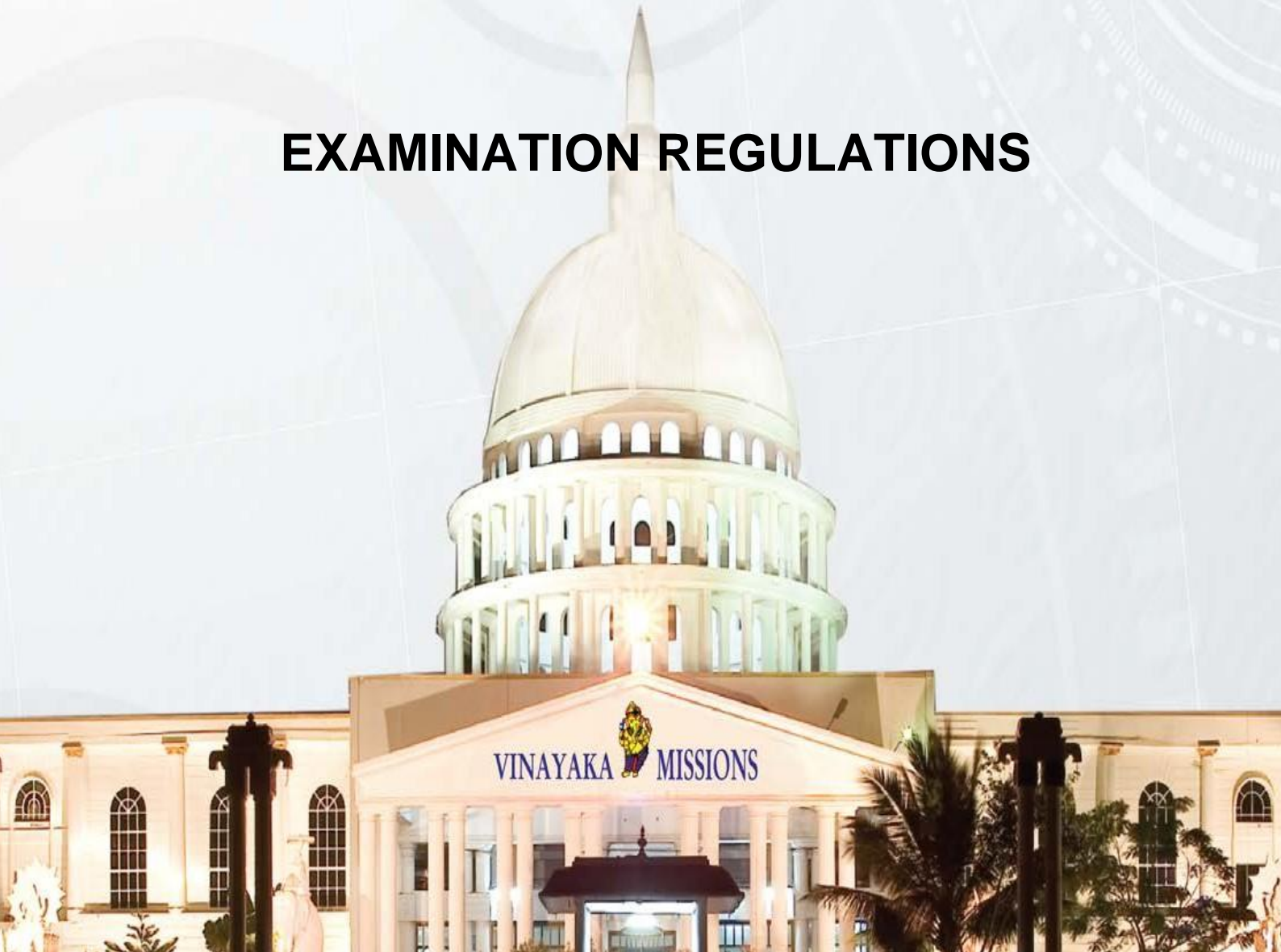




VINAYAKA MISSION'S RESEARCH FOUNDATION
(Deemed to be University)
(Declared under section 3 of the UGC Act 1956)
(Accredited by NAAC & Ranked in NIRF),
Salem, Tamilnadu, India.



EXAMINATION REGULATIONS



INTRODUCTION

Vinayaka Mission's Research Foundation (Deemed to be University) established in the year 2001 is striving to maintain high academic standards and quality in the Higher Education. The Examination wing has undergone progressive innovations that have proved beneficial to the academic learning community. This Examination Regulations of the University serves as a guide to all administrative and academic wings of VMRF(DU) in the conduct of examinations. This handbook is a source of all-important information which will answer the frequently asked questions related to the conduct of examinations. It is a collage of requisite instructions, and this will be a medium of coordination for the University's Examination wing.

Vinayaka Missions Research Foundation - Deemed to be University (VMRF-DU) is committed to provide quality education through an efficient reliable, valid and continuous evaluation system. The University examination section is endowed with well-defined responsibilities and adequate authority to conduct the fair and timely examinations (as per the academic calendar of the colleges and university examination calendar) for the Diploma/UG/PG/ Ph.D programmes. The examination section has been formed to supervise the examination and evaluation process which is headed by the Controller of Examinations (COE). The conduct of examinations is an important academic activity to bring out the student's performance and support effective teaching and learning process. In this context, examination section plays a key role at every stage in the evaluation process, including Continuous Internal Assessment (IA) and End Semester / Annual External Assessment (EA).

The main emphasis is to assess the knowledge gained by a student and motivate him/her to improve upon it. Instilling confidence amongst students about the assessment system and timely publication of highly accurate results is essential. Continuous evaluation of student's performance has become norm of the day at VMRF(DU). This process aims at measuring the degree of knowledge assimilated by the students during a course of study without bringing excess pressure. A strict and flawless examination system, maintaining uniformity and consistency in assessment is the backbone of any evaluation system.

In this regard, VMRF(DU) aims to establish an examination system with the following

features:

- An independent system so that it can operate without fear, favor, pressure and prejudice.
- Based on sound principles, policies, and procedures directed towards the achievement of its goals.
- Flexibility and adaptability to the changing needs
- Transparent policies and procedures
- Manned by persons with appropriate qualifications and qualities like self-discipline, accuracy, secrecy, time consciousness, high degree of integrity regarding the objectives of the system and complete understanding of their duties and responsibilities.
- Employ state of art facilities to process enormous quantities of data and generation of pre-defined documents with least human interaction.

The VMRF(DU) understands that academic autonomy, while providing creative opportunities for the faculty in designing curriculum and developing evaluation methods on the parameters of employability, programme outcomes, and stipulated graduate attributes, is also a challenge to ensure integrity, quality and accuracy in the domain of evaluation/examination systems.

The examination section is concentrating on the need for radical reforms in traditional examination and assessment system and is working towards evolving a credible, valid, and reliable evaluation system.

Realizing the relevance and potential of educational technologies, VMRF-DU adopting and integrating the newer technologies to facilitate easy interface for exchange of information. VMRF-DU implemented the Enterprise Resource Planning (ERP) based Examination automation system to carry out all the examination related activities smoothly and flawlessly. This ERP system supports both mark and credit based system. All the steps are fully automated with various processes such as configuration of subject codes, registration, application for examination, fee payment status, , examination hall allotment, seating arrangement, generation and issuance of Hall ticket, attendance ,mark entry, compilation of marks, credit conversion, result generation & publication,

mark statement, result analysis and report generation etc. Time-bound declaration of results and issue of marks statements will facilitate the award of degrees and ranks to the qualified candidates on time during the Convocation. University convocation is conducted every year on 7th of July, in remembrance of the birthday of our Hon'ble Founder Chancellor late Dr.A.Shanmugasundaram.

The existing examination system enables to review the examination pattern, making periodical changes and sets the guidelines for the conduct of examination and evaluation from time to time and ensures the strict adherence of guidelines set by the University.

I. COMPUTERIZATION OF THE EXAMINATION SYSTEM

- Activities of the office of Controller of Examination of VMRF was automated since the inception from the year 2008
- Existing software is in existence since 2016 and updated time to time as per the requirements
- All information regarding the conduct of end semester / annual examination is maintained with strict confidentiality in the centralized system in the office of the Controller of Examinations.
- Processes such as monitoring of examination fee payment, examination schedule, attendance monitoring, external evaluation and uploading semester / annual examination results were executed through university portal.
- Revaluation / re-totaling were also been automated to ensure the effectiveness of the examination process.
- The automated process facilitated the analysis of students' performance in course-wise which helps to undertake necessary measures for improvement
- The results were published on time as per the schedule declared for students which is available in open access for students.
- An ERP based examination automation supports the layout and pattern of all types of examinations. The present ERP module has customization options for marks and grade based examinations. ERP based examination automation system gives us a lot of ways to organize data of our institutions that would help in proper administration.
- Program and course creation

- Creation of student details for examination registration like Student's data entry,
- Subject-wise registration of students
- Examination Scheme
- Examination evaluation patterns
- Grading criteria
- Examination timetable and hall-ticket preparation
- Attendance sheet generation
- Internal marks entry by the faculty
- Entry of absentees and unfair means entry
- Records marks entry and result calculation
- External examiner's marks entry on the spot, Marks entry and grade calculation
- Scrutiny and finalization of results
- Result analysis reports
- Printing of tabulated register mark sheets, merit lists, consolidate mark statements, provisional pass certificates, degree certificates, migration certificates.

II.ASSESSMENT MECHANISM

The University offers the students, the benefits of Choice Based Credit System, except for medical related programmes. Every course is allotted a certain number of credits/marks. A student is qualified to get degree on obtaining the specified credits/marks .

The Choice Based Credit System (CBCS) was implemented in most of the programs except health sciences programmes from the year 2012-2013 onwards. The student has abundant opportunities during the course of study to obtain additional credits by doing optional certificate courses offered by different departments of the institutions. This facility will strengthen the academic potential of the student, as it provides flexibility in the choice of courses offered beyond the framework of the respective discipline of study. The introduction of the CBCS ensures compatibility with the academic norms practiced in other educational institutions of repute in India and abroad.



Outcome Based Education (OBE) was implemented for all Engineering programmes from the year 2017 and Learning Outcome Based Curriculum Framework was implemented for all Arts programmes from the year 2020 onwards as per the recommendations of the UGC. Competency Based Medical Education (CBME) has been introduced for MBBS from the year 2019-2020. For all these, software's has been customized periodically. ERP enables the flexibility for credit transfer including course credits from MOOC courses.

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CHAPTER I
PRELIMINARY

1) Short title and Commencement:-

- a) This Regulations are called the Vinayaka Missions Research Foundation (Deemed to be University) Examination Regulations 2020.
- b) It is in force from the date of approval of the Academic Council on the 1st day of October, 2020

2) Definitions

- a) **The Academic Council:** The term 'Academic Council' used in this Regulations shall have the same meaning and scope as provided under the Vinayaka Missions Research Foundation (Deemed to be University) regulations. The Academic Council shall be the principle academic body of the Vinayaka Mission's Research Foundation (Deemed to be University) and shall, subject to the provision of the rules, have the control over, and be responsible for, the maintenance of standards of teaching, research and training, approval of syllabus, coordination of research activities, examinations and tests conducted by the University.
- b) **Regulations** means the Academic Regulations and programme Regulations of all the programme coming under the Vinayaka Missions Research Foundation (Deemed to be University)
- c) **The Vice Chancellor:** The term 'Vice Chancellor' shall have the same meaning and scope as provided in the rules of Vinayaka Missions Research Foundation (Deemed to be University), here in after referred to as VC.
- d) **The Registrar:** The term 'Registrar' shall have the same meaning and scope as provided in the rules of Vinayaka Missions Research Foundation (Deemed to be University).
- e) **The Controller of Examinations:** The term 'Controller of Examinations' used shall have the same meaning and scope as provided in the rules of Vinayaka Missions Research Foundation (Deemed to be University), here in

after referred to as COE.

- f) **Programme** means a curriculum of two or more courses that is intended or understood to lead to a degree, diploma, or certificate. It may include all or some of the courses required for completion of a degree program.
- g) **Course** is a unit of teaching that typically lasts one academic term, is led by one or more instructors (teachers or professors), and has a fixed roster of students. A course usually covers an individual subject.
- h) **Choice Based Credit System (CBCS):** The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill based courses. The courses can be evaluated following the grading system, which is considered to be better than the conventional marks system.
- i) **Learning Outcomes Based Curriculum Framework (LOCF):** Learning outcomes specify what graduates completing a particular programme of study are expected to know, understand and be able to do at the end of their programme of study.
- j) **Outcome-based education (OBE)**, also known as standards-based education, is an educational theory that bases each part of an educational system around goals (outcomes). By the end of the educational experience, each student should have achieved the goal.
- k) **Program outcomes** represent broad statements that incorporate many areas of inter-related knowledge and skills developed over the duration of the **program** through a wide range of courses and experiences. They represent the big picture, describe broad aspects of behavior, and encompass multiple learning experiences.
- l) **Course outcomes** are measurable statements that concretely formally state what students are expected to learn in a course. While goals or objectives can be written more broadly, course outcomes describe specifically how learners will achieve the goals.
- m) **Semester** is a half-year term in the University.

- n) **Semester Grade Point Average (SGPA)** is the weighted average of grade points obtained in all the courses registered by the student during the semester.
- o) **Cumulative Grade Point Average (CGPA)** is the weighted average of grade points obtained in all the passed courses registered by the student in all semesters.
- p) **External assessment** is the assessment of an examination conducted by the university.
- q) **Internal assessment** is the continuous assessment of performance of a student during the study of a course done by the concerned internal faculty member.
- r) **Examination Centre** means the constituent college/ school of the University, recognized or approved by the University as centre for conducting theory/practical examinations of the University.
- s) **Custodian** means the officer who is in charge of the answer books, score sheets, issue registers and all other documents in the centralized theory valuation camps.
- t) **Chief Superintendent:** (CS) means the faculty member of the constituent college/school of the University appointed by the Controller of Examinations for the conduct of the theory examinations at the same constituent college/schools approved as theory examination centre by the University.
- u) **Deputy Chief Superintendent** is the member of the faculty appointed by the Controller of Examinations to assist the Chief Superintendent in conducting the theory examination, if the number of candidates appearing for a particular examination is more than 500.
- v) **Question Paper Setters** means those eligible/qualified teachers of the Institutions affiliated to this University or other Universities included in the panel approved by Board of Studies for the purpose of question paper setting who are assigned to prepare question papers for the conduct of examinations.

- w) **Subject Expert** is the senior HOD of the concerned subject to deal with the complaints regarding the content of question papers of a particular subject, within the time stipulated while conducting the theory examinations, and to recommend corrections/ modifications/replacement of questions, if any, to the Controller of Examinations for further action.
- x) **Question Bank** means it is a set of questions collected from internal / external faculty for some of the programmes. It will be containing usually not less than 5 times to that of the required number of questions under each category. The question bank shall be fed to the system and by using the pre developed software; the question paper shall be generated at random, on the day of the examination. It shall be transmitted online to the examination centers.
- y) **Question Paper Bank** means the availability/collection of a set of scrutinized question papers for each subject of an examination so as to transmit one question paper which is selected randomly by the system, to be sent to the respective examination centers.
- z) **QP Code** means the unique code (6 to 9 characters) assigned to the question paper.
- aa) **Moderator/Scrutinizer** is the member of faculty who is eligible to be an examiner of the University and belonging to an institution/college affiliated to this University or other University appointed by the University to scrutinize the question papers already prepared by the question paper setters in accordance with the syllabi, scheme of examination and the instructions given by the University before being added to the question paper bank.
- bb) **Examiner** means those members of the faculty who are eligible to be appointed for the conduct of practical/viva voce examinations and valuation of theory answer books as per the programme regulations concerned.
- cc) **Hall Ticket** means the permitting document given to each eligible candidate by the Controller of Examinations to write the University examinations for which they have registered.

- dd) **Camp Officer** is one of the staff members of the University deputed by the Controller of Examinations to the centralized valuation camp for controlling and supervising all the administrative activities of the centralized valuation camp.
- ee) **Evaluator** means the examiner who is eligible to be appointed for valuation of answer scripts.
- ff) **Evaluation Chairperson** is the member of faculty who is eligible to be an evaluator, appointed by the Controller of Examinations on the recommendation of the HOI concerned for each subject/examination, depending upon the number of answer books to be valued, for supervising/verifying the evaluation process at the centralized valuation camp.
- gg) **External Examiner** is the member of faculty who is eligible/qualified to be an examiner, of an institution/college affiliated to other University, included in the panel approved by Academic Council and appointed by the Controller of Examinations as external examiner for conducting theory or practical Examination at Vinayaka Missions Research Foundation (Deemed to be University)
- hh) **Internal Examiner** is the member of faculty who is eligible and qualified to be an examiner, of the institution/college affiliated to this University, included in the panel approved by Academic Council and appointed by the Controller of Examinations as internal examiner for conducting practical examination at that particular institution/college.
- ii) **Malpractice** means all the irregular/improper activities committed by students or on their behalf and the lapses committed by the Chief Superintendent, invigilators and all other staff of the examination centers who are involved in the conduct of examinations.
- jj) **Malpractice and Lapses Enquiry Committee (M&LEC)** : To enquire about the malpractices and other lapses if any occurred in / during the conduct examinations.



- kk) **Practical Centre Chief Superintendent** is one of the internal examiners for each examination/subject appointed by the Controller of Examinations for the smooth and efficient conduct of the entire practical examination at each centre and for the co- ordination of the examiners.
- ll) **University Practical Convener** is the member of faculty who is eligible to be an examiner, appointed by the Controller of Examinations on the recommendation of the HOI.
- mm) **Coordinator of Centralized Valuation Camp**, is the faculty member who is eligible/qualified to be an evaluator, appointed by the Controller of Examinations at her/his discretion and on request of the chairperson to assist the centralized valuation camp officer, if there are large number of answer books to be valued under her/him at the centralized valuation camp.
- nn)**Observer of the theory examinations** is the member of faculty from other Institutions appointed by the University to observe and report on the proper conduct of the theory examinations at a particular examination center.
- oo)**Squad of the theory examinations** is the member of faculty from other Institutions / University appointed by the University to observe and report on the proper conduct of the theory examinations at all the examination centers of that day.

CHAPTER II

CONDUCT OF EXAMINATIONS

A. Examination Reforms:

- a) The question papers are set to assess students about their understanding of concepts and application thereof and are evaluated accordingly as per the regulations.
- b) In the faculty of Engineering and Technology, Outcome Based Education (OBE) pattern has been introduced in the year 2017 – 18. The students have the option to choose the number of courses to appear for the examination depending on the complicity of courses and according to their own pace of learning.
- c) In the faculty of Engineering and Technology, evaluation is based on the six criteria of the OBE, namely remembering, understanding, applying, analyzing, evaluating and creating. Their Course Outcome(CO) is measured with the help of software, thereby the objective of programme, Programme Outcome (PO) is evaluated / measured.
- d) To measure the outcome of the above the software has been aligned and in vogue.
- e) For the faculty of Medicine, Competency Based Medical Education (CBME) is being followed from 2019-20 batch of MBBS admission onwards and examination will be conducted based on this criteria.
- f) In other faculties like Physical Education, Physiotherapy and Pharmacy semester system is in vogue. In Arts and Science Learning Outcome Based Curriculum Framework (LOCF) is in force from the academic year 2020-21.
- g) On-demand examination facility is not available, as on now.

B. Appointment of Question paper setters and Scrutinizers

- a) Appointment of question paper setters relating to all examinations, conducted by the University shall be made by the Vice Chancellor or by the Controller of Examinations (by virtue of powers delegated to her / him by the Vice Chancellor) from the respective panels prepared based on recommendations of the Board of Studies as per the qualification and approved by the



Academic Council from time to time. Every panel submitted to the Controller of Examinations shall consist of sufficient number of names of question paper setters as required. However, she / he can appoint persons not included in the panel also as question paper setters in exceptional circumstances, with the approval of the Vice Chancellor. The question paper setters are engaged for preparation of 'question paper banks' and 'question banks' for the subjects concerned.

- b) The Controller of Examinations (COE) can cancel the appointment offered to any person as question paper setter for valid reasons.
- c) Only persons having the prescribed qualifications and experience as per the regulations at the appropriate level shall be included in the panel. Respective Board of Studies may review the panel of question paper setters as and when required. In case any question paper setter is found inefficient, indulging in negligence, misconduct, malpractice, disobedience or found ineligible for any other reasons, the Vice Chancellor, on recommendations of the Controller of Examinations may disqualify such persons from being question paper setter.
- d) Question paper setters can also be appointed as examiners in the subject for which they have set question paper.
- e) Remuneration, TA and DA (as applicable) will be paid to all question paper setters/scrutinizers as per the rates fixed by the University from time to time (Annexure – XV).
- f) The Vice Chancellor shall approve appointments as QP setters/examiners waiving the above requirements in exceptional cases.

C. Appointment of Examiners and Evaluators.

The Controller of Examinations as delegated by the Vice Chancellor shall appoint eligible examiners and evaluators as per the prevailing programme regulations, from the panel approved.

They have the following functions

- a) For the smooth process of the evaluation system, an evaluation Chairperson for each board/ subject who shall be a senior faculty, shall be appointed by the Controller of Examinations. To help the evaluation chairperson, co-ordinator(s) may also be appointed by the Controller of Examinations, if

required

- b) For the smooth conduct of practical examinations in each of the examination centres, internal examiners of that particular examination, shall be appointed by the Controller of Examinations on the recommendation of the concerned Head of the Institution.
- c) External examiners shall be appointed by the COE from the panel. The list may be suggested by the HOI for consideration.
- d) The Controller of Examinations may appoint eligible persons not included in the panel of examiners/evaluators in exceptional circumstances with the approval of Vice Chancellor. Controller of Examinations will also have discretionary power to cancel the appointment of examiner(s)/evaluator(s) for valid reasons.
- e) Situations, if any, where an examiner/evaluator is found indulging in purposeful negligence, violation of secrecy or other acts of misconduct shall be brought to the notice of the Controller of Examinations immediately.

Remuneration and TA/DA shall be paid to all examiners/ evaluators and all such other officials appointed, at the rates fixed by the University from time to time (ANNEXURE – XV).

D. Instructions to question paper setters

Extreme confidentiality must be observed by the question paper setters. They shall not disclose any information which might give a clue or hint with respect to the questions being set to anyone under any circumstances.

- a) Every person appointed as paper setter shall be required to furnish a declaration in the form prescribed by the University, stating, inter alia, that: none of his / her near relatives is appearing in the examination concerned.
- b) The questions should be set as per the pattern recommended for the particular examination and ensure it is error free. The subject of the paper, question paper code, duration of the examination and the maximum marks must be mentioned with clarity at the top of the question paper.
- c) Questions shall be typed written in the prescribed format by the question paper setter in strict confidence either directly or at his dictation and the hard and soft copies of the same in the paper, shall be forwarded to the COE.

- d) Every question paper shall be assigned a unique 6 digit numeric code (Eg. Q.P Code 009898) and the same will be made known to the question paper setter. These codes are to be written in the set question paper along with the name of the paper. If the question paper carries two sections, the question paper setter shall mention the different code numbers clearly in the question paper set by her / him as in the model question paper.
- e) Questions shall be free from spelling and grammatical mistakes. Abbreviations other than usually given in the textbooks should not be used. Acronyms shall be expanded. No questions shall be repeated in any of the sets of the question paper prepared by the question paper setter. Question paper setters making repeated mistakes will be removed from the panel will be removed.
- f) Questions shall be clear, specific and proportional to the marks allotted. Vague and ambiguous questions shall be avoided.
- g) A clear note should be given at the top of the question paper so that candidates may ask for materials such as calculator, logarithm tables, charts, graph paper etc. from the examination invigilator/ chief superintendent if permitted.
- h) The question paper setter has to ensure that the prescribed standards are maintained and that the question paper, covers the broad areas of entire syllabus for the concerned course. Due weightage shall be given to all the chapters in the syllabus and also as per the marks distribution criteria prescribed by the University (if any). Composition of the question papers shall have a mixture of questions of different levels as follows:
- ❖ Questions that can be answered by an average student: 50% to 60%
 - ❖ Intermediate level of difficult questions: 20% to 30%
 - ❖ Advance level questions: 10% to 20%
- i) The question paper setter shall prepare and submit as many question papers for each subject / paper as prescribed by the Controller of Examinations.
- j) In case of other languages (s/uch as Tamil / Hindi paper), he/she should use the same script (Tamil / Hindi) for the words using Unicode font. The corresponding English words have to be typed in brackets immediately after the words (Tamil / Hindi).

- k) Number system used in the model question paper shall be followed strictly for showing serial numbers and mark distribution in the question paper.
- l) Question paper setting is a time bound task and paper setters shall not make any delay in reaching the prepared question paper to the University.

E. Instructions to Moderator (Scrutinizers)

The functions of the Scrutinizers shall include the following:

- i. To ensure that the question paper(s) have been set strictly in accordance with the syllabi, scheme of examinations, model question papers and the instructions given by the University.
- ii. To ensure that the prescribed standards have been maintained and that the questions, cover the broad areas of the entire syllabus adequately.
- iii. To replace question(s), if any found in the question paper from topics outside the prescribed syllabus and avoid repetitions. Repeated questions in the same question paper at different places (long answer, short essays and short answer) as well as repetition of the same question in part A/B or in paper I / paper II / paper III etc. in the same question paper should be avoided.
- iv. To check and make sure that the question paper code, the name of examination, subject/paper, scheme etc. are correct.
- v. To check the correctness of the maximum marks and duration allotted to the paper. Marks allotted to each question must be clearly mentioned. It will be ensured that the sum of the marks for the different questions equal the maximum marks for the paper.
- vi. To check and ensure that abbreviations other than usually given in the textbooks are not used & acronyms are expanded. Spelling mistakes, errors in punctuation and grammar should be corrected.
- vii. To remove ambiguity/confusion in the language of the questions, if any, and make clarity.
- viii. To ensure proper distribution and indication of marks for each question or part or parts thereof and to correct errors, if any, in this regard.
- ix. Time allotted for answering all the questions should be kept in mind while scrutinizing the question papers.

- x. To ensure that the questions are serially numbered.
- xi. To ensure that representation and weightage has been given to all the chapters as far as possible.
- xii. To bring to the notice of the Controller of Examinations, lapses or omission, if any, on the part of the question paper setter.
- xiii. To correct/modify/replace the questions in case of necessity.

NOTE:

- The scrutinizers are solely responsible for the omissions, mistakes, or errors left uncorrected in the question paper.
- Their work is highly confidential and usage of mobile phones/ or other electronic gadgets during scrutiny is not permitted for any reason.
- **'Question Bank'** is a set of questions collected from internal / external faculty for some of the programmes. It will be containing usually not less than 5 times to that of the required number of questions under each category. The question bank shall be fed to the system and by using the software, at random the question paper shall be generated on the day of the examination. It shall be transmitted to the examination centers.

F. Conduct of University Theory Examinations

- 1) The Head of Institution should send proposals pertaining to each examination within 3 months after the commencement of the classes to the Controller of Examinations. He also should submit immediately after the start of the academic year, the details of the programme and its regulations for which examinations are to be conducted.
- 2) The proposal should be sent one month before examinations, with the details of expected number of candidates for each examination/specialty, number of answer books required and budget.
- 3) The criteria/minimum requirements for the University theory examination centre are:
 - Availability of hall(s) of the required size to accommodate all the regular and supplementary candidates attending the examination at a time. The hall(s) shall have sufficient facilities like availability of light,

drinking water, fan/air conditioner, attached toilet etc.

- Availability of a confidential room attached to the examination hall with two numbers each of desktop computers, printer/digital copier, UPS and Internet connectivity, all in working condition.
- Surveillance camera system of the required specifications in working condition.
- Communication signal jammer of the required specification in working condition.

- 4) The University examinations shall be conducted as per the examination notification issued preferably 45 days prior to the commencement of the examinations. The candidates proposing to appear for the concerned examinations shall register themselves in the University before the publication of the examination notification. This registration applies to the candidates taking their University examination for the first time.
- 5) Time table for both the theory and practical examinations shall be published well in advance before the commencement of examinations.
- 6) Examination registration will not be granted to candidates who have not complied with the requirements specified in the examination notification and respective course regulations. Applications received after the last date will not be considered under any circumstances. However, the Vice Chancellor shall have the power to grant permission for late registrations on sufficient grounds.
- 7) Actual attendance and the percentage for which condonation is granted in accordance with the course regulations shall be uploaded in separate columns provided in the prescribed format.
- 8) All the institutions shall forward to the Controller of Examinations, internal assessment marks along with certificate of attendance percentage, signed by the Head of the Department, concerned faculty & Head of Institutions after getting the certificate duly acknowledged by the candidate by affixing his/her signature on or before the date stipulated in the examination notification.
- 9) The signed copy of the internal assessment marks (ANNEXURE–X) and attendance percentage shall be displayed sufficiently well in advance in the college notice board for information and for getting anomalies if any,

rectified. Complaints, if any on the part of the candidates regarding internal assessment marks and attendance shall be raised before the University with utmost diligence. Once these documents are submitted by the Head of the Institution to the examination section, no further changes will be entertained under normal circumstances.

- 10) To complete the examination registration process, the Head of the Institution shall furnish a statement regarding satisfactory completion of training pertaining to the particular examination as per the regulations, while forwarding the internal assessment marks HOI is empowered to condone the shortage of attendance up to the maximum percentage specified in the course regulations for subject/subjects for theory/practical or both for a particular examination. But such condonation is allowed only once in the entire programme period and only with the recommendations of the HOD/Dept. in charge, and on genuine grounds. Such condonation of shortage of attendance is permissible for undergraduate courses only and is subject to payment of the prescribed fee to the University under intimation to the Controller of Examinations. Such intimation with the relevant details shall be signed by Head of Department and by the Head of the Institutions. The Head of the Institution shall give an undertaking that the particular candidate has not availed of the provision for condonation facility previously in the entire programme period. The college shall maintain a condonation register which is subject to verification by the University authorities.
- 11) In exceptional cases, University may permit sharing of examination centre facility with another institute in the same campus on special request from the Head of Institutions of both institutions. The Controller of Examinations shall have the power to club one or more theory/practical examination centre(s) for any particular examination as per the needs of the situation. The theory examination centers shall be finalized before the issue of hall tickets. The University reserves the right to cancel any examination centre at any time on valid reasons.
- 12) The University verifies the examination registrations, attendance, internal assessment marks and remittance of examination fee to ascertain eligibility of the candidates before issue of hall tickets. Hall Tickets are issued online preferably two days prior to the commencement of the theory

examinations. The Controller of Examinations shall have the power to suspend issued Hall tickets to the candidates if found ineligible on various reasons. The Controller of Examinations shall also have the right to keep pending, the issue of hall tickets already issued on valid reasons. In exceptional cases, the Controller of Examinations can provisionally permit a candidate for appearing the examination, subject to eligibility on further verification.

- 13) The Head of Institutions shall download the hall tickets,(ANNEXURE-VII) sign on it and distribute the same to the candidates with institute seal, after getting their signature in the hall tickets preferably one day before the examination. Invigilators shall put their initials in the hall tickets on each day of the examinations.
- 14) The Controller of Examinations shall appoint Chief Superintendent on the recommendation of the Head of the Institution of the theory examination centre for each examination. Usually the HOI shall be appointed as the Chief Superintendent. However, in exceptional cases, they can nominate a senior faculty member as the Chief Superintendent. The University reserves the right to appoint the Chief Superintendent who is not nominated by the Head of Institution also.
- 15) On receipt of the question papers from the setters, the concerned section of the examination branch of the University shall prepare question paper banks by assigning question paper codes, scrutinize for further accuracy and arrange them according to day wise time table and compose them into a standard template.
- 16) The Chief Superintendent is responsible for receiving the answer books and all examination materials from the Head of the Institution and keeping them under safe custody. He/ she is also responsible for downloading, printing and distributing the question papers in time. He /she should make all arrangements for the smooth conduct of the examination.
- 17) No change of examination centre shall normally be permitted after a candidate has once registered for an examination in a particular centre.
- 18) Examinations once scheduled shall not be changed, unless there is a situation / reason which necessarily warrant such a rescheduling with the approval of Vice Chancellor.

- 19) Ordinarily there shall be two examinations in a year (regular & supplementary for year pattern) preferably with a gap of 6 months in between, unless otherwise specified by the respective programme regulations.
- 20) In extraordinary situations, the Controller of Examinations shall be competent to effect the change of date of any examination in the examination time table already published.
- 21) The Controller of Examinations shall make arrangements for the conduct of examinations at various approved centers in accordance with the rules framed by the University from time to time.
- 22) Regarding their duties and responsibilities, the Chief Superintendent and other officers involved in the conduct of examination(s) shall act according to the instructions issued by the University from time to time
- 23) It shall be the duty of the Chief Superintendent at each center of examination to appoint Deputy Chief Superintendents and or Asst. Superintendents (Invigilators) who shall be members of the faculty and other supporting staff for the smooth conduct of examinations as per the regulations. Remuneration at the rates fixed by the University shall be paid to all the staff involved in the examination duty.
- 24) The Controller of Examinations may, if found necessary, appoint an observer/squad to supervise/monitor the University examination process carried out in the University examination centers. Observer so appointed shall be a member of faculty of a different stream and from another Institute with at least three years' experience as invigilator. Observer appointed shall in no case be a member of faculty of the same Institution.
- 25) All candidates shall bring their hall tickets and ID cards issued by the University on each day of examination. The hall tickets /ID card shall on demand be produced for inspection by the Chief Superintendent, Additional Chief Superintendent, observer, member of the squad or any other officer authorized by the University No candidate shall be permitted to write an examination without a valid, hall Ticket and ID card issued by the University. However, the Chief Superintendent shall grant provisional admission to a candidate for an examination with the permission of the Controller of

Examinations provided his / her name is included in the nominal roll issued by the University. The fact that a candidate has been given provisional admission does not entitle him / her to further benefits of taking the examination. The Hall Tickets issued are provisional.

- 26) Candidates writing the examinations shall be under the disciplinary control of the Chief Superintendent and shall obey all her/his instructions. In case a candidate disobeys the instructions given by Chief Superintendent / any other official appointed by the University or behaves insolently towards the officials, such candidate shall not be allowed by the Chief Superintendent to write the examination and the matter shall be reported to the Controller of Examinations for further action.
- 27) The Controller of Examinations can cancel the Hall Tickets issued to any candidate, if it is proved that she/he has indulged in misconduct or is found indulging in malpractices in the examination hall or if it is discovered later that he / she was ineligible to write the examination.
- 28) For each session of examination at the center, two authorized officers – Head of the Institution and the Chief Superintendent shall be shared separately half of the password by the University , which are used for encrypting the question paper . The theory question papers could be downloaded only by entering both parts of the password in the system.

G. Transmitting the encrypted question papers to the examination centers:

- Uploading of the encrypted theory question paper is usually done 45 minutes prior to the commencement of the examination.
- The password contains two parts, one part is of alphabetical and second part is of numerical numbers. One part is shared to the Chief Superintendent and the other part to the HOI or senior faculty nominated by HOI.
- The password (2 parts) shall be shared 30 minutes prior to the commencement of the examination
- The question papers can be opened only after entering the two separate parts of the passwords by the two faculty.
- The required number of questions papers are to be printed in the presence of Chief Superintendent, Observer (nominated by COE) and one senior most invigilator of that day in a confidential room.

- All candidates shall enter the examination hall at least 30 minutes prior to the time prescribed for the commencement of examination.
- Normally question papers can be distributed to the candidates 5 minutes prior to the commencement of the examination, but candidates can be permitted to start writing the examination only at the stipulated time.
- The Chief Superintendent shall recommend the correction measures (if any) on the recommendation of the concerned HOD/concerned faculty and intimate the same to the University for finalizing and approval. The University will compile the approved recommendations and prepare a text file of corrections and host it within 30 minutes (preferably) of the commencement of the examination so that the examination centers can download, print, and distribute it among the students. The Controller of Examinations may, on the recommendation of the Chief Superintendent and if found necessary, permit extra time for answering the replaced questions.
- It is the duty of the Chief Superintendent to intimate the corrections/ modifications/ replacement of questions (if any) or 'No-Correction' intimation to the candidates immediately on downloading the same. The Chief Superintendent shall ensure proper communication of the same to the candidates by getting attestation from any two candidates, one each from the first and last rows of the examination hall. Complaints made subsequently in this respect shall not be entertained by the University under any circumstances.

H. Answer Books

Answer Books with laser barcode and security features containing 40 pages supplied by the University from time to time are used for the theory examinations. Serial number of each answer book shall be printed chronologically on the inner page. No additional sheets will be provided for theory examinations. Instructions to candidates for filling instruction part of the answer book have been printed on the second page of the theory Answer book. Each candidate shall write her/ his hall ticket in the front cover page and sign of the answer book and sign.

10. Instructions to the Examination Chief Superintendent (CS)

The CS is responsible for receiving the respective blank answer books and all

examination related materials from the Head of the Institution well in advance, by submitting the indent (ANNEXURE XI).

- a) The CS shall prepare a tentative budget for the conduct of the examination concerned, in accordance with the University rules and submit it to the University through Head of the Institution for getting advance funds from the University or as per the directions given by the University from time to time.
- b) It shall be the duty of the CS at each centre of examination to appoint as per the rules, Deputy Chief Superintendents, Asst. Superintendents (invigilators) and other supporting staff well in advance for the concerned session of the examination for which he/she is appointed.
- c) The CS shall go through the 'instructions to the invigilators' and give necessary directions to the invigilators as and when required.
- d) The CS shall ensure that the login password (for downloading the Question Papers) has been received by her/him 30 minutes prior to the commencement of the examination for which she/ he is appointed and shall keep it strictly confidential.
- e) The CS shall also ensure that the Head of the Institution has received her/his login password (for downloading the Question Papers) 30 minutes prior to the commencement of the examination.
- f) The CS shall ensure that all the technical arrangements like availability of personal computers, internet connections, printers, fax, UPS, mobile jammer, land line telephone connection, CCTV surveillance system etc. are functional as specified by the University from the day prior to the commencement of the examination onwards. She/he shall also re-check the same on the day of the examination one hour prior to the commencement of the examination. CS shall ensure that proper seating arrangements are made for the candidates in the examination hall. Such arrangement shall include the writing of register number on the desk/ table at the appropriate place.
- g) The CS shall ensure that the examination hall(s) is kept clean and that there is no unwanted writing on the desks/ walls or board.
- h) The CS shall ensure that drinking water is made available to the candidates in the examination hall.
- i) The CS shall display hall-wise seating plan for the information of candidates at prominent places. Final nominal roll of the candidates who are to write the



examination in the particular centre and instructions to the candidates with regard to the examination shall also be displayed outside the examination hall(s) besides an “OUT OF BOUNDS” (No Entry for the persons unrelated to Examination).

- j) The CS shall be present in the examination venue at least one hour prior to the commencement of the examination for each session of the examination.
- k) The CS shall provide necessary facilities to the observer deputed by the University for the discharge of his/her duties.
- l) The CS shall ensure that the invigilators collect the answer books 45 minutes prior to the commencement of the examination. CCTV surveillance system shall be working on during the theory examination and the recorded examination procedures (in DVD) shall be sent to the University along with the answer books.
- m) Ensure that the examination hall(s) is/are opened and that the candidates are permitted to enter the hall between 10 to 15 minutes prior to the commencement of the examination.
- n) No candidate shall be permitted to enter the hall after the stipulated time. The CS shall strictly ensure that this rule is not violated under any circumstances.
- o) Chief Superintendent shall permit the candidates suffering from contagious diseases to write the examination with the prior approval of COE. Such candidates shall have to submit application with medical certificate and proper recommendation of the Head of the institution to the University. The candidates shall be permitted to take examination in a secluded room. The full procedures of theory examination shall be video recorded at the cost of the candidate concerned.
- p) The Chief Superintendent shall be present in person at the confidential room arranged for downloading and printing the question papers. The downloading and printing of the question papers shall be done in the presence of an invigilator and the Observer (if appointed). A declaration in the prescribed format (ANNEXURE-XVII) with details shall be submitted by the CS, observer and an invigilator stating that the question paper is printed as per the university regulations. The CS shall ensure that the downloading is completed within 10 minutes. The CS shall ensure that the correct type of theory question papers, as published in the theory examination time table, are distributed among the

candidates in the examination hall.

- q) The question papers shall be distributed in the examination hall(s) 5 minutes prior to the commencement of the examination. However, the candidates shall not be allowed to write the answers before the time fixed for the commencement of the examination.
- r) The CS shall ensure that candidates, invigilators, observers, CS himself/herself and any other person entering the hall are not using mobile phones inside the examination hall.
- s) The CS shall ensure that only the following items are permitted in the examination hall(s).
- ✓ Hall ticket issued by University
 - ✓ ID card issued by the concerned institution
 - ✓ Permitted writing & drawing materials
 - ✓ Permitted model of calculator, for the particular examination
 - ✓ Other materials permitted by the University from time to time
- t) A candidate shall not be allowed to write examinations, if she/ he does not have a valid hall ticket issued by the University. However, if a candidate reports that her/his hall ticket/ID card is lost, the Chief Superintendent can permit her/him for the examination, after obtaining a written request from her/him, and shall report the matter to the University.
- u) The CS shall ensure that mobile phones, blue tooth devices, programmable electronic equipment like scientific calculators and other electronic gadgets are strictly not allowed in the examination hall(s). The CS will make necessary arrangements to collect such bags, gadgets during the examinations and return back after the examination. During the examination, if any such gadget is found in the possession or custody of the candidate, these items shall be taken into custody by the Chief Superintendent and the matter to be reported to the Controller of Examinations at the earliest. In such cases, the CS may permit the candidate to write the examination only on obtaining an undertaking from him/her and shall forward the same along with the suspected materials to the University on the same day.
- v) The CS shall have proper communication with the invigilators for the smooth conduct of examination. The Chief Superintendent shall report

the inevitable corrections, if any, in the question papers, like out of syllabus questions, spelling mistakes and repetition of questions to the COE, before the commencement of the examination.

- w) The CS is solely responsible for downloading, printing and distributing the correction / no-correction intimation of question papers among the candidates in time and get the fact attested by at least two candidates one each from the front and back row to the effect that they are informed of the corrections on time.
- x) In case of any technical difficulty arising in downloading question paper(s) in time, which causes delay in starting the examination, the lost time shall be compensated by the CS with the approval from COE, when there is a delay of more than 30 minutes for the commencement of the examination and its compensation, due to unforeseen reasons.
- y) The Chief Superintendent shall frequently visit examination hall(s) and ascertain that the invigilators are doing their duties and ensure that utmost discipline is maintained throughout the conduct of examination. Proper arrangements shall be made to alert the candidates about the time remaining during examination.
- z) The CS shall ensure that the packets containing answer books and related documents are dispatched to the University on the day of examination itself by speed post or as per directions of the University issued from time to time. In the case of examinations conducted in the afternoon session, the CS shall ensure that answer books are dispatched on the next working day itself. In extra ordinary situations where there is any delay in dispatch, the same shall be intimated to the Controller of Examinations on the same day itself. It shall be the duty of the CS to countersign the TA Bill and /or remuneration bill of the observer deputed by the University.
- aa) It shall be the duty of the CS to disburse remuneration to all the personnel involved in the conduct of theory examination work and he shall countersign the acquaintance vouchers as per University rules and hand over the documents to the Head of the Institution within 2 working days of completion of examination. For timely settlement of accounts, the Head of the Institution shall forward the documents within 7 working days of completion of the examination after countersigning the consolidated statement of

expenditure.

- bb) Unused, damaged and cancelled answer books shall be counted and returned to the Head of the Institution for proper maintenance of Stock Register.

I. Instructions to the Invigilators (Asst. Superintendents)

Invigilation is one of the most important tasks required to be performed during the conduct of theory examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates. A set of guidelines for the invigilators are given below:

The invigilator should;

- a) Report to the Chief Superintendent at least 45 minutes before the commencement of the examination.
- b) Permit the candidates to enter in to the examination hall within 10 to 15 minutes prior the commencement of the examination
- c) Collect the answer books from the Chief Superintendent check and count them and get the defective answer books (if any) replaced.
- d) Carry the question papers from the confidential room to the examination room only in packets.
- e) To assist the candidates to find out their seat in examination hall and to ensure the candidates should not have digital gadgets, script/notes in coded form and other materials relevant to the examination. If such materials found from students during examination, it will be seized and the same to be reported to CS for appropriate action.
- f) The invigilator shall verify the candidates are having the examination hall ticket and student ID card issued by the competent authority. If the student is not having/bringing any of them , he/she shall be advised to meet CS for further proceedings
- g) After verification of the students' hall ticket and ID card, the invigilator shall obtain the signature from the student in attendance sheet and sign their initials in the hall ticket at the space provided, for each examination

- h) Distribute the answer book 10 minutes before the commencement of the examination (on hearing bell) and instruct them to fill the Register number, write their names, sign on the space provided and make other entries. The candidate shall also fill up the question paper code, date of examination, name of examination and subject to the answer book at the appropriate column.
- i) Shall sign on the answer book only after verifying that the details filled in by the candidate are correct.
- j) Question paper may be distributed 5 minutes prior to the commencement of the examination and ask the candidates to start writing the examination. The answers to be written by the students only with blue or black pen (except diagrams, wherever necessary). The answer papers written with pencil shall not be valued.
- k) After half an hour, the attendance list and unused answer books shall be sent to Chief Superintendent office.
- l) The students get notification from the invigilator for every one hour and before last 10 minutes. The invigilator should announce stop writing after examination time is over Five minutes before the close of the examinations, announce “last 5 minutes” and after the examination time is over, ask the candidates to stop writing and put their pen down.
- m) To ensure the student should not left the blank pages in their answer books and make them strike out the unwritten pages /space in between
- n) Arrange the collected answer books in the order of register numbers and handover to the Chief Superintendent. The invigilator shall leave the examination premises after the consent of the CS.

Important notes

- 1) No candidate shall be allowed to leave the examination hall before the end of the examination and without handing over the answer books to the invigilator.
- 2) Candidates should be asked to take their seats in accordance with the seating arrangement. No candidate will be permitted to enter in the examination hall after the stipulated time except with special permission from the Chief Superintendent which could be granted on exceptional

circumstances and for very valid reasons/justification. All such instances shall be reported to the Controller of Examinations for further action. However, no candidate shall be permitted to enter the examination hall after the time of commencement of the examination.

- 3) Arrangements will be made by the Chief Superintendent to issue duplicate hall ticket for those of the students who have received the original hall ticket and failed to produce the same or where the original is lost. In cases where the University/college/school has not issued ID card or the issued card is lost by the candidate, the CS can permit the candidate on the production of proper proof of identity in the form of Aadhar card, voters ID or driving license. This can be done only in cases where his / her name is registered in the examination and the University has issued the hall ticket.
- 4) The candidate may be allowed entry into the examination hall only with his/her hall ticket, ID card and writing and drawing materials. The invigilators should ensure that strict silence is maintained in the examination hall. Communications amongst candidates, borrowing of materials, use mobile phones any other electronic equipment etc should be strictly forbidden.
- 5) Invigilators shall not give any clarifications to the students regarding mistakes pointed out in the question paper, mode of answering etc. If any candidate brings to the notice of the invigilator, any such ambiguity / complaint regarding questions, or with regard to spelling mistakes, repetition of questions; questions being out of syllabus, etc. the candidate will be asked to give it in writing to the Chief Superintendent, who in turn, will forward the same to the Controller of Examinations for necessary further action.
- 6) The invigilators shall not allow the use of logarithm tables/ Data book in the examination hall unless it is permitted as per the instructions given in the question paper.
- 7) Invigilators will keep themselves to be alert and vigilant and prevent the use of unfair means in the examination hall. If any candidate indulges in any unfair means, the invigilator shall take in his custody the answer book and the materials used for malpractice and make a report with details to the Chief Superintendent who, in turn, will forward the same to the Controller of Examinations for appropriate further action.



- 8) The invigilator shall not allow any candidate to write anything on the question paper.
- 9) No refreshments of any kind except drinking water shall be allowed for the candidates in the examination hall.
- 10) The invigilator shall not make any correction in the register number written by a candidate on his / her answer book. Instead, the candidate may be asked to correct the number and attest the same by affixing his/her signature near the correction.

J. Appointment of observer and squad

The Controller of Examinations may appoint squad / observers from other institutes to supervise and report on the conduct of the theory examinations. She / he may also appoint a squad comprising of faculty of same stream or other stream for conducting surprise inspection as and when required. Such squad/observer must report about the conduct of examinations to the Controller of Examinations immediately after the examination is over, (ANNEXURE-XIII / XIV). In exceptional cases the Controller of Examinations may appoint observers for supervising the conduct of practical/clinical examination as well. Sending special observers for practical/clinical examination is strictly confined to exceptional situations and that too at the discretion of the University and not based on any request.



CHAPTER III

VERIFICATION OF WRITTEN ANSWER BOOKS

On receipt of packets of answer books from the theory examination centers, the sorting sections shall, first of all, inspect the packets to ensure that the packing was done according to the instructions issued in this regard and that the seals are intact. If any tampering of the seals or any other abnormality is noticed, it shall be brought to the notice of the Controller of Examinations immediately. If the total number of answer books and the total number of absentees do not agree with the total number of candidates registered, the Chief Superintendent of the centre shall be contacted immediately to identify the cause of disparity. All the answer books are verified to see that candidates have used the prescribed answer books issued by the University and no identification mark is put by the candidate. If any identification mark is noticed, it shall be reported to the Controller of Examinations immediately for further action.

The dummy numbering section shall ensure that the theory answer book bundles dispatched from the respective theory examination centers contain the following: (ANNEXURE-XVI)

- No. of theory answer books
- DVD recordings
- Attendance list

The following details of all answer book bundles received in the section shall be noted in the stock register of answer books:

- a) Name of the examination with year of admission/ subject and paper / QP code/ date of examination.
- b) Name of the centre of examination
- c) Number of eligible candidates registered for the subject
- d) Register number (from.....to.....)
- e) Register number of absentees
- f) Total number of answer books received
- g) Number and serial no. of answer books cancelled/damaged and returned from the centre of examination.
- h) Dated initials of the concerned.



- i) there is any disparity, the concerned officer in charge shall contact the Chief Superintendent immediately for clarification and the matter shall be reported to the Controller of Examinations.

The conduct of examinations, dummy numbering, movement of the answer scripts and issuing to examiners are carried out under the surveillance. Only the concerned staff has the access to each process/step.

CHAPTER IV

EVALUATION OF THEORY ANSWER BOOKS

1. Valuation of Answer Books:-

Central valuation shall be done usually in the office of Controller of Examinations.

- a) The Controller of Examinations may also appoint a 'Custodian' of answer books who shall be the staff of the Examination section. It shall be the duty of the custodian to ensure safe keeping of answer books received at the centre until the evaluated answer books are returned to the University. The centralized valuation camp shall be under the supervision of the camp officer/custodian appointed by the Controller of Examinations. The duties and responsibilities of the camp officer/custodian shall be as per the University orders issued from time to time.
- b) There shall be a Chairperson for each board / subject appointed by the Controller of Examinations. In exceptional cases, if the number of answer books to be evaluated is very few, valuation camp can be conducted without Chairperson. In case of necessity, the Controller of Examinations can appoint one or more members of faculty as coordinators of the centralized valuation camp to assist the Chairperson.
- c) The Chairperson, custodian (if any), evaluators, camp officer, coordinators (if any), data-entry operators, assistants, clerical assistants and office attendant will act in harmony to carry out the process of conduct of centralized valuation camps.
- d) Evaluators shall be appointed by the Controller of Examinations from the panel approved by Academic Council. The process of appointment of examiners applies, mutatis mutandis, to the appointment of evaluators also. Evaluation of answer books of post graduate examination may be done at the practical examination centers or other centers identified by the University.
- e) There shall be double valuation for examinations for various courses conducted by the University. If the difference between the valuations awarded in the two valuations is 10% or less, the average of the two valuations will be considered as final mark. If the difference between the marks awarded in the two valuations is more than 10% a third valuation will be arranged. The average of the best two out of the three marks shall be the final marks of the



course.

- f) There can be two/three/four evaluations for all post graduate examinations as per the course regulations. For post graduate courses where there are three/four evaluations, the average of marks in all the evaluations taken together shall be considered as the final mark.

2. Instructions to Camp officer at Valuation centers:-

The valuation centre will be under the control and supervision of a camp officer who is appointed by the Controller of Examinations from among the staff of the University, preferably not below the rank of a Section Officer. They are required to carry out the following tasks with due care and diligence and ensure that the evaluators read the instructions given to them carefully and strictly adhere to it before starting the valuation work.

The Camp Officer shall ensure that the required columns in the answer book are filled up properly before distributing the same to the evaluators as per the instructions given below:

- a) The camp officer, with the help of the sorting section, shall handover the packets of answer books to the evaluators appointed by the University.
- b) Further ensure that the Chairperson hands over the packet to the data-entry operator after verification for entering the marks in the computer system and to see that the print-out of the mark entry is cross-checked by the evaluator with the Chairperson of the camp.
- c) The camp officer shall then ensure that the verified covers are taken back to custody and recorded in the concerned register.
- d) The same process shall be applicable to other valuations also, wherever applicable.
- e) The camp officer shall be the custodian of the answer books attendance register of evaluators and issue-register of answer books in the camp, and shall be responsible for their proper up keeping.
- f) The camp officer shall be responsible to file a report on the participation of the evaluators to the Controller of Examinations.
- g) In case of detection of suspected malpractice, full details along with reasons for suspected malpractice and circumstances leading to the detection are to be indicated in a separate report. The report and the evaluated answer books involving such malpractice shall be put in a separate envelope, super-scribed



“Malpractice Answer Books” with appropriate remarks, and affixing details like Q.P. code, packet no. and Sl. No. and valuation slips and forwarded to the office of the Controller of Examination for necessary further action.

- h) Once the evaluation process is over, the camp officer shall return the packets of evaluated answer books and packets of corresponding score sheets as recorded in the concerned register kept in the CV Camp concerned to the Officer in charge in the COE section for safe custody for the required period.
- i) The duties and responsibilities of the camp officer shall be as prescribed by the University from time to time.

3. Duties and Responsibilities of Chairperson at Centralized Valuation Camps:-

The Chairperson(s) of the centralized valuation camp acts on behalf of the University and shall be responsible for the prompt, successful and timely conduct of the work in the evaluation camp for protecting the interests of the University. His/her foremost duty is to prepare the evaluation guidelines with respect to the particular subject/question paper code with the help of subject expert(s). After the preparation of the evaluation guidelines and before the commencement of the work in the camp, the guidelines shall be discussed with the evaluators present in the camp and the guidelines so modified shall be distributed among the evaluators so as to ensure uniformity in evaluation process. The Chairperson shall also see that the malpractices reported by the evaluators are brought to the notice of the Controller of Examinations without delay. At the end of the centralized valuation in the camp, the Chairperson shall submit a detailed report with remarks/suggestions if any, to the Controller of Examinations. In addition, the following shall be ensured by the Chairperson:

- a) Collect and verify the appointment letter and declaration produced by each evaluator before issuing answer books to them.
- b) Ensure that all evaluators appointed at the camp attend the camp regularly and on time and that they complete the work allotted to them on each day.
- c) The Chairperson shall go through the instructions regarding “Duties, Responsibilities and Guidelines to Evaluators” and ensure that all evaluators observe the directives contained therein.
- d) After completing the evaluation of answer books in each packet, the evaluator will hand over the same with to the Chairperson. The Chairperson

shall verify the answer books physically at random to ensure that all answers are valued and marks assigned to each answer. The Chairperson shall also check the total marks entered in each slip and ensure arithmetical accuracy of the entries.

- e) The Chairperson, with the help of data entry operator, shall upload the marks, packet wise, online, to the University portal. The packet wise printout shall be signed by both the evaluators and Chairperson concerned after verification. Thereafter the Chairperson will hand over the same to the camp officer.
- f) Normally, the Chairperson need not value answer books; but he/she is responsible for the entire conduct of the centralized valuation camp. He will value / check at random the 2-3 papers of examiners under his board.
- g) If a complaint about the content of a theory question paper is raised to the Controller of Examinations by candidates or members of faculty, after the examination, he/she shall refer such complaints to the evaluation chairperson. It shall be the responsibility of the evaluation Chairperson to suggest suitable recommendations for redressal of the grievance to the Controller of Examinations after discussing with subject expert/s concerned.

4. Duties, Responsibilities and Guidelines to Evaluators at the Centralized Valuation Camps:-

The evaluators appointed by the University for work relating to the evaluation of answer books of theory examination shall adhere to the following:

- a) Produce the appointment letter from the University and declaration in prescribed form proving their eligibility, to the Chairperson before commencement of evaluation work.
- b) On the opening day of the centralized valuation camp, all evaluators shall be present in the camp well in advance and put forward their suggestions, if any, and participate actively in the discussions so as to evolve the evaluation guidelines and comply with such guidelines. The evaluators who join in the camp on subsequent days shall be briefed by the Chairperson with regard to the guidelines followed in the matter of evaluation of the subject/s concerned.
- c) The evaluators shall maintain strict secrecy regarding their appointment and in the discharge of work in connection with the examination.
- d) Assignment of marks shall be done in red ink.



- e) The evaluators shall try to see that the corrections are minimized. Corrections, if any, made in the score sheet, should be properly authenticated with the signature of the evaluator/s concerned.
- f) The evaluator shall make sure that nothing is written or marked in the bar-coded area.
- g) Discrepancy if any, found between the number of answer books in the cover and that in the label should be brought to the notice of the Chairperson.
- h) The marks awarded shall not be exchanged / disclosed with other evaluators.
- i) The evaluator shall not value the answer books in a hurry.
- j) Valuation shall be done for a minimum time of seven hours a day. The maximum number of answer books of Under Graduate examinations to be valued per day per evaluator is:
- ✓ 90 (in the case of papers of less than 2 hours duration).
 - ✓ 60 (in the case of papers having duration of 2 hours and more)
 - ✓ The maximum number of answer books of postgraduate /super specialty Examinations to be valued per day per evaluator is 60(in the case of papers having duration of less than 2 hours
 - ✓ 40 (in the case of papers having duration of 2 hours and more)
 - ✓ Evaluators should not write/underline or put tick mark/cross mark or any other mark anywhere in the answer book. They should not enter marks anywhere in the answer book except in the score sheet (valuation slip)
- k) All the evaluators should enter the marks awarded to each answer in the respective space provided in the answer book.
- l) Evaluators shall check whether:
- ❖ All answered questions have been valued.
 - ❖ Marks have been awarded and recorded on the score sheet.
 - ❖ There is arithmetical accuracy in totaling the marks (subtotal and grand total)
 - ❖ See that no column against question number is left blank. If a particular question is attempted by the candidate and in case the answer does not deserve any mark, the evaluator shall write "Zero" in the box (numeric '0' is not acceptable).
 - ❖ Write marks with two digits and one decimal point. (e.g. 02.5 is



correct, 2 ½ is incorrect).

- ❖ The name of evaluator to be written in block letters and signature to be affixed with date compulsorily in the space provided for the same.
- m) The evaluator is solely held responsible for any wrong entry in the score sheet.
- n) Evaluator has to affix his/her signature with date, name in the score sheet, tear (wherever applicable), arrange answer books serially, and hand over to the camp officer through the Chairman of the camp.
- o) Due care shall be taken to value each answer book and to award the deserving marks.
- p) If any evaluator, during valuation of the answer books, suspects any case of malpractice, she / he shall immediately report it to the Chairperson. Chairperson shall send the suspected answer books after getting it valued fully along with his report to the Controller of Examinations by name, in separate cover.
- q) In addition to the entry of individual marks in the score sheet, the evaluator has to enter the total marks in the space provided for entering grand total.
- r) Round off the grand total only to next higher integer. (Eg. 22.5 to 23). No rounding off of marks shall be permitted for sub totals.
- s) The evaluator shall be solely held responsible for any wrong entry / total.

5. Special instructions in the case of PG Evaluation

All the evaluators shall ensure that the marks are entered in the score sheets by themselves in their own hand.

CHAPTER V

CONDUCT OF PRACTICAL EXAMINATIONS

Practical examination shall be held as per the schedule fixed by the HOI. The Controller of Examinations appoints a convener, who is/are eligible examiner/s. This can be done for each practical examination/subject. The main duty of the HOI is to fix the date and prepare the examination schedule for each examination centre in consultation with the Controller of Examinations. He/she will also suggest the list of external examiners and the dates for each subject from the list of examiners approved by the Academic Council and submit the list to the Controller of Examination for consideration and appointment. He/she will have the discretion to appoint the Chairperson and the examiners from the list in exercise of his/her delegated powers. The Controller of Examinations will also have the power to make alteration in the examination date/s for compelling reasons.

A. Chairperson of Practical examinations and their duties and functions

- 1) The Chairperson of practical examinations is responsible for the smooth and efficient conduct of the practical examinations at each centre and for the co-ordination of the examiners. He/she will make all arrangements for the conduct and evaluations of the practical examinations/clinical/viva voce at his/her centre as per the course regulations concerned.
- 2) It shall be the duty of the Chairperson at each centre of practical examination to appoint expert assistants, technical assistants and other supporting staff well in advance for the smooth conduct of practical examinations as required by the regulations.
- 3) He / she will ensure:
 - a) About the list of candidates published by the University for the examination,
 - b) That the clinical, other materials and facilities essential for the conduct of examination are available.
 - c) The Chairperson shall prepare an estimate of expenditure for conduct of the examination concerned preferably seven working days prior to the commencement of the examination, in accordance with University regulations and submit to the University through Head of the Institution to obtain the advance. He/she should also forward the claims with

supporting documents/vouchers for settlement of accounts through the Head of the Institution within 7 working days after the practical examination is over.

- 4) The practical examinations Chairperson shall ensure that candidates can appear for an examination only on production of valid hall ticket and ID card issued by the University. Provisional permission may, however, be allowed in which event, the matter shall be reported to the Controller of Examination for ratification/further action.
- 5) The Chairperson shall ensure that the evaluated answer books of practical examination are packed and sealed and handed over to the HOI for keeping under safe custody for the period fixed by the University. However, if any of the answer books is required by the University during this period, it shall be made available to the University.
- 6) It is the duty of the Chairperson to countersign the hard copy report of the practical / viva-voce and other marks relating to practical examinations. After getting the hard copy signed by the appointed examiners and to forward it to the University. (ANNEXURE-XII)
- 7) The Chairperson shall disburse the remuneration to the expert assistant/ technical assistant/ internal and external examiners/ evaluators/other supporting staff and submit bills/vouchers as per rules of University to the Head of the Institution who shall forward the same to the COE for final settlement of the claims with reference to the advance amount.

B. Submission of Project / Dissertation:

- 1) While submitting the dissertation / thesis (PG Students), the plagiarism checking (10% is allowed) is compulsory and the certificate issued by the concerned faculty of the institute to be enclosed before the index page.
- 2) The credits earned by the students through online from MOOCS, SWAYAM, NPTEL etc. are accounted for to calculate the CGPA on the recommendation of the committee constituted by the University, wherever applicable.

CHAPTER VI

RESULTS PASSING BOARD

A results passing board shall be constituted by the Controller of Examinations, with the approval of the Vice Chancellor in connection with the publishing of the result of each examination conducted by the University. The composition of the Board as follows

- a) The Dean/ Principal of the concerned faculty
- b) A senior faculty member.
- c) Vice Chancellor nominee related to the faculty (as desired)

The minutes of the meeting shall be forwarded to the Vice Chancellor through the COE for approval. Result shall be declared only after the approval of the minutes of the results passing board.

Functions of the results passing board shall be the following:

- a) To oversee the proper conduct of examinations.
- b) To ensure that the emergency steps taken by the COE for the conduct of examination as per schedule are proper and correct and to ratify his/her actions in appropriate cases.
- c) To consider the need for granting grace marks and its quantum bearing in mind limits prescribed in this regard in the concerned course regulations / salutatory councils.
- d) To consider the grievances raised about the conduct of the examinations generally.
- e) The results passing board shall assess the statistics of the results summary prepared and recommended to take decision regarding the award of grace marks. It is the discretion of the results passing board to award/not to recommend grace marks. However, grace marks shall be awarded as per the respective course regulations only, with due approval of Vice Chancellor.
- f) Special passing board meeting may be convened with the prior permission of the Vice Chancellor in special situations.

CHAPTER VII

RE-VALUATION & RE - TOTALLING

Rules for Re-evaluation / Re-totaling of Answer Books:

The objectives of re-evaluation / re - totaling are to ensure that the student receives a fair evaluation in the theory paper of university examination and to minimize human error and extenuating circumstances.

Revaluation:

There shall be provision for revaluation on payment of fee for papers evaluated by single valuation system. The application shall be submitted to the office of the Controller of Examinations within ten days of the publication of the results. A different examiner shall value the paper. If the revaluation mark is less than by 5%, the previous marks will be retained. If the revaluation mark is more than 5% and less than by 10%, revaluation marks shall be the marks of the candidate. If the difference is more than 10 % of previous marks, the answer script shall be sent for-third evaluation. In such event, the average of the best two out of the three scores will be taken as the final score. Revaluation is not applicable for the papers where there is double valuation system and they are eligible to apply for re totaling only.

Re-totaling

There shall be provision for re totaling on payment of fee for papers evaluated by double valuation system. The request has to be made within 10 days of publication of results to the Controller of Examinations on payment of the requisite fees. The marks obtained on re - totaling will be the marks obtained by the candidate for the specific paper.

Guidelines for applying Re-totaling / Revaluation of marks in theory answer paper:

Re totaling / revaluation of marks of theory answer paper is permissible only for those candidates who have passed in clinical / practical examination and failed in theory paper.

- 1) There is no revaluation facility for project / practical/viva voce/dissertation.
- 2) Applications for revaluation / re totaling should reach the university before the prescribed date.
- 3) Application should be sent to the university only through the



college/school. Applications submitted directly to the university by the student shall be rejected.

- 4) The fee once paid online will not be refunded at any cost. Any application sent in this regard should be sent after careful scrutiny regarding the eligibility of the candidate.
- 5) A photocopy of the mark statement or examinations result copy should be enclosed along with the application,
- 6) The applications should be sent only on the prescribed format (ANNEXURE-III)

CHAPTER VIII

RESPONSIBILITIES OF THE EXAMINATION SECTION

- 1) Each staff of the examination section is allotted with the work of one or more examinations of one or more colleges /courses as the case maybe
- 2) The examination branch is to define the basic data (scheme of examination, subject, mark distribution, pass & result criteria, grace mark if any etc.) as per the program regulations and it is to be get confirmed by the concerned HOD and HOI.
- 3) The following shall be the procedural sequence in the conduct of examination.

1) Examination Calendar

Before the commencement of each academic year, the examinations section shall prepare a draft tentative examination calendar in consultation with the concerned Deans of Faculty / HOI. The draft examination calendar shall be published in the University website seeking suggestions/complaint regarding the date of commencement of examination from the students/teaching community, giving them a maximum of five days for furnishing the suggestions/complaint. The suggestions/complaint if any, received shall be scrutinized and considered according to their merits, in consultation with the respective Deans of Faculty / HOI. The final tentative examination calendar shall be uploaded on the University website. It shall be submitted for approval of the Academic Council.

2) Examination Notification

Based on the examination calendar, the examination section shall issue notification containing the prescribed details (date of the commencement of the examination, fees to be remitted, date of examination registration, date of issue of hall ticket, date of receipt of print out of the examination registration details, instructions to candidates etc.), preferably 45 days before the commencement of regular examination and 30 days before the commencement of the supplementary examinations. The notification shall be published in the University website.

3) Preparation of timetable for the examination

Timetable for each examination shall be prepared and published as per the examination notification. It shall be published in the University website preferably one month before the commencement of the examination. In the case of

supplementary examinations, the timetable shall be published preferably two weeks before the commencement of the examinations.

4) Various steps in Examination Registration

- 1) Uploading of attendance of candidates by the HOI:

The candidates should have required minimum attendance in all subjects, separately, to make them eligible for appearing for the examinations. Partial appearances for theory papers are permitted if regulation permits; provided, the candidates satisfy the required attendance separately in all subjects of the respective examinations including the subject in which the candidate is not appearing.

- 2) Uploading of internal assessment marks of candidates wherever applicable, by the concerned faculty:
- 3) A candidate who has not secured minimum mark in IA shall not be permitted to appear for the particular course of the examination.
- 4) Examination registration by the candidates.
- 5) Remittance of examination fee by the candidate.(online, through CAMU-Paytm).
- 6) The college shall provide the details of those are eligible to act as invigilators.
- 7) The college shall submit the following documents to the University on or before the date prescribed in the notification:
- 8) Hard copy of the Internal mark statement (duly signed by the candidates) to be authorized by the concerned faculty, HOD and HOI.
- 9) Attendance statement of the candidates
- 10)Eligible / ineligible students list due to various concerns.
- 11)Registrations not accompanied by the prescribed documents as per notifications shall not be entertained.

5) Verification of Examination Registration

The following procedure shall be done for verification of documents:

- a) The examination section has to ensure that all the required reports mentioned are properly received in time.
- b) Internal Assessment (IA) marks including project marks (if any):
- c) To verify the internal assessment marks of each candidate to see that he/she obtained the required minimum required IA marks in each subject as per the concerned course regulations to qualify to appear for the

examinations

- d) Attendance:
- e) To verify the attendance details of each candidate to see that he/she has minimum attendance in the subject required as per the concerned course regulations so as to enable to appear for the examinations.
- f) d) Declaration from the HOI that the programme has been offered as per the approved regulations.

6) Preparation and Distribution of Hall Tickets

- a) The register number already allotted at the time of admission itself shall be the register number for the hall ticket for the examination. The hall ticket shall be issued to eligible candidates based on the valid registrations done by the candidates and forwarded by the institution.
- b) The hall tickets will be issued online to the concerned institution at least two days before the commencement of the examinations. The Head of Institutions shall download the hall tickets and distribute the same to the candidates with proper acknowledgement. The signature of the candidate on the hall tickets shall be authenticated by the Head of the Institution and shall bear the seal of the college.

7) Preparation of timetable of Practical examinations

- a) The schedule of each practical examination is fixed by the COE in consultation with the concerned HOI.
- b) The number of candidates to be included in each batch shall be fixed as per the concerned programme regulations.
- c) The timetable of the practical examinations approved by the COE shall be published in the University website before the date of last theory examination.
- d) The COE, in exercise of his / her delegated powers, shall appoint the examiners. The internal examiners shall be appointed from the list of eligible internal faculty provided by the HOI.
- e) University may appoint observers for University practical examinations if the University may deem fit.
- f) The marks once uploaded shall not be edited under normal circumstances. However, while uploading the practical marks, editing of uploaded marks may be permitted with the written consent of the COE and

under her / his directions.

- g) In case the examiners feel that editing of mark/s is necessary after sending the marks, it may be permitted subject to the condition that the internal and external examiners shall be present in the University with necessary proof of an error having been committed in the entry of marks.
- h) The Chairperson shall ensure that if a candidate is absent in the examination, the relevant column shall be marked as 'absent' without fail.
- i) If a candidate fails to attend examination on the day allotted by the University on reasonable grounds, the COE may permit the candidate upon request duly recommended by the HOI to appear on any other date available in the schedule fixed for that particular examination centre.
- j) The printout of the practical mark statement signed by the internal and external examiners with date and seal of the college/department affixed shall be sent to the University preferably on the same day as specified in the covers supplied for this purpose.
- k) The answer books of the practical examinations shall be kept in the centre of examination in the custody of HOI for a period of one year from the date of publishing of the result of the particular examination. However, in cases where the answer book is the subject matter of litigation, it shall continue to be kept until the litigation has reached finality.

8) Preparation of Tabulation Registers

- a) The tabulation registers are prepared electronically. However, hard copy of the electronic sheets containing all the details of marks of all the students for each examination including the result of withheld cases will be prepared course wise and kept bound with proper authentication. Tabulation sheets are prepared according to the regulations of each course.
- b) Access to the tabulation register, both the soft copy and the hard copy shall be restricted to the persons authorized to maintain the same and their controlling officers and shall be deemed to be a confidential record.
- c) Changes, if any, in the marks awarded to a candidate, ordered after publishing of results as provided in this examination regulations shall be made in the tabulation register with proper authentication.
- d) Absolute grading system is followed for all the programmes wherever there is credit system.



Grade Classification

B.PHARMACY PHARMACY

OTHER PROGRAMMES

Range of % of marks	Grade Point	Letter Grade
90.00-100	O	10
80-89.99	A	9
70-79.99	B	8
60-69.99	C	7
50-59.99	D	6
Less than 50	F	0
Absent	AB	0

Range of % of marks	Grade Point	Letter Grade
95-100	O++	10.0
90-94	O+	9.5
85-89	O	9.0
80-84	A++	8.5
70-79	A+	8.0
60-69	A	7.0
55-59	B+	6.0
51-54	B	5.5
40-50	C	5.0
<Minimum Pass	U	0
Absent	U	0

The classification of results shall be done as per the respective programmes.

$$SGPA = \frac{\sum C_i \times G_i}{\sum C_i}$$

$$CGPA = \frac{\sum_{j=1}^n C_i \times GP_i}{\sum_{j=1}^n C_i}$$

Where,

C_i is the credit for course in that semester and G_i is the grade point earned by the candidate for the course.

'j' indicates the semester number and 'i' indicates the course number in the semester "j"

C_{ij} = Credit of a course i in j semester

G_{ij} = Grade of the course i in j semester

GP_i = grade point corresponding to the grade obtained for each course. n=number of all courses successfully cleared during all the semesters. SGPA and CGPA are rounded off to three decimals.

CGPA is calculated once the candidate has passed all the courses. i)Formula for converting the CGPA into percentage of marks shall be ii)Percentage (%) of Marks = CGPA obtained * 10

Example :If the CGPA is 6.88 the percentage will be 68.8

Safe custody of evaluated answer books and score sheets

Once the evaluation process is over, the camp officer shall return the packets of evaluated answer books and packets of corresponding score sheets as recorded in the concerned register to the section officers in the sorting section for safe custody for the required period.

Finalizing the results

- a) The concerned examination section staff shall enter the marks in the system.
- b) Results are prepared by the confidential section of the COE
- c) The tabulation data is finalized including those results which are withheld due to various reasons.
- d) If a candidate secures the minimum marks prescribed for each part of the examination and the total minimum marks required for a pass as per the course regulations concerned, his/her result is marked as 'Passed' in the result column of the tabulation register. The class in which the candidate is placed based on the total marks secured by the student is also recorded in the tabulation register (for final year examinations only). The concerned examination sections shall verify the accuracy of entries of marks with the original documents containing the marks secured by each candidate. Hard copy of the tabulation register shall be authenticated by the officers concerned.
- e) As the theory marks recorded against a barcode sheets are packed separately, it will not be possible for the examination section to conduct a physical verification of the same with the marks in the tabulation register. But other details such as internal assessment marks, practical marks, pass criteria (as per course regulations) etc can be subjected to verification in the section itself before the results passing board is convened.
- f) The confidential section of the Controller of Examinations may make random verification of the results.

9) Statistics of Results

The staff of the ERP section shall prepare the interface for generation of statistics of the results with the details which will include:

- (a) The name of the examination with month and year.
- (b) The year of admission/scheme.
- (c) Total number of candidates registered for the examination
- (d) Total number of candidates who appeared for the examination
- (e) Number of candidates whose results are withheld.
- (f) Number of candidates placed in Distinction, First Class and Second Class (in the case of final year examination).
- (g) Any other details which may be required for the results passing board meeting as directed by the COE.

The statistics report of the results prepared and authenticated by the concerned and signed by the COE shall be furnished to the results passing board of the examination concerned for finalizing the results.

10) Results Passing Board Meeting

- 1) When the tabulation of marks/grades of an examination is completed as above, a meeting of the results passing board for each examination shall be convened by the COE. The overall and subject wise statistics of the results shall be presented to the board for consideration. The board may recommend the results as such, or with such modification as it may deem fit. The minutes of the board shall be signed and forwarded by the COE for approval by the Vice Chancellor.
- 2) The modifications, if any, recommended by the results passing board and approved by the Vice Chancellor shall be effected in the marks tabulated. The concerned section shall ensure that the grace marks are effected correctly in the tabulation register. Final checking of totals of the revised marks are done and the lists of register numbers of successful candidates are prepared for publishing. The results shall then be provisionally published in the official website of the University by the COE.
- 3) Register number of the candidates whose results are withheld for various

reasons shall also be published.

- 4) A list of candidates who have secured first, second and third rank (wherever applicable) in each branch of the examination shall also be published after the revaluation and re totaling is completed.

11) Issue of Statement of Marks and Consolidated Mark Statements

- 1) All candidates who have appeared for the examinations shall be issued a statement of marks.
- 2) The statement of marks shall be issued with the required signatures and the seal of the University. It shall include the name of the examination, the year and month of the examination, year of admission, name of the institution, name and register number of the candidate and the name of the course including optional/ electives/ branch/ specialty chosen by the candidate.
- 3) After publishing the results of an examination, statement of marks of all candidates who appeared for the examination except withheld cases shall be sent to the colleges/schools where the candidate studied the programme. The HOI shall keep a register for issuing the statement of marks. This will be done on production of hall ticket / ID card issued by the University by the candidates within a period of 15/30 days from the date of receipt of the same from the University. The unclaimed statement of marks shall be returned to the University after 3 months of receipt of the same from the University. Students can collect the same from University by remitting the fine fixed for the purpose.

12) General guidelines for preparation of Statement of Marks

- 1) Statement of marks shall be prepared through computer printing.
- 2) The name of the candidate, the register number, and name of college shall be printed exactly as given for registration and as stated in the tabulation register.
- 3) Month & year of examination shall be printed in the statement.
- 4) There shall be no corrections or over writings on the statement of marks/graes .
- 5) The statement of marks shall be put up for verification and attestation by the



section officer. It is the duty of the concerned section officer to ensure that folio numbers of the statement of marks of each candidate are recorded in the tabulation register against each register number.

- 6) The statement of marks approved by the section officer shall be put up for the signature of the Deputy Controller of Examinations who shall attest the statement of marks after such verification as he/she may deem fit. The mark statements shall be issued only after affixing the stamp and signature/facsimile of the COE and the seal of the university after the approval of the Controller of Examinations.
- 7) The statement of marks returned to the section concerned shall be carefully checked to ensure that all the officers have signed in the appropriate places and all the seal mentioned above have been properly affixed on them.
- 8) All statement of marks for one centre shall be bundled together and arranged for dispatch to the respective colleges.
- 9) Statement of marks shall not be prepared in respect of candidates who were absent for all subjects in an examination.

13) Data base of Candidates

The COE section of the University dealing with examinations shall prepare and maintain a data base in respect of candidates. The data base shall contain the following details:

- (a) Name of the candidate
- (b) Register number
- (c) Particulars of examination taken
- (d) Marks and grades obtained in each course
- (e) Results of each course



CHAPTER IX
PROCEDURE FOR CONDUCTING MEETINGS OF BOARDS AND
COMMITTEES

1. Procedures for conducting the meeting of Results Passing Board

Results Passing Board, constituted for each examination shall meet when the tabulation of marks of an examination is completed. The Controller of Examinations shall convene the meeting. The overall and course wise statistics of the results shall be presented to the board for consideration. The board may recommend the result as such, or with such modifications as it may deem fit. The Controller of Examinations shall forward the minutes of the board to the Hon'ble Vice Chancellor for approval and provisionally declare the result of that examination.

2. Procedures for conducting the meeting of Malpractice and Lapses Enquiry Committee (M&LEC)

The M&LEC meeting shall be convened by the COE, after the examination. The candidates who have indulged in malpractice and his/her parent/guardian shall be asked to appear before the committee. The minutes of the meeting with the recommendation of the committee shall be placed before the VC by the COE for approval.

CHAPTER X
CERTIFICATES

1. Provisional Pass Certificate

- a) A provisional pass certificate signed by the COE/authorized officer is issued to a candidate after the successful completion of the programme and before the issue of the original degree/diploma certificate. Wherever provisional pass certificate is needed for starting internship, a provisional pass certificate shall be issued to the candidate after he has passed all the examinations. On production of internship completion certificate (ANNEXURE–IX) after successful completion of internship, another provisional pass certificate shall be issued which shall be valid till the issue of degree certificate.
- b) The provisional pass certificate shall ordinarily be sent to the institution. It shall be the responsibility of the HOI to distribute the same to the candidates within 15 days from the date of receipt. In exceptional cases, the COE may issue the provisional pass certificates directly to the candidates from the University if the situation warrants the same.
- c) The COE/designated officers shall sign the provisional pass certificates after verifying all entries on the certificate by the section officer. The seal of the University shall be affixed on the certificates. The folio number of the provisional pass certificate issued shall be noted in the remark column of the tabulation register.
- d) There shall be no provision for issue of duplicate provisional pass certificates ordinarily. However duplicate provisional pass certificates can be issued in exceptional cases by the COE after levying the prescribed fee.
- e) A stock register of provisional pass certificates shall be maintained in the section and the details of the certificates received from the confidential section and the number issued for use and balance available in the section shall be noted in the stock register.

2. Diploma and Degree Certificate:

Degree/diploma certificate will be issued to the eligible candidates at the Convocation. If the candidate is absent for convocation, the degree certificate shall be dispatched to the address of the candidate as available in the University.

3. Issue of duplicate Certificates/Statement of Marks

The Degree/Diploma certificate/statement of marks issued to a



candidate has been reported irrecoverably lost, a duplicate of the same shall be issued, subject to following conditions:

- a) Application for duplicate shall be submitted in the prescribed format remitting the required fee as applicable at the time of application. (ANNEXURE-IV)
- b) In the case of loss of the degree certificate, a duplicate shall be issued only after receiving the reply given by the police department about its non-traceability in response to the FIR lodged by the candidate about its loss.
- c) The applicant has to give undertaking that she/he will return the duplicate to the University for Cancellation if the original happens to be recovered subsequently.
- d) Applications for issue of duplicate shall be posted in a separate register and the procedure for the issue of original shall be followed for the issue of duplicate also.
- e) The section concerned shall also record the details of issue of duplicate in the concerned register.
- f) The duplicate certificate/statement of marks issued by the University shall bear the date of issue of the same and a stamp indicating that it is a 'DUPLICATE'.

4. Award of Rank

Ranks and medals will be given if the student's strength in any programme is more than 5 only (except where the sanctioned strength is less than

5). Corrections in Certificates and Statement of Marks

- a) If an error in the statement of marks/certificate issued to the candidate has occurred due to oversight by the office and it is found out / pointed out subsequently, fresh statement of marks/certificate shall be issued without charging fee. In cases where the defect is pointed out by the candidate, he shall submit a written request to the COE and surrender the defective statement of marks/certificate for cancellation. If the defect arises from any error caused or contributed by the candidate, he has to pay the fee prescribed along with the application/request.
- b) The corrections so effected shall also be made in all the records in the section pertaining to the candidate and attested by the section officer.
- c) The cancelled statement of marks/certificates shall be kept in the safe custody of the section after making proper entry in the stock register.

6) Attestation of certificates and statement of marks (Transcripts)

a)

C



andidates who pass various examinations of this University and who seek admission in other Universities/Institutions are often required to furnish attested copies of transcript of marks, statement of marks and certificates in respect of the examinations passed by them. The request to be made by the candidate in the prescribed application form (ANNEXURE-V) and it should be supported by all the requisites. The COE or other designated officer shall attest the documents issued from the examination branch of the University.

- b) If the documents produced are found to be fake or with manipulations, the fact shall also be communicated to the concerned individual/institutions immediately. Such cases shall also be brought to the notice of the Registrar for initiating criminal proceedings against such manipulators.

7) Verification of genuineness of certificates and statement of marks.

- a) Prospective employers sometimes send copies of the certificates and statement of marks issued by the University with a request to verify genuineness of the documents. They need to apply in the prescribed application form (ANNEXURE-VI). It should be supported by the remittance of the prescribed fee.
- b) The documents produced are found to be fake or with manipulations, the fact shall also be communicated to the concerned individual/institutions immediately. Such cases shall also be brought to the notice of the Registrar for initiating criminal proceedings against such manipulators

CHAPTER XI

ATTENDANCE AND CONDONATION OF SHORTAGE OF ATTENDANCE

Following are the rules regarding attendance requirements:

- 1) Every candidate is to secure a minimum attendance as insisted in the university programme regulations for each programme for appearing university examination.
- 2) Candidates can seek condonation of shortage of attendance **only once** in the entire programme.
- 3) Normally a shortage of attendance of up to 10% alone can be condoned on an application filed by a candidate. However, in cases where the concerned Statutory Council Regulations insist on a higher minimum attendance, the condonation of shortage can be only as per its regulations.
- 4) The Head of the Institution shall grant condonation of attendance shortage on genuine grounds under intimation to the COE and produce evidence of payment of the prescribed fee. Such fee to be credited to the examination account with details. The register maintained by the HOI may be called for and verified by the University whenever necessary. The concerned section in the examination branch shall also maintain a condonation register in which the details of the condonation shall be duly entered.
- 5) Unless the shortage of attendance is condoned, candidate concerned is not eligible to appear for any examination as per the programme regulation.
- 6) No condonation for shortage of attendance is permitted in the case of PG/super specialty courses of medical and its related programmes.

CHAPTER XII

MALPRACTICES AND MISCONDUCT AND THE PROCEDURE TO TACKLE THEM

1)

a) 'Malpractice' in relation to an examination includes –

- i. The copying at an examination from any book, notes, answer book of some other candidate or from any other source.
- ii. Receiving help from another candidate or person, or the giving of any help to another candidate
- iii. Use of any other unfair means aimed at influencing the result of the examination.
- iv. The attempt to do any of the things in items (i) to (iii) above
- v. Gaining or attempting to gain admission to any examination on the basis of any forged or tampered document,
- vi. Tampering with or being instrumental in tampering with any University records including answer books, mark sheets, result sheets, diplomas and the like, and writing/drawing anything unnecessarily other than answers in the answer books.

b) Malpractice shall also include presentation of thesis, dissertation, practical record or class work/note-book not prepared by the candidate himself; forging a document or using a forged document knowing it to be forged in any matter relating to the examination.

c) Offering or actually giving cash or any other form of inducement/threat/influence to anyone connected with the conduct of university examinations or the valuation of the answer books or other assessment intent to secure unfair or unlawful advantage in the result of the examination/assessment.

2) 'Misconduct' in relation to an examination includes-

- a) Refusal to obey the orders of the Chief Superintendent /asst. superintendent/invigilator/ any officer on duty or misbehavior or causing disturbance of any kind in and around the examination hall;



- b) Any other insolent or unbecoming behavior towards the staff engaged in examination duty;
- c) Organizing walk out or instigating others to walk out or threatening the officer in charge or any person in or outside the examination hall with any injury to his person or to any of his relations by words, either spoken, or written or by signs or by visible representations or assaulting the officer in charge, or any person on duty in or outside the examination hall or any of his relations;
- d) Indulging in any other act of mischief which results in damage to or destruction of property in the examination hall or to any part of anything in the college campus
- e) Abusing/ insulting/ intimidating/ assaulting/ manhandling/ injuring the Chief Superintendent, invigilator or other examination officials/ personnel of the University, Being found in the examination centre under the influence of liquor/drugs / any other tobacco items prohibited in the campus
- f) Any act which amounts to use of unfair means or having the tendency to disrupt the orderly conduct of the examination,
- g) Engages in any other act which, in the opinion of the officer in charge of conducting the examination, amounts to misconduct.

Malpractices and Lapses Enquiry Committee (M&LEC)

- a) The Vice Chancellor shall constitute a Malpractices and Lapses Enquiry Committee (M&LEC). On the cessation of the capacity as faculty member, such nominated member shall vacate his/her membership in the committee forthwith and the VC shall take appropriate action for substitution at the earliest. The COE will be the non- member Ex- Officio Secretary of the committee. Minimum of three members including the Chairman shall form the quorum for the meeting of the Committee. The committee will deal with all cases related to the malpractices and deal with all lapses in the conduct of the examinations. The proposals/enquiry report of the committee shall be submitted to the Vice Chancellor for necessary further action.
- b) The committee shall meet as and when required. The COE shall convene the meeting in consultation with the Chairman of the M&LEC.
- c) **Procedure to be followed in instances of malpractice (s)/misconduct(s)**
 - i. A student found involving/involved in malpractice or guilty of misconduct in an

- examination shall not be permitted by the Chief Superintendent to write the remaining part of the examination unless the candidate tenders an unconditional written apology at the spot.
- ii. Chief Superintendent shall send a report to the COE detailing the malpractice, supported by documentary and any other evidence available.
 - iii. The malpractice detected at the time of verification of answer books or valuation or subsequently shall also be reported to the COE with supporting details by the evaluator or the person concerned through the chairperson.
 - iv. On receipt of the report of a malpractice or misconduct, the COE shall refer the case to the Malpractices and Lapses Enquiry Committee. The committee shall conduct an enquiry and make a report.
 - v. At the enquiry the student shall be given a reasonable opportunity to defend the charge against him/her and shall be allowed to cross-examine the witnesses, if any examined on behalf of the University.
 - vi. The minutes of the meeting of the committee containing its findings and recommendations will be submitted to the Vice Chancellor, for necessary further action.
 - vii. If the malpractice or misconduct is held as proved, one or more of the punishments indicated in the second column of the table I(A) may be suggested to be imposed on the candidate by the considering the gravity of the malpractice or misconduct.
 - viii. A register of malpractice should be maintained by the examination section concerned.

GUIDELINES / REGULATIONS / DISCIPLINARY ACTION / PENALTIES IMPOSED FOR MALPRACTICES / IMPROPER CONDUCT OF EXAMINATIONS

I (A): Malpractices committed by students or on their behalf

Sl. No.	Nature of Malpractice/Improper Conduct	Punishment
1)	If the candidate unauthorized possesses or keeps accessible in examination hall any paper, notes, book, cell phone, pager, palm computer, tab, any other electronic	The committee, if convinced of the malpractice, may recommend cancellation of his appearance in the whole examination (all courses) in which malpractice was detected.



	<p>gadget or any other material for use in connection with or related to the subject of the examination in which he/she is appearing (either in theory or practical) on his body or table or chair or concealed under clothes worn by him/her,.</p>	
2)	<p>If the candidate is found communicating to another candidate or person available inside or outside the examination hall directly or indirectly using signs, gestures or other body language methods, or using cell phones, Bluetooth, or other mechanical or electronic gadgets of any kind etc.</p>	<p>The committee, if convinced of the malpractice, may recommend cancellation of his appearance in the particular course of the examination. The abettor from outside, will also be dealt with in accordance with law.</p>
3)	<p>If the candidate shows his/her answer book to another candidate or receives or attempts to receive help from any source</p>	<p>Shall be disqualified for the particular course of the examination.</p>
4)	<p>If the candidate swallows or attempts to swallow a note or paper or runs away with the paper or causes disappearance or destruction of any such material(s).</p>	<p>Shall be disqualified for the particular course of the examination.</p>
5)	<p>If the candidate deliberately exchanges his/her seat or writes the register number of another candidate on his/her answer book or creates any disturbance during the examination or refuses to obey the supervisory staff.</p>	<p>Shall be disqualified for the particular course of the examination.</p>



6)	If the candidate smuggles in or out or replaces answer book during or after the exam with or without the connivance of any staff or arranges to send the question paper out of the hall during the examination.	Shall be disqualified for the all courses of the examination.
7)	If the candidate is found guilty of serious misconduct in the examination hall or of misbehavior towards the supervisory staff inside or outside the examination hall or at any other place	Shall be disqualified for the all courses of the examination.
8)	If impersonation is detected	The impersonator shall be dealt with in accordance with law at the spot. If he/she is on the roll of the University, the committee may also recommend to disqualify him from appearing for any university examination for up to five chances including that in which he/she is found guilty. If he/she is not on university rolls, he/she will not be admitted to any programme under the University besides initiating criminal proceedings for the offence of impersonation. The candidate for whom impersonation was attempted also will be disqualified for up to five chances.



9)	<p>If the candidate uses objectionable, abusive or offensive language or writes or assigns any marks which will help identification of the answer book or writes any letter or other communication or makes any request seeking the help of the examiners for award pass marks or undue marks</p>	<p>Cancellation of the performance in that course as decided by the committee.</p>
10)	<p>If the candidate is found in possession of any lethal weapon, firearm or explosives in the examination hall.</p>	<p>Expulsion from the examination hall and report to the police shall be done by the CS forthwith. After enquiry the committee may also recommend to cancel the performance in that course as well as in all other course for which the candidate has already appeared including in practical examinations and project work and he shall not be permitted to appear for the remaining examinations of that chance. His/her admission to the programme may also be cancelled by the Academic Council in appropriate cases.</p>
11)	<p>Copying by the candidate is detected during valuation or during special scrutiny on the based on internal evidence.</p>	<p>Recommend cancellation of the performance in that course and in all other courses for which the candidate has appeared including practical examinations and project work of that examination or further examinations for a period up to two chances including that in which he/she is found guilty.</p>

12)	Insertion of pre-written answer papers by the candidate or reading out the answer to the questions or communicating in any manner answers or information leading thereto in the examination hall so as to benefit the other candidates taking the examination.	Recommend to cancel the entire examination of that term taken by the candidate and also debar him from appearance in three subsequent chances of the examination and may also initiate criminal proceedings against him in appropriate cases.
13)	Approaching or influencing directly or indirectly a question paper setter, examiner, evaluator, moderator, tabulator or any other person connected with the University examination to leak out the question paper or any part thereof or to enhance marks or favorably evaluate, or to change the award of marks in favour of the candidate.	Recommend to cancel the entire examination of that chance and also debar from appearance in three subsequent chances of the examinations. Criminal proceedings may also be initiated against the candidates in appropriate cases.
14)	The candidate refuses to give a statement with regard to his conduct justifying inference of malpractice.	In such cases, the candidate need not be forced to give a confession statement. If he refuses to give a statement truly setting forth the details of the incident, only the fact of his/her refusal need be recorded by the Chief Superintendent and attested by two other members of the supervisory staff on duty who have witnessed the incident. A detailed report shall be sent to the COE in this regard at the earliest. If the offence is proved, the MLEC may recommend to impose the punishment of

15)	<p>If a candidate is found to have committed/involved in the same (as the one for which the candidate is already punished) or different mal practice, in the subsequent examinations repeated, beyond any doubt, whatever be the circumstances leading to the incident:</p>	<p>debaring the candidate for up to three chances including that in which he/she is found guilty. This will be in addition to the punishment that might be imposed for other items of misconduct under preceding heads.</p> <p>If a candidate is found to have committed/involved in the same (as the one for which the candidate is already punished) or different mal practice, in the subsequent examinations repeated, beyond any doubt, whatever be the circumstances leading to the incident:</p>
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I (B): Malpractices committed by examiners/ evaluators/invigilators/Chief Superintendents/staff/skilled assistants etc.

Sl.No.	Nature of Malpractice/Improper Conduct	Punishment for use of unfair means
1)	<p>a) Tampering with the marks by the Examiners.</p> <p>b) Boosting of marks of candidates during centralized valuation/practical examination under the influence of another person or otherwise.</p> <p>c) Demanding money or gift to pass/help the candidate in theory / practical examination.</p> <p>d) Blackmailing or intimidating or using a body language to hint or indicate the outcome of the practical / clinical examination.</p>	<p>If the person involved is a Government / University employee, debar him/her from examiner-ship or duties connected with examination permanently and inform the competent authority to proceed against the individual under disciplinary rules governing his employment. If the person involved is employed as a faculty in the private affiliated colleges, debar him/her from examination duties permanently and inform the competent authority to proceed against the individual under disciplinary rules governing his/her employment. Further the</p>



		University may initiate action to remove the name of the particular faculty from the faculty registration for a fixed period.
	e) Seeking sexual favors to pass the candidate.	Action as for offence under clause a) to e) above and report the matter for appropriate action under criminal law.
	a) Helping the candidates to copy by any means.	If the person involved is a Government/University employee, the competent authority shall be informed to proceed against the individual under disciplinary rules governing his employment. He/she will not be appointed as Invigilator/Supervisor by the University for a period which may extend to five academic years.
	b) Giving wrong directions to the candidates violating the University regulations / instructions.	If the person involved is employed in private affiliated college the competent authority shall be informed to proceed against the individual under disciplinary rules governing his employment. He/she will not be engaged for duties connected with the conduct of examinations by the University for a period which may extend to five academic years. Further the University may initiate action to remove the name of the particular faculty from the faculty registration.
	c) Keeping the theory answer books in the college without sending to the University within the prescribed time after the examination is over or sending the answer books without ensuring that the answer books sent correspond to the candidates who appeared for	-do-

	the examination as per the attendance sheet concerned.	
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II) INDISCIPLINE OF STUDENTS AGAINST THE UNIVERSITY

Sl.No.	Nature of Malpractice/Improper Conduct	Punishment for use of Unfair means
1)	If any candidate from the affiliated colleges has committed an offence or is caught red handed or is found involved in any acts leading to leakage of question paper, removal of answer sheets, hacking of Computer system or tampering of records relating to the examinations.	He/she shall be disqualified for a period up to 3 years or his/her registration of programme is cancelled depending upon the gravity of the offence. The matter will also be reported for initiating criminal proceedings in accordance with law.

NOTE: For a case of unfair means not covered by these rules, the Academic Council may, on the recommendation of the Malpractices and Lapses Enquiry Committee, award/impose any such punishment as they deem fit taking into account the gravity of the offence, circumstances of the case and the details of the malpractice reported.

**CHAPTER XIII
CONCESSIONS TO PHYSICALLY DISABLED CANDIDATES**

- a) Candidates who come under provisions of Persons with Disabilities Act 1995 are eligible for compensatory time for writing the examination. Until revised, the compensatory time permissible shall be 20 minutes for each hour of examination.
- b) A candidate with 40% disability, if recommended by the competent Medical Board can be allowed by the University to write the examination with the aid of a scribe.
- c) The application for permission for compensatory time and for the assistance of a scribe should be forwarded to the COE through the Head of Institution as per the ANNEXURE-VIII. The application shall normally be filed 30 days before the commencement of the examination along with the certificate of disability and recommendation issued by competent medical board. Such application shall be accompanied by details of the proposed scribe duly recommended by the HOI concerned. The scribe shall not be a student for the same or higher course or one possessing qualification similar to or higher than the course in which the applicant is a student.
- d) The authority to grant compensatory time/assistance of scribe is vested with the Vice Chancellor.



CHAPTER XIV

CANCELLATION OF AN EXAMINATION

If it is found, based on complaints or otherwise, that the examination conducted suffers from substantial irregularities like leakage of question paper, supply of erroneous question papers, mass copying, exact repetition of the immediately preceding question paper, or such other special circumstances, the Controller of Examinations shall report the matter to the VC and he/she may direct cancellation of the examination and arrange for conduct of fresh examination instead. Full details of such cases with reports concerned shall be placed before the Academic Council at the earliest for ratification. If any practical examination is conducted violating the course regulation, the COE may recommend to the VC to cancel the examination conducted at the particular centre(s) and arrange for re-conduct of the examination.

CHAPTER XV

REGISTERS TO BE MAINTAINED

Register of Publishing of results

The office of the COE shall maintain a register showing the details of results of examinations published every year in the format given below:

Sl No	Name of Examination	Date of Commencement Examination	Date of Last Examination	Date of Publishing of results	Total No. of Students Appeared	No of Students passed	Initials of the COE

Before approving the result of an examination, the necessary details shall be entered in the register and the register, along with the results, shall be put up to the COE for approval of the results. The section concerned shall keep such a register with regard to the examinations under them.

Preservation of Documents

SI. No.	Name of Document	Period of preservation
1.	Tabulation register	Permanent
2.	Register of publishing of results	Permanent
3	Minutes book of results passing board	Permanent
4.	Stock register of mark lists, provisional pass certificate, degree certificates and rank certificate (in the confidential section and concerned examination section)	Permanent
5.	Minutes book of M&LEC	Ten years
6.	Stock registers	Five years
7.	Despatch / Tappal register	Five years
8	Counterfoils of answer books	Six months
9	Answer books of examinations	Six months after publishing of results



11	Marks received from examiners/ from		
12	Closed files	One year	One years
13	Registers of financial transactions such as contingent bill register, cheque payment register, register of advances etc.		three years

CHAPTER XVI

THESIS / DISSERTATION

Thesis / Dissertation shall be submitted to the university preferably before six months prior to the commencement of the final year examination as per the notification or as per the programme regulations. Fine fixed for the purpose as per the regulations will be charged for the late submission. While submitting the dissertation /thesis (PG students), the plagiarism checking (upto 10%) is insisted upon by using the software made available (URKUND) in the University and it is in vogue.

However, a grace period up to 14 days, with the fine fixed, for the submission of thesis/dissertation for PG courses shall be granted as per the special order of the Hon'ble Vice Chancellor, if a candidate applies with genuine reason.

CHAPTER XVII

EXAMINATION SYSTEM AUTOMATION

Pre-Examination activities

The following shall be the various stages in the conduct of examination performed.

- 1) Tentative examination calendar is published in the University website at the beginning of the academic year. Times to time modifications are done as and when required with prior approval.
- 2) Each examination notification is published on the website preferably 45 days prior to the commencement of examination.
- 3) Defining in the system in the course regulations provided by the Dean of Faculty/HOI and getting it approved by the concerned Dean of Faculty/HOD and HOI.
- 4) Facilitating for assigning of new QP Code/scheme (if any).
- 5) Setting the basic parameters of scheme of examination as per respective programme regulations.
- 6) Facilitating online generation of examination schedule as per examination notification.
- 7) Facilitating online preparation and publishing of theory examination timetable.
- 8) Facilitating online generation of monthly consolidated list of theory examinations.
- 9) Facilitating online attendance and internal assessment entry from the various affiliated Institutions.
- 10) Facilitating subject wise online entry of details of willing and eligible faculty to be appointed as internal examiner/external examiner/evaluator for each University examination.
- 11) Facilitating online examination registration for 'eligible candidates' as per programme regulations.
- 12) Facilitating online entry of fee remittance details of eligible candidates for

each examination.

- 13) Facilitating online interface for marking candidates/institutions (if any) whose hall tickets are to be withheld for want of fulfillment of eligibility criteria.
- 14) Facilitating online allotment of theory examination center
- 15) Facilitating online generation of hall tickets for eligible candidates
- 16) Facilitating online interface for printing and distribution of hall tickets to eligible candidates.
- 17) Facilitating online interface for sending of 'passwords' for theory examination to the examination centers.
- 18) Facilitating online preparation of practical examination time table with details of eligible candidates, center wise and date wise, for publication in the website.

Question Paper Transmission

- a) Facilitating online interface for setting date wise and center wise allocation of question paper.
- b) Encrypted question papers are transmitted from the question paper bank of each day examination which is randomly selected by the system and transmitted to the respective examination center(s). Intimation of no-correction or corrections/modifications/replacements (if any) are transmitted to the examination centers within the prescribed time.

Examination activities

- a) Facilitating online entry of theory examination attendance entry.
- b) Facilitating online entry of practical marks/viva marks/project marks/record marks etc. from the practical examination centers on the day of examination itself.

Post Examination activities

- a) Facilitating online verification of pre-examination data and transferring it to



Compact Disk (CD). The data is submitted to the Controller of Examinations along with a completion note.

- b) Facilitating online mark entry of theory examination marks from evaluation camp(s) and transferring the data to CD.
- c) Facilitating the generation of list of all answer books that has to be subjected to third valuation, as per university rules.
- d) After completion of valuation, the data is submitted to the Controller of Examinations along with a completion note.
- e) Facilitating online entry of the data. The data is submitted to the Controller of Examinations along with the completion note.
- f) Facilitating provision for verification of result criteria by the concerned section which will include marks (min/max), pass criteria, class criteria (as the case may be), grace mark/ moderation criteria etc.
- g) Facilitating online interface to various examination sections for re-verification of the list of withheld candidates.
- h) Result Processing: - The result is processed by the system as per the various approved course regulations and the prepared results will be submitted to confidential section in CD for archival and verification
- i) Result Integrity Check - The result integrity check software is built to identify any variations in pre-processing and post-processing data with respect to the result prepared and a report will be generated by the confidential section.
- j) Facilitating online generation of Tabulation Register – The tabulation registers (tabulation register for marks) are prepared separately for each examination and verified using a secured login.
- k) Facilitating online generation of result statistics –The statistics based on results are prepared and submitted to the Controller of Examinations on the day of Results Passing Board Meeting.
- l) Publishing of results – The results are provisionally published on the website after random internal verification by the concerned section and approval of the



Hon'ble Vice Chancellor.

m) Facilitating online interface for submitting applications for re - totaling of score sheets. Online provision for generating lists of candidates who have applied for re - totaling based on list of all valid requests is provided. The score sheets in respect of the applicant are traced after processing of the examination data. Any changes in marks will be updated through the interface provided and a specific report of this updating is generated which shows the final mark of candidate for the specific QP code. This report showing the changed marks is got approved and attached to the original tabulation register.

Exceptions: There may be cases that need to go for third valuation after re - totaling of marks. Facility for generating a report of such cases is provided to the concerned section for enabling third valuation.

- n) Normally Mark lists, provisional pass certificates and degree certificates are generated after re total results are published and are verified.
- o) Duplicate mark list and degree certificate are generated after getting orders on valid requests received in the concerned sections. The prepared documents are verified.
- p) Various statistics based on the results are prepared institution wise, programme wise, course wise etc.
- q) The data regarding examination are maintained and preserved securely in the corresponding servers by the IT section.

Note:

- a) Errors, corrections and omissions (if any) shall be rectified only after obtaining orders of the Controller of Examinations.
- b) All unforeseen exceptions shall be handled according to the orders of the Controller of Examinations.
- c) Data goes into the examination system of the software from four places – student, Institute, evaluation camp and examination section.
- d) The software is being updated as and when required .



The details of time schedule for delivery of services and the officers responsible for the services under this regulation are given below.

Sl. No	Service	Period (in days)	Executing Officer	st Appeal Authority	nd Appeal Authority
1	Mark List	90	DCOE	Controller of Examinations	Pro. Vice Chancellor/ Vice Chancellor
2	Duplicate Mark List	7	-do-	-do-	-do-
3	Provisional Pass Certificate	10	-do-	-do-	-do-
4	Original Degree Certificate	At the time of Convocation graduation	-do-	-do-	-do-
5	Examination Result	30	-do-	-do-	-do-
6	Migration Certificate	7	-do-	-do-	-do-

CHAPTER-XVIII

MISCELLANEOUS ITEMS

Examination confidential section

Confidential section shall deal with the following matters

- 1) Question paper setting as per the programme regulations.
- 2) Scrutiny of the question paper.
- 3) Assisting the transmission of the question paper and related work.
- 4) Safe keeping of question papers.
- 5) Cross checking of examination results with pre-processed data on random basis.
- 6) Maintaining of question paper transmission register, result publication register, and attendance register of staff involved in the QP transmission.
- 7) Stock register of mark list, provisional pass certificate, degree certificate and rank certificate.
- 8) Processing and payment of remuneration claims of question paper setters and scrutinizers, and
- 9) Such other confidential works entrusted by the COE.

Examination tappal and dispatch sections

- a) All communications regarding matters connected with registration for examinations, conduct of examinations, issue of certificates and statement of marks etc. are to be addressed to the COE. The documents received in this regard shall be sorted, put up to the COE and distributed to the concerned sections with proper acknowledgement.
- b) All communications regarding the matters connected with examination will be dispatched through examination dispatch. The tappal and dispatch section shall maintain proper registers of tappal and dispatch.

Examination Store

- 1) There shall be a separate store for storing examination materials including answer



books under the immediate control of an officer.

- 2) The officer in charge of the store shall assess the requirements of the colleges for answer books and other stationery based on the tentative examination calendar and shall issue these items to the examination centers sufficiently in advance. The issue shall be made under proper acknowledgment.
- 3) There shall be a stock register and an Issue Register properly maintained in the section dealing with examination stores. Necessary entries will be made in the stock register when all items are received and similarly necessary noting and attestation will be made when the same is distributed to various sections/departments. Annual verification of physical stock shall be made at the proper time.

CHAPTER-XIX

CONVOCATION

Convocation shall be conducted annually on the birthday of the Honorable Founder Chancellor Dr. **A. Shanmugasundaram** on 7th of July every year in the Annapurna Auditorium of Vinayaka Missions Medical College, Salem. The degree certificates shall be issued on that day in person to Ph.D / PG degree holders, rank holders of various programmes. The degree certificates shall be issued to all other candidates at the time of the graduation day of their respective Institutions.

At times Honorary Causa degress shall be conferred to the eminent persons as per the recommendation of the Board of Management.

CHAPTER-XX

For Students

The students are to make use of the following formats of applications for applying various certificates etc. The formats and the general instructions for the same areas under

- 1) Application for the Degree certificate under “In advance” category (Annexure – I)
- 2) Application for the Degree certificate under “In person” / “In absentia” category (Annexure – II)
- 3) Application for Revaluation / Retotaling (Annexure – III).
- 4) Application for Duplicate Certificates (Annexure – IV).
- 5) Application for Transcripts (Annexure – V).
- 6) Application for Genuineness verification (Annexure – VI). (by the employer)
- 7) Application for Scribe Facility (Annexure – VIII).

ANNEXURES

ANNEXURE - I

**VINAYAKA MISSION'S RESEARCH FOUNDATION
(Deemed to be University), SALEM, TAMILNADU
Application for the degree certificate In Advance**

Programme:

Photo attested by
the Dean / Principal
of the Institution

1. Name of the candidate (in capital as per the H.Sc./Equivalent Certificate) :-----
 2. Name of the father / mother / guardian :-----
 3. Gender : Male / Female
 4. Date of Birth :-----
 5. Permanent address :-----
 6. Contact Phone No: i) Land line No :-----
ii) Mobile number :-----
 7. Email address :-----
 8. Name of the Institution/College from where qualified :-----
Programme(with Branch if any) :-----
 9. Month & Year of the last examination Passed (with Reg. No.) :-----
 10. Date of completion of internship (if applicable) :-----
 11. Whether obtained/ applied for (final) Provisional Pass Certificate :-----
 12. Reasons with evidence for applying under 'In Advance' category :-----
 13. Details of remittance of fee of Rs. 5,000/ :-----
- Certified that the details & information furnished above are true & correct.

COUNTERSIGNED & FORWARDED

SIGNATURE OF THE CANDIDATE

Signature of the Dean /Principal with college seal where he/she studied the UG / PG/
Diploma

GENERAL INSTRUCTIONS:

- 1) All the eligible candidates who have completed their study may submit their application for degree certificate by Registered post to the Controller of Examinations of the Vinayaka Missions University.
- 2) 'IN PERSON' means that the candidate has to be present himself / herself physically at the time of Convocation / graduation day to receive the Degree. 'IN ABSENTIA' means that the presence of the candidate at the time of Convocation / Graduation day is not required and the Degree Certificate will be sent by post after the Convocation / Graduation. 'IN ADVANCE' category means receiving the degree before the conduct of Convocation, in view of a justifiable reason.
- 3) Application for receiving a Degree 'IN PERSON' should reach his office in time fixed by the University. The exact date of Convocation will be notified in the dailies.
- 4) The following duly attested by a Gazetted Officer should be enclosed with this application (a) copy of SSLC mark sheet (b) copy of HSC / Equivalent Mark Sheet (c) copy of (final) Provisional pass certificate (d) copy of the Under Graduate degree certificate in the case of P.G. Degree applicants.
- 5) The following should also be enclosed (a) Two copies of candidate's latest passport size colour photographs put in a small envelope (Name, Program, Registration Number should be written on the backside of one copy)
- 6) The Convocation fee for In Person is Rs.2000, In Absentia is Rs.2500, In Advance is Rs.5000.
- 7) The reason for applying under In Advance category has to be mentioned in the application and proof for the same to be enclosed.
- 8) The fee to be paid in the form of DD/ Net banking/ Challan to the account details mentioned below

Name of the account: VMRF (DU) Examination Account

Account no : 188702000000294

IFSC code : IOBA0001887



Branch : Ariyanoor

9) For further details refer web site: coe.vmu@vmu.edu.in

**ANNEXURE-II
VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM**

Application for the Degree Certificate – In Person / In Absentia

1. Whether the candidate desires to receive the Degree In Person In Absentia

2. Rank Holders and Medalists are only eligible to receive their degree in person at the time of Convocation:

1.	Name of the candidate (In capitals as per the H.S.C / Equivalency certificate):	
2.	Date of Birth and Gender:	
3.	Father's Name:	
4.	Permanent address:	
5.	Contact Phone No. if any	
6.	Program (with Branch if any)	
7.	Month & Year of last examination passed(with Reg.No)	
8.	Whether obtained / applied for (final) Provisional Pass Certificate:	
9.	Details of remittance of fee:	

Address for sending communication (write your permanent address)

Residential Address:

Pin code-----

Official Address:

Pin code-----

Certified that the details & information furnished above are true & correct.

Signature of the Candidate

GENERAL INSTRUCTIONS:

- 1) All the eligible candidates who have completed their study may submit their application for degree certificate by Registered post to the Controller of Examinations of the Vinayaka Missions University.
- 2) 'IN PERSON' means that the candidate has to be present himself / herself physically at the time of Convocation / graduation day to receive the Degree. 'IN ABSENTIA' means that the presence of the candidate at the time of Convocation / Graduation day is not required and the Degree Certificate will be sent by post after the Convocation / Graduation. 'IN ADVANCE' category means receiving the degree before the conduct of Convocation, in view of a justifiable reason.
- 3) Application for receiving a Degree 'IN PERSON' should reach his office in time fixed by the University. The exact date of Convocation will be notified in the dailies.
- 4) The following duly attested by a Gazetted Officer should be enclosed with this application (a) copy of SSLC mark sheet (b) copy of HSC / Equivalent Mark Sheet (c) copy of (final) Provisional pass certificate (d) copy of the Under Graduate degree certificate in the case of P.G. Degree applicants.
- 5) The following should also be enclosed (a) Two copies of candidate's latest passport size colour photographs put in a small envelope (Name, Program, Registration Number should be written on the backside of one copy)
- 6) The Convocation fees for In Person is Rs.2000, In absentia is Rs.2500, In advance is Rs.5000.
- 7) The reason for applying under in Advance category has to be mentioned in the application and proof for the same to be enclosed.
- 8) The fee to be paid in the form of DD/ Net banking/ Challan to the account details mentioned below

Name of the account: VMRF(DU) Examination Account

Account no : 188702000000294

IFSC code : IOBA0001887

Branch : Ariyanoor, Salem.

- 9) For further details refer web site: coe.vmu@vmu.edu.in



ANNEXURE - III

VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM

Application for Revaluation/ Retotaling

1. Name	
2. Register Number	
3. Degree & Branch	
4. Month & Year of Examination	
5. No. of papers applied for revaluation/ retotaling (strike out which ever not applicable)	
6. Total amount paid	
7. Subject for which Revaluation/ Retotaling is required:	

Year/ Semester	Subject Code	Subject Title	Marks/Grade awarded

Signature of the HOD

Signature of the Candidate

Station:

Date

Signature of the Principal / Dean / HOI

College Seal

The fee is to be paid online through PayTm via CAMU after scheduling the fee.

General Instructions:

- 1) The application should reach the Controller of Examinations within the prescribed time.
- 2) The revaluation/ retotaling are not permissible for the failures in practical/ clinical/project.
- 3) The application should be sent to the University through college only. Submission of the application directly to the University by the student will be summarily be rejected.
- 4) An amount of Rs. 1500/ & Rs. 500 is to be paid for each paper for revaluation & retotaling respectively. The fee is to be paid online through PayTm via CAMU after scheduling the fee.
- 5) The candidate is advised to register for the subject in which revaluation/ retotaling is sought for within the stipulated time for the next examination without waiting for the result of revaluation/retotaling.
- 6) The fee once paid will not be refunded. Hence any application sent in this regard should be sent after careful scrutiny.
- 7) The date of declaration of revaluation/ retotaling results if delayed due to extraneous factors disabling the candidate to pursue higher studies, shall in no way bind the University legally or otherwise.

**ANNEXURE - IV
VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM
DUPLICATE CERTIFICATE REQUISITION PROFORMA**

1. Name of the Candidate:

2. Register No:

3. Course of study:

4.a) If applying for duplicate statement of marks / grade sheets, degree certificate, Provisional, Consolidated Mark statement fill in the month and year of which examination is required:

Type of Certificate	Month and year of examination

Fee: Each Duplicate statement of Marks / grade sheets, Provisional pass certificate, –
Rs.1000

Duplicate Degree certificate-Rs.2000

Duplicate Consolidated mark statement-Rs.2500

5. Circumstance under which the certificate was lost:

6. Whether the prescribed affidavit has been enclosed with the application:(Only for Duplicate degree certificate, copy of the Police compliant given and reply from them to be attached)

7. The fee to be paid in the form of DD/ Net banking/ Challan to the account details mentioned below

Name of **the** account: VMRF(DU) Examination Account

Account no : 188702000000294

IFSC code : IOBA0001887

Branch : Ariyanoor

8. Address to which the certificate to be sent:

9. The facts stated are true and correct to the best of my knowledge and if found false by the University, I shall abide by the decision of the university:

PLACE:

SIGNATURE OF THE CANDIDATE

DATE:

Note: If any of the certificates are traced out after issue of the duplicate certificates, such certificates are to be returned.

ANNEXURE - V
VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM
(Deemed to be University), SALEM, TAMILNADU
Application for Transcript

For issue of each of the set of Transcript Rs. 1000/- + postal charges Rs.2500 for other countries

Details of online payment (To be filled in by the candidate

Name and place of the bank

Date of payment:

Candidates should read the instructions very carefully before filling in the columns. Any the column left blank will cause delay in issuing the certificate.

1) Name as registered in the University records(In Block Letters):

2) Sex : Male / Female

3) Date of Birth:

4) Name of the programme passed with Register no

5) Branch / specialty :

Studied

6) Month & year of passing the final Examination :

7) College in which last studied

8) Address of the candidate(In Block Letters)

9) Number of sets of transcripts required :

10)Transcripts required for

Grade / Mark Statements (all semesters/ years)

Consolidated statement of grades/marks

Provisional Pass Certificate

Degree Certificate

Others if any (to be mentioned)

11. Whether attested photo Copy of the

above certificates have been
produced : Yes / No

Date

Signature of the candidate

General Instructions:

- 1) Candidates should apply for the issue of Transcripts in prescribed application form available at the University website.
- 2) The candidate should submit the duly filled in application form in person / by the person authorized by the candidate at the office of the Controller of Examinations.
- 3) The person who is submitting the application for transcripts should come and collect the transcripts. If not able to come and collect the transcripts, an authorized person can collect the transcript at the office of the Controller of Examinations.
- 4) The candidate should have identified the Universities/Institutions for which the transcripts are required. The name and address of the Universities/Institutions should be written on the official envelope (stamped) for transcripts and to be submitted along with the application(Compulsory).
- 5) Candidates need to submit attested photo copy of the certificates for which the transcript is needed.
- 6) The fee for issue of transcript per set is Rs. 1000/ (Rupees one thousand only) and for outside India, Rs. 2500/- extra for postage per set has to be paid in the form of DD/ Net banking/ Challan to the account details mentioned below
Name of the account: VMRF(DU) Examination Account
Account no : 188702000000294
IFSC code : IOBA0001887
Branch : Ariyanoor, Salem.
- 7) Transcript shall be issued within 7 working days excluding the day of submission.
- 8) Fee once paid will not be refunded under any circumstances.

ANNEXURE - VI

**VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM
(Deemed to be University), SALEM, TAMILNADU
GENUINENESS VERIFICATION REQUISITION**

Please find enclosed copy of the Mark Statement / Provisional Certificate / Degree Certificate submitted by the following candidate. Kindly verify the same and inform the genuineness of the certificate.

Name of the Employer/ Candidate			
Designation		Company where working	
Employee/candidate ID.No. /Ref.No. (If any)			
Name of the College/Institution			
Register No.			
Name of the Programme			
Details of Payment mode			

Mode of Study:

If Regular:

Enclosures of Documents (Tick whichever is applicable)

No of Marks

Statement

Provisional certificate

Degree Certificate

enclosed

Place:

Date:

SIGNATURE OF THE EMPLOYER WITH OFFICE SEAL

GENERAL INSTRUCTIONS :

The genuineness verification certificate of a Marks Statement / Provisional Certificate / Degree Certificate of a student will be issued only to an employer of State / Central Government services/ Public Enterprises/ Private sector / foreign or Indian Embassy when the employer produces the following documents and fee particulars.

- 1) Duly filled-in Application
- 2) Copy of the Marks Statement / Provisional Certificate / Degree Certificate
- 3) Fee particulars per Certificate within India Rs.1000/- and foreign countries Rs.3500.
- 4) Mode of payment - paid in the form of DD/ Net banking/ Challan to the account details mentioned below

Name of the account: VMRF(DU) Examination Account
Account no : 188702000000294
IFSC code : IOBA0001887
Branch : Ariyanoor, Salem.

The hard copies of the above mentioned to be sent to the Controller of Examinations, Sankari Main Road (NH-47), Ariyanoor, Salem- 636308. Tamil Nadu, India. Reply shall be given within 7 working days excluding the day of submission.

The employer is strictly advised not to ask for the confidential report /status of their genuineness certificate over phone or in-person. On any account, the employers also should not direct the employees/students to contact the University.

ANNEXURE - VII
VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM
(Deemed to be University)
HALL TICKET

Reg no		Name of the Student			
College					
Program				Semester/Year	
Regulation		Batch	Date of issue		
Course Code	Course Name	Date	Session		
		-END STATEMENT-	OF		
<p>Signature of the Candidate</p> <p align="right">Controller of Examinations</p> <p align="center">Signature of the HOI</p>					
Note:	Student must bring the college ID card along with this Hall Ticket to write the Examinations				



ANNEXURE - VIII

VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM

Scribe Facility – Requisition

Application for availing the facility of a Scribe/Writer during Examinations due to permanent /temporary physical disability / learning disability (To be submitted 2 weeks prior to the commencement of Examination)

To
The Controller of Examinations
VMRF – DU, Salem.

Dear Madam / Sir,

I wish to avail the facility of a scribe/writer during the Examination as per the below mentioned details:

Name of the Student: _____ Mobile No.: _____

Name of the Institute: _____

Name of Program: _____ Regd No.: _____

Academic Year: _____ Year /Semester: _____

Details of scribe being arranged by the undersigned

Name of the scribe: _____

Educational Qualification of the scribe (with proof - Identity card):

Address _____

Mobile number _____

Yours faithfully,

Signature of the Student with remark

Signature of the HOI with remarks

Note: Enclose Medical Certificate from a Registered Medical Practitioner with seal stamp

**ANNEXURE - IX
VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM**

Internship/School practicing/Hospital Training /.....Certificate

This is to certify that the following candidate has completed the **Internship training**
School practice programme / Hospital training.....at.....

as under the regulations of.....Name of the
candidate:..... Regd no.....

Programme :.....Year /Semester :.....

Department	Date		Number of Days and Remarks if any
	From	To	
1.			
2.			
3.			
4.			

Signature of the Head of the Institution where attended with seal

Signature of the concerned HOD of VMRF(DU)

Signature of the HOI of VMRF(DU)

ANNEXURE - X

VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM

(Deemed to be University)

Format for submitting Internal Assessment Marks

Date:

Name of the Institute:

Maximum marks:

Name of the Programme:

Minimum marks:

Year / Semester:

Duration:

S.No	Name of the candidate	Register Number	Course code	Course code	Course code	Course code	Course code
1.							
2.							
3.							
4.							
5.							
*							

* Signature of the faculty

The programme is being offered as per the approved regulations

Signature of HOD

Signature of HOI

ANNEXURE - XI

**VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM
INDENT FOR BLANK ANSWER SCRIPTS**

Examinations to be held during _____
Name of the centre _____

S.NO	PARTICULARS	ACTUAL REQUIREMENT FOR THE EXAMINATIONS	LEFT OVER STOCK AVAILABLE WITH THE CENTRE	PRESENT REQUIREMENT [C-D]
[A]	[B]	[C]	[D]	[E]
1.	Blank answer script			

SIGNATURE OF PRINCIPAL / OFFICER-IN-CHARGE: _____

STATIONARY INDENT FOR THE EXAMINATION SECTION

NAME : _____ SECTION: _____ DATED: _____

S.NO	NAME OF ITEM	QTY	PURPOSE

SIGN
[INDENTER]

SIGN
[INCHARGE]

SIGN
[STORE & PURCHASE OFFICER]

ANNEXURE - XII

VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM

**PROFORMA FOR SUBMITTING PRACTICAL / VIVA VOCE EXAMINATION
MARKS**

Program :

Semester / year:

Course:

Course Code:

Date:

Maximum marks

Reg.No	Name of the student	In Figures	In Words

Signature of the Examiner I with Date:

Name in Block Letters:
(Office Address)

Signature of the Examiner II with Date

Name in Block Letters:
(Office Address)

For COE Office use: Marks entered by in TMR



ANNEXURE - XIII

VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM

THEORY EXAMINATION – OBSERVER'S REPORT

Name of the Institute :

Address :

Name of the College/School :

Designation :

Institute :

Phone Number :

Title of paper & Course :

Date and Time of examination :

Sl.No.	Event	Observation
1	Time of entry of student into Hall	
2	Time of entry of Chief Supt. & Invigilators	
3	Staff on duty as per order	
4	Numbering and seating arrangement	
5	Accommodation space in the hall	
6	Lighting and Ventilation	
7	Toilet Facility	
8.	Drinking Water	
9.	No. of student presents in roll	
10.	No. of student Present and Absent	



11.	Question paper sealed	
12.	Question paper opened as per procedure	
13.	Time of start of the examination	
14.	Chief Supt.'s Instruction to students	
15.	Integrity of the staff on vigilance	
16.	Integrity and discipline of the students	
17.	Provision of answer sheets	
18.	Provision of accessories to the students	
19.	Orderly collection of answer sheets	
	Closing time of the examination	
21.	Proper sealed packing of answer sheets	

General Remarks and Confidential Report :

Give an account and confidential report over the observations. You may also add your suggestions. It is mandatory that this resume is given.

Date:

Signature of the Observer

ANNEXURE - XIV
VINAYAKA MISSION'S RE
SEARCH FOUNDATION, SALEM
Report of Squad on Conduct of Examination

Note: Resume of the squad to be enclosed

Name of the College	Name of the Examination	Date of Examination	Signature of the Chief Superintendent	Remarks

Date:

Place:

Signature of the Squad (with official address):

ANNEXURE - XV

VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM

Remuneration Bill

Claim bill for payment of remuneration with travelling allowance, halting allowance etc., of examiners appointed for University Theory Valuation / Practical / Clinical / Oral Examinations

1.Name of the Examiner with Designation

IN BLOCK LETTERS and Official Address:

2.Name of the Board / Program & Subject:

3.Date(s) of Valuation / Practical / Revaluation:

Examination	Amount per Paper/Candidates for UG Exam (in Rs.)	Amount per Paper/Candidates for PG Exam (in Rs.)	No. of Paper / Candidates	Total (Rs.)
4.Theory				
5.a) Practical / Clinical				
b) Oral				
c) Dissertation				
6.Travelling Allowance				

Date of Journey	From	To	Mode of Conveyance	No.of.Kms.Travelled	Amount

7.Dearness Allowance :Rs_____/day(No.of.Days)_____

Rs._____

Total Amount:_____

Email id_____Mobile no_____

Date:

Signature of the Examiner

Received the amount of Rs_____ (in words)

Signature of the Examiner with Date



(For Office use only)

Passed for payment of Rs. _____ (Rupees- _____)

STAFF-IN-CHARGE OFFICE-IN-CHARGE CONTROLLER OF EXAMINATIONS

NEFT/RTGS – Outward remittance challan (details to be filled in block letters)

Particulars of Beneficiary	Details
Name of the A/C Holder	
Account No.	
IFSC Code (11 digit)	
Type of Account	
Bank Name	
Bank Name, city	

Note: Payment shall be made through online. If the amount exceeds Rs.30,000 per year, 7.5% shall be deducted towards TDS

ANNEXURE - XVI

VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM

PROFORMA for dispatch of answer paper packets by the Institutions

Institute name

Name & year of examination :

Degree

Date of Exam.	Session	Subject Question paper code /	College Code No. of answer paper packets	Subjects	Total answer scripts

DELIVERY DATE : (if delivered by post, details to be mentioned)

Taken over

Handed over

Signature of Chief Superintendent

Signature of University personnel

Signature of HOI

ANNEXURE - XVII

VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM

Format about downloading the question papers

This is to certify that the following question paper(s) is/are downloaded and enough number of copies are printed in the presence of the following members.

Name of the Institution:

Name of the examination:

Date and time of the examination:

Title(s) of the paper(s):

Signatures with names

Chief Superintendent:

Invigilator:

Observer:

ANNEXURE - XVIII

**VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM
(Deemed to be University), SALEM, TAMILNADU**

Application for Migration Certificate

Candidates should read the instructions very carefully before filling in the columns. Any column left blank will cause delay in issuing the certificate.

- 1) Name as registered in the University records
(In Block Letters) :
- 2) Register No :
- 3) Sex : Male / Female
- 4) Date of Birth :
- 5) Name of the Programme studied :
- 6) Branch / specialty studied :
- 7) Duration of study :
- 8) Month & year of passing the final Examination :
- 9) College in which last studied :
- 10) Whether attested photo copy of the Provisional Pass
& Transfer Certificates have been produced : Yes / NO
- 11) Address of the candidate(In Block Letters) :

Date:

Signature of the candidate

FOR OFFICE USE ONLY

Details of online payment:

Name of the bank:

Date of payment:

Ref.No:

Amount Rs.

General Instructions:

- 1) Candidates should apply for the issue of Migration Certificate in prescribed application form available at the University website.
- 2) The candidate should submit the duly filled in application form in person / by the person authorized by the candidate at the office of the Controller of Examinations or scan the application.
- 3) The person who is submitting the application for Migration Certificate should come and collect the certificate. If not able to come in person certificate will be sent to the address provided.
- 4) Candidates need to submit attested photo copy of the Provisional Pass / Degree & Transfer certificates.
- 5) The fee for issue of Migration Certificate for UG is Rs. 2000 and for PG is Rs. 2500 and has to be paid in the form of DD/ Net banking/ Challan to the account mentioned below

Name of the account: VMRF(DU) Examination Account

Account no : 188702000000294

IFSC code : IOBA0001887

Branch : Ariyanoor, Salem.

- 6) Certificate shall be issued within 7 working days excluding the day of submission.
- 7) Fee once paid will not be refunded under any circumstances.