the Academic Calendar.
- e. The detailed schedule of the Mid-term examinations/ internal assessment should be published / announced by the Deans/ HoS's at least 02 (Two) weeks before the scheduled date of Mid-term/ internal assessment examinations.
- f. The Trimester / Semester / Year end examinations, should be conducted by the COE on the dates specified in the Academic Calendar. These examinations shall be held at the designated examination centers of the University.
- g. The Final Examinations for Practical, Jury, Viva Voce, Project Evaluation, etc., as applicable shall be conducted by the Deans/HoS's. They shall publish the schedule at least a week before commencement of the same.
- h. All other continuous assessment examinations/tests/assessments shall be conducted by the respective faculty members / course instructors as per the schedule announced in the respective Course Plan. The Deans/HoS, 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.

- i. Marks / Grades if internal exams / Continuous Assessment / Practical Exams / Viva-voce etc. shall be uploaded in the ERP within one week by concerned faculty member.

2.1 Pre-Examinations Work

It basically relates to

1. Preparation and publication of schedule of Examinations which includes Time-Table and other related matters
2. Appointment of Paper-setters, Examiners, Moderators, Vigilance Squads, Center in Charge / Sr. Supervisor and CAP coordinator.
3. To prepare the financial estimates for incorporation in the budget of the University Examinations and submit the same to the Finance for approval.
4. To receive, scrutinize and accept student's Examination Forms
5. Declaration of Eligible / Non-Eligible candidates for examination
6. Preparation of Hall ticket
7. Preparation of Bar Code and Attendance Sheets
8. Distribution of Examination Stationery to the concerned Examination Centres
9. Organize the Central Assessment Programme
10. Distribution of Question papers to the examination Centres.

2.2 Conduct of Examinations

2.2.1 Internal Examinations

To conduct of practical / oral / project exams as per norms, the internal / practical examinations are to be conducted by the HoS, Center in charge and the marks to be uploaded in ERP within one week after completion of the said examination.

2.2.2 External Examinations

1. Display of timetable on notice board eight days before the commencement of the examinations
2. Preparation of blocks to conduct the examination a day before the commencement of examinations
3. Appointment of Jr. / Block Supervisors one week before the commencement of examinations
4. Appointment of necessary administrative staff at examination Centers
5. Maintain summary reports of students appearing for the examination (daily) at examination center

6. Preparation of block wise bundle of answer books, allotment of blocks to Jr. / Block Supervisors
7. Receiving question papers by Center in charge from the examination department
8. Distribution of question papers block wise to the Jr. / Block supervisor before 5 minutes of starting time of examination
9. Providing the supplements to the blocks, if necessary, after 15 minutes from the starting of examination
10. Collection of absentee report after 30 minutes of starting the examination (block wise) along with the balance question papers in the block
11. Collection of answer books from the Jr. / Block Supervisors along with Jr. Supervisor report at the end of examination and tally with absentee/ present report
12. Handing over the answer books and balance question papers to the examination department before the end of the day by ACoE
13. Submit the unfair means cases separately to the examination Department with the supporting documents
14. Preparation and submission of bills of honorariums for teaching and non-teaching staff involved in examination activity to examination department immediately after the completion of examinations.

By the orders of the Controller of Examinations, a signal bell shall be given at the time of examination.

- i. 10 minutes before the commencement of the examination for allowing the student to enter the examination room.
- ii. Second bell shall be given at the beginning of the examination for distribution of the question papers.
- iii. After beginning of examination a signal bell should be given for every hour.
- iv. Third bell shall be given 10 minutes before the closing time, when no student is allowed to leave the examination hall and
- v. The final bell shall be given at the conclusion of the examination.

2.3 Post Examinations work

1. Arranging venue for CAP
2. Appointment of Assistant to CAP Coordinator as per requirement
3. Receiving answer books at CAP Center, verification of answer books by CAP Coordinator,

4. Communication to the examiners by concerned CAP Coordinator regarding the assessment schedule at least a week before the commencement of CAP
5. Assessment and moderation of answer books by moderators
6. Dealing with unfair means cases with the help of Unfair Means Committee
7. Uploading and validation of marks in ERP system by CAP Coordinator of concerned Faculty / School and Examination Department
8. Preparation and declaration of result including Gracing, Grading and CGPA
9. Issuance of photocopy of answer books on the demand of the students
10. Receiving the revaluation applications from students
11. Arrangement of revaluation answer books
12. Revaluation and assessment and result processing
13. Payment of honorarium of paper assessment be prepared and paid by the examination department
14. Declaration of results after revaluation.

Convocation

15. Distribution of Provisional Degree Certificate (PDC)
16. Receiving applications for Convocation / Degree Certificates
17. Fixing the date of Convocation and Organization of Convocation Ceremony once in a year.

3 Duties and Responsibilities

3.1 Controller of Examinations

- a. The Controller of Examinations (COE) shall be the Principal Officer for all matters related to conduct the Examinations of the University
- b. The COE shall be a Member Secretary of Board of Examinations
- c. The COE will be responsible for conducting the evaluation of the answer books of the Trimester / Semester / Year End Examinations and declaring the results of the Trimester / Semester / Year End Examinations of the University.
- d. The COE, in consultation with the concerned Dean, and the approval of BOE / Vice Chancellor, shall prepare and publish a schedule of examinations for each program conducted by the University at least 02 (Two) month before the scheduled date of examinations.
- e. The COE of the University shall maintain the list of examining bodies, examiners and moderators (where applicable), proposed by the Board of Studies, duly scrutinized and approved by the Board of Examinations.
- f. Paper setters, moderators, internal and external examiners shall be appointed by the COE from the approved 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.
- f. The COE 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.
- g. The COE shall conduct meetings of BOE at the beginning of each trimester for detail discussion.
- h. The COE shall be a responsible officer for overall examination activities of the University.

3.2 Deputy Controller of Examinations (Dy. COE)

- a. The Dy. Controller of Examinations shall work in such a manner and on such terms and conditions of service, as may be specified by the statutes.
- b. Dy. Controller of Examinations shall be the in-charge of the conduct of examinations and tests of the University and declarations of their results.
- c. He shall work directly under the direction of CoE
- d. The Dy. Controller of Examinations shall be responsible, in consultation of CoE, for:
- e. Preparing and announcing in advance, the calendar of examinations

- f. Arrangement for printing of question papers arrangement for the timely publication of result of examinations and other tests
- g. Reviewing, from time to time, the results of University examinations and forward reports thereon to the CoE.
- h. The Dy. Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed or assigned to him by CoE.
- i. To collect the data and organize annual Convocation/Graduation Day ceremony

3.3 Central Assessment Programme Officer (CAP Officer)

- a. The Central Assessment Programme Officer shall work in such a manner and on such terms and conditions of service, as may be specified by the statutes.
- b. CAP Officer shall be the in-charge of the Central Assessment Programme (CAP) and is responsible for the assessment, moderation and declaration of results.
- c. He shall work directly under the direction of CoE and Dy. CoE.

The CAP officer shall be responsible, in consultation of CoE and Dy. CoE, for:

- d. Preparing the schedule of assessment and coordinate with the concerned faculty / school / department. He shall provide the list of chairman, evaluators and moderators to CAP coordinators for the smooth assessment work.
- e. Collection of answer books coming from various exam centers at CAP center.
- f. Verification of answer books with the Jr. Supervisor reports sent by the Center in charge. In case of any discrepancy, it shall be resolved in consultation with the Dy CoE and CoE. In case of non-receipt of answer books from any examination center, the CAP Officer shall take immediate steps for receiving the said answer books from the concerned Center in charge under intimation to the DCoE and CoE.
- g. Arrangement for assessment of answer books and getting the answer books assessed by the evaluators, moderators.
- h. Get the marks entry of the assessed answer books in the ERP.
- i. Process the results and resolve the query raised by the faculty / school regarding the results.
- j. CAP officer shall generate and verify the Grade cards of students and send it for printing.
- k. The CAP Officer shall exercise such other powers and perform such other duties as may be prescribed or assigned to him by CoE and Dy.CoE.
- l. To provide the data required to organize annual Convocation / Graduation Day ceremony

4 Appointment of Paper-setters, Examiners, Senior-Supervisors, Conduct of Examination

- a) No person can claim appointment as paper setter/examiner/moderator for any examination work as a matter of right. Appointments of persons as paper setters/examiners/moderators shall be ordinarily made at the time of an examination. These appointments shall be made from the panel of paper setters/examiners/moderators prepared by the Board of Studies concerned.
- b) The work assigned as paper-setters/examiners/moderators to faculty members is mandatory and cannot be refused. They shall also ensure their availability is communicated to Exam Department of the University in the prescribed (preceding 5 working days) time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is accepted by the paper setter/examiner/moderator.
- c) The paper setters/examiners/moderators shall follow all the directions given by the Department of Examination of the University from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.

General Guidelines to the Paper Setter(s)

1. The question paper setting appointments will be sent to individual teachers based on relevant, timely data submitted by respective Faculty.
2. The paper setting team per course would consist of a Chairperson and maximum two paper setters. The Chairperson shall come along with the paper setters in Department of Examinations (DoE) for paper setting.
3. The Chairman shall carry the approved version of syllabus along with text / reference books and required diagrams (jpeg / jpg/ png / bmp) for setting THREE sets of Question Paper manuscripts at DoE.
4. The Chairperson and paper setters shall be familiar with the course and shall have teaching experience of not less than three years. Further the team shall also be familiar with the approved assessment criteria for the course by respective BoS. Before and after setting the paper, team shall check that all the questions in question paper manuscript are based on / within the limit of approved syllabus of respective course.
5. Please do not set/refer/use any materials/questions hurting the sentiments, reflecting race or the sex bias and are anti-national.
6. After setting the paper team should prepare the model answers of the question papers.

7. It is compulsory to type the question paper manuscript by the paper setting team in given format using assigned computer at DoE and submit a marking scheme along with the model answer booklet.
8. No assistance shall be given to typing work to paper setters due to security / confidentiality.
9. If problem statements/case studies are taken from suggested text/reference books, it is required to cite reference for originality.
10. It is required to check that the Course Code, title, duration and total marks of the examination is entered correctly on the manuscript.
11. It would be the responsibility of question paper setting team to complete the proof reading of question paper manuscript and check marking scheme before submission.
12. It is required to read by the chairperson, the printed question papers carefully for printing defects (e.g. unclear diagrams or equations etc.) and make sure that there is no defect in the question paper.
13. The chairperson and paper setters should endorse the proof reading of text in question paper manuscript by signing the backside of question papers and by writing his / her full name and mobile number.
14. The Chairperson and paper setters shall submit the declaration available in DoE about the confidentiality of the submitted question paper manuscripts.
15. The remuneration bills of paper setting shall be submitted by the Chairperson and paper setters in prescribed forms at the time of submission of manuscripts.
16. The paper setting team is directed to adhere with the allotted time schedule for paper setting. Any delay or non-submission of assigned course question paper in stipulated time will attract disciplinary action.
17. Paper setters should switch off their mobile handsets and submit them to the counter before entering the paper setting hall.
18. It is expected by the teacher to carry the University identity card along with appointment order for paper setting. For visiting / guest teachers should carry an appointment order along with identity proof.

5 Conducting University Examinations

- a. Duties assigned to any faculty member regarding university examinations are mandatory to be carried out in true spirit and in stipulated timeframe.
- b. The COE, on recommendation of concerned Dean / Associate Dean shall appoint a Center in charge for a constituent School / Department for a period of three years. He / She should ensure smooth conduct of University examinations.
- c. In exceptional circumstances, COE on the direction of the Vice Chancellor, may appoint a person as the Center in charge to conduct of University examinations at a center even though he/she may not be a faculty member of the constituent school / department of the University. However he / she should be a faculty member of from any school / department of MITWPU.

5.1 Center in charge

1. The Center in charge is to be appointed by the CoE on the recommendation of Dean / Associate Dean for each center.
2. The Center in charge is in-charge officer for the conduct of examinations at the center and shall work under the CoE of the University during the examinations.
3. He / She should coordinate and confirm the pre-examination work is completed satisfactory which includes subject mapping, eligibility of students, backlog details, examination forms, hall tickets etc.
4. The Center in charge shall arrange to assign seat numbers to different block under the guidance of the CoE.
5. He / She should give the signed declaration of sending a person with xerox of his/ her Identity Card to collect daily question papers 1 ½ hours before the examination schedule time from the examination department.
6. On the days of examination he / she shall arrange to supply the blank answer books, additional answer books and other stationery required for each block and deliver the packets of question papers to the blocks concerned. The Center in Charge shall ensure that the Jr. Supervisors are supplied with all necessary requirements for the smooth and fair conduct of examination.
7. The Center in Charge shall allot blocks to Jr. Supervisor at the time of examination. As far as possible, the same Jr. Supervisor shall not be posted to the same room succession days.
8. The Center in charge shall remain at the center during the entire period of University examination. In case of any emergency he / she shall take the permission of the Controller of Examinations requesting him to make alternate arrangements.

9. The Center in charge shall see that the candidates with valid hall ticket and identity card only are allowed to enter the examination hall. If any candidate has lost his / her hall ticket, after ascertaining bonafied, he/she will request Controller of Examinations to issue a duplicate hall ticket on payment of required fee as per the rules and regulations of MITWPU.
10. The Center in charge shall help the Controller of Examinations to prepare the packets, **Trimester wise / Subject wise / Paper wise** in serial orders enclosing the relevant proforma. Then bundles of 100 answer books in each bundle shall be provided with following information.
 - a. Name of the Centre with Centre code
 - b. Trimester
 - c. Course (UG / PG / PG Dip/.....)
 - d. Subject
 - e. Subject Code
 - f. Branch
 - g. Date and time of Examination
 - h. Total number of Answer Books
11. The Center in charge shall dispatch answer book bundles in cloth bags duly sealed and provide with the above information to the CAP Center.
12. In addition to the above duties he / she shall attend to any other work entrusted to him by the Controller of Examinations in connection with the examination.
13. As soon as all the examinations are over in that center, the Center in charge shall send a report to the Controller of Examinations as to whether the examination was conducted properly or he noticed any irregularities. However, he/she shall also report to the Controller or Deputy Controller of examinations about any improper or irregular aspect in the conduct of examination as soon as it is noticed, taking appropriate measures to rectify them with the help of the Controller of Examinations.
14. If the has to leave the center during the examination for any other important work of the University like valuation or for any extraordinary reasons, he/she shall obtain the prior permission of the Controller of Examinations after the proper substitute arrangement is made.
15. If Center in charge doesn't carry out his / her duties sincerely, the CoE may cancel his appointment as Center in charge and replace the other person in consultation with Dean / Associate Dean / HoS.

5.2 Senior Supervisor (Internal and External)

1. The Senior Supervisor (Internal) is to be appointed by the HoS from amongst the senior faculty members of the schools.
2. The Senior Supervisor (External) is to be appointed by the CoE from amongst the senior teaching members of other faculty.
3. The Senior Supervisors (Internal and External) are overall responsible officers for the smooth conduct of examinations at the center and shall work in co-operation with each other.
4. The Senior Supervisors (Internal and External) shall report to the Center in Charge a day before the commencement of examinations. The Senior Supervisors should plan regarding the blocks, Jr. Supervisors and Control room staff etc. required for the smooth conduction of examinations.
5. The Senior Supervisors shall be present at the time of opening of the sealed packets containing question papers to ensure that the question paper packets are kept intact and secrecy is maintained. They should assist the center in charge in checking and arranging the question paper packets (in the serial order date wise and time wise.)
6. During the Examination, he/she shall constantly be moving around the examination halls to ensure that all the Jr. Supervisors are discharging their duties properly and there is no scope for lapses / unfair means.
7. The Sr. Supervisors should distribute blank answer books to Jr. Supervisors in time before the examination starts and collect the used answer books after the examination by verifying the number and other necessary details.
8. The question papers should be distribute to the Jr. Supervisors at the respective blocks in time.
9. Sr. Supervisors should collect presentee / absentee report of each block through the control room staff 30 minutes after beginning of the examination for every session which should be tallied at the end of the examination while collecting the used answer books.
10. The Sr. Supervisors should supervise (along with the Center in charge) the packing and sealing of the answer book bundles and its safe custody.
11. If any case of unfair means occurs during the examination, the Sr. Supervisor should take proper action in consultation with and if necessary should inform to the CoE.
12. The answer books and other copy material found in the unfair means cases should be packed separately and be reported to CAP Center every day.
13. The Center in charge shall give his / her own observations whenever malpractice cases are detected.

14. In case of answer books, which cannot be dispatched on the same day, the answer book bundles shall be kept under the safe custody of the Center in charge with proper care. However, the Center in charge and Sr. Supervisors shall jointly sign the paper seal pasted to the room where the bundles are preserved.
15. If the Sr. Supervisor has to leave the center during the examination for any other important work of the University like valuation or for any extraordinary reasons, he/she shall obtain the prior permission of the after proper substitute arrangement is made.

5.3 Junior Supervisor

1. The Junior Supervisor should be appointed by the Center in charge from amongst the faculty members of the School.
2. If sufficient number of faculty members are not available at the examination center, Lab Assistants / Office Clerks having minimum qualification of graduation may be appointed as a Jr. Supervisor as per the requirement by Center in charge.
3. The duties assigned to the Jr. Supervisor should not be adjusted to or substituted by other person without the permission of Center in charge.
4. The Jr. Supervisor should report to the control room / Sr. Supervisor at least 30 minutes before the commencement of the examination and ascertain the examination block assigned to him / her and the number of candidates in the block.
5. The Jr. Supervisor should collect the answer books and necessary stationery along with him and attend the block allotted to him at least 15 minutes before the commencement of the examination.
6. The candidates shall be admitted into the examination hall 10 minutes before the commencement of the examination by the Jr. Supervisor.
7. The Jr. Supervisor shall announce to the students, to keep the books, papers and other reference materials etc., outside the examination hall and instruct the candidates to search desks, tables, their packets, wallets, instruments box before the issuance of answer books and hand over if any papers / notes / manuscripts / books or any material found to the Jr. Supervisor. The students are expected to ensure that they are not in possession of any written material on hands/s, palm, writing pads, inner and outer covers of calculator / geometry box, handkerchief. etc.
8. Jr. Supervisor should ascertain that, student should not carry mobile phones or any other electronic equipment in the examination hall and should keep it at his own risk out of the examination hall.
9. The answer books shall be distributed to the candidates only, who are seated in the examination hall and are not to be placed on the vacant seat.

10. The Jr. Supervisor shall distribute the question papers to the candidates seated in the examination hall only when the commencement of examination bell is rung.
11. The Jr. Supervisor shall ensure that no candidates is entering in the examination hall after half an hour of the commencement of examination.
12. The Jr. Supervisor should allow half an hour extra time to differently abled student who are officially permitted by the authorities and allowed to take help of a writer.
13. Candidates shall be allowed to leave the examination hall only after 30 minutes of the commencement of examination.
14. The Jr. Supervisor shall affix signature at the place marked as Jr. Supervisor's Signature only after ensuring that, the candidates have taken their proper seats and have entered the correct seat number and other particulars required on the front sheet of the answer book, check the identity of the candidate with photo on Hall Ticket and obtain signature of the candidates on attendance report (FORM A).
15. The Jr. Supervisor should ensure no impersonation in the block.
16. The Jr. Supervisor shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the supplementary answer sheets, graph sheets, etc. which are permissible.
17. If any student has not brought his / her hall ticket, the matter shall be brought to the notice of the Center in charge for further action.
18. If any candidate is absent, the word **ABSENT** shall be written in capital letters in the appropriate column of the attendance sheet (**FORM A**), preferably in red ink, after expiry of 30 minutes from the time of commencement of the examination. A consolidated statement showing the subject-wise, candidates present and absent be submitted in form A.
19. After half an hour of the commencement of the examination, the spare answer books and question papers shall be returned to the Center in charge through control room staff when he / she visits the examination hall or return it to the office of Controller of Examinations.
20. The Jr. Supervisor shall not accept the answer book of any candidate without ensuring that it bears his / her correct seat number and other information asked on the front page of the answer book.
21. The Jr. Supervisor shall not allow the candidate to use unfair means in the examination hall.
22. The Jr. Supervisor is expected to take rounds in the hall and shall not engage themselves in conversation with other Jr. Supervisor while the examination is going

- on and also shall not read magazine or newspaper. Mobile phones or any other electronic gazette are not allowed for Jr. Supervisors in the examination block.
23. The violations of instructions by any candidate shall be brought to the notice of the immediately and a written report is to be made regarding such cases to the CoE through Sr. Supervisor / Center in charge.
 24. Smoking and taking tea / coffee or any other refreshment in the hall where the examination is in progress is strictly prohibited.
 25. Whenever, the candidate wishes to change the pen/ink, the Jr. Supervisor SHALL AFFIX THE SIGNATURE ON THE TOP OF THE FACING SHEET OF THE ANSWER SCRIPT to this effect.
 26. After the expiry of the time of the examination, when the final bell is given, the Jr. Supervisor shall collect the answer books and shall arrange them as per seat number and hand over to the Sr. Supervisors along with other reports.
 27. The Jr. Supervisor shall be personally held responsible for loss or misplacement of any answer book.
 28. While taking rounds of the examination hall, if the Jr. Supervisor notices that any candidate is indulging in copying or possessing a manuscript or answer papers other than that of the candidate or 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 for copying and immediately report to the Sr. Supervisor for further action.
 29. Any negligence of duty on the part of the Jr. Supervisor is seriously noted and the Controller of Examinations shall take necessary action as per the guidelines of the University and report the same to the Lapses Committee immediately.
 30. Whenever a flying squad of the University makes a surprise visit the Jr. Supervisor shall ensure their identity and allow to enter the examination hall for surprise check.
 31. The Jr. Supervisor shall not leave the premises until, he / she personally hands over the answer books and other reports to the Sr. Supervisor.

6 Vigilance Squads

- a. The Controller of Examinations shall appoint Vigilance Squad which may include senior teachers of departments on recommendation of Dean / Associate Dean and approved by the Vice Chancellor.
- b. The Controller of Examinations shall issue an identity card to each member of the vigilance squad appointed. The identity card shall bear passport size photograph of the Squad Chairman / member with attestation and signature of CoE with seal.
- c. To ensure conduct of University examinations as per norms, a Vigilance Squad of not less than 03 (three) members of whom at least 01 (one) shall be a lady member, shall be constituted.
- d. The Vigilance Squad shall be authorized to visit any examination hall and enter the office of the Center in charge without prior intimation to check the records and other materials relating to conduct of University examination for ascertaining the authenticity of the examinee by proving their identity. The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the University examination, by physical check, if necessary. In case of female candidates, the physical check shall be made only by the lady member of the squad in complete privacy.
- e. The Center in charge shall extend all co-operation to the Vigilance Squad at the time of visit.
- f. The Chairman of Vigilance Squad/s shall submit the report on surprise visits directly to the CoE with a copy to Center in charge. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations in their report, if necessary.
- g. The squad team shall conduct themselves at the examination center with utmost caution, courtesy and respect, without causing any kind of disorder which shall disturb the students attending the examination.
- h. The Squad team shall not cause any kind of harassment either to the students or to any of the officials to the examination center.
- i. The Squad team shall inspect the University examination centers assigned to them surprisingly and frequently to ensure whether the arrangements made at different centers for the conduct of examinations are proper and adequate.
 - i) The Chairman of each squad team will obtain and maintain a Day Book and carry it with him/her while visiting each examination center.

- ii) After the inspection of examination halls and before leaving the center, signature of the Center in charge shall be taken in the DAY BOOK about the visit of squad to the concerned center.
- iii) The DAY BOOK shall be returned to the CoE after the examinations are completed, along with the remuneration bill.

Further they shall

- i) Report the cases of malpractice detected to the Controller of Examinations immediately for further action. However, the regular report of malpractice together with the documents / proofs shall be sent by the Center in charge concerned as envisaged under the Regulations of Malpractice.
- ii) Book the candidates, who are found indulging in malpractice and send such candidates out of examination hall after taking necessary undertaking and signature from the candidate on the prescribed forms.
- iii) It is also advised to take signatures of two candidates appearing for the examination in the same block to ensure the malpractice as witnesses.
- iv) Report simultaneously the instances of grave malpractice such as mass copying etc., to the Controller of Examinations and local police for further action as per law.
- v) Give a detailed report on the work done after all the examinations are over, duly recording daily entries in their diary.
- vi) Carry out any other duties assigned by the Controller of Examinations for the smooth conduct of examinations and to curb the number of malpractice cases at any center.
- vii) Not to release any press statement under any circumstances.
- viii) Ensure utmost care to take the Controller of Examinations into confidence in the process of execution of their duties and not to use improper language.
- ix) Not visit any examination center when there is no examination.
- x) It is sincerely requested that vigilance squads shall not create unnecessary distractions to the examinees by unnecessarily shouting while handling cases in the examination halls. If any case is detected, further investigation can be done by isolating the guilty from the rest, taking to the office of the HoS / Center in charge, the Controller of Examinations, without further enquiring in the hall disturbing others for a prolonged period.
- xi) The malpractice case shall be booked with the intimation to the Center in charge. Once a candidate is booked under malpractice, the report shall be sent

along with other relevant documents to the office of the Controller of Examinations. The Controller of Examinations shall serve a memo to the concerned candidate instructing him/her to attend the unfair means enquiry committee meeting, as fixed by the University.

The Chairman and the squad members for University examinations are entitled to draw remuneration, TA & DA as per rates prescribed by the University from time to time by submitting individual bill of a member duly signed by the chairman and the bill of chairman should be signed by Dy. CoE or CoE.

The Controller of Examinations is authorized to call for explanation from the members of the Squad including the chairman of the team in case he/she receives any kind of complaint against the squad team.

7 Central Assessment Program Scheme

Preliminary:

The conduct of examinations and declaration of results is one of the important activities of the University. The Scheme of Central Assessment program (CAP) is being introduced with a view to

1. Declaring the results in the shortest possible time,
2. Increasing the reliability and confidentiality of the results,
3. Maintaining uniformity and consistency in the assessment,
4. Increasing accuracy and efficiency in the declaration of results and
5. Creating confidence amongst the students about the assessment system.

7.1 Evaluation, Tabulation and Declaration of Results

- a. There shall be centralized evaluation of answer books for which schedules shall be notified in each Trimester/Semester/Annual Examination. The COE shall arrange for the Central Assessment Program (CAP) Centre and a CAP Coordinator for the same.
- b. The blank answer books of the University Examinations will be kept in safe custody at the CAP Centre(s) and the CAP Coordinator will issue the answer books to the examiners on the dates and timings specified by the COE in consultation with the HOS concerned.
- c. The evaluation work has to start immediately after the examination of first subject / paper and all assessment should be completed by all assigned examiners within 3 days from the last day of examination.
- d. The concerned CAP Coordinator should upload the marks in ERP immediately after the evaluation work is over.
- e. The results of the examinations shall 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 next meeting.
- f. The grade sheets shall be issued by the Examination Section on the dates announced by the COE. The actual issuance of the grade sheets shall be administered by the concerned school.
- g. The Passing Certificate / Provisional Degree Certificate of the final year students shall be issued immediately after the declaration of result. The actual issuance of the Passing Certificate / Provisional Degree Certificate shall be administered by the concerned school.

The CAP shall consist of the following stages:

- I. Pre-assessment work**
- II. Assessment and Moderation process**
- III. Post-Assessment Work**

I. Pre-assessment:

1. To fix the venue of the CAP:

The venue of the CAP shall be decided by the University authorities. It shall be on the University Campus in School / Department or place decided by the University authorities.

2. Appointment of CAP Coordinator:

The CAP Coordinator for the Central Assessment Program shall be appointed by the COE from amongst the following

- i. A senior faculty member nominated by HOS
- ii. Any other senior person with the suitable academic and administrative experience recommended by HOS.

CAP Coordinator shall communicate his / her acceptance to COE along with the undertaking in the prescribed format.

3. Appointment of Examiners/Moderators:

The Center in charge of concerned faculty shall provide a list indicating number of students appearing for each subject and other relevant information to the CAP Coordinator. The CAP Coordinator / COE shall ascertain the number of examiners and moderators required per subject.

The CAP Coordinator / COE shall send Appointment letters to all the examiners and moderators shown in the lists and finalized by the COE well in advance (minimum 10 working days) so as to enable the examiners and moderators to communicate their acceptance. In case of any difficulty in doing so, CAP Coordinator shall consult the COE and take decision. All the instructions regarding the CAP shall also be sent to the examiners and moderators. In case of shortage of examiners/moderators as reported by CAP Coordinator, the additional appointments of examiners/moderators shall be made by the COE.

4. Collection of Answer books:

It is the responsibility of the Center in charge to ensure that the answer books of the examinations held at his center are sent to CAP Center on the same day.

5. Preparation for CAP:

- i. The CAP Coordinator shall make adequate arrangements to receive answer-books coming from the examination centers from time to time.

- ii. On receipt of the answer-books at the CAP Centre, the staff employed for this work shall check the number of answer-books, Junior Supervisor/s Reports and ascertain as to whether the number of candidates present and absent indicated in the report are correct. In case of any discrepancy, it shall be resolved in consultation with the Deputy Controller of Examination or an Officer nominated by the COE.
- iii. It shall be seen and verified that all the answer-books of the subjects, are received from examination center. This shall be checked with the subject wise and center wise summaries of the examinations concerned. In case of non-receipt of answer-books from examination center, CAP Coordinator shall take immediate steps for receiving the said answer-books from the concerned examination center under intimation to the External Senior Supervisor and Dy. Controller of Examination.
- iv. The bundle of answer-books so prepared shall be computer coded. The Junior Supervisor/s Reports shall be taken out and kept in a separate file. Papers or bundles tied or presented in a doubtful manner shall be separated and further decision regarding their evaluation shall be taken in consultation with COE.
- v. Answer books of unfair means cases be kept separately with COE for further action.

II. Assessment and Moderation Process:

The COE of the University shall issue instructions to Deans / HOS, paper setter, examiners, teachers on the following:

- i. Consistency and uniformity in assessment
- ii. Remedial measures in respect of discrepancies detected/noticed in the question paper
- iii. Unfair means noticed during the assessment process
- iv. Administrative, financial and organizational details
- v. Any other details not covered under this Ordinance prescribed by Controller of Examination and or CAP Coordinator shall be carried out accordingly

7.2 Moderation

- a. The Moderation System shall be applicable to all Schools / Departments of under graduate and post graduate examinations.
- b. 100% moderation shall be carried out in case of answer books having less than 40% and more than 80% of total marks.
- c. Random 5% moderation of the answer books having marks between 40% and 80% should be carried out.
- d. One moderator shall be appointed for a group of five examiners. However, Chairman should act as a moderator in the case of less than five examiners.

- e. Moderation work shall be carried out simultaneously with the central assessment of answer books at CAP centers.
- f. If marks awarded by the examiner and the moderator vary, the marks awarded by the moderator shall be considered as final.

III. Post -Assessment:

The COE shall issue instructions on the following:

- i. Decoding of assessed answer-books.
- ii. Scrutiny and verification of assessed answer-books.
- iii. Preparation and schedule of submission of mark lists to the Exam Department

8 Grace Marks for Passing

1. A Candidate will get 1% of the total marks of the trimester / semester or 5 (five) grace marks (whichever is less) if he / she is getting failed and these marks may be distributed to maximum 3 subjects as per the requirement for the passing the subjects.
2. 1% of the total marks of the trimester / semester or 5 (five) grace marks (whichever is less) will be allotted to the candidate only if he / she is getting failed and not for securing higher class or any award / scholarship.
3. The grace marks will not be applicable to backlog subjects or repeater candidate
4. The policy of grace marks will be Trimester wise / Semester wise.
5. The policy of grace marks will be applicable only for term end examinations.
6. Subject requiring least grace marks be given benefit of grace marks first / on priority.
7. If there are two or more subjects requiring same grace marks then the subject with maximum percentage marks in corresponding internal / external examination marks shall be considered.
8. In case of tie at (8) above, the subject appearing in mark-sheet ahead in the sequence shall be considered.
9. After distributing the grace marks as per requirement of passing the subjects, if sum of the marks are balanced the limit of grace marks will lapse and cannot be carried forward.
10. Granting authority for the grace marks shall be with the Controller of Examinations in the limit of above rules.

9 Passing Criteria

9.1 Introduction

The worldwide Higher Education Institutions have been moving from the conventional system to choice based credit system. The Trimester system enhance the teaching-learning process and enables vertical and horizontal aspects in learning. The credit based trimester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching. The choice based credit system also provides a bucket type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning.

The passing criteria comprises the following:

9.2 Passing marks

The student should score 40% marks in internal evaluation AND 40% marks in Term end examination together to pass in that particular course. The passing criteria for the Faculty of Pharmacy will be as per guidelines of Pharmacy Council of India (PCI) and for Faculty of Law as per Bar Council of India (BCI).

9.3 Attendance

The student should have minimum 75% attendance in a trimester considering all concessions such as attendance concession given for sport, sick leave etc. to appear for external examination for that trimester. The benefit of marks based on the attendance above 75 %, is illustrated in appendix-A.1. Please refer Academic Ordinance clause 13 for more details.

9.4 For students admitted in AY 2017-18 (Golden Batch) and laterally admitted in AY 2018-19.

Following conditions are applicable to students those admitted in Academic Year 2017-18 and laterally in AY 2018-19:

- A. The student should score at least 4 GPA in First Trimester and 4 CGPA in subsequent Trimesters except M.Tech. Course. For **M.Tech.** Courses, the student should score at least 5 GPA in First Trimester and 5 CGPA in subsequent Trimesters.
- B. If a student fails to score 4 CGPA and earned more than 50% of credits out of total number of credits for one course year then the student will be considered as a FAIL. But these FAIL students are **Allow to keep next Trimester (ATKT)** i.e. allowed to take admission in next academic year.

- C. The students with ATKT should improve the grade with in subjects they failed or replace the subject (in case of elective only) with another subject to score required grades.
- D. If the student score less than 4 CGPA AND less than 50% of credits out of total number of credits are declared as a **FAIL**. These students are **NOT** allowed to take admission in next year unless they fulfill the condition A or B stated above.

9.5 For students admitted in AY 2018-19 onwards.

In addition to the condition for attendance, Passing Criteria based on GPA/credits for students those are admitted in Academic Year 2018-19:

- A. The student should score at least 5 GPA in First Trimester and 5 CGPA in subsequent Trimesters.
- B. If student fail to score 5 CGPA and earned more than 50% of credits out of total number of credits for one course year then the student will be considered as a **FAIL**. But these **FAIL** students are Allow to keep next Trimester (ATKT) i.e. allowed to take admission in next academic year.
- C. The students with ATKT should improve the grade with in subjects they failed or replace the subject (in case of elective only) with another subject to score required grades.
- D. If the student score less than 5 CGPA AND less than 50% of credits out of total number of credits are declared as a **FAIL**. These students are **NOT** allowed to take admission in next year unless they fulfill the condition A or B stated above.

9.6 For promotion from First Year to Second Year

For promotion from first year to second year of the programme, the students should earn minimum 50% credits offered in their first year of study. On the basis of the results of all three trimesters of one academic year, the students are kept in one of the following 3 categories:

- A. The students those who earn 100% credits of total number of credits offered in their first year of study with minimum CGPA of 5.00 are declared as **PASS**.
- B. The students those who earn minimum 50% or more credits but not 100% of total number of credits offered in their first year of study are declared as **FAIL**. In case of odd number of credits the lower whole number should be applied, i.e. if there are 43 credits then the student should earn 21 credits. However, such students are allowed to keep term (ATKT) i.e. they are allow to take admission in next year of study.
- C. The students who earn less than 50% credits out of total number of credits offered in their first year of study and the students who earn 100% credits but CGPA less than

5.00 are declared as FAIL (Year Down). Such students are NOT allowed to take admission in next academic year of study unless they fulfill the required condition as mentioned in (a) or (b).

- D. The students can improve CGPA by appearing for maximum 3 courses of that study years.

9.7 For promotion from Second Year to Third Year

For promotion from second year to third year of the programme, the students should earn minimum 100% credits offered in their first year of study with minimum CGPA of 5.00 and earn minimum 50% credits of their second year of study.

On the basis of the results of all three trimesters of one academic year, the students are kept in one of the following 3 categories:

- A. The students those who earn 100% credits of total number of credits offered in their second year of study with minimum CGPA of 5.00 are declared as PASS.
- B. The students those who earn minimum 50% or more credits but not 100% of total number of credits offered in their second year of study are declared as FAIL. In case of odd number of credits the lower whole number should be applied, i.e. if there are 43 credits then the student should earn 21 credits. However, such students are allowed to keep term (ATKT) i.e. they are allow to take admission in next year of study.
- C. The students who earn less than 50% credits out of total number of credits offered in their second year of study and the students who earn 100% credits but CGPA less than 5.00 are declared as FAIL (Year Down). Such students are NOT allowed to take admission in next academic year of study unless they fulfill the required condition as mentioned in (a) or (b).
- D. The students can improve CGPA by appearing for maximum 3 courses of that study years.

9.8 For promotion from Third Year to Fourth Year

For promotion from third year to fourth year of the programme, the students should earn minimum 100% credits offered in their second year of study with minimum CGPA of 5.00 and earn minimum 50% credits of their third year of study.

On the basis of the results of all three trimesters of one academic year, the students are kept in one of the following 3 categories:

- A. The students those who earn 100% credits of total number of credits offered in their third year of study with minimum CGPA of 5.00 are declared as PASS.
- B. The students those who earn minimum 50% or more credits but not 100% of total number of credits offered in their third year of study are declared as FAIL. In case of

odd number of credits the lower whole number should be applied, i.e. if there are 43 credits then the student should earn 21 credits. However, such students are allowed to keep term (ATKT) i.e. they are allowed to take admission in next year of study.

- C. The students who earn less than 50% credits out of total number of credits offered in their third year of study and the students who earn 100% credits but CGPA less than 5.00 are declared as FAIL (Year Down). Such students are NOT allowed to take admission in next academic year of study unless they fulfill the required condition as mentioned in (a) or (b).
- D. The students can improve CGPA by appearing for maximum 3 courses of that study years.

9.9 Detaining of the students:

During any academic year of study, if a student is detained in any of the courses then such students has to repeat these courses during next academic year/s along with junior batch or as and when these courses are offered as regular trimester courses.

9.10 Eligibility Criteria

- 1) It is required to score 40% marks in internal evaluation to appear in Term End Examinations AND 40% marks in Term end examination together to pass in that particular course.
- 2) The student should have minimum 75% attendance in a trimester considering all concessions such as attendance concession given for sport, sick leave etc. to appear for external examination for that trimester.

9.11 Appendix:

A.1 Benefit of marks based on the Class Participation for subject wise in Course Continuous Assessment

Class Participation	Benefit
Above 90%	5 Marks
85% to 90%	4 Marks
80% to 84%	3 Marks
75% to 79%	2 Marks

A.2 Letter Grades and Grade Points

Marks Out of 100	Letter Grade	Description	Grade Point
90-100	O	Outstanding	10
70-89	A+	Excellent	9
60-69	A	Very Good	8
55-59	B+	Good	7
50-54	B	Above Average	6
45-49	C	Average	5
40-44	P	Pass	4
0-39	F	Fail	0
AB	AB	Absent	0

A.3 Computation of GPA and CGPA:

The University follows the following procedure to compute the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA):

The GPA is the ratio of summation of the product of the number of credits with the grade points scored by a student in all the courses taken by a student in trimester/annual and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{GPA } (t_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

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

The CGPA is also calculated in the same manner taking into account all the courses undergone by a student overall in the trimester/year of a program, i.e.

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

Where t_i is the GPA of the i^{th} trimester/year and C_i is the total number of credits in that trimester/year.

The GPA and CGPA shall be rounded off to two decimal points and reported in the transcripts.

Number of contact hours per credit are approximately FIFTEEN.

A.4 Illustration of Computation of GPA and CGPA

A.4.1 Illustration for GPA

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
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Subject 1	3	A	8	3 X 8 = 24
Subject 2	4	B+	7	4 X 7 = 28
Subject 3	3	B	6	3 X 6 = 18
Subject 4	3	O	10	3 X 10 = 30
Subject 5	3	C	5	3 X 5 = 15
Subject 6	2	F	0	0
Total	18			115

Thus, $GPA = 115/18 = 6.38$

A.4.2 Illustration for CGPA

Trimester 1	Trimester 2
Credit : 20	Credit : 22
GPA: 6.95	GPA: 7.8

Thus, $CGPA = \frac{20 \times 6.95 + 22 \times 7.80}{42} = 7.39$

and thereafter.

10 Rules for the Revaluation & Re-totaling of Answer-Book/s

10.1 Introduction

Revaluation is a grievance redressing mechanism, which facilitates the students to get the answer scripts reassessed by a different examiner.

A candidate may apply for photocopy of corrected answer script by paying prescribed fees online within 02 days from the declaration of result.

A candidate at the University examinations is eligible to apply for verification of marks and revaluation of answer book(s), within 05 days from the date of declaration of result.

A candidate may apply for verification of marks of all subjects appeared at the examination concerned. Revaluation of answer books includes the process of verification of marks & rechecking of answer books(s).

The revaluation of the answer book/s, however, shall not be permitted in respect of scripts of Practical Examination / Term work / Internal Assessment/ Sessional Marks / Dissertation / Thesis / Clinical / MCQ (Multiple Choice Question in practical examination)

10.2 Rules for revaluation and retotaling:

1. The student can apply for revaluation & retotaling online.
2. If the examinee is not satisfied with the marks awarded, he/she may apply for revaluation or retotaling in the prescribed form within the period and in the manner prescribed.
3. This revaluation & retotaling facility shall be **for theory papers only**.
4. The revaluation or retotaling of answer book shall not be permitted in respect of the marks awarded to the scripts of practical examination /term work/ sessional work / project work / dissertation / internal assessment / term work (including theory part) and in viva voce /oral / practical examinations.
5. The prescribed application form for revaluation or retotaling of answer book can be filled online.
6. The nonrefundable prescribed fees per subject per answer book for the purpose of revaluation and retotaling shall be paid by the examinee. The said fee shall be remitted online.

Note: -

- a) It will be the responsibility of the School / Department to distribute the statement of marks immediately on receipt from the University.
- b) It will also be the responsibility of the student to collect the statement of marks from the School / Department and apply for revaluation or retotaling within stipulated time.

- c) No application after the time span given will be entertained on any ground whatsoever.
7. The prescribed application form for revaluation or retotaling of answer book duly filled in and signed by the applicant examinee only is to be submitted along with the statement of marks, prescribed fees as above and subjects for which he/she intends to apply for revaluation, within five (05) days from the date of the declaration of the result of the respective examination.
 8. The Head of the School (College/Institute) shall be bound to make available the teachers required for revaluation or retotaling on top priority basis on the day and date communicated by the Controller of Examinations.
 9. It will be mandatory for the teachers to attend the revaluation or retotaling work on top priority basis. If any teacher fails to comply with the orders, it shall be treated as misconduct and such teacher shall be liable for disciplinary action. If the Head of the School / Department fails to relieve the teacher for revaluation or retotaling or the teacher fails to attend the work of revaluation or retotaling, it will be reported by the Controller of Examination to the Vice Chancellor and also annotation would be made in the service book of the teacher. This would be considered during annual appraisal.
 10. The answer books already revaluated shall not be moderated or further re-revaluated, unless so directed by the Vice-Chancellor, in exceptional cases.
 11. The whole process of revaluation shall be completed within a period of ten (10) working days from the date of receipt of the application for revaluation by the Examination Department of the University.

****Applying for Retotaling of answer books and applying for Revaluation will be two independent processes.**

1. Applying for the Retotaling of the answer book shall not be a pre-requisite for applying for revaluation of the answer book in the said subject.
2. The student can independently apply for revaluation OR retotaling (Revaluation would automatically include retotaling).
3. Pending the process of revaluation/ retotaling, and subject to the availability of the seats in the college, the student may be admitted to the next higher class to which he could have been admitted if he/she had passed in the said examination or had been granted ATKT (Allowed to keep terms) for admission to the next class in the original examination as per the rules applicable for the stream and faculty of his education, as per the following norms:-
 - i. The student may be admitted to the next higher class to which he could have been admitted if he/she had passed in the said examination or had been granted ATKT (Allowed to keep terms) for admission to the next class in the original examination as per the rules applicable for the stream and faculty his/her education,

- ii. The university is entitled to charge full fees at the time of granting admission to such students to the next class before declaration of the result of the revaluation/ retotaling,
 - iii. ***Such admission shall be provisional; and automatically stands cancelled on receipt of the result of revaluation/ retotaling process, if the student is not declared passed in the requisite number of the subjects on revaluation/ retotaling which would entitle him/her to take admission in the next higher class, and in such case the fees originally collected by the college or any part of the same shall not be refunded & transferred for subsequent academic year.***
4. Examiners and/or moderators, if found careless in the original assessment, the appropriate action will be taken as per the rules and regulations of the University.
 5. The benefit of the revaluation shall be given to a candidate if the original marks and the marks obtained after revaluation exceed by 5% or more of the maximum marks of the paper of Trimester end examination.
 6. When Student apply for revaluation, he surrender his original performance and will now accept the revised performance in which: -
 - a. there can be NO CHANGE,
 - b. there can be INCREASE in the marks
 7. A candidate shall note that the result of the revaluation of his/her answer-book(s) of the theory paper(s) shall be binding.
 8. Retotaling changes will reflect at actual marks obtained in the particular subject.

11 Amendment of Results

11.1 Due to errors

Where it is found that the result of an examination has been affected by errors, the COE shall have power to amend such result, in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Vice Chancellor.

Error Means:

- i. Error in computer/data entry, printing or programming,
- ii. Clerical error, manual or machine, in totaling or entering of marks in ledger/register.
- iii. Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

11.2 Due to fraud, malpractices etc.

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examiner has benefited the examinee, has in the opinion of the Board of Examinations been party of privy to or connived at such malpractice, fraud or improper conduct, the Board of Examinations shall have power, at any time, notwithstanding the issue of the Certificate or the award of a Prize or Scholarship, (to amend the result of such examinee and to make such declaration as the Board of Examinations considers necessary in that behalf.)

12 Unfair Means by the Candidate

12.1 Definition-Unless the context otherwise requires:

- a. "Candidate" means a student who is eligible for the examination and appeared for the concerned examination.
- b. "Unfair means" includes one or more of the following acts of commission or acts of omission on the part of student/s during the examination period.
 - i. Possessing copy material and or copying therefrom.
 - ii. Transcribing any unauthorized material or any other use thereof.
 - iii. Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
 - iv. Unauthorized communication with other examinees or anyone else inside or outside the examination hall.
 - v. Mutual/Mass copying.
 - vi. Smuggling-out, either blank or written, or smuggling-in of answer-books as copying material.
 - vii. Smuggling-in blank or written answer-book and forging signature of the Jr. Supervisor thereon.
 - viii. Interfering with or counterfeiting University/College/Institution seal, or answer-books or office stationery used in the examinations.
 - ix. Insertion of currency notes in the answer-books or attempting to bribe any of the persons connected with conduct of examinations.
 - x. Impersonation at the University examination.
 - xi. Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the University examination. Or any other similar act/s of commission and/or acts of omissions which may be considered as unfair means by the competent authority.
 - xii. "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise, on the person or on clothes, or body of the candidate (examinee) or any material, in any manner, or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.

- xiii. "Possession of unfair means material by a candidate" also means having any unauthorized material on his / her person or desk or chair or table or at any place within his/her reach in the examination center and its environs or premises at any time from the commencement of the examination till its conclusion.
- xiv. "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the vigilance Squad or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. Provided, report to that effect is submitted by the Sr. Supervisor or Center in charge or any other authorized person to the COE or any officer authorized in this behalf.
- xv. "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (xiv) above; the presumption shall be that the material did relate to the subject of the examination."

12.2 Competent Authority

- a. The Vice Chancellor of the University shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.
- b. Dean of the faculty shall be the competent authority to take appropriate disciplinary action against the student/s using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the internal examination conducted by the Department / School.
- c. On receipt of a report regarding use of unfair means by any student at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Board of Examinations shall have power, at any time, to institute inquiry and to punish such student for resorting to unfair means or for breach of the rules, by

exclusion of such student from any University examination or from any Convocation for the purpose of conferring degree, either permanently or for a specified period; or by cancel the performance of the student in the University examination for which the student appeared; or by deprivation of any University Scholarship held by him/her or by cancellation of the award of any University prize or medal given to him/her; or by imposition of fine or in any two or more of the aforesaid ways, within a period of one year.

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

- (a) The student shall be called upon to surrender to the unfair means material found in his or her possession along with his/ her answer-book to Center in charge.
- (b) Signature of the student concerned shall be obtained on the relevant materials and list thereon. Jr / Sr. Supervisor and the Center in charge concerned shall also sign on all the relevant materials and documents.
- (c) The Center in charge shall record statement of the student and his / her undertaking in the prescribed format and statement of the Jr. Supervisor and Sr. Supervisor concerned in writing. If the students refuses to make statement or to give undertaking the Sr. Supervisor and Center in charge shall record accordingly under their signatures.
- (d) Statement of examinee near around the student should be recorded.
- (e) Center in charge shall take one or more of the following decisions depending upon seriousness / gravity of the case:
 - I. In the case of impersonation or violence, the student and the person who is impersonation should be handed over to the Police.
 - II. Obtain undertaking from the student to the effect that decision of the competent authority concerned in his/her case shall be final and binding and allow him/ her to continue with his/her examination.
 - III. May report the case to the concerned Police Station with permission of COE.
 - IV. Confiscate his/her answer-book, mark it as "suspected unfair means case" and issue him/her fresh answer-book duly marked only if the unfair means is noticed in the first half an hour.
- (e) All the material and list of material and the undertaking with the statement of the student and that of the Jr. Supervisor and the answer-book/s shall be forwarded by the Center in charge, along with his report, to the COE, as the case may be, in a

separate and confidential sealed envelope marked "**Suspected Unfair Means Case**".

- (f) In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or authorized person concerned shall record the facts in writing and shall report the same to the COE, as the case may be.

12.3 Procedure to be followed by Examiner during Assessment.

If examiner at the time of assessment of answer-book suspects that there is a prima-facie evidence that the student/s whose answer-book/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, through the Chairman in the subject, and through the CAP Coordinator along with the evidence, to the COE, as the case may be, with his/her opinion in separate confidential sealed envelope, marked as "**Suspected unfair means case**".

The case which is prima facie a case of unfair means, reported to the department by the Jr. / Sr. Supervisor/ Center in charge and examiners shall be inquired into by the Committee appointed by the Board of Examinations, as the case may be, in the event cases of unfair means reported through any other sources, to which the case is primarily pertained, at the Examination Department of the University shall scrutinize the case, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his/ her primary report to the Board of Examination/ COE. If the Examination Department / Vice chancellor is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. The Dy. Controller of Examination concerned through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committees, Police Authorities, Court of Justice shall deal with the case till it is finally disposed of.

Examination Results of the concerned student/s involved in such cases shall be held in reserve till the Vice chancellor takes final decision in the matter and the student/s concerned and the Department to which he/she belongs to, shall be informed accordingly.

12.4 Appointment of Unfair Means Inquiry Committee

a) Internal

Dean of faculty shall appoint Unfair Means Committee for the purpose of investigating unfair means resorted to by students at the internal examination held by the department.

Unfair Means Inquiry Committee shall consist of three teachers (other than HOS) to be

nominated by the HOS, one of whom shall be designated as Chairperson. The members appointed on the Department Examination Committee shall not be appointed as members on the Unfair Means Inquiry Committee. Each trimester this Committee should submit report of unfair means to Controller of Examinations.

b) University Examinations

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

The unfair means investigation committee at the University Examinations Consists of

- 1) Dean / Associate Dean of the Faculty – Chairperson
- 2) Faculty member – Member
- 3) Faculty member – Member
- 4) Representative of Examination Department

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

Procedure of the Committee should be as under

- i. The COE of the University or the Officer authorized, as the case may be, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the show cause notice be imposed.
- ii. The student may appear before the Inquiry Committee on the day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student himself/ herself only shall present his /her case before the Committee.
- iii. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student shall be shown to him/ her by the Inquiry Committee, if the student presents himself/herself before the Committee. The evidence, if any, shall be recorded in the presence of the delinquent.

- iv. Reasonable opportunity, including oral hearing, shall be given to the student in his/her defense before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.
- v. The Committee shall follow the above procedure in the spirit of the principle of natural justice.
- vi. After serving a show cause notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defense. Even after offering two chances, if the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned.
- vii. The Committee shall submit its report to the Controller of examination, along with its recommendations regarding punishment to be inflicted or otherwise.

12.5 Punishment

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

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

him / her in this behalf, under intimation to the School / Department he/she belongs to.

The Vice-Chancellor may impose any of the above punishments on the candidate on the recommendations of Unfair Means Committee.

The unfair means cases be resolved immediately after the examination is over

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

1.	Possession of relevant copying material	The candidate should be given “Strict Warning”
2.	Actual copying from the copying material for the first time	Cancellation of performance for that particular Course Paper
3.	Actual copying from the copying Material more than two Course Papers in the same Trimester / Semester / Annual Exam	Exclusion of the student from University Examination for one additional Trimester/Semester/Annual examination.
4	Copying of another student's answer-book and possession of other students answer book.	Cancellation of performance for the particular Course Paper of both the students
5.	Mutual / Mass copying	Exclusion / cancellation of performance of all the involved students from University examination for that particular Trimester/Semester/Annual examinations
6.	(i) Smuggling-out or smuggling-in of Answer book as copying material.	Exclusion / cancellation of performance of all the involved students from University examination for that particular Trimester/Semester/Annual examinations
	(ii) Smuggling -in of written answer-book based on the question Course Paper set at the examination.	Exclusion / cancellation of performance of all the involved students from University examination for that particular Trimester/Semester/Annual examinations
	(iii) Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon.	Exclusion / cancellation of performance of all the involved students from University examination for that particular Trimester/Semester/Annual examinations with additional fine.
7.	Interfering with or counterfeiting of University seal, or answer-books or office stationery used in the Examinations.	Exclusion of the student from University Examination for TWO additional Trimester/Semester/Annual examinations.
8.	Answer book main or supplement written outside the examination hall Or any other insertion in answer-book.	Exclusion / cancellation of performance of all the involved students from University examination for that particular Trimester/Semester/Annual examinations

10.	Insertion of currency notes / to bribe or attempting to bribe any of the Person/s connected with the conduct of examinations.	Exclusion of the student from University Examination for FOUR additional Trimester/Semester/Annual examinations. (Note: This money shall be credited to the Income of University)
11.	Using obscene language / violence threat at the examination center by a student at the University examination to Jr./ Sr. Supervisors/ Centre In-Charge or Examiners.	Exclusion of the student from University Examination for FOUR additional Trimester/Semester/Annual examinations.
12.	Using Mobile Phone or any sort of Electronic Gadget and copying from / using it which is not allowed in the examination	Cancellation of performance for that particular Course Paper also confiscate the electronic gadget.
13.	Impersonation at the University Examination.	Exclusion of the student from University examination for FIVE additional trimester Examinations. (both the students if impersonator is the student of University)
14.	Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the University Examination	Cancellation of the performance of the Student at the University examination for that particular Course Paper
15.	Found having written on palms or on the body, or on the clothes, while in the examination	Cancellation of the performance of the Student at the University examination for that particular Course Paper.
16.	All other malpractices not covered in the aforesaid categories.	Punishment depending upon the gravity of the offence.
17.	If on previous occasion, a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.	
18.	Practical/ Dissertation Project Report Examination Student involved in malpractices at Practical/ Dissertation Project Report examinations shall be dealt with as per the punishment provided for the theory examination.	
19.	The Vice Chancellor / Controller of Examination, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.	

**(Note : The Term " Cancellation of Performance in full" includes performance of the student at the theory as well as Annual Practical examination, performance at term work, project work with its term work, oral or practical & dissertation examinations.)*

13 Lapses Committed by the Employee

Lapses Means

On receipt of report regarding lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University, including breach of the rules laid down for proper conduct of examination, as the case may be Controller of Examinations shall have power at any time to institute inquiry and to punish for such lapses by declaring disqualified the paper-setter, examiner, moderator, referee, teacher or any other person concerned connected with the conduct of examination from any examination work either permanently or for a specified period or by referring his/her case to the authorities concerned for taking such disciplinary action as deemed fit. Further, the COE may recommend disciplinary action against the employee through the Vice Chancellor so that a strong message that examination lapses will be dealt with strictly with University administration.

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

1. Definition: Unless the Context Otherwise Requires:

- (a) "Paper-setter, examiner, moderator, referee and teacher" means and includes person/s duly appointed as such for the examination by the competent authority and the term "any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.
- (b) lapses include one or more of the following acts or omissions on the part of the person/s included in relating to the examination: -
 - i. Leakage of question/s or question paper set at the University examination before the time of examination.
 - ii. Examiner/ Moderator intentionally awarding marks to student in assessment of answer books, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.
 - iii. Paper-setter omitting question, Sr. No. of question, repeating question or setting question outside the scope of syllabus.
 - iv. Examiner/ Referee showing negligence in detecting malpractice used by student/s.
 - v. Jr. Supervisor, Sr. Supervisor, Center in charge showing negligence / apathy in carrying out duties or aiding / abetting/ allowing / instigating students to use malpractice/s.

- vi. Any other similar act/s of commission and or act/s of omission which may be considered as lapses by the competent authority.

13.2 Competent Authority:

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

13.3 Investigating Committee:

- a. **University Examination:** - A Committee of three members shall be appointed by the Vice Chancellor to investigate the cases of lapses committed, by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examination at the University examinations. One senior member of the committee shall be the chairman / chairperson of lapses committee. Two other members of whom one should be from another School / Department.
- b. **Internal Examination:** - A Committee shall be appointed by the Dean to investigate lapses on the part of paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of internal examinations conducted by School / Department.

13.4 Procedure for Investigation:

Investigation committee

- a. The Deputy Controller of Examination shall scrutinize the cases of alleged use of **unfair means** or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of

examinations, reported to the University. He/ She shall collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his primary report to the COE. If the COE is satisfied that there is a prima-facie case, it shall place the same before the unfair means or Lapses Committee for further investigation. Deputy Controller of Examination through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

- b. The Deputy Controller of Examination shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing of the act of lapses committed by him /her at the examination and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the Show Cause Notice be imposed.
- c. The person concerned shall be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply/ explanation to the show cause notice served on him/her and charge is levelled against him/her therein. The person concerned himself/herself only shall present his/her case before the Committee. "
- d. The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the person concerned shall be shown to him/her by the Inquiry Committee if he/she presents himself/herself before the Committee. The evidence, if any, should be recorded in presence of the delinquent.
- e. Reasonable opportunity, including oral hearing, shall be given to the person concerned, in his/her defense before the Committee. The reply/ explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.
- f. The Committee should follow the above procedure in the spirit of principles of natural justice.
- g. If the person concerned, fails to appear before the Committee on the day, time and place fixed for the meeting, he/ she be given one more opportunity to appear before the Committee in his/her defense. Even after offering two chances, if the person concerned fails to appear before the Committee, the Committee shall take decision in

his/her case in his / her absence on the basis of whatever evidences/ documents available before it and same shall be binding on the implicated person concerned.

- h. The Committee shall submit its report to the competent authority concerned along with its recommendations regarding punishment to be inflicted on the person concerned or otherwise.

13.5 Punishment:

The Vice chancellor after taking into consideration the report of the Committee, shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or forgiving him/her from the charge/s and shall impose anyone or more of the following punishments on the implicated person found guilty of committing lapses at the examination

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

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

Sr. No.	Nature of Lapses	Punishment
1.	Paper-setter found responsible for leakage of the question set in the University examination/s whether intentionally or due to the negligence before the time of examination	Disqualification from all examinations Work for a Trimester + disciplinary action suggested by Lapses Committee.
2.	Leakage of question/ question paper set in the University examination before the time of examination at the University or at examination centre by any person/s connected with the conduct of the examination.	Disqualification from all examinations Work for a Trimester + disciplinary action suggested by Lapses Committee
3.	Favoring a student (examinee) by examiner, moderator, referee in assessment of answer-books/ dissertation/ Project Report/ Thesis by assigning the student marks to which the student is not entitled, at the University/ school College/Institution examination.	Disqualification from all examinations Work for a Trimester + disciplinary action suggested by Lapses Committee
4.	Examiner/ Moderator /Referee intentionally/ negligently not assigning the student in assessment of his/her answer-books/ dissertation/ project work, the marks to which the student is entitled to at the University examinations	Disqualification from all examination work + disciplinary action suggested by Lapses Committee
5.	Paper-setter omitting question at the time of finalization of question paper set at the examination or repeating Sr. No. of question while writing.	Warning / Show Cause Notice should be issued to the Paper Setter by COE and action should be taken as suggested by Lapses Committee after inquiry.
6.	Paper-setter repeating questions in same/different section/s.	Disciplinary action suggested by Lapses Committee
7.	Paper-setter setting questions outside the scope of the syllabus	Disciplinary action suggested by Lapses Committee
8.	While assessing answer-book examiner showing negligence in detecting malpractices used by the student/s	Disciplinary action suggested by Lapses Committee
9.	Guiding Teacher showing negligence in supervision of dissertation / project work (e.g. use of manipulated data by a student)	Disciplinary action suggested by Lapses Committee
10.	Sr. Supervisor / Center in charge showing apathy in carrying out duties related to examinations (e.g. not taking rounds to the	Disciplinary action suggested by Lapses Committee

	examination hall at Examination Centre during examination period or opening the packet of question paper before prescribed time)	
11.	Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty.	**Disqualification from all examination work for a Trimester + disciplinary action suggested by Lapses Committee
12.	Jr Supervisor helping student (examinee) in mass-copying, while on examination duty	Permanent disqualification from all examination work + disciplinary action suggested by Lapses Committee as per the rule if he/she is a University employee.
13.	The Vice Chancellor, in addition to above mentioned punishment, may impose a fine on the concerned person if declared guilty.	
14	If the nature of grievance is very serious and it is affecting the spirit of examination and reputation of the University, The competent authority may take an action of "Cancellation of Approval" of that concern Teacher/s.	
15.	The competent Authority may report the case of the implicated person concern to appropriate Police Authorities.	
16	In addition to the above listed punishments, any other punishment deemed fit by the Vice Chancellor.	

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

14 Visually Challenged or Differently Abled Students

Appointment of Writer

A writer appointed by the Controller of Examinations to write answer papers of the Visually Challenged or differently abled students or such other examinee will be paid prescribed amount per paper in respect of graduate and post graduate examinations. (The charges of the writer may have revised by the Vice-Chancellor on the recommendations of Board of Examinations)

The Center in charge is authorized, to permit the appointment of a writer at an examination for a candidate who, in his / her opinion, is unable to write answer-scripts on medical grounds, visually challenged or differently abled students. The writer to be appointed must not have passed the examination at which he is appointed to work for the examination. The concerned writer should not be a relative of examinee. The concerned examinee must submit medical certificate from 'Registered Medical Practitioner' / Doctors of Vishwaraj Hospital.

The Center in charge shall make a separate seating arrangement for the candidate and the writer. The Center in charge will recover the prescribed fee from the candidate asking for the writer in case of differently abled students. *No writer fee shall be collected from the blind / visually challenged candidates. The University should pay the remuneration in respect of the writer provided to the visually challenge candidate from the University funds.*

The Center in charge is permitted to collect the writer fees at the prescribed rates mentioned above from the candidates concerned and disburse them to writers appointed by them directly.

Time to Handicapped Students/Blind Students/Learning Disable

1. For Handicapped and Learning Disable:

The Center in charge are also authorized to sanction additional *half an hour* to differently abled students and learning disable students. However, students will have to submit the medical certificate of Doctors of Vishwaraj Hospital. The candidate's application must be received through the Principal to the Senior Supervisor concerned.

2. Visually Challenged Students:

The Visually Challenged students will be given an additional *one hour*, i.e. over and above the prescribed time.

15 References

1. Examination Ordinances 2017 – Vishwanath Karad MIT World Peace University Pune
2. https://exam.unipune.ac.in/Docs/Ordinances/circular_no._396_of_2002_ordinances_no._1_to_10.pdf
3. <https://www.wikijob.co.uk/content/internships/advice/what-internship/>
4. <https://www.scps.virginia.edu/bachelor-of-liberal-arts/capstone/>
5. www.vocabulary.com › dictionary › thesis
6. [https://www.ufv.ca/media/assets/secretariat/policies/Research-Centres-and-Institutes-\(211\).pdf](https://www.ufv.ca/media/assets/secretariat/policies/Research-Centres-and-Institutes-(211).pdf)
7. <https://www.merriam-webster.com/dictionary/laboratory>
8. <https://mitwpu.edu.in/rural-immersion-programme/>
9. <https://www.quora.com/What-is-an-educational-tour-How-does-it-benefit-students>

Annexure I - Form of Unfair Means by student

**Dr. Vishwanath Karad,
MIT World Peace University, Pune**

Statement of candidate who is alleged to have used Unfair Means at the University
Examination

Name in Full: _____

Address: _____

Mobile no. -----

E-mail

Examination: _____

Trimester / Semester / Year: I / II / III Academic Year:

Paper No. & Subject: _____

PR No.: _____

To
The Controller of Examinations
Dr. Vishwanath Karad
MIT World Peace University, Pune
Pune - 411 038.

Sir,

I _____

appeared at the above examination held on _____

at the _____ Department (Centre) in

the Morning/Evening session

I give, statement as follows:

Place:

Date:

Time

Signature of the candidate

FORM OF UNDERTAKING

Full Name of the Candidate: _____

Permanent/Local address: _____

To

The Controller of Examinations,

Dr. Vishwanath Karad

MIT World Peace University, Pune

Pune-411 038.

Sir,

I _____ the undersigned, student of _____

Department _____ appearing for

_____ Examination at the _____ on

the date _____ Centre do hereby state on solemn affirmation as under:-

I understand that I am involved in respect of an alleged use of Unfair Means in the Examination Hall and therefore, a case against me is being reported to the University.

That in spite of the registration of a case of Unfair Means against me, I request the University authorities to allow me to appear in the present paper and the papers to be set subsequently and/or at the University Examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the examination will be provisional and subject to the decision of the University authorities in the matter of disposal of the case of alleged use of Unfair Means referred to above.

I also hereby agree that in the event of myself being found guilty at the time of investigation of the said case, my performance at the examination to which I have been permitted to appear provisionally, consequent upon my special request, is liable to be treated as null and void and any punishments to be decided by the University authorities. In witness where of I set my hand to this undertaking

Signature of the Candidate

Before me

Date:

Center in charge,

Date:

Rubber Stamp of the University/ Department

Dr. Vishwanath Karad

MIT World Peace University, Pune

Report of the Jr. Supervisor/Sr. Supervisor/Center in charge

Block No. :

Examination:

Subject:

Date:

To

The Controller of Examinations,

Dr. Vishwanath Karad

MIT World Peace University, Pune

Pune-411 038.

Sir

I _____ the undersigned. Jr. Supervisor appointed on the above-mentioned Block at the _____ examination held at _____ Department on date _____ (Centre), am hereby making report against Candidate No _____.

Mr./Mrs. _____ at the examinations, as follows;

Yours faithfully,

(Jr. Supervisor)

Time:

Date :

Name, Address and mobile number of the Junior Supervisor

On the basis of the report made by the Jr. Supervisor, I am of the opinion that there is a prima facie case of Unfair Means resorted to by the aforesaid candidate PRN _____ and therefore the case be forwarded to the University for Investigation.

Signature of Sr. Supervisor (Internal)

Name :

Date:

Mobile No.:

Signature of Sr. Supervisor (External)

Name:

Date:

Mobile No.

Forwarded to the Controller of Examinations, Dr. Vishwanath Karad MIT World Peace University, Pune for necessary action.

Seal of the Department/University (Centre)

Place:

Date:

Encl:

Signature of Center in charge

(N.B.: Kindly enclose a copy of the relevant question paper)

Annexure II - Format of Complaint

To

The Inspector/Sub- Inspector,

Police Station,

Shastri Nagar, Kothrud, Pune,

Maharashtra 411038

Sub.: FIR / Complaint against the student/s for the alleged use of Unfair means at the _____ examination held in the _____ Centre.

Sir,

On behalf of the Dr. Vishwanath Karad, MIT World Peace University, Pune the _____ Examination held in the First /Second / Third trimester of 20__ is conducted in the premises of the University. I have been authorized by the Dr. Vishwanath Karad, MIT World Peace University, Pune-411 038. vide letter No _____ dated _____ addressed to the Controller of Examinations by _____ to take action under the provisions of Maharashtra Act. XXXI of 1982, an Act to provide for preventing malpractices at University, Board and other specified examination.

I furnish herewith the details of the following student/s who has/have used Unfair Means at the _____ Examination.

1. Name of the Student :
2. PR No :
3. Name of the Department :
through which he/she appeared
for the examination
4. Name of the Subject :
Date and Time :
5. Name of the Jr. Supervisor :
6. Name of the Sr. Supervisor :
who detected the case
7. Material found with the :
Candidate
8. Other Information if any in :
connection with the case

According to Section '7' of the Maharashtra Act XXXI of 1982-An Act to provide for preventing malpractices at University and other specified examinations.

Shri./Kum _____ has committed the offence at the _____ examination and therefore, I lodge a FIR / complaint against him/her with the Police Station, Shastri Nagar, Kothrud, Pune.

Yours faithfully,

Center in charge.

Name of the Centre: _____

Place:

Date: