

# The Jaypee University, Anoopshahr Uttar Pradesh

## Examination & Evaluation System

## Conduct of Examination and Related Matters

### PART-I PATTERN OF EXAMINATION/EVALUATION SYSTEM GRADING SYSTEM

(1). Examinations

To train the students to put in sustained and disciplined work over the entire period of study, following pattern of examination is being implemented in the University. Some important components of the examination pattern are as given in succeeding sub paras:

(a) Theory Courses

The University will follow the semester system and normally three examinations shall be held in each semester for theory courses. These shall have a total weightage of 75%; the balance 25% shall be allocated to Assignments, Quizzes, Tutorial, and Regularity in Attendance etc. by the Course Coordinator/Teacher. Details of examinations and their weightage are as follows.

- (i) Allotment of marks, duration of each examination and coverage of syllabi will be as under :

Test/Examinations	T-1	T-2	End Sem. Exam.
Percentage weightage	20	20	35
Duration of Test/ Exam in hour	1	1	2
Syllabus for Test/exam	Syllabi covered up to T-1	Syllabi covered between T-1 & T-2	Full Syllabi

- (ii) Allotment of remaining weightage of marks i.e. 25% of total as specified above in first para of this sub section.

(b) Practical Courses

The evaluation of Practical/Laboratory/Sessional/Workshop work will be as per following table.

Day to day work:	60%
Break-up of Day to day work as follows	
(i) Attendance	
(ii) Quantity & Quality of Experiments Performed,	

including Learning laboratory Skills and handling Laboratory Equipment, Instruments, Gadgets, Components, Materials and Software etc.	30%	
(iii) Laboratory record	15%	
Mid-Semester lab-viva/test		20%
End-Semester lab-viva/test		20%

Note: A Practical course is considered as an independent course and accordingly grades shall be awarded to the practical courses.

(c) Project Courses

- (i) Project courses shall be run under the guidance of a Supervisor appointed for individual student or a group of students, and separate evaluation will be done in each semester.
- (ii) The following evaluation scheme will be followed in each semester while evaluating and awarding grades:

Day to day work	30% awarded by Supervisor(s)
One Mid-Term Seminar on the project work for 20 mins. by the students followed by Viva-Voce Examination between T-2 and End Semester Exam.	25 % awarded by a panel
Project Report/Thesis	20% awarded by the Panel
Final Viva-Voce/Defence/Dissertation	25% awarded by a panel of three teachers Including Supervisors in case of M.Tech. programs, External Examiner shall form the part of panel.

(d) Guidelines for Monitoring and Evaluation of Project Course

- (i) The students must meet their supervisors immediately after the project is assigned to them.
- (ii) The students must meet and report of their supervisors at least twice a week on appointed days and time.
- (iii) The students should maintain a logbook of their day to day activity and get it signed by the supervisors twice a week during their meetings.

- (e) The Project/Dissertation Course for the PG students :
- (i) The project will be split over 2 semesters of final year. The two parts must be seen in continuation.
  - (ii) Evaluation of projects shall be carried out separately in each semester as per order regulation/instruction.
  - (iii) The project should aim at the development of new process or products, tools, techniques and conceptual research work leading to new findings. The work should be characterized by new result in design, development and implementation and should have the potential of industrial scientific acceptance.
  - (iv) The supervisor will provide a panel of external examiners that should consist of three experts, who could be from other than the department in which project / dissertation being submitted, of the University or from outside the University
  - (v) The student shall submit three copies of the project report as loose files to facilitate modifications that may be asked for. After the defence is completed and normally within 15 days thereafter, 3 hard bound copies and a soft copy shall be submitted in the prescribed format. One of these copies will be placed in the library of the University.
  - (vi) The project/dissertation report will be submitted as per the instructions displayed on the website.
- (f) Supervisors for PG Project/Dissertation Courses :
- (i) There can be two types of Project supervisors, Internal and External. Internal supervisors must have at least an M.Tech. degree or equivalent and must be at least in the Assistant Professor Grade of JU and be employees of JU. External supervisors not employees of JU and belong to other industrial or academic organizations including national laboratories, must have at least an M.Tech. degree and 3 years of relevant experience.
  - (ii) In cases where an external supervisor is chosen, it is necessary that a joint internal supervisor is also selected. Joint supervision may be done by more than one internal supervisor, with or without external supervisor.

(g) System of Supplementary Examination

The supplementary exams shall be held at the end of each semester. A student is entitled to appear in Supplementary Examinations only once, for a subject.

(i) Eligibility:

(a) Students who were eligible to appear in T-3 examination and awarded 'F' grade are eligible to appear in supplementary examination.

(b) Students not allowed to appear in T-3 examination due to poor academic performance or shortfall in attendance, will not be allowed to appear in supplementary examination. Such students will be declared failed in the semester.

(ii) Conduct:

(a) Supplementary Examinations shall be held twice in an Academic Session. For the odd semester (July-December) it shall be held in December/January and for the Even Semester (January - June) in July. The dates shall be announced in the Academic Calendar.

(b) The Supplementary Examination shall be of 100 marks and two hours duration for each subject.

(c) The Supplementary Examinations will cover the entire syllabus of the semester.

(iii) Fee:

(a) A fee, as decided by the University from time to time, per subject shall be charged from the students for supplementary examination.

(h) System of Evaluation of semester's performance

The methods for computation of Semester Grade Point Average (SGPA) & Cumulative Grade Point Average (CGPA) and the credit based grading systems are as under:

(i) The Semester Grade Point Average (SGPA) shall be calculated on the basis of grade obtained in all the courses, except audit courses, registered for the semester as under:

$$SGPA = \frac{\sum_{i=1}^n C_i \times G_i}{\sum_{i=1}^n C_i}$$

where

$C_i$  = Credits of the registered subject-i.

$G_i$  = Grade point awarded to the student in the registered subject -i.

$n$  = Total number of registered subjects in the semester, except audit subjects.

- (ii) The Cumulative Grade Point Average (CGPA) shall be calculated on the basis of grades obtained in all the courses except audit courses, registered for the semester as under:

$$CGPA = \frac{\sum_{i=1}^s C_i \times G_i}{\sum_{i=1}^s C_i}$$

Where

$C_i$  = Credits of the registered subject-i.

$G_i$  = Grade point awarded to the student in the registered subject -i.

$s$  = Total number of registered subjects, except audit subjects in all the completed semesters.

- (i) Structure of Grading Systems:

Academic Performance	Letter Grades	Grade Points (p)
Outstanding	A+	10
Excellent	A	9
Very Good	B+	8
Good	B	7
Average	C+	6
Below Average	C	5
Marginal	D	4
Poor	F	0
Audit Pass	AP	-

Audit Fail	AF	-
Incomplete Course	I	-
Withdrawal	W	-
Non – completion of Course requirement and/or Training	Z	-

Note :

1. Pass Grade is Grade D and higher grades.
2. Grade F is Fail grade.
3. Student detained for not fulfilling the attendance requirements shall be awarded F grade.

Explanation:

**‘F’ Grade**

The ‘F’ grade denotes very poor performance, i.e. failing a course. ‘F’ grade is also awarded in case of poor attendance (see Attendance Regulation). A student has to repeat all compulsory (core) courses in which he/she obtains ‘F’ grade, until a passing grade is obtained.

For the elective courses in which ‘F’ grade has been obtained, the student may repeat the same course or may opt for any other course from the same category. Further, ‘F’ grade secured in any course stays permanently on the grade card. The weightage of these grades is not counted in the calculation of the CGPA, however, these are counted in the calculation of the SGPA.

**AP/AF Grades**

These grades are awarded to an audit course as specified in Regulation. These grades are not counted in the computation of SGPA / CGPA.

**‘I’ Grade**

This refers to an **‘incomplete’** grade in a course other than Project/Dissertation, which is awarded as per Regulation/Instruction when student is unable to appear in the End semester Examination with due permission from the Vice-Chancellor. It is required to be converted into a regular grade later on.

**‘W’ Grade**

This refers to withdrawal from a course other than Dissertation, which is allowed upto one week after the end of the T-1 Examination with the prior permission of the Registrar on the recommendation of Course Coordinator.

(j) Grading Systems for Semester Examination:

- (i) Students obtaining grades A (+) to D shall be declared passed. Students failing in a subject will be awarded an F grade.

(ii) The grades shall be decided on the aggregate of evaluation of all the components like three written test, T-1, T-2, End Semester Examination, Assignments, Quizzes, Tutorials and Regularly in attendance etc.

(iii) The Practical's shall be evaluated and graded as an independent Course.

(iv) All those students who fail to appear in end semester examination of a subject/course shall be awarded 'F' grade in that subject/course.

In some special circumstances, computation of grading shall be as under:

- (i) In case a student fails to appear in End Semester Examination due to genuine medical or other reasons as accepted by the Vice-Chancellor, he/she may be allowed to appear in supplementary examination and be graded as per marks obtained in supplementary examination .
- (ii) If a student fails to appear in T-1 or T-2 due to genuine medical or other reasons as accepted by the Vice-Chancellor, he/she may be permitted to appear in a makeup test or awarded pro-rata marks based on T-1/T-2 and End Semester Examination.
- (iii) In case a student fails to appear in T-1, T-2 and makeup test, if held, he/she will be declared failed in the semester examination.
- (k) Grading System for Supplementary Examination:
  - (i) Grade shall be determined on the basis of marks obtained by the students in the Supplementary Examination of the subject only. The maximum grade awarded for the supplementary exam shall be up to C+ (four grades comprising F, D, C and C+).
  - (ii) Those students who fail in the practical subjects are allowed to take supplementary examination. For such practical subjects the designated faculty member should ask the students concerned to carry out practical work for three days and then take viva-vocee/practical test on the fourth day. The maximum grade awarded for the supplementary exam shall be up to C+ (four grades comprising F, D, C and C+).
  - (iii) If a student fails in the Supplementary Examination, he/she shall have to re-register for the subject, in the immediate corresponding regular semester/summer term where the subject is available.
  - (iv) Students getting grade 'F' due to poor attendance, are not eligible to appear in the supplementary examination.



## PART - II

### ELIGIBILITY CONDITIONS FOR APPEARING IN THE EXAMINATION

- (3) Appearance of regular students in the examination will depend on the following terms and conditions:
- (a) Minimum 80% attendance is required to appear in the examination of any course including practical courses
  - (b) A student who has been absent from the University for more than six weeks for any reason including medical is not eligible to appear in final examinations. He is required to repeat the semester.
  - (c) Students attendance in a subject will be computed as per total Lectures and Tutorials held in the respective semester course.
  - (d) The shortfall of attendance percentage as prescribed by the University, may be condoned by the Vice-Chancellor, if students' reasons are genuine, such as prolonged illness any family casualty or any others which are genuine.
  - (e) Candidates shall have to obey the academic rules and regulations.
  - (f) Candidates shall have to adhere to the campus discipline as well as all standing orders enforced by the University on them.
- (4) No Regular candidate will appear in the examination of the University if he/she:
- (a) has concealed important information from the University at the time of admission.
  - (b) has been prosecuted in any indiscipline case and so decided by the Vice-Chancellor.
  - (c) does not possess the minimum academic qualification to appear in the examination.
  - (d) does not satisfy all the provisions of this ordinance or/and any other ordinances which govern the permission to appear in the examination.
  - (e) has not fulfilled the attendance requirement.

## PART - III

### GENERAL RULES AND REGULATIONS APPLICABLE TO ALL CANDIDATES

- (5) The following Rules and Regulations with regard to examinations shall be applicable to all the candidates who are studying in the University in any mode:

- (a) Candidates may opt for the subjects in each semester of degree course, which are being offered in the semesters of the degree examination. Candidate choosing additional subjects to study with the regular courses in the respective year, will have to take prior permission of the Dean (Academic). No permission will be given to take any subject in the respective year of the examination, which is not on offer.
- (b) No candidate shall appear in more than one degree examination.
- (c) A candidate who has passed the first year (semester-I and II) the Bachelor's degree or equivalent and similarly examination of the first year or equivalent examination for a Master's degree from another University may be admitted with the permission of the Vice-Chancellor to the next higher examination of the University for the degree concerned, provided the course taken by the candidate at such other University is equivalent to the course of the University for the corresponding examination.
- (d) No person who has been expelled or rusticated from the University or has been debarred from appearing in the University examination shall be permitted for any examination during the period for which the sentence is in operation.

Notwithstanding anything contained in the ordinances relating to admission of candidates to an examination of the University, the Vice-Chancellor may, in special cases in which he/she is satisfied that the delay in submitting the application for admission to an examination is not due to lack of diligence on the part of the candidate and that it would be a great hardship to the candidate, if his/her application is rejected, allow an application, which is otherwise complete in all respects to be entertained with the Late Fee.

- (e) If admission/examination card has been issued in favour of a candidate, the permission given to a candidate to appear at an examination may be withdrawn if it is found that:
  - (i) the admission card was issued or permission was given through mistake or the candidate was not eligible to appear in the examination.
  - (ii) any of the particulars given or document submitted by the candidate in or with the application for enrolment, admission to a College, Teaching Department or School of Studies or admission to an examination is false or incorrect.

- (f) Permission will not be given to a candidate to appear in the examination hall unless he/she produces the admission/examination or the University identity card before the Controller of Examination/Invigilator of the Examination Hall or satisfies such officers that it shall be produced. A candidate shall produce his/her admission/examination card whenever required by the Controller of examination or the Invigilator.
- (h) In addition to above, the following rules & regulations will also be obeyed by the students in the examination hall:
  - (i) In the Examination Hall the candidate shall be under the disciplinary control of the Controller of examination/Invigilator of Examination Hall and he/she shall obey his/her instructions. In the event of the candidate disobeying the instructions of the Controller of Examination/Invigilator or his/her undisciplined conduct or insolent behaviour towards the Controller of Examination or any invigilator, the candidate may be excluded from the day's examination and if he/she persists in misbehaviour, he/she may be excluded from the rest of the examinations by the Controller of Examination.
  - (ii) If a candidate acts in a violent manner or uses force or makes a display of force towards the Controller of examination or any invigilator at the Hall/Examination room or in its precincts, endangering the personal safety of either of them or acts in a manner threatening the authorities in the discharge of their duties, the Controller of Examination may expel the candidate from the Hall and if needed police help may be sought.
  - (iii) If a candidate brings any dangerous weapon within the precincts of the examination Hall he/she may be expelled from the examination and/or handed over to the police by the Controller of examination.
  - (iv) A candidate expelled on any of the grounds mentioned above will not be allowed to appear in the subsequent papers.
  - (v) In every case where action is taken by the Controller of Examination , a full report shall be sent to the Registrar of the University and the University Disciplinary Committee may according to the gravity of the offence, further punish a candidate by cancelling his/her examination and/or debarring him/her from appearing at the examinations of the University for one or more years after giving the candidate an

opportunity to show cause and considering any explanation submitted by the candidate.

- (vi) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or note or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him/her in the examination hall material connected with the question paper or in any other manner whatsoever, the Unfair means Committee for the purpose, may cancel his/her examination and also debar him/her from appearing at the examination of the University for one or more years according to the nature of the offence as per Part VIII of this Ordinance.
- (vii) The University Examination committee may with approval of the Vice-Chancellor cancel the examination of a candidate and/or debar him/her from appearing at an examination of the University for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his/her examination and/or was instrumental in or had abetted the tampering of the University records including the answer-books, mark-sheets, result-charts, diplomas and the like.
- (viii) The University Examination Committee may cancel the examination of a candidate and/or debar him/her from appearing at an examination of the University for one or more years, if it is discovered afterwards that the candidate had obtained admission to the examination by misrepresenting the facts or by submitting false or forged certificates/documents.
- (ix) When the University intends to award any of the aforesaid penalties under clauses as above, it shall give the candidate concerned an opportunity to show cause in writing within fifteen days of the issue of such "show-cause" letter as to why the proposed penalty may not be imposed on him/her and shall consider the explanation, if any, if filed within the specified time, before awarding the penalty.
- (x) A list of candidates so disqualified shall be circulated to all Universities in India requesting them not to admit these candidates during the period of their disqualification.

- (xi) In case of a candidate who is unable to appear in the examination due to sickness or other causes, such cases may be treated as special cases after satisfying the genuineness of the cases and as per the gravity of the case, the remedial measures may be provided with the approval of Vice-Chancellor.

#### PART - IV

##### CONDUCT OF EXAMINATION

- (6) To conduct the University examination in proper manner; an Examination Committee will be constituted by the Vice-Chancellor, which shall act as per rules framed for the conduct of examination:

##### Examination Committee

Dean (Academic)	:	Chairman
One HOD	:	Member
One Faculty Member	:	Member
(From other Department)		

- (a) A Controller of Examination may be appointed as per discretion of the Vice-Chancellor as and when required.
- (b) All arrangements for the conduct of examination to be held by the University shall be made by the Controller of Examination in accordance with such directions as may be issued by the Examination Committee in consultation with the Vice-Chancellor.
- (c) The Controller of Examination shall prepare and duly publish a scheme for the conduct of examinations specifying the date of each examination and the last dates by which applications and fee for examinations shall be paid by the intending examinees.
- (d) The Examination Committee/ Controller of Examination shall determine the examination rooms, location, for the day of the examination and overall examination, and shall issue proper instructions and guidelines for the University examinations in consultation with the Vice-Chancellor, Dean and the Heads of the Department.
- (e) The Examination Committee / Controller of Examination shall be personally responsible for the safe custody of question papers and the answer-books sent to him/her and shall render to the University office a complete account of used and unused question papers and answer-books.

- (f) The Controller of Examination and the Examination Committee shall jointly supervise the work of invigilators and shall conduct the examination strictly, according to the instructions issued by the University.
- (g) The Head of Examination Committee shall wherever necessary, send a confidential report to the Registrar about the conduct of examination, mentioning therein the performance of the invigilators and the general behaviour of the examinees. The Registrar shall prepare a Daily Report on the number of examinees attending each of the Examinations, absentee numbers and such other information relating to the examinations being held at the different examination hall as may be considered necessary, alongwith this any other matter which he/she thinks fit to be brought to the notice of the Vice-Chancellor.
- (h) The Examination Committee shall have the power to expel examinees, from the examinations or the subsequent examination days, on any of the following grounds:
  - (i) That the examinee created a nuisance or serious disturbance at the Examination hall.
  - (ii) That the examinee showed a seriously aggressive attitude towards an Invigilator or a member of the staff entrusted with the examination work.
  - (iii) If necessary, the Registrar may get police assistance.
  - (iv) Unless otherwise directed, only teachers of the University shall be appointed as Invigilators by the Controller of Examination as per direction of the Examination Committee, provided that a teacher of the subject of the written examination at any session shall not generally be an invigilator at such session of the examination.
- (i) It shall be the duty of invigilators to ensure the correct identity of the student. For this each student will carry the University identity card issued to him.
- (j) The Registrar may on the recommendation of the Examination Committee, appoint a writer to write down dictation pertaining to answers to questions at the examination on behalf of a examinee, who is unable to write himself/herself on account of severe short sightedness or sudden illness, provided that such an amanuensis shall be a man/woman possessing

qualification of at least one class examination lower than the examinee concerned.

- (k) The University may, from time to time, appoint flying squads to see that the conduct of the examination is strictly according to the rules and procedures laid down by the examination committee. In the event of the flying squads pointed out any serious breach of rules or procedure, the Vice-Chancellor may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the hall, and if any such action is taken, a report of the action taken shall be made to the Examination Committee at its next meeting.
- (l) The Examination Committee may, with the approval of the Vice-Chancellor, cancel an examination at all hall/locations if it is satisfied that there has been a leakage of question papers or any other irregularity, which warrants such a step.
- (m) The Examination Committee may issue such general instructions in consultation with the Vice-Chancellor and the Registrar for the guidance of the Examiners, Centre, Controller of Examination, Tabulators, Collators, as it considers necessary for the proper discharge of their duties.
- (n) Subject to the provisions of this Ordinance, the Examination Committee in consultation with the Academic Council, may from time to time make, alter or modify the rules and procedures about the conduct of examination.

#### PART – V INVIGILATION DURING EXAMINATION

(7) The processes which have to be followed by the Invigilator(s) in the examination hall under the control of Examination Committee/ Controller of Examination as well as any competent authority of the University, shall be as under:

- (a) All Invigilators are required to collect examination material from the Examination Control Room 30 minutes before the commencement of the examination.
- (b) All Invigilators are required to reach the Examination Hall at least fifteen minutes before the start of the paper after collecting the packet of Question Papers and the examination materials as under:
  - (i) Envelopes of question papers/Bunch of Answer Books.
  - (ii) Attendance Sheets of Students
  - (iii) Absentee Proforma/Attendance Statement

- (iv) Any other material as per the requirement of the paper setter.
- (c) All answer sheets will be signed by the invigilators and then issued to students. Answer sheets will be issued 15 minutes before examination.
- (d) The Invigilator should ensure that the seating arrangements have not been disturbed and all seats/desks are in order and the students are seated as per seating plan.
- (e) Question papers will be issued 5 minutes before the start of the examination and students should read the question paper after invigilator announces time of start of paper.
- (f) Invigilators will ensure that students material relating to the examination/ unauthorized material is placed at a place designated by the Invigilation Staff/outside the examination hall.
- (g) In any examination hall the senior most teacher will be incharge of examination in that hall.
- (h) No student shall be permitted to appear in the examination without the production of University Identity Card, and wearing proper University uniform.
- (i) Students coming late by more than 15 minutes for the T-1, T-2 test and 30 minutes for End Semester Examination will not be allowed in the Examination Hall. The late arriving student will be asked to report to the Dean (Academic)/Registrar who may allow the student to appear as per their discretion but no extra time will be given.
- (j) Students are not permitted to borrow pen/pencil/rubber/calculator or any other items from other examinee.
- (k) Programmable calculators are not allowed in the Examination Hall. Calculator upto fx 100 are only allowed. Calculators will be allowed on the day there is a requirement for the calculator to be used otherwise calculator should not be allowed in the Examination Hall.
- (l) No student is allowed to go out of the Examination Hall even temporarily without the permission of the Invigilator on duty.
- (m) Mobile phones or any other electric gadgets except calculators as per clause (k) above will not be carried inside the Examination Hall.
- (n) Students are advised to write their Names/Enrolment Nos. on the Answer Book, before they start attempting the question paper. They are also required to write their Name/Enrolment No. on the question paper.



- (o) Answer Books are to be collected immediately after the examination is over, checked with the absentee list, and arranged serially before handing over to the Examination Control Room.
- (p) Any Invigilator who is unable to perform invigilation duty should inform the Dean/the Registrar well before the examination through any means of communication.
- (q) Students will not be permitted to leave the Examination Hall till the total time given for the test/examination is over. However, they can be permitted to deposit the Answer Sheet half an hour before the scheduled finish time of the End Semester Examination and leave the Examination Hall.
- (r) Examinee desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall unless he/she gives convincing explanation.
- (s) A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in spite of the warning by the invigilator, the answer-book of such examinee shall be withdrawn and second answer-book be supplied and the case will be referred to the Unfair Means Committee.
- (t) If students are found copying, using unfair means in the examination hall/room, the invigilator incharge of an examination hall take action against the examinee, who is found using or attempting to use unfair means in the examination hall or within the premises of the examination hall during the hours of examination, in the following manner:
  - (i) The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answer-book and a memorandum shall be prepared with date and time.
  - (ii) The statement of the examinee and the invigilator shall be recorded.
  - (iii) The examinee shall be issued a fresh answer-book marked 'Duplicate-Using Unfair Means' to attempt answer within the remaining time prescribed for the examination.
  - (iv) All the material so collected and the entire evidence along with a statement of the examinee and the answer-book duly initialled by the student shall be forwarded to the Registrar by name in a separate confidential sealed registered

packet marked 'Unfair Means' along with the observations of the Controller of Examination.

- (v) The material so collected from the examinee together with both the answer-books, viz, the answer-book collected while using unfair means and the other supplied afterwards, will be sent to the Unfair Means Committee for its decision.
- (vi) The cases of the use of unfair means at the examination as reported by the Invigilator/Controller of Examination along with the report of the unfair means activity, the report shall be examined by a Unfair Means Committee constituted by the Vice-Chancellor as per clause no. 2(a) of PART VIII of this ordinance. Cases related with unfair means shall be examined by the Unfair Means Committee as per PART VIII of this Ordinance.
- (vii) The Committee shall after examining the cases, decided the action to be taken in each case as per part VIII of this ordinance and submit the report to the Examination Committee/Registrar in regard to all cases of the use of unfair means with the decision of the Committee in each case.
- (viii) Further, the Registrar shall send the report of the Unfair Means Committee to the Vice-Chancellor for approval of decisions taken by the Unfair Means Committee.

#### PART – VI PRE-PREPARATIONS FOR EXAMINATION

- (8). To conduct the examination smoothly in the University, the following preparatory action will be initiated by the Registrar:
  - (I) Preliminary Process
    - (a) Composition of Examination Committee as per approval of the Vice-Chancellor.
    - (b) Preparation of panel of examiners for each subject by the Dean and its submission to the Vice-Chancellor.
    - (c) Approval of names of examiners for different subjects by the Vice-Chancellor.
  - (II) Process for appointment of examiners
    - (a) The examiners approved by the Vice-Chancellor will be appointed by the Controller of Examination. The list of qualified examiners in each course (Theory & Practical) will be recommended by the Dean (Academic) in consultation with the concerned Head of the department

and forwarded to the Controller of Examination for approval of the Vice-Chancellor.

- (b) The examiners will be either faculty of the University or any other individual from outside having requisite expertise in the subject.
- (c) Each department will have a paper-moderation committee appointed by the Vice-Chancellor on the recommendation of Dean (Academic). All question papers of the department will be moderated by the committee.

(III) Process for question papers setting as mentioned below:

- (a) As per dates specified in Academic Calendar (hereinafter referred to as academic calendar of the respective semester), all processes & necessary action which shall be taken by the Registrar to conduct the examinations.
- (b) A brief notice will be issued by the Registrar to all appointed examiners to set the question paper 15 days before the date of start of examination mentioning the important points as under:
  - (i) Format of the question paper
  - (ii) Maximum Marks of the question paper
  - (iii) Maximum time of examination
  - (iv) Name of the Examination
  - (v) Name of the Semester
  - (vi) Name of the Academic Year
  - (vii) Code & Title of question paper
  - (viii) Place for setting of question paper
  - (ix) Due date of submission of question paper
  - (x) Submission authority of the question paper
- (c) Format and all items of question paper should be the same as enclosed with the notice by Registrar Office.
- (d) Each question paper will be set by the appointed examiners for the subject
- (e) From the point of view of confidentiality, all examiner(s) will set question papers in the examination control room only, which will be specified by the University.

- (f) All appointed examiners shall set question papers in two sets for each course. The set to be used for the examination will be selected by the Vice-Chancellor prior to the examination.
  - (g) Before submission of question papers, all examiners must ensure that the question paper is error free and it has been sealed properly for the respective examinations.
  - (h) All question papers shall be submitted to the Controller of Examination.
  - (i) All question papers shall be submitted within due dates duly moderated and authenticated by the moderator(s).
  - (j) All question papers received by the Controller of Examination, shall be kept in sealed and safe custody.
- (IV) The process for preparation of Schemes of Examination/Date Sheet/Seating Plan/Invigilation Chart/Xerox of question papers (room wise) will be made by the Controller of Examination /Registrar as under:
- (a) In due course, a brief notice with important instructions regarding examination schedule timing, shift, code and conduct of the examination, will be notified by the Controller of Examination.
  - (b) After finalization of Date Sheet of the examination, seating plan will be prepared by the examination cell as per room allocated with students capacity in the University for the Examination.
  - (c) As per instructions for the Registrar, the examination room wise invigilation chart will be prepared by the examination cell in accordance with the examination room capacity.
  - (d) As per the date sheet approved by the examination committee, and the Vice-Chancellor, the printing of the question paper shall be made by the examination cell and all printed question papers shall be kept in envelopes in accordance with the room's capacity. Printing of question papers will be done under the supervision of the Registrar.
  - (e) Envelopes of question papers shall be kept in safe custody of Controller of Examination in consultation with the Examination Committee and the Vice-Chancellor.

PART – VII EVALUATION OF ANSWER SCRIPTS AND RESULT  
COMPILATION/GRADING

(9). In this part, process of answer scripts evaluation and compilation of result process has been defined.

(a) Process for evaluation and submission of answer scripts

(i) Answer scripts of the respective question papers shall be normally evaluated by faculty members teaching the subject alongwith the Course Coordinator(s) concerned.

(ii) Course Coordinator(s) shall allot specific questions to the faculty members evaluating answer script for evaluation by them. The Course Coordinator(s) will be responsible for entry of the marks, grades in the result sheet/web kiosk as well as submission of the result to the examination section.

(iii) After evaluation, it is necessary to show the answer scripts to the students concerned for maintaining the transparency before submission to the examination section.

(iv) All answer scripts shall be submitted to the Registrar (Examination Section) immediately after the declaration of the result.

(b) Grading of the subject

As per the Grading System defined by the University, Grading for each course shall be finalized by the grading committee of the department.

(c) Compilation of Examination Result

(i) In consultation with Examination Committee and the Vice-Chancellor, the Registrar will appoint the Result Compilation Committee as under:

Head of the Department - Chairman

Two faculty members - Members

(From other Departments)

(ii) The examination result of the respective semesters or particular event shall be compiled by the committee.

(d) Approval of Result

After compilation and receiving from the Examination Committee, examination result along with brief report shall be sent to the Result

Committee headed by the Vice-Chancellor for approval. After approval, it will be published for all the students concerned

- (e) Declaration of Result
  - (i) Semester wise final result will be announced within 15 (fifteen) days of culmination of End Semester Examination. A notice to this effect will be put in the University website.
  - (ii) Final semester/year degree, diploma result will be announced by 15th June of each year.

#### PART-VIII PREVENTIONS AGAINST USING UNFAIR MEANS BY THE STUDENTS

- (10) The salient instructions for the conduct by a student in the Examination hall shall be printed on the cover page of the answer - book. Any contravention of these instructions and the use of any unfair means will render the student liable for punishment.

##### 1.Actions By the Invigilator's on Detecting Unfair means Case

- (a) As soon as a student is suspected by the invigilator or any other authorized person of having resorted to unfair means he/she shall immediately take possession of the answer book along with the relevant material found with the student. The papers, notes, books, electronic devices etc. found in possession of the student shall be duly signed by the student and the invigilator, sealed and attached with the seized answer-book in presence of the student. In case student is found to have written something on the body part a photo of same may be taken on the web cam available with the server room/mobile etc if possible.
- (b) The Invigilator In charge shall get the prescribed form (attached) for unfair means filled and signed by the student and give his / her comments on the same, in prescribed place.
- (c) After completing all the above formalities, a fresh answer-book shall be given to the student for completing the examination.
- (d) If the student does not hand over the relevant material and / or refuses to fill up and sign the prescribed form, the same shall be recorded on the prescribed form. In this case, Co-Invigilator may sign as a witness to the event.

- (e) No extra time will be given for completing the examination as a result of this exercise.
- (f) After examination is over, these answer books duly marked as I (confiscated copy) and II (freshly issued copy) along with the material found in possession and the prescribed form duly filled and signed by the Invigilator In charge shall be delivered separately to the Registrar.

## 2. Convening of Committee on Unfair Means

- (a) A Committee (Standing Committee) shall be appointed by the Vice-Chancellor to enquire into cases of unfair means in the examination. Composition of the standing committee is as below:
  - 1. Dean Chairman
  - 2-3. Two professors nominated by the VC-Members
  - 4. Head of the Concerned Dept.
  - 5. Dy. Registrar (Member Secretary)
- (b) The Committee shall thoroughly examine the case's on the basis of the material/documents placed and after hearing the student and the concerned Invigilator. It shall submit its recommendations after laying down clearly the nature of the offence to the Vice Chancellor for consideration and necessary orders.
- (c) The VC after due consideration of the case (s) shall pass orders accordingly and send the file to the Registrar for further action.

## 3. Categories of Offences And Punishments

For a student whose guilt is established, following actions may be taken for different categories of offences enumerated below:

### (A) CATEGORY 1: NATURE OF OFFENCE

- (a) A student is found talking in the examination hall to another student.
- (b) A student is found to be talking to a person outside the examination-hall before submission of the answer sheet e.g. while going to the wash room etc.
- (c) A student has deliberately changed his/her seat in the examination-hall without the permission of invigilator.

**ACTION TO BE TAKEN:** The invigilator in charge of the room/hall shall immediately take possession of the first answer book. The student shall be informed that the first answer sheet is being cancelled and he shall provide the student with a second answer book. The first answer-book is to be cancelled and the second answer-book is to be evaluated.

**(B) CATEGORY 2: NATURE OF OFFENCE**

- (a) A student is reported to have appealed to the examiner in the answer-book. (Examiners should report such cases to the Dean as they may arise during evaluation exercise).
- (b) Writing the solutions of the Question on the question paper/electronic device etc. during the examination.
- (c) A student is found possessing cell phone or any other item of such type or communication gadget in the examination hall.

**ACTION TO BE TAKEN:** The examination of the concerned paper to be cancelled and awarded zero marks.

**(C) CATEGORY 3: NATURE OF OFFENCE:**

- (a) A student is found possessing any notes or printed unauthorized material or notes written on any part of the body-clothes or instruments such as set square, electronic device etc. or having notes written on chair, table, desk or drawing board etc. during the examination.
- (b) A student tries to/or appeals to the Invigilator for help during the examination.
- (c) Cheating in the evaluated answer book (examiners to report such cases if detected).
- (d) Disrupting the smooth conduct of examination in any way.

**ACTION TO BE TAKEN:** The student should be awarded fail grade in that subject and will not be allowed to appear in next supplementary examination of that subject.

**(D) CATEGORY 4: NATURE OF OFFENCE**

A student is found:



- (a) making use of unauthorized material like written/photocopied note/written on the body parts, on the clothes or the desk or calculator or box. etc./ by himself\herself or through assistance of others.
- (b) to be consulting notes or books while being out-side the examination hall during the examination hours.
- (c) to be passing on a copy of question(s) set in the paper or solution thereof to anyone.
- (d) to have received help from other students or giving help to other students through passing some written material/electronic device pertaining to the questions set in the paper concerned.
- (e) to be allowing other student's to copy from his\her answer book.
- (f) communicating or attempting to communicate directly or through someone else with the examiner or anybody connected with the Institute examination for influencing them in the award of marks.
- (g) to be guilty of swallowing or destroying any note or paper or any other material found with him/her .

**ACTION TO BE TAKEN:** All the examinations of the registered courses for that semester to be cancelled and the student to be debarred from appearing in the supplementary examinations for all such subjects.

**(E) CATEGORY 5: NATURE OF OFFENCE**

A student is found:

- (a) in possession of a solution of a question set in the paper through the help of any student, supervisory or ministerial staff or some other agency/person.
- (b) guilty of having made previous arrangement to obtain help in connection with the question paper in cases not covered by the above provision.

**ACTION TO BE TAKEN:** All examination to be cancelled for that semester and the student to be debarred from appearing for any Institute examination for the next one semester.

**(F) CATEGORY 6: NATURE OF OFFENCE**

- (a) Smuggling in an answer-book, taking out or arranging to send out an answer-book.
- (b) Writing deliberately another students' roll no. in his/her answer-book.
- (c) found in possession of answer-book not his/her own
- (d) impersonating another candidates
- (e) allowing impersonation in any examination.
- (f) Guilty of serious misconduct in the examination hall or non-compliance with the instructions of the superintendent or any of the invigilators in the examination hall.
- (g) using threatening or foul language etc. during the examination.

**ACTION TO BE TAKEN:** All examinations of that semester to be cancelled and to be further debarred from appearing in any Institute Examination for a period of two to three semesters or expulsion from the Institute depending on the gravity of the offence.

**(G) CATEGORY 7: NATURE OF OFFENCE**

Any person who is not a candidate for any examination found committing or abetting in committal of any of the offences mentioned above.

**ACTION TO BE TAKEN:** To be dealt with the Vice-Chancellor in an appropriate manner including expulsion from the Institute if he/she is the student of this Institute.

**(H) CATEGORY 8: NATURE OF OFFENCE**

Second/subsequent case(s) of UFM reported against a student in the same academic year.

**ACTION TO BE TAKEN:** One step higher punishment than the most severe punishment awarded so far in all the UFM cases against him/her including the action corresponding to present UFM case (assuming it is not a second/subsequent UFM case against him/her).

4. Cases not covered by these Regulations.

To be decided by the Vice-Chancellor.

5. Unfair means / Plagiarism in Class Work

Any case pertaining to purported resorting to unfair means / plagiarism during the Class Work / Quizzes / Submission of Seminar Report/ Dissertation/ Practical's/ Laboratory Classes/ Projects etc. shall be dealt with by the appropriate committee/ persons of the concerned department as nominated by the HOD with information to Dean. In cases of serious nature/grave offence in opinion of the Dean / Departmental Committee/ Head, the matter shall be referred to the Vice Chancellor for investigation through Standing Committee of the University. These offences could be:

- (a) Which have occurred before or after the examination, or partly before and during or during and after the examination;
- (b) Which have been detected after the examination/declaration of the result/award of the degree;
- (c) which has been reported or detected after a research paper report/note/communication has been published in a Research Journal widely circulated magazine/Proceedings of conferences/seminar or a monograph/ book, and or any electronic device.
- (d) The penalty in such cases of unfair means/plagiarism which have been found to be true and shall be recommended by the appropriate committees of the department/ institute Standing Committee, as the case may be.
- (e) The imposition of any such penalty shall be at the discretion of the Vice-Chancellor, who, after considering the full facts and the report on the matter
  - (i) may impose the same penalty,
  - (ii) may reduce the penalty, or
  - (iii) may enhance the penalty as recommended by the committee.